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**POLICE AND PRISON OFFICERS (GENERAL) REGULATIONS 2007**

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The Chief Constable and Superintendent of Prisons, with the approval of the Administrator, makes the following Regulations in exercise of his powers under section 9 of the Police Ordinance 2007(a) and sections 11 and 15 of the Prisons Ordinance 1971(b).

**Citation and commencement**

1. These Regulations may be cited as the Police and Prison Officers (General) Regulations 2007 and come into force on the day they are published in the Gazette.

**Interpretation**

2. In these Regulations, unless the context otherwise requires—

“day” means a period of 24 hours commencing at such time or times as the Chief Constable fixes and the Chief Constable may fix different times in relation to different groups of police officers;

“discipline Regulations” means the Police (Discipline) Regulations 1967(c) or any Regulations amending or substituted for the same;

“document” means an 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;

“member of the public service” means a public service employee of the Republic of Cyprus;

“pay” means basic pay or salary;

“reckonable service” means reckonable service as defined in the General Orders for the Sovereign Base Areas Administration;

“SBA Police Standing Orders” means the Orders for the operation of the SBA Police approved by the Policy Reviewing Committee;

“week” means a period of 7 consecutive days leading to a total of 52 weeks in a calendar year, each week beginning on a Monday.

**Disqualification from appointment as police officer**

3. (1) Subject to paragraph (2), a person is not eligible for appointment to the Service as a police officer, and a serving police officer may be dismissed from the Service if, without the consent of the Chief Constable –

- (a) he carries on a business or holds an office or employment for hire or gain; or
- (b) he holds a licence granted in pursuance of an Ordinance relating to the sale of intoxicating liquors or to a place of public entertainment in the part of the Areas where he is serving or seeks appointment or has a pecuniary interest in such a licence.

(2) If the Chief Constable does not appoint, or if he dismisses a police officer as a result

of paragraph (1), then that applicant or police officer can ask for the decision to be reviewed by the Administrator whose decision will be final.

### **Qualification for appointment**

4. (1) To be eligible for appointment as a police officer a candidate must, subject to paragraph (3) –
- (a) be a Commonwealth citizen;
  - (b) produce satisfactory references as to character, and, if he has served in a branch of Her Majesty's naval, military or air services, or of a civil service of the Crown, a government office or a police service, produce satisfactory proof of his good conduct in that office or service;
  - (c) be at least 18 years old;
  - (d) satisfy the Chief Constable that he is physically fit and sufficiently educated by successfully passing whatever physical and educational examination the Chief Constable directs, in accordance with the relevant policy in the Service in relation to recruitment;
  - (e) provide such information as may be required as to his previous history of employment or any other matter relating to his appointment to the Police Service and Prison Service.

(2) If a candidate, knowingly makes in, or in connection with, his application for appointment a false or misleading statement he is guilty of an offence and liable, on conviction, to a fine not exceeding £250.

(3) The Chief Constable may, with the approval of the Administrator, appoint a person to be a police officer, even if he does not meet all of the conditions set out in paragraph (1).

### **Probation**

5. The employment of a locally engaged police officer will be for an initial period of two years ("the probationary period") during which time the officer will be on probation in accordance with the relevant policy in the Service in relation to probationary periods.

### **Expatriate police officer's terms and conditions**

6. (1) An expatriate officer is entitled to the leave set out in his conditions of service.
- (2) An expatriate officer is granted, so far as the demands of duty permit, in addition to leave of any other sort but excluding sick leave, casual or vacation leave, the approved public holidays granted to other expatriate members of the Administration.
- (3) An expatriate police officer and his family are entitled to such medical advice and treatment as may be prescribed in his terms of service.
- (4) Subject to paragraphs (5) and (6), an expatriate officer must obtain the Administrator's written permission to resign from the Service.
- (5) An expatriate officer must give 3 months notice to resign from the Service.
- (6) A period of notice of less than 3 months may be given with the consent of the Chief Constable and the approval of the Administrator.

### **Resignation of locally engaged police officer**

7. (1) Subject to paragraph (2), a locally engaged police officer other than a special constable appointed under section 32 of the Police Ordinance 2007, must obtain written permission from the Chief Constable to resign from the Service.
- (2) A locally engaged police officer must give 1 months notice to resign from the Service.
- (3) A period of notice of less than 1 month may be given with the consent of the Chief Constable and the approval of the Administrator.

### **Dismissal**

8. (1) The Chief Constable may, subject to paragraph (2), with the approval of the Administrator, dismiss a police officer on any of the following grounds –
- (a) on medical evidence that the police officer is incapable of effectively discharging his duties;

- (b) on a reduction of the establishment of the Service;
- (c) on conviction for an offence of dishonesty or immorality as defined in the Criminal Code or for an offence for which a penalty of imprisonment exceeding 6 months is applicable;
- (d) if the Attorney General and Legal Adviser confirms that the public interest so demands;
- (e) in accordance with the Discipline Regulations.

(2) When considering whether or not to dismiss a police officer under paragraph (1) the Chief Constable will give the officer concerned an opportunity to make representations to him.

#### **Retention of service in time of war**

9. The Administrator may direct that a police officer whose period of service expires during a state of war, insurrection or hostilities is to be retained and his service extended for a period not exceeding 12 months.

#### **Retirement of locally engaged police officer**

10. (1) Subject to paragraph (3), the compulsory age of retirement for a locally engaged police officer of the rank of constable and sergeant is 55 and the compulsory age of retirement for higher ranks of locally engaged police officers is 60.

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

(3) The Administrator may, in the public interest, allow a locally engaged police officer to continue in office after he has reached retirement age for such period as the Administrator may determine.

#### **Termination of employment of locally engaged police officer**

11. (1) The Chief Constable may at any time, with the approval of the Administrator, terminate the employment of a locally engaged constable or sergeant who has reached the age of 50, or of a locally engaged police officer of the rank of Inspector or above who has reached the age of 55.

(2) Subject to paragraph (3) a locally engaged police officer who has reached the age specified in paragraph (1) and who wishes to terminate his employment may do so at any time by giving 1 months notice of termination.

(3) The Chief Constable may, if it is in the interests of the Administration to do so, accept a shorter period of notice.

#### **Pay of locally engaged police officer**

12. (1) A locally engaged police officer is paid in accordance with the scales of pay for his respective rank as published in General Orders.

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

#### **Seniority of officers**

13. (1) Subject to paragraph (2), the seniority of a police officer in a rank will be determined by date of appointment to the rank and not by position in the salary scale for that rank.

(2) As a reward for merit the Administrator may advance the seniority of an officer within his rank.

#### **Increments**

14. (1) Subject to this regulation, the decision whether to grant, defer or withhold an increment of salary of a subordinate police officer is made by the Chief Constable.

(2) The Chief Constable may -

- (a) grant the increment which will then become payable as from the incremental date;
- (b) defer the award of the increment for further consideration; or
- (c) withhold the increment for a period not exceeding 1 year from the incremental date.

(3) If the award of an increment has been deferred the Chief Constable may at a later date grant the increment as from the incremental date, in which case the arrears of salary due will be paid.

(4) If an increment has been withheld for a period of less than 1 year the officer concerned will be entitled to receive the increased salary at the end of the period for which the increment has been withheld and will be eligible for a further increment on the next incremental date.

(5) If an increment has been withheld for 1 year the officer concerned is eligible for one increment only on the next incremental date.

(6) The Chief Constable may grant two simultaneous increments to a subordinate police officer in recognition of exceptionally good work or meritorious service.

### **Gratuities payable to locally engaged police and prison officers**

**15.** (1) Subject to paragraphs (5), (6) and (7), a locally engaged police or prison officer is eligible, upon the termination of his employment, to a gratuity for each completed year of service.

(2) The gratuity will be an amount equal to 12 ½ % of the combined total of his pay, good conduct allowance, merit allowance and cost of living allowance, at the average rate paid during the last 3 years of reckonable service in either the Police or Prison Service or both.

(3) The gratuity may be calculated instead on the combined total of pay, good conduct allowance, merit allowance and cost of living allowance actually being paid on the last day of service if it is greater.

(4) If the number of years of reckonable service is less than seven, the figures “10%” will be substituted for “12 ½ %” in this regulation.

(5) A locally engaged police officer dismissed for misconduct in accordance with the Discipline Regulations, or as a result of conviction for a criminal offence, will 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.

(6) A gratuity is payable in respect of the number of years of reckonable service completed at the date of termination if a locally engaged police officer’s employment is terminated for any of the following grounds -

- (a) ill health;
- (b) incapacity otherwise to discharge effectively the duties of the post (not being incapacity attributable to misconduct);
- (c) resignation.

(7) Notwithstanding any other provision of this regulation, no gratuity is payable to -

- (a) a locally engaged police officer who has completed less than 1 year’s reckonable service whose engagement is terminated on the grounds of ill-health; or
- (b) a locally engaged police officer who has completed less than 5 years reckonable service whose engagement is terminated for a ground other than ill health.

### **Acting rank**

**16.** (1) If the Chief Constable or the Superintendent requires a police officer or prison officer to temporarily perform the duties of a higher rank or higher equivalent rank, appointment to that acting rank will not qualify the officer for allowances applicable to the higher rank or higher equivalent rank.

(2) A police officer appointed to an acting rank will receive in addition to his pay an allowance equal to the amount of one annual increment of the salary scale in the higher rank.

(3) No allowance is payable for performance of duties in an acting rank if such duties are performed for less than 5 working days.

### **Senior sergeants and senior constables**

**17.** (1) If the demands of the Service require, the Chief Constable may appoint senior sergeants and senior constables by allocating duties of a higher status or of a special nature to qualified sergeants and constables.

(2) An officer carrying out duties under this regulation will wear distinguishing insignia and be paid a monthly allowance.

- (3) In order to qualify for appointment under this regulation -
  - (a) a senior sergeant or a senior constable must -
    - (i) not have received during the last two years a punishment for a disciplinary offence which was greater than a severe reprimand;
    - (ii) be recommended by his Divisional Commander or in the case of Headquarters the Deputy Chief Constable;
  - (b) a senior Sergeant must have completed 8 years of service in the rank of sergeant and be qualified for promotion to Inspector;
  - (c) a senior constable must have completed 12 years of service in the rank of constable and be qualified for promotion to sergeant.

### **Personal records**

18. (1) The Chief Constable must arrange for a personal record to be kept of a police officer.
- (2) Subject to paragraph (3), a personal record contains such personal particulars of a police officer as the Chief Constable directs, and contains a record of the service of a police officer including particulars of -
  - (a) promotion,
  - (b) posting,
  - (c) transfer,
  - (d) injury received,
  - (e) period of sickness,
  - (f) courses attended,
  - (g) commendation, reward, award,
  - (h) punishment (other than admonition, extra duty or parade),
  - (i) the date his engagement terminated with the reason, cause or manner of it,
  - (j) the particulars of a pension, gratuity or ex-gratia payment made.
- (3) The Chief Constable must ensure that -
  - (a) a punishment of a fine not exceeding two days' pay or of a reprimand is expunged after three years free from punishment other than admonition or less;
  - (b) any other punishment is expunged after seven years free from punishment other than admonition or less.
- (4) Subject to any Ordinance relating to the processing of personal information, a police officer is entitled to inspect his personal record.
- (5) The personal record of a police officer is kept at Police Headquarters.
- (6) When a police officer ceases to be a police officer, his personal record is kept for such time as the Chief Constable may think fit and in accordance with any Ordinance relating to the processing of personal information.
- (7) The personal record of a former police officer is to be transferred to the archives of the Administration and be treated as official papers of the Administration.

### **Leaving certificate**

19. (1) Subject to paragraph (2), when a police officer ceases to be employed by the Service, he will be given a certificate showing his rank and setting out the period of his service and the reason, cause or manner of his leaving the Service together with particulars of his personal description.
- (2) If a police officer was required to resign or was dismissed, the certificate referred to in paragraph (1) will not contain a description of the circumstances in which he was required to resign or was dismissed.
- (3) The Chief Constable may attach to the certificate any recommendation which he feels justified in giving.

### **Photograph and finger prints**

**20.** (1) An applicant for the Service will, in accordance with the direction of the Chief Constable, have his photograph and finger prints taken.

(2) Photographs and fingerprints of a police officer taken under paragraph (1) will be kept separate from the photographs and fingerprints of a person taken under any other Ordinance.

(3) The photographs and fingerprints of a police officer and all copies and records of them will be destroyed when his employment with the service ends.

### **Hours of duty**

**21.** (1) A police officer must at all times punctually and promptly carry out his duty.

(2) The normal daily period of duty (including the period for refreshment referred to in paragraph (4)) for a police officer and a prison officer will be 8 hours, unless the Chief Constable prescribes otherwise.

(3) The normal weekly period of duty will be 40 hours (2085 hours per year) plus any time spent reporting for duty and inspection and receiving instructions.

(4) If the normal period of duty is performed in one tour of duty, a break of 45 minutes for refreshment will normally be allowed.

(5) This regulation does not apply to a police or prison officer who is employed in duties which have been specially exempted by the Chief Constable.

(6) A police and prison officer will, if properly called upon, or if he perceives it his duty to do so, be required to perform a duty at any time, unless he is on leave, and such period of duty will not be less than 40 hours weekly.

(7) An officer of the rank of Inspector and above will be on duty outside of office hours as required by the Chief Constable.

(8) If a police officer to whom paragraph (2) applies remains on duty after his tour of duty ends or is recalled to duty between two tours of duty, he will be granted an overtime allowance on a similar basis as a member of the public service and as prescribed in the SBA Police Standing Orders.

(9) If a police officer, including a police officer to whom a detective allowance is paid, and to whom paragraph (2) applies, regularly performs overtime of at least 5 hours weekly, a commuted allowance will be payable to him as approved by the Chief Constable.

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

(11) A period of "stand by", drill and a lecture will not count as overtime unless given the prior approval of the Chief Constable.

### **Rest Days**

**22.** (1) A police or a prison officer to whom regulation 21(2) applies, will be granted, subject to the demands of the Service, rest day leave at the rate of 2 rest days for each week.

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

(3) Rest day leave is in addition to leave of any other sort.

(4) Rest day leave is a right but if, because of the demands of duty, it is not granted, the hours of extra duty will count as overtime

(5) Subject to regulation 21(8) and 21(9), rest day leave will be regulated by granting in due course rest day or time off in lieu or payment of extra duty allowance in respect of the extra hours worked as prescribed in SBA Police Standing Orders.

### **Vacation leave for locally engaged police officers**

**23.** (1) Vacation leave granted under this regulation will be paid.

(2) A locally engaged police officer who works shifts (a relief-worker) is granted vacation leave of 26 days in each year.

(3) A locally engaged non-relief police officer is granted vacation leave of 29 days in each year.

(4) For the purpose of this regulation, a locally engaged police officer on probation has the same leave entitlement as a relief worker.



(5) If a locally engaged police officer transfers from one category to another, in order to calculate the leave in relation to the year in which the transfer took place, a proportion of the leave the member is entitled to for each category is to be taken into account.

(6) For the purpose of this regulation “year” is considered to be the period between 1st April and 31st March.

(7) A locally engaged police officer must, subject to paragraphs (9) and (10), take vacation leave in the year in which it is granted.

(8) Subject to paragraphs (9) and (10), vacation leave not taken by 31st March in the year in which it is granted will be forfeited.

(9) A locally engaged police officer may choose to carry over to the following year a maximum of 5 days vacation leave.

(10) If the Chief Constable considers there are exceptional circumstances relating to an individual locally engaged police officer and subject to the demands of the Service, he may permit that officer to carry over more than 5 days vacation leave to the next year.

(11) A locally engaged police officer may, subject to the demands of the Service, choose to take the whole or part of his vacation leave entitlement at any time during the leave year.

(12) A locally engaged police officer must obtain the prior permission of the Chief Constable before taking vacation leave outside Cyprus. The Chief Constable will not give permission to a locally engaged police officer charged with or summonsed for a criminal offence to take vacation leave outside of Cyprus.

(13) A locally engaged police officer who leaves the Service having taken more than the accrued monthly entitlement will be required to refund from pay an amount equivalent to the number of days of leave exceeded.

(14) A locally engaged police officer may with the approval of the Chief Constable be granted unpaid leave in accordance with the General Orders.

(15) If a locally engaged police officer becomes sick while he is on annual leave, the period during which he is sick qualifies as sick leave and will not be deducted from his annual leave entitlement if -

- (a) the police officer is hospitalised in a medical institution; or
- (b) his sick leave is certified and the Chief Constable has approved it following application by the individual.

### **Sick leave**

**24.** (1) Paid sick leave may be granted to a police officer in accordance with this regulation and General Orders.

(2) Subject to paragraph (3), a police officer is not entitled to be absent from duty because of injury or illness unless a medically qualified person whose certificate is accepted by the Chief Constable has certified him to be unfit for duty.

(3) Notwithstanding paragraph (2), if a medical officer has, under arrangements made by the Chief Constable, examined the police officer and certified him to be fit for duty he will no longer be entitled to be absent from duty.

(4) A police officer may be granted up to 42 days paid sick leave in a calendar year.

(5) If a police officer is unfit for duty as a result of sustaining an injury or contracting an illness directly attributable to his duties as a police officer and due to no fault or negligence on his part then an extension of paid sick leave beyond 42 days will be in accordance with the direction of the Administrator.

(6) Sick leave is not cumulative and the officer may not take sick leave outside Cyprus except with the permission of the Chief Constable.

(7) A police officer must be certified as fit for duty by the medically qualified person who certified him as unfit or by another medical officer under arrangements made by the Chief Constable, if he is to return to work before the expiration of his sick leave certificate.

(8) If after taking 42 days sick leave the police officer is still unfit to return to duty the Chief Constable must convene a medical board for the purpose of examining the officer concerned and will comprise of -

- (a) the Senior Medical Officer from the Base Medical Centre, who will also act as chairman;
  - (b) a private doctor, to be nominated and paid for by the individual concerned;
  - (c) an independent doctor, to be approved by or on behalf of the Chief Constable, wherever possible from the opposite end of the Island to that in which the Officer concerned is stationed.
- (9) The medical board will provide advice to the Chief Constable as to whether -
- (a) the officer's paid sick leave should be extended as set out in paragraphs (10) or (12); and
  - (b) there is medical evidence to justify dismissing the officer on the ground that he is incapable of effectively discharging his duties.

(10) The Chief Constable will, having regard to the advice of the medical board, decide whether to extend the officer's sick leave in accordance with General Orders.

(11) An officer, who has an illness or injury directly attributable to his duties as an officer and due to no fault or negligence on his part, will be granted an extension of sick leave with full pay for a period of 6 months after the expiry of his annual sick leave entitlement.

(12) If after the expiry of an extension of 6 months paid sick leave the officer has not returned to duty the Chief Constable must refer the matter to the medical board for advice as to whether it considers that the officer remains unable to undertake his duties, and where it does so advise, the Chief Constable may extend his paid sick leave.

(13) For the purposes of this regulation "year" means the period between 1st April and 31st March.

#### **Maternity leave**

25. (1) A locally engaged pregnant police officer is subject to and receives benefits under the Parental Leave Ordinance(d).

(2) A pregnant police officer is entitled to a plain-clothes allowance if because of her pregnancy she has to wear her own clothes to work instead of her uniform.

(3) A plain clothes allowance is only payable under paragraph (2) for a maximum period of 5 months.

(4) The Divisional Commander of the division in which the female officer is employed, will arrange for suitable duties, that is inside office hours of duty, to be worked during the course of the pregnancy.

#### **Public Holidays for locally engaged police officers**

26. (1) Subject to paragraph (2), a locally engaged police officer will, so far as the demands of duty permit, be granted the approved public holidays granted to other members of staff of the Administration and in addition one day approved by the Chief Constable.

(2) If a locally engaged police officer is required to be on duty on a public holiday, he will be compensated on a similar basis as a member of the public service and as prescribed in the SBA Police Standing Orders.

#### **Medical Treatment**

27. (1) A locally engaged police officer and any dependant of his are entitled to medical advice and treatment, including a surgical operation, specialist examination and medicine without payment.

(2) Medical advice and treatment will be given to a locally engaged police officer and any dependant of his at a Republican Government medical institution except in an emergency and for those living in quarters in the Sovereign Base Areas who may be given such advice and treatment under Royal Air Force or British Military arrangements.

(3) If a locally engaged 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 go to the United Kingdom to receive treatment there.

(4) If a locally engaged police officer or any dependant of his is admitted to a Republican hospital the officer concerned will pay fees for board at the rate laid down by the appropriate Republican authority.



(5) If a locally engaged police officer or any dependant of his is admitted to a Royal Air Force or British Military hospital the police officer concerned will pay fees for board at the same rate as would have been paid had they been admitted to a Republican hospital.

(6) If a police officer whose nearest relatives are not in Cyprus is dangerously ill, arrangements must be made for the information to be communicated to them. Each change in the patient's condition will also be communicated to them.

(7) A police officer whose nearest relatives are not in Cyprus must provide the Chief Constable with full names and addresses of such relatives.

(8) If a police officer receives an injury while on duty the details will be entered in his personal record and, if necessary, reported to the Chief Officer.

(9) A locally engaged police officer, and any dependant of his are entitled to such dental treatment, without payment, as is provided for staff in General Orders.

(10) If a special constable receives an injury while on duty a report of the injury and the circumstances leading to it must 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) A special constable who sustains an injury while on duty or contracts an illness directly attributable to his duty will be entitled to the same medical and dental treatment, and be liable to pay the same fees, as a police officer in these Regulations.

### **Allowances**

**28.** The amount and conditions of payment of an allowance not otherwise referred to in these Regulations will be as published in General Orders.

### **Good conduct and merit allowances**

**29.** (1) Subject to paragraph (2), an allowance for good conduct will be paid to a police officer of the rank of sergeant or constable, at the rate fixed by the Chief Constable, on each of the following occasions-

- (a) after two years' uninterrupted good conduct;
- (b) after a further two years' uninterrupted good conduct;
- (c) after a further two years' uninterrupted good conduct.

(2) The Chief Constable may grant a good conduct allowance to a sergeant or constable for special or meritorious service irrespective of his length of service.

(3) In this regulation "uninterrupted good conduct" means that no greater punishment than a reprimand has been awarded. If a greater punishment has been awarded, the period of uninterrupted good conduct is broken and will start again on the day following that on which the offence was committed.

(4) Except where the Chief Constable otherwise directs, 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 will be withdrawn;
- (b) is fined more than two days' pay or receives a greater punishment or is sentenced by a Court for any offence, the last two allowances earned will be withdrawn.

(5) An allowance -

- (a) for good conduct, which has been withdrawn, will be regained after one year of uninterrupted good conduct;
- (b) for special or meritorious service, which has been forfeited, will not be restored.

(6) A merit allowance, the amount of which will be fixed by the Chief Constable, will be awarded to a sergeant or constable who is in receipt of the three good conduct allowances and has completed fifteen years of service.

### **Shift allowance**

**30.** (1) An officer who works shift hours will be granted a shift allowance as determined by the Chief Constable.

(2) The shift allowance referred to in paragraph (1) will be calculated on a monthly basis.

(3) Notwithstanding paragraph (1), if a police officer who is entitled to a shift allowance is also entitled to a rent allowance under regulation 31, then only the higher of the two allowances is payable to him.

#### **Rent allowance**

**31.** (1) A married police officer who lives with his spouse and who is not provided with accommodation by the Administration, may, if he satisfies the conditions set out in SBA Police Standing Orders, be eligible for a rent allowance.

- (2) Rent allowance may also be granted subject to the approval of the Chief Constable to -
- (a) a police officer who is separated from his spouse;
  - (b) an unmarried or divorced police officer living with a relative who depends on that police officer;
  - (c) a police officer who is a widow or widower.

#### **Quarters for locally engaged police officers**

**32.** Police quarters, as available, may be allocated to a locally engaged police officer on payment of a rent of such percentage of his basic salary as may be published in SBA Police Standing Orders.

#### **Removal allowance**

**33.** A police officer who, in the opinion of the Chief Constable, is required to move his family, his home or his personal effects as a result of the demands of police duty will have his reasonable expenses reimbursed or the removal carried out by the police.

#### **Plain clothes allowance**

**34.** (1) A police officer required to do duty in plain clothes for a period of not less than one week is to be paid a plain clothes allowance at the rate published in SBA Police Standing Orders.

(2) If the Chief Constable is satisfied that a police officer engages in detective or special outside duties and that such duties incur certain expenses, the officer will be paid a special duty allowance at the rate published in SBA Police Standing Orders.

(3) The special duty allowance is only granted for the execution of detective and special duties not exceeding one week.

#### **School conveyance allowance**

**35.** (1) If a police officer is required to live in police quarters he may be paid a daily allowance as published in the SBA Police Standing Orders for the conveyance of any children of his who are between the ages of 4 and 18 years and receiving full time education, between his quarters and the school they attend.

(2) The school conveyance allowance will only be payable for actual attendance at school on normal school days.

(3) The school conveyance allowance is payable on the submission of a claim, in arrears, showing the names and ages of the child or children and the dates of attendance at school, and must be certified as correct by the police officer claiming the allowance.

(4) The Chief Constable must countersign the claim.

#### **Refreshment, subsistence and lodging allowances for locally engaged police officers**

**36.** (1) Where a locally engaged police officer, below the rank of Assistant Superintendent, 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, he is entitled to the following allowances-

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

(2) The Chief Constable may grant a refreshment or subsistence allowance to a locally engaged police officer who during his normal period of duty -

- (a) was at his usual place of duty but unable by reason of the demands of duty to obtain his meals in his usual way; and
- (b) necessarily incurred additional expenses in obtaining meals.

(3) The Chief Constable may grant a locally engaged police officer, transferred from one station to another, a subsistence allowance for a period not exceeding ten days.

(4) The amount of any allowance referred to in this regulation will be as specified in the General Orders of the Administration.

#### **Cost of living allowance for locally engaged police officers**

**37.** A locally engaged police officer may be granted a cost of living allowance as provided in General Orders.

#### **Travelling allowance**

**38.** (1) A police officer may receive a travelling allowance in accordance with the conditions set out in this regulation.

(2) If the police officer is authorised to use his own motor vehicle when travelling on duty he may be paid a travelling allowance at the same rate paid to civilian staff of the Administration under the General Orders.

(3) The use by a police officer of a vehicle which carries a higher rate of allowance than that which the officer can claim, does not establish an entitlement to that higher allowance.

(4) A travelling allowance may only be claimed so long as the police officer maintains in a serviceable condition and uses the vehicle for which the allowance is payable.

(5) A police officer importing or purchasing a motor vehicle will not by doing so establish a claim to an allowance.

#### **Language proficiency allowance**

**39.** (1) A police officer who receives tuition while off duty in the English, Greek or Turkish languages, or in any two such languages, not being his first language, is eligible, at the discretion of the Establishment Officer, for a refund of a proportion of the fees for such tuition.

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

#### **Uniform and equipment**

**40.** (1) Uniform and equipment is issued free of charge to a police officer.

(2) The uniform and equipment issued to a police officer remain the property of the Administration and must be handed back by him on leaving the Service, unless approval has been given by the Chief Constable for him to retain the uniform with or without charge.

(3) When an article of uniform or equipment is replaced by the Administration the original article must be handed back to the officer in charge of the station at which the police officer concerned is based.

(4) Any uniform and equipment handed back to the officer in charge of a station will not be reissued to another police officer until they have received necessary cleaning or renovation and are in serviceable condition.

#### **Restriction on activities**

**41.** (1) A police officer will at all times abstain from behaving in a way 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.

(2) Subject to paragraph (2), a police officer must not -

- (a) take part in political propaganda;
- (b) interest himself directly or indirectly in any way in a public electioneering campaign;
- (c) unless on duty, a police officer must not hold or take part in a procession, demonstration or public meeting without the prior permission of the Chief Constable.

- (3) Nothing in this regulation prevents a police officer from voting at an election.

### **Residence**

**42.** (1) The Chief Constable may require a police officer to reside in police quarters and to pay a rent in accordance with regulation 32.

(2) Where paragraph (1) does not apply, the Chief Constable must approve the place at which a police officer resides.

- (3) A police officer must not, without the prior consent of the Chief Constable, either -
- (a) receive a lodger in a house or quarters with which he is provided or for which he receives a rent allowance; or
  - (b) sub-let a part of such house or quarters.

### **Chief Constable's report**

**43.** The Chief Constable may provide annually, or at any time requested, for the information of the Administrator, a comprehensive report of relevant information relating to prisoners in custody in the Areas during the past year.

### **Complaints**

**44.** The Chief Constable will give a police officer who wishes to complain an opportunity to do so.

### **Duties**

**45.** The Chief Constable may issue to the Service such orders as may be necessary to ensure the efficiency of the Service, and such orders must be complied with by a police officer.

### **Station duties**

- 46.** The police officer in charge of a station is responsible for -
- (a) the maintenance of prison discipline according to law;
  - (b) the discipline, training and appearance of the officers under his control, 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**

**47.** A police officer travelling on a public service vehicle in the course of duty will pay the appropriate fare, which he can then claim back, from the Police Service.

### **Travelling expenses if attending Court**

**48.** A police officer summonsed to appear and give evidence before the Court who, in obeying the summons, incurs expenses, will be reimbursed by applying to the registrar of the Court for expenses as set out in SBA Police Standing Orders.

### **Police Fines and Rewards Fund**

**49.** (1) There continues to be established a fund known as "The Police and Prison Officers Fines and Rewards Fund" ("the Fund") and the following are payable into the Fund -

- (a) all money standing to the credit of the Fund at the time of the coming into force of this regulation;
- (b) all fines payable into the Fund under the Discipline Regulations, or by prison officers under the same regulation as made applicable to prison officers;
- (c) all money derived from the sale of unclaimed property found or handed over to the police as the Administrator may direct;
- (d) any donation, subscription or money received by the Chief Constable or the Superintendent of Prisons for the specific purpose of reward or payment to, or benefit of, a police or prison officer or both, either individually or collectively.

(2) All revenues of the Fund are to be paid to the Fund deposit and current accounts and credited to the Fund.

(3) Subject to paragraphs (4) and (5) the Chief Constable or the Superintendent may pay a reward from the Fund to a police or prison officer -

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

(4) The Chief Constable must consent for a single payment above the sum of £100 to be paid to a police or prison officer.

(5) The Administrator must consent for a single payment above the sum of £1000 to be paid to a police or prison officer.

(6) Subject to paragraph (7), the Chief Constable or the Superintendent may make a contribution from the Fund to provide equipment for a recreation room, for sport, and for any other purpose for the good or well being of the Service.

(7) The Administrator must consent to a single contribution above the sum of £500 for use of any part of the Fund as referred to in paragraph (6).

(8) A record of all receipts and payments of the Fund is to be kept in the office of the Chief Constable and all accounts, vouchers, receipts and entries are subject to audit by the Command Secretary.

(9) The record and accounts vouchers, receipts and entries will be available for inspection by the Superintendent.

(10) All expenditure from the Fund is made solely under the authorisation of the Chief Constable or the Superintendent.

### **Revocation**

**50.** The Police (General) Regulations 1967(d) as variously amended are revoked

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Dated this 17th day of July 2007.

D. J. Kelly,

Chief Constable and Superintendent of Prisons,  
Sovereign Base Areas.

(SBA/AG/2/CR/187/1)

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### Notes

- (a) Ordinance 6/07
- (b) Ordinance 11/71
- (c) PI 85/67
- (d) PI 94/67



## **EXPLANATORY NOTE**

(This note does not form part of the Regulations)

### Introduction

1. These explanatory notes relate to the Police and Prison Officers (General) Regulations 2007. They have been prepared by the Office of the Attorney General and Legal Adviser in order to assist the reader of the Regulations. They do not form part of the Regulations.
2. The notes should be read in conjunction with the Regulations. They are not, and are not meant to be, a comprehensive description of the Regulations. So when a section or part of a section does not seem to require any explanation or comment, none is given.

### The Regulations

3. The Regulations consolidate and update the previous Police and Prison Officers (General) Regulations 1967 as variously amended since that time.
4. The Regulations set out the qualification requirements for a person to be appointed as a police officer, the grounds on which an officer can be dismissed or may resign, entitlement to vacation and sick leave and to various awards and allowances. The Regulations apply to both expatriate and locally engaged police officers except where otherwise specified in the Regulations.