

SIXTY-THIRD REPORT

OF THE

SALARIES REVIEW COMMISSION

OF THE

REPUBLIC OF TRINIDAD AND TOBAGO

September 18 , 2001.

SIXTY-THIRD REPORT OF THE SALARIES REVIEW COMMISSION

Review of the terms and conditions of service of certain senior offices in the Ministry of National Security

By letter dated June 11, 2001, the President of the Republic of Trinidad and Tobago conveyed his approval for a revision by the Salaries Review Commission (SRC) of the salary and other conditions of service of the following offices in the Ministry of National Security: -

Vice Chief of Defence Staff
Director, Forensic Science Centre
Chief Immigration Officer
Deputy Commissioner of Police
Deputy Commissioner of Prisons
Deputy Chief Fire Officer

The above-mentioned offices were brought within the purview of the SRC by virtue of Legal Notice No. 76 dated May 8, 2001.

Background

2. During the course of this review, we examined the rationale advanced by the Ministry of National Security in seeking to have the offices scheduled under the Constitution (Prescribed Matters) Act, Chap. 1:02. In this connection, the Ministry of National Security pointed out that the offices are all very senior positions in that Ministry and together they play a major role in determining strategies to ensure the safety and security of the country. While, as a consequence, the offices are positions of heavy responsibility and high accountability in the Public Service, they have been remunerated at levels well below many of their counterparts in both the public and private sectors.
3. The Ministry drew attention to the fact that the offices of Vice Chief of Defence Staff and the Deputy Heads of the Protective Services are "second-in-command" positions with wide and varied legislated responsibilities, similar in nature to those of the Heads of the respective organisations. Notwithstanding this, the Ministry noted with concern the wide differential between the basic salaries of those Heads and their deputies.
4. In the case of the Chief Immigration Officer, the Ministry highlighted the disparity which exists between this position and Heads of Divisions in other Ministries whose duties and responsibilities are also legislated and similar in nature, e.g., the Comptroller of Customs and Excise.

5. With respect to the office of Director, Forensic Science Centre, emphasis was placed on the need to take into account the heavy responsibility of this office for the management and administration of all forensic science and forensic pathology matters in Trinidad and Tobago.

6. Accordingly, in the conduct of this review, we gave due consideration to the concerns raised by the Ministry of National Security. We also examined the duties and responsibilities attaching to the various offices and the role they play in the senior management structure of the respective organisations.

VICE CHIEF OF DEFENCE STAFF **Role and Function**

7. The Vice Chief of Defence Staff is the second in command in the Defence Force and plays a major role in the planning of strategies for the security of Trinidad and Tobago and its territorial waters.

Duties and responsibilities

8. We note that among the duties and responsibilities of the holder of the office of Vice Chief of Defence Staff, are the following:

- (i) co-ordinating the functions and work of the staff branches at the Defence Force Headquarters;
- (ii) assisting in the development of policy;
- (iii) initiating and co-ordinating policy implementation;
- (iv) monitoring combat readiness and advising on actions which would improve the capabilities of subordinate units to accomplish their role and function;
- (v) advising the Chief of Defence Staff on the capabilities, limitations, requirements, resource availability and employment of the Regiment, Coast Guard and Volunteer Defence Force;
- (vi) liaising with the Ministry of National Security, other Government agencies, Embassies and High Commissions on all operational and administrative matters as directed by the Chief of Defence Staff;
- (vii) developing, implementing and evaluating the Annual Administrative Inspection and providing recommendations for improvement;

- (viii) co-ordinating and monitoring exercises with foreign troops.

Educational Qualifications and Training

9. We have been informed that the Vice Chief of Defence Staff must possess a combination of sound experience by virtue of military appointments (command and staff) as well as formal military training acquired through attendance at courses at internationally recognised institutions. In cases where the office holder is a member of the Trinidad and Tobago Regiment, he/she is required to have completed the Canadian Land Force Command and Staff Course and any one of the specialised courses prescribed, namely, the Command and General Staff Course at Ft. Leavenworth, Kansas, USA, the Command and Staff Course, Camberley, UK or the All Arms Military Staff Course of the Joint and Combined Staff Officer School, Virginia, USA. In the case where the office holder is a member of the Trinidad and Tobago Coast Guard, the requirement consists of completion of the Navy Staff Course at the US Naval War College, Rhode Island, USA. Attendance at any War College in the USA or the Royal College of Defence Studies in the UK is considered an asset. In terms of academic training, either a Bachelor's or a Master's degree in any field from a recognised institution is also beneficial.

Existing Remuneration Arrangements

10. The existing remuneration arrangements applicable to the office are as follows:

Salary	-	\$10,282 - \$10,559 - \$10,845 per month
Ration Allowance	-	\$25.00 per day
Uniform Upkeep Allowance	-	\$1,300 per annum
Entertainment Allowance	-	\$250 per month
Housing	-	Grade 1 accommodation or an Unaccommodated Housing Allowance of \$2,000 per month.
Duty Allowance	-	\$200 per month

Transport Facilities

Loan for purchase of Motor Vehicle

- A maximum loan of \$85,000 at a rate of interest of 6% per annum repayable over a period of six (6) years.

Travelling Allowance

- An Upkeep Allowance of \$625 per month

Telephone

- Refund of 50% of local call unit charges and monthly rental of \$31 plus Value Added Tax.

Vacation Leave

- 42 calendar days per annum.

Medical Benefits

- Entitlement without charge to medical attention at a State-owned institution for self, spouse and children under the age of twenty-one (21) years.

Pension/Terminal Benefits

- Entitlement to superannuation benefits in accordance with the provisions of the Defence (Pensions, Terminal and other Grants) Regulations, 1968.

Recommendations

Salary

11. Taking into account the scope, function and level of responsibility of the office of Vice Chief of Defence Staff, we recommend a salary of **\$14,000** per month.

Other Terms and Conditions of Employment

Entertainment Allowance

12. We took note of the fact that the Vice Chief of Defence Staff is eligible for an Entertainment Allowance of \$250 per month. In this regard, we recommend that this allowance be discontinued but that the incumbent be allowed to retain the existing allowance as personal to him/her. Additionally, we recommend that the new arrangement should be for actual expenses

incurred for entertainment by the office holder to be met from an official Entertainment Vote under the control of the Ministry of National Security.

Duty Allowance

Ration Allowance

13. In our Sixty-first Report dealing with a review of the allowances of the Senior Officers of the Defence Force and Protective Services, that is, the top offices, we had recommended that the payment of a monthly Duty Allowance be retained for those office holders, given the nature of their responsibilities as the top managers of the respective Services. We note, however, that only the office of Vice Chief of Defence Staff is at present eligible for a Duty Allowance of \$200 per month. This allowance is not comparable to that paid to the top offices referred to above. Rather, it is an allowance which was introduced as an interim measure in 1998 pending the review of the Defence Force pay structure. That structure has since been reviewed. In recommending the revised salary for the office, we took into account the quantum of the Duty Allowance payable at present and consolidated it with salary. Consequently, we recommend that the payment of a separate Duty Allowance should be discontinued. With regard to the Ration Allowance, as pointed out in our Sixty-first Report, there appears to be little justification for the retention of such an allowance for a managerial position, the functions of which are performed mainly indoors. As with the Duty Allowance, we recommend that the Ration Allowance of \$25 per day be discontinued but that in the latter instance, the incumbent should retain the allowance at the existing rate as personal to him/her.

Uniform Upkeep Allowance

14. In the Sixty-first Report, we also recommended that the Ministry of National Security give consideration to providing all members of the Defence Force with items of uniform. We therefore recommend that the Uniform Upkeep Allowance of \$1,300 per annum for which the Vice Chief of Defence Staff is eligible should be discontinued if a policy is adopted by the Ministry of National Security to provide uniforms for all senior officers of the Defence Force.

Medical Benefits

15. Having regard to the level of medical benefits already enjoyed by the Vice Chief of Defence Staff, we recommend that the office holder be entitled to free medical attention/treatment, dental and optical treatment and prescribed drugs at any health care facility under the Regional Health Authorities, including the Eric Williams Medical Sciences Complex (EWMSC). Additionally, where such attention/treatment is not available at such health

care facility, he/she should be required to seek approval from the Permanent Secretary in the Ministry responsible for National Security to have the costs met at any other hospital, institution or nursing home in Trinidad and Tobago. The incumbent may opt to retain his/her existing benefits as personal to him/her.

16. We note that a number of allowances for which the Vice Chief of Defence Staff is eligible are set out in the Defence (Rates of Pay and Allowances) Regulations, 1989 and the Defence (Rates of Pay and Allowances) (Amendment) Regulations, 1997. Consequently, steps would have to be taken to amend the existing legislation to reflect any recommendations that may be accepted.

17. The recommended salary and other terms and conditions of service are outlined in Appendix I.

DIRECTOR, FORENSIC SCIENCE CENTRE

18. We observe that a major function of the Director, Forensic Science Centre is to ensure the professional competence, skill and integrity of the staff of the Centre in the fields of forensic science and forensic pathology analysis, having regard to the fact that the findings and opinions emanating from the Centre are often required to assist the Courts in the fair administration of justice.

Duties and responsibilities

19. The Director, Forensic Science Centre is the head of the Centre which comprises four (4) sections: Forensic Science, Forensic Pathology, Administration and Library with five (5) subsections under the Forensic Science Section, namely, Chemistry, Toxicology, Biology, Document Examination and Firearm and Toolmark Examination. We have been advised that the office holder manages a group of highly qualified professionals and is responsible for the management and administration of all forensic science and forensic pathology matters in the country.

20. The main duties and responsibilities of the officer holder entail:

- (i) planning, organising, and directing the activities of the Forensic Science Centre;
- (ii) supervising and co-ordinating the work of the Forensic Science, the Forensic Pathology and the General Administration Sections;

- (iii) planning of training programmes for the development of human resources at the Centre;
- (iv) establishing and maintaining contact with major forensic science institutions abroad, to facilitate an exchange of information on developments in laboratory organisation and techniques;
- (v) representing the Centre at conferences locally and abroad;
- (vi) visiting scenes of crime and other incidents being investigated by the Centre, in cases of special significance;
- (vii) attending Court to give expert testimony when required.

Educational Qualifications and Training

21. We are advised that the incumbent is required to possess extensive experience in one of the forensic science disciplines or in forensic pathology, as well as considerable experience in an administrative capacity such as may have been gained in the lower positions; and either a B.Sc. degree from a recognised university in one of the natural sciences applicable to forensic investigations supplemented by post-graduate training in one of the forensic sciences; or any equivalent combination of experience and training.

Existing Remuneration Arrangements

22. The following remuneration arrangements apply to the office of Director, Forensic Science Centre:-

Salary	-	\$10,164 per month
Special Duty Allowance	-	\$3,800 per month
Cost of Living Allowance	-	\$55 per month
Transport Facilities		
Loan for purchase of Motor Vehicle	-	A maximum loan of \$85,000 at a rate of interest of 6% per annum repayable over a period of six (6) years.
Travelling Allowance	-	An Upkeep Allowance of \$1,000 per month plus a Kilometric Allowance of \$1.00 per kilometre.

Subsistence Allowance	-	\$66 per day in Trinidad and \$72 per day in Tobago.
Vacation Leave	-	1 – 10 years service – 28 working days Over 10 years service – 35 working days.
Pension/Gratuity	-	Entitlement to superannuation benefits in accordance with the provisions of the Pensions Act, Chap. 23:52.

Recommendations

Salary

23. While the office of Director, Forensic Science Centre is a managerial one, we recognise that the duties and responsibilities require the office holder to possess a wealth of scientific knowledge in order to efficiently manage and direct experts in the individual areas of forensic science and forensic pathology. In addition, we note that the office holder carries significant responsibility in the technical/professional area for the provision of advice and expert testimony to the Courts which would ensure the fair administration of justice in Trinidad and Tobago. As a manager, the office holder performs with a large measure of independence and is required to exercise considerable initiative. Taking all factors into account, we recommend that the office of Director, Forensic Science Centre be placed at the upper salary level of Group C of the Top Managers in the Public Service.

24. Additionally, having regard to the specialised area of expertise that constitutes forensic science and forensic pathology and the consequent need to attract and retain professionals with the required expertise for the office, we consider it appropriate to provide this office with a special allowance. We, therefore, recommend that a Specialisation Allowance of \$1,400 per month representing 10% of the salary recommended, be payable to the office.

Entertainment

25. We recommend that actual expenses incurred for entertainment by the office holder be met from an official Entertainment Vote under the control of the Ministry of National Security.

26. The recommended salary and other terms and conditions of service are outlined in Appendix II.

CHIEF IMMIGRATION OFFICER

27. The role and function of the Chief Immigration Officer are set out in the Immigration Act, Chap. 18:01, and in accordance with this legislation, responsibility for the control of persons entering or leaving Trinidad and Tobago lies with the Chief Immigration Officer. We understand that the office holder must also apply the relevant laws to stem the flow of illegal immigrants and undesirable persons into the country which would have a negative impact on economic planning and the safety and stability of Trinidad and Tobago. The Immigration Division for which the office holder is responsible co-ordinates all Government immigration and passport control activities. The importance of the role of the office is further highlighted by the fact that under section 14 of the Immigration Act, the Chief Immigration Officer is given the powers of arrest.

Duties and responsibilities

28. We took cognisance of the fact that the Chief Immigration Officer, as the head of the Immigration Division, carries responsibility and authority equal to the head of the Customs and Excise Division, both Divisions being legally established as the sole agencies of Government entrusted with the control and monitoring of persons and goods entering and leaving Trinidad and Tobago. In the course of his/her duties, which require him/her to act with a great degree of independence, the Chief Immigration Officer manages and administers the activities and operations of the Immigration Division. In addition, he/she is charged with responsibility for:

- (i) planning, co-ordinating and directing the administration of all immigration services in Trinidad and Tobago;
- (ii) advising Government on all immigration matters such as visa regulations, immigration requirements and applications from employers for persons from foreign countries to engage in employment in Trinidad and Tobago;
- (iii) issuing all travel documents for the Government in his/her role as Passport Control Officer;
- (iv) granting approval for the issue of visas (internal and external);
- (v) collecting revenue and fines;
- (vi) taking decisions on the deportation of persons;
- (vii) reviewing recommendations for permanent residence under section 5(3) of the Immigration Act;

- (viii) conducting hearings on violations of immigration laws and regulations and making recommendations either for the revocation of visas and passports or other appropriate action;
- (ix) issuing certificates for the facilitation of entry into Trinidad and Tobago;
- (x) liaising with Missions abroad through the relevant Ministry regarding policy on consular matters or changes in policy;
- (xi) advising foreign governments which act on behalf of Trinidad and Tobago on immigration matters (British or other Commonwealth countries);
- (xii) recommending the repatriation of citizens of Trinidad and Tobago who are in distress in foreign countries;
- (xiii) representing the Division at conferences;
- (xiv) managing and controlling expenditure.

The Chief Immigration Officer is, in fact, the chief technical adviser to the relevant Minister and the Permanent Secretary on immigration matters.

Educational Qualifications and Training

29. We are advised that for this office an incumbent would be required to possess extensive experience in all phases of immigration inspection work and considerable administrative/managerial experience as may have been gained in the lower positions and training as evidenced by the possession of a recognised degree in Management, or in one of the social sciences, or a related area.

CHIEF IMMIGRATION OFFICER

30. The existing remuneration arrangements attaching to the office of Chief Immigration Officer are as follows:-

Salary	-	\$9,704 per month
Cost of Living Allowance	-	\$55 per month
On-Call Allowance	-	\$350 per month.
Transport Facilities		
Loan for purchase of Motor Vehicle	-	A maximum loan of \$85,000 at a rate of interest of 6% per

		annum repayable over a period of six (6) years.
Travelling Allowance	-	An Upkeep Allowance of \$1,000 per month plus a Kilometric Allowance of \$1.00 per kilometre.
Subsistence Allowance	-	\$66 per day in Trinidad and \$72 per day in Tobago.
Vacation Leave	-	1 – 10 years service – 28 working days Over 10 years – 35 working days
Pension/Gratuity	-	Entitlement to superannuation benefits in accordance with the provisions of the Pensions Act, Chap. 23:52.

Recommendations

Salary

31. In reviewing the terms and conditions of the office of Chief Immigration Officer, we consider that, in general, the duties and responsibilities of that office are similar to those of the Comptroller of Customs and Excise in respect of which we recommended revised remuneration arrangements in our Thirty-ninth and Fifty-sixth Reports. The office holders are both heads of their respective Divisions and are expected to exercise considerable judgement and initiative in planning, organising and directing the work of their Divisions. Additionally, both office holders are chief technical advisers in their respective Ministries and the body of work for which they are independently responsible impacts on the safety and security of the country. In this connection, the operations under their jurisdiction require vigilance to be maintained at points of entry into and exit from this country. We note also that in both cases, the office holders' responsibilities devolve from legislation and entail the enforcement of the various laws under which their individual Divisions operate. In this regard, the office holders have powers of arrest. In terms of their span of control in their Divisions, we are of the view that the offices have similar authority.

32. Having regard to the comparable nature of the office of Chief Immigration Officer and that of the office of Comptroller of Customs and Excise, we recommend that the remuneration arrangements applicable to the

latter office should also apply to the former, that is, those attaching to Group B of the Top Managers in the Public Service.

Entertainment

33. We recommend that actual expenses incurred for entertainment by the office holder be met from an official Entertainment Vote under the control of the Ministry of National Security.

On-Call Allowance

34. We note that the office of Chief Immigration Officer currently receives an On-Call Allowance of \$350 per month. As with the Vice Chief of Defence Staff, we do not consider such an allowance appropriate to an office of this level. Consequently, in recommending the revised salary for the office, we took account of the On-Call Allowance and consolidated it with salary. We recommend that such allowance be discontinued.

35. Details of the remuneration arrangements which we recommend are set out at Appendix III.

DEPUTY HEADS OF THE PROTECTIVE SERVICES

36. The Deputy Heads of the Protective Services are, in the main, the second-in-command in their respective Services. In addition to deputising for their chiefs, these office holders play a key role in co-ordinating the activities of the operational, specialist and administrative areas of their respective Services.

DEPUTY COMMISSIONER OF POLICE **Duties and responsibilities**

37. The main duties and responsibilities of the office of Deputy Commissioner of Police, include:

- (i) co-ordinating the activities of the various Divisions/Areas/Sections of the Police Service by conferring with senior police officers to advise on work plans and programmes;
- (ii) establishing, monitoring and reviewing systems and procedures to ensure operational readiness of the Police Service;
- (iii) participating in the formulation of policy and assisting in the development of strategic plans for the Police Service;

- (iv) assisting in the preparation of the annual Estimates of Expenditure for the Police Service;
- (v) assisting in planning training programmes for the development of human resources within the Police Service;
- (vi) representing the Police Service at seminars, meetings and workshops (locally and internationally) as required.

Educational Qualifications and Training

38. We observe that the incumbent is required to have a minimum of twenty-five (25) years experience in the Police Service, including at least two (2) years in the office of Assistant Commissioner of Police. He/she must also be in possession of the Diploma from the Joint Services Staff College or any equivalent qualification. Training in Police Management such as is gained in the Overseas Commanders Programme or such as is offered by the Federal Bureau of Investigation or any equivalent, is considered an asset.

DEPUTY COMMISSIONER OF PRISONS

Duties and responsibilities

39. The main duties and responsibilities of the Deputy Commissioner of Prisons include:-

- (i) co-ordinating the activities of the Operations and Administrative Divisions of the Prison Service to ensure operational efficiency and effectiveness;
- (ii) developing, monitoring and reviewing systems and procedures of the Prison Service for emergencies;
- (iii) participating in policy formulation and strategic planning for the Prison Service;
- (iv) representing the Prison Service on committees and boards and at meetings, conferences, seminars, etc.

Educational Qualifications and Training

40. We understand that the Deputy Commissioner of Prisons is required to have at least twenty (20) years experience in the Prison Service with at least eight (8) years managerial experience, including two (2) years at the senior managerial level. He/she is also required to possess the Diploma from the Joint Services Staff College or any equivalent qualification. Additionally,

he/she must have successfully completed the examination for promotion to the First Division of the Prison Service. A Certificate/Diploma in Advanced Prison Management from a recognised institution is considered an asset.

DEPUTY CHIEF FIRE OFFICER

Duties and responsibilities

41. The main duties and responsibilities of the Deputy Chief Fire Officer include:

- (i) co-ordinating the activities of the operational, specialist, administrative and ancillary services sections of the Fire Service;
- (ii) establishing, monitoring and reviewing systems and procedures to ensure operational readiness of the Fire Service for all emergencies;
- (iii) reviewing recommendations of Divisional/Section managers pertaining to the operations of their Divisions/Sections and providing advice;
- (iv) participating in policy formulation and strategic planning for the Fire Service;
- (v) drafting annual Estimates of Expenditure, in consultation with the Chief Fire Officer.

Educational Qualifications and Training

42. We note that the office holder is required to have had at least sixteen (16) years experience in the Fire Service, including six (6) years at a senior managerial/administrative level. He/she must have undertaken the Brigade Command Course in the United Kingdom or equivalent training. In addition, he/she must have completed in-service senior management level training or equivalent and must have successfully completed the examination for promotion to the First Division of the Fire Service.

Existing Remuneration Arrangements

43. We examined the salaries payable and the other existing terms and conditions of employment of the various offices as set out below:-

DEPUTY COMMISSIONER OF POLICE DEPUTY COMMISSIONER OF PRISONS DEPUTY CHIEF FIRE OFFICER

Salary

Deputy Commissioner of Police	-	\$8,778 per month
Deputy Commissioner of Prisons	-	\$8,320 per month
Deputy Chief Fire Officer	-	\$8,320 per month
First Division Officers' Allowance	-	\$1,200 per month
Cost of Living Allowance	-	\$55 per month
Transport Facilities		
Loan for purchase of Motor Vehicle	-	A maximum loan of \$85,000 at a rate of interest of 6% per annum repayable over a period of six (6) years.
Travelling Allowance	-	An Upkeep Allowance of \$1,000 per month plus a Kilometric Allowance of \$1.00 per kilometre.
Housing Allowance	-	\$1,200 per month
Meal Allowance	-	\$375 per month
Uniform Upkeep Allowance		
Deputy Commissioner of Police and Deputy Commissioner of Prisons	-	\$250 per month (No allowance is payable to the Deputy Chief Fire Officer as the office holder is provided with uniforms.)
Vacation Leave	-	1 – 10 years service – 28 working days Over 10 years – 35 working days

Medical Benefits

Deputy Commissioner of Police

- Entitlement to free medical, dental, optical and hospital treatment and medicines as may be necessary.

Deputy Commissioner of Prisons
and
Deputy Chief Fire Officer

- Entitlement to either free medical, dental, optical and hospital treatment and medicines as may be necessary for self or free medical and hospital treatment and medicines as may be necessary for self, spouse and dependent children.

Pension/Gratuity

- Entitlement to superannuation benefits set out in specific legislation governing the provision of such benefits for all officers of the respective Services.

RECOMMENDATIONS

Salary

44. We consider that the offices of Deputy Commissioner of Police, Deputy Commissioner of Prisons and Deputy Chief Fire Officer are similar in scope and function to that of Vice Chief of Defence Staff. Like the latter, these offices are second level managerial positions in their respective organisations which require the office holders to provide strong administrative support to the top managerial positions. As with the Vice Chief of Defence Staff, the office holders collectively make a significant contribution to the safety and national security of the country.

45. In fixing the remuneration levels of these offices, we have maintained the principle established in previous Reports which set a differential between the salary of the office of Commissioner of Police and that of the offices of Commissioner of Prisons and Chief Fire Officer. In the last of these Reports we equated the salaries of the Commissioner of Prisons and the Chief Fire Officer, but continued to recommend a higher salary for the office of Commissioner of Police.

46. Accordingly, in terms of basic salary, we recommend the following:-

<u>Office</u>	<u>\$ per month</u>
Deputy Commissioner of Police	14,000
Deputy Commissioner of Prisons	13,000
Deputy Chief Fire Officer	13,000

In recommending these salaries, we have borne in mind that the office holders currently receive a First Division Officers' Allowance of \$1,200 per month. We have consolidated this amount into the recommended salary and as a consequence, the allowance should be discontinued.

Allowances

47. In respect of allowances, we have applied principles similar to those which we outlined for the office of Vice Chief of Defence Staff.

Meal Allowance

48. In this connection, we recommend that the existing Meal Allowance of \$375 per month for which the office holders are eligible should be discontinued. The incumbents would, however, retain the allowance at the existing level as personal to them.

Entertainment

49. We recommend that actual expenses incurred for entertainment by the office holders be met from an official Entertainment Vote under the control of the Ministry of National Security.

Uniform Upkeep Allowance

50. Similarly, in our Sixty-first Report, we had recommended the discontinuation of the payment of the Uniform Upkeep Allowance to the Commissioner of Police and the Commissioner of Prisons when the new arrangements for providing uniforms to First Division officers of the respective Services are effected. Consequently, we recommend that the allowance of \$250 per month currently payable to the offices of Deputy Commissioner of Police and Deputy Commissioner of Prisons be discontinued as soon as the office holders are provided with uniforms. This measure would not apply to the office of Deputy Chief Fire Officer since that office holder is already provided with items of uniform free of charge.

Medical Benefits

51. We recommend the same medical benefits as we have proposed for the office of Vice Chief of Defence Staff. Similarly, the office holders may opt to retain their existing benefits as personal to them.

52. The full compensation packages recommended for the offices of Deputy Commissioner of Police, Deputy Commissioner of Prisons and Deputy Chief Fire Officer are set out at Appendix IV.

Transport Facilities for all office holders

53. Details of the recommended Transport Facilities to be applicable to the various office holders are set out in the respective Appendices.

Cost of Living Allowance

54. With respect to the monthly Cost of Living Allowance of \$55 which is currently applicable to all the offices with the exception of that of the Vice Chief of Defence Staff, we recommend that it be discontinued with effect from the date from which the revised remuneration arrangements become effective. Cost of Living Allowance is not a feature of the compensation package of the offices under our purview.

Effective Date of the Revised Remuneration Arrangements

55. We recommend that the revised remuneration arrangements for the offices be made effective from October 1, 2001.

**RECOMMENDED REMUNERATION ARRANGEMENTS FOR THE VICE CHIEF
OF DEFENCE STAFF**

Salary

Vice Chief of Defence Staff - \$14,000 per month

Transport Facilities

- (i) Vehicle Purchase - A maximum loan of \$125,000 at a rate of interest of 6% per annum repayable over a period of six (6) years to facilitate the purchase of either:-
- (a) a new motor vehicle with exemption from Motor Vehicle Tax limited to the amount payable on a vehicle with an engine capacity of 1999cc and exemption from Value Added Tax to a maximum of \$25,000; or
 - (b) a used motor vehicle with exemption from either Special Registration Fee or Special Motor Vehicles Tax (whichever is applicable) to a maximum of \$15,992 and exemption from Value Added Tax to a maximum of \$25,000.
- (ii) Insurance Premium Loan - A loan to cover the cost of Motor Vehicle Insurance premium at a rate of interest of 6% per annum.
- (iii) Repair Loan - A maximum loan of \$10,000 at a rate of interest of 6% per annum to effect repairs to a motor vehicle.
- (iv) Transportation Allowance - A Transportation Allowance of \$1,800 per month.

- Subsistence Allowance** - (i) \$60 per day when travelling on official business beyond a radius of sixteen (16) kilometres from official headquarters and when in Tobago, \$75 per day.

(ii) For travel abroad on official business, US \$50 per day.
- Housing** - Rent-free quarters of grade I specification or an allowance of \$2,000 per month in lieu.
- Entertainment** - Existing allowance of \$250 per month to be discontinued. Actual expenses incurred for entertainment to be met from an official Entertainment Vote under the control of the Ministry of National Security.

The incumbent to retain allowance as personal to him/her.
- Vacation Leave** - Thirty (30) calendar days per annum.
- Telephone** - The cost of telephone rental and other charges, including Value Added Tax, related to official business to be met by the State.
- Duty Allowance** - Existing allowance of \$200 per month to be discontinued.
- Ration Allowance** - Existing allowance of \$25 per day to be discontinued. The incumbent to retain allowance as personal to him/her
- Uniform Upkeep Allowance** - Existing allowance of \$1,300 per annum to be discontinued if a policy is adopted by the Ministry of National Security to provide uniforms for the senior officers of the Defence Force.

Medical Benefits

- Entitlement to medical attention/ treatment, dental and optical treatment and prescribed drugs for self at any health care facility under the Regional Health Authorities, including the Eric Williams Medical Sciences Complex. Where such attention/ treatment is not available at such health care facility, the office holder is required to seek approval from the Permanent Secretary in the Ministry responsible for National Security to have the costs met at any other hospital, institution or nursing home in Trinidad and Tobago.

(‘Prescribed drugs’ exclude drugs which are obtainable without a prescription).

The incumbent may opt to retain his/her existing benefits as personal to him/her or to accept the new arrangements.

Pension/Gratuity

- Entitlement to superannuation benefits as set out in the Defence (Pensions, Terminal and other Grants) Regulations, 1968.

APPENDIX II

RECOMMENDED REMUNERATION ARRANGEMENTS FOR DIRECTOR,
FORENSIC SCIENCE CENTRE

- Salary - \$14,000 per month.
- Cost of Living Allowance - Existing allowance of \$55 per month to be discontinued.
- Specialisation Allowance - \$1,400 per month.
- Transport Facilities
- (i) Vehicle Purchase
- A maximum loan of \$125,000 at a rate of interest of 6% per annum repayable over a period of six (6) years to facilitate the purchase of either:-
- (a) a new motor vehicle with exemption from Motor Vehicle Tax limited to the amount payable on a vehicle with an engine capacity of 1999cc and exemption from Value Added Tax to a maximum of \$25,000; or
- (b) a used motor vehicle with exemption from Special Registration Fee or Special Motor Vehicles Tax (whichever is applicable) to a maximum of \$15,992 and exemption from Value Added Tax to a maximum of \$25,000.
- (ii) Insurance Premium Loan - A loan to cover the cost of Motor Vehicle insurance premium at a rate of interest of 6% per annum.
- (iii) Repair Loan - A maximum loan of \$10,000 at a rate of interest of 6% per annum to effect repairs to a motor vehicle.

- (iv) Transportation Allowance - A Transportation Allowance of \$1,800 per month.

- Subsistence Allowance** -
 - (i) \$60 per day when travelling on official business beyond a radius of sixteen (16) kilometres from official headquarters and when in Tobago, \$75 per day.
 - (ii) For travel abroad on official business, US \$50 per day.

- Housing Allowance** - \$1,900 per month.

- Entertainment** - Actual expenses incurred for entertainment to be met from an official Entertainment Vote under the control of the Ministry of National Security.

- Vacation Leave** - Thirty (30) calendar days per annum

- Telephone** - The cost of telephone rental and other charges, including Value Added Tax, related to official business to be met by the State.

- Medical Benefits** - Entitlement to medical attention/treatment, and prescribed drugs at any health care facility under the Regional Health Authorities, including the Eric Williams Medical Sciences Complex. Where such medical attention/treatment is not available at such health care facility, the office holder is required to seek approval from the Permanent Secretary in the Ministry responsible for National Security to have costs met at any other hospital, institution or nursing home in Trinidad and Tobago.
 - ('Medical attention/treatment' excludes optical and dental treatment/services. 'Prescribed drugs' exclude drugs which are obtainable without a prescription.)

Pension/Gratuity

Entitlement to superannuation benefits
in accordance with the provisions of the
Pensions Act, Chap. 23:52 .

**RECOMMENDED REMUNERATION ARRANGEMENTS FOR CHIEF
IMMIGRATION OFFICER**

- | | | |
|---------------------------------|---|---|
| Salary | - | \$15,000 per month |
| Cost of Living Allowance | - | Existing allowance of \$55 per month to be discontinued. |
|
Transport Facilities | | |
| (i) Vehicle Purchase | | A maximum loan of \$125,000 at a rate of interest of 6% per annum repayable over a period of six (6) years to facilitate the purchase of either:- |
| | | (a) a new motor vehicle with exemption from Motor Vehicle Tax limited to the amount payable on a vehicle with an engine capacity of 1999cc and exemption from Value Added Tax to a maximum of \$25,000; or |
| | | (b) a used motor vehicle with exemption from Special Registration Fee or Special Motor Vehicles Tax (whichever is applicable) to a maximum of \$15,992 and exemption from Value Added Tax to a maximum of \$25,000. |
| (ii) Insurance Premium Loan | - | A loan to cover the cost of Motor Vehicle Insurance premium at a rate of interest of 6% per annum. |
| (iii) Repair Loan | - | A maximum loan of \$10,000 at a rate of interest of 6% per annum to effect repairs to a motor vehicle. |
| (iii) Transportation Allowance | - | A Transportation Allowance of \$1,800 per month. |

- Service Allowance** - \$1,700 per month.
- On-Call Allowance** - Existing allowance of \$350 per month to be discontinued.
- Subsistence Allowance** -
 - (i) \$60 per day when travelling on official business beyond a radius of sixteen (16) kilometres from official headquarters and when in Tobago, \$75 per day.
 - (ii) For travel abroad on official business, US \$50 per day.
- Housing** - Rent-free, furnished quarters of grade I specification or an allowance of \$2,500 per month in lieu.
- Entertainment** - Actual expenses incurred for entertainment to be met from an official Entertainment Vote under the control of the Ministry of National Security.
- Vacation Leave** - Thirty (30) calendar days per annum
- Telephone** - The cost of telephone rental and other charges, including Value Added Tax, related to official business to be met by the State.
- Medical Benefits** - Entitlement to medical attention/treatment and prescribed drugs at any health care facility under the Regional Health Authorities, including the Eric Williams Medical Sciences Complex. Where such medical attention/treatment is not available at such health care facility, the office holder is required to seek approval from the Permanent Secretary in the Ministry responsible for National Security to have costs met at any other hospital, institution or nursing home in Trinidad and Tobago.

('Medical attention/treatment' excludes optical and dental treatment/services.)

'Prescribed drugs' exclude drugs which are obtainable without a prescription.)

Pension/Gratuity

- Entitlement to superannuation benefits in accordance with the provisions of the Pensions Act, Chap. 23:52 .

**RECOMMENDED REMUNERATION ARRANGEMENTS FOR THE DEPUTY
HEADS OF THE PROTECTIVE SERVICES**

Salary	-	\$ per month
Deputy Commissioner of Police	-	14,000
Deputy Commissioner of Prisons	-	} 13,000
Deputy Chief Fire Officer	-	
Cost of Living Allowance	-	Existing allowance of \$55 per month to be discontinued.
First Division Officers' Allowance	-	Existing allowance of \$1,200 per month to be discontinued.
Transport Facilities	-	Deputy Commissioner of Police
(i) Vehicle Purchase	-	A maximum loan of \$125,000 at a rate of interest of 6% per annum repayable over a period of six (6) years to facilitate the purchase of either:-
		(a) a new motor vehicle with exemption from Motor Vehicle Tax limited to the amount payable on a vehicle with an engine capacity of 1999cc and exemption from Value Added Tax to a maximum of \$25,000; or
		(b) a used motor vehicle with exemption from either Special Registration Fee or Special Motor Vehicles Tax (whichever is applicable) to a maximum

of \$15,992 and exemption from Value Added Tax to a maximum of \$25,000.

**Deputy Commissioner of Prisons
Deputy Chief Fire Officer**

A maximum loan of \$85,000 at a rate of interest of 6% per annum repayable over a period of six (6) years to facilitate the purchase of either:-

- (a) a new motor vehicle with exemption from Motor Vehicle Tax limited to the amount payable on a vehicle with an engine capacity of 1799cc and exemption from Value Added Tax limited to the amount payable on a vehicle costing \$85,000; or
- (b) a used motor vehicle with exemption from Special Registration Fee or Special Motor Vehicles Tax (whichever is applicable) to a maximum of \$7,196 and exemption from Value Added Tax limited to the amount payable on a motor vehicle costing \$85,000.

- (ii) Insurance Premium Loan - A loan to cover the cost of Motor Vehicle Insurance premium at a rate of interest of 6% per annum. **(All office holders)**
- (iii) Repair Loan - A maximum loan of \$10,000 at a rate of interest of 6% per annum to effect repairs to a motor vehicle. **(All office holders)**

(iv) Transportation Allowance

A Transportation Allowance of:

\$1,800 per month (Deputy Commissioner of Police)

\$1,400 per month (Deputy Commissioner of Prisons and Deputy Chief Fire Officer)

Subsistence Allowance

(i) \$60 per day when travelling on official business beyond a radius of sixteen (16) kilometres from official headquarters and when in Tobago, \$75 per day.

(ii) For travel abroad on official business, US \$50 per day.

Housing

\$1,900 per month

Entertainment

Actual expenses incurred for entertainment to be met from an official Entertainment Vote under the control of the Ministry of National Security.

Vacation Leave

Thirty (30) calendar days per annum.

Telephone

The cost of telephone rental and other charges, including Value Added Tax, related to official business to be met by the State.

Meal Allowance

The existing allowance of \$375 per month to be discontinued. The incumbents to retain allowance as personal to them.

Uniform Upkeep Allowance

Deputy Commissioner of Police
Deputy Commissioner of Prisons

Existing allowance of \$250 per month to be discontinued when the arrangement for providing uniforms is implemented.

Medical Benefits

Entitlement to medical attention/ treatment, dental and optical treatment and prescribed drugs for self at any health care facility under the Regional Health Authorities, including the Eric Williams Medical Sciences Complex. Where such attention/ treatment is not available at such health care facility, the office holder is required to seek approval from the Permanent Secretary in the Ministry responsible for National Security to have the costs met at any other hospital, institution or nursing home in Trinidad and Tobago.

('Prescribed drugs' exclude drugs which are obtainable without a prescription).

The incumbents may opt to retain their existing benefits as personal to them or to accept the new arrangements.

Pension/Gratuity

Deputy Commissioner of Police

Entitlement to superannuation benefits as set out in the Pensions and Gratuities Rules - Sixth Schedule to the Police Service Act, Chap. 15:01.

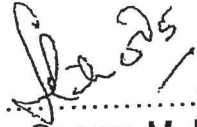
Deputy Commissioner of Prisons

Entitlement to superannuation benefits in accordance with the provisions of the Prison Service (Pension and Gratuity) Rules - Fifth Schedule to the Prison Service Act, Chap. 13:02.

Deputy Chief Fire Officer

Entitlement to superannuation benefits in accordance with the provisions of the Fire Service Act, Chap. 35:50.

Dated this 18th day of September, 2001.



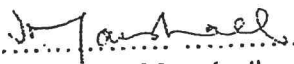
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Professor George M. Richards



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Edward Collier



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Keith Ortiz



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Joyce Marshall