The Commissioners Policing Plan 2018

The Commissioners Policing Plan contains 6 Priorities

1. Priority One-- Prevention & Reduction of Crime
2. Priority Two-- Public & Road Safety
3. Priority Three-- Interaction with Youth & Young Adults
4. Priority Four-- Optimization of Technology
5. Priority Five-- Professionalization of Services
6. Priority 6 --Effective Management

Each Priority has Key Performance Indicators. Example; Priority 2 (P2) Key Performance Indicators KPI is as follows:

- Full compliance with the law of liquor licensed premises
- Improved response times to calls for service
- Increased public support.

PRIORITY FIVE: PROFESSIONALIZATION OF SERVICES

The greatest asset of the RBPF is its people; their passion, drive and commitment to serve our country and make our nation safer. Our aim is to make the organization a better place to work hence, officers must be afforded opportunities to develop intellectually while promoting health wellness. The Police Training College sits at the helm of our professionalism. Therefore, it will be transformed into the regional leader in law enforcement learning.

EDUCATION

WE WILL:
• Continue to screen and recruit the best applicants for the RBPF in line with staffing goals

• Increase the number and skill set of faculty for year round training and retraining of officers throughout all ranks

• Upgrade all Curricula in preparation for new courses for all ranks

• Establish a School of Management and Leadership to ensure that senior officers are equipped with skills at the strategic level

• Work with the University of The Bahamas and international law enforcement organizations to build the Police College’s capacity in course content, professional skill building, testing and faculty development

• Offer professional seminars that address critical and new issues facing law enforcement

**KEY PERFORMANCE INDICATORS**

• Increased number of professional certified and trained officers throughout all ranks

• Increased number of professional seminars and courses locally

• Increased number of officers who successfully complete international courses and certifications

Policy for the Prevention, Detection & Treatment of Corruption, Dishonesty & Unethical Behavior

There are **10 Articles** in outlined in the Policy for the Prevention, Detection & Treatment of Corruption, Dishonesty & Unethical Behavior.

**Definitions:**

Corruption is the abuse, for personal gain or gain for others, of the role or of the position held within the Royal Bahamas Police Force or of any special relationship not professionally associated with that role or position.
Dishonesty is behavior lacking in personal honesty, which includes such matters as theft, lying cheating; together with other such examples as deliberately over- or under-making annual assessments and intentionally neglecting duty or responsibility.

Unethical Behavior – is behavior, which does not conform with our Code of Conduct or Statement of Common Purpose and Values, our Policy for Equality of Opportunity or any other similar policy or code, which may be published from time to time.

Statement of Common Purpose & Values

The Royal Bahamas Police Force, in partnership with all citizens, residents and visitors, exists to provide quality law enforcement service, with emphasis on the maintenance of law and order, the preservation of peace, the prevention and detection of crime and the enforcement of all laws with which it is charged.

We shall perform our duties in a manner which respects individual human rights and which reflects fairness, sensitivity and compassion. Yet, we shall act in firm pursuit of all offenders of our laws, so as to ensure a safe and just society, where neither crime nor the fear of crime adversely affects the quality of life.

Code of Conduct

The Royal Bahamas Police Force Code of Conduct contains 9 articles

Article 3

Police Officers may use force only when strictly necessary and to the extent required for the performance of their duty.
Article 7

Police Officers should treat all members of the public with respect regardless of personal feelings, race or beliefs. They should also endeavor to cultivate good community relationships with them by being helpful, tactful, patient and courteous.

Article 9

Police Officers should maintain an acceptable standard of dress and conduct at all times. They should not adopt styles or mannerisms with detract from their professional image.

Domestic Disputes Force Policy Section C 20

Police Action

5. It is generally recognized that police have 5 differing roles to consider in relation to domestic disputes.

   a) Mediation – the skill of restoring a state of calm between the parties by being impartial and listening to both sides of the disputes.

   b) Referral- by utilizing the specialist skills of the Social Services Department or other agency in resolving the dispute, informal referral to relatives, friends or religious groups can also be considered.

   c) Separation- by suggesting a temporary and voluntary separation of the parties such as one person leaving for the night to stay with friends; special measures may be necessary where there are children involved in the dispute or living in the household.

   d) Warning- It may be necessary for the officer to warn the parties if there is a continuing threat of disturbance, it is important that any threat of arrest is based on evidence and that there are sufficient grounds for making an arrest if the need arises.
e) Arrest – Evidence of injury or threatened assault, or possession of firearms or other offensive weapons, may require an officer to arrest immediately; however, in normal circumstances, arrest should be seen as a last resort if there is no other way to resolve the dispute; it is advisable to obtain written statements from the other persons involved in the dispute before any decision is made to charge the arrested person.

6. Officers called to domestic disputes must realize that they are intervening in a private domestic area and should use the following guidelines in order to be effective:-

a) Remain calm and be patient, tactful and courteous
b) Display a positive, helpful and impartial attitude.
c) Stop the verbal abuse and listen to both sides.
d) Appear sensitive to the problem.
e) Indicate a willingness to help
f) Advise against extremes of behavior
g) obtain necessary information but avoid the impression of prying

Domestic Disputes involving Police Officers

13. Where a police officer is one of the parties involved in a domestic dispute, it is essential that the officer dealing with the incident is of a higher rank than that of the officer involved. This is to ensure that the appropriate action is taken as if the officer involved in the dispute was an ordinary member of the public. Any criminal offences committed by the officer involved will be dealt with under normal legal process and will not be dealt with as a matter of discipline.

14. Where the Duty Officer in the Control Room has prior knowledge that the dispute involves a serving police officer, reservist, local constable, beach warden or traffic warden he will arrange for a supervisory officer of the appropriate rank to be sent in the first instance. Where the first officer to attend the incident becomes aware that one of the parties in the dispute is a police officer or other member of the Force as indicated above, he will
inform the Duty Officer in the Control Room and await the arrival of the Supervisory Officer. He will only intervene in the dispute if there is a threat to or actual violence against one of the parties or a breach of the peace is threatened or occurring in his presence.

Issue & Use of Firearms Force Policy C5

4. No Police officer will be permitted to possess or use a firearm or ammunition unless he has been issued with a personal authorization card signed by the Commissioner. Such authorization card will only be issued to an officer following a recommendation from the Firearms Training Officer that the officer has successfully completed the appropriate firearms training course. The card will indicate the type of weapon authorized and will also set out the law and general instructions relation to safety and use.

Places of Issue

14. In order to maintain effective control within New Providence over the issue and use of firearms, firearms and ammunition for operation purposes will only be held for issue at the following places:

- Internal Security Division
- Control Room
- Criminal Investigation Department / CDU
- Drug Enforcement Unit
- Security and Intelligence Branch

Sudden Death & Coroners C12

Initial Action
5. Initial action in cases of sudden deaths can be summarized as follows:

a) Consider possibility that person is still alive and render first aid or summon medical assistance.
b) Preserve the scene and restrict access
c) Screen the area from public view if necessary
d) Call for supervisory officer or CID officer as necessary
e) Obtain details of any witnesses
f) Arrange for doctor to certify death if not called at (a)
g) Safeguard deceased’s property
h) Establish identity of the deceased if possible.
i) Arrange for relative to be informed (if not at the scene)
j) Remain with the body and accompany it to the hospital as directed.

Sudden Death Report

10. A sudden death report will be completed in all cases of sudden death for the information of supervisory officers and the Coroner. The basic details required and which should be recorded in the investigation officer’s pocket book are as follows:

a) Name address, age, sex, and occupation of the deceased person
b) Time, date, and place of death
c) By whom, when and where last seen alive
d) Persons present at death and other witnesses. Etc

Police Act Chapter 205

Power to arrest for offence committed in view.

31. Without prejudice to the powers conferred upon a police officer by any law, it shall be lawful for any police officer, and for all persons whom he shall call to his assistance, to arrest without a warrant any person who within view of any such police officer shall offend in any manner against any law and who, when requested by such police officer so to do, refuses to give
his name and address or gives a name and address which such police officer has reason to believe is false.

Power to enter and search any premises

34. (1) Notwithstanding the provisions of any Act for the time being in force it shall be lawful for any member of the Force without a warrant issued for such purpose, but with the authority of a member of the Force not below the rank of inspector first had and obtained, to enter into and upon any premises occupied by any person whom he knows to have been convicted within the preceding five years of an offence involving fraud or dishonesty and on which premises he has reasonable cause to suspect and believe that there is any property which has been stolen or unlawfully obtained and to search such premises for the purpose of ascertaining whether there is on such premises any such property and to remain thereon for so long as may be necessary for the carrying out of such search:

Power to Arrest without a Warrant

36. Any warrant lawfully issued by a judge, magistrate, justice of the peace or coroner for apprehending any person charged with any offence may be executed by any police officer at any time; notwithstanding that the warrant is not in his possession at that time, but the warrant shall in case of an arrest in New Providence, on demand of the person apprehended, be shown to him within two hours, and in the case of an arrest in an Out Island, as soon as practicable after his arrest

Power to Erect Barriers

44. (1) Notwithstanding the provisions of any other Act in force in The Bahamas, any gazetted police officer or any police officer in charge of a police station may, if he considers it necessary so to do for the maintenance of law and order or for the prevention and detection of crime, cause barriers to be erected or placed in or across any road or street or in any public place, in such manner as he may think fit.
Discipline / Police Disciplinary regulations

Chapter 205 Police Act

The Police Disciplinary regulations contains 28 minor offenses and 36 major offenses against police discipline punishable under section 50 or 51 of the Police Act

2. The following are minor offences against police discipline punishable under section 50 or section 51 of the Police Act —

(1) absence without leave when resident in barracks;
(2) irregular conduct when on duty or parade;
(3) preferring a frivolous complaint or charge;
(4) failing to comply immediately with a lawful order;
(5) gambling;
(6) idling or gossiping whilst on duty;
(7) using obscene, abusive or insulting language towards any other member of the Force;
(8) without the previous consent of the Commissioner receiving a lodger in a house or quarters provided by the Bahamas Government, or subletting any part of the house or quarters;
(9) neglecting, or without good and sufficient cause omitting, promptly and diligently to attend to or carry out any duty as a police officer;
(10) failing to report anything which it is the duty of a police officer to report;
(11) omitting to make any necessary entry in any official document or book;
(12) canvassing any member of the Police Service Commission, the House of Assembly, or Senate with regard to any matter concerning the Force;
(13) calling or attending any meeting to discuss any matter concerning the Force not being a meeting authorized by a superior officer;
(14) directly or indirectly soliciting or receiving any gratuity, present, subscription or testimonial without the consent of the Commissioner;
(15) incurring a pecuniary obligation to any spirit licence holder, or any person who holds a licence concerning the granting or renewal of which the
police may have to report; (16) improper use of the position of a police officer for private advantage;
(17) as a member of the Force, writing, signing or giving, without the sanction of the Commissioner, any testimonial of character or other recommendation with the object of obtaining employment for any person or of supporting an application for a grant of a licence of any kind;
(18) without the sanction of the Commissioner supporting an application for the grant of a licence of any kind;
(19) without good and sufficient cause making any unlawful or unnecessary arrest; (20) incivility to any member of the public;
(21) absence from, or lateness for, any parade, court or other duty without leave and without reasonable excuse;
(22) in uniform, being improperly dressed, or dirty or untidy in person, clothing or accoutrements whilst on duty, or whilst off duty in a public place;
(23) demanding or endeavouring to persuade any other person to give or to purchase or obtain any intoxicating liquor, whilst on duty;
(24) entering any premises licensed under the liquor licence laws whilst on duty when not required in the execution of that duty;
(25) entering without permission of an officer of the rank of Inspector or above, whilst on duty, any premises where liquor is stored or distributed when not required there in the execution of that duty;
(26) lending any money to any superior in rank, or borrowing money or accepting any present from any inferior in rank;
(27) conniving at or knowingly being an accessory to any offence against discipline; or
(28) any other act, conduct or neglect of a minor nature to the prejudice of good order and discipline, whether or not such act, conduct or neglect shall have been in the execution of duty.

3. The following are major offences against police discipline punishable under section 50 or section 51 of the Police Act —

(1) acting in a disorderly manner or any manner prejudicial to discipline, or reasonably likely to bring discredit on the reputation of the Police Force;
(2) insubordination by word, act or demeanour;
(3) oppressive or tyrannical conduct towards an inferior in rank;
(4) wilfully or negligently making any false complaint or statement against any member of the Police Force; (5) assaulting any member of the Police Force;
(6) improperly withholding any report or allegation against any member of the Police Force;
(7) disobeying, or without good and sufficient cause, omitting or neglecting to carry out any lawful order, written or otherwise;
(8) any act which is likely to interfere with the impartial discharge of duty or to give rise to the public impression that it might so interfere;
(9) accepting office in any political organization, speaking at or conducting any political meeting or taking any other active part in the affairs of any political party;
(10) wilfully refusing or neglecting to discharge any lawful debt;
(11) failing to work a beat in accordance with orders, or leaving a beat, point or other appointed place of duty, without due permission or sufficient cause;
(12) by carelessness or neglect, permitting a prisoner to escape; (13) failing, when knowing where any offender is to be found, to report the same, or to make due exertions to bring him to justice;
(14) failing to report anything known concerning a criminal charge, or failing to disclose any evidence which the officer, or any other person within his knowledge, can give for or against any prisoner or defendant to a criminal charge;
(15) neglecting or without good and sufficient cause, omitting to carry out any instructions of the Police Surgeon appointed under section 19 of the Police Act, or, whilst absent from duty on account of sickness, any act or conduct calculated to retard return to duty;
(16) wilfully or negligently making any false, misleading or inaccurate statement;
(17) knowingly making or signing any false entry or statement in any official document or book;
(18) without good and sufficient cause destroying or mutilating any official document or record or erasing or altering any entry therein;
(19) divulging any matter which it is an officer’s duty to keep secret;
(20) giving notice, directly or indirectly, to any person against whom any warrant or summons has been or is about to be issued, except in the lawful execution of such warrant or service of such summons;
(21) without proper authority communicating to the public, press or to any unauthorized person, any matter connected with the Police Force;
(22) without proper authority showing to any person outside the Force any book or printed document the property of the Bahamas Government;
(23) making any anonymous communication to the Governor-General, the Police Service Commission, the Commissioner or any superior officer;
(24) signing or circulating any petition or statement with regard to any matter concerning the Force, except through the proper channel of correspondence to the Commissioner;
(25) receiving and appropriating any bribe;
(26) failing to account for or to make a prompt and true return of any money or property received in an official capacity;
(27) using any unnecessary violence to any prisoner or other person in the execution of duty;
(28) feigning or exaggerating any sickness or injury with a view to evading duty;
(29) absence from duty without leave for twenty-four hours or more, without reasonable excuse;
(30) wilfully or by carelessness, causing any waste, loss or damage to any article of clothing or accoutrement, or to any book, document or other property of The Bahamas Government, issued to the officer or used by him or entrusted to his care;
(31) failing to report any damage to any property referred to in sub-paragraph (30), however caused; (32) whilst on or off duty, being unfit for duty through drink;
(33) without the consent of an officer of the rank of Inspector or above, drinking or receiving from any other person, any intoxicating liquor whilst on duty;
(34) being found guilty by a court of law of a criminal offence;
(35) habitual inattention or neglect or apathy in the discharge of duty;
(36) any act, conduct or neglect of a major nature which is contrary to the discipline, good order and guidance of the Force, whether or not such act, conduct or neglect shall have been in the execution of duty.

50. (1) Any complaint of an offence against police discipline enumerated in the regulations made under this Act or other misconduct committed by a police officer of or above the rank of inspector in regard to which proceedings are not instituted in a criminal court shall be the subject of an inquiry by the Commissioner in accordance with the regulations under this Act. The Commissioner may initiate disciplinary proceedings against any such officer: Provided that nothing in this section contained shall apply to any complaint made against the Commissioner or Deputy Commissioner or any person acting in either of those offices.

(2) Any gazetted police officer found guilty of any such offence or other misconduct may be punished by the Governor-General acting in accordance with the advice of the Police Service Commission by any one or combination of the following punishments, namely —
(a) dismissal;
(b) required to resign;
(c) reduction in rank or seniority;
(d) fine not exceeding one month’s pay;
(e) withholding of increment;
(f) deferment of increment;
(g) severe reprimand;
(h) reprimand,

51. (1) Any subordinate police officer or constable who is guilty of any of the minor offences against police discipline enumerated in the regulations made under this Act shall on conviction thereof by the Commissioner or by a police officer of or above the rank of inspector authorized in writing by the Commissioner to try minor offences, be punished for each offence by such officer by any one or any combination of the following punishments —
(a) fine not exceeding two days’ pay;
(b) extra duty or fatigue duty not exceeding eight hours;
(c) reprimand;
(d) admonishment:

Provided that if any subordinate police officer or constable feels himself aggrieved by any conviction or any punishment imposed by an officer other than the Commissioner he may appeal within forty-eight hours in writing to the Commissioner who shall allow or dismiss the appeal and may vary the punishment.

Station Duties & Procedures Section C 3

Duty Register
3. A duty register will be maintained at each police station in order to provide a current record of officers on duty and their deployment. Where officers are paraded for duty, the briefing officer will record the times at which officers commence and finish duty and the allocations of beats and other duties for that day. Each officer will sign against his or her name in the duty register.

Incident/Complaint Reports
8. All reports of incidents or complaints of any description will be recorded on an incident/complaint report in the first instance. This report will be completed in duplicate and will form the basis for all information to be stored in the Force AS 400 computer. Its primary function is to ensure that a proper record is made of each incident and that the appropriate action is taken.
9. The original incident/complaint report will be retained in a register at the place of origin and the copy used by the Computer Terminal Operator to update the records. It is important that information relating to the incident or complaint is recorded on the computer as soon as possible after the occurrence. Where information is not readily available, the entry on the computer can be updated at a later stage.

Detention Records
29. Where persons are arrested and detained in police custody, whether as a result of an incident/complaint report or not, the officer in charge of the station will ensure that the procedures set out in Section C4 of these Orders are followed.

30. These procedures include the maintenance of a detention record for each person in custody and is quite distinct from any record required for computer information (see person update report for arrested persons at paragraph 12). The detention record must be retained at the place where the person is detained and requires various signatures by the detained person and supervising police officer in respect of searching, property, interviews, visits, meals and other records.

Arrest & Detention

General

1. The following instructions relating to the arrest and detention of offenders are subject to the general principles enshrined in the Constitution of The Bahamas and all officers will make themselves aware of the following Articles.

Article 15 - Fundamental Rights and Freedoms

'.... Every person in The Bahamas is entitled to the fundamental rights and freedoms of the individual, that is to say, has the right, whatever his race, place of origin, political opinions, color, creed or sex, but subject to respect for the rights and freedoms of others and for the public interest, to each and all of the following, namely.

(a) Life, liberty, security of the person and the protection of the law.
(b) Freedom of conscience, of expression and of assembly and association.
and
(c) Protection for the privacy of his home and other property and from deprivation of property without compensation.
Article 16 - Protection of Right to Life
(1) No person shall be deprived intentionally of his life save in execution of the sentence of a court in respect of a criminal offence of which he has been convicted.

(2) A person shall not be regarded as having been deprived of his life in contravention of this Article if he dies as the result of the use, to such extent and in such circumstances as are permitted by law, of such force as is reasonably justifiable:-

(a) For the defense of any person from violence or for the defense of property.
(b) In order to effect a lawful arrest or to prevent the escape of a person lawfully detained.
(c) For the purpose of suppressing a riot, insurrection or mutiny.
(d) In order to prevent the commission by that person of a criminal offence.

Article 17 - Protection from Inhuman Treatment
(1) No person shall be subjected to torture or to inhuman or degrading treatment or punishment.

Article 19 - Protection from Arbitrary Arrest or Detention
(1) No person shall be deprived of his personal liberty save as may be authorized by law in any of the following cases.

(a) In execution of the sentence or order of a court, whether established for The Bahamas or some other country, in respect of a criminal offence of which he has been convicted or in consequence of his unfitness to plead to a criminal charge or in execution of the order of a court on the grounds of his contempt of that court or of another court or tribunal.
(b) In execution of the order of a court made in order to secure the fulfillment of any obligation imposed upon him by law.
(c) For the purpose of bringing him before a court in execution of the order of a court.
(d) Upon reasonable suspicion of his having committed, or of being about to commit, a criminal offence.
(e) In the case of a person who has not attained the age of eighteen years, for the purpose of his education or welfare.
(f) For the purpose of preventing the spread of an infectious or contagious disease or in the case of a person who is, or is reasonably suspected to be, of unsound mind, addicted to drugs or alcohol, or a vagrant, for the purpose of his care or treatment or the protection of the community.
(g) For the purpose of preventing the unlawful entry of that person into The Bahamas or for the purpose of effecting the expulsion, extradition or other lawful removal from The Bahamas of that person or the taking of proceedings relating thereto.

(2) Any person who is arrested or detained shall be informed as soon as is reasonably practicable, in a language that he understands, of the reasons for his arrest or detention and shall be permitted, at his own expense, to retain and instruct without delay a legal representative of his own choice and to hold private communication with him; and in the case of a person who has not attained the age of eighteen years he shall also be afforded a reasonable opportunity for communication with his parent or guardian.

3. As soon as possible after a person has been arrested, the duty officer at Control Room will be informed of the time of arrest, the arresting officer and the estimated time of arrival at the relevant police station. The duty officer at the Control Room will immediately notify the Station Officer at the relevant police station in order that arrangements for the arrested person’s reception can be made. Any undue delay between the time of arrest and arrival at the police station should be matter for enquiry by the station officer.

4. Arrested persons will be taken to the nearest police station in the area in which the person was arrested. Persons arrested by the CID or DEU will also be taken to the nearest police station in the first instance in order that the procedures outlined in paragraph 6 can be followed and details of the arrest recorded on the detention record. The searching of the arrested person will
also be carried out at this stage unless this would interfere with or delay the process of investigation. Any exhibits will be retained by the arresting officer.

**Procedure at Police Stations**

5. A Sergeant or a Corporal will be employed as Station Officers at every station which is open on a 24-hour basis. However, the Assistant Commissioner (New Providence) may approve a constable to act as Station Officer at a specific station where no sub-officer is available. In the Family Islands, the Station Officer will invariably be a constable but where an arrested person is brought to the station, the local supervisory officer will be informed as soon as possible. In Grand Bahama, the Central Police Station at Freeport will be regarded as a receiving station for all arrested persons who are detained anywhere in Grand Bahama Island and a Sergeant or Corporal will always be available to act as Station Officer.

6. It is particularly important that the condition of the accused person is noted at the time of arrival at the police station so those obvious signs of injury or illness can be recorded. Where the arrested person complains of being assaulted or injured by police officers or any injuries cannot lawfully be explained, the procedure set out in paragraphs 42-43 will be followed. An Inspector will look into any such allegation immediately insofar as interviewing the complainant and preserving any supporting evidence. The arresting officers should also be examined for signs of injuries or damage to clothing.

**Documentation of Detained Persons**

12. Where a person is arrested or detained at a police station, the station officer will be responsible for completing, as soon as possible, a detention record sheet setting out the following:-
(a) Date and time of arrest.
(b) Reasons for arrest.
(c) Date and time of arrival at police station.
(d) Name, rank and number of arresting officer.
(e) Details of the arrested person’s property.
15. The Station Officer is responsible for the accuracy and completeness of the record of detention and for ensuring that a copy of the record accompanies a detained person if he is transferred to another police station in The Bahamas. The record will show the time of and reason for transfer and the time a person is released from detention. All entries must be timed and signed by the maker. If the detainee refuses or is unable to sign any entry on the record of detention which he is required to sign, this itself must be recorded. The detention record will be filed at the police station from where the detained person is finally released and will be retained for a period of five years before being destroyed. Where the detention record refers to any complaint or civil action against the police, the record will be retained until its destruction is authorized by the Deputy Commissioner.

16. Station Officers have a responsibility to ensure that the continued detention of arrested persons is justified by the need of further investigation or enquiries and the OIC of each police station will ensure that the continued detention or release of persons in custody is the subject of review by him at least twice per day. No persons should be detained longer than necessary and the question of release for further enquiries or release on bail will be a matter of constant review. (See paragraphs 74-90) Bail should always be considered for minor offences but no persons will be released on bail if the circumstances are such that a police objection to bail is likely. A senior CID officer will be consulted as appropriate.

18. The Judges' Rules and Administrative Directions to the Police also provide for certain facilities for the defense of an accused person, namely:
(a) A person in custody should be supplied on request with writing material. Provided that no hindrance is reasonably likely to be caused to the processes of investigation or the administration of justice:
(i) He should be allowed to speak on the telephone to his legal representative or to his friends.
(ii) His letters should be sent by post or otherwise with the least possible delay.
(iii) Telegrams should be sent at once at his own expense.
20. If the person in custody is under 18 years of age, or is mentally handicapped or is suffering from mental illness, the Station Officer must, as soon as practicable, inform an appropriate adult of the grounds for his detention and his whereabouts and ask the adult to visit the police station to see the detained person. The necessary information must then be given to the detained person in the presence of the appropriate adult.

22. For the purpose of these standing orders, the expression 'appropriate adult' means:

(a) In the case of a person under 18 years.
   (i) His parent or legal guardian;
   (ii) A social worker; or
   (iii) Failing either of the above, another responsible adult who is not a police officer or employed by the police.

Searching of Prisoners
27. Section 14 of the Criminal Procedure Code gives a police officer the power to search an arrested person and to place in safe custody all articles other than necessary wearing apparel found on him. The main reasons for searching a person at the time of his arrest (which may be at a place away from a police station) are:
   (a) To prevent the person causing physical harm to himself, the arresting officer or any other person.
   (b) To secure evidence of the offence for which he is arrested; the powers under Section 14 also refer to stolen property (whether or not this refers to the offence for which arrested)

30. Arrested persons will also be searched on arrival at the police station for the same reasons as given at paragraph 27 above. This also applies to persons taken into police custody from a court, prison or other place of detention. Other reasons for searching arrested persons at police stations are:
(a) To confirm the identity of the person.
(b) To determine the capacity of the person to pay any fine or other monetary penalty.

(c) To provide for the safekeeping of the person's property and to protect police officers from malicious and unfounded allegations relating to the property.

Medical Treatment of Detained Persons
44. If a person arrested and brought to a police station or already detained there:
   (a) Appears to be suffering from physical or mental illness.
   (b) Is injured.
   (c) Does not show signs of sensibility and awareness or fails to respond normally to questions or conversation (other than through drunkenness alone).
   (d) For any reason appears to need medical treatment.

Interviews with Detained Persons
59. The station officer must give his approval if a police officer wishes to interview or conduct enquiries which require the presence of a detained person. The station officer will ensure, as far as possible, that the circumstances in which a detained person is interviewed are in accordance with these standing orders. Officers conducting interviews will follow the Judges' Rules and Administrative Directions to the Police as well as these Standing Orders.
60. Where possible, a record of interview will be recorded contemporaneously on the special forms provided. Alternatively, a record which adequately and accurately summarizes the interview must be made in the Officer's pocket book as soon as practicable thereafter and this entry will be timed and signed by the Officers present at the interview. The pocket book entry will also record the reason why a contemporaneous record was not completed. Where a contemporaneous record is completed it will not normally be necessary to ask for a written statement under caution although the Officer can invite him to make a statement.
Sickness & Welfare Policy

Sickness
3. An officer is not entitled to be absent from duty on account of sickness or injury unless the Force Medical Officer (FMO) or other medical practitioner has certified that the officer is unfit for duty.

4. At the discretion of the Commissioner of Police, an officer who has had periods of sick leave totaling more than 28 days in any period of twelve months may be examined by a medical board under the Force Medical Officer with a view to discharge under Section 26 (a) of the Police Act 1965 (as being mentally or physically unfit).

Sickness Records
5. A sickness register will be maintained at each SDHQ/Department. Entries will be completed in duplicate as follows.
   1st copy (white) - HQ (Personnel)
   2nd copy (yellow) - Force Medical Officer

6. The sickness/injury report is in two parts. Part 'A' will be completed when the officer first reports sick. Part 'B' will be completed when an officer resumes duty, or has exhausted twenty-eight (28) sick days, which ever one comes first. The white copy, when fully completed will be forwarded to Headquarters through the OIC Division who will arrange for the computer records to be updated. The yellow copy will be forwarded to the FMO for the medical file.

Injuries on Duty
17. Every injury received on duty and any prescribed industrial disease contracted in the course of duty must be reported as soon as possible whether or not it results in absence from duty. An injury sustained in the course of travel, either going to or returning home from duty, will normally be recorded as an injury on duty provided that:
   (a) It is reported promptly.
(b) There was no deviation from the route normally taken.
(c) It did not arise from the officer's own fault.

Maternity Leave
44. A woman officer who becomes pregnant will, as soon as possible following certification by her doctor, report the fact to her commanding officer giving the expected date of confinement.

45. The officer will immediately be transferred to duties which will remove her from the risk of assault or injury. Such duties will be referred to as 'protected duties' and the officer will be required to report when she commences maternity leave. Her immediate supervisor will monitor her condition on protected duties and will advise the officer regarding the commencing of maternity leave. In doubtful cases, medical advice will be sought, her fitness for protected duties being the overriding factor.

The commanding officer of each Division or Department of the Force has the initial responsibility for dealing with welfare issues. If they cannot be resolved by local counseling, the matter will be referred to Headquarters.

60. The OIC (Personnel) is the Welfare Officer for the Force and is responsible to the Assistant Commissioner (Management Services) for the following: (a) Implementation of policy on welfare issues. (b) Allocation of financial resources to officers, pensioners, widows and dependents. (c) Counseling on welfare problems. (d) Referral for advice on financial affairs. (e) Referral for advice on marital/domestic issues.

3/91 (f) Referral for advice to the Force Medical Officer or other doctor. (g) Advice in cases of death and assisting dependent with funeral arrangements. (h) referral to the Force Chaplain or other Ministers Religion.