



**BELIZE**

**POLICE ACT  
CHAPTER 138**

**REVISED EDITION 2020**

**SHOWING THE SUBSIDIARY LAWS AS AT  
31<sup>ST</sup> DECEMBER, 2020**

This is a revised edition of the Subsidiary Laws, prepared by the Law Revision Commissioner under the authority of the Law Revision Act, Chapter 3 of the Substantive Laws of Belize, Revised Edition 2020.

This edition contains a consolidation of the following laws—

	Page
<b>1. POLICE RULES</b>	<b>3</b>
<b>2. POLICE (PROMOTIONS) RULES</b>	<b>9</b>
<b>3. POLICE REGULATIONS</b>	<b>17</b>
<b>4. POLICE ASSOCIATION RULES</b>	<b>27</b>
<b>5. POLICE (CANTEEN) RULES</b>	<b>41</b>
<b>6. BELIZE POLICE SERVICE MEDALS REGULATIONS</b>	<b>49</b>

<b>7.</b>	<b>POLICE (FEES FOR DOCUMENTS) REGULATIONS</b>	<b>53</b>
<b>8.</b>	<b>POLICE (IDENTIFICATION PARADES) REGULATIONS</b>	<b>69</b>
<b>9.</b>	<b>POLICE TRUST FUND (REVISED) REGULATIONS</b>	<b>81</b>

**CHAPTER 138**

**POLICE RULES**

**ARRANGEMENT OF RULES**

1. Citation.
2. Interpretation.
3. Distribution of Force.
4. Dress and equipment.
5. Inspection.
6. Clothing and equipment the property of the Government.
7. Badges of rank.
8. Drill and lectures.
9. Musketry.
10. Departmental orders.
11. Employment of police for private purposes.
12. Medical treatment of families.

## CHAPTER 138

## POLICE RULES

*(section 7)*

Ch. 59.  
 Ch. 109.  
 S.I. 11 of 1977.  
 S.I. 75 of 1987.  
 S.I. 26 of 1999.  
 Act 42 of 1999.  
 S.I. 38 of 2007.

Citation.

1. These Rules may be cited as the  
**POLICE RULES.**

Interpretation.

2. In these Rules—

“Commissioner” means the Commissioner of Police or any person appointed to act in that capacity;

CAP. 138.

“the Department” means the Belize Police Department established under section 4 of the Police Act.

Distribution of Force.

3. The members of the Department shall be distributed throughout Belize by the Commissioner, subject to the approval of the Minister, in such a manner as to meet the requirements of the various districts thereof.

Dress and equipment.

- 4.-(1) Members of the Department shall wear such uniform and equipment as prescribed by the Commissioner subject to the approval of the Minister.

S.I. 11 of 1977.

(2) Members of the Department below the rank of assistant inspector shall be supplied with free uniform and equipment as prescribed by the Commissioner subject to the approval of the Minister.

(3) Officers of the rank of assistant inspector and above shall receive a uniform allowance *in lieu* of free uniform and equipment.

(4) Members of the Department shall at all times, when on duty, appear in uniform as prescribed by the Commissioner unless specifically directed to the contrary.

(5) Members of the Department when off duty are forbidden to wear articles of police clothing and equipment unless specifically directed so to do by the Commissioner.

(6) Every member of the Department when in civilian clothes shall carry an identification card of his status as a member of the Department.

(7) Members of the Department who are employed on detective duties and receive plain clothes allowance shall not wear free issue clothing unless specifically directed to do so by the Commissioner.

5. The clothing and equipment of all non-commissioned officers and constables shall be inspected quarterly and all deficiencies unless satisfactorily explained shall be replaced at the expense of the non-commissioned officer or constable concerned.

Inspection.

6.-(1) Clothing and equipment issued to members of the Department remain the property of the Government and on no account may be sold or disposed of without the permission in writing of the Commissioner.

Clothing and equipment the property of the Government.

(2) The clothing and equipment of non-commissioned officers and constables who are discharged, resign or leave the Department for any other reason shall be returned to the Police Department and all articles of clothing and equipment which are not accounted for shall be charged against any pay or allowances due to such non-commissioned officer or constable.

7. The badges of rank to be worn by officers shall be as follows—

Badges of rank. S.I. 11 of 1977.

Commissioner:	Crossed Tipstave's surrounded by wreath, and one star with crown above. Worn on each shoulder.
Assistant Commissioner:	Crossed Tipstave's surrounded by wreath, worn on each shoulder.
Senior Superintendent:	One star with crown above, worn on each shoulder.
Superintendent:	Crown, worn on each shoulder.
Assistant Superintendent:	Three stars worn on each shoulder.
Inspector:	Two stars worn on each shoulder.
Assistant Inspector:	One star worn on each shoulder.
Sergeant Major:	A crown surrounded by wreath worn immediately above cuff, or on the wrist, of the right arm.
Sergeant:	Three chevrons worn three inches above elbow on both arms.
Corporal:	Two chevrons worn three inches above elbow on both arms.

Drill and lectures.

**8.**-(1) The drill of the Department shall be as laid down by the "Manual of Infantry Training".

(2) Parades, lectures and instructional courses will be held at such times as the Commissioner may direct.

**9.** Every member of the Department shall, as far as possible, fire at the Annual Musketry Course as prescribed by the Commissioner. Musketry.

**10.-(1)** The Commissioner may from time to time make such departmental orders as he may consider necessary for the good management and control of the Department, Departmental orders.

provided that these orders shall not be inconsistent with any rule or regulation made by the Minister or with the provisions of any Act.

(2) Such orders shall be termed Standing Orders and Routine Orders.

(3) Standing Orders shall be of a permanent nature.

(4) Routine Orders shall be a regular monthly publication covering the domestic affairs of the Department and instructions from the Commissioner which are of a temporary nature.

**11.-(1)** Where members of the Department of and below the rank of Inspector are required for private purposes, such as keeping order at fetes, dances and similar entertainments, or at meetings or functions whatever, the person requiring their services shall pay to the Commissioner of Police in advance the following sums of money for each such member of the Department— Employment of police for private purposes.  
S.I. 75 of 1987.

Inspectors.....	\$15.00 per hour	S.I. 38 of 2007.
Sergeants.....	\$14.00 per hour	S.I. 38 of 2007.
Corporals & Constables.....	\$12.00 per hour	S.I. 38 of 2007.

(2) Ten *per cent* of such amount shall be deducted and paid into the Police Reward Fund and the balance shall be paid to the members of the Department performing the duty.

Medical  
treatment of  
families.

**12.** The following fees, in addition to the actual cost of all medicines supplied, shall be paid by the wife or child of any non-commissioned officer or constable in respect of treatment as an outpatient at all Government hospitals—

For every professional attendance—

If the officer is in receipt of—

(i) less than \$1,500 per annum ..... fifty cents

(ii) \$1,500 per annum or more but

less than \$3,000 per annum ..... one dollar.

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**CHAPTER 138**

**POLICE (PROMOTIONS) RULES**

**ARRANGEMENT OF RULES**

1. Citation.
2. Interpretation.
3. Selection for promotion.
4. Qualifying examinations.
5. Eligibility for promotion.
6. Right to be considered for promotion.
7. Frequency of qualifying examinations.
8. Proficiency badge.
9. Disqualification as a result of reduction in rank.
10. Promotion Board.
11. Methods of allotting marks.
12. Promotion to inspector and above.
13. Special promotions.

SCHEDULE I

SCHEDULE II

**CHAPTER 138**Ch. 59.  
Ch. 109.**POLICE (PROMOTIONS) RULES***(section 7)*

Citation.

**1.** These Rules may be cited as the**POLICE (PROMOTIONS) RULES.**

Interpretation.

**2.** In these Rules—

“Commissioner” means the Commissioner of Police or any person appointed to act in that capacity;

CAP. 138.

“the Department” means the Belize Police Department established under section 4 of the Police Act.

Selection for  
promotion.  
CAP. 138.

**3.** All promotions shall, except as provided for in section 3 of the Police Act, be made by selection from among those members of the Department possessing the necessary qualifications and in accordance with the provisions of these Rules.

Qualifying  
examinations.

**4.-(1)** In the case of promotions to any rank up to and including sergeant, no police officer shall be eligible for promotion to any such rank unless he has—

- (a) qualified, or re-qualified, in first aid during the preceding three years;
- (b) passed the written police qualifying examination to be set and marked by the Commissioner or any officer appointed by him for that purpose;
- (c) passed an oral examination before the Promotion Board.

(2) To pass the written examination referred to in paragraph (1)(b) of this rule, a candidate must have received not less than fifty *per cent* of marks set for each part of the question paper and not less than sixty *per cent* of the total marks.

5.-(1) A constable must normally have at least four years of service in the Department before he can be considered for promotion to the rank of corporal.

Eligibility for promotion.

(2) Any police officer may at any time, with the permission of the Commissioner, sit for the police qualifying examination for promotion to the next rank above the one he holds.

6. The passing of the police qualifying examination for the next higher rank makes the candidate eligible to appear before the Promotion Board for that rank throughout his service in the existing rank.

Right to be considered for promotion.

7. Police qualifying examinations for promotion will be held at least once a year, on dates to be published by the Commissioner in Force Orders. Such Orders will also invite applications from candidates to sit for the examinations.

Frequency of qualifying examinations.

8. A constable or corporal who has passed the police qualifying examination for promotion to the next higher rank and has qualified, or re-qualified, in first aid during the preceding three years shall be granted a proficiency badge.

Proficiency badge.

9. Reduction in rank on a disciplinary charge shall be a bar to further promotion otherwise than by re-qualifying for such promotion in accordance with the provisions of these Rules.

Disqualification as a result of reduction in rank.

10.-(1) The Promotion Board will consist of the Chairman and one member of the Security Services Commission and two police officers (to be appointed by the Commissioner) of the rank of inspector or above.

Promotion Board.

(2) The Chairman of the Security Services Commission shall be the Chairman of the Promotion Board and shall have an original and a casting vote.

(3) The Promotion Board will advise the Commissioner on all promotions in the Department up to the rank of inspector.

(4) Subject to the right of the Commissioner on any one occasion to ask the Promotion Board to reconsider any advice it may have given in respect of the promotion of a particular officer, the Commissioner shall act in accordance with the advice given by the Promotion Board.

Methods of allotting marks. Schedule I.

**11.**-(1) The method of marking to be followed by the Promotion Board is as set out in Schedule I to these Rules.

Schedule II.

(2) Notes for the guidance of the Promotion Board are set out in Schedule II to these Rules.

Promotion to inspector and above.

**12.** Promotion to the rank of inspector and above shall be made by the Governor-General on the recommendation of the Commissioner and with the advice of the Security Services Commission.

Special promotions.

**13.** The Promotion Board may, notwithstanding any provision of these Rules, recommend to the Commissioner for promotion any police officer up to the rank of inspector who possesses special qualifications or marked abilities or exceptional aptitude for special work, irrespective of the length of service of the police officer or whether or not he is qualified by rules 4 and 5 of these Rules.

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SCHEDULE I

*[rule 11]*

*Promotion Board*

*Marking System*

PART I

*Maximum  
Marks*

- 1. Total marks obtained in the police qualifying examination ..... 300
- 2. 10 marks for each year of Service in the present rank ..... 100
- 3. 20 marks for each Reward or Commendation received in the rank held..... 100
- Maximum Marks total Part I ..... 500

PART II

- 4. Sport, social and other voluntary and welfare and special qualifications..... 100
- 5. Discipline, character, leadership and personal qualities ..... 200
- 6. Answers to questions on police duties ..... 200
- Maximum Marks total Part II ..... 500
- Grand Total..... 1000

*Notes*

- (i) Part I will be completed before the candidate attends for interview as the marks are a matter of fact.
  - (ii) Each member of the Promotion Board will complete Part II individually and the candidate with the highest number of combined marks is successful. The final figure will be divided approximately so as to be shown as a percentage.
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## SCHEDULE II

*[rule 11]*

Notes for Guidance of the Promotion Board.

1. *Discipline (50 marks)*

- (a) Entries in the candidate's misconduct sheet, if made within the last four years in the rank of a constable and since promotion in any other rank, will be taken into account for assessment purposes.
- (b) This includes the ability to accept as well as to enforce discipline.
- (c) Degree of development of a sense of personal responsibility.

2. *Character (50 marks)*

This assessment is intended for the candidate's moral character, in particular his behaviour and the degree of respect he earns from private persons as well as members of the Department.

3. *Leadership (50 marks)*

Experience of leadership i.e. his ability to command and control men in all fields and the degree to which persons will voluntarily follow his lead.

4. *Personal Qualities (50 marks)*

Qualities necessary in a police officer not specifically mentioned are listed below for the guidance of examining officers—

- 
- (a) Sense of duty.
  - (b) Initiative.
  - (c) Physical toughness.
  - (d) Mental alertness.
  - (e) Tact.
  - (f) Kindness and understanding.
  - (g) Sense of humor and fair play.
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**CHAPTER 138**

**POLICE REGULATIONS**

**ARRANGEMENT OF REGULATIONS**

1. Citation.
2. Interpretation.
3. Strength of Force.
4. Enlistment.
5. Probation.
6. Salary.
7. Increments.
8. Pensions.
9. Marriage allowance.
10. Detective or plain clothing allowance.
11. Transport, travelling and subsistence allowances.
12. Leave.
13. Sick leave.
- 13A. Pregnancy leave.
14. Miscellaneous.

**SCHEDULE**

**CHAPTER 138****POLICE REGULATIONS***(section 12)*

Ch. 59.  
 Ch. 109.  
 S.I. 11 of 1963.  
 S.I. 10 of 1977.  
 Act 42 of 1999.

Citation.

- 1.** These Regulations may be cited as the

**POLICE REGULATIONS.**

Interpretation.

- 2.** In these Regulations—

“Commissioner” means the Commissioner of Police or any person appointed to act in that capacity;

CAP. 138.

“the Department” means the Belize Police Department established under section 4 of the Police Act.

Strength of Force.

- 3.** The Department shall consist of such numbers and of such ranks as from time to time shall be deemed necessary by the Governor-General.

Enlistment.

- 4.-(1)** A candidate for admission to the Department shall be required to satisfy the following standards by means of a medical examination which shall include an x-ray of the chest—

- (a) Age:* A minimum of eighteen years.
- (b) Height:* A minimum of five feet and four inches.
- (c) Other Physical Dimensions:* To be in proportion to the height.
- (d) Eyesight:* No spectacles for distance, not less than seventy-five percent of normal, no colour blindness.

- (e) *Ears*: No undue deafness.
- (f) *Feet and Legs*: Sufficiently developed to cope with long periods of standing.
- (g) *Teeth*: No gross deficiencies, such as double dentures.

(2) Every candidate shall be required to pass a written entrance examination to be set and marked by the Commissioner or any officer appointed by him for that purpose.

(3) Every candidate enrolled in the Department shall sign an attestation form given in the Schedule to these Regulations.

5.-(1) Upon enlistment, candidates will be required to undergo three months basic police training in the rank of recruit police constable. At the expiry of such training, they will be required to pass a terminal examination, prescribed by the Commissioner. Failure to pass such examination may entail the discharge of an unsuccessful candidate.

Probation.  
S.I. 10 of 1977.

(2) Upon passing the terminal examination, candidates will be taken to the strength of the Department as police constables and will be on probation for a period of two years.

(3) During the period of probation the services of a probationer may be dispensed with by the Commissioner if he considers that the probationer is physically or mentally unfit to perform the duties of his office or that he is not likely to make an efficient and well conducted policeman.

6. Members of the Department shall be paid such salaries as may be determined from time to time by the Government.

Salary.  
S.I. 10 of 1977.

7.-(1) A member of the Department shall not be entitled to increments of salaries as of right but only with the approval of the Governor-General or the Security Services Commission, as the case may be.

Increments.

(2) Before an increment is approved a certificate shall be required from the Commissioner that the member of the Department has discharged his duties with efficiency, diligence and fidelity.

Pensions.  
CAP. 30.

**8.** Pensions and gratuities shall be payable to members of the Department as provided for under the Pensions Act or any statutory modification or replacement thereof.

Marriage  
allowance.  
S.I. 10 of 1977.

**9.** All members of the Department of and below the rank of Inspector who are not provided by Government with living accommodation other than accommodation in barracks, and who are married or, being widowers are maintaining one or more of their legitimate children under sixteen years of age, shall be paid a marriage allowance at such rates as shall be determined from time to time by the Government.

Detective or  
plain clothing  
allowance.  
S.I. 10 of 1977.

**10.** Members of the Department required to perform duty in plain clothes shall be paid a plain clothes allowance at such rates as shall be determined from time to time by the Government.

Transport,  
travelling and  
subsistence  
allowances.

**11.** Members of the Department when travelling on duty will receive allowances as set out in the Travelling, Transport and Subsistence Allowances Rules or any amendments thereto.

Leave.  
S.I. 10 of 1977.  
S.I. 136 of 1996.

**12.-(1)** Subject to the exigencies of the service and the approval of the Security Services Commission, non-commissioned officers and constables may be granted vacation leave of twenty working days on full pay in respect of each year of completed service,

provided always that a non-commissioned officer or constable may accumulate the vacation leave due to him up to a maximum of ninety-eight days.

(2) If in the opinion of the Commissioner, circumstances have arisen where the services of a non-commissioned officer or constable, who has been granted leave under the last foregoing paragraph, is required, he may recall such non-

commissioned officer or constable to duty but any period of unexpired leave will be made good when such circumstances cease to exist.

(3) Any non-commissioned officer or constable overstaying leave without satisfactory explanation shall be liable to disciplinary action and shall not be entitled to pay or allowances for the period overstayed.

**13.**-(1) The Security Services Commission may on the recommendation of a Government medical officer, grant leave, on full pay, not exceeding ninety days in any period of twelve months, to any non-commissioned officer or constable who is absent from duty through injury or illness sustained in the execution of duty. Any extension of this period of leave must be approved by the said Commission.

Sick leave.

(2) The Security Services Commission may, on the recommendation of a Government medical officer, grant up to forty days sick leave in any period of twelve months. Such sick leave shall be on full pay unless necessitated by the member's own indiscretion or negligence. Any extension of this leave must be approved by the said Commission.

**13A.**-(1) A police officer who has been in the Department for not less than two years and who is pregnant may, subject to the conditions stated in paragraph (3) of this regulation, be granted leave—

Pregnancy leave.  
S.I. 11 of 1963.

- (a) for a period of forty-two days immediately preceding the date on which the birth of her child is expected; and
- (b) for the same period from and including such date.

(2) During each of the periods of leave mentioned in paragraph (1) of this regulation, she may receive—

- (a) full pay for a period equal to one-half of the vacation leave for which she is eligible together with one-half of the amount of sick leave up to thirty-two days for which she was eligible and did not take during the preceding twenty-four months;
- (b) half-pay for the remainder of each of such periods or for a period of twelve weeks, whichever is less.

(3) The leave for which provision is made in paragraph (1) of this regulation will be granted to an officer on not more than three occasions and only once in any period of twelve months.

(4) Leave granted under the provisions of paragraph (1) of this regulation shall be deducted from any vacation leave and sick leave for which the officer is eligible.

(5) Leave will only be granted under the provisions of paragraph (1) of this regulation in cases where the Police Officer concerned notifies the Commissioner of Police of the probable necessity for such leave at the first opportunity.

(6) In calculating service for purposes of probation or increments in pay, leave granted under this regulation shall be disregarded.

Miscellaneous.

**14.** During the absence of the Commissioner from Belize an Assistant Commissioner, if any, shall assume all the duties and powers assigned to the Commissioner.

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SCHEDULE

*[regulation 4(3)]*

BELIZE POLICE DEPARTMENT

ATTESTATION OF

No ..... Name .....

Joined at .....  
on .....

*Schedule*

- 1. What is your name? ..... 1. ....
- 2. Where were you born?..... 2. ....
- 3. Date of birth ..... 3. ....
- 4. Nationality..... 4. ....
- 5. Can you read and write? ..... 5. ....
- 6. Are you in debt? ..... 6. ....
- 7. What is your trade or calling?..... 7. ....
- 8. Have you ever been employed in the  
public service?..... 8. ....
- 9. Have you ever been convicted in any  
Court of Justice, or dismissed from  
Her Majesty’s Service?..... 9. ....
- 10. Do you understand that, when enrolled,  
the whole of your time belongs to  
the public service, and that you are not  
permitted to follow any other trade,  
manufacture, business or calling? ..... 10. ....

- 11. Do you understand that you are prohibited from publishing anything through the medium of the press, either anonymously or otherwise?..... 11. ....
- 12. Are you subject to any physical or mental ailment?..... 12. ....
- 13. Do you understand that if you have, in the answers to any of these questions, designedly made any false representations, you will be liable, in addition to immediate dismissal, to be taken before a Magistrate and punished in such manner as is provided 13. for in the Police Act? ..... 13. ....

I acknowledge that the above questions have been separately put to me, and that I have written the answers thereto, which are in every respect true.

I also acknowledge that I have read the Police Act, and that I agree to serve under the conditions contained therein, and under any Regulations made thereunder from time to time, in the Belize Police Department for the period of        year        for \$        a month.

*Signature* .....

Acknowledged before me, at .....

this.....day of .....2 .....

*Commissioner of Police.*

OATH OF ALLEGIANCE

I, do solemnly and sincerely declare that I will be faithful and bear true allegiance to Belize, and that I will faithfully serve the Government of Belize, during my service in the Department and will obey all orders of the Governor-General and of the Officers placed over me, and will subject myself to all Acts, Orders and Regulations, from time to time in force, relating to the Department.

Declared)

Affirmed) at..... this ..... day of .....2.....

Before me.....

(Signature of magistrate or superior officer)

Description of..... on enlistment.

Table with 2 columns: Physical characteristics (Age, Height, Chest measurement, Complexion, Eyes, Hair, Religious denomination) and Distinctive marks.

CERTIFICATE OF MEDICAL EXAMINATION

I have examined the above named Recruit .....  
and consider him \* ..... for service in the Belize  
Police Department.

.....  
*Examining Medical Officer*

Date.....

Place.....

\*Insert here "fit" or "unfit".

\_\_\_\_\_

**CHAPTER 138****POLICE ASSOCIATION RULES****ARRANGEMENT OF RULES**

1. Citation.
2. Police Association established.
3. Constitution of Association and Central Board.
4. Central Board nominations.
5. Scrutinizing officer.
6. Polling.
7. Close of poll.
8. Inspection of ballot papers.
9. Rejection of ballot papers.
10. Endorsement where all votes rejected.
11. Where only some votes rejected.
12. Objection.
13. Totaling of votes.
14. Notice of appeal.
15. Declaration of result.
16. Where notice of appeal given.
17. Commissioner's decision final.
18. Agent of candidate.
19. District representative's elections.
20. Vacancy.
21. By-elections.
22. Notice of by-election.
23. Form of nominations.
24. Who may be nominated.
25. Conducting by-elections.

SCHEDULE I

SCHEDULE II

SCHEDULE III

## CHAPTER 138

## POLICE ASSOCIATION RULES

*(section 34)*

Ch. 59.  
 Ch. 109.  
 S.I. 82 of 1966.  
 S.I. 12 of 1968.  
 Act 42 of 1999.  
 S.I. 1 of 2019.  
 Citation.

1. These Rules may be cited as the

**POLICE ASSOCIATION RULES.**

Police  
 Association  
 established.

CAP. 138.

2.-(1) For the purpose of enabling the members of the Belize Police Department to consider and bring to the notice of the Commissioner of Police and the Minister all matters affecting their welfare and efficiency, other than personal matters of discipline and promotion, there shall be established under the provisions of section 34 of the Police Act an organisation to be called the Police Association which shall act through a Central Board as provided in these Rules.

(2) The Police Association shall be entirely independent of and unassociated with any body or person outside the police service.

(3) Subject as aforesaid, it shall not be lawful for a member of the Police Department to become a member of any trade union or any association having for its objects or one of its objects, to control or influence the pay, pensions or conditions of service of the Police Department; and any member of the Police Department who contravenes this provision shall be disqualified from continuing to be a member of the Department; and, if any member of the Department continues to act as such after becoming so disqualified he shall forfeit all pension rights and be disqualified for being thereafter employed in the Police Department,

provided that, where a man was a member of a trade union before becoming a constable he may, with the consent of

the Commissioner of Police, continue to be a member of that union during the time of his service in the Department.

(4) If any question arises whether any body is a trade union of an association to which paragraph (3) applies the question shall be determined by the Magistrate.

**3.-**(1) The Police Association shall consist of all members of the Police Department for the time being below the rank of sergeant-major and shall act through a Central Board as is hereinafter provided. The Central Board shall be elected annually at a general election and shall consist of seven members of whom no more than three shall be of identical rank in the Department at the time of election.

Constitution of Association and Central Board.  
S.I. 82 of 1966.  
S.I. 12 of 1968.

(2) In each district there shall be appointed a local representative who shall be responsible to the Central Board. This representative shall be elected annually by the members stationed in the said districts.

(3) Police personnel stationed in districts will be eligible to vote both for the election of the Central Board and for the district representative.

- (4) (a) Election shall be by secret ballot.
- (b) Each elector may give one vote and no more for each of any number of candidates not exceeding the number to be elected.
- (5) (a) The Central Board shall choose its Chairman and Secretary from amongst its own members.
- (b) The Chairman, at any meeting of the Central Board at which he is present, shall have a second or casting vote.
- (c) No member of the Police Department shall

S.I. 1 of 2019.

(6) Subject to the provisions of these Rules, the Central Board may regulate its own procedure including the appointment of sub-committees provided that the appointment of such committees is approved by the Commissioner of Police.

(7) The Central Board shall hold meetings quarterly (including an annual general meeting).

(8) Except where, in exceptional circumstances, a member of the Department is required for duty for which no substitute is available, leave shall be given for attendance at all meetings of the Association and every attendance shall, as regards allowances and expenses, be deemed to be an occasion of police duty.

(9) Five members shall form a quorum for any meeting of the Central Board.

Central Board  
nominations.  
S.I. 82 of 1966.  
Schedule I.

4.-(1) On or before the 15th of November each year, any member of the association may submit nominations in the form set out in Schedule I to these Rules for the Central Board for the following year. These nominations shall be submitted to the Commissioner of Police.

(2) No member may nominate or second—

- (a) himself;
- (b) more than seven candidates;
- (c) any candidate whom he has previously nominated or whose nomination he has previously seconded upon some other nomination paper.

(3) Elections shall be held in the first week of January each year at a time approved by the Commissioner of Police.

5.-(1) The Commissioner shall appoint an Assistant Superintendent as scrutinizing officer who shall be responsible for the conduct of the election.

Scrutinizing officer.

(2) The scrutinizing officer shall examine all nomination papers and may reject any nomination paper which is not correctly completed.

(3) If not more than seven candidates are nominated the scrutinizing officer shall certify accordingly to the Commissioner of Police who shall declare such candidates selected.

(4) If more than seven candidates are nominated a poll will be held.

(5) The scrutinizing officer will forward to each member of the Department a copy of the list of candidates in the form set out in Schedule II to these Rules.

Schedule II.

(6) The scrutinizing officer will act as presiding officer at Belize City and District Magistrates will act as presiding officers in country districts.

(7) Explicit written instructions as to the procedure of voting will be given to each elector prior to the election.

(8) Members of the Department stationed in out-districts who are unable to attend the poll will complete the necessary election form. This form should be enclosed in a plain unmarked envelope. This envelope should then be placed in an outer envelope addressed to the scrutinizing officer, Police Headquarters, Belmopan. On receipt of this envelope the scrutinizing officer shall open the outer envelope, make a note of the voter's name on the voters list, retain the sealed inner envelope until the opening of the poll and then insert it in the ballot box. No envelope received after the opening of the poll will be considered valid.

Polling.

6.-(1) At the time appointed for the opening of the poll, the presiding officer shall—

- (a) open the ballot box and show any electors who may be present that it is empty;
- (b) lock and seal the ballot box;
- (c) place the key of the ballot box in an envelope, seal the envelope and deliver it to the Commissioner of Police to be held until the election is over;
- (d) then open all envelopes received from out-districts and insert the enclosed ballot papers in the ballot box; and
- (e) then, upon request, hand to every elector appearing before him, a ballot paper. As the ballot paper is handed to the elector, his name should be deleted from the elector's list.

(2) Every elector to whom a ballot paper is handed shall mark upon such paper a cross opposite the name of each candidate for whom he desires to vote,

provided that no elector shall vote for more than seven candidates.

He shall then fold the ballot paper in such a manner as to prevent anyone seeing for whom he has voted and then insert the ballot paper in the ballot box.

(3) If it is proved to the satisfaction of the presiding officer that a voter has spoiled his paper, he may issue another,

provided that the original is handed to the said presiding officer for destruction.

7. Forthwith upon the close of the poll, in the presence of such of the candidates as may be present and of any electors who may be present, the presiding officer shall—
- Close of poll.
- (a) break the seal of the envelope containing the key to the ballot box and open the box and remove all ballot papers;
- (b) then examine each ballot paper and mark upon a tally sheet in the form set out as Schedule III to these Rules opposite to the name of each candidate for whom a vote is validly cast, the numeral “1”.
- Schedule III.
8. In examining the ballot papers the presiding officer shall permit any candidate to inspect each ballot paper with a view to determining if any vote upon any ballot paper was or was not validly cast.
- Inspection of ballot papers.
9. The presiding officer shall reject as not having been validly cast—
- Rejection of ballot papers.
- (a) all of the votes upon any ballot paper if either—
- (i) more than seven votes have been purported to be cast upon such ballot paper; or
- (ii) the ballot paper bears any mark which the presiding officer is satisfied might lead to the identification of the elector by whom it was completed;
- (b) any vote upon any ballot paper, if the presiding officer is in doubt as to the identity of the candidate for whom the vote was intended to be cast.

Endorsement  
where all votes  
rejected.

**10.** Where the presiding officer rejects all the votes cast upon any ballot paper, he shall endorse upon the ballot paper the words “Ballot paper rejected” and his reason for rejecting the votes upon such ballot paper.

Where only  
some votes  
rejected.

**11.** Where the presiding officer rejects any votes cast upon any ballot paper, but does not reject all the other votes he shall draw a circle in red ink around the vote which he rejects and shall endorse upon the ballot paper his reason for rejecting such vote.

Objection.

**12.** Any candidate who does not think that all of the votes or that any of the votes upon any ballot paper should be rejected may object to the rejection thereof.

Totalling of  
votes.

**13.** Upon conclusion of the examination of the ballot papers, the presiding officer shall—

- (a) add up the number of votes recorded upon the tally sheet as validly cast for each candidate;
- (b) enter in the appropriate column the total number of votes validly cast for each candidate;
- (c) inform the candidates of the number of votes entered against the name of each candidate upon the tally sheet.

Notice of  
appeal. Notice of  
appeal.

**14.-(1)** As soon as the presiding officer informs the candidates of the number of votes cast for any candidate in accordance with paragraph (c) of rule 13 of these Rules, every candidate who is dissatisfied with the addition of the votes and every candidate who has objected to the rejection of any vote by the presiding officer may, if he desires so to do, give notice of appeal to the Commissioner of Police.

(2) Notice of such notice of appeal shall be noted on the tally sheet together with reasons given by the candidate in support of his appeal.

(3) The tally sheet shall be passed to the Commissioner of Police as soon as possible after the completion of the poll.

(4) No ballot papers may be destroyed without prior approval of the Commissioner of Police.

**15.** Upon receipt of the tally sheet from the presiding officer the Commissioner shall, if no notice of appeal has been given either—

Declaration of result.

- (a) declare elected the seven candidates who have received the greatest number of votes; or
- (b) if it is impossible to determine which seven candidates have received the greatest number of votes by reason of two or more candidates having received an equal number of votes, exercise a casting vote in favour of one of the candidates who received such equal number of votes and then declare elected the seven candidates who have received the greatest number of votes.

**16.** If notice of appeal has been given in accordance with the provisions of rule 14 of these Rules the Commissioner shall—

Where notice of appeal given.

- (a) if the notice of appeal was given against the addition of the votes, re-count all of the votes; or
- (b) if the notice of appeal was given against the rejection of any vote, inspect such vote and determine whether or not it was validly cast.

Commissioner's  
decision final.

**17.** Where any appeal has been made against the decision of the presiding officer, the Commissioner's decision shall be final and upon arriving at that decision, he shall certify as duly elected the seven candidates who in his opinion have received the greatest number of votes.

Agent of  
candidate.

**18.-(1)** Every candidate who is unable to attend the counting of the votes may, by notice in writing, addressed to the presiding officer, appoint some other elector as his agent.

(2) Every agent appointed under the above paragraph shall have all the powers of the candidate in relation to objecting to any other matter connected with the counting or re-counting of votes or inspecting of ballot papers.

District  
representative's  
elections.

**19.** The election of the district representatives shall be carried out at a meeting to be held at each district headquarters in December of each year. This election shall be supervised by the sergeant in charge of the district.

Vacancy.  
S.I. 82 of 1966.

**20.** Where any member of the Central Board dies, is promoted to the rank of Sergeant-major or above or ceases to be a member of the Police Department his seat on the Central Board shall become vacant.

By-elections.  
S.I. 82 of 1966.

**21.** Where any vacancy on the Central Board occurs before the 1st September in any year there shall be a by-election to fill such vacancy.

Notice of by  
election. Notice  
of by election.  
S.I. 82 of 1966.

**22.** The Commissioner shall within fourteen days of any vacancy occurring publish in Department Orders notice of a by-election.

Form of  
nominations.  
S.I. 82 of 1966.  
Schedule I.

**23.** Nominations which shall be as near as may be in the form prescribed in Schedule I to fill such vacancy shall be submitted to the Commissioner within twenty-one days of the publication of the notice of the by-election in Department Orders.

24. No person may nominate—

Who may be nominated.  
S.I. 82 of 1966.

- (a) himself;
- (b) more than one candidate;
- (c) a candidate of a rank different from the person whose ceasing to be a member of the Board necessitated the by-election.

25. Any by-election shall be held not more than twenty-one days after the last day for nominations to be received and shall be conducted as near as may be in accordance with the procedure laid down in these Rules for the conduct of annual elections.

Conducting by elections.  
S.I. 82 of 1966.



SCHEDULE I

[rule 4]

POLICE ASSOCIATION NOMINATION FORM

<i>Name of person nominated</i>	<i>Proposer and Seconder</i>
1. ....	Proposer..... Seconder.....
2. ....	Proposer..... Seconder.....
3. ....	Proposer..... Seconder.....
4. ....	Proposer..... Seconder.....
5. ....	Proposer..... Seconder.....
6. ....	Proposer..... Seconder.....
7. ....	Proposer..... Seconder.....

---

SCHEDULE II

*[rule 5(5)]*

POLICE ASSOCIATION VOTING FORM

*Name of Candidate*

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....
11. ....
12. ....
13. ....
14. ....
15. ....

SCHEDULE III

[rule 7(b)]

TALLY FORM

*Counterfoil No.*

Name of Candidate .....

Name of Candidate .....

Name of Candidate .....

Name of Candidate .....

Name of Candidate .....

Name of Candidate .....

Name of Candidate .....

Name of Candidate .....

Name of Candidate .....

Name of Candidate .....

Name of Candidate .....

Name of Candidate .....

Name of Candidate .....

Name of Candidate .....

Name of Candidate .....

**CHAPTER 138****POLICE (CANTEEN) RULES****ARRANGEMENT OF RULES**

1. Citation.
2. Police canteen.
3. Committee of management.
4. Canteen manager.
5. Secretary treasurer.
6. Quorum.
7. Conduct of canteen.
8. Temporary members of committee.
9. Re-election of committee.
10. Annual general meeting.
11. Special general meeting.
12. Commissioner may call special general meeting.
13. Responsibility of canteen manager.
14. Responsibility of secretary.
15. Responsibility of treasurer.
16. Cash to be delivered to treasurer.
17. Monthly statements of account.
18. Cheques.
19. Audit.
20. Credits, how allowed.
21. Remuneration of committee.
22. Authorised expenditure of canteen funds.
23. Financial year.
24. Canteen books.
25. Guests.
26. Register of guests.
27. Conduct of guests.
28. Opening of hours.

## CHAPTER 138

## POLICE (CANTEEN) RULES

*(section 35)*

Ch. 59.  
Ch. 109.  
S.I. 49 of 1968.  
Act 42 of 1999.

Citation.

1. These Rules may be cited as the

**POLICE (CANTEEN) RULES.**

Police canteen.  
S.I. 49 of 1968.

2. There shall be established at Police Headquarters a canteen to be known as “The Police Canteen”, for the use and convenience of constables and civilian employees of the Department and for the supply to them of spirits, wines, malt liquors, soft drinks, groceries and other articles at reasonable prices.

Committee of  
management.

3. The business and affairs of the canteen shall be conducted by a committee of management, hereinafter called the committee, consisting of a chairman, and five members, not more than one of whom may be a Woman Police Constable, to be elected annually by the general body of members of the Department. If necessary, the chairman shall exercise a casting vote in addition to an original vote.

Canteen  
manager.

4. There shall be elected annually by the general body of members of the Department a canteen manager whose appointment shall be subject to the approval of the Commissioner. On appointment he shall become a member of the committee.

Secretary,  
treasurer.

5. The committee shall appoint a secretary and a treasurer. If the persons so appointed are not already members of the committee, they shall thereupon become members.

Quorum.

6. Five members of the committee shall form a quorum.

7. The committee shall be responsible to the Commissioner for the proper conduct of the canteen and shall issue such instructions as are necessary to this end. They shall hold a meeting in the first week of each month to discuss the business of the canteen. Conduct of canteen.
8. In the event of the absence, temporary or otherwise, of any office-bearer or member of the committee, his place may be filled by the committee in such manner as it thinks fit. Temporary members of committee.
9. All office-bearers and members of the committee shall retire from office at the annual general meeting but shall be eligible for re-election and re-appointment and shall hold office until the new committee has been formed. Re-election of committee.
10. The annual general meeting of members of the canteen shall be held in the month of August on a date to be fixed by the committee. Notice of such meeting shall be published in Department Orders at least two weeks in advance of the date. Annual general meeting.
11. A special general meeting of members of the canteen may be called at any time on application by a majority of members of the Department. Such application shall be made to the Commissioner and shall contain a statement of reasons for the calling of a special general meeting. The Commissioner shall, after consultation with the committee, decide whether or not a special general meeting should be called. Special general meeting.
12. The Commissioner shall have the authority to call a special general meeting at any time for any purpose deemed necessary by him. Commissioner may call special general meeting.
13. The canteen manager shall be responsible to the committee for the general management of the canteen. He shall be responsible for ordering goods, for checking goods ordered and received against invoices for same, for entering such goods in the goods inward book and for certifying that the invoices are in order. He shall be responsible for keeping in a safe place and in accordance with instructions issued by the committee, all Responsibility of canteen manager.

monies received by him from the sale of goods until he hands over such monies to the treasurer the following day. He shall be responsible for ensuring that the prices of all articles and goods sold in the canteen are those fixed by the committee. He shall be responsible for ensuring that all books and records kept in the canteen, other than those maintained by the secretary and treasurer, are correctly and promptly written up and maintained. He shall take stock at the end of each quarter of the calendar year of all goods on charge to the canteen and shall sign the stock sheet showing a list of goods remaining on hand at the completion of stocktaking. He shall be responsible for ensuring that the inventory of furniture, fixtures and other articles of a non-expendable nature on charge to the canteen is kept up to date and shall check all such furniture etc., once each quarter. He shall ensure that the canteen is at all times, kept in a clean and hygienic condition and that the times of opening and closing as laid down in these Rules, are strictly observed. He shall ensure that intoxicating liquor is not sold to any person who appears to him, or to any member of the committee, to have already consumed sufficient liquor and he shall ensure that no member of the Department is supplied with intoxicating liquor when on duty.

Responsibility of secretary.

**14.** The secretary shall be responsible to the committee for the overall supervision of the canteen books. He shall be responsible for writing up the minutes of each monthly meeting of the committee and for attending to all correspondence addressed to the committee.

Responsibility of treasurer.

**15.** The treasurer shall be responsible to the committee for the proper accounting of all monies received by him on behalf of the canteen. All monies received by him shall be deposited in the relevant accounts at a bank or banks approved by the committee weekly on such day as shall be fixed by the committee and, in addition, whenever the monies in hand reach one hundred dollars. All disbursements shall be paid as follows—

- (a) where the amount to be paid is under five dollars and immediate cash payment is

required, it may be paid from the petty cash account by the treasurer who shall obtain receipts for such payments. The petty cash account shall be limited to twenty dollars which may be redeemed from time to time by cheque on the bank;

(b) accounts of business places etc., and amounts exceeding five dollars shall be paid by cheque.

**16.** The treasurer shall receive from the canteen manager before the canteen opens each day the cash takings for the previous day as recorded by the cash register machine. A receipt shall be issued for this money, which shall be brought to account in the cash book.

Cash to be delivered to treasurer.

**17.** The treasurer shall present to the monthly meeting of the committee a statement of the financial position up to the last day of the month immediately preceding the meeting.

Monthly statements of account.

**18.** All cheques drawn on the canteen's bank accounts shall be signed by both the chairman of the committee and the treasurer.

Cheques.

**19.** The accounts of the canteen shall be audited annually by the Auditor General or such auditor as may be selected by the committee and approved by the Minister charged with responsibility for the Police. A copy of the audited accounts shall be sent to the Minister charged with responsibility for the Police. The balance sheet shall be presented at the next annual general meeting and shall be published in Department Orders for the information of all members of the Department.

Audit.

**20.** Credit shall be allowed only to constables and civilian employees of the Department upon such conditions as the committee with the approval of the Commissioner shall from time to time determine,

Credits, how allowed. S.I. 49 of 1968.

provided that all amounts taken on credit from the canteen may be recoverable by compulsory deduction from the debtor's salary. Constables or employees who desire credit shall sign a form agreeing to the above clause before obtaining credit.

Remuneration of committee.

**21.** The committee may approve the payment from canteen funds of such remuneration as it deems fit to any member of the committee for his services to the canteen. Such remuneration shall be approved by the Commissioner and shall be on an annual basis. Every payment of remuneration which is approved shall be published in Department Orders.

Authorised expenditure of canteen funds.

**22.** The committee may, with the approval of the Commissioner, sanction payments from canteen funds for any of the following purposes—

- (a) remuneration to committee members in accordance with rule 21 above;
- (b) payment for services of civilian staff engaged to assist the canteen manager;
- (c) expenditure for the benefit of authorised recreation and sport and other branches of police activity organised within the Department;
- (d) any other purpose not specified in this rule which the Commissioner considers to be for the general welfare of the Department or a fit charge against canteen funds.

Financial year.

**23.** The financial year of the canteen shall end on the 30th June in each year.

Canteen books.

**24.** The following books shall be maintained in respect of the canteen—

- (a) Daily Cash Book;

- (b) Petty Cash Book;
- (c) Goods Inward Book;
- (d) Petty Cash Receipt Book;
- (e) General Receipt Book;
- (f) Daily Cash Sales Ledger;
- (g) Register of Minutes of Committee Meetings;
- (h) Guests Register.

The method of keeping such books shall be set down by the committee in the form of administrative instructions.

**25.** Civilian guests may be admitted to the canteen provided they are introduced by a constable and provided that each guest shall not be introduced more than twice in any one month.

Guests.  
49 of 1968.

**26.** A guest's register shall be maintained in which a member shall record the name of his guest each time he introduces him into the canteen.

Register of  
guests.

**27.** Every constable introducing a guest shall be responsible for the conduct of his guest. The canteen manager, or any member of the canteen committee, may cause to be removed for misconduct any guest.

Conduct of  
guests.

**28.** The hours during which the canteen shall be opened and closed shall be as follows—

Opening hours.

*Mondays to Fridays (except Thursdays)*

Open 12 mid-day                      close 1.00 p.m.

Open 5.30 p.m.                        close midnight

*Thursdays*

Closed all day

*Saturdays*

Open 6.00 p.m.                      close 1.00 a.m. (on Sunday)

*Sundays*

Open 10.00 a.m.                      close 1.00 p.m.

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**CHAPTER 138**

**BELIZE POLICE SERVICE MEDALS REGULATIONS**

**ARRANGEMENT OF REGULATIONS**

1. Citation.
2. Belize Police Long Service Medal.
3. Belize Police Meritorious Service Medal.
4. The Belize Police Distinguished Service Medal.
5. Recipients may use letters denoting their Medal.
6. Continuity of Service.
7. Exemplary Character.
8. Recommending Authority.
9. Forfeiture and restoration.
10. Replacement of Medal and Clasp in event of loss.

## CHAPTER 138

S.I. 68 of 1985.  
Ch. 109.  
Act 42 of 1999.

## BELIZE POLICE SERVICE MEDALS REGULATIONS

(section 53)

[10th August, 1985]

Citation.

1. These Regulations may be cited as the

**BELIZE POLICE SERVICE MEDALS  
REGULATIONS.**

Belize Police  
Long Service  
Medal.

- 2.-(1) The Belize Police Long Service Medal will be granted as a reward for long service and good conduct to members of all ranks of the Police Department of Belize who on or after the 21st day of December 1982 shall have completed eighteen years continuous services as hereinafter defined.

(2) A clasp will also be granted to a recipient of the Medal on his completing twenty-five years qualifying service, and a further clasp on completing thirty years qualifying service.

Belize Police  
Meritorious  
Service Medal.

3. The Belize Police Meritorious Service Medal will be granted to members of all ranks up to and including Superintendent who have in the opinion of the Commissioner, given valuable services characterised by resource and devotion to duty, including prolonged service marked by exceptional ability, merit and exemplary conduct. To merit the award of this medal a member of the Department must have rendered special services of a high degree of merit, and must have been in the Department for not less than twenty years except in most exceptional circumstances.

The Belize  
Police  
Distinguished  
Service Medal.

4. The Belize Police Distinguished Service Medal will be granted only to—
- (a) senior police officers of and above the rank of senior superintendent who have rendered

especially distinguished service to the State or the Department; or

- (b) any member of the Department who has performed an exceptional act of gallantry in the execution of his duty.

5. A recipient of the Medal may, on all occasions when the use of such letters is customary, place after his or her name the letters “L.S.M.”, “M.S.M.”, “D.S.M.”, as the case may be.

Recipients may use letters denoting their Medal.

6.-(1) Service in the Civil Police Department of colonies, Associated States or Territories under Her Majesty’s Protection or Administration may be allowed to reckon towards the required period of qualifying service, as may also service which would reckon as qualifying service for the Police Long Service and Good Conduct Medal, if the total period of such service amounts to not less than eighteen years,

Continuity of Service.

provided however, that where service has been rendered in Belize and in one or more of the territories defined above an interval not exceeding twelve months between any two periods of service shall not be regarded as breaking the continuity of such service,

provided also that a break in service not exceeding six calendar months in Belize or in any one territory as defined above shall not be regarded as breaking the continuity of such service.

(2) Service in Her Majesty’s Armed Forces or Merchant Navy whether on secondment, on recall or when called upon to serve may be allowed to reckon towards the required period of qualifying service,

provided that such military or Merchant Navy Service interrupted and was continuous with qualifying Police Service.

7. For the purposes of these Regulations service shall be reckoned as qualifying service only if it is certified that the character and conduct of the person recommended for the grant

Exemplary Character.

of the Medal or Clasp has been exemplary. Exemplary character shall be deemed to be borne by any member of the Police Department who has not yet been convicted during the last ten years of his service of a grave offence. A grave offence is any Offence under the Police Act or Regulations made thereunder for which the punishment awarded is a fine, or is a reduction in rank or grade, or is any criminal offence which upon conviction is punished by a fine and which shall be deemed to have brought the Department into disrepute.

Recommending Authority.

**8.** Recommendations for the award of the Medal or Clasp shall be submitted by the Commissioner of Police to the Minister. The Medal will be awarded on the authority of the Governor-General and a notification of such award shall be published in the *Gazette*.

Forfeiture and restoration.

**9.**-(1) A recipient of a Medal or Clasp who is convicted or removed from the Police Service for misconduct shall forfeit the Medal or Clasp unless the Governor-General shall otherwise direct.

(2) A Medal or Clasp so forfeited may be restored to the recipient by the Governor-General at her discretion.

(3) A notice of forfeiture or restoration shall in every case be published in the *Gazette*.

Replacement of Medal and Clasp in event of loss.

**10.** Where a Medal or Clasp has been lost and it is desired to replace it a declaration shall be made before a Justice of the Peace stating the rank, name and Department of the person to whom the Medal or Clasp belonged and the circumstances under which the loss occurred. The declaration shall be forwarded to the Governor-General through the usual channel of correspondence in the case of a member who is still serving, and direct in the case of a person who has retired. If the explanation as to loss is considered satisfactory the Medal or Clasp lost will there upon be replaced at the expense of the recipient, unless it is decided to relieve him of this liability.

**CHAPTER 138**

**POLICE (FEES FOR DOCUMENTS) REGULATIONS**

**ARRANGEMENT OF REGULATIONS**

- 1. Citation.
  - 2. Fees.
  - 3. Fees to be paid into Treasury.
  - 4. Power to refuse copy of document.
  - 5. Police Record.
- SCHEDULE I  
SCHEDULE II  
SCHEDULE III

**CHAPTER 138**

**POLICE (FEES FOR DOCUMENTS) REGULATIONS**

*(section 53)*

Ch. 59.  
S.I. 29 of 1983.  
S.I. 62 of 1995.  
S.I. 123 of 2005.  
S.I. 97 of 2011.

- 1. These Regulations may be cited as the

Citation.

**POLICE (FEES FOR DOCUMENTS) REGULATIONS.**

- 2. The fees as set out in Schedule I to these Regulations shall be charged for each copy of any document supplied by the Police to a private person and shall be payable prior to receipt of the document for which application is made.

Fees.  
Schedule I.

- 3. All fees collected under these Regulations shall be paid into the Treasury and be placed to the credit of the “Police Rewards and Fines Fund”.

Fees to be paid  
into Treasury.

Power to refuse  
copy of  
document.

4. Notwithstanding regulation 2 it shall be at the discretion of the Commissioner of Police to refuse to supply a copy of any document if he considers that to do so would be contrary to the public interest.

Police Record.  
S.I. 123 of 2005.  
S.I. 97 of 2011.

5.-(1) Subject to subregulation (2) every copy of a police record issued in accordance with these Regulations shall note thereon convictions for crimes committed by the person in whose favour such record is being issued,

provided however, that where a person has been convicted of any minor offences or misdemeanors beyond a period of five years, such convictions shall not be reflected on the police record.

Schedule II.

(2) A police record issued to a person who is convicted of a crime specified in Schedule II shall not reflect such convictions beyond a period of seven years.

Schedule III.

(3) A police record issued to a person who is convicted of a crime specified in Schedule III shall not reflect such convictions beyond a period of five years.

(4) In determining the period for which a conviction is reflected in a police record to be issued, the period shall be calculated commencing from—

- (a) the date of expiration of the sentence if a term of imprisonment was imposed; or
- (b) the date on which the fine is completely paid if a fine was imposed.

(5) This regulation shall not apply to an offender who is convicted for the same offence within a five-year period.

SCHEDULE 1\*

*[regulation 2]*

S.I. 62 of 1995.  
S.I. 123 of 2005.

- (1)(a) For each copy of a police report..... \$12.00
- (b) For each copy of a police record where the urgency of the matter requires an expedited copy ..... \$25.00
- (2) For each copy of a statement..... \$4.00  
per folio of 100 words
- (3) For each copy of a certificate of good character . \$6.00
- (4) For each complete set of finger prints ..... \$10.00
- (5) For each copy of a traffic accident plan ..... \$25.00
- (6) In any other case a fee, to be fixed by the Commissioner of Police, commensurate with the amount of additional work involved.

\* This Schedule was amended by S.I. 123 of 2005.

SCHEDULE II<sup>†</sup>

S.I. 97 of 2011.

*[regulation 5(2)]*

List of Crimes for which Convictions beyond seven years are  
not reflected on Police Record

No.	Offence	Source of Offence
		Criminal Code, section:
1	Aggravated assault	45
2	Abandonment of infant	60
3	Grievous harm	81
4	Use of deadly means of harm	83
5	Administering noxious matter	84
6	Abandonment likely to cause grievous harm	92
7	Burglary	148
8	Abstracting of electricity	152
9	Going equipped for stealing, etc.	173

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<sup>†</sup> This Schedule was inserted by S.I. 97 of 2011.

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10	Procuring, making, etc. of documents by force	183
11	Possession of counterfeited or incomplete notes	195
12	Threat of death or grievous harm	238
13	Written threats	239
14	Keeping away witnesses	262
15	Suppression of evidence on criminal trial	263
16	Hindrance of inquests	265
17	Exciting prejudice as to a trial	268
18	Compounding crime	275
19	Noxious trades and other interferences with public rights	328
	<b>Firearms Act,</b>	
	<b>section:</b>	
20	Dealing with gas discharging weapon	16

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SCHEDULE III<sup>‡</sup>

S.I. 97 of 2011.

*[regulation 5(3)]*

List of Crimes for which Convictions beyond five years are not reflected on Police Record

<b>No.</b>	<b>Offence</b>	<b>Source of Offence</b>
		<b>Criminal Code, section:</b>
1	Common Assault	44
2	Intentional Harm	79
3	Wounding	80
4	Throwing, etc., at a train	88
5	Obstructing trains	89
6	Interference with signals, etc.	90
7	Negligent Harm	93
8	Negligent wound or grievous harm	94
9	Negligence by person in charge of dangerous things	95
10	Manslaughter by negligence	108

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<sup>‡</sup> This Schedule was inserted by S.I. 97 of 2011.

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11	Abetment of suicide	109
12	Abortion	111
13	Destroying or damaging of property	132
14	Threats to destroy or damage property	133
15	Possessing anything with intent to damage or destroy property	134
16	Theft	146
17	Removal of articles from places open to the public	150
18	Taking motor vehicle or other conveyance without authority	151
19	Obtaining property by deception	153
20	Dishonestly obtaining wrongful credit	155
21	Obtaining pecuniary advantage by deception	156
22	Obtaining services by deception	157
23	Evasion of liability by deception	158
24	Making off without payment	159
25	False accounting	162

---

26	False Statement by Company Directors	164
27	Suppression of document	165
28	Fraud in the sale of land	166
29	Boundaries, documents and accounts	167
30	Removing goods to evade legal process	168
31	Frauds as to tickets	169
32	Handling stolen goods	171
33	Forgery of passport	178
34	Forgery of other documents	179
35	Utters forged documents	180
36	Claiming upon a forged document	181
37	Possessing false documents	182
38	Punishment for selling medals resembling current coin	189
39	Damaging current coin	190
40	Uttering damaged coin	191

---

41	Forging hallmarks	199
42	Forging trademarks	200
43	Riot	226
44	Rioting with weapons	227
45	Unlawful assembly	229
46	Provocation of riot	230
47	Rioting after proclamation	231
48	Obstructing proclamation	232
49	Forcible entry	234
50	Forcible detainer	235
51	Provocation to fight	236
52	Unlawfully carrying arms	237
53	Disturbance of lawful assemblies	241
54	Obstructing public officers	242
55	Obstructing lawful acts by violence	243

---

56	Causing public terror	244
57	False Statutory Declarations and other false statements without oath	252
58	Contradicting previous evidence	255
59	Deceit of courts	260
60	Fictitious suits	261
61	Disobedience of Summons	264
62	Neglect to hold inquests	266
63	Disturbance of Court	267
64	Contempt of Judicial Orders	269
65	Rescue	271
66	Refusal to aid officers	273
67	Corruptly accepting reward for restoring property; etc.	276
68	Refusal of office	281
69	False presence of office	282
70	False declarations, etc., of office	283

---

71	Corruption, oppression and extortion	284
72	False certificates	285
73	Destruction, etc.; of documents	286
74	Oppression by gaolers	287
75	Withholding public money	288
76	Bribery of Officers	289
77	Agreement for influencing officers (misdemeanor)	290
78	Corrupt promise by judicial officers or jurors (misdemeanor)	291
79	Corrupt selection of Jurors (misdemeanor)	292
80	Disturbance of elections	294
81	Corruption, intimidation and personation	295
82	Unlawful voting	296
83	Falsification etc., of votes, etc.	297
84	Marriage to a person previously married	314
85	False presence of impediment to marriage	319

86	Hindering burial	324
87	Disturbing markets, etc., by false news	325
88	Cruelty to animals	326
89	Selling unwholesome food	327

**Stamp Duties****Act, section:**

90	Forgery of dies or stamp	11
----	--------------------------	----

**Post Office Act,  
section:**

91	Post office employee opening or delaying delivery of letter, etc.	34
92	Theft by same of a letter	35
93	Theft by same out of letter	36
94	(a) Stealing or unlawfully taking away packet, etc.	
	(b) Stopping mail with intent, etc.	37
95	Theft, etc. of bag, etc. sent by Post Office packet	37
96	Handling stolen letter, etc.	37

---

97	(a) Fraudulent retainer, etc.	
	(b) Refusal to deliver, etc.	37
98	Criminal diversion of letters from addressee	37
99	Accessories before the fact	37
		<b>Debtors Act, section:</b>
100	(a) Obtaining credit by fraud	7
	(b) Making or causing to be made gift, delivery, transfer or change of property	
	(c) Concealing or removing property	
		<b>Bankruptcy Act, section:</b>
101	All offences	
		<b>Motor Vehicles and Road Traffic Act, section:</b>
102	Driving or being in charge when under the influence of drink or drugs	74(1)
103	Driving or being in charge with alcohol concentration above the prescribed limit	75(1)
104	Failure to accompany police officer to hospital for test	76(3)
105	Reckless driving	82(1)

106	Careless driving	83(1)
107	Taking vehicle without consent of owner	85(1)
108	Interfering with motor vehicle	86(1)
109	Carrying of certain persons on bicycle	87(1)
110	Restrictions on cyclist riding abreast or holding on to other moving vehicles	88
111	Duty to stop and give aid and report in case of accident	89
	<b>Firearms Act, section:</b>	
112	Sale to persons intoxicated or of unsound mind	30
113	Possession of Firearm while under the influence of alcohol	42
	<b>Misuse of Drugs Act, section:</b>	
114	Possession of a controlled drug other than for trafficking	7
115	Offences relating to opium, cocaine, heroine or cannabis	11
116	Prohibition of certain activities relating to drugs	12

---

117	Contravention of directions relating to the safe custody of controlled drugs	13
118	Contravention of direction prohibiting practitioner, etc., from possessing, supplying, etc., controlled drugs	15
119	Contravention of direction prohibiting practitioner, etc., from prescribing, supplying, etc., controlled drugs	16
120	Failure to comply with notice requiring information relating to prescribing, supplying, etc., of drugs	17
121	Giving false information in purported compliance with notice requiring information relating to prescribing, supplying etc., of drugs	17
122	Supplying substance other than controlled drugs	18
123	Contravention of regulations (other than regulations relating to addicts)	20
124	Contravention of terms of licence or other authority (other than licence issued under regulations relating to addicts)	20
125	Giving false information in purported compliance with obligation to give information imposed under or by virtue of regulations	20

- 
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|-----|--|----|
| 126 | Giving false information, or producing false document, etc., for the purpose of obtaining issue or renewal of licence or other authority | 20 |
| 127 | Assisting or inducing commission outside of Belize of an offence punishable under a corresponding law                                    | 22 |
| 128 | Obstructing the exercise of power of search, etc., or concealing books, drugs, etc.  | 25 |

**MADE** this 6th day of October, 2011.

**(DOUGLAS SINGH)**  
*Minister of Police and Public Safety*

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**CHAPTER 138**

**POLICE (IDENTIFICATION PARADES)  
REGULATIONS**

**ARRANGEMENT OF REGULATIONS**

1. Citation.

**PART A**

*General Provisions*

2. Purpose.
3. Types of identification parades.
4. Effect of non-compliance.

**PART B**

*General Rules Governing Identification Parades*

5. Right of the suspect to have his attorney etc. present.
6. Presence of a J.P.
7. Parades involving prison inmates.
8. Composition of the parade.
9. Communications in the presence of suspect.
10. Other rights of the suspect.
11. Listing of persons on the parade.
12. Other duties of officer conducting a parade.
13. Calling of witnesses.
14. Procedure for identification.
15. Photograph of parade line-up.
16. Rank of identification officer and report of identification parade.

## PART C

*Special Rules Governing One-Way Mirror  
Identification Parades*

17. Application.
  18. Rights of suspects.
  19. Conduct of one-way mirror parades.
  20. Report of identification officer.
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**CHAPTER 138**

**POLICE (IDENTIFICATION PARADES)  
REGULATIONS**

S.I. 118 of 2006.

*(section 53)*

*[9th December, 2006]*

1. These Regulations may be cited as the

Citation.

**POLICE (IDENTIFICATION  
PARADES) REGULATIONS.**

**PART A**

*General Provisions*

2. The purpose of these Regulations is to ensure that the evidence of identification is obtained in a fair and transparent manner so as to eliminate any risk of misidentification and the consequent miscarriage of justice.

Purpose.

3. A parade may be held either in a normal room where identification witnesses are brought face-to-face with members of the parade, or in a room equipped with a screen or one-way mirror permitting identification witnesses to see members of the parade without being seen themselves.

Types of  
identification  
parades.

4. All police officers shall comply with these Regulations as far as practicable. Any minor deviations from, or non-observance of, these Regulations shall not invalidate an identification parade if the court is satisfied that there was substantial compliance therewith.

Effect of non-  
compliance.

## PART B

*General Rules Governing Identification Parades*

Right of the suspect to have his attorney etc., present.

**5.** A suspect must be given a reasonable opportunity to have an attorney or friend present at the parade, and the identification officer shall ask him to indicate in writing whether or not he so wishes. Statements shall be recorded from all such witnesses attending a parade on a suspect's behalf regarding the conduct of the parade unless they refuse to do so, in which case their refusal shall be noted in the report to be prepared by the police officer conducting the parade.

Presence of a J.P.

**6.** In all identification parades, a Justice of the Peace must be present to witness the conduct of the parade regardless of whether the parade is held face-to-face or by means of one-way mirror, or whether an attorney or friend of the suspect is also present. A statement should be recorded from the Justice of the Peace attending the parade as soon as practicable after the end of the parade.

Parades involving prison inmates.

**7.** If an inmate is required for identification, and there are no security concerns about his leaving the prison, he may be asked to participate in a parade. Where there are security problems, a parade may be held in a prison, but shall be conducted as far as practicable under the normal parade rules. Members of the public shall make up the parade unless there are serious security or control objections to their admission to the prison. In such cases, other inmates may participate in the parade. If an inmate is the suspect, he shall not be required to wear prison uniform for the parade unless the other persons taking part are other inmates in uniform or other members of the public are prepared to wear prison uniforms for the occasion.

Composition of the parade.

**8.** The parade shall consist of at least eight persons (in addition to the suspect) who so far as possible resemble the suspect in age, height and general appearance. One suspect only shall be included in a parade unless there are two suspects of

roughly similar appearance in which case they may be paraded together with at least twelve (12) other persons. In no circumstances shall more than two suspects be included in one parade and where there are separate parades they shall be made up of different persons.

**9.** Once the parade has been formed, everything after-wards in respect of it shall take place in the presence and hearing of the suspect and of any interpreter, attorney, friend or appropriate adult who is present, except where the parade is by one-way mirror in which case everything said to or by any witness at the place where the parade is held must be said in the hearing and presence of the suspect's attorney, friend or appropriate adult, as the case may be.

Communications in the presence of suspect.

**10.**-(1) When the suspect is brought to the place where the parade is to be held, he shall be asked by the identification police officer whether he has any objection to the arrangements for the parade or to any of the other participants in it. The suspect may obtain advice from his attorney or friend, if present, before the parade proceeds. Where practicable, steps shall be taken to remove the grounds for objection. Where it is not practicable to do so, the identification police officer shall explain to the suspect why his objections cannot be met.

Other rights of the suspect.

(2) The suspect may select his own position in the line. Where there is more than one witness, the identification officer must tell the suspect, after each witness has left the room, that he can, if he wishes, change his position in the line. Each position in the line must be clearly numbered, whether by means of a numeral laid on the floor in front of each parade member or by other means.

**11.** The police officer conducting a parade shall prepare a list of all persons in the parade, including the suspect, in the order they are placed in the line-up, including the approximate height, age, tattoos (if any) and general appearance of each of them.

Listing of persons on the parade.

Other duties of officer conducting a parade.

**12.**-(1) The police officer responsible for conducting a parade shall be the only person responsible for selecting the persons to be placed in a particular parade. Before the parade, such officer shall inform himself of the statement provided to the police by the identification witness. Where a witness has described a particular suspect in a peculiar manner, then the officer conducting the parade would need to be aware of such description in order to ensure that when the suspect is placed in the parade that particular feature does not stand out as a distinct difference.

(2) The officer conducting a parade must ensure that under no circumstances will the identification witness be allowed to see the persons who are being brought into the police station for the purpose of forming the parade along with the suspect. The identification witness should be kept in a closed room by himself until the parade line-up has been composed and should thereafter be called out of that room by a police officer who was not permitted to see the composition of the parade line-up.

(3) The officer conducting a parade must be as detailed as possible when preparing his report.

(4) In the case of a parade involving more than one identification witness, a police runner must be available to call each witness and each such runner should submit a report.

(5) The runner should not be able to view the line-up either before going to call the identification witness or whilst escorting such witness to the room in which the parade is being held.

Calling of witnesses.

**13.** Witnesses shall be brought in one at a time. Immediately before the witness inspects the parade, the identification police officer shall inform him that the person he saw on the previous occasion may or may not be on the parade and that if he cannot make a positive identification he should say so but that he should not make a decision before looking at each member of the parade at least twice. The officer shall then ask him to look at each member of the parade at least twice, taking as much care

and time as he wishes. When the officer is satisfied that the witness has properly looked at each member of the parade he shall ask him whether the person he himself saw on an earlier relevant occasion is on the parade.

**14.**-(1) The witness should make an identification by indicating the number of the person concerned.

Procedure for identification.

(2) If the witness makes an identification after the parade has ended, the suspect and, if present, his attorney, interpreter or friend shall be informed. When this occurs, consideration should be given to allowing the witness a second opportunity to identify the suspect.

(3) If a witness wishes to hear any parade member speak, adopt any specified posture or see him move, the identification officer shall first ask him whether he can identify any persons on the parade on the basis of appearance only. Where the request is to hear members of the parade speak, the witness shall be reminded that the participants in the parade have been chosen on the basis of physical appearance only. Members of the parade may then be asked to comply with the witness's request to hear them speak, to see them move or to adopt any specified posture.

(4) When the last witness has left, the identification officer shall ask the suspect whether he wishes to make any comments on the conduct of the parade and whatever he says will be taken down in writing.

**15.**-(1) A colour photograph of the parade shall be taken once the suspect has been placed in the line-up. The photograph should contain on the back the name of the suspect, the name of the photographer, the date when the parade was held and a brief description of what is shown on the photograph, and the signature of the photographer. The photograph may be taken with a digital camera. A report regarding the taking of the photograph shall be provided by the photographer to the officer investigating the case. Such photograph shall be taken before the calling of identification witnesses and under no

Photograph of parade line-up.

circumstances shall the photographer have any contact with the identification witnesses after the photographer has seen the parade line-up and before the witness has been called to identify the suspect.

(2) A copy of the photograph shall be supplied on request to the suspect or his attorney within a reasonable time.

(3) The photograph taken in accordance with this regulation shall be destroyed at the conclusion of the criminal proceedings unless the suspect is convicted of the offence.

Rank of  
identification  
officer and report  
of identification  
parade.

**16.-(1)** The police officer conducting an identification parade shall not be below the rank of Sergeant.

Form A.

(2) At the end of the identification parade, the identification officer shall submit a detailed report on Form A annexed to these Regulations.

Form A.

(3) Form A may from time to time be modified by the Commissioner of Police, if required.

## PART C

### *Special Rules Governing One-Way Mirror Identification Parades*

Application.

**17.-(1)** This Part will apply where a police officer conducting an investigation is satisfied that an identification witness is afraid or reluctant to attend a normal face-to-face identification parade. Where such a parade is held, all the existing rules for governing the conduct of normal identification parades set out in Part B shall continue to apply but they shall be subject to the Special Rules contained in this Part.

(2) Where a witness who is afraid or reluctant to point out a suspect by means of a normal face-to-face identification parade

shall, after attending the parade, provide the police a detailed statement mentioning that fact and describing what occurred during the conduct of the parade.

**18.** Before the parade takes place, the suspect should be told specifically that the parade will be held by means of a one-way mirror and what it would entail. He should also be told that he can have his attorney, friend or other appropriate adult present at the parade.

Rights of suspects.

**19.**-(1) The suspect, along with the person representing him (if any), the Justice of the Peace and the officer conducting the parade should be shown the other side of the identification parade room, i.e., the side which the suspect would not be able to see when placed on the parade. This should be done before the suspect chooses his place on the line-up and before the identification witness is called.

Conduct of one-way mirror parades.

(2) There shall be conducted simultaneous voice communication by means of a microphone or some other technical device. A uniformed police officer shall be posted on the side of the room where the suspect is placed on the parade to ensure that voice communication occurs clearly. A statement shall be recorded from such police officer at the end of the parade.

(3) Where for any legitimate cause, some person other than the specified persons has to be present at the identification parade (e.g., when a witness is so traumatised that he or she refuses to attend the parade without a friend or relative), the reason for that person's presence must be clearly stated in the report of the police officer conducting the parade. The police officer shall warn such person that he must not, whether by word or deed, offer any assistance to the identification witness in the process of identification.

**20.** Where a parade is held by means of a one-way mirror, the identification officer shall mention that fact in the report to

Report of identification officer.

be submitted pursuant to Regulation 16 above and highlight any particular matters relevant to the conduct of the parade.

**MADE** by the Minister responsible for the Police Department.

**(RALPH H. FONSECA)**

*Minister of Home Affairs*

*Minister responsible for the Police Department*

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POLICE  
FORM A  
*[reg. 16]*

REPORT OF IDENTIFICATION PARADE

Date and Time	Venue	Name	Person Suspected	Address	Alleged Offence
					Officer in the Case
Suspect notified that he was to be paraded for identification Did he/she request that a Solicitor or friend should be present? ..... If so, by whom? ..... Was the person warned? ..... Did he attend? .....		By whom Informed Date and time.. ..... By whom? .....			
No.	Name	Age	Names of persons in parade lineup with Suspect		General Appearances, eg. Tattoos, etc.
1					
2					
3					
4					
5					
6					
7					
8					
9					
Did the Suspect object to anyone paraded with him? ..... ..... If so what action was taken ..... I, ..... consent for this parade. Sig. .... Suspect consented but refused to sign. Sig. .... Suspect did not consent and refused to sign. Sig. ....					



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**CHAPTER 138**

**POLICE TRUST FUND (REVISED) REGULATIONS**

**ARRANGEMENT OF REGULATIONS**

1. Citation.
2. Establishment and management of Police Trust Fund.
3. Commencement and repeal.

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**CHAPTER 138**

**POLICE TRUST FUND (REVISED) REGULATIONS**

S.I. 122 of 2006.

*(section 53)*

*[1st December, 2006]*

1. These Regulations may be cited as the

Citation.

**POLICE TRUST FUND (REVISED)  
REGULATIONS.**

- 2.-(1) There shall be and is hereby established a fund to be known as “the Police Trust Fund” (hereinafter referred to as “the Fund”) which shall consist of–

Establishment and management of Police Trust Fund.

- (a) contributions of one-half day’s basic pay per annum by every serving officer or constable of the Police Department, commencing on the 1st day of September, 2000; and
  - (b) grants, donations and bequests from any source whatsoever.

(2) The Fund shall be managed and operated by an Executive Committee consisting of—

- (a) the Chief Executive Officer of the Ministry responsible for the Police Department who shall be the Chairperson;
- (b) the Commissioner of Police;
- (c) a representative from the Police Association; and
- (d) two members from the private sector nominated by the Commissioner of Police with the approval of the Minister.

(3) In managing and operating the Fund, the Executive Committee may delegate financial responsibility for the administration of the Fund, up to a maximum amount to be specified in writing annually by the Minister on the recommendation of the Executive Committee, to a Consultative Committee consisting of members representing all ranks of the Police Department, who shall be appointed annually.

(4) The Consultative Committee shall be appointed by the Executive Committee and shall comprise—

- (a) Deputy Commissioner of Police;
- (b) an Assistant Commissioner of Police;
- (c) a Senior Superintendent of Police;
- (d) a Superintendent of Police;
- (e) an Assistant Superintendent of Police;
- (f) an Inspector of Police;

- (g) a Sergeant of Police;
- (h) a Corporal of Police; and
- (i) a Police Constable.

(5) The Executive Committee may, in its discretion, authorise and sanction payments to be made from the Fund to a member of the Fund for any of the following purposes—

- (a) assistance in the amounts specified below to the spouses or families of deceased members of the Police Fund, or any member of the Police Fund who is discharged from the Police Department as medically unfit for further service—
  - (i) \$1,000.00 to the next of kin immediately upon the death of a member of the Fund;
  - (ii) \$500.00 to a member of the Fund immediately upon the death of his spouse;
  - (iii) \$200.00 to a member of the Fund immediately upon the death of his child;
  - (iv) \$500.00 to be granted to a medically discharged member of the Fund;
- (b) assistance in the amounts specified below to serving members of the Police Department on a repayment basis for welfare purposes to obtain specialist medical treatment outside Belize when such treatment cannot be obtained from or through the Ministry of Health or the Ministry responsible for Social Services—

- (i) a maximum of \$500.00 to a member of the Fund who is injured while on duty;
- (ii) a maximum of \$2,000.00 on loan to a member of the Fund for medical purposes which sum shall be re-paid within 24 months of the date of the loan at 5% simple interest per annum;
- (c) any other purposes not specifically referred to in paragraphs (a) and (b) above which the Executive Committee considers to be for the general welfare of the members of the Police Department.

(6) The Fund shall be audited annually by the Auditor General, who shall cause a report to be prepared and sent to the Executive Committee and the Consultative Committee.

(7) Any money standing to the credit of the Fund may from time to time be invested in such manner as may from time to time be directed by the Executive Committee with the approval of the Consultative Committee.

(8) All members of the Police Department shall be members of the Fund.

(9) The operation of the Fund shall be without prejudice to the operation of the Police Welfare Fund established under section 33 of the Police Act.

CAP. 138.

Commencement  
and repeal.

**3.-(1)** These Regulations shall take effect from the 1st day of December, 2006.

S.I. 71 of 2000.

(2) On the commencement of these Regulations, the Police Trust Fund Regulations, 2000 shall stand repealed but without affecting the validity of anything done thereunder.

**MADE** by the Minister for the Police Department this 13th day of December, 2006.

**(RALKI H. FONSECA)**

*Minister of Home Affairs and Public Utilities  
Minister responsible for the Police Department*

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