

NOT PROTECTIVELY MARKED



Office of the Commissioner of Police (OCP)

Publication Scheme for 2021

Produced in accordance with the Deputy Governor's Code of Practice



Office of the Commissioner of Police (OCP) Publication Scheme Produced in accordance with the Deputy Governor's Code of Practice

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1. About the publication scheme

Every public authority covered by the Freedom of Information Act has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public.

The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Office of the Commissioner of Police (OCP) to making information available to the public as part of its normal business activities.

The Office of the Commissioner of Police (OCP) will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.



2. Information that may be withheld

The Office of the Commissioner of Police (OCP) will generally not publish:

- information in draft form;
- information that is not held by the Office of the Commissioner of Police (OCP) or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Act, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Act expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the OCP's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at <https://www.rcips.ky>. If you are still having trouble locating information listed under our scheme, please contact Information Manager, Mr. Raymond Christian at foi.pol@gov.ky or raymond.christian@gov.ky.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.



Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.pol@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call (345)936-2538 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Mr. Raymond Christian
Information Manager
RCIPS Headquarters
04th Floor, Royal Bank of Canada Building
24 Shedden Road, George Town
P.O. Box 909, Grand Cayman KY1-1103
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Mr. Raymond Christian at (345) 936-2538.

The OCP will adhere to its obligations under section 10 of the FOI Act, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the OCP is legally required to translate any information, it will do so.



4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The OCP strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The OCP will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the OCP has received your payment.

5. Requests for information outside the publication scheme

If you wish to make a request for information you should contact the Information Manager or submit a completed application form (Available at: https://ombudsman.ky/images/pdf/FOI_Request_Form.pdf) either via email to foi.pol@gov.ky or by post or hand delivered to any police building.

Requests must be in writing (letter, email or facsimile) and must include your name and an address (either postal or e-mail). Please be as specific as possible about the information you would like, as this will help us to respond promptly. Where possible, please include a contact telephone number so we can call to discuss your request if necessary.

We will respond to your request promptly. The Law requires public authorities to respond within 30 calendar days, allowing an extension of an additional 30 calendar days if needed. We will always acknowledge receipt of FOI requests made to the above address and we will let you know if we need to extend the deadline.

Information held by the OCP that is not published under this Scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.



For further information on how to make a request please visit the FOI section of the Ombudsman website (<http://www.Ombudsman.ky>). You can also download a copy of the standard FOI Request form at: https://ombudsman.ky/images/pdf/FOI_Request_Form.pdf however, the use of this form is not mandatory”.

6. Complaints

The OCP aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Mr. Raymond Christian by e-mail: Raymond.christian@rcips.ky or at (345)936-2538, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from <https://www.rcips.ky/complaints-against-police-officers>.

You have legal rights to access information under this scheme, and a right to complain to the Ombudsman if you are dissatisfied with our response.

Office of the Ombudsman
5th Floor, Anderson Square, 64 Shedden Road
George Town, Grand Cayman
PO Box 2252
Grand Cayman KY1-1107
CAYMAN ISLANDS
Email: info@ombudsman.ky
Telephone: +1 345 946 6283

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

Office of the Commissioner of Police (OCP)

Ministry

Office of the Commissioner of Police



Principle officer

Chief officer

Mr. Derek Byrne

RCIPS Headquarters
4th Floor, Royal Bank of Canada Building
24 Shedden Road, George Town
P.O. Box 909, Grand Cayman KY1-1103
Cayman Islands

Deputy Chief Officer (Seconded)

Ms. Nancy Barnard

RCIPS Headquarters
4th Floor, Royal Bank of Canada Building
24 Shedden Road, George Town
P.O. Box 909, Grand Cayman KY1-1103
Cayman Islands

Information manager

Mr. Raymond Christian

RCIPS Headquarters
4th Floor, Royal Bank of Canada Building
24 Shedden Road, George Town
P.O. Box 909, Grand Cayman KY1-1103
Cayman Islands
Tel. #'s: 936-2538 or 244-2905 (desk)
E-mail: Raymond.christian@rcips.ky
FOI e-mail: foi.pol@gov.ky

Organisation and Functions

The Office of the Commissioner of Police (“OCP”) was established to focus and align the policing, safety, and security resources of the Cayman Islands under a dedicated leadership and direction. The OCP is currently constituted of two departments – the Royal Cayman Islands Police Service (RCIPS) and the Cayman Islands Coast Guard (CICG).

The Royal Cayman Islands Police Service (RCIPS) is a single, national police service with a unified command structure. It is an unarmed service, with an armed response capability, that is mandated by statute to deliver the full range of police services across the Cayman Islands. Officers and personnel work in a variety of roles, including emergency response, road safety and enforcement, child protection, criminal investigation, intelligence, drug and firearm interdiction, border security, community outreach, finance and administration, and many others.

The Cayman Islands Coast Guard (CICG) is a uniformed and disciplined department of the OCP, responsible for maritime enforcement of local laws, coordination and delivery of all maritime



search and rescue response within territorial waters and internationally agreed search and rescue region (SRR), ensuring compliance with applicable international law, conventions and treaties relating to ensuring the safety of life at sea and pollution prevention, and criminal interdictions in territorial waters and on the high seas.

.P.O. Box 909, Grand Cayman KY1- 1103

Cayman Islands

Tel. #: (345)949-4222

Fax: (345)946-2418

Website: <http://www.rcips.ky>



Location, Hours and Matters Handled

Location and hours	Matters handled
Office of the Commissioner of Police Royal Bank of Canada Building, 4th Floor 24 Shedden Road, George Town +1 (345) 244-2900 MON - FRI - 8:30 AM to 5:00 PM	Strategic Planning Force command, management and supervision
Professional Standards Unit 71 Eastern Avenue Crown Square Plaza, George Town +1 (345) 945-4924 MON - FRI - 8:30 AM to 5:00 PM	Complaints against police officers Breaches of discipline and good conduct
Strategic transformation & Project Management Office Royal Bank of Canada Building, 4th Floor 24 Shedden Road, George Town +1 (345) 244-2900 MON - FRI - 8:30 AM to 5:00 PM	Policy Development
Data Protection & FOI Unit Royal Bank of Canada Building, 4th Floor 24 Shedden Road, George Town +1 (345) 244-2900 MON - FRI - 8:30 AM to 5:00 PM	Data breaches FOI requests Records Management
Training & Development Unit Governor's Square 23 Lime Tree Bay Avenue, West Bay +1 (345) 946-2012 MON - FRI - 8:30 AM to 5:00 PM	Police training for recruits Continuous professional personnel development for RCIPS staff
Finance Unit Royal Bank of Canada Building, 4th Floor 24 Shedden Road, George Town +1 (345) 244-2900 MON - FRI - 8:30 AM to 5:00 PM	Budgeting Purchases and Payments Payroll
Business Centre: Criminal Records Unit 71 Eastern Avenue Crown Square Plaza Unit B5, Georgetown +1 (345) 649-4924 MON - FRI - 8:30 AM to 5:00 PM	Police clearance certificates Police and traffic accident reports Traffic conviction records



<p>Business Centre: Firearms Licensing Unit 71 Eastern Avenue Crown Square Plaza Unit B5, Georgetown +1 (345) 649-4924 MON - FRI - 8:30 AM to 5:00 PM</p>	<p>Firearms and security licenses</p>
<p>Human Resources/ Professional Development Unit Royal Bank of Canada Building, 4th Floor 24 Shedden Road, George Town +1 (345) 244-2900 MON - FRI - 8:30 AM to 5:00 PM</p>	<p>Operational, administrative and strategic human resource management</p>
<p>Media & Communications Unit Royal Bank of Canada Building, 4th Floor 24 Shedden Road, George Town +1 (345) 244-2900 MON - FRI - 8:30 AM to 5:00 PM</p>	<p>OCP external and internal corporate communications</p>
<p>Estate Management & Administration Royal Bank of Canada Building, 4th Floor 24 Shedden Road, George Town +1 (345) 949-4222 MON - FRI - 8:30 AM to 5:00 PM</p>	<p>Facilities Management Fleet Management Inventory Management</p>
<p>Information Technology Royal Bank of Canada Building, 4th Floor 24 Shedden Road, George Town +1 (345) 949-4222 MON - FRI - 8:30 AM to 5:00 PM</p>	<p>Network Infrastructure Management Software Installation & Support Hardware & Electronic Equipment Maintenance and support</p>
<p>Justice Protective Investigative Protection Unit Royal Bank of Canada Building, 4th Floor 24 Shedden Road, George Town +1 (345) 244-2900 MON - FRI - 8:30 AM to 5:00 PM</p>	<p>Security and support of threatened persons , supplying testimonial evidence to the justice system, before, during, and after a trial</p>
<p>Cayman Islands Coast Guards 1101 Hirst Rd. Grand Cayman Cayman Islands +1 (345) 649-6722</p>	<p>Lifesaving efforts at sea, Detecting and interdicting drugs, firearms, and persons entering the jurisdiction illegally Providing marine support to other agencies</p>



<p>Community Policing Unit 69A Elgin Avenue George Town +1 (345) 949-4222 MON-FRI - 8:30 AM to 5:00 PM</p>	<p>Community engagement and policing</p>
<p>Traffic & Roads Policing Unit 31 Lindhurst Road, George Town +1 (345) 649-6254</p>	<p>Road Safety Road traffic law enforcement, Investigating traffic collisions</p>
<p>Project Management Unit 69A Elgin Avenue George Town +1 (345) 949-4222 MON-FRI - 8:30 AM to 5:00 PM</p>	<p>Natural and man-made disaster response Crowd Control Security of major events</p>
<p>Process & Case File Administration Unit 69A Elgin Avenue George Town +1 (345) 949-4222 MON-FRI - 8:30 AM to 5:00 PM</p>	<p>Preparing case file for submission to the DPP Processing case files returned by DPP Distributing warrants Issuing of police summons</p>
<p>GTPS 69A Elgin Avenue, George Town +1 (345) 949-4222</p>	<p>Providing 24-hour response to calls for service and the ongoing execution policing functions inclusive of investigating crime and maintaining law and order</p>
<p>WBPS 242 West Church Street, West Bay +1 (345) 949-3999</p>	
<p>BTPS 445B Bodden Town Road, Bodden Town +1 (345) 947-2220</p>	
<p>EEPS 460 Austin Conolly Drive, East End +1 (345) 947-7411</p>	
<p>NSPS 53 Hutland Road, North Side +1 (345) 947-2220</p>	
<p>CBPS Unit 6 Kirkconnell Office Centre 20 Kirkconnell Street, Cayman Brac +1 (345) 948-0331</p>	
<p>Unit 6 Kirkconnell Office Centre 20 Kirkconnell Street, Cayman Brac +1 (345) 948-0331</p>	



<p>LCPS 256 Spot Bay Road, Little Cayman +1 (345) 948-0100</p>	
<p>Police Detention Centre 73 Fairbanks Road, George Town Cayman Islands 949-7836</p>	<p>Processing and detaining persons who have been arrested, or are answering bail.</p>
<p>Government House & Courts Security 69A Elgin Avenue, George Town +1 (345) 949-4222 MON-FRI - 8:30 AM to 5:00 PM</p>	<p>Providing security to government houses and courts</p>
<p>Special Constabulary 69A Elgin Avenue, George Town +1 (345) 949-4222 MON-FRI - 8:30 AM to 5:00 PM</p>	<p>Providing volunteer support for regular officers during peak operational times Providing support for community functions and celebrations Assisting with policing duties as required</p>
<p>Firearms Response Unit 69A Elgin Avenue, George Town +1 (345) 949-4222 MON-FRI - 8:30 AM to 5:00 PM</p>	<p>Providing armed response by specialist officers of RCIPS to reported incidents</p>
<p>Air Operations Unit Island Air, 100 Roberts Dr, George Town, Cayman Islands. +1 (345) 244 - 6430/32 MON-FRI - 8:30 AM to 5:00 PM</p>	<p>Providing aerial support to units within the OCP Providing assistance to other law enforcement and government sanctioned agencies in execution of joint and emergency operations</p>
<p>K9 Unit 69A Elgin Avenue, George Town +1 (345) 949-4222 MON-FRI - 8:30 AM to 5:00 PM</p>	<p>Using skilled police dogs to assist in the execution of policing functions</p>
<p>Operational Support Unit 69A Elgin Avenue, George Town +1 (345) 949-4222 MON-FRI - 8:30 AM to 5:00 PM</p>	<p>Maintaining public order at large gatherings Riot control</p>
<p>General Criminal Investigations Unit 69A Elgin Avenue, George Town +1 (345) 949-4222 MON-FRI - 8:30 AM to 5:00 PM</p>	<p>Investigating Group A offences</p>



<p>Crime Task Force 1101 Hirst Rd. Grand Cayman Cayman Islands +1 (345) 649-7801</p>	<p>Investigating organized crime</p>
<p>Serious Crime Review Unit 69A Elgin Avenue, George Town +1 (345) 949-4222 MON-FRI - 8:30 AM to 5:00 PM</p>	<p>Investigating Group A offences when the immediate follow-up on all leads is most urgent and investigating cold case files</p>
<p>Family Support Unit Anderson Square, 2nd Floor 64 Shedden Road, George Town +1 (345) 649-9185</p>	<p>Domestic violence Cases Child protection cases</p>
<p>Crime Analysis Unit Royal Bank of Canada Building, 4th Floor 24 Shedden Road, George Town +1 (345) 244-2900 MON - FRI - 8:30 AM to 5:00 PM</p>	<p>Providing statistical, strategic and tactical analysis of crime for RCIPS</p>
<p>Records Management Unit 71 Eastern Avenue Crown Square Plaza, George Town +1 (345) 649-3013 MON-FRI - 8:30 AM to 5:00 PM</p>	<p>Management, storage and retrieval of case files</p>
<p>Witness Care Unit 71 Eastern Avenue, Crown Square Plaza George Town +1 (345) 649-3013 MON-FRI - 8:30 AM to 5:00 PM</p>	<p>Compiling confidential records of victims of a crime from agencies other than RCIPS</p>
<p>Scenes of Crime Unit 69A Elgin Avenue, George Town +1 (345) 949-4222 MON-FRI - 8:30 AM to 5:00 PM</p>	<p>Scientific examination of physical evidence to assist in legal and/or criminal investigations.</p>
<p>Joint Intellignect Unit 69A Elgin Avenue, George Town +1 (345) 949-4222 MON-FRI - 8:30 AM to 5:00 PM</p>	<p>Gathering, collating, analysing and disseminating criminal intelligence</p>



Financial Crimes Investigation Unit Royal Bank of Canada Building, 3rd Floor 24 Shedden Road, George Town +1 (345) 949-8797 MON - FRI - 8:30 AM to 5:00 PM	Financial Crimes investigations
Cayman Islands Bureau of Financial Crimes Investigations 3 Floor Anderson Square 64 Shedden Rd, George Town, Cayman Islands MON - FRI - 8:30 AM to 5:00 PM	Financial Crimes investigations linked to money laundering, the financing of terrorism, and fraud
Digital Forensics Hub 4 Floor Apollo House West 87 Mary Street, George Town, Cayman Islands MON - FRI - 8:30 AM to 5:00 PM	Forensic examination of digital devices



Boards and committees

Officer Safety Committee Chaired by D/Commissioner Attended by CI Inspectors, Sergeants & Constables	Meets once every 6 months RCIPS Conference Room	Minutes are not available to the public because they relate to police tactics, policies & procedures, training & equipment used
Police Association Overall Executives Insp. Rudolph Gordon - Chairman PS Sharon Lewis - Secretary PS Michelle Miller - Treasurer Sub-committee Branch Board A CI Brad Ebanks – Chairman Branch Board B Asst. DS Chase Legal Affairs/Public Relations PS Sharon Lewis	General meeting held once per year. Can call meetings as deemed necessary Internal accommodations	Minutes are not available to the public because the issues discussed relate to internal police operations as it affect officers
Police Welfare - PS 311 Cornelius Pompey – Chairman - PS 410 Karen Watson – Treasurer - PS 451 Dian Dyer – Assistant Treasurer	Meet every Thursday Welfare office Not open to the public	Minutes are not available to the Public because they relate to the personal welfare of Police Officers

Frequently asked questions

A list of frequently asked questions can be found on the RCIPS website under the URL <https://www.rcips.ky/faq/> and on the RCIPS website (<https://www.rcips.ky/>) under the How Do I menu

Employment Opportunities

A list of employment opportunities can be found on the RCIPS website (<https://www.rcips.ky/>) under the Opportunities menu.



About Us

Information about the OCP including the vision, mission, values, history and senior command team can be found RCIPS website (<https://www.rcips.ky/>) under the About Us menu.

Press Releases

OCP press releases are available on the RCIPS website under the URL <https://www.rcips.ky/news/>

STRATEGIC MANAGEMENT

Administering the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

The vision of the OCP is to maintain a peaceful country where communities and visitors feel safe and secure.

Our objective is to uphold the law fairly and firmly; to prevent and detect crime; to pursue and bring to justice those who break the law; to keep the peace and to protect, help and reassure the community with integrity, sound judgment and common sense.

We shall achieve our mission by focusing on performance, working with our partners, recognizing diversity and human rights and by being compassionate, courteous and patient in our work. We must be professional, calm and restrained when faced with violence, applying only such reasonable force as is necessary to accomplish our lawful duty. We will act with integrity, flexibility and commitment. We will strive to reduce the fears of the public and respond to well-founded criticism with a willingness to learn and change.

Governance

- Police Act (2021 Revision)
- Cayman Islands Coast Guard Act 2021
- Police (Emergency Powers) Regulations (SL 18 of 2004)
- Police (Information and Assistance to International Law Enforcement Agencies) Regulations (SL 73 of 2017)
- Police Regulations (1996 Revision)
- Police Service (Delegated Powers of the Governor) Regulations (SL 27 of 2021)
- Bail Act (2015 Revision)
- Cautions (Adult) Act (Act 5 of 2017)
- Computer Misuse Act (2015 Revision)
- Criminal Procedure Code (2021 Revision)



- Explosives Act (2008 Revision)
- Firearms Act (2008 Revision)
- Fraudulent Dispositions Act (1996 Revision)
- Litter Act (1997 Revision)
- Misuse of Drugs Act (2017 Revision)
- Penal Code (2022 Revision)
- Proceeds of Crime Act (2020 Revision)
- Proliferation Financing (Prohibition) Act (2017 Revision)
- Public Order Act (1997 Revision)
- Terrorism Act (2018 Revision)
- Towns and Communities Act (1995 Revision)
- Trafficking in Persons (Prevention and Suppression) Act (2015 Revision)
- Youth Justice Act (2021 Revision)
- Traffic Act (2021 Revision)

CORPORATE MANAGEMENT

Strategic Plan

- RCIPS Three Year Strategic Policing Plan 2021-2023

https://www.rcips.ky/upimages/OrganizationalDepartment/RCIPS_Strategic_3_Year_Plan1607463660.pdf

Annual Reports

- OCP Annual Report 2020

Copies can be obtained upon request from the Information Manager by sending an email to foi.pol@gov.ky.

Statistics

- Crime and Traffic Statistics for 2021. Available at: <https://www.rcips.ky/crime-info/crime-statistics/>

Business Continuity

- OCP Continuity of Operations Plan
- OCP Hurricane Contingency Plan

Finance & Administration

Administering the authority's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial management

- Annual budget
- Financial Statements
- Chief Officer expenses



- Payroll
- Receivables & payables
- Bail bond

Administration

- Press releases
- Organisational structure
- Career opportunities
- Staff pay and grading structures
- Training and development program reports
- Recruitment Programs reports
- Vehicle Database
- Vehicle Inspection Reports
- Vehicle Insurance & Claims
- Building Inspection Reports
- Equipment Inspection Reports
- Maintenance Schedules
- Vehicle Accident Reports
- Annual cost of maintenance of RCIPS' vehicles
- Inventory Lists
- Software Licences
- System Logs
- Police radios maintenance reports
- Systems and Equipment repairs logs
- Armoury log books

POLICIES & PROCEDURES

- Attendance Management Policy
- Close Protection Officer Policy
- Code of Conduct and Objective
- Code of Ethics
- Email Policy
- Gas Card Policy
- Management Self Inspection Policy
- Media Relations Policy



- Policy on The Acceptance of Hospitality & Gifts
- Promotion Policy
- Victim Care Policy
- Airport Duty Sop
- Anti-Bullying Harassment and Discrimination Policy
- Arrest Policy & Procedures
- Career Break Policy
- Cash Seizure Policy
- Cayman Code A- Search of Persons
- Cell Block Policy & Procedures
- Command On – Call Policy
- Community Impact Assessment Policy
- Corporate Branding and Style Guide
- Corporate Sponsorship Policy
- Criminal Records Policy
- Critical Incident Policy
- Data Protection Policy
- Disposal of Evidence Policy
- Domestic Violence Policy
- Drug and Alcohol Abuse Policy
- Drug Court Referral Scheme Policy
- Earned Leave Policy
- Electronic Monitoring Policy
- Email Signature Policy
- Fatal Collision Policy
- Health & Safety Policy
- High Risk Incident Response
- Information for Local Applicants (Police Clearance/Records)
- Information for Overseas Applicants (Police Clearance/Records)
- Interview Policy
- Investigation of Police Involved in Lethal Incidents & Aftercare of Officers Involved in Traumatic Incidents
- Issue and Control of Police Radios & Related Equipment Policy
- JMU Firearm Policy Final
- Letter Writing Policy
- Missing Person Policy
- Officer Safety Policy
- Officer Travel Policy
- Official Notebook Policy
- Operational Use of Taser Policy
- Police Detainee Transport & Vehicle Search Policy
- Police Pursuit and Use of Service Vehicle Policy
- Police Requisition Policy
- Prisoner Handcuffing, Search & Transport Policy& Procedures
- Prisoner Handling Policy & Procedures
- Radio Discipline Policy
- Reward and Recognition Policy
- Safety Equipment Policy
- School Resource Officer Policy
- Senior Constable Policy
- Senior Constable Policy
- Sexual Harassment and Discrimination Policy
- Standard of Appearance & Dress Code Policy
- Sudden Death Policy
- Take – Home Vehicle Policy and Procedures
- Training & Development Policy
- Uniform Shift Policy
- Use of Force Policy
- Vehicle Collision Investigation Policy
- Personal Social Media Usage Policy



INTERNAL DECISIONS & RECOMMENDATIONS

Name	Meetings	Minutes
GOLD Meetings	Discusses: Policing activities and operations	Minutes are not available to the public because they are intelligence related to OCP's strategic operations
Resource Meeting	Meets once quarterly. Discusses: Establishment & strength of Service Recruitment Discipline	Not available to the public
Quarterly Management Meetings	Meets once quarterly. Discusses: Budget HR Organisation strategies & development	Not available to the public
Commanders meeting/ Tasking & Co-ordinating	Meets bi-weekly. Discusses: Tactical options Staffing Tasking Crime trends Proactive policing Tasking resources	Not available to the public
Firearms Strategy Group	Meets monthly. Discusses: Strategies in relation to firearms	Not available to the public
Hurricane Meetings	Meets monthly six months per year – June 01 st – Nov 30 th Discusses: security arrangements, sheltering, deployment, roles, equipment, staffing, officers/families' welfare	Some information may be available to the public
Traffic Management Advisory Panel	Advising the Governor in Cabinet on Road Traffic matters	Available to public



LISTS & REGISTERS

- List of firearm users (not available to the public)
- List of security guards & security companies (names of companies & security guards are not available to the public)
- List of RCIPS' vehicles (registration numbers are not available to the public)
- List of marine assets
- Police Auction List
- FOI disclosure log

Copies can be obtained upon request from the Information Manager by sending an email to foi.pol@gov.ky.

OUR SERVICES

The OCP is currently constituted of two departments – the RCIPS and the CICG. In addition to the organization of the policing departments and Cayman Islands Coast Guard, the overall administration of the organization is considered to be OCP Management.

Policing Departments

- **Uniform and District Operations** – Provide general shift policing by uniformed officers, response to 24 hours calls for service, traffic enforcement, community policing and general policing duties of officers assigned to police stations.
- **Uniform Specialist Operations** – Perform specific policing duties that require specialized training and skills by the officers who execute them such as Air operations and canine unit.
- **Criminal Investigations** – A range of units within the RCIPS which pursue investigations into serious crimes, that includes all offences likely to be heard by the Grand Court.

Coast Guard

- **Maritime enforcement** of local laws
- **Coordination of all maritime search and rescue response** occurring within the territorial sea of the Islands and the Islands' internationally agreed search and rescue region;
- **Delivery of maritime search and rescue response** occurring within the territorial sea of the Islands and the Islands' internationally agreed search and rescue region (SRR)
- **Ensuring compliance with applicable international law, conventions and treaties** relating to ensuring the safety of life at sea and pollution prevention; and
- **Enforcing local laws and applicable international law, conventions and treaties** addressing the prevention, detection and disruption of illicit activity within the territorial sea of the Islands or on the high seas, provided that the enforcement does not extend into the



territorial waters of another jurisdiction or breach the established protocols of any applicable international law, convention or treaties.

Management

- **Administration** - Performs the strategic and functional management of the organization. OCP Management includes finance and business administration, human resources, media and communications, estate management and strategic management.
- **Business units** - Comprises of the Criminal Records Office and Security and Firearms Licensing Unit.

More information on the services offered by the OCP can be found on the website <https://www.rcips.ky/> under the Units section.

Licensing; Applications; Registration and Forms

All of the forms above can be downloaded or completed online via the URL <https://www.rcips.ky/forms/>

Reports/Certificates

- Application for a Police Clearance Certificate
- Application for Police Report Form (for all incidents EXCEPT Traffic Accidents)
- Application for Traffic Clearance Certificate
- Application for Traffic Accident Report

Firearms/Weapons Licensing

- Firearm Application Form A - Firearm
- Form B - Importation/Re-importation Of Firearms, Parts and Ammunition
- Application Form to Renew A Firearm License
- Application for Appeal - Firearms
- Application for Bow and Arrow
- Application for Ballistic Vests

Security Licensing

- Application for Security Guard's License
- Renewal Application for Security Guard's License
- Application for Security Business License To be issued To an Individual
- Renewal Application for Security Business License to Be Issued to An Individual



- Application for Security Business License to Be Issued to A Corporate Body
- Renewal Application for Security Business License to Be Issued to A Corporate Body
- Application for Security Technician's License

Road Event Requests

- Public Procession Application Form
- Motor Racing on Roads Form

Recruitment

- Local Officer Recruitment Form - Available at: <https://www.rcips.ky/employment-application-form>
- Experienced Officer Recruitment Form: Available at: <https://www.rcips.ky/experienced-officer-recruitment>
- Special Constable Recruitment Form: Available at: <https://www.rcips.ky/special-constabulary-application-form>