POLICE ACT
CHAPTER 138

REVISED EDITION 2003
SHOWING THE SUBSIDIARY LAWS AS AT 31ST OCTOBER, 2003

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 2000.

ARRANGEMENT OF SUBSIDIARY LAWS
BELIZE

POLICE ACT
CHAPTER 138

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CHAPTER 138

POLICE RULES

ARRANGEMENT OF RULES

1. Short title.
2. Interpretation.
3. Distribution of force.
4. Dress and equipment.
5. Inspection.
6. Clothing and equipment the property of the Government.
8. Drill and lectures.
10. Departmental orders.
11. Employment of police for private purposes.
CHAPTER 138

POLICE RULES
(Section 7)

1. These Rules may be cited as the

POLICE RULES.

2. In these Rules-

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

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

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.

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

(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.

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.

(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.
Badges of rank.

11 of 1977.

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

Commissioner: Crossed Tipstaves surrounded by wreath, and one star with crown above. Worn on each shoulder.

Assistant Commissioner: Crossed Tipstaves 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.

8. (1) The drill of the Department shall be as laid down by the “Manual of Infantry Training”.

Drill and lectures.
(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.

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:

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:

- Inspectors and Assistant Inspectors ………... $7.50 per hour or part thereof.
- Sergeants …………………….$7.00 per hour of part thereof.
Corporals and Constables $6.50 per hour or part thereof.

(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.

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

Medical treatment of families.
CHAPTER 138

POLICE (PROMOTIONS) RULES

ARRANGEMENT OF RULES

1. Short title.
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.

FIRST SCHEDULE

SECOND SCHEDULE
CHAPTER 138

POLICE (PROMOTIONS) RULES

(Section 7)

1. These Rules may be cited as the

POLICE (PROMOTIONS) RULES.

2. In these Rules-

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

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

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.

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 sub-paragraph (b) of paragraph (1) 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.

(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.

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.

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.

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.
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.

(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.

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

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

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.

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.
FIRST SCHEDULE
[Rule 11]

Promotion Board

Marking System

PART I

<table>
<thead>
<tr>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total marks obtained in the police qualifying examination .... 300</td>
</tr>
<tr>
<td>2. 10 marks for each year of Service in the present rank ....... 100</td>
</tr>
<tr>
<td>3. 20 marks for each Reward or Commendation received in the rank held ................................................... 100</td>
</tr>
</tbody>
</table>

Maximum Marks total Part I ................................ 500

PART II

<table>
<thead>
<tr>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Sport, social and other voluntary and welfare and special qualifications ................................................................. 100</td>
</tr>
<tr>
<td>5. Discipline, character, leadership and personal qualities ...... 200</td>
</tr>
<tr>
<td>6. Answers to questions on police duties ............................... 200</td>
</tr>
</tbody>
</table>

Maximum Marks total Part II ................................. 500

Grand Total .................................................. 1000
FIRST SCHEDULE (cont.)

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.

______________

SECOND SCHEDULE
[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 humour and fair play.
CHAPTER 138

POLICE REGULATIONS

ARRANGEMENT OF REGULATIONS

1. Short title.
2. Interpretation.
4. Enlistment.
5. Probation.
7. Increments.
8. Pensions.
10. Detective or plain clothing allowance.
11. Transport, travelling and subsistence allowances.
12. Leave.
13. Sick leave.
13A. Pregnancy leave.

SCHEDULE
CHAPTER 138

POLICE REGULATIONS

(Section 12)

Short title. 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;

“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 per cent. 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.

(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.

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.

(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.

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.

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.

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.

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.

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 over-staying leave without satisfactory explanation shall be liable to disciplinary action and shall not be entitled to pay or allowances for the period overstay.

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.

(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-

(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.
SCHEDULE
[Regulation 4 (5)]

BELIZE POLICE DEPARTMENT

ATTESTATION OF

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

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

________________________________________________________________________________________________

Schedule

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What is your name?</td>
<td></td>
</tr>
<tr>
<td>2. Where were you born?</td>
<td></td>
</tr>
<tr>
<td>3. Date of birth</td>
<td></td>
</tr>
<tr>
<td>4. Nationality</td>
<td></td>
</tr>
<tr>
<td>5. Can you read and write?</td>
<td></td>
</tr>
<tr>
<td>6. Are you in debt?</td>
<td></td>
</tr>
<tr>
<td>7. What is your trade or calling?</td>
<td></td>
</tr>
<tr>
<td>8. Have you ever been employed in the public service?</td>
<td></td>
</tr>
<tr>
<td>9. Have you ever been convicted in any Court of Justice, or dismissed from Her Majesty’s Service?</td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
</tr>
</tbody>
</table>
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 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.
SCHEDULE (cont.)

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>
<thead>
<tr>
<th>Age .............. years .............. months</th>
<th>Distinctive marks</th>
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<tbody>
<tr>
<td>Height ............ feet ................... inches</td>
<td></td>
</tr>
<tr>
<td>Chest measurement .................... inches</td>
<td></td>
</tr>
<tr>
<td>Complexion ...........................................</td>
<td></td>
</tr>
<tr>
<td>Eyes ........................................................</td>
<td></td>
</tr>
<tr>
<td>Hair ........................................................</td>
<td></td>
</tr>
<tr>
<td>Religious denomination ..................</td>
<td></td>
</tr>
</tbody>
</table>

_____________________________________________________________________________
CERTIFICATE OF MEDICAL EXAMINATION

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

................................................
Examing Medical Officer

Date ........................................

Place .........................................

*Insert here “fit” or “unfit”.

____________
CHAPTER 138

POLICE ASSOCIATION RULES

ARRANGEMENT OF RULES

1. Short title.
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. Totalling of votes.
15. Declaration of result.


17. Commissioner’s decision final.

18. Agent of candidate.

19. District representatives elections.


22. Notice of by-election.

23. Form of nominations.

24. Who may be nominated.


FIRST SCHEDULE

SECOND SCHEDULE

THIRD SCHEDULE
CHAPTER 138

POLICE ASSOCIATION RULES

(Section 34)

1. These Rules may be cited as the

POLICE ASSOCIATION RULES.

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) of this rule 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.

(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.
Board at which he is present, shall have a second or casting vote.

(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.

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 the First Schedule 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.

(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 the Second Schedule to these Rules.

(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.

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 spoilt his paper, he may issue another:
Provided that the original is handed to the said presiding officer for destruction.

Close of poll. 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-

(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 the Third Schedule to these Rules opposite to the name of each candidate for whom a vote is validly cast, the numeral “I”.

Third Schedule. 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-

(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.

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.

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.

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.

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.

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-

(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-

(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.

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.

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.

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.

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.

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.

22. The Commissioner shall within fourteen days of any vacancy occurring publish in Department Orders notice of a by-election.
23. Nominations which shall be as near as may be in the form prescribed in the First Schedule 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-

(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.
FIRST SCHEDULE  
[Rule 4]  

POLICE ASSOCIATION NOMINATION FORM  

<table>
<thead>
<tr>
<th>Name of person nominated</th>
<th>Proposer and Seconder</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Proposer</td>
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<td></td>
<td>Seconder</td>
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<tr>
<td>2.</td>
<td>Proposer</td>
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<td>3.</td>
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<td>4.</td>
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<tr>
<td>7.</td>
<td>Proposer</td>
</tr>
<tr>
<td></td>
<td>Seconder</td>
</tr>
</tbody>
</table>
SECOND SCHEDULE

[Rule 5 (5)]

POLICE ASSOCIATION VOTING FORM

Name of Candidate

1. ...........................................................................................................................
2. ...........................................................................................................................
3. ...........................................................................................................................
4. ...........................................................................................................................
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13. .........................................................................................................................
14. .........................................................................................................................
15. .........................................................................................................................

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THIRD SCHEDULE
[Rule 7]

TALLY FORM

Counterfoil No.

Name of Candidate .................................................................
Name of Candidate .................................................................
Name of Candidate .................................................................
Name of Candidate .................................................................
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Name of Candidate .................................................................
CHAPTER 138

POLICE (CANTEEN) RULES

ARRANGEMENT OF RULES

1. Short title.
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.
15. Responsibility of 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.


25. Guests.

26. Register of guests.

27. Conduct of guests.

28. Opening of hours.
CHAPTER 138

POLICE (CANTEEN) RULES

(Section 35)

1. These Rules may be cited as the

POLICE (CANTEEN) RULES.

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.

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.

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.

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.

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.

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.

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.

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.

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.

12. The Commissioner shall have the authority to call a special general meeting at any time for any purpose deemed necessary by him.

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 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 stocksheet 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 dean 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.

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.

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.

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.

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

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.

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:

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.

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.

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.

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

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.

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.

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.

28. The hours during which the canteen shall be opened and closed shall be as follows:
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.
CHAPTER 138

BELIZE POLICE SERVICE MEDALS REGULATIONS

ARRANGEMENT OF REGULATIONS

1. Short title.


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.


10. Replacement of Medal and Clasp in event of loss.
CHAPTER 138

BELIZE POLICE SERVICE MEDALS REGULATIONS

(Section 53)

[10th August, 1985.]

1. These Regulations may be cited as the

BELIZE POLICE SERVICE MEDALS REGULATIONS.

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.

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.

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.

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:

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 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.

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.

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.

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 thereupon 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. Short title.

2. Fees.

3. Fees to be paid into Treasury.


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SCHEDULE

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CHAPTER 138

POLICE (FEES FOR DOCUMENTS) REGULATIONS

(Section 53)

1. These Regulations may be cited as the

POLICE (FEES FOR DOCUMENTS) REGULATIONS.

2. The fees as set out in the Schedule 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.

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”.

4. Notwithstanding the provisions of regulation 2 of these Regulations 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.
SCHEDULE
[Regulation 2]

(1) For each copy of a police report ......................... $4.00 per folio of 100 words

(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.
CHAPTER 138

POLICE TRUST FUND REGULATIONS

ARRANGEMENT OF REGULATIONS

1. Short title.

2. Establishment and management of Police Trust Fund.

3. Commencement.
CHAPTER 138

POLICE TRUST FUND REGULATIONS

(Section 53)

[5th August, 2000.]

1. These Regulations may be cited as the POLICE TRUST FUND 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-

   (a) contributions of one 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) police fines, grants, donations and bequests from any source whatsoever.

(2) The Fund shall be managed and operated by an Executive Committee made up of-

   (a) the Chief Executive Officer of the Ministry responsible for the Police Department, who shall be the Chairperson;

   (b) the Commissioner of Police; and

   (c) a representative from the Police Association; and
(d) two members from the private sector nominated by 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, to a Consultative Committee consisting of elected members of the Police Department representing all ranks.

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

(a) assistance 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,

(b) assistance 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;

(c) any other purposes not specifically referred to in paragraphs (a) and above which the Executive Committee considers to be for the general welfare of the members of the Police Department.

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

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

(8) 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.

3. These Regulations shall come into force on the 31st day of July, 2000.

MADE by the Minister responsible for the Police Department this 31st day of July, 2000.

(JORGE ESPAT)
Minister Responsible for the Police Department