

MEMORANDUM OF AGREEMENT

between the

CHIEF PERSONNEL OFFICER

and the

**TRINIDAD AND TOBAGO
POLICE SERVICE
SOCIAL AND WELFARE
ASSOCIATION**

January 01, 2011 to December 31, 2013

THE POLICE SERVICE ACT, CHAPTER 15:01
(under section 16)

MEMORANDUM OF AGREEMENT

between

THE CHIEF PERSONNEL OFFICER - **PARTY NO. 1**

and

**THE TRINIDAD AND TOBAGO
POLICE SERVICE SOCIAL AND
WELFARE ASSOCIATION** - **PARTY NO. 2**

Following consultation and negotiations, the Parties agree that the undermentioned revised Terms and Conditions of Employment shall apply, with effect from the dates specified, to full-time monthly-paid officers of the Trinidad and Tobago Police Service:-

PART I

**SALARY AND COST OF LIVING ALLOWANCE (COLA) APPLICABLE TO
OFFICERS IN THE FIRST AND SECOND DIVISIONS**

1. SALARY

For the period January 1, 2011 to December 31, 2013:-

- (a) The Cost of Living Allowance (COLA) of **\$145 per month** payable as at December 31, 2010 shall be consolidated with basic salary as at that date;
- (b) **With effect from January 1, 2011 to December 31, 2011**, the consolidated salaries at (a) above plus twenty-nine percent (29%) of the difference between such salaries and the targeted quantum of market salaries agreed upon by the Parties;
- (c) **With effect from January 1, 2012 to December 31, 2012**, the consolidated salaries at (a) above plus fifty-seven percent (57%) of the difference between

such salaries and the targeted quantum of market salaries agreed upon by the Parties; and

- (d) **With effect from January 1, 2013 to December 31, 2013**, the salaries representing the targeted quantum of market salaries agreed upon by the Parties.

2. **COST OF LIVING ALLOWANCE (COLA)**

A new Cost of Living Allowance at the following rates shall be paid for the period **January 1, 2011 to December 31, 2013:-**

January 01, 2011 to December 31, 2011	-	\$160 per month
January 01, 2012 to December 31, 2012	-	\$175 per month
January 01, 2013 to December 31, 2013	-	\$225 per month

PART II

ALLOWANCES APPLICABLE TO OFFICERS OF THE FIRST DIVISION

3. **ALLOWANCES**

A. **HOUSE ALLOWANCE**

- (i) **With effect from January 1, 2011**, the monthly **House Allowance** payable to an entitled officer shall be as follows:-

Married Officer	-	\$2,105 per month
Single Officer	-	\$1,650 per month

- (ii) Where an officer is married to or marries another officer, each officer shall continue to be paid the House Allowance applicable to a single officer.

B. **MEAL ALLOWANCE**

With effect from January 1, 2011, the monthly **Meal Allowance** payable to an officer shall be **\$655 per month**.

C. **DUTY ALLOWANCE**

- (i) **With effect from January 1, 2011**, the **Duty Allowance** payable to an officer who is rostered to work beyond his normal hours of work, on weekends and on public holidays shall be **\$2,900 per month**.

- (ii) This allowance shall **not** be paid during periods of leave except normal sick leave and casual absence from duty to a maximum period of seven (7) working days.

D. SPECIALISATION ALLOWANCE

- (a) **With effect from January 1, 2011, the Specialisation Allowance shall be \$1,080 per month** in respect of the officer who possesses a recognized Degree in:-
- (i) **Social Work** and who carries out Community policing functions providing counselling services and social support to members of the public and/or who is **required** to utilize this qualification in training fellow officers; and
- (ii) **Law, Police Science, Music, Management, Criminology, Criminal Justice, Psychology or Sociology** and who is **required** to utilize his qualification to promote higher and more effective levels of performance in the Service and/or to provide training to fellow officers.

In order to qualify for the payment of the allowance, the officer shall be **required** by the Commissioner of Police to utilize the skill on an **on-going** basis.

The allowance shall continue to be payable during periods of **approved leave with full pay**.

E. PROFICIENCY ALLOWANCES

- (a) **Court Prosecutor Allowance**

With effect from January 1, 2011

- (i) The allowance payable to an officer, not legally trained, who functions as a Court Prosecutor shall be **\$1,525 per month**;
- (ii) where the officer who performs the functions of Court Prosecutor and is an Attorney-at-Law, the allowance shall be **\$2,940 per month**; and
- (iii) the allowance payable to the **officer-in-charge of the Court and Process Branch** shall be as follows:-

LEC or equivalent holder	\$2,940 per month
LLB Holder	\$1,995 per month
Not legally trained	\$1,640 per month

Officers in receipt of the Court Prosecutor Allowance shall **not** receive the Specialisation Allowance at **D** above.

(b) **V.I.P. Protection Allowance**

With effect from January 1, 2011, the **V.I.P. Protection Allowance** payable to a specially trained officer of the **Criminal Investigation Division and Special Branch** who provides V.I.P. protection shall be **\$310 per month**.

(c) **Other Areas**

With effect from January 1, 2011, the **Proficiency Allowance** payable to an officer who functions as one of the following shall be at the rates indicated:-

Bomb Expert	\$335 per month
Interpreter	\$220 per month

F. PLAIN CLOTHES ALLOWANCE

With effect from January 1, 2011, the **Plain Clothes Allowance** payable to an officer who is required to wear plain clothes in the performance of his duties shall be **\$320 per month**.

G. SPECIAL PLAIN CLOTHES ALLOWANCE

With effect from January 1, 2011, the **Special Plain Clothes Allowance** payable to a specially trained officer who is assigned to the President of the Republic, the Prime Minister, the Chief Justice and the Attorney General to provide V.I.P. protection shall be **\$655 per month**.

H. LAUNDRY ALLOWANCE

With effect from January 1, 2011, the **Laundry Allowance** payable to an officer attached to the **Court and Process Branch and Police Hospital** shall be **\$195 per month**.

I. TOBAGO RESPONSIBILITY ALLOWANCE

With effect from January 1, 2011, the **Tobago Responsibility Allowance** shall be **\$1,865 per month** and shall be payable to the holders of the following offices:-

- (a) **Assistant Commissioner of Police** who is assigned to Tobago as the Executive Head of the Tobago Division;
- (b) **Senior Superintendent of Police** who is assigned to Tobago as the Operational Head of the Tobago Division; and
- (c) An officer who is transferred from **Tobago to Trinidad** as a Head of Division.

J. PROFESSIONAL STANDARDS BUREAU ALLOWANCE

With effect from January 1, 2013, a Professional Standards Bureau Allowance shall be introduced at a rate of \$1,000 per month for an officer who is assigned to the Professional Standards Bureau.

K. TRANSFER BETWEEN TRINIDAD AND TOBAGO OR VICE VERSA

I. The allowances payable to an officer who is transferred from Trinidad to Tobago or vice versa, shall be as follows:-

(a) Transfer Allowance

With effect from January 1, 2011 \$850 per month

With effect from January 1, 2012 \$900 per month

With effect from January 1, 2013 \$990 per month

(b) Housing Allowance

(where housing/accommodation is not provided)

(i) where the transfer is from Tobago to Trinidad

With effect from January 1, 2011 \$1,900 per month

With effect from January 1, 2013 \$2,000 per month

(iii) where the transfer is from Trinidad to Tobago

With effect from January 1, 2011 \$2,550 per month

With effect from January 1, 2013 \$2,700 per month

II. The conditions that govern the payment of these allowances as set out in the Memorandum of Agreement dated December 8, 2000 shall continue to apply and are reproduced hereunder:-

(a) The officer, whether married or single, shall be paid the Housing Allowance under this provision instead of the Housing Allowance at 3A above;

- (b) the allowances shall be payable for a maximum of **twelve (12) months** which shall be the normal duration of a transfer;
- (c) where, however, the officer is required to remain in the place of transfer beyond **twelve (12) months, because of the exigencies of the Service**, payment of the allowances shall be extended accordingly;
- (d) where, for personal reasons, the officer requests a transfer to or from Trinidad or Tobago **or** where, on being re-transferred, he requests his continued stay in Trinidad or Tobago, the allowances shall **not** be payable;
- (e) where an officer is **transferred on promotion** to an office in Trinidad or Tobago, the allowances shall be payable for a maximum period of **six (6) months**; and
- (f) where the officer is promoted **while on transfer**, the allowances shall continue to be payable for a maximum period of **six (6) months** from the date of promotion, but not exceeding a **total of twelve (12) months** from the date of transfer.

III. In addition to II above, where the monthly House Allowance at 3A is greater than the Housing Allowance under this provision, the officer shall continue to receive the monthly **House Allowance**.

L. TRAVELLING FACILITIES AND ALLOWANCES

Motor Vehicle Upkeep Allowance

- (i) The **Upkeep Allowance** payable to the holder of an office included under Part I of the Third Schedule to the Travelling Allowances Regulations, Chapter 23:50, who is required to keep and use a motor vehicle in the performance of his/her official duties shall be as follows:-

With effect from January 1, 2011 - \$2,200 per month

With effect from January 1, 2013 - \$2,400 per month

- (ii) **With effect from the date of issue of the relevant memorandum conveying instructions**, the maximum amount to be advanced to an eligible officer for the purchase of a motor vehicle shall be **\$160,000**.
- (iii) The maximum amount to be advanced to an eligible officer for the purpose of effecting repairs to his/her motor vehicle shall be maintained at **\$20,000**.

Kilometric Allowance

With effect from January 1, 2011, the Kilometric Allowance applicable to the holder of an office as at L(i) above, shall be **\$2.35 per kilometre**.

Kilometric Allowance under Regulation 16

With effect from January 1, 2011, the rate of the Kilometric Allowance payable under Regulation 16 of the Travelling Allowances Regulations shall be **\$2.95 per kilometre**.

Subsistence Allowance

With effect from the date of issue of the relevant memorandum conveying instructions, and subject to the conditions set out in Regulation 43 of the Travelling Allowances Regulations being met, the Subsistence Allowance payable to an officer who, in the course of his official duty, is required to travel beyond a radius of 16 kilometres (10 miles) from his station shall be as follows:-

\$150 per day in Trinidad

\$162 per day in Tobago

PART III

ALLOWANCES APPLICABLE TO OFFICERS OF THE SECOND DIVISION

4. ALLOWANCES

A. HOUSE ALLOWANCE

- (i) **With effect from January 2011**, the monthly **House Allowance** payable to an entitled officer shall be as follows:-

Married Officer - \$1,425 per month

Single Officer - \$1,020 per month

- (ii) Where an officer is married to or marries another officer, each officer shall continue to be paid the House Allowance applicable to a single officer.

B. MEAL ALLOWANCE

With effect from January 1, 2011, the monthly **Meal Allowance** payable to an officer shall be **\$655 per month**

C. ADDITIONAL MEAL ALLOWANCE

With effect from the date of issue of the relevant memorandum conveying instructions, the Additional Meal Allowance payable to officers who are required to continue working more than two (2) hours beyond the end of their normal working day or shift of duty shall be as follows:-

\$50 per meal in Trinidad;

\$54 per meal in Tobago

D. SPECIALISATION ALLOWANCE

(a) With effect from January 1, 2011, the Specialisation Allowance shall be **\$1,080 per month** in respect of an officer who possesses a recognised Degree in:-

(i) **Social Work** and who carries out Community policing functions providing counselling services and social support to members of the public and/or who is required to utilise this qualification in training fellow officers; and

(ii) **Law, Police Science, Music, Criminology, Criminal Justice, Psychology or Sociology** and who is required to utilise his qualification to promote higher and more effective levels of performance in the Service and/or to provide training to fellow officers; and

(iii) **Management** and who is a Police Inspector/Police Sergeant, in charge of a Station.

In order to qualify for the payment of the Specialisation Allowance, the officer shall be required by the Commissioner of Police to utilize the skill on an on-going basis.

The allowance shall continue to be payable during periods of approved leave with full pay.

E. PROFICIENCY ALLOWANCES

(a) **Court Prosecutor Allowance**

With effect from January 1, 2011

(i) The allowance payable to an officer, not legally trained, who functions as a Court Prosecutor shall be **\$1,355 per month**;

- (ii) the allowance payable to an officer who performs the functions of Court Prosecutor and has the LLB shall be **\$1,900 per month**; and
- (iii) the allowance payable to an officer who performs the functions of Court Prosecutor and is an Attorney-at-Law shall be **\$2,550 per month**.

Officers in receipt of the Court Prosecutor Allowance **shall not** receive the Specialisation Allowance at D above or the Legal Unit Allowance referred to at (b) below.

(b) Legal Unit Allowance

With effect from January 1, 2011, the Legal Unit Allowance shall be \$3,160 per month for an officer who is an Attorney-at-Law and is assigned to the Legal Unit.

Officers in receipt of the Legal Unit Allowance **shall not** receive the Specialisation Allowance or the Court Prosecutor Allowance.

(c) Proficiency Allowance for an officer selected as a Field Training Officer

With effect from January 1, 2011, the Proficiency Allowance payable to a specially trained officer selected to function as a Field Training Officer shall be \$975 per month.

This allowance shall be payable only during periods when the officer is required to function as a Field Training Officer.

(d) V.I.P. Protection Allowance

With effect from January 1, 2011, the V.I.P. Protection Allowance payable to a specially trained officer of the Criminal Investigation Division and Special Branch who provides V.I. P. protection shall be \$310 per month.

(e) Other Areas

With effect from January 1, 2011, the Proficiency Allowance payable to an officer who possesses a specified skill and functions in one of the following areas, shall be at the rates indicated:-

Bomb Expert	\$335 per month
Draughtsman	\$190 per month
Interpreter	\$220 per month
Drum major	\$160 per month
Expert Rider A	\$120 per month
Expert Rider B	\$160 per month
Speed Control	\$150 per month

- (f) **With effect from January 1, 2011, the Proficiency Allowance shall be at the rates specified for an officer who functions in the Information Technology Unit as one of the following:-**

System Administrator	\$405 per month
Network Administrator	\$405 per month
Section Supervisor	\$310 per month
Module Co-Ordinator	\$310 per month
Training Co-Ordinator	\$310 per month
Training Facilitator	\$310 per month
Technical Assistant	\$235 per month

F. SPECIAL PROFICIENCY ALLOWANCE

With effect from January 1, 2011, the Special Proficiency Allowance payable to an officer who functions in one of the areas at E(f) above, and who possesses the following qualifications shall be at the rates specified:-

**Degree in Computer Science/
Computing Information Systems/
Information Technology** - **\$1,080 per month**

**Associate Degree/Diploma in
Computer Science/Computing/
Information Systems/Information Technology** - **\$530 per month**

MCSE (Microsoft Certified Systems Engineer) - **\$530 per month**

An officer in receipt of this allowance **shall not** be paid allowances at E(f) above.

G. PLAIN CLOTHES ALLOWANCE

With effect from January 1, 2011, the Plain Clothes Allowance payable to an officer who is required to wear Plain Clothes in the performance of his duties shall be \$320 per month.

H. SPECIAL PLAIN CLOTHES ALLOWANCE

With effect from January 1, 2011, the Special Plain Clothes Allowance payable to a specially trained officer who is assigned to the President of the Republic, the Prime Minister, the Chief Justice and the Attorney General to provide V.I.P. protection shall be \$655 per month.

I. LAUNDRY ALLOWANCE

With effect from January 1, 2011, the Laundry Allowance shall be as follows:-

- (i) **\$195 per month** to an officer attached to the **Court and Process Branch** and the **Police Hospital**; and
- (ii) **\$150 per month** to an officer attached to the **Canine Section** who functions as a Dog Handler/Trainer or a Dog Handler.

J. SHIRT ALLOWANCE FOR A POLICE INSPECTOR

With effect from January 1, 2011, a Police Inspector shall be provided with two long-sleeved white shirts **annually** or an allowance in lieu thereof not exceeding **\$175** each in respect of two (2) shirts.

K. DECOMPOSED BODY ALLOWANCE

With effect from January 1, 2011, the allowance paid to a "*scene of crime*" officer who is required to examine a decomposed body in the performance of his duties shall be **\$180 per body**.

L. PROFESSIONAL STANDARDS BUREAU ALLOWANCE

With effect from January 1, 2013, a Professional Standards Bureau Allowance shall be introduced at a rate of **\$1,000 per month** for an officer who is assigned to the Professional Standards Bureau.

M. TRANSFER BETWEEN TRINIDAD AND TOBAGO OR VICE VERSA

The allowance payable to an officer who is transferred from **Trinidad to Tobago or vice versa**, after his/her first appointment, shall be as follows:-

(i) Transfer Allowance

With effect from January 1, 2011	\$850 per month
With effect from January 1, 2012	\$900 per month
With effect from January 1, 2013	\$990 per month

(ii) Housing Allowance:-

(where housing/accommodation is not provided)

(a) where the transfer is from Tobago to Trinidad

With effect from January 1, 2011	\$1,900 per month
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With effect from January 1, 2013 \$2,000 per month

- (b) where the transfer is from **Trinidad to Tobago**

With effect from January 1, 2011 \$2,550 per month

With effect from January 1, 2013 \$2,700 per month

The conditions that govern the payment of these allowances as set out in the **Memorandum of Agreement dated November 20, 2000** shall continue to apply and are reproduced hereunder:-

- (i) The officer, whether married or single, shall be paid the Housing Allowance under this provision instead of the **House Allowance at 4A** above;
- (ii) the allowances shall be payable for a maximum of twelve (12) months which shall be the normal duration of a transfer;
- (iii) where, however, the officer is required to remain in the place of transfer beyond twelve (12) months, **because of the exigencies of the Service**, payment of the allowances shall be extended accordingly;
- (iv) where, **for personal reasons**, an officer requests a transfer to or from Trinidad or Tobago or where, on being re-transferred, he requests his continued stay in Trinidad or Tobago, the allowances shall **not** be payable;
- (v) where an officer is **transferred on promotion** to an office in Trinidad or Tobago, the allowances shall be payable for a maximum period of six (6) months;
- (vi) where an officer is promoted **while on transfer**, the allowances shall continue to be payable for a maximum period of six (6) months from the date of promotion, but not exceeding a **total** of twelve (12) months from the date of transfer; and
- (vii) the allowances shall not be payable to an officer posted to Trinidad or to Tobago on first appointment: first appointment being his assignment for duty after completion of his period of **initial** training.

N. SPECIAL ALLOWANCE

- (i) **With effect from January 1, 2011**, an officer residing in Trinidad who, on completion of his period of **initial** training is assigned to duty in Tobago, shall, in addition to the **House** and monthly **Meal Allowances**

provided for at **Items 4A and 4B** be paid a **Special Allowance** for a maximum period of **eighteen months** as follows:-

January 1, 2011 to December 31, 2011 - \$850 per month

January 1, 2012 to December 31, 2012 - \$900 per month

January 1, 2013 to December 31, 2013 - \$990 per month

- (ii) On the officer's return to Trinidad, he shall not be regarded as being on transfer and shall **not** qualify for the Transfer and Housing Allowances applicable to an officer on transfer as set out at **M** above;
- (iii) For the purposes of payment of the Transfer and Housing Allowances, the officer shall be considered to be transferred when **next** he is required to take up official duty in Tobago; and
- (iv) The payment of the allowance shall apply, *mutatis mutandis*, to an officer **residing in Tobago** who is assigned to Trinidad on completion of his **initial** period of training.

The Commissioner of Police shall be responsible for approving and effecting payment of the Transfer and Housing Allowances referred to above.

O. TRAVELLING FACILITIES AND ALLOWANCES

Motor Vehicle Upkeep Allowance

- (i) The **Upkeep Allowance** payable to the holder of an office included under Part I of the Third Schedule to the Travelling Allowances Regulations, Chapter 23:50, who is required to keep and use a motor vehicle in the performance of his/her official duties shall be as follows:-

With effect from January 1, 2011 - \$2,200 per month

With effect from January 1, 2013 - \$2,400 per month

- (ii) **With effect from the date of issue of the relevant memorandum conveying instructions**, the maximum amount to be advanced to an eligible officer for the purchase of a motor vehicle shall be **\$160,000**.
- (iii) The maximum amount to be advanced to an eligible officer for the purpose of effecting repairs to his/her motor vehicle shall be maintained at **\$20,000**.

Kilometric Allowance

With effect from January 1, 2011, the Kilometric Allowance applicable to the holder of an office as at O(i) above, shall be \$2.35 per kilometre.

Kilometric Allowance under Regulation 16

With effect from January 1, 2011, the rate of the Kilometric Allowance payable under Regulation 16 of the Travelling Allowances Regulations shall be \$2.95 per kilometre.

Subsistence Allowance

With effect from the date of issue of the relevant memorandum conveying instructions, and subject to the conditions set out in Regulation 43 of the Travelling Allowances Regulations being met, the Subsistence Allowance payable to an officer who, in the course of his official duty, is required to travel beyond a radius of 16 kilometres (10) miles from his station shall be as follows:-

\$150 per day in Trinidad

\$162 per day in Tobago

PERIOD OF AGREEMENT

The terms of this Agreement cover the period January 1, 2011 to December 31, 2013.

**CHIEF PERSONNEL OFFICER
ON BEHALF OF THE MINISTER
OF FINANCE AND THE ECONOMY**

**FOR AND ON BEHALF OF THE
TRINIDAD AND TOBAGO POLICE
SERVICE SOCIAL AND WELFARE
ASSOCIATION**

Supriani...
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Billy
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Albin
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W. S. ...
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Sean Keyette...
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Gail Evelyn
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[Signature] President TTPSSWA
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Robert J. Gerwood, Trustee (TRUSTEE)

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Dated this 27th day of July, 2015

