THE STRATEGIC SERVICES AGENCY (PERSONNEL) REGULATIONS, 2020

Explanatory Memorandum

The Strategic Services Agency (Personnel) Regulations, 2020 seeks to provide for the effective exercise of the powers and the proper performance of the duties and functions of the Strategic Services Agency and also provides for the conduct and discipline of employees and the grievous procedures in respect of cases of employee misconduct.

The Regulations contains seven Parts and thirty-one regulations.

Part I of the Regulations provides for preliminary matters.

Regulation 1 provides for the citation of the Regulations.

Regulation 2 provides for the interpretation of certain terms used in the Regulations.

Regulation 3 provides for the application of the Regulations to every employee of the Agency, whether the employee is appointed or seconded to an office in the Agency for an indeterminate period, on probation or for a specified period and also requires that a copy of the Regulations be transmitted to every employee on his assumption of duty.

Part II of the Regulations provides for recruitment and probation.

Regulation 4 provides the minimum criteria for recruitment to the Agency.

Regulation 5 provides that the probationary period for all employees of the Agency, be a period of not less than six months and not more than one year, as the Director may determine.

Part III of the Regulations provides for the terms and conditions of employment of the employees of the Agency.

Regulation 6 prescribes that an employee shall be subject to the provisions of the Act, the Regulations, his contract of employment, standard operating procedures and any other written law.

Regulation 7 prescribes the manner by which an employee's employment of the Agency may be terminated.

Regulation 8 requires that an employee who intends to resign his office give the Agency notice of such period as may be stipulated in his contract of employment with the Agency.

Regulation 9 provides for the grant of three months' salary on the death of an employee to be paid to such person as has been nominated by the employee in writing.

Part IV of the Regulations provides for the code of employee conduct and therein sets out various offences of misconduct.

Regulation 10 provides for the requirement of confidentiality of an employee in respect of his employment with the Agency.

Regulation 11 requires an employee to execute his duties honestly, faithfully, efficiently and effectively.

Regulation 12 provides for the procedure for absence without leave.

Regulation 13 prohibits an employee from engaging in certain activities outside the Agency and in certain circumstances, requires the employee to obtain written consent of the Director prior to engaging in certain activities outside the Agency.

Regulation 14 prescribes that an employee shall not engage in any activity likely to bring the Agency into disrepute or which may call into question his ability to impartially implement, administer or advise on Government policy.

Regulation 15 prohibits an employee from publicising information which came into his possession as a result of working with the Agency, unless so authorised by the Director.

Regulation 16 prohibits an employee from receiving any payment for the preparation or delivery of a lecture or presentation done in pursuance of his duties or the functions of the Agency, unless he receives written approval of the Director.

Regulation 17 directs an employee not to incur indebtedness to the extent that it compromises that employee's job performance or brings the Agency into disrepute.

Regulation 18 requires an employee who becomes a bankrupt or insolvent to report that fact to the Director in writing.

Regulation 19 prohibits an employee from soliciting intervention or influence from prominent members of society in order to advance his individual claims in the Agency.

Regulation 20 prohibits an employee from accepting any gift or reward unless it falls under the exceptions provided by the regulation.

Regulation 21 provides for the disciplinary offence of bribery and requires an employee who is offered a bribe to immediately inform the Director in writing and the Director to cause an investigation to be undertaken into the matter.

Regulation 22 requires an employee who is desirous of bringing legal proceedings against another employee or who is a party to, or subject of any legal proceeding to immediately inform the Director in writing.

Regulation 23 requires an employee who is charged with a criminal offence to, without delay, report the matter in writing to the Director.

Regulation 24 sets out certain acts which, if done by the employee, would constitute misconduct.

Part V of the Regulations provides for disciplinary and grievous procedures in respect of cases of employee misconduct.

Regulation 25 prescribes the disciplinary procedure for an employee who is alleged or suspected to have committed an act of misconduct.

Part VI of the Regulations provides for employees' personnel matters.

Regulation 26 provides that notwithstanding an employee's terms of service, an employee may be required to report for duty at any time if the exigencies of the Agency so require.

Regulation 27 requires that attendance records to be kept and examined at least once monthly by a designated senior employee and directs that employees be cautioned in writing of cases of late coming or irregular attendance.

Regulation 28 empowers the Director or an employee directed by him to permit an employee whose religious persuasion prohibits his working on any days or part thereof to be absent from duty on such day in accordance with the procedure set out in the regulation.

Regulation 29 stipulates that an employee is not permitted to accumulate more than thirty days' vacation leave without the written consent of the Director.

Regulation 30 requires the Director to maintain an updated personnel record in respect of each employee which should relate to all matters connected with the employee's employment with the Agency.

Regulation 31 requires a performance appraisal to be completed in respect of each employee for every twelve months of service of the employee and sets out the requirements for same.

THE STRATEGIC SERVICES AGENCY (PERSONNEL) REGULATIONS, 2020

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LEGAL NOTICE NO. 38

REPUBLIC OF TRINIDAD AND TOBAGO

THE STRATEGIC SERVICES AGENCY ACT, CHAP. 15:06

REGULATIONS

MADE BY THE MINISTER UNDER SECTIONS 14 OF THE STRATEGIC SERVICES AGENCY ACT AND SUBJECT TO NEGATIVE RESOLUTION OF PARLIAMENT

THE STRATEGIC SERVICES AGENCY (PERSONNEL) REGULATIONS, 2020

PART I

Preliminary

Citation

1. These Regulations may be cited as the Strategic Services Agency (Personnel) Regulations, 2020.

Interpretation

2. In these Regulations—

"Act" means the Strategic Services Agency Act;

"Director" means the Director of the Agency appointed under section 4 of the Act; Chap. 15:06

"employee" means an employee of the Agency and does not include the Director.

Application

3. (1) These Regulations shall apply to every employee, whether the employee is appointed or seconded to an office in the Agency for an indeterminate period, for a specified period or on probation.

(2) A copy of these Regulations shall be transmitted to every employee on his assumption of duty.

PART II

Recruitment and Probation

Recruitment

4. (1) A candidate for appointment as the Director or an employee of the Agency shall—

(a) be a citizen of Trinidad and Tobago;

(b) in the case of—

(i) the Director, be not less than thirty-five years of age; or

(ii) an employee, be not less than eighteen years of age;

(c) be required to pass a medical examination conducted by a registered medical practitioner approved by the Agency;

(d) successfully clear security vetting;

(e) be required to undergo psychophysiological detection of deception examinations, psychological testing, and testing for dangerous drugs;

Schedule

(f) be of good character as evidenced by—

(i) a police certificate of character;

(ii) a testimonial from a member of standing in the community described in the Schedule; and

(iii) not having pending or proven criminal charges or convictions;

(g) possess the minimum qualifications and experience for the position for which he applies; and

(h) be required to submit a declaration of all his income, assets and liabilities.

(2) The Agency shall bear the cost of the examinations and testing referred to in subregulations (1)*(c)* and *(e)*.

Probation

5. The probationary period of an employee of the Agency on first appointment shall be such period of not less than six months and not more than one year, as the Director may determine.

PART III

Terms and Conditions of Employment

Terms and conditions of employment

6. (1) An employee shall hold office subject to the provisions of the Act, these Regulations, his contract of employment, standard operating procedures and any other written law.

(2) An employee shall be subject to periodical psychophysiological detection of deception (PDD) examinations.

Manner of termination of employment

7. An employee's contract of service may be terminated—

(a) on his dismissal as a consequence of disciplinary proceedings;

(b) on his compulsory separation from the Agency upon the attainment of the age of sixty-five years;

(c) on voluntary separation;

(d) on separation for medical reasons;

(e) on resignation;

(f) on the expiry or on the termination of an appointment—

(i) for a specified period; or

(ii) on probation; or

(g) on the abolition of office.

Resignation

8. An employee who intends to resign his office in the Agency shall give such period of notice as may be stipulated in his contract of employment with the Agency.

Grant of three months' salary on the death of an employee

9. When an employee dies, the Director shall order that an amount equal to three months' salary of the employee, as at the date of his death, be paid to such person as has been nominated by the employee in writing.

PART IV

Code of Conduct

Confidentiality of employees

10. (1) Subject to section 8 of the Act, an employee shall not divulge any information obtained as a result of his employment with the Agency, unless so authorised by the Director.

(2) Subject to section 8 of the Act, an employee shall not express any opinion on any matter to any person based on the information he obtained as a result of being an employee of the Agency, unless so authorised by the Director.

(3) The duty of confidentiality referred to in subsections (1) and (2) shall continue for a period of ten years from the date the employee is no longer employed with the Agency.

(4) An employee who contravenes subregulations (1), (2) or (3) is liable on summary conviction to a fine of one hundred thousand dollars and to imprisonment for ten years.

Manner of discharging duties

11. An employee shall honestly, faithfully, efficiently and effectively discharge the duties of his office for which he is employed and any other related duties which are reasonably required of him.

Absence without leave

12. (1) An employee shall obtain the approval of his Head of Division prior to proceeding on leave.

(2) An employee shall not be absent from duty without leave or reasonable excuse.

(3) An employee who is desirous of proceeding on leave outside of Trinidad and Tobago, shall indicate same in his leave application together with any other relevant information as stipulated by the standard operating procedures to be approved by his Head of Division prior to proceeding on such leave.

(4) Where an employee needs to proceed on leave in the cases of an emergency, he shall—

(a) obtain the permission of his Head of Division, which may be given either orally or in writing; and

(b) where the permission was communicated orally, the employee shall submit his request for leave in writing within three days thereafter.

Activities outside of the Agency

13. (1) An employee—

(a) shall obtain the written consent of the Director before directly or indirectly engaging in any trade, undertaking or practice for remuneration, whether in, or outside of Trinidad and Tobago;

(b) shall not engage in any activity, occupation or undertaking in, or outside of Trinidad and Tobago, which would impair his suitability as an employee or in any way conflict with the interest of the Agency;

(c) who invests in, or acquires an interest in shares in any company carrying on business in, or outside of Trinidad and Tobago or who acquires any interest in any professional, commercial, agricultural or industrial undertaking in, or outside of Trinidad and Tobago shall inform the Director in writing—

(i) within thirty days after his investment or acquisition; or

(ii) where he becomes aware of the acquisition after the expiration of thirty days, as soon as practicable but not less than thirty days thereafter; and

(d) shall not, directly or indirectly, be involved in any financial or other interest or undertaking which may compromise his job performance or office.

(2) Where an actual or potential conflict of interest arises, in relation to subregulations (1)*(b)* to *(d)*, the employee shall immediately inform the Director in writing.

(3) The Director shall cause an investigation to be undertaken to determine the nature and degree of the conflict of interest and the appropriate course to be taken to resolve such conflict which may include—

(a) determining that no action is required to be taken;

(b) requiring the employee to discontinue from undertaking the activity that constitutes the conflict within a specified period;

(c) assigning the employee to other duties;

(d) suspension; or

(e) termination of employment,

and shall forthwith inform the employee of his decision.

Employee not to bring agency into disrepute

14. An employee shall not engage in any activity which is reasonably likely to bring the Agency into disrepute or which may call into question his ability to impartially implement, administer or advise on Government policy.

Employee not to publish or produce information

15. (1) An employee shall not publicise or communicate to the media or to any person any opinion or any documents, data, papers or information in whatever form which may have arisen or come into his possession as a result of being an employee of the Agency, unless he has received prior written authorisation from the Director.

(2) An employee shall not make any unauthorised disclosure, or make copies for purposes unrelated to the performance of his duties, of documents, data, papers or information of which that employee has become aware in the course of his employment with the Agency, unless he has received prior written authorisation from the Director.

(3) An employee who contravenes subregulations (1) and (2), commits an act of misconduct, which may lead to dismissal.

(4) An employee of the Agency shall not have the legal custody of the documents of the Agency and commits an act of misconduct where, even though served with a *subpoena* for production of evidence, he produces any document in Court without the permission of the Director.

Payments for lectures and presentations

16. An employee shall not, on his own behalf or on behalf of the Agency, receive payment for the preparation or delivery of a lecture or presentation, in pursuance of his duties or the functions of the Agency, unless he receives the written approval of the Director.

Indebtedness

17. An employee shall not incur indebtedness to the extent that it compromises that employee's job performance or brings the Agency into disrepute.

Bankruptcy

18. An employee against whom bankruptcy proceedings have been taken or who becomes insolvent or who has been declared a bankrupt shall, within seven days, report that fact to the Director in writing.

Employee not to solicit intervention

19. An employee shall not solicit the intervention or influence of members of Parliament, Ministers, members of a Commission or prominent members of the community to support or advance his individual claims in the Agency.

Gifts

20. (1) Except with the permission in writing of the Director, an employee shall not accept any gift or reward from any member of the public or from any organisation or agency in the course of official duties.

(2) Notwithstanding subregulation (1), an employee may accept a gift offered by—

(a) a representative of a foreign government on the occasion of an official visit;

(b) a community organisation, on a social occasion where the gift represents the work or achievement of that organisation; or

(c) fellow employees on marriage, retirement, or other social or celebratory occasion, and

except in relation to paragraph *(c)*, the employee shall immediately report the fact in writing to the Director and deliver the gift to him, and thereafter the Director shall determine the appropriate course of action.

Bribery

21. (1) An employee who accepts a bribe or fails to report an offer of a bribe commits an act of misconduct.

(2) An employee who is offered a bribe shall immediately inform the Director in writing, who shall cause an investigation to be undertaken into the matter within three days of receiving the report and upon receiving the investigative report shall determine the appropriate course of action to be taken.

Legal proceedings

22. (1) An employee who desires to initiate legal proceedings against another employee or against a member of the public shall immediately inform the Director in writing.

(2) An employee who is a party to any legal proceedings shall immediately inform the Director in writing.

(3) An employee who is the subject of legal proceedings or in any way involved in any legal proceedings shall immediately inform the Director in writing.

Criminal offences

23. An employee who is charged with a criminal offence shall, without delay, report the matter in writing to the Director.

Misconduct

24. (1) An employee who, without reasonable excuse, does an act which—

(a) amounts to failure to perform any required lawful duty in a proper manner;

(b) contravenes any of the Regulations or standard operating procedures of the Agency;

(c) contravenes any law; or

(d) is otherwise prejudicial to the interest of national security or the efficient conduct of the Agency or tends to bring the Agency into disrepute,

commits an act of misconduct.

(2) Notwithstanding the generality of subregulation (1), an employee commits an act of misconduct if he commits any of the following:

(a) *discreditable conduct*, which is committed where an employee acts in a disorderly manner prejudicial to discipline or reasonably likely to bring discredit to the Agency;

(b) *insubordinate or oppressive conduct*, which is committed where an employee—

(i) is insubordinate by word, act or demeanour;

(ii) is oppressive or tyrannical in his conduct towards any member of the Agency;

(iii) exercises authority unreasonably or abuses that authority in the course of performing his required duties;

(iv) uses obscene, abusive or insulting language to any member of the Agency;

(v) assaults any member of the Agency;

(vi) sexually harasses or sexually assaults any member of the Agency;

(vii) signs or circulates any petition or statement with regard to any matter concerning the Agency, except through an authorised channel; or

(viii) calls or attends an unauthorised meeting to discuss any matter concerning the Agency;

(c) *disobedience to orders*, which is committed where an employee disobeys or, without good and sufficient cause, omits or neglects to carry out a lawful order, written or otherwise;

(d) *neglect of duty*, which is committed where an employee—

(i) withholds a report or allegation of breach of the Regulations committed by another employee;

(ii) leaves his place of duty to which he has been ordered or assigned, without due permission or sufficient cause;

(iii) notifies any person, directly or indirectly, of any surveillance or other operations;

(iv) fails to report a matter which is his duty to report or which he ought reasonably to report;

(v) fails to report anything to the Director which he knows concerning a criminal offence, or fails to disclose to the Director any intelligence or information which he, or any person within his knowledge, can give for or against any person convicted of, or charged with, a criminal offence;

(vi) omits, without reasonable excuse, to make any necessary entry, whether in writing, electronically or otherwise in any official document, book, register, or other record in any form whatsoever; or

(vii) while absent from duty on account of sickness, intentionally does any act or engages in any conduct to impede his return to duty;

(e) falsehood or prevarication, which is committed where an employee—

(i) knowingly makes or signs a false statement in an official document, book, register, report or other record in any form whatsoever;

(ii) wilfully or negligently makes any false, misleading or inaccurate statement; or

(iii) without good and sufficient cause, destroys or damages any Agency document, official documents or record, or alters or erases any entry therein;

(f) corrupt practice, which is committed where an employee—

(i) fails to promptly and correctly account for, or return any money or property received by him in his official capacity;

(ii) directly or indirectly solicits without the consent of the Director or any gratuity, bribe, gift, subscription or reward without the consent of the Director;

(iii) knowingly places himself under pecuniary, personal, intimate or other obligation to any person who is of investigative interest to the Agency; or

(iv) improperly uses his position as an employee of the Agency for his private advantage;

(g) malingering, which is committed where an employee feigns or exaggerates any sickness or injury with a view to evading duty;

(h) loss or damage to clothing, equipment or other property, which is committed where an employee—

(i) wilfully or negligently abandons, or causes any loss or damage to any book, document, clothing, equipment or other property of the Agency entrusted to his care; or

(ii) fails to report any loss or damage referred to in subparagraph *(i)*;

(i) being unfit for duty, which is committed where an employee is, while on, or required for duty, unfit for duty through drunkenness or the use of drugs;

(j) drinking intoxicating liquor on duty, using drugs on duty or soliciting intoxicating liquor or drugs while on duty, which is committed where an employee—

(i) drinks intoxicating liquor or uses drugs, while he is on duty;

(ii) demands, or endeavours to persuade any other person to give him, or to purchase or obtain for him, any intoxicating liquor or drugs while he is on duty; or

(iii) reports for duty or is on duty under the influence of intoxicating liquor, with the odour of intoxicating liquor on his breath or under the influence of drugs;

(k) lending, borrowing or accepting money, which is committed where an employee compromises his ability to discharge his responsibility by lending, borrowing or accepting money from the Director or another employee;

(l) being an accessory to an act of misconduct, which is committed where an employee conspires, aids, abets, encourages or is knowingly an accessory to an act of misconduct;

(m) using any property or facility of the Agency for a purpose not connected with his official duties without the prior written consent of the Director;

(n) being habitually irregular in the time of arrival or departure from the place of employment;

(o) having a criminal charge proved against him; or

(p) participating in the meetings of any political organisation while on duty or while on official business without the consent of the Director.

(3) In this regulation "drugs" includes any intoxicant other than alcohol.

PART V
Discipline

Discipline

25. (1) Where an employee is alleged or suspected to have committed an act of misconduct, the allegation or suspicion of the act of misconduct shall be reported immediately to the employee's Head of Division.

(2) The Head of Division shall, within two days, assign an employee (hereinafter referred to as "the investigator") to investigate the allegation or suspicion of misconduct.

(3) The Head of Division shall consider—

(a) the gravity of the act of misconduct the employee is alleged or suspected to have committed;

(b) the nature of the act of misconduct the employee is alleged or suspected to have committed; and

(c) whether the investigation can be effectively conducted if the employee is present at work,

to determine whether the employee ought to be suspended with pay pending the outcome of the disciplinary process set out in this Part.

(4) Where an employee is alleged or suspected to have committed a criminal offence or acted contrary to the interests of national security, the Head of Division may authorise the employee's conduct to be investigated discreetly prior to utilising the procedure in this Part.

(5) An investigator acting pursuant to subregulation (2) shall—

(a) obtain written statements from persons who have knowledge of the matter under investigation;

(b) collect or cause to be collected relevant information and evidence;

(c) obtain a written statement from the employee under investigation (hereinafter referred to in this Part as "the employee"); and

(d) identify the act of misconduct, if any, with which the employee should be charged.

(6) The investigator shall, not later than ten days after being appointed, complete the investigation.

(7) The investigator may apply to the Head of Division during the time specified in subregulation (6) for an extension of time, but such extension shall not exceed ninety days.

(8) The investigator shall, within five days of completing the investigation, submit a report to the Head of Division containing—

(a) a recommendation on whether disciplinary charges should be laid;

(b) any list of disciplinary charges to be laid;

(c) which of the disciplinary procedures referred to in subregulation (9) should be adopted; and

(d) all relevant evidence and information.

(9) The Head of Division shall review the report and where he determines that disciplinary charges ought to be laid against the employee, the Head of Division shall—

(a) determine, in accordance with the standard operating procedures, whether to—

(i) convene a meeting with the employee to discuss the alleged misconduct; or

(ii) refer the matter to a disciplinary committee appointed under sub-regulation (13);

(b) direct the investigator to provide the employee with the following:

(i) a written statement of the charge providing sufficient particulars as will demonstrate to the employee the nature of the allegations on which the charge is based;

(ii) a notice informing the employee of the date, time and place he is to attend a meeting referred to in paragraph *(a)*(i); or

(iii) a notice informing the employee that a disciplinary committee referred to in paragraph *(a)*(ii) has been convened to determine the charge.

(10) At the meeting referred to in subregulation (9)*(a)*(i), the Head of Division shall meet with the employee as soon as practicable and give him an opportunity to answer the charge.

(11) Within two days after the holding of the meeting referred to in subregulation (9)*(a)*(i), the Head of Division shall decide whether the employee is guilty of committing an act of misconduct.

(12) Where the Head of Division finds that an employee committed an act of misconduct, the following penalties may be imposed:

(a) an oral warning;

(b) a written warning; or

(c) suspension without pay for a period of up to a week.

(13) Where an allegation of misconduct is referred to the disciplinary committee in accordance with subregulation (9)*(a)*(ii), the Head of Division shall, within seven days, appoint a disciplinary committee ("the committee") consisting of at least three employees, including an employee with human resource experience and, where possible, two employees senior to the employee.

(14) The committee shall—

(a) determine whether the employee should provide a written and oral defence to the charge and inform him accordingly;

(b) determine whether any other person should provide written or oral evidence to the committee;

(c) notify the employee of the date, time and place that he is to appear before the committee;

(d) adopt any additional procedure that the justice of the case demands;

(e) consider the statements, information and evidence and determine the matter within fourteen days of the committee being presented with the final item of evidence; and

(f) at the close of the hearing, immediately inform the employee in writing of the committee's decision with reasons and the proposed penalty.

(15) The committee may impose the following penalties:

(a) a written warning;

(b) suspension without pay for a period of up to a month; or

(c) dismissal.

(16) The employee shall have fourteen days from the date he is informed of the committee's decision and proposed penalty to provide, in writing, any mitigating factors for consideration by the committee as to why the proposed penalty ought not to be imposed.

(17) The committee shall, within seven days, consider any response by the employee before coming to a final decision on the penalty to be imposed.

(18) Where an employee who has been found guilty of misconduct disagrees with the final decision of the committee, the employee may, within fourteen days, appeal the committee's decision by writing to the Director, indicating the following:

(a) whether he appeals the finding of guilt;

(b) whether he appeals the penalty imposed;

(c) whether he appeals both the finding of guilt and the penalty imposed;

(d) the grounds for appealing the committee's decision; and

(e) a detailed statement explaining the grounds for appealing the committee's decision and the reasons for his disagreement with the decision.

(19) Upon receipt of the written appeal, the Director shall consider the grounds of appeal, the statement explaining the grounds of appeal, the committee's decision together with its reasons, all the statements and evidence and thereafter make, within thirty days of receiving the written notice of appeal, a final decision on the matter.

(20) The Director, in making his final decision, may—

(a) uphold the finding of guilt; or

(b) quash the decision of the committee.

(21) Where the Director upholds the finding of guilt, he may—

(a) uphold the penalty given by the committee;

(b) increase the penalty;

(c) reduce the penalty; or

(d) make such other , as he sees appropriate, in the circumstances as the interest of justice requires.

PART VI
Personnel Matters

Employee may be required to report for duty at any time

26. Notwithstanding an employee's terms of service, an employee may be required to report for duty at any time, if the exigencies of the Agency so require.

Attendance records

27. (1) A senior employee designated by the Director (hereinafter referred to as a "designated senior employee") shall keep and maintain attendance records and update them at least once a month.

(2) Upon examination of the attendance records, where the designated senior employee discovers that an employee has been habitually late or irregular in his attendance, the designated senior employee shall issue a letter of caution to the employee.

Religious days

28. (1) Subject to subregulation (2), the Director or a designated senior employee may permit an employee to be absent from duty on the basis that the employee's religious persuasion prohibits his working on, or during a particular day.

(2) The employee shall apply, in writing, to the Director or designated senior employee specifying the denomination of the religious persuasion to which he belongs and the day or part of the day that he is prohibited from working.

(3) In granting an employee permission under subregulation (1), the Director may arrange for the employee to work outside the normal hours of work during the month in which the employee is permitted to be absent for a period or periods commensurate with the period during which the employee has been permitted to be absent from duty.

Vacation Leave

29. (1) Subject to subregulation (2), an employee shall not accumulate more than thirty days' vacation leave.

(2) An employee may be permitted to accumulate more than thirty days' vacation leave only with the written consent of the Director.

Personnel records

30. The Agency shall keep an updated personnel record for each employee containing all matters connected with an employee's employment with the Agency and such particulars as may be prescribed by the standard operating procedures of the Agency.

Performance appraisal

31. (1) A performance appraisal report shall be completed for each employee by a senior employee for every twelve months of service provided by the employee.

(2) A performance appraisal report shall—

(a) be in such form as may be prescribed by the standard operating procedures; and

(b) be completed no less than three months after the twelve months' period of service referred to in subregulation (1).

SCHEDULE

[Regulation 4(1)(f)]

A member of standing from the community must be a citizen of Trinidad and Tobago and be included in one of the following categories:

(1) Minister of Religion registered under law to perform marriage;

(2) Managing Director, Director and Manager of Banks and Companies;

(3) Professionals (University Graduates) (State qualifications);

(4) Member of Parliament, Mayor, Borough or County Councillor;

(5) Notary Public/Justice of the Peace/Commissioner of Affidavits;

(6) Senior Public Servants (Range 30 and above);

(7) Police Officer (Corporal and above rank) -Include Regimental Number;

(8) Prison Officer II and above rank -Include Regimental Number;

(9) Fire Sub-Officer and above rank-Include Regimental Number;

(10) Member of Defence Force (Corporal/Leading Seaman and above rank)—Include Regimental Number; or

(11) School Principal, Vice-Principal, Lecturer, Graduate Teacher (Teacher I and above rank).

Dated this 31st day of January, 2020.

S. YOUNG
Minister of National Security

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