



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

**PUBLIC STATEMENT OF THE
TRINIDAD AND TOBAGO POLICE SERVICE
In compliance with Section 7, 8 and 9 of the
Freedom of Information Act (F.O.I.A) 1999**

In accordance with section 7, 8, and 9, of the Freedom of Information Act (F.O.I.A) 1999 the Trinidad and Tobago Police Service (TTPS) is required by law to publish the undermentioned statement, that lists the documents and information generally available to the public.

The Freedom of Information Act gives members of the public (internal and external):

1. A legal right for each person to access information held by the Trinidad and Tobago Police Service.
2. A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading.
3. A legal right to be provided the reasons for adverse decisions made relative to an applicant's request for information under the Freedom of Information Act.
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial review to challenge adverse decisions made under the Freedom of Information Act.

Section 7 Statements

Section 7(1) (a) (i)

Trinidad and Tobago Police Service

The primary responsibility of the Trinidad and Tobago Police Service is public safety through the maintenance of law and order. Its major functions include: -

- ❖ Preserving the peace, detecting crime and other infractions of the laws.
- ❖ Apprehension of alleged offenders and bringing them before a court of competent jurisdiction

- ❖ To serve and execute all processes that are directed by competent authorities.
- ❖ Maintenance of order within the courts of competent jurisdiction during the sittings of all such courts.
- ❖ Repression of internal disturbances.
- ❖ The performance of all other duties appertaining to the office from time to time.

Mission Statement

To engender a feeling of safety and security by upholding the law firmly and fairly, while providing prompt, courteous and professional service in partnership with the communities.

Vision Statement

To transform the organization into the most flexible, caring, responsive, innovative, resourceful and technologically advanced community oriented Police Department in the Caribbean.

Organizational Structure

The Commissioner of Police and ten other Executive Officers, as shown below, comprise the Executive of the Department. The Executive is responsible for policy formulation and general management of the organization.

Two Deputy Commissioners:

- (1) Deputy Commissioner Administration.
- (2) Deputy Commissioner Operations.

Eight Assistant Commissioners:

- (1) Assistant Commissioner North.
- (2) Assistant Commissioner South.
- (3) Assistant Commissioner East.
- (4) Assistant Commissioner Tobago.
- (5) Assistant Commissioner Mobile.
- (6) Assistant Commissioner Crime.
- (7) Assistant Commissioner Service Inspection Complaints and Training.
- (8) Assistant Commissioner Special Branch.

The Service is divided into the undermentioned nine Geographical Divisions and seventeen Specialist Sections.

Geographical Divisions	Stations
Western	St James, Maraval, West End, Four Roads, Carenage and Patna Post.
Port of Spain	Central, Belmont, St Barbs Post, Besson Street, St. Clair and Woodbrook.
North Eastern	Morvant, San Juan, Barataria/ El Socorro, Blanchisseuse, Santa Cruz, San Juan Sub-Station and Maracas Bay.
Northern	Arima, Tunapuna, Maracas/ St. Joseph, St. Joseph, Arouca, San Raphael, Pinto Post, Cumuto, Malabar, La Horquetta, Maloney Post and Piarco.
Eastern	Sangre Grande, Toco, Matelot, Matura, Valencia Post, Manzanilla, Biche, Mayaro and Rio Claro.
Tobago	Charlotteville, Roxborough, Scarborough, Moriah, Old Grange and Crown Point.
Central	Chaguanas, Couva, Cunupia, Caroni, Brasso, Gran Couva, Freeport and Longdenville Post.
Southern	San Fernando, Mon Repos, Princes Town, Ste. Madeleine, Moruga, St. Mary's Post, Barrackpore, Marabella, St. Margaret's Tableland, Gasparillo and Debe Post.
Southern Western	Siparia, Penal, Fyzabad, Point Fortin, Cedros, Santa Flora, La Brea, Cap-de-Ville, Guapo, Oropouche and Erin.

Specialist Sections	Major Functions
Planning & Development Unit	Planning, Research, Information Technology, Human Resource and overseeing projects
Administration Branch	Administrative Matters
Finance Branch	Financial Matters
Complaints Division	Investigate complaints against Police Officers.
Community Policing Section	Promotes the Community Policing Philosophy and deals with social welfare issues within communities.
Special Branch	Confidential investigations, Intelligence gathering, V.I.P protection, Security surveys.
Guard and Emergency Branch	Guard duties, high profile exercises, escort high risk prisoners, maintain order at industrial unrests, major events and demonstrations, and responds to emergencies in relation to public order.
Criminal Investigations Unit & Criminal Records Office (CID/CRO)	Investigates serious crimes and maintains record of offenders.
Homicide Bureau	Investigates/Supervises investigations into homicides.
Fraud Squad	Investigates fraud offences
Court & Process Branch	Prosecute most offences of summary jurisdiction, maintain order within the precincts of courts, serve and execute court documents.
Band	Plays music at official functions, community events and on parades.

Specialist Sections	Major Functions
Police Training College	Induction and developmental training
E-999 Rapid Response Branch	Mobile patrols and rapid responses
Traffic & Highway Patrol Branch	Patrol of the Highways and Main Roads, other duties incidental to the patrols.
Transport & Telecommunications Branch	Maintenance of transport and telecommunication systems.
Mounted and Canine Branch	Mounted patrols; crowd control; escort; Canine-patrols; searches, including bomb and narcotic, displays.

Effects of Functions on Members of the Public

The Trinidad and Tobago Police Service commits itself, through its mission statement, to enhance the quality of life in the national community, by engendering a feeling of safety and security. It seeks to do so in partnership with the law-abiding members of the public.

Section 7 (1) (a) (ii)

**Categories of documents in the possession of the
Trinidad and Tobago Police Service**

The Trinidad and Tobago Police Service has the following categories of documents in its possession:

1. Personnel files, that detail officers job applications, appointments, job descriptions, promotions, transfers, resignations, deaths, retirements, leave and other personnel records for all ranks within the service.
2. Files dealing with pension, gratuity, and other human resources issues.
3. Financial records such as central government releases and the departments' expenditure of them.
4. Files dealing with the construction, maintenance, and refurbishment of Police Stations, Police Posts, and quarters that are under the control of the Trinidad and Tobago Police Service.
5. Proposals, quotations for the supply of uniforms/ kit to the Trinidad and Tobago Police Service.
6. News releases emanating from the Trinidad and Tobago Police Service.
7. Volumes of the laws of the Republic of Trinidad and Tobago.
8. Files dealing with training (local and foreign).
9. Documents relating to strategic planning, review and evaluation.
10. Statistical reports crime and traffic.
11. Periodical brochures and other forms of literature from other Police Departments.
12. Trinidad and Tobago Police Service Code of Conduct.
13. Files in relation to the recruitment of police officers.

14. Reports from Commissions of Enquiries into the Police Service and other related matters.
15. Case files pertaining to criminal investigation.
16. Criminal records of offenders.
17. Photographs of Wanted/Missing persons.
18. Process documents.
19. Records of all matters reported at stations, including arrests.
20. Records on the daily operations of Police Stations.

Section 7 (1) a (iii)

Material prepared for Publication or Inspection

Members of the public may inspect and/or obtain copies of materials requested between 9:00am and 2:00pm from Monday to Friday at all Divisional Headquarters at the undermentioned addresses:

Police Administration Building Cor. Sackville and Edward Streets Port of Spain Tel. No. 627-5217	Port of Spain Divisional Headquarters Serpentine Road St. Clair Tel. No.622- 4565	Western Divisional Headquarters Western Main Road St. James Tel. No. 628-2482
Police Training College St. James Tel. No. 622-3171	North Eastern Divisional Headquarters Morvant Tel. No. 624-3066	Northern Divisional Headquarters De Freitas Boulevard La Horquetta Tel. 663-1222
Eastern Divisional Headquarters Sangre Grande Tel. 668-2505	Central Divisional Headquarters Railway Road Chaguanas Tel. 665-4294	Southern Divisional Headquarters San Fernando Tel. 652-2858
South-Western Divisional Headquarters Siparia Tel. 649-2353	Tobago Divisional Headquarters Scarborough Tobago Tel. 639-2511	Traffic and Highway Patrol Branch Abbatoir Road Port of Spain Tel. 625-4873

Section 7 (1) (a) (iv)

Literature available by subscription

The Trinidad and Tobago Police Service does not have any literature that is available by subscription.

Section 7 (1) (a) (v)

**Procedure to be followed when accessing a document from the
Trinidad and Tobago Police Service**

How to request Information

Request for information **must** be made in writing, using the required Request Form. Request Forms will be available at all Police Stations and at the locations listed at 7(1) (a) (iii).

Addressing Requests

Requests must be addressed to the **Designated Officer** in the Division/Branch from which the information is being requested. See Section 7 (1) (a) (vi) for a listing of the Designated Officers.

Details of Request

Applicants should provide clear details that will allow for speedy identification and location of records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is not sure how to write the request, or what details to include, he/she is advised to communicate with the Designated Officer or seek the assistance of any police officer, preferably a senior one.

Request not handled under the Freedom of Information Act

A request under the Freedom of Information Act will not be processed to the extent that it asks for information that is currently available in the public domain, either from this public authority, or from another public authority in the form of pamphlets or brochures.

Responding to Request

Retrieving Document

The Police Service is required to furnish documents only when they are in its' possession or when they can be retrieved from storage.

The Police Department generally retains records for extensive periods. However prior to the enactment of the Freedom of Information Act, completed registers and other closed files may have been destroyed seven (7) years after completion.

Furnishing Documents

An applicant is entitled to copies of documents the department has in its possession, custody or power. The Department is required to furnish only one copy of a document. If it cannot release a legible copy there will be no attempt to reconstruct it, instead the Department will furnish the best copy possible.

Please note that the Department is not compelled to do any of the following:

- a. Create a new document, for example it is not required to write a new programme that will enable a computer to print the information in a format you prefer; or
- b. Perform research.

Time Limits

General

The Freedom of Information Act sets certain time limits for the Department to determine whether to disclose requested documents. If the Department fails to meet the deadlines, the Freedom of Information Act gives the applicant the right to proceed as if the request has been denied. The Department will try diligently to comply with the time limits, but if it appears that processing a request may take longer than the statutory limit, the Department will acknowledge the request and advise of its status. Since there is a possibility that requests may be misaddressed or misrouted, applicants may wish to call or write to confirm that the Department has received the request and to ascertain its status.

Time Allowed

The Department will determine whether to grant a request for access to information as soon as practicable, but no later than thirty days as stipulated by Section 15 of the Freedom of Information Act. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents or be provided with a copy if so requested.

Section 7 (1) (a) (vi)

The Officers, listed below, are responsible for:

1. The initial receipt of and action upon Notices under Section 10.
2. Request for document under Section 13.
3. Application for correction of personal information under Section 36 of the Freedom of Information Act.

The decision maker is:

The Commissioner of Police
Mr. Hilton Guy
Police Administration Building
Corner Edward and Sackville Streets
Port of Spain
Telephone: 623-8429
Fax: 623-2585

Designated Officers:

Assistant Commissioner Crime
Police Administration Building
Corner Edward and Sackville Streets
Port of Spain
Telephone: 625-4932

[In charge: Criminal Investigation Department /Criminal Records Office, Homicide Bureau, Fraud Squad, Court and Process Branch]

Assistant Commissioner Service Inspection Complaints and Training

Police Administration Building
Corner Edward and Sackville Streets
Port of Spain
Telephone: 623-8423

[In charge: Planning and Development, Police Training College, Finance, SRP, Complaints Division and Community Policing]

Assistant Commissioner Mobile

Police Traffic Branch
Sea Lots
Port of Spain
Telephone: 625-6376

[In charge: E999, Transport and Telecommunication Branch, Traffic and Highway Patrol Branch, Guard and Emergency Branch, and Mounted and Canine Branch]

Assistant Commissioner East

Arouca Police Station
Eastern Main Road
Arouca
Telephone: 640-8854
[In charge: Northern and Eastern Divisions]

Assistant Commissioner North

Police Administration Building
Corner Edward and Sackville Streets
Port of Spain
Telephone: 623-8437
[In charge: Port of Spain, Western and North Eastern Divisions]

Assistant Commissioner South

Police Administration Building South
San Fernando
Telephone: 652-2032
[In charge: Central, Southern and South Western]

Assistant Commissioner Special Branch

Police Administration Building
Corner Edward and Sackville Streets
Port of Spain

Assistant Commissioner Tobago

Police Administration Building
 Corner Edward and Sackville Streets
 Port of Spain
 Telephone: 623-8425
 [In charge: Tobago]

The Alternate Officers

The Alternate Officer in each geographical area, is the most senior Divisional Commander in the absence of the Designated Officer.

Section 7 (1) (a) (viii)

Reading Room Facilities

The Reading Rooms in the Trinidad and Tobago Police Service are located at the undermentioned locations :

Police Administration Building Cor. Sackville and Edward Streets Port of Spain Tel. No. 625-7074	Port of Spain Divisional Headquarters Serpentine Road St. Clair Tel. No.622- 4565	Western Divisional Headquarters Western Main Road St. James Tel. No. 628-2482
Police Training College St. James Tel. No. 622-3171	North Eastern Divisional Headquarters Morvant Tel. No. 624-3066	North Divisional Headquarters De Freitas Boulevard La Horquetta Tel. 663-1222
Eastern Divisional Headquarters Sangre Grande Tel. 668-2505	Central Divisional Headquarters Railway Road Chaguanas Tel. 665-4294	Southern Divisional Headquarters San Fernando Tel. 652-2858
South-Western Divisional Headquarters Siparia Tel. 649-2353	Tobago Divisional Headquarters Scarborough Tobago Tel. 639-2511	

These Reading Rooms are open to the public from Monday to Friday 9:00am to 2:00pm.

Policy of the Trinidad and Tobago Police Service for permission of copies of documents held in the Public Domain.

- The provision of documents may be subjected to a fee to cover administrative costs.
- No smoking, drinking, or eating is allowed in the Reading Rooms;
- Use of the Reading Room is by appointment only and applicants must liaise with the appropriate Designated Officer to schedule such appointment.

Section 8 Statements

Section 8 (1) (a) (i)

Schemes administered by the Police Department not being particulars contained in another written law.

All the laws of the Republic of Trinidad and Tobago.

These documents are available for purchase at the Government Printery.

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statement of policy, records of decisions, letter of advice to persons outside of the Police Department or similar documents containing rules, policies, guidelines, practices of precedents.

1. Police Code of Conduct.
2. The rights of persons in custody.
3. Judges Rules

Section 8 (1) (b)

Not applicable

Section 9 Statements

Section 9 (1) (a-e)

Not applicable

Section 9 (1) (f)

Reports prepared for the Police Department by a consultant who was paid for preparing the report. A report on Customer Relation Issues – Mr. Roy Mitchell

Section 9 (1) (g-m)

Not applicable