



SUPPLEMENT No. 3
TO
THE SOVEREIGN BASE AREAS GAZETTE
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SUBSIDIARY LEGISLATION

C O N T E N T S

The following SUBSIDIARY LEGISLATION is published in this Supplement which forms part of this Gazette:-

	Not.
The Police Ordinance—	
The Police (General) Regulations made under Section 9	94

No. 94

THE POLICE ORDINANCE, 1967
(Ordinance No. 9 of 1967).

REGULATIONS MADE UNDER SECTION 9.

In exercise of the powers vested in me by Section 9 of the Police Ordinance, 1967, I, the Chief Police Officer, with the approval of the Administrator, do hereby make the following Regulations:—

Short title.

1. These Regulations may be cited as the Police (General) Regulations, 1967, and shall come into force on the 1st day of December, 1967.

Interpretation.

2.—(1) In these Regulations, unless the context otherwise requires:—

“Chief Officer” means the Chief Officer, Sovereign Base Areas;

“document” means any official book, document or record;

“General Orders” means general orders for the Sovereign Base Areas Administration;

“medical officer” means a medically qualified person serving as a medical officer in the Armed Forces of the Crown, or employed in an equivalent capacity by the Ministry of Defence;

“pay” means the basic pay or salary;

“reckonable service” means reckonable service as defined in the General Orders of the Administration for locally engaged staff.

(2) Subject to paragraph (1) of this regulation and unless the context otherwise requires, words or expressions contained in these Regulations shall have the meanings respectively assigned to them in the Police Ordinance, 1967, or in any Ordinance amending or substituted for the same.

Ordinance No. 9 of 1967.

Distribution.

3. The distribution of the Force shall be as it may be directed by the Chief Police Officer from time to time.

Disqualifications for appointment as police officer.

4. No person shall be eligible for appointment to the Force as a police officer and the services of a police officer may be dispensed with at any time if, without the consent of the Chief Police Officer—

(a) he carries on any business or holds any other office or employment for hire or gain, or

(b) he resides at any premises where any member of his family keeps a shop, or

- (c) he holds, or any member of his family living with him holds, any licence granted in pursuance of any Ordinances in force for the time being relating to the sale of intoxicating liquors or to places of public entertainment in the Area where he is serving or seeks appointment, as the case may be, or has any pecuniary interest in any such licence:

Provided that, in the case of refusal of consent, there shall be an appeal to the Administrator whose decision shall be final.

5. A candidate for appointment to the Force as a police officer—

Qualifications
for
appointment.

- (a) shall be a Commonwealth citizen;
- (b) shall produce satisfactory references as to character, and, if he has served in any branch of Her Majesty's naval, military or air forces, or of any civil service of the Crown, or in any office under any government, or any police force, produce satisfactory proof of his good conduct while in such armed or police force, civil service or Government office;
- (c) shall have attained the age of eighteen years and not have attained the age of twenty-five years:

Provided that a candidate may be appointed after he has attained the age of twenty-five years if he has previous service in a police force or as a member of an auxiliary police force or in any branch of Her Majesty's naval, military or air forces;

- (d) shall be certified by a medical officer approved by the Chief Officer to be in good health, of sound constitution and fitted both physically and mentally to perform the duties on which he will be employed after appointment;
- (e) shall, save for special reasons approved by the Chief Police Officer, be not less in height than five feet and six inches;
- (f) shall satisfy the Chief Police Officer that he is sufficiently educated by passing such examination as may be required of him in all or any of the following subjects: reading, writing, arithmetic, English, Greek, Turkish;
- (g) shall give such information as may be required as to his previous history or employment or any other matter relating to his appointment to the Force, and if any candidate makes in, or in connection with, his application for appointment any false statement and is subsequently appointed

to the Force, the making of such statement shall be an offence against discipline within the meaning of the Discipline Code contained in Regulations relating to discipline in force for the time being and shall be punishable accordingly;

- (h) shall be given a notice in terms approved by the Chief Officer drawing attention to the conditions of service contained therein:

Provided that notwithstanding any conditions stated in the foregoing paragraphs of this regulation the Chief Police Officer may, with the approval of the Administrator, appoint any person to be a police officer.

Probation.

6.—(1) The enlistment of a locally engaged police officer shall be for an initial period of two years (hereinafter referred to as “the probationary period”) during which the officer shall be on probation.

(2) The Chief Police Officer may, at any time during the probationary period, discharge any locally engaged police officer who is, in the opinion of the Chief Police Officer, unlikely to become an efficient police officer.

Resignation
and discharge.

7.—(1) No member of the Force other than a special constable appointed under sub-section (1) of section 30 of the Police Ordinance, 1967, shall be at liberty to resign from the Force unless expressly permitted to do so by the Chief Police Officer, and in the case of Gazetted Officers, with the approval of the Administrator:

Provided that, in normal circumstances—

- (a) one month’s notice will be required from members of the Force other than Gazetted Officers; and
(b) three months’ notice will be required from Gazetted Officers:

Provided further that the period of notice may be less if acceptable to the Chief Police Officer with the approval of the Administrator.

(2) The Chief Police Officer may, with the approval of the Administrator, discharge any member of the Force, other than Gazetted Officers, at any time during the period of his engagement—

- (a) on medical evidence to the satisfaction of the Administrator under any legislation in force for the time being relating to the retirement of such police officers;
(b) on reduction of establishment;
(c) on grounds of inefficiency.

8. Any police officer whose period of service expires during a state of war, insurrection or hostilities, may be retained and his service prolonged for such further period not exceeding twelve months as the Administrator may direct.

Retention of services in time of war etc.

9.—(1) The compulsory age of retirement for police officers of the rank of constable and sergeant shall be the age of 55 and the compulsory age of retirement for higher ranks of locally engaged police officers shall be the age of 60.

Retirement.

(2) Every locally engaged police officer shall retire on the first day of the month following that during which he attained the age of retirement.

(3) Notwithstanding the provisions of this regulation, the Administrator may, in the public interest, allow a police officer to continue in office after he has attained retirement age for such period as the Administrator may determine.

10.—(1) The Chief Police Officer may at any time, with the approval of the Administrator, terminate the engagement of a locally engaged police officer who has reached the age of 50, if of the rank of constable or sergeant, or 55, if of the rank of Inspector.

Termination of appointment.

(2) Notwithstanding the provisions of regulation 7 of these Regulations, a locally engaged police officer who has reached the age specified in paragraph (1) of regulation 9 of these Regulations and who wishes to terminate his engagement may do so at any time by giving one month's notice of termination:

Provided that the Chief Police Officer may, if it is in the interest of the Administration so to do, accept a shorter period of notice of termination:

Provided further that the provisions of regulation 8 of these Regulations shall apply to this regulation.

11.—(1) Locally engaged police officers shall be paid in accordance with the scales of pay for their respective ranks as set out in the First Schedule hereto.

Pay.

First Schedule.

(2) Where the salary for any rank is on a scale, a police officer appointed to that rank shall, upon appointment, subject to the provisions laid down for locally engaged staff in General Orders, draw the minimum salary of that scale.

(3) Subject to the provisions of this regulation, the decision whether to grant, defer or withhold any increment of salary of any subordinate police officer or constable shall be made by the Chief Police Officer.

(4) The Chief Police Officer may in his discretion—

(a) grant the increment which shall then become payable as from the incremental date, or

(b) defer the award of the increment for a further consideration, or

(c) withhold the increment for any period not exceeding one year from the incremental date.

(5) Where the award of an increment has been deferred the Chief Police Officer may at a later date grant the increment as from the incremental date, in which case the arrears of salary due shall be paid to the person concerned.

(6) When an increment has been withheld for a period of less than one year the person concerned shall be entitled to draw the increased salary as from the date following the close of the period for which such increment has been withheld and shall be eligible for a further increment on the next incremental date. When an increment has been withheld for one year the person concerned shall be eligible for one increment only on the next incremental date.

(7) The Chief Police Officer may in his discretion grant two simultaneous increments to any subordinate police officer or constable in recognition of exceptionally good work or meritorious service.

Seniority.

12. Seniority of police officers in all ranks shall be determined by dates of appointment to the respective ranks and not by positions in the scales of salary for those ranks:

Provided that as a reward for merit the Administrator may advance the seniority of an officer within his rank.

Gratuities.

13.—(1) A locally engaged police officer shall be eligible, upon the termination of his engagement, for a gratuity equal to twelve and a half *per centum* of his pay, good conduct allowance, merit allowance and cost of living allowance, at the average rate drawn during the last three years of reckonable service, for each completed year of service:

Provided that if it is more favourable to the officer concerned, the gratuity may be calculated instead on the total of pay, good conduct allowance, merit allowance and cost of living allowance actually in issue on the last day of service:

Provided further that, if the number of years of reckonable service is less than seven, the words “ten *per centum*” shall be substituted for “twelve and a half *per centum*” in this paragraph:

Provided further that a police officer discharged for misconduct under the Police (Discipline) Regulations, 1967, or for inefficiency under paragraph (2) of regulation 7 of these Regulations, or as a result of conviction by a Court of Law in any country of a criminal offence, shall not be eligible for a gratuity as of right, but may be granted a gratuity for such part of his service as the Administrator may decide.

(2) In the event of the engagement of a locally engaged police officer being terminated on grounds of ill health or incapacity otherwise to discharge effectively the duties of the post (not being incapacity attributable to misconduct) or at his own

volition, gratuity shall be payable in respect of the number of years of reckonable service completed at the date of termination.

(3) Notwithstanding any other provisions of this regulation, no gratuity shall be payable to an officer who has completed less than one year's reckonable service whose engagement is terminated on grounds of ill health or less than five years' reckonable service whose engagement is terminated for any other reason.

14. When a police officer is required to perform the duties of a higher rank by the Chief Police Officer the following rules shall apply:

Acting rank.

- (a) Any service in the acting rank shall not qualify for allowances applicable to the higher rank.
- (b) Police officers below the rank of Gazetted Officer appointed to acting rank shall receive in addition to their pay an allowance at a rate equal to the difference between their pay and the lowest rate for the higher rank.
- (c) No allowances shall be paid in respect of performance of duties in an acting rank if such duties are performed for less than fourteen days.

15.—(1) The Chief Police Officer shall cause a personal record of each police officer to be kept.

Personal records.

(2) Personal records shall contain such personal particulars of police officers as the Chief Police Officer shall from time to time direct, and shall contain a record of the service of each police officer including particulars of all promotions, postings, transfers, injuries received, periods of sickness, courses, commendations, rewards, awards, punishments (other than admonitions, extra duty or parade) and the date of his ceasing to be a police officer with the reason, cause or manner thereof together with the particulars of any pension, gratuity or ex-gratia payment made:

Provided that if the police officer so requests—

- (a) a punishment of a fine not exceeding two days' pay or of a reprimand shall be expunged after three years free from punishment other than admonition or less;
- (b) any other punishment shall be expunged after seven years free from punishment other than admonition or less.

(3) A police officer shall, if he so requests, be entitled to inspect his personal record.

(4) Personal records of all police officers shall be kept at Police Headquarters, and copies of records of police officers stationed at Dhekelia shall also be kept at Dhekelia.

Leaving
Certificate.

16.—(1) Where a police officer ceases to be such, he shall be given a certificate showing his rank and setting out the period of his service in the Force and the reason, cause or manner of his leaving the Force together with particulars of his personal description:

Provided that, where the police officer was required to resign or was dismissed, the certificate shall not contain any description of the circumstances in which he was required to resign or was dismissed.

(2) The Chief Police Officer may append to the certificate any recommendation which he feels justified in giving.

(3) Where a police officer ceases to be a member of the Force, his personal record shall be kept for such time as the Chief Police Officer may think fit and shall then be transferred to the archives of the Administration and continue to be treated as official papers of the Administration.

Photograph and
finger-prints.

17.—(1) Every applicant for the Force shall, in accordance with the directions of the Chief Police Officer, have his photograph and finger-prints taken.

(2) Photographs and finger-prints of police officers taken in accordance with paragraph (1) of this regulation shall be kept separate from the photographs and finger-prints of persons whose photographs and finger-prints have been taken in pursuance of any other enactment.

(3) The photograph and finger-prints of a police officer and all copies and records thereof shall be destroyed on his ceasing to be a police officer, should he so request.

Hours of duty.

18.—(1) Every police officer shall carry out all lawful orders and shall at all times punctually and promptly perform all appointed duties and attend to all matters within the scope of his office as a police officer.

(2) (a) The normal daily period of duty (including the period for refreshment referred to in sub-paragraph (b) of this paragraph) of a police officer shall be eight hours and the normal weekly period forty-eight hours, and in addition any time occupied in reporting for duty and inspection and receiving instructions relative to the tour of duty at the appointed place for duty before the tour of duty begins.

(b) Where the normal period of duty is performed in one tour of duty, a break of 45 minutes for rest or refreshment shall normally be allowed.

(c) This paragraph of this regulation shall not apply to a police officer who is—

(i) of or above the rank of Inspector, or

- (ii) employed in duties which have been specially exempted by the Chief Police Officer.
- (d) Notwithstanding anything in this regulation contained, every police officer shall, if properly called upon, or if he perceives it his duty to do so, be required to perform any duty appertaining to his office at any time. Officers of the rank of Inspector and above shall have a twenty-four hour responsibility.
- (3) (a) Subject to the provisions of this regulation, where a police officer to whom paragraph (2) of this regulation applies remains on duty after his tour of duty ends or is recalled to duty between two tours of duty, he shall be granted, as soon as exigencies of duty in the opinion of the Chief Police Officer permit, a period of time off equal to the overtime: Extra duty.

Provided that if time off is not granted within a period not exceeding three months from the time of the extra duty, the officer, if he is below the rank of Inspector, shall be granted an allowance as approved from time to time by the Administrator.

- (b) In computing any period of overtime for the purpose of this regulation—
 - (i) where a police officer is recalled to duty, the period of overtime shall include the time occupied by him in going from and returning to his home, not exceeding such reasonable limit as may be fixed by the Chief Police Officer;
 - (ii) where a police officer has completed a full tour of night duty which ends at any time after 2 a.m. and before 10 a.m. and is recalled to duty before eight hours have elapsed from the time when such duty ended, he shall be deemed, if the period of overtime worked amounts to less than four hours of overtime, to have worked in respect of that period a period of overtime equal to four hours.

(4) For the purpose of this regulation references to a recall to duty shall not include reference to a police officer who is only warned to be in readiness for duty if required.

(5) Periods of "stand-by", drills and lectures will not count as overtime unless with the prior approval of the Chief Police Officer.

Rest days.

19.—(1) All police officers to whom paragraph (2) of regulation 18 of these Regulations applies shall be granted, subject to the exigencies of the service, a day's leave every eighth day. This will be known as "rest day leave". When the rest day leave is due on a Saturday the Sunday immediately following will also be taken as leave.

(2) Police officers employed on clerical and specialist duties will be granted rest day leave at the discretion of the Chief Police Officer.

(3) There is no entitlement to rest day leave during any other leave of any sort.

(4) Rest day leave is in addition to vacation or casual leave.

(5) A police officer living in his station area shall, if taking any part of his rest day leave out of his station area, before leaving his station area make an entry in the station records showing the time of his departure and his destination.

(6) Rest day leave is a privilege and not a right.

Leave.

20.—(1) Leave to Gazetted Officers who are entitled to return passages to the United Kingdom shall be as prescribed in their terms of service.

(2) Locally engaged police officers may be granted vacation leave of 42 days in each year.

(3) Without the previous permission of the Chief Police Officer, leave of locally engaged police officers shall not be accumulated beyond 42 days.

(4) Leave shall not be granted to any police officer who is undergoing punishment or who is charged with any offence which has not been finally dealt with.

(5) Leave accumulated before the coming into force of these Regulations may be granted at the discretion of the Chief Police Officer.

Sick leave.

21.—(1) Sick leave may be granted to members of the Force in accordance with the provisions of this regulation and of General Orders.

(2) A member of the Force shall not be entitled to be absent from duty on account of injury or illness unless a medically qualified person whose certificate is accepted by the Chief Police Officer has certified him to be unfit for duty:

Provided that if, notwithstanding such certificate of unfitness for duty, a medical officer has, under arrangements made by the Chief Police Officer, examined him and certified him to be fit for duty he shall no longer be entitled to be absent from duty.

(3) A member of the Force may be granted up to 42

days' sick leave in any one calendar year. If at the expiration of the 42 days' sick leave the member of the Force is still unfit to return to duty the appropriate medical authority shall be requested to convene a medical board to examine such member, and any further extension of leave shall be in accordance with General Orders:

Provided that any extension beyond 42 days in respect of any illness or injury sustained in or directly attributable to the duties of a member of the Force as such shall be in accordance with such directions as may be given by the Administrator from time to time.

(4) Sick leave shall not be cumulative and shall not be granted outside Cyprus without the authority of the Administrator.

(5) No member of the Force may return to duty before the expiration of his sick leave unless, before such expiration, he shall have been certified as fit for duty by the medically qualified person who certified him as unfit or by a medical officer under arrangements made by the Chief Police Officer.

22.—(1) Police officers who are members of the Expatriate Staff as defined in General Orders shall, so far as the exigencies of duty permit, be granted, in addition to casual or vacation leave, the approved public holidays granted to other expatriate members of the Administration.

Public holidays.

(2) Locally engaged police officers shall, so far as the exigencies of duty permit, be granted, in addition to any weekly rest day or vacation leave, four of the approved public holidays or religious festivals as follows:

(a) Greek Cypriots, Maronites and Armenians:

Any two of their four Easter days (Good Friday, Saturday, Easter Day or Easter Monday); either Christmas or Boxing Day and Epiphany Day;

(b) Turkish Cypriots:

Any two of the Ramazan Bairam days, any one of the Qurban Bairam days and the Birthday of the Prophet.

(3) On other approved public holidays or religious festivals locally engaged police officers may be granted leave of absence for the whole or part of the day by the Chief Police Officer on the forfeiture of the equivalent weekly rest day, or vacation leave, or time off for extra duty.

(4) Every locally engaged police officer who is required to do duty on any of the respective four public holidays specified in paragraph (2) of this regulation, or on a day which would otherwise have been a weekly rest day, shall be granted, as soon as the exigencies of duty permit, time off equal to the time spent on duty on the public holiday or weekly rest day.

(5) For the purposes of this regulation a police officer who is paid a detective allowance in respect of duty on any of the four public holidays or on a day which would otherwise have been a weekly rest day shall only be deemed to be required to do duty on such day if he has been specifically ordered to do duty.

(6) Notwithstanding the provisions of paragraph (2) of this regulation, where the functioning of any part of the Force will permit, an amendment to the combination of the days set out therein may be allowed at the discretion of the Chief Police Officer:

Provided that the maximum of four days in any one year is not exceeded.

Medical
Treatment.

23.—(1) Police officers who are members of the Expatriate Staff as defined in General Orders, and their families, shall be entitled to such medical advice and treatment as may be prescribed in their terms of service.

(2) Locally engaged police officers, and their families, shall be entitled to medical advice and treatment, including surgical operations, specialist examinations and medicines, without payment, under the conditions laid down for locally engaged staff in General Orders.

(3) If a police officer contracts an illness or sustains an injury which cannot otherwise be adequately treated, the Administrator may, with the approval of the Secretary of State, arrange for the officer to proceed to the United Kingdom and to receive treatment there.

(4) Locally engaged police officers admitted to Royal Air Force or British Military hospitals shall pay fees for board at the rates set out for locally engaged staff in General Orders.

(5) Locally engaged police officers admitted to Republican hospitals shall pay fees for board at the rates set out for locally engaged staff in the General Orders.

(6) Members of the families of locally engaged police officers will not normally be admitted to Royal Air Force or British Military hospitals except in emergencies, but when they are admitted the police officer concerned shall pay fees for board at the rates set out for locally engaged staff in General Orders.

(7) When a police officer whose nearest relatives are not in Cyprus is dangerously ill arrangements shall be made for the information to be communicated to them. Every change in the patient's condition shall also be communicated.

(8) All police officers whose nearest relatives live outside Cyprus shall furnish the Chief Police Officer with full names and addresses of such relatives and any changes shall also be notified.

(9) When any police officer receives any injury while on duty the details shall be entered in his personal records and, when necessary, reported to the Chief Officer.

to another member of the Force until they have received any necessary cleaning or renovation and are in serviceable condition.

37.—(1) A member of the Force shall at all times abstain from any activity which is likely to interfere with the impartial discharge of his duties or which is likely to give rise to the impression amongst members of the public that it may so interfere. Police officers are forbidden to—

Restriction on activities of members of the Force.

- (a) take part in any political propaganda;
- (b) interest themselves directly or indirectly in any way in any public electioneering campaign:

Provided that members of the Force who are qualified to vote at any election may freely use their right of voting.

(2) Unless in the execution of their duty in that connection, members of the Force are forbidden to hold or take part in any procession, demonstration or public meeting unless with the permission of the Chief Police Officer.

(3) The Chief Police Officer may require any police officer to reside in such police quarter as the Chief Police Officer may decide and to pay therefor rent in accordance with regulation 27 of these Regulations. The place at which a police officer resides shall be subject to the approval of the Chief Police Officer.

(4) A police officer shall not, without the previous consent of the Chief Police Officer, receive a lodger in a house or quarters with which he is provided or for which he receives a rent allowance nor shall he sub-let any part of such house or quarters.

38. The Chief Police Officer may furnish annually, or at any time requested, for the information of the Administrator, a comprehensive report of the state of the Force and the state of crime in the Areas.

Chief Police Officer's reports.

39. The Chief Police Officer shall afford members of the Force who may desire to bring to his notice any complaint every opportunity for doing so.

Complaints.

40. The Chief Police Officer shall assign to members of the Force such duties as he considers necessary for the maintenance of the efficiency of the Force.

Duties.

41. The Chief Police Officer may, from time to time, issue to the Force such orders as may be necessary for the efficiency of the Force, and such orders shall be complied with and observed by all members of the Force or by any members to whom they may be particularly issued.

Force Orders.

42. The police officer in charge of a station shall be responsible for—

Station duties.

- (a) the maintenance of law and order within the station area;

- (b) the discipline, training and appearance of the men under his command, the order and cleanliness of the buildings, the arms, ammunition and equipment and every article of public property committed to his charge;
- (c) the control and charge of all documents and for ensuring that they are properly kept.

Travelling on public service vehicles.

43. Police officers travelling on public service vehicles in the course of duty shall pay such fares as may properly be demanded of them and may be reimbursed expenses.

Travelling expenses when attending Court.

44. Members of the Force summoned to appear and give evidence before the Court who, in obeying the summons, are put to actual expense in travelling, shall apply to the registrar of the Court to tax their bill for actual travelling expenses and shall apply for payment of same.

Police Fines and Rewards Fund.

45.—(1) There shall be a fund known as “The Police Fines and Rewards Fund” (hereinafter referred to as “the Fund”) and the following shall be paid into the Fund:—

- (a) all money standing to the credit of the Fund at the time of the coming into force of these Regulations;
- (b) all fines payable into the Fund under regulation 17 of the Police (Discipline) Regulations, 1967;
- (c) any money derived from the sale of unclaimed property found or handed over to the police which the Administrator may direct;
- (d) any donation, subscription or money received by the Chief Police Officer for the specific purpose of reward or payment to, or benefit of, members of the Force, either individually or collectively.

(2) All the revenues of the Fund shall be paid to the Sovereign Base Areas Administration Public Account and shall be credited to the Police Fines and Rewards Fund.

(3) The Chief Police Officer may pay rewards from the Fund to members of the Force—

- (a) for special acts of bravery;
- (b) for valuable intelligence acquired by personal risk, hardship or unusual skill;
- (c) for other special or meritorious services:

Provided that, except with the prior sanction of the Administrator, no single payment above the sum of twenty-five pounds shall be made and no payment shall be made to any member of the Force amounting in the aggregate in any one calendar year to more than twenty-five pounds.

(10) When any special constable while on duty as such receives any injury a report of the injury and the circumstances leading to it shall be reported to the Chief Officer and, if the special constable is a member of Her Majesty's Forces or Civil Service, to the appropriate military or civil authority.

(11) Locally engaged police officers, and their dependants, shall be entitled to such dental treatment, without payment, as is provided for locally engaged staff in General Orders.

(12) Special constables who sustain injury whilst on duty as such or contract illness directly attributable to such duty shall be entitled to the same medical and dental treatment, and shall be liable to pay the same fees, as are prescribed for locally engaged police officers in these Regulations.

24. The amounts and conditions of payment of all allowances shall be subject to the approval of the Administrator and no allowances shall be paid except such as are prescribed in these Regulations or approved by the Secretary of State.

Allowances.

25.—(1) An allowance for good conduct shall be paid to police officers of the rank of sergeant and constable, at such rate as may be fixed by the Administrator, on each of the following occasions:

Good conduct and merit allowances.

After 2 years' uninterrupted good conduct;

After a further 2 years' uninterrupted good conduct;

After a further 2 years' uninterrupted good conduct;

After a further 2 years' uninterrupted good conduct:

Provided that any such allowance or allowances may be granted by the Chief Police Officer at his discretion to sergeants and constables for special or meritorious service and irrespective of their length of service.

(2) In this regulation "uninterrupted good conduct" means that no greater punishment than a reprimand has been awarded. When a greater punishment has been awarded, the period of uninterrupted good conduct shall be deemed to be broken and to start again on the day following that on which the offence was committed. Where a sergeant or constable—

(a) is punished twice within six months with a punishment which is entered in his personal record the last earned allowance shall, unless the Chief Police Officer otherwise directs, be withdrawn;

(b) is fined more than 2 days' pay or receives a greater punishment or is sentenced by any Court of Law in any country the last two allowances earned shall, unless the Chief Police Officer otherwise directs, be withdrawn.

(3) (a) Allowances for good conduct which have been withdrawn shall be regained after one year of uninterrupted good conduct.

(b) Allowances for special or meritorious service which have been forfeited shall not be regainable.

(4) A merit allowance, the amount of which shall be fixed by the Administrator, shall be awarded to all sergeants and constables who are in receipt of the four good conduct allowances and have completed 15 years' service.

Rent allowances.

26.—(1) Any married police officer who is not separated from his wife and—

(a) is not provided by the Administration with quarters, and

(b) pays rent in excess of 3.75% of his basic salary, or

(c) resides in his own house or flat in respect of which the rental of a comparable house or flat in the same locality exceeds 3.75% of his basic salary (hereinafter called "notional rent"),

shall be eligible for assistance from the Administration in the form of rent allowance:

Provided that—

(i) an officer shall not qualify for the payment of the allowance unless he resides in quarters approved by the Chief Police Officer;

(ii) rent allowance shall in no case exceed the following limits:

Basic Salary	Allowances
Up to £600	29% of basic salary (Max. £170 p.a.)
Over £600 to £840	Up to £175 p.a.
Over £840	20.75% of basic salary

(iii) notional rent shall be assessed by the Chief Police Officer on the basis of rentals payable for comparable accommodation in the same locality:

Provided that the maximum limits shall not exceed those specified in (ii) of this sub-paragraph.

(2) A rent allowance may, if the Chief Police Officer approves, be paid to a married police officer separated from his

wife; to a single officer who has a dependent relative living with him; to an officer who has divorced, or been divorced by, his wife, and maintains such wife or dependant; or is a widower:

Provided that such allowance shall be calculated in accordance with the provisions of this regulation and that the maximum limits laid down are not exceeded

(3) Where part of a house or flat in respect of which rent allowance is paid is let to or occupied by a tenant or lodger, as the case may be, who is not a police officer the Chief Police Officer may make a deduction from the rent allowance in respect of such part so occupied.

(4) All rent allowances shall be paid in arrear each month with the officer's salary.

27.—(1) Police quarters, as available, may be allocated to locally engaged police officers on payment for unfurnished quarters of a rental of 3.75 *per centum* and for furnished quarters of 5 *per centum* of the basic salary of the officer to whom the quarters are allocated.

Quarters.

(2) Police officers living in police accommodation which—

(a) has been declared by the Administrator to be institutional quarters, or

(b) is of sub-standard quality,

shall pay such rental as is declared from time to time to be reasonable.

(3) Rents for all police quarters shall be deducted in arrear each month from the officer's salary.

(4) Police officers living in police quarters are required to pay at normal commercial rates for all electricity which they consume.

28. A police officer who, in the opinion of the Chief Police Officer, is required to move his family, his home or his personal effects by the exigencies of police duty shall have his reasonable expenses reimbursed or the removal carried out by the police.

Removal allowance.

29. A police officer who is required to do duty in plain clothes for a period of not less than one week shall be paid a plain clothes allowance at the rate set out in the following table:—

Plain clothes allowance.

Rank	Amount per Annum
Gazetted Officer	£36
Inspector	£36
Sergeant and Constable	£24

Detective
allowance.

30. Where the Chief Police Officer is satisfied that a police officer engaged in detective or special duties is usually engaged in outside duties, and that such duties necessitate the officer performing more than five hours' extra duty in excess of 48 hours per week on an average and the officer incurs certain expenses in connection with his duties, that officer shall be paid a detective allowance at the rate set out in the following table:—

Rank	Amount per Annum
Gazetted Officer	£90
Inspector	£75
Sergeant	£60
Constable	£52

Provided that the allowance shall not be paid for a period of detective or special duty of less than one week, and that the allowance shall offset all minor expenses of less than 150 mils incurred by the officer in the course of his duty, and disqualify such officer from any extra duty allowance.

School
conveyance
allowance.

31.—(1) When locally engaged police officers are required to live in police quarters they may be paid an allowance of 125 mils a day for the conveyance of their children, between the ages of 4 and 18 years, receiving full-time education, between their quarters and school. The school conveyance allowance shall only be payable for actual attendance at school on school working days.

(2) The school conveyance allowance will be paid after the submission of a claim, in arrears, showing the names and ages of the child or children, and dates of attendance at school, and shall be certified as correct by the police officer claiming the allowance. Claims will be countersigned by the Chief Police Officer.

Refreshment,
subsistence
and lodging
allowances.

32.—(1) A police officer, other than a Gazetted Officer, who, being retained on duty beyond his normal period of duty or being engaged on duty away from his usual station area of duty, necessarily incurs additional expense to obtain food or lodging shall—

- (a) if the period for which he is so retained or engaged exceeds one hour but does not exceed five hours, be paid a refreshment allowance;
- (b) if the period for which he is so retained or engaged exceeds five hours, be paid a subsistence allowance;
- (c) if the said expense incurred includes the expense of obtaining lodgings, be paid a lodging allowance.

(2) Notwithstanding anything in the preceding paragraph a police officer who satisfies the Chief Police Officer that during his normal period of duty he was, although not away from his usual place of duty, unable by reason of the exigencies of duty to obtain his meals in his usual way, and that he necessarily incurred additional expense for the purpose, may be paid a refreshment or subsistence allowance as laid down in the preceding paragraph.

(3) The amount of the said allowances shall not be less or more than the amounts specified in the Second Schedule hereto unless approved in accordance with paragraph (b) of the proviso to this paragraph:

Second
Schedule.

Provided that—

- (a) if a lodging allowance is payable as well as a subsistence allowance in respect of a total period of retention or engagement of sixteen hours or less, the subsistence allowance shall be of the amount appropriate to a retention or engagement for a period as in paragraph (2) (b) of the Second Schedule hereto;
- (b) if the Chief Police Officer is satisfied in any particular case that the amount of the allowances specified in the Second Schedule hereto is not sufficient to cover the actual expenses necessarily incurred, he may authorise payment of the difference;
- (c) if the Chief Police Officer is satisfied in any particular case that the amount of the allowances specified in the Second Schedule hereto would be excessive having regard to the additional expenses necessarily incurred, he may direct that the amount of the allowance shall be reduced to such an amount as he determines, not being less than the amount of such expenses;
- (d) if a police officer is so retained or engaged for a period exceeding one week, he may, if the Chief Police Officer is satisfied that the allowances specified in the Second Schedule hereto would be excessive, be granted in lieu thereof a weekly allowance at such lower rate as may be necessary to cover his reasonable expenses;
- (e) any variation in the amounts approved for officers of the Administration shall apply to the Force.

(4) Subsistence and lodging allowances shall be payable to Gazetted Officers as provided in General Orders.

Cost-of-living allowance.

33.—(1) Locally engaged police officers may be granted cost-of-living allowance as provided in General Orders.

(2) If a locally engaged police officer and his wife are both in the service of the Administration and are both eligible for cost-of-living allowance the allowance shall be payable on the higher of the two salaries only.

Travelling allowance.

34. Any police officer travelling on duty may receive travelling allowance as follows—

Third Schedule.

- (a) If authorised to use his own motor vehicle when travelling on duty he may be paid travelling allowance at the rates shown in the Third Schedule hereto.
- (b) The use of a vehicle which carries a higher rate of allowance than that which an officer is authorised to draw shall not establish any claim to draw such higher allowance.
- (c) The allowance may only be drawn so long as the police officer maintains in a serviceable condition and uses the vehicle for which the allowance is payable.
- (d) A police officer importing or purchasing a motor vehicle shall not thereby establish a claim to draw any allowance.

Language proficiency allowance.

35.—(1) Any police officer who receives, in his own time, training in the English, Greek or Turkish languages, or in any two such languages, not being his customary language, shall be eligible for a refund of tuition fees not exceeding £7 a year.

(2) Claims for refund of tuition fees will be submitted with receipts and full details of the tuition received.

Uniform and equipment.

36. Uniform and equipment shall be issued free of charge to all members of the Force in accordance with the provisions of the scale of uniform applying:

Provided that—

- (a) the uniform and equipment so issued by the Administration shall not become the property of the member of the Force to whom they are issued and shall be handed back by him on leaving the Force, unless approval has been given by the Chief Police Officer for him to retain the uniform whether on payment or not;
- (b) upon any article of uniform or equipment being replaced by the Administration the article shall be handed back to the officer in charge of the station;
- (c) uniform and equipment handed back to the officer in charge of the station shall not be reissued

(4) The Chief Police Officer may make contributions from the Fund to provide equipment for recreation rooms, for sports, and for any other purpose for the good or well-being of the Force:

Provided that no single contribution above the sum of twenty-five pounds may be granted without the prior approval of the Administrator.

(5) A record of all receipts and payments of the Fund shall be kept in the office of the Chief Police Officer and all accounts, vouchers, receipts and entries shall be subject to audit by the Financial Adviser.

(6) All expenditure from the Fund shall be made solely under the authorisation of the Chief Police Officer.

46. The Police (General) Regulations, 1958 and 1959, are hereby revoked without prejudice to anything done or left undone thereunder.

Revocation
P.I. No. 279/58,
222/59, 277/59.

FIRST SCHEDULE

(Regulation 11.)

SALARY SCALES.

Inspector

£ C 810 x 30 — 930.

Sergeant

£ C 575 x 22 — 707.

Constable

£ C 405 x 15 — 480 x 18 — 570.

SECOND SCHEDULE

(Regulation 32 (3)).

REFRESHMENT, SUBSISTENCE AND LODGING ALLOWANCES.

Description of Allowance	Inspectors	Sgts. and Consts.
	mils	mils
(1) Refreshment Allowance:	275	255
(2) Subsistence Allowance—		
(a) Over 5 hours and not exceeding 12 hours:	340	300
(b) Over 12 hours and not exceeding 24 hours:	425	380
(c) Over 24 hours:	At the rate of (2) (b) for each completed period of 24 hours <i>plus</i> the appropriate amount under (2) (a) or (2) (b) for any excess over a completed period of 24 hours.	
(3) Lodging Allowance, for each night in—		
(a) A hotel:	855	760
(b) Other (not official) accommodation:	425	380
(c) Official accommodation:	125	080

THIRD SCHEDULE
(Regulation 34).

TRAVELLING ALLOWANCE.

Allowance	Mileage run on duty in a calendar year	On asphalt roads	On non-asphalt roads
		mils	mils
Class 'A'	up to 4000	33	39
	4001 - 6000	28	33
	6001 and over	22	28
Class 'B'	up to 4000	28	33
	4001 - 6000	22	28
	6001 and over	17	22
Class 'C'	up to 4000	14	17
	4001 - 6000	11	14
	6001 and over	8	11

- (a) Class 'A' allowance is payable to the Chief Police Officer, provided the car he uses on duty has an engine capacity of 1300 c. c. or more.
- (b) Class 'B' allowance is payable for cars used by police officers who have been authorised by the Chief Police Officer to draw car allowance, irrespective of the engine capacity, provided that the Chief Police Officer is satisfied that the use of a car is necessary for the performance of their duty.
- (c) Class 'C' allowance is payable for motor cycles and may be paid when authorised by the Chief Police Officer, provided he is satisfied that the use of a motor cycle is necessary for the performance of a police duty.
- (d) When making out travelling claims members of the Force shall show on the claim the cumulative total of mileage since the beginning of the calendar year.

Made with the approval of the Administrator this 21st day of October, 1967.

G. MEIKLE,
Chief Police Officer,
Sovereign Base Areas.

(SBA/C 132/24)