



MINISTRY OF NATIONAL SECURITY

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

2016

**ADMINISTRATIVE
REPORT
OF THE
MINISTRY OF NATIONAL
SECURITY
OCTOBER 2015
to
SEPTEMBER 2016**

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1.0 MISSION AND VISION

1.0 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

Following a change in government on September 7, 2015 there was a reconfiguration of the Ministry of National Security to reassign the Trinidad and Tobago Prison Service and the Trinidad and Tobago Forensic Sciences Centre. As such, the Ministry of National Security now comprises of eleven (11) Divisions.

In addition, there was the inclusion of the Probation Department, which was formerly under the Ministry of Social Development, the Lifeguard Department which was formerly under the Ministry of Tourism, the Penal Reform and Transformation Unit (PRTU), the Criminal Injuries Compensation Board (CICB) and the Monitoring & Evaluation Unit.

Other Key developments during the 2016 fiscal year included:

- Receipt of remaining six (6) Naval Vessels (Damen), comprising of three (3) Coastal Patrol Vessels and three (3) Interceptors, ensuring that border protection agencies are provided with the necessary resources to strengthen the defence of our borders.
- The construction of the new National Emergency Operating Centre (NEOC) was completed in August 2016

The ultimate goal of the Ministry of National Security is to ensure that Trinidad and Tobago is prepared to face any challenges to safety and security that may arise. To this end, the Ministry remains committed to maximizing the use of all its resources for the safety and well-being of our country.

3.0 ORGANIZATIONAL STRUCTURE

3.1 Corporate Structure

As one of the largest and most complex public sector organizations in Trinidad and Tobago, the Ministry of National Security is now comprised of eleven (11) Divisions and several agencies. The Ministry of National Security 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 political appointees, with the Minister of National Security being supported by a Minister in the Ministry of National Security and a Parliamentary Secretary. The Minister is also supported by two (2) Permanent Secretaries, with one (1) Permanent Secretary being the Chief Accounting Officer for the Ministry, 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 Secretaries are public officers and 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 (Accounting Officer) Permanent Secretary
Trinidad and Tobago Defence Force	Chief of Defence Staff
Trinidad and Tobago Police Service	Commissioner of Police (Accounting Officer)
Trinidad and Tobago Prison Service	Commissioner of Prisons
Trinidad and Tobago Fire Service	Chief Fire Officer
Immigration Division	Chief Immigration Officer
Office of Disaster Preparedness and Management	Chief Executive Officer

Trinidad and Tobago Forensic Sciences Centre **	Director
Trinidad and Tobago Cadet Force	Commandant
Probation Services**	Chief Probation Officer
Lifeguard Services**	Manager

Special Mandate Units

Office of Law Enforcement Policy (OLEP)	Head
Citizen Security Programme (CSP)	Programme Coordinator
National Drug Council (NDC)	Manager
Counter Trafficking Unit (CTU)	Director
International Affairs Unit (IAU)	Director
Anti-Money Laundering/ Combating Financial Terrorism (AML/CFT) Compliance Unit	Director
HIV/AIDS Coordinating Unit	HIV Coordinator
Military Liaison Office (MLO)	Military Liaison Officer
Citizenship and Immigration (C&I)	Administrative Officer IV
Work Permits	Administrative Officer IV
Penal Reform and Transformation Unit**	Director

(** Trinidad and Tobago Forensic Sciences Centre, Probation Services, Lifeguard Services and the Penal Reform and Transformation Unit were placed under the remit of the Ministry of National Security following General Elections in 2015.)

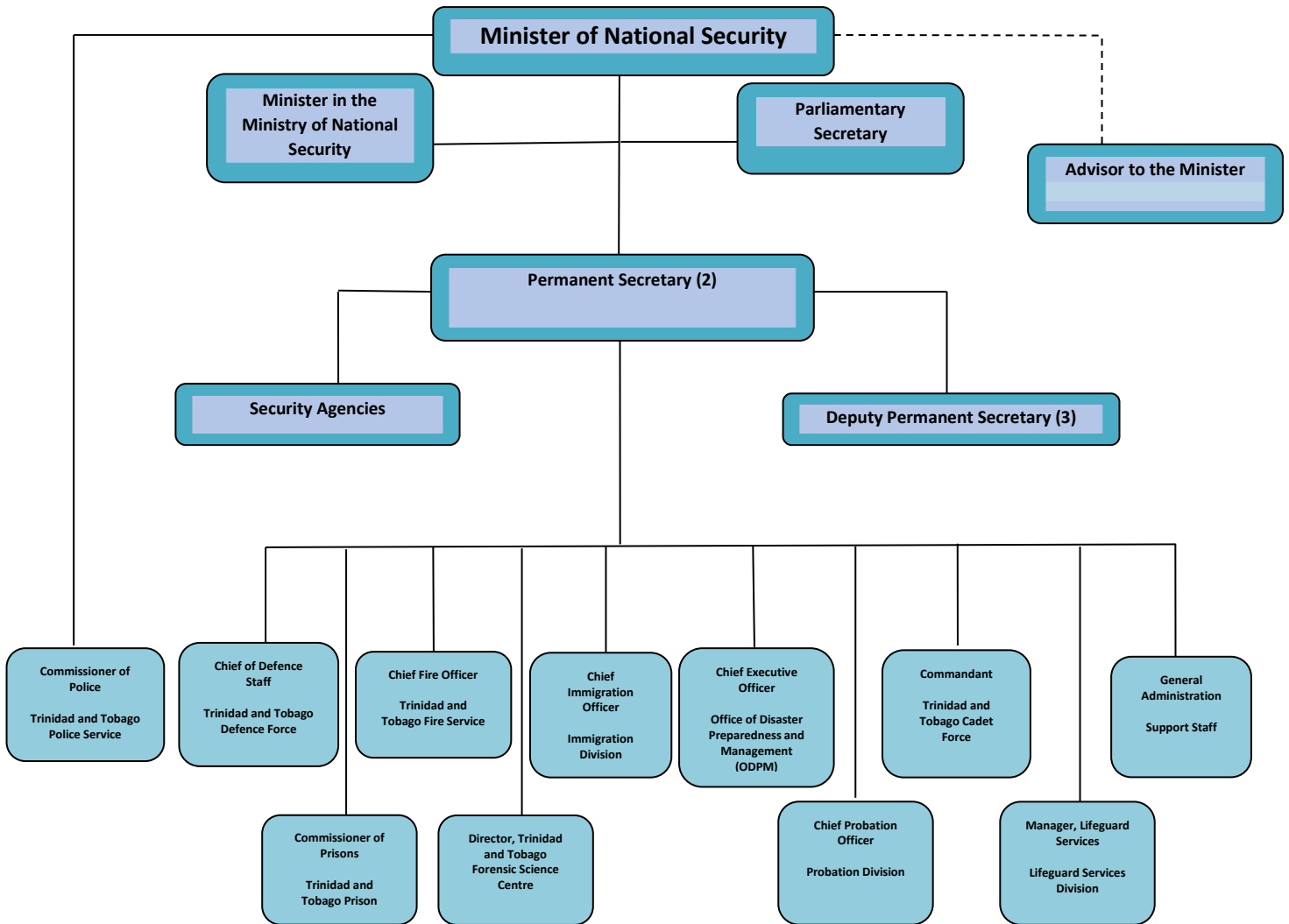
Special Mandate Agencies

- ❖ 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:

- Advisory Committee on the Power of Pardon (Mercy Committee)
- Board of Management of the Youth Training Centre (YTC)
- Cadet Force Advisory Committee
- Criminal Injuries Compensation 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 organisational chart depicting the top structure of the Ministry.



3.2 Profiles of the Divisions of the Ministry

General Administration

General Administration or as its commonly known 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 Ministers, Parliamentary Secretary, Permanent Secretaries, 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:-

- Trinidad and Tobago Regiment
- Trinidad and Tobago Coast Guard
- Trinidad and Tobago Air Guard
- Trinidad and Tobago Defence Force Reserves

The Trinidad and Tobago Defence Force is responsible for defending the supreme 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 supreme 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 Prison Service

The Trinidad and Tobago Prison Service is responsible for ensuring the safe custody and rehabilitation of prisoners. This Service is guided in its day-to-day functions by its motto ***“To hold and treat”***. Its main functions are as follows:

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

The Trinidad and Tobago Fire Service

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

- ✓ provide fire, rescue and emergency care services;
- ✓ save and protect life or property from damage or destruction by fire or other hazards whether fire related or not;
- ✓ provide consultancy services in Fire Prevention and inspect plans and premises for conformance with Fire Safety Codes and Practices;
- ✓ provide and advise upon preventive measures against the occurrence of damage or destruction by fire or other hazards;
- ✓ render humanitarian services where required;
- ✓ educate the public on Fire Safety Practices;
- ✓ conduct investigations to ascertain the cause or origin of fires or other hazards requiring the services of the Fire Service; and
- ✓ 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 Trinidad and Tobago Forensic Sciences Centre

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

- provide forensic pathology services e.g. post mortems; and
- conduct scientific examinations and analyses on items of evidential value e.g. narcotics, explosive residues, body fluids etc.

The Immigration Division

This 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:

- issuance of Travel Documents in accordance with the stipulations of the International Civil Aviation Organisation (ICAO) Document 9303;
- conducting interviews for Permanent Residence, Citizenship, Student Permits, Minister's Permits;
- 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).
- processing of applications for lifting of deportation orders;
- processing of Applications for Certificates of Immigration Status;
- processing of Applications for Visas;
- Border Control: Interviewing arriving passengers and examination of travel documents;
- managing operations at the Immigration Detention Centre;
- the processing of persons detained for Immigration offenses, through the Deportation and Investigations Section;
- conducting Quasi-judicial hearings in respect of notices of complaints for breaches of the Immigration Act and Regulations, with the authority to impose fines;
- 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; and
- 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 and its main functions are as follows:

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

Probation Department

The Probation Department's primary purpose is to attend to the needs of the Courts of Judicature, that is, the Appeal, Supreme and Magistrates' Courts in Trinidad and Tobago. In law, the Probation Officer has always been described as the "*Social Worker of the Courts*" and maintains a presence in every Magisterial Court throughout Trinidad and Tobago. Probation Officers are tasked with the responsibility of preparing reports in criminal, matrimonial, domestic violence and legal custody and civil matters for the purpose of assisting the Court in judicious decision making. The main objectives of this Department include:-

- promote the rehabilitation of probationers, offenders, victims and dysfunctional families;
- develop understanding and skills in social work values;
- re-integrate offenders into communities and family; and
- prevent re-offending and to the protection of the public.

This Department is also tasked with providing:-

- supervision of Probationers;
- preparation of Reports which includes Criminal Matters, Family Matters, Civil Matters and Domestic Violence Matters;
- Community Service Supervision;
- Bail Supervision;
- Counselling Matrimonial Matters;
- Family Sessions;
- Walk-in Clients (*not referred to by the Court.*)

Lifeguard Services Division

The Lifeguard Services Division has the primary goal of ensuring the safety of individuals in aquatic environments. This goal is approached through two (2) main avenues. The first is by active protection of the nation's beaches. The second and probably more important, is through

water safety training and education. Lifeguard patrols are currently in effect for the following beaches:-

• Vessigny	• Las Cuevas
• Los Iros	• Manzanilla
• Maracas/Tyrico	• Mayaro
• Quinam	• Salybia
• Toco	

All of the aforementioned beaches (*with the exception of Blanchisseuse*) are manned during the hours of 10:00 a.m. to 5:30 p.m. daily, inclusive of weekends and public holidays. While, Blanchisseuse is only manned during long public holidays. The Lifeguard Services Division is also able to provide ambulance service to Maracas Bay, Manzanilla Beach and Salybia Beach during operating hours.

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 2016/2017 fiscal years.

General Administration

Services	Services delivered Fiscal 2016/2017
<u>Work Permits</u>	
Work Permits Granted	3277
Work Permits Exemptions Granted	363
<u>Citizenship and Immigration</u>	
Persons granted Citizenship	16
Applications for Resident Status Approved	55

Trinidad and Tobago Defence Force

Service	Services Delivered Fiscal 2016
<u>Regiment (joint with TTPS)</u>	
Mobile patrols	11,807
Foot patrols	6,603
Static	607
<u>Coast Guard</u>	
Drug Interdiction/seizures	
- Marijuana	307.35kg
	150.4kg

- Cocaine	
Search and Rescue Operations	56
Patrols Conducted	556
Medico Cases Solved	41
Intercepted Contacts of Interest	212
<u>Air Guard</u>	
Patrols	273
Search and Rescue	76
Support Flights	272

Additionally, 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 2016
Serious Crime Reports received	11,408
Serious Crime Reports detected	2,685
No. of Persons charged (Serious Crimes)	3,278
Persons Bailed (Assizes)	1,659
Cadavers Traced	229
Certificates of Character Processed	106,928
Crime Scenes Visited	8,847
Deportees Processed	81
Patrols (Foot)	30,338
Patrols (Mobile)	247,369
Emergency calls responded to <i>(despatched requiring police assistance)</i>	133,715
Fingerprints recorded	20,032
Fingerprints traced	20,835
No. of clients seen by the Victim Support Unit	2,434
First Offenders traced	2,953
Name checks conducted	1,532
Repeat offenders traced	12,073
Gang related crimes investigated	2
Narcotics Seized	
Cocaine (kgs)	282.76
Marijuana (kgs)	1,517.52
Firearms	785
Ammunition	19,391
Arrests made	
Narcotics	4,412
Firearms	1,299

Trinidad and Tobago Fire Service

Service	Services Delivered Fiscal 2016
Response to Fire Calls	4,249
Response to Road Traffic Accidents	651

Immigration Division

Service	Services Delivered Fiscal 2016
Arriving Passengers Processed	1,099,245
Machine Readable Passports Produced	159,832
Student Permits Issued	1,330
Visas issued	1,957

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 2015/2016 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 attached to the Defence Force Reserves, operated at a capacity ranging from 72% to 76% of its sanctioned strength. A breakdown is provided hereunder:

DIVISIONS	SANCTIONED STRENGTH		ACTUAL STRENGTH	
	UNIFORMED	CIVILIAN	UNIFORMED	CIVILIAN
IMMIGRATION	405	163	350	147
<i>DEFENCE FORCE</i>				
TT REGIMENT	134 (Officers) 2,947 (Other Ranks)	-	95(Officers) 2,944 (Other Ranks)	-
TT COAST GUARD	143 (Officers) 1,456 (Other Ranks)	-	94 (Officers) 1,338 (Other Ranks)	-
TT AIR GUARD	94 (Officers) 372 (Other Ranks)	-	56 (Officers) 355 (Other Ranks)	-
TTDF RESERVES	23 (Officers) 197 (Other Ranks)	-	8 (Officers) 185 (Other Ranks)	-
FIRE- Regular	2,672	123	2,374	58
Auxillary	858	-	619	-
POLICE	7,715	553	6,631	442
PRISONS	3290	56	2947	30

Additions to Staff

The staff at the Ministry of National Security was increased by two thousand, six hundred and ninety three (2693) persons during Fiscal 2015/2016 comprising one thousand, eight hundred and twenty (1820) uniformed officers and eight hundred and seventy three (873) civilian staff as outlined in the table hereunder.

Divisions	Vacant Posts Filled				Total
	Civilian		Uniformed		
	Estab.	Contr.	Estab.	Contr.	
Immigration	6	112	74	104	296
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	6	234	1299	0	1539
Prisons	43	12	343	Nil	398
Fire	Nil	Nil	Nil	Nil	Nil
ODPM	Nil	Nil	Nil	Nil	Nil
Forensics Science Centre	39	11	Nil	Nil	50
General Admin.	23	179	Nil	Nil	202
Total	325	548	1716	104	2693

Legend

Off – Officers

P/T – Part Time

Perm. – Permanent

OR- Other Ranks

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 filled a total of one thousand two hundred and ninety nine (1299) uniformed staff as well as the Trinidad and Tobago Prisons service (TTPrS) which filled a total of three hundred and forty three (343) 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	240
TTDF (Coast Guard, Regiment, Air Guard)	162
Police Service	8886
Prison Service	2505
Fire Service	341
Immigration Division	494
Forensic Sciences Centre	57
ODPM	18
TOTAL	12703

*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 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 two hundred and forty (240) members of staff from the General Administration benefited from various training opportunities during the Fiscal Year. The areas of training included the following:

- Annual Health, Safety, Security & Environment Conference
- Contract Management & Administrative Discipline under FIDIC
- The Practical Management of Contracts Claims & Resolution of Disputes
- Registry Systems & Procedures
- Protocol for Public Officers
- Administration of Government Contract
- Business Etiquette & Protocol
- Deputy Permanent Secretary's Retreat
- Term of Reference & Request for Proposals
- Conference on Population Issues & Dynamics in TT – Theory, Practice & policy
- Emotional Intelligence
- Introduction to Ethics in the Public Service
- Time Management
- Mediation Skills
- The Procurement Efficiency Lab
- Risk Management Conference

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 2015/2016 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:

- Leadership Science Training
- Breathalyzer Refresher
- Domestic Violence “Train the Trainer”
- Casefile Management
- Offences Identification
- Casefile writing & Management (Senior Officers)
- Professional Development

- ATA – Instructor Development
- Dealing with Critical Incidents & Emergencies
- FIB Money Laundering
- Sergeant Development Training
- Stress Management
- FBI – Interview & Interrogation

Trinidad and Tobago Prisons Service (TTPrS)

The Trinidad and Tobago Prisons Service (TTPrS) continued to provide 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:

- Administration of Government Contracts
- Building Emotionally Intelligent leaders
- Cabinet Note Writing
- Conducting Effective Training
- Corporate Image and Protocol
- Cybercrime Awareness
- Designing orientation programmes
- Emotional Intelligence
- Inventory Management
- Mediation Skills
- Leading Change and Transition
- Implementing Sustainable Change
- Managing Public Sector Programmes

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

Trinidad and Tobago Forensic Sciences Centre (TTFSC)

Training provided to staff at the TTFSC includes the following:

- Hearing Conservation Workshop
- UNLIREC Regional Assistance Package - Combatting Illicit Firearms and Ammunition Trafficking in the Caribbean through Operational Forensic Ballistics
- Use and Maintenance Training Programme Pathology Unit
- UNLIREC Hearing Workshop TTFSC Safety Firearm and Toolmark Administration
- Internal Training from CSI
- TTFSC Administration Training
- Disaster Risk Management
- Firearm Training

Immigration Division

The Immigration Division continued its efforts to provide officers with the requisite training to build their operational capacity. During the 2015/2016 Fiscal year great emphasis was placed on fraud detection and investigation. Officers were exposed to the following areas of training:

- Conversational Spanish for National Security (Level 1)
- Initial Investigations
- Investigative Interviewing
- Court Room Procedures and Practices
- Cybercrime Awareness
- Conversational Spanish for National Security (Level 2)
- Email and Cellphone Forensics
- Refugee, Asylum and International Operation (RAIO) Directional Combined Training Course; Asylum Division Officer Training Course
- Aviation Security Awareness
- Joint Commodity Identification Training (CIT) Workshop
- Fraudulent Document Examination
- Induction Training

- Intelligence Gathering and Analysis Training Programme
- The Regional Course in Strategic Counterdrug Intelligence
- The National Course on Source Handling Development
- Induction Training Programme of the Organized Crime Narcotic and Firearms Bureau
- Maritime Drug Enforcement Training

5.6 Upgrading Infrastructure

During the 2015/2016 Fiscal Year, the Ministry of National Security continued its efforts to improve the physical environment under its staff operate. 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
- 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 Roadways & Drainage at Teteron
- Upgrade of Regiment Facilities in Tobago
- Refurbishment Works to Regiment Headquarters - Knox Street
- 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 works as follows:

- Refurbishment of Facilities at Staubles Bay
- Upgrade of Training Facility-Chaguaramas

- Upgrade of Net Control Station-Morne St. Catherine (Coast Guard)
- Upgrade of Coast Guard Facilities in Tobago
- Upgrade to Coast Guard Facilities at Hart's Cut
- Electrical Upgrade of Coast Guard Facilities
- Fire Fighting System for Coast Guard Bases
- Logistic Support for the Acquisition of Naval Assets
- Refit of two (2) Coastal Patrol Vessels

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
- Development of Additional Land at Air Guard Headquarters
- Sewer Interconnection at the Ulric Cross Air Station

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

The Trinidad and Tobago Police Service (TTPS)

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

- Construction of Facility to accommodate the Firearm Training Simulator at the Police Training Academy (Package A - Demolition and Finishes)
- Foundation Works (Package B) for the Firearm Simulator Training Facility at the Police Training Academy
- Refurbishment Works (Package C - Furnishings) at the 6th Floor, Riverside Plaza
- Refurbishment Works (Civil Works - Package B) of the 6th Floor, Riverside Plaza
- Refurbishment (Package A - Civil Works) of the 15th Floor, Riverside Plaza
- Refurbishment (Civil Works - Package A) of the 6th Floor, Riverside Plaza
- Infrastructural Modifications to create Additional Office Accommodation for the Professional Standards Bureau at the MATCO Building

Trinidad and Tobago Prisons Service (TTPrS)

During the period under review, the Trinidad and Tobago Prisons Service (TTPrS) carried out refurbishment works to several prisons. 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:

- Construction of the Laundry at the Maximum Security Prison
- Upgrade to the Carrera Convict Prison water supply system

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 2016, the total overall allocation for the Ministry of National Security including the TTPS was \$9,811,630,960.00 and the total actual expenditure was \$ 7,473,841,051.97 leaving a total variance of \$2,337,789,908.03. 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 2016 budgetary allocation to the Ministry of National Security (Excluding the TTPS) was **\$6,523,012,960.00** of which the actual expenditure was **\$5,085,696,459.99** leaving a variance of **\$1,437,316,500.01**. Of the actual expenditure, Recurrent Expenditure accounted for 77% while expenditure on the Development Programme accounted for 23%. Personnel Expenditure formed the largest segment of Recurrent Expenditure at 62%, followed by expenditure on Goods and Services at 25%. 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 2016 Revised \$'T'	Actual Expenditure Financial Year 2016 \$'T'	Variance \$'T'
Personnel Expenditure	3,285,405,850.00	2,445,227,835.89	840,178,014.11
Goods and Services	1,272,706,620.00	973,334,723.41	299,371,896.59
Minor Equipment Purchases	128,051,000.00	80,525,099.93	47,525,900.07
Current Transfers and Subsidies	513,624,490.00	439,728,538.50	73,895,951.50
Total Recurrent Expenditure	5,199,787,960.00	3,938,816,197.73	1,260,971,762.27
Development Programme	1,323,225,000.00	1,146,880,262.26	176,344,737.74
Total Expenditure	6,523,012,960.00	5,085,696,459.99	1,437,316,500.01

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*	51,321,748.74	388,227,895.37	1,176,677.94	1,107,907,459.74	1,548,633,781.79
Defence Force	7,939,335.93	8,785,554.15	2,946.38	00	16,727,836.46
Fire Service	728,948,630.21	93,785,450.64	2,544,988.60	12,499,859.85	837,778,929.3
General Administration	507,523,904.91	61,013,455.77	24,076,835.34	979,891.75	593,594,087.77
Immigration	75,229,785.70	97,377,219.64	474,495.55	1,189,494.89	174,270,995.78
Cadet Force	1,069,453,245.83	321,600,860.19	52,003,905.40	24,303,556.03	1,467,361,567.45
NEMA (T'go)	4,811,184.57	2,544,287.65	245,250.72	00	7,600,722.94
Sub-Totals	2,445,227,835.89	973,334,723.41	80,525,099.93	1,146,880,262.26	4,645,967,921.49
**Current Transfers and Subsidies					439,728,538.50
GRAND TOTAL					5,085,696,459.99

**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 2016 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	60,000,000.00	52,515,813.00	7,484,187.00

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 2016, the total allocation for the Trinidad and Tobago Police Service was **\$3,288,618,000.00** while the actual expenditure was **\$2,388,144,591.98** leaving a variance of **\$897,473,408.02**. The allocation for Personnel Expenditure was 83% of the Recurrent Expenditure. However, the actual Personnel Expenditure was 80% of Recurrent 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	2,684,814,800.00	1,883,352,479.79	801,462,320.21
Goods and Services	457,974,200.00	398,521,293.75	59,452,906.25
Minor Equipment Purchases	54,200,000.00	43,707,453.19	10,492,546.81
Current Transfers and Subsidies	33,229,000.00	17,484,649.00	15,744,351.00
Total Recurrent Expenditure	3,230,218,000.00	2,343,065,875.73	887,152,124.27
Development Programme	58,400,000.00	45,078,716.25	10,321,283.75
Total Expenditure	3,288,618,000.00	2,388,144,591.98	897,473,408.02

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 \$2,388,144,591.98 or 32% of the total actual expenditure. The Trinidad and Tobago Defence Force (TTDF) and the TTPS together accounted for 52% of the total actual 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
11	Vice Chief of Defence Staff	\$100,000.00
12	Administrative Officer IV, General Admin Office Management	\$25,000.00
13	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 & OUTREACH ACTIVITIES

The Ministry of National Security has been actively engaged in crime prevention measures, which target at-risk youth and vulnerable communities. To this end, several programmes were initiated to address the social determinants of criminal activities. Details on the conduct of these programmes are outlined hereunder.

8.1 Citizen Security Programme (CSP)

The Citizen Security Programme (CSP) is an initiative of the Ministry of National Security that is partially financed by the Inter-American Development Bank (IDB) through a loan facility. The general objective of the programme is to contribute to the reduction of crime and violence within “high needs” communities throughout Trinidad and Tobago. The CSP accomplishes this through the financing of preventative interventions addressing the most proximal and modifiable risk factors.

In Fiscal 2016 the CSP had a number of noteworthy successes. A summary of the programme’s achievements are highlighted hereunder:

- Sixty-nine (69) unique projects completed (including violence prevention training, social interventions, school based violence reduction, other community based initiatives and TTPS capacity building), with over 3,800 cumulative beneficiaries.
- Learning objectives achieved by over 70% of participants in social interventions and violence prevention training (based on 29 assessments conducted).
- Reduction in Murders by 53% in 22 original CSP communities between 2008 (base year) and 2016. The national reduction for the same period was 17%.
- Reduction in Murders by 36% in EPOS CSP communities between 2014 (base year) and 2016. The national increase for the same period was 13%.
- Reduction in Wounding & Shooting by 20% in 22 original CSP communities between 2008 (base year) and 2016. The national reduction for the same period was 11%.
- Reduction in Wounding & Shooting by 60% in EPOS CSP communities between 2014 (base year) and 2016.
- The national increase for the same period was 2%. Reduction in Sexual Offences by 63% in 22 original CSP communities between 2008 (base year) and 2016. The national reduction for the same period was 54%.

8.2 National Mentorship Programme

The National Mentorship Programme (NMP) was envisioned as a crime prevention initiative targeting youths between 9 to 25 years through utilising mentoring activities. In keeping with a key policy objective of building resilience in young persons, the overall aim of the programme

is to empower young persons to reject negative influences. In Fiscal 2016, the Programme continued to focus on changing negative behaviour through the mentoring process. In spite of several challenges, the Programme happily boasts of several achievements:

- Nineteen (19) Mentee Orientation Camps and one Mentee Re-engagement Camp have been held since the commencement of the Programme. Mentee Orientation Camps are used to observe and assess mentees in preparation for matching mentees with mentors. It is the one of the first activities conducted in the mentee recruitment process.
- Approximately one hundred and sixty-nine (169) matched and unmatched mentees are currently being serviced. From inception to date approximately two hundred and thirty (230) mentees have benefited from our services.
- Seventy percent (70%) of mentees in the Programme have shown positive behavioural changes – in particular, an improvement in their character development.

8.3 Making Life Important (MLI) Initiative

The MLI Model is intended to bridge the gap in the provision of services to the residents of these areas by ensuring that the programmes and projects initiated (both policing and social in nature) are customized to meet the needs of the residents. It is also intended that the Initiative would improve access to these services and contribute to the development of the communities. This concept has now become the framework for a model for sustainable community development for communities within East Port of Spain region, inclusive of Morvant/Laventille. Its goal is to improve the quality of life in the community through the effective delivery of policing and social service programmes and it aims to provide relief and comfort to residents in the short to medium-term, and to contribute to the long-term transformation and development of the community.

8.4 Specialized Youth Services Programmes (SYSPs)

In addition to the social programmes outlined above, the Ministry of National Security also conducts two programmes under its Specialized Youth Services Programme (SYSP), namely the Civilian Conservation Corps (CCC) and Military Led Training (MILAT).

8.4.1 Civilian Conservation Corps (CCC)

The CCC programme targets youth with, inter alia, a history of underachievement; difficulty with literacy and numeric skills; history of absenteeism, apathy, or indifference from adults at home or in previous schools; deficient or inadequate family support; a history of socially undesirable behaviour (rowdiness, fighting, indiscipline, sexual misconduct); and/or a limited ability to manage conflicts. The programme then seeks to take these youths and:

- Foster better peer relations as well as conflict resolution and anger management
- Promote positive attitudinal and behavioural changes in participants

- Develop a sense of national pride and civic mindedness
- Promote skills training, literacy and numeracy training and on the job training
- Provide opportunities to showcase talents and abilities
- Provide opportunities for trainees to be mentored
- Provide financial assistance through the provision of a stipend
- Enable entry into areas of higher learning (TTDF, TTFS, TTPS, TTHTI, MIC, NESC)
- Facilitate Job opportunities with skills providers

8.4.2 Military Led Academic Training (MiLAT)

The Military-led Academic Training programme is a two-year residential initiative developed by the Ministry of National Security and administered by members of the Trinidad and Tobago Defence Force. The programme targets young persons in their formative years who exhibit undesirable social behavior, and through para-military, academic and life skills training, the programme aims to reorient these challenged youth. Despite the challenges faced in the administration of the programme, there was a number of successes during Fiscal 2014. Among these were the following:

- An 80% pass rate of cadets attaining five (5) or more subjects.
- Many cadets are considered prime candidates for recruitment into the security services.
- Several cadets are advancing to tertiary education.
- Parents hail the programme as an effective change agent.

8.5 Other Outreach Activities

8.5.1 Trinidad and Tobago Cadet Force

In Fiscal 2015, the Trinidad and Tobago Cadet from the Force engaged the youth within its fold in several community and youth-based activities throughout the country. This included involvement in community beautification projects and the provision of musical accompaniment for several community engagements throughout the country.

8.5.2 Police Service Youth Clubs

The Police Youth Club (PYC) is an initiative of the Trinidad and Tobago Police Service (TTPS). The initiative is designed to positively engage youths between the ages 5 to 25 years in activities that guide them away from crime and criminal activities, towards a positive and productive lifestyle that is beneficial to themselves, their families, the communities and ultimately, the country. Police Youth Clubs play a vital role in the development of more responsible youth in the country as well as fostering a more meaningful relationship between the youth and the Police Service. The clubs act as homework centres, and provide training in

music, art and craft, appliance repair, etiquette, cookery and baking, as well as counselling and mediation services.

8.5.3 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.

8.5.4 Community Policing

The objective of Community Policing is to increase police presence in high risk areas and communities. Community Policing activities are aimed at reducing crime through partnering with communities, through education and building a bond of trust with members of the community. In Fiscal 2016 the Community Policing Unit continued its work to forge better relationships with communities throughout the country. Community Police have intervened in several schools to deal with serious problems of indiscipline. In addition, the Unit assisted with several community functions at bazaars, concerts, fund raising, sporting activities, religious functions, Christmas functions and carnival related activities. In addition, Officers from the Community Policing Unit also conducted numerous Council Meetings in various Divisions.

8.5.5 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-two (52) Community Outreach Exercises through the Communities Organised and Ready for Emergencies (C.O.R.E.) Programme
- Executed eighteen (18) Safe Schools Programme sessions
- Continued support to *Preparing You!* A Programme for persons with special needs intended to support emergency preparedness among the special needs population.

9.0 SPECIAL PLANS AND OR PROJECTS OF THE YEAR AND STATISTICS

9.1 Level of Success

The Ministry of National Security recorded several successes during Fiscal 2016 with regards to Serious Recorded Crimes (SRCs). Most notably, SRCs reduced by 8.2% in Fiscal 2016 compared to Fiscal 2015. The greatest decreases occurred in the following categories of SRCs: - Kidnapping for Ransom (60%), Serious Indecency (51%), Rapes, Incest and Other Sexual Offences (39%). Another important SRC decrease in Fiscal 2016 compared with Fiscal 2015 was observed in the number of recorded Murders with a 4% decrease.

9.2 Problems encountered

Several challenges were encountered by the Ministry in carrying out its mandate. These included the continued flow of illegal drugs and arms and ammunition through the maritime borders and firearm related crimes. Law enforcement agencies were also faced with the challenge of reducing expenditure due to the financially challenging times facing Trinidad and Tobago. 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, particularly by increased CCTV usage in areas experiencing high levels of crime. The intention of using technology is to increase the crime detection rate.

Another priority area of the Ministry of National Security is strengthening its human resource base where key areas would be strengthened on a uniformed and civilian level. Steps would also be taken to strengthen the capacity of its existing uniformed staff with the requisite training. Particular emphasis will be placed on training for law enforcement officials to aid with utilising technology, investigative techniques and skills to detect crime.

9.4 Review of Serious Reported Crimes – (Fiscal 2015 as compared to Fiscal 2016)

A detailed comparative breakdown of Serious Crimes reported and detected for Fiscal 2015 and 2016 is provided hereunder:

<i>SERIOUS CRIMES</i>	<i>Fiscal 2015</i>		<i>Fiscal 2016</i>	
	<i>Reported</i>	<i>Detected</i>	<i>Reported</i>	<i>Detected</i>
Burglaries & Break-ins	2417	369 (15%)	2229	396 (17%)
Robberies	2771	408 (15%)	2535	480 (19%)
General Larceny	2210	244 (11%)	1955	266 (14%)
Larceny Motor Vehicles	840	63 (8%)	661	59 (9%)
Other Serious Offences	839	329 (39%)	811	381 (47%)
Wounding and Shootings	622	122 (20%)	564	151 (27%)
Rapes, Incest & Other Sexual Offences	742	390 (53%)	455	150 (33%)
Murders	453	76 (17%)	436	77 (18%)
Narcotics Offences	484	484 (100%)	425	425 (100%)
Larceny Dwelling House	272	33 (12)	237	33 (14%)
Fraud Offences	581	147 (25%)	987	216 (22%)
Kidnapping	111	55 (50%)	72	37 (51%)
Kidnapping for Ransom	5	0 (0%)	2	0 (0%)
Serious Indecency	79	44 (56%)	39	17 (44%)
TOTAL SERIOUS CRIMES	12,426	2,764 (22%)	11,408	2,688 (24%)

During Fiscal 2015, there was an aggregate of 12,426 reported incidents of SRCs as compared to 11, 408 in Fiscal 2016 reflecting an 8.2% decrease or 1,018 less SRCs. The five (5) most predominant SRCs for Fiscal 2016 were: Robberies (22%), Burglaries & Break-ins (20%), General Larceny (17%), Fraud Offences (9%) and Other Serious Offences (7%).

9.4.1 Detection Rate

There was not a significant increase in the detection rate between fiscal 2015 and 2016. There was an increased detection rate of 2% in Fiscal 2016. Therefore, detection has still been a challenging goal to attain for local law enforcement.

In Fiscal 2016 the categories of Serious Reported Crimes that recorded the highest detection rates were Narcotic Offences (100%), Kidnapping (51%), Other Serious Offences (47%) and Serious Indecency (44%). 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 2015, the categories of Serious Crimes that recorded the highest rates of detection were; Narcotic Offences (100%), Serious Indecency (56%), Rapes, Incest & Other Sexual Offences (53%) and Kidnapping (50%).

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 2016, Violent Crimes accounted for 36% of the total SRCs; 22% of these violent crimes were detected. In Fiscal 2015, Violent Crimes accounted for 38% of the total SRCs. Of these Violent Crimes in 2015, the detection rate stood at 23%. Therefore, there was a 2% decrease in Violent Crimes

for Fiscal 2016 compared to Fiscal 2015. For Fiscal years 2015-2016, there was no significant difference in the detection rates for Violent Crimes.

Murders

During the Fiscal year 2016 Murders accounted for 3.8% of the total SRCs while Murders accounted for 3.6% in Fiscal 2015. This indicates that there was no significant difference in the total contribution Murders made with regards to SRCs figures for these years. However, Murders decreased by 4% in Fiscal 2016 compared to the same period 2015. Also, the detection rate with respect to Murders stood at 18% in Fiscal 2016 in contrast to the 17% detection rate in Fiscal 2015. 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 2016 were Tobago (3 murders or .7%), Western (29 murders or 6.7%) and South Western (34 murders or 7.8%). The divisions with the most murders for Fiscal 2016 were: Northern (97 murders or 22%), Central (73 murders or 17%) and Port of Spain (64 murders or 15%).

In Fiscal 2015, the divisions recording the lowest number of Murders were Tobago (10 murders or 2.2%), Eastern (36 murders or 7.9%) and South Western (37 murders or 7.9%). 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%).

Tobago division was consistently the lowest contributor to murders for both fiscal years whilst the Port of Spain, Central and Northern divisions consistently contributed to the highest number of murders for both fiscal years. However, there has been a drastic decrease in murders recorded for Port of Spain division in 2016 compared to 2015. For Fiscal 2016, Northern division observed a higher murder figure than Port of Spain Division for Fiscal 2015.

During Fiscal 2016 the divisions recording the highest detection rates for murders were Tobago (42%), Eastern (39%) and South Western (38%) whilst the lowest detection rates in 2016 were North Eastern (12%), Port of Spain (14%) and Central (16%). 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%).

Wounding and Shooting

During fiscal years 2015 and 2016, the detection rate for wounding and shooting stood at 20% and 27% respectively. A total of 622 reports were received in Fiscal 2015 and 122 were detected compared to fiscal 2016 when 564 reports were received and 151 were detected. During fiscal 2016, the Eastern division recorded the highest detection rate of 48% while the Port of Spain and Northern divisions recorded the lowest detection rate of 12% each.

Rapes, Incest and Other Sexual Offences

With respect to Rapes, Incest and Other Sexual Offences, the detection rate during the 2016 fiscal year was 33% compared to 53% during the 2015 fiscal year. This figure is alarming due to the fact that reports for this SRC category had decreased by 39% and yet the detection rate in fiscal 2016 was less than that of fiscal 2015. The Eastern division recorded the highest rate of detection with 80% during fiscal 2016 while the North Eastern division recorded the lowest detection rate of 12%.

Serious Indecency

The detection rate for the crime of Serious Indecency during fiscal 2016 was recorded at 44% while the detection rate for this crime in fiscal 2015 was recorded at 56%. The total number of reports received decreased by 51% in Fiscal 2016. Here it is also observed that the detection rate has decreased even though less SRCs were reported. In fiscal 2016, Western and Eastern divisions recorded the highest detection rate in this category with 100% and 90% respectively. However, it is important to note that for the period in 2016 Western division only recorded 1 incident in this category of SRC. The divisions with the lowest detection rate in this category were Port of Spain, South Western and North Eastern with 0% each. The divisions with the lowest detection rates all recorded under 4 reports in this SRC category.

Kidnapping

During the 2016 fiscal year, the detection rate for Kidnapping was 51% compared to 50% in fiscal 2015. In fiscal 2016 Tobago division recorded the highest detection rate with 100% while Central and North Eastern divisions recorded the lowest detection rate of 0% each. 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

2016 and 2015 fiscal years both recorded a 0% detection rate for this category of SRC although there was a 60% reduction in this category. Fiscal 2016 recorded this category of crime in 1/9 policing divisions, namely South Western division. In Fiscal 2015 the 4/9 policing divisions recorded this category of crime, namely: Northern, Central, Southern and Tobago.

Robberies

A comparison between the two fiscal years under review reveals that the total number of Robberies decreased by 9% for Fiscal 2016 when compared to Fiscal 2015. The detection rate for this category of crime in Fiscal 2016 was 19% compared to 15% in 2015, marking a 4% increase in detections. The Divisions contributing the most to Robberies in 2016 were Port of Spain (20%), Central (17%) and Northern (16%). The Divisions with the highest detection rate for this category of crime are as follows: South Western (39%), Tobago (30%) and Western (24%). North Eastern, Central and Port of Spain divisions recorded the lowest detection rates in 2016 with 11%, 12% and 13% respectively.

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

VIOLENT CRIMES FISCAL 2016

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	64	7	81	10	106	24	3	0	13	2	0	0	398	51	665	94
SOUTHERN	56	11	99	30	60	22	5	3	10	5	0	0	500	115	730	186
WESTERN	29	4	53	17	35	8	1	1	12	8	0	0	153	37	283	75
NORTHERN	97	14	74	9	75	12	9	1	15	11	0	0	403	74	673	121
CENTRAL	73	13	78	21	50	15	4	1	5	0	0	0	440	53	650	103
SOUTH WESTERN	34	12	44	17	19	6	1	0	4	2	2	0	183	71	287	108
EASTERN	37	8	61	29	44	35	10	9	4	2	0	0	124	25	280	108
NORTH EASTERN	43	5	46	9	26	3	1	0	2	0	0	0	238	25	356	42
TOBAGO	3	3	28	9	40	25	5	2	7	7	0	0	96	29	179	75
TOTAL	436	77	564	151	455	150	39	17	72	37	2	0	2535	480	4103	912

9.4.3 Crimes by Division

During fiscal 2016, Port of Spain, Southern and Northern each contributed the most to SRCs with 48% collectively. Whereas, in 2015, the divisions contributing the most SRCs were Port of Spain, Southern and Central divisions which collectively accounted for 47% of the total Serious Crimes. The division contributing to the most SRCs for Fiscal 2016 and 2015 was Port of Spain with 17% and 19% respectively. The division recording the lowest SRCs in fiscals 2015 and 2016 were Eastern and South Western divisions with 5% and 7% respectively.

A comparison of the 2015 and 2016 fiscal years shows that there was an 8.2% decrease in the number of Serious Crimes reported. The most notable decreases occurred in the following police divisions:

- South Western – 23.3%
- Tobago – 14.5%
- Port of Spain – 14.3%

The following table provides a comparison of total Serious Crimes reported in the nine (9) Police Divisions for Fiscal years 2015 and 2016. It also provides a breakdown the detection rates over the periods under review.

DIVISIONAL REPORTED & DETECTED SRCs FISCAL 2015-2016				
DIVISIONS	FISCAL 2015		FISCAL 2016	
	REPORTED	DETECTED	REPORTED	DETECTED
Port of Spain	2276	276 (12%)	1951	295 (15%)
Southern	2048	545 (27%)	1795	514 (29%)
Western	1003	173 (17%)	863	170 (20%)
Northern	1620	297 (18%)	1743	323 (19%)
Central	1722	288 (17%)	1577	288 (18%)
South Western	1025	355 (35%)	786	322 (41%)
Eastern	659	365 (55%)	799	359 (45%)
North Western	1035	176 (17%)	1005	155 (15%)
Tobago	1038	289 (28%)	889	262 (29%)
TOTAL	12,426	2,764 (22%)	11,408	2,688 (24%)

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 2015 – 2016. Together, these divisions accounted for 62% of the total SRCs for Fiscal 2016. In Fiscal 2016, Port of Spain, Southern, Central and Northern divisions accounted for 17%, 16%, 15% and 14% respectively of the total SRCs. Comparatively, these divisions also accounted for 62% of the total SRCs in Fiscal 2015. During both Fiscal years, the Eastern Division recorded the highest detection rate among all divisions with a 55% recorded in Fiscal 2015 and 45% recorded in Fiscal 2016. In Fiscal 2015 Port of Spain division recorded the lowest detection rate of 12% while in Fiscal 2016, Port of Spain and North Western divisions recorded the lowest detection rates with 15% each.

The following table provides a breakdown of the Divisions that recorded the highest percentages of Serious Crimes during the 2015 and 2016 Fiscal Years:

DIVISIONS	2015	2016
Port of Spain	2276 (18.3%)	1951 (17.1%)
Southern	2048 (16.4%)	1795 (15.7%)
Northern	1620 (13%)	1743 (15.2%)
Central	1722 (14%)	1577 (13.8%)
TOTAL	7,666 (62%)	7,066 (62%)

The three (3) divisions with the lowest number of Serious Crime reported for both Fiscal 2015 and 2016 were the same. For Fiscal 2015, Western, South Western and Eastern divisions accounted for 8%, 8.2% and 5% respectively whereas in Fiscal 2016, Western, South Western and Eastern divisions accounted for 7.6%, 6.9% and 7% respectively. Collectively the divisions with the lowest SRCs for Fiscal years 2015 and 2016 contributed to 22% and 21% respectively of the total divisional SRC figures.

DIVISIONS	2015	2016
Western	1003 (8%)	863 (7.6%)
South Western	1025 (8.2%)	786 (6.9%)
Eastern	659 (5.3%)	799 (7%)
TOTAL	2687 (22%)	2,448 (21%)

10.0 STRENGTHENING THE LEGAL AND REGULATORY FRAMEWORK

During the 2016 Fiscal Year no new pieces of legislation were piloted by the Ministry.

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

The Strategic Services Agency (Amendment) Bill, 2016

The Bill was introduced by the Attorney General in the House of Representatives on March 11, 2016 and was assented to on May 31, 2016. The purpose of the Bill is to expand the remit of the Strategic Services Agency by including broader law enforcement coordination and intelligence functions. Clause 3 of the Bill broadens the scope and functions of the Strategic Service Agency by including an expansive definition for serious crimes.

The Miscellaneous Provisions Act (to amend the Mutual Assistance in Criminal Matters Act, the Proceeds of Crime Act, the Financial Intelligence Unit of Trinidad and Tobago Act, the Customs Act and the Exchange Control Act)

The Bill was introduced by the Minister of Finance and the Economy in the Senate Tuesday August 19, 2014 and was assented to on 13th October, 2014. This 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.

The Miscellaneous Provisions (Anti-Gang and Bail) Bill, 2016

An Act to amend the Bail (Amendment) Act, 2008, the Miscellaneous Provisions (Bail and Kidnapping) Act, 2011, the Anti-Gang Act, 2011, the Bail (Amendment) Act, 2011, the Bail (Amendment) Act, 2014 and the Bail (Amendment) Act, 2015

The purpose of the Miscellaneous Provisions (Anti-Gang and Bail) Bill, 2016 is to extend the operation of various Acts, particularly the Bail (Amendment) Act, 2008, the Miscellaneous Provisions (Bail and Kidnapping) Act, 2011, the Anti-Gang Act, 2011, the Bail (Amendment) Act, 2011, the Bail (Amendment) Act, 2014 and the Bail (Amendment) Act, 2015, for a further two year period. The Bill was reintroduced in the HOR on June 17, 2016 and defeated in that House on July 01, 2016 as it required a three fifths majority.

11.0 THE WAY FORWARD

The Ministry of National Security continues to look to the future with optimism that its strategies, plans and initiatives will redound to the benefit of the people of the Republic of Trinidad and Tobago. To this end, the following steps will be taken in Fiscal 2017 and beyond, in furtherance of the Ministry's operations:

11.1 Institutional Strengthening

The Ministry of National Security has recognized that institutional strengthening is critical and will continue to engage in a number of measures aimed at the reinforcement of national security forces under its ambit, to effectively allocate and use human, material and financial resources to attain specific objectives on a sustainable basis. To this end, a few initiatives are particularly worthy of noting.

Establishment of a DNA Database – This is a long term initiative which is expected to be advanced in Fiscal 2017. The establishment of a DNA database is likely to, inter alia, improve the administration of justice by the early detection, arrest and conviction of offenders, which can be facilitated by the use of DNA profiles. Additionally, the use of the database will improve the likelihood of solving Cold Cases, especially those related to Murder and Sexual Offences; and ultimately, will prove invaluable to offender management by facilitating, inter alia, the examination of statistical data on offenders to feed into the overall offender management system.

Reconfiguration of the Strategic Services Agency – In 2015, a decision was taken by the new administration to review the National Security apparatus. Following that review, one of the priorities identified was the restructuring of the Strategic Services Agency to incorporate the National Operations Centre and the National Security Training Academy. This new configuration will facilitate better rationalization of intelligence gathering into one main entity to support law enforcement activities.

Establishment of an Electronic Monitoring Unit – The use of Electronic Monitoring Bracelets is expected to function as an additional level of control whereby, rather than being housed at one of our prison facilities, persons may remain in their community, but under surveillance.

Construction of Video Conferencing Facility at Golden Grove -The use of this modern technology will assist in the judicial process by facilitating case management hearings. The intent of the project is to ensure swift and accessible justice for all and improve upon challenges such as the backlog of cases and the transportation of in-custody defendants to and from courts. This project is expected to be completed in Fiscal 2017.

CCTV Monitoring Systems to provide enhanced static security at all prisons - The CCTV System at Port of Spain Prison was upgraded during the period 2015 to 2016 to include

twenty (20) additional cameras and two (2) new servers. The project is scheduled to be completed in September 2017.

11.2 Infrastructural Development

The Ministry will continue to provide hardworking officers with the physical space within which to operate which will only redound to the benefit of communities.

11.3 Preventive Programmes

The Ministry will continue to strengthen and deepen programmes designed to reduce youth delinquency and encourage participation in positive lifestyles.

12.0 TABLES AND FIGURES

APPENDIX I

Ministry of National Security (Excluding TTPS) Detailed Summary of Expenditure by Sub-Head

Ministry of National Security (Excluding TTPS)- Summary of Expenditure for 2016			
SUB HEAD/ITEM/SUB-ITEM	ESTIMATES	ACTUAL	VARIANCE \$
	FINANCIAL YEAR \$	EXPENDITURE \$	
PERSONNEL EXPENDITURE	3,285,405,850.00	2,445,227,835.89	840,178,014.11
Salaries and Cost of Living Allowance	889,188,000.00	876,928,647.78	12,259,352.22
Wages and Cost of Living Allowance	32,898,120.00	29,560,927.81	3,337,192.19
Overtime - Monthly-Paid Officers	91,247,939.00	90,191,748.28	1,056,190.72
Allowances - Monthly-Paid Officers	301,418,485.00	290,345,450.32	11,073,034.68
Government's Contribution to N.I.S	76,425,662.00	68,275,667.60	8,149,994.40
Remuneration to Board Members	1,677,000.00	634,450.00	1,042,550.00
Vacant Posts - Salaries & COLA (without incumbents)	2,440,000.00	0.00	2,440,000.00
Remuneration to Auxiliary Fire Unit	31,400,000.00	29,503,566.47	1,896,433.53
Settlement of Arrears to Public Officers	10,000.00	0.00	10,000.00
Remuneration to Members of Cabinet Appointed Committees	600,000.00	155,050.00	444,950.00
Government's Contribution to Group Health	0.00	0.00	0.00
Insurance - Daily Rated Workers	634,020.00	393,198.40	240,821.60
Salaries - Direct Charges	1,186,490,250.00	73,1774,899.26	454,715,350.74
Allowances - Direct Charges	571,390,000.00	271,929,989.30	299,460,010.70
Remuneration to Members Direct Charges	178,800.00	14,900.00	163,900.00
Vacant Post-Salaries and C.O.L.A. (without incumbents)-Direct Charges	0.00	0.00	0.00
	32,300,000.00	0.00	32,300,000.00

Government's Contribution to Group Health	0.00	0.00	0.00
Insurance - Monthly Paid Officers	1,791,734.00	913,240.20	878,493.80
Overtime - Daily Rated Workers	8,155,000.00	5,068,895.45	3,086,104.55
Allowances - Daily Rated Workers	2,160,840.00	842,606.71	1,318,233.29
Government's Contribution to N.I.S. - Direct Charges	55,000,000.00	48,694,598.31	6,305,401.69
GOODS AND SERVICES	1,272,706,620.00	973,334,723.41	299,371,896.59
Travelling and Subsistence	33,372,120.00	27,593,192.31	5,778,927.69
Uniforms	42,588,450.00	31,358,121.29	11,230,328.71
Electricity	22,495,000.00	18,599,577.04	3,895,422.96
Telephones	32,405,430.00	26,312,706.44	6,092,723.56
Water and Sewerage Rates	7,828,800.00	5,372,092.75	2,456,707.25
House Rates	269,000.00	0.00	269,000.00
Rent/Lease - Accommodation and Storage	48,037,050.00	38,624,131.48	9,412,918.52
Rent/Lease - Vehicles and Equipment	287,707,800.00	238,449,468.02	49,258,331.98
Office Stationery and Supplies	13,888,505.00	9,704,646.69	4,183,858.31
Books and Periodicals	2,557,750.00	1,751,783.28	805,966.72
Materials and Supplies	45,214,750.00	34,698,846.76	10,515,903.24
Maintenance of Vehicles	59,044,750.00	43,995,202.55	15,049,547.45
Repairs and Maintenance - Equipment	20,031,500.00	16,187,019.83	3,844,480.17
Contract Employment	64,444,500.00	57,489,111.93	6,955,388.07
Training	33,549,500.00	24,796,067.23	8,753,432.77
Official Entertainment	4,162,000.00	3,317,119.51	844,880.49
Repairs and Maintenance - Buildings	64,111,250.00	48,319,076.70	15,792,173.30
Short Term Employment	3,473,000.00	2,495,528.53	977,471.47
Fees	2,890,300.00	1,296,893.03	1,593,406.97
Refunds and Rebates	1,680,000.00	1,274,514.76	405,485.24
Official Overseas Travel	8,375,000.00	868,093.87	7,506,906.13
Other Contracted Services	32,375,450.00	25,351,756.50	7,023,693.50
Extraordinary Expenditure	117,820,000.00	72,073,669.35	45,746,330.65
Janitorial Services	23,094,000.00	14,239,765.19	8,854,234.81
Food at Institutions	93,950,000.00	75,679,317.31	18,270,682.69
Security Services	65,748,000.00	52,940,884.33	12,807,115.67
Housing Accommodation	3,100,000.00	2,881,254.06	218,745.94
Relocation of Staff	15,500,000.00	11,347,518.22	4,152,481.78

Postage	350,370.00	53,708.57	296,661.43
Medical Expenses	20,576,600.00	12,550,964.34	8,025,635.66
Travelling - Direct Charges	21,100,000.00	19,886,714.95	1,213,285.05
Insurance	9,862,000.00	9,686,598.52	175,401.48
Promotions, Publicity and Printing	9,924,000.00	5,635,670.24	4,288,329.76
Expenses of Cabinet Appointed Bodies	100,000.00	0.00	100,000.00
Hosting of Conferences, Seminars & Other Functions	31,585,000.00	18,535,385.48	13,049,614.52
Fuel and Lubricants	27,134,995.00	18,042,052.35	9,092,942.65
Employee Assistance Programme	2,359,750.00	1,926,270.00	433,480.00
MINOR EQUIPMENT PURCHASES	128,051,000.00	80,525,099.93	47,525,900.07
Vehicles	48,576,900.00	30,834,364.79	17,742,535.21
Office Equipment	8,610,237.00	4,351,216.36	4,259,020.64
Furniture and Furnishings	12,075,236.00	5,393,626.55	6,681,609.45
Other Minor Equipment	58,788,627.00	39,945,892.23	18,842,734.77
CURRENT TRANSFERS AND SUBSIDIES	513,624,490.00	439,728,538.50	73,895,951.50
Regional Bodies	15,489,500.00	13,318,707.85	2,170,792.15
International Bodies	765,790.00	281,590.93	484,199.07
Non Profit Institutions	0.00	0.00	0.00
Households	82,276,000.00	70,418,224.47	11,857,775.53
Other Transfers	415,093,200.00	355,710,015.25	59,383,184.75
DEVELOPMENT PROGRAMME	1,323,225,000.00	1,146,880,262.26	176,344,737.74
GRAND TOTAL	6,523,012,960.00	5,085,696,459.99	1,437,316,500.01

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

Trinidad and Tobago Police Service (TTPS) – Summary of Expenditure for 2016			
SUB HEAD/ITEM/SUB-ITEM	ESTIMATES	ACTUAL	VARIANCE
	FINANCIAL YEAR \$	EXPENDITURE \$	
PERSONNEL EXPENDITURE	2,684,814,800.00	1,883,352,479.79	801,462,320.21
Salaries and Cost of Living Allowance	1,593,669,800.00	1,110,303,144.14	483,366,655.86
Wages and Cost of Living Allowance	1,140,000.00	1,089,273.50	50,726.50
Overtime - Monthly Paid Officers	400,000,000.00	337,234,298.26	62,765,701.74
Allowances - Monthly Paid Officers	480,000,000.00	342,769,024.30	137,230,975.70
Government's Contribution to N.I.S	112,000,000.00	90,485,847.25	21,514,152.75
Remuneration to Board Members	586,100.00	396,000.00	190,100.00
Vacant Posts - Salaries and COLA (Without Incumbents)	96,000,000.00	0.00	96,000,000.00
Government's Contribution to Group Health			
Insurance - Daily Rated Workers	38,900.00	27,315.60	11,584.40
Government's Contribution to Group Health	0.00	0.00	0.00
Insurance - Monthly Paid Officers	380,000.00	348,502.92	31,497.08
Overtime - Daily Rated Workers	1,000,000.00	699,073.82	300,926.18
GOODS AND SERVICES	457,974,200.00	398,521,293.75	59,452,906.25
POLICE SERVICE (TRINIDAD)			
Travelling and Subsistence	28,450,000.00	24,226,819.16	4,223,180.84
Uniforms	20,850,000.00	11,360,519.65	9,489,480.35
Electricity	18,700,000.00	16,736,648.17	1,963,351.83
Telephones	36,000,000.00	30,135,196.13	5,864,803.87
Water and Sewerage Rates	1,500,000.00	1,425,560.15	74,439.85
House Rates	0.00	0.00	0.00
Rent/Lease - Office Accommodation and Storage	38,000,000.00	34,829,000.89	3,170,999.11
Rent/Lease - Vehicles and Equipment	9,800,000.00	9,754,975.00	45,025.00
Office Stationery and Supplies	10,025,000.00	5,903,337.85	4,121,662.15
Books and Periodicals	200,000.00	129,179.66	70,820.34
Materials and Supplies	9,200,000.00	7,826,768.25	1,373,231.75
Maintenance of Vehicles	31,000,000.00	30,682,688.35	317,311.65
Repairs and Maintenance - Equipment	1,800,000.00	1,488,416.51	311,583.49

Trinidad and Tobago Police Service (TTPS) – Summary of Expenditure for 2016			
SUB HEAD/ITEM/SUB-ITEM	ESTIMATES	ACTUAL	VARIANCE \$
	FINANCIAL YEAR \$	EXPENDITURE \$	
Contract Employment	63,500,000.00	61,658,925.31	1,841,074.69
Training	8,550,000.00	6,863,317.38	1,686,682.62
Official Entertainment	700,000.00	93,612.73	606,387.27
Repairs and Maintenance - Buildings	16,200,000.00	12,632,657.15	3,567,342.85
Short Term Employment	9,000,000.00	7,115,367.14	1,884,632.86
Fees	11,050,000.00	9,453,184.40	1,596,815.60
Official Overseas Travel	3,750,000.00	2,527,456.00	1,222,544.00
Other Contracted Services	10,660,000.00	9,293,724.96	1,366,275.04
Extraordinary Expenditure	1,800,000.00	1,334,328.14	465,671.86
Janitorial Services	48,000,000.00	47,993,856.12	6,143.88
Food at Institutions	14,500,000.00	14,299,756.48	200,243.52
Housing Accommodation	1,350,000.00	1,329,679.03	20,320.97
Relocation of Overseas Staff	400,000.00	304,497.74	95,502.26
Postage	28,000.00	585.06	27,414.94
Medical Expenses	20,000,000.00	16,471,771.93	3,528,228.07
Insurance	221,000.00	212,106.00	8,894.00
Promotions, Publicity and Printing	3,000,000.00	1,712,897.37	1,287,102.63
Hosting of Conferences, Seminars and Other Functions	6,000,000.00	5,689,474.79	310,525.21
Fuel and Lubricants	27,000,000.00	19,634,475.89	7,365,524.11
Employee Assistance Programme	300,000.00	147,200.00	152,800.00
GOODS AND SERVICES			
POLICE SERVICE (TOBAGO)			
Travelling and Subsistence	1,500,000.00	1,451,762.04	48,237.96
Electricity	600,000.00	490,762.47	109,237.53
Telephones	800,000.00	690,974.53	109,025.47
Water and Sewerage Rates	75,000.00	64,118.12	10,881.88
Office Stationery and Supplies	175,000.00	172,158.47	2,841.53
Materials and Supplies	100,000.00	40,560.97	59,439.03
Maintenance of Vehicles	1,500,000.00	1,162,406.23	337,593.77
Fees	340,000.00	272,157.01	67,842.99
Food at Institutions	700,000.00	699,987.00	13.00
Postage	200.00	0.00	200.00
Medical Expenses	300,000.00	101,797.38	198,202.62
Fuel and Lubricants	350,000.00	106,626.14	243,373.86

Trinidad and Tobago Police Service (TTPS) – Summary of Expenditure for 2016			
SUB HEAD/ITEM/SUB-ITEM	ESTIMATES	ACTUAL	VARIANCE
	FINANCIAL YEAR \$	EXPENDITURE \$	
MINOR EQUIPMENT PURCHASES	54,200,000.00	43,707,453.19	10,492,546.81
POLICE SERVICE (TRINIDAD)			
Vehicles	17,000,000.00	16,072,706.91	927,293.09
Office Equipment	4,550,000.00	2,551,427.26	1,998,572.74
Furniture and Furnishings	2,842,850.00	2,494,233.40	348,616.60
Other Minor Equipment	28,504,854.00	21,916,343.25	6,588,510.75
POLICE SERVICE (TOBAGO)			
Vehicles	800,000.00	633,292.00	166,708.00
Office Equipment	58,046.00	16,505.00	41,541.00
Furniture and Furnishings	44,250.00	22,945.37	21,304.63
Other Minor Equipment	400,000.00	0.00	400,000.00
CURRENT TRANSFERS AND SUBSIDIES	33,229,000.00	17,484,649.00	15,744,351.00
Regional Bodies	79,000.00	49,232.18	29,767.82
International Bodies	150,000.00	141,872.70	8,127.30
Non - Profit Institutions	5,000,000.00	3,419,845.99	1,580,154.01
Households	5,000,000.00	82,783.56	4,917,216.44
Other Transfers	23,000,000.00	13,790,914.57	9,209,085.43
DEVELOPMENT PROGRAMME	58,400,000.00	45,078,716.25	10,321,283.75
Social Infrastructure	32,400,000.00	22,788,604.39	9,611,395.61
Multi - Sectoral and Other Services	26,000,000.00	22,290,111.86	709,888.14
GRAND TOTAL	3,288,618,000.00	2,388,144,591.98	897,473,408.02

Summary of Expenditure by Division

Division	Estimates for Fiscal Year 2016	Actual Expenditure Fiscal Year 2016	Variance
General Administration			
Personnel Expenditure	65,924,220.00	51,321,748.74	14,602,471.26
Goods and Services	527,759,670.00	388,227,895.37	139,531,774.63
Minor Equipment Purchases	3,456,830.00	1,176,677.94	2,280,152.06
Development Programme	1,214,675,000	1,107,907,459.74	106,767,540.26
Total General Administration	1,811,815,720	1,548,633,781.79	263,181,938.21
Forensic Science Centre			
Personnel Expenditure	9,006,000.00	7,939,335.93	1,066,664.07
Goods and Services	9,716,600.00	8,785,554.15	931,045.85
Minor Equipment Purchases	647,000.00	2,946.38	644,053.62
Development Programme	0.00	0.00	0.00
Total Forensic Science Centre	19,369,600	16,727,836.46	2,641,763.54
Prison Service			
Personnel Expenditure	732,144,761.00	728,948,630.21	3,196,130.79
Goods and Services	112,815,500.00	93,785,450.64	19,030,049.36
Minor Equipment Purchases	5,400,000.00	2,544,988.60	2,855,011.40
Development Programme	23,000,000.00	12,499,859.85	10,500,140.15
Total Prison Service	873,360,261	837,778,929.3	35,581,331.7
Fire Service			
Personnel Expenditure	521,110,700.00	507,523,904.91	13,586,795.09
Goods and Services	107,793,930.00	61,013,455.77	46,780,474.23
Minor Equipment Purchases	41,574,170.00	24,076,835.34	17,497,334.66
Development Programme	10,000,000.00	979,891.75	9,020,108.25
Total Fire Service	680,478,800	593,594,087.77	86,884,712.23
Police Service			
Personnel Expenditure	2,684,814,800.00	1,883,352,479.79	801,462,320.21
Goods and Services	457,974,200.00	398,521,293.75	59,452,906.25
Minor Equipment Purchases	54,200,000.00	43,707,453.19	10,492,546.81
Development Programme	58,400,000.00	45,078,716.25	10,321,283.75
Total Police Service	3,255,389,000	2,370,659,942.98	881,729,057.02
Immigration			

Personnel Expenditure	86,799,139.00	75,229,785.70	11,569,353.30
Goods and Services	117,324,600.00	97,377,219.64	19,947,380.36
Minor Equipment Purchases	2,665,000.00	474,495.55	2,190,504.45
Development Programme	7,000,000.00	1,189,494.89	5,810,505.11
Total Immigration	213,788,739	174,270,995.78	39,517,743.22
Defence Force			
Personnel Expenditure	1,863,981,380.00	1,069,453,245.83	794,528,134.17
Goods and Services	389,961,600.00	321,600,860.19	68,360,739.81
Minor Equipment Purchases	72,990,000.00	52,003,905.40	20,986,094.60
Development Programme	68,550,000.00	24,303,556.03	44,246,443.97
Total Defence Force	2,395,482,980	1,467,361,567.45	928,121,412.55
Cadet Force			
Personnel Expenditure	6,439,650.00	4,811,184.57	1,628,465.43
Goods and Services	7,334,720.00	2,544,287.65	4,790,432.35
Minor Equipment Purchases	1,318,000.00	245,250.72	1,072,749.28
Development Programme	0.00	0.00	0.00
Total Cadet Force	15,092,370	7,600,722.94	7,491,647.06
SUB TOTAL	9,264,777,470	7,016,627,864.47	2,245,149,605.53
Current Transfers & Subsidies	513,624,490.00	439,728,538.50	73,895,951.50
Current Transfers & Subsidies TTPS	33,229,000.00	17,484,649.00	15,744,351.00
TOTAL	9,811,630,960	7,473,841,051.97	2,334,789,908.03