



TRINIDAD & TOBAGO POLICE SERVICE Office of the Commissioner of Police

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January 24, 2023

Ms. Jacqui Sampson-Meiguel
Clerk of the House
Office of the Parliament
Parliamentary Complex
Cabildo Building
St. Vincent Street
Port of Spain

Dear Mrs. Sampson-Meiguel,

Re: The Eighth Report of the Public Accounts Committee on the Examination of the Report of the Auditor General on the Public Accounts of the Republic of Trinidad and Tobago for the financial year 2021

Reference is made to your correspondence with reference No. **PARL: 5/1/2** dated November 30, 2022, on the subject.

Please find attached the written submission from the Trinidad and Tobago Police Service.

Yours respectfully,

Erla Christopher

Commissioner of Police (Ag.)
COMMISSIONER OF POLICE



Submitted: January 24, 2023

TRINIDAD AND TOBAGO POLICE SERVICE

The Eighth Report of the Public Accounts Committee on the Examination of the Report of the Auditor General on the Public Accounts of the Republic of Trinidad and Tobago for the financial year 2021

Response by the Trinidad and Tobago Police Service to recommendations made by the Public Accounts Committee:

a) What are the established policy for the custody of public stores at all TTPS premises:

In accordance to Police Standing Order No. 15 “Furniture and Stores”, Sections 1-8, which states

1. “Furniture” refers to moveable items used for general convenience such as desks, tables, chairs, electronic equipment, etc., in a Police building.
2. “Stores” refers to supplies of necessities such as cleaning equipment, tools, brooms, brushes, etc. All such items shall be drawn from the Police Stores but does not include “Kit”.
3. An Inventory is a detailed itemised list of furniture and equipment in each room of a Police building.
4. Two (2) books shall be kept at all Police buildings for inventory purposes. They are—
 - a) Furniture Inventory Book;
 - b) Stores Inventory Book.
5. The Furniture Inventory Book shall contain a record of all furniture and equipment issued to Police buildings identifying the rooms and the specific furniture and equipment contained therein.
6. The Stores Inventory Book, shall contain a record of all tools, cleaning equipment, brooms, etc., or other necessary supplies drawn from the Police Stores. It shall reflect items of stores issued and stock on hand.
7. An Inventory shall be posted on a wall or partition of each room in the Police building after such items have been registered in the relevant inventory book.
8. It shall be the responsibility of the Officer-in-Charge of a Police building—
 - a) to ensure that a record of all furniture and stores are entered in the relevant inventory books on the day they are received;
 - b) to ensure that all furniture and stores are properly sheltered or protected;



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- c) to ensure that furniture and stores when not in use, are kept at an appointed place and not left in other parts of the compound;
- d) to account for such furniture and stores until they have been withdrawn or destroyed under proper authority;
- e) to report any loss, damages or shortages to the Officer-in-Charge of the Division/Branch;
- f) to ensure that when there are any losses, deficiencies or unserviceable articles to be written off, the authority for so doing, must be quoted in the relevant Inventory Book.

b) What are the measures taken to avoid losses due to theft and the ways in which these measures could be made more effective:

Standing Order No. 9 “Handover”, Section 1-3

1. “Handover” refers to an entry made in an official book or record wherein Government Property is passed from one Police Officer to another, including a written report on the state of command, department or district.
Handover shall be of two types:
 - (a) A general Handover;
 - (b) Daily Handover.
2. A general Handover is used in relation to transfer of command by—
 - (a) Executive Officers and other First Division Officers;
 - (b) Second Division Officers responsible for Stations and Sections.
3. “Daily Handover” refers to the transfer of responsibility among Second Division Officers relieving each other on a daily basis.

Standing Order No. 13 “Inspection and Visits”. Section 7

7. It shall be the duty of First Division Officers and Inspectors to carry out inspections of Stations and Branches as follows:

- (a)
 - (i) Deputy Commissioners—one Station/Branch/Section or Unit every quarter;
 - (ii) Assistant Commissioners—one Station/Branch/Section or Unit every quarter;
 - (iii) Officer-in-Charge of Divisions/Branches—not less than one Station/Branch/Section or Unit every quarter;
 - (iv) Superintendents—not less than one Station/Branch/Section or Unit every quarter;
 - (v) Assistant Superintendents—not less than two Stations/Branches/Sections or Units every quarter;
 - (vi) Inspectors—when directed by the Officer-in-Charge of his Division/Branch or the First Division Officer-in-Charge of his area;



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(b) it shall be the duty of the Officer-in-Charge of a Division/Branch/Section or Unit to ensure that each Station/Branch/Section or Unit is inspected once per quarter by First Division Officers and Inspectors under his command.

In order to make these measures more effective, inspections should be conducted more frequently as well as daily checks made of stores with notations being made regularly to avoid loss. Records must be kept and maintained properly with persons being held responsible for those items under their command.

c) The sums spent, if any, to replace the two (2) missing projectors.

No sums were spent to replace the two (2) missing projectors.