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## GRENADA

STATUTORY RULES AND ORDERS NO. 15 OF 2021

THE COMMISSIONER OF POLICE IN EXERCISE OF THE POWERS CONFERRED ON HIM BY SECTION 7(4) OF THE POLICE ACT CAP. 244 AND SECTION 89(3) OF THE CONSTITUTION OF GRENADA HEREBY MAKES THE FOLLOWING REGULATIONS—

(Gazetted 26th February, 2021).

**1. Citation.** These Regulations may be cited as the—

POLICE (PROMOTIONS) REGULATIONS, 2021.

**2. Definitions.** In these Regulations—

“accelerated promotion” means a promotion in accordance with the system established under regulation 17;

“closing date” means the final date for the receipt of applications for promotion;

“Commissioner” means the Commissioner of Police or Chief of Police;

“Field of Promotion” means the qualifying period of service required in the respective ranks for an officer to be considered for promotions as outlined in the criteria for promotion;

“Minister” means the minister with responsibility for national security;

“officer” means a member of the Royal Grenada Police Force;

“performance appraisal” means the process by which an officer’s performance is evaluated in accordance with these Regulations and the appraisal approved by the ministry responsible for the public service;

“Police Force” means the Royal Grenada Police Force established under the Police Act Cap. 244;

“promotion” means the conferment of a rank upon an officer in the Police Force to which is attached a higher salary scale or grade than that attached to the rank to which he was substantively appointed;

“Promotion Reserved List” means the Promotion Reserved List under regulation 14;

“Promotion Results List” means the Promotion Results List under regulation 11 (10);

“Promotion Selection Board” means the board established pursuant to regulation 5;

“Senior Staff Officer” means an officer who is charged with the responsibility of managing the daily administrative activities of the Royal Grenada Police Force Headquarters;

“suitably qualified officer” means an officer who has met the criteria for promotion to the rank of Corporal, Sergeant or Inspector.

**3. Application of Regulations.**—(1) These Regulations shall apply to the promotion of officers of the Police Force of or below the rank of Sergeant.

(2) When so required by the Public Service Commission, the Commissioner may make a recommendation on the promotion of an officer to the rank of Inspector in accordance with the established criteria for promotion.

**4. Promotion of officers.** The Commissioner may, on the recommendation of the Promotion Selection Board, promote an officer of the Police Force up to the rank of Sergeant in accordance with these Regulations.

**5. Promotion Selection Board.**—(1) The Commissioner shall, after consultation with the Minister, appoint a Promotion Selection Board for the purposes of these Regulations comprising five (5) members as follows—

- (a) the Assistant Commissioner of Police responsible for human resources or any other Assistant Commissioner of Police so nominated;
- (b) a representative from the private sector knowledgeable in human resource management;
- (c) the Permanent Secretary with responsibility for Public Administration or the Senior Administrative Officer within the Ministry responsible for Public Administration;

- (d) a retired Assistant Commissioner of Police or officer of higher rank; and
- (e) an attorney-at-law with at least ten (10) years of experience in the profession.

(2) The Commissioner shall appoint from the members under subsection (1) a Chairperson who shall preside at every meeting, and in the absence of the Chairperson the members present shall elect one of their members present to preside as Chairperson of the meeting.

- (3) The secretary to the Board shall be the Senior Staff Officer.

**6. Powers and functions of the Promotion Selection Board.**—(1) The Promotion Selection Board shall, subject to these Regulations, regulate its own procedure.

- (2) The Promotion Selection Board shall be responsible for—

- (a) overseeing the assessment procedure;
- (b) selecting suitable candidates for promotion within the Police Force from among officers who have applied to be promoted; and
- (c) making recommendations to the Commissioner on the promotion of officers.

(3) The Promotion Selection Board shall have regard to the following guiding principles in carrying out its functions under these Regulations—

- (a) the promotion of officers should be based upon merit and competence;
- (b) the selection process should be fair, consistent and objective;
- (c) the selection criteria should be performed in accordance with regulation 10;
- (d) the selection criteria and selection process should, without exception, be applied uniformly;
- (e) there should be equal opportunity for all officers regardless of age, sex, religion or marital status.

**7. Minimum standards.** The Commissioner shall publish annually or as frequently as necessary in Police Force Orders the training programmes which shall constitute the minimum training requirements for the purposes of the criteria for promotion.

**8. Vacancies.**—(1) A notice of vacancies shall be issued at least one (1) month prior to the commencement of the selection process to every police station, unit and department of the Police Force in the form provided in Schedule I.

(2) The officer-in-charge of each police station, unit or department of the Police Force shall ensure that the notice of vacancies under subregulation (1) and criteria for promotion is brought to the attention of all officers under his or her command as soon as reasonably practicable.

(3) An officer who wishes to be promoted in accordance with these Regulations shall forward an application for promotion to the Senior Staff Officer, in the form prescribed in Schedule II.

**9. Management of vacancies.**—(1) Promotions to fill temporary and permanent vacancies will be subject to guidelines on the management of vacancies in force at that point in time.

(2) Where a temporary vacancy arises as a result of—

- (a) an officer proceeding on vacation for a period exceeding twenty-eight (28) calendar days; or
- (b) an officer being absent for any other reason for a period exceeding twenty-eight (28) calendar days,

an officer may be selected from the Promotion Reserved List to fill that temporary vacancy by the Commissioner upon the recommendation of the commanding officer. Such an appointment shall be considered a temporary appointment, subject to reversion, with the return of the officer to his or her substantive position.

(3) Permanent vacancies shall be managed in accordance with regulation 10.

**10. Criteria and eligibility for promotion.**—(1) Subject to the provisions of these Regulations, an officer's eligibility for promotion shall be based on an assessment of the officer's performance, disciplinary record, qualifications, length of service, level of training and record of attendance.

(2) If at the time of commencement of the promotion process an officer is subject to any disciplinary proceedings, the promotion of that officer shall be suspended until the determination of the proceedings.

(3) Where an officer is the subject of any of the disciplinary actions specified below, the officer shall not be eligible for promotion for the specified period as follows—

- (a) reduction in rank: a period of two (2) years;
- (b) a fine: a period of one (1) year; or
- (c) a reprimand: a period of six (6) months.

(4) The specified period established under subregulation (3) shall begin to run from the date of determination of the disciplinary action.

(5) Where an officer is subject to any of the disciplinary actions referred to in subregulation (3) more than once within a consecutive period of three (3) years, the period of ineligibility for promotion shall be doubled in each case.

(6) To be eligible for promotion under these Regulations, an officer must have attained the following—

- (a) the required cumulative score set by the Commissioner in his or her performance appraisal for the two (2) consecutive years immediately preceding the closing date of the promotion period; and
- (b) the minimum criteria relating to length of service, qualifications and competency for the rank to which he or she wishes to be promoted which includes—
  - (i) in respect of Constables, not less than four years' continuous service in their rank; and
  - (ii) in respect of subordinate officers, not less than two years' continuous service in their rank.

**11. Assessment procedure.**—(1) For promotion within the Police Force, an officer is required to—

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- (a) sit a written promotion examination designed to test an individual's knowledge, understanding and application of laws, police functions and procedures; and
  - (b) undergo a promotion selection assessment.
- (2) The promotion examination in subregulation (1) (a) shall be in four grades—
- (a) Grade 1 – Open to all Constables in the Field of Promotion;
  - (b) Grade 2 – Open to all Corporals in the Field of Promotion;
  - (c) Grade 3 – Open to all Sergeants in the Field of Promotion; and
  - (d) Grade 4 – Open to all Cadet Officers in the Field of Promotion.
- (3) A promotion selection assessment under subregulation (1) (b) shall consist of—
- (a) a practical test;
  - (b) a competency-based interview; and
  - (c) a scenario-based team exercise.
- (4) The Promotion Selection Board shall provide guidelines to be used by the Commissioner in preparing the promotion examination, the practical test, the scenario-based team exercise and the competency-based interview for each rank.
- (5) The Promotion Selection Board and the Commissioner may utilize the services of any division, unit or department of the Police Force or other expertise within the public service or the private sector to establish an examination committee for the purposes of these Regulations.
- (6) The examination committee shall set and administer the examination and assign a grade to each candidate.
- (7) The competency-based interview shall be conducted by a panel of the Promotion Selection Board, consisting of not less than three (3) members.
- (8) The competency-based interview shall assess the values and competencies of an officer against the competencies established for the rank to which the officer



wishes to be promoted, as specified in the Schedule of Competencies to be specified by the Commissioner.

(9) The Promotion Selection Board shall collate all scores, ratings and results for each officer and prepare a Promotion Results List containing the following—

- (a) a statement that the officers named in the list are not the subject of disciplinary proceedings or subject to disciplinary action;
- (b) the performance appraisal rating of each officer for the two (2) consecutive years immediately preceding the closing date;
- (c) each officer's length of service, qualifications, competency and record of attendance;
- (d) each officer's examination results;
- (e) each officer's rating from the promotion selection assessment; and
- (f) the total and average score for each officer.

(10) The Promotion Selection Board shall submit the Promotion Results List under subregulation (9) to the Commissioner with its recommendations for promotion to the vacant positions within the Police Force.

(11) The Commissioner shall consider the recommendation of the Promotion Selection Board and effect promotions accordingly.

**12. Minimum acceptable score.**—(1) An officer who fails to attain the minimum acceptable score for promotion shall be advised of his or her areas of weakness and agree to participate in a professional training programme proposed by the department or divisional head.

(2) Where at the end of the promotion process there are more officers who have attained the minimum acceptable score for promotion than there are vacancies, the vacancies shall be filled by the officers who have scored the highest and in the event of a tie, the officer who is comparatively senior in service shall be considered.

(3) For the purposes of subregulations (1) and (2), the minimum acceptable score for promotion is an average score of sixty percent (60%) of the promotion examination and the promotion selective assessment.

**13. Publication of Promotion Results List.** Upon completion of the promotions process, results shall be published as a Police Force Order.

**14. Promotion Reserved List.**—(1) Where an officer has attained the minimum acceptable score for promotion but cannot be promoted on account of limited vacancies, the officer's name and total score shall be entered on the Promotion Reserved List prepared for that purpose, which shall remain in force until the next promotions procedure commences and a new list is compiled.

(2) An officer whose name is on the Promotion Reserved List shall be eligible to be selected to fill a vacancy, should one arise during the period that his or her name is on the said list.

(3) Notwithstanding subregulation (2), where an officer on the Promotion Reserved List—

- (a) subsequently becomes the subject of criminal proceedings before the Court;
- (b) subsequently becomes the subject of disciplinary action; or
- (c) fails to continue to perform satisfactorily, in the view of his or her supervisor,

that officer shall not be considered to fill a suitable vacancy and shall be removed from the Promotion Reserved List unless the matter is resolved in his or her favour.

(4) An officer whose name has been entered on the Promotion Reserved List shall not be required to resit the written examination until the expiration of four (4) years from the date of the initial assessment.

**15. Exemption in special cases.** In cases of specialised employment critical to the viability and professional efficacy of the Police Force or in special circumstances, the Commissioner may promote any subordinate officer or Constable without requiring him or her to qualify for promotion under these Regulations.

**16. Appeals.**—(1) Upon publication of the Promotions Results List, an officer aggrieved by the promotion process may appeal to the Commissioner in the form prescribed under Schedule III.

(2) An appeal must be lodged with the Office of the Commissioner within fourteen (14) calendar days of the date on which the Promotions Results List was published and must be accompanied by—

- (a) a statement of the grounds of appeal; and
- (b) any supporting evidence.

(3) The Commissioner, after considering the merits of the appeal, may—

- (a) initiate a review of the appellant's promotion results;
- (b) issue directions with respect to the further processing of the appeal; or
- (c) dismiss the appeal.

(4) For the purposes of subregulation (3), the Commissioner may empanel a review team which shall not comprise persons who have been appointed to the Promotion Selection Board pursuant to regulation 5.

(5) When empanelled, the review team shall conduct an investigation to determine the merits of the appeal lodged and shall make a recommendation to the Commissioner on the basis of its findings.

(6) The Commissioner, after conducting the review, may—

- (a) confirm;
- (b) vary; or
- (c) substitute in part or in whole,

the appellant's promotion results.

(7) The Commissioner shall notify the appellant of the outcome of his or her appeal in writing, together with a statement of the reasons for the decision.

**17. Accelerated promotion.**—(1) Notwithstanding anything contained in these Regulations, the Commissioner may implement a system of accelerated promotion for suitably qualified officers.

(2) The Commissioner shall establish criteria and the procedure for the accelerated promotion of suitably qualified officers and shall notify all police stations, units and departments of the criteria and procedure so established.

(3) The Commissioner may invite suitably qualified officers to be considered for accelerated promotion.

**18. Repeal.** The Police (Promotions) Regulations, Chapter 244 is hereby repealed.

Signature..... Date.....

2021

Police (Promotions) Regulations

SRO. 15

FOR OFFICIAL USE ONLY

Received by ..... Date.....

Disciplinary Record .....

Certificates verified by .....

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SCHEDULE III

(Regulation 16(1))

**FORM OF APPEAL**

*\*An appeal must be lodged with the Office of the Commissioner no later than fourteen (14) days after the date of publication of the Promotions Results List.*

**Appeal No.      of 20**

Name of Officer: .....

Rank of Officer: .....

Police Number: .....

Address of Officer: .....

.....

.....

Contact Information: .....

An application was made in respect of a promotion to the rank of:

[   ]   Corporal

[   ]   Sergeant

[   ]   Inspector

Officer's Promotion Results:

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Date of date of publication of Promotions Results List: .....

Grounds for appeal:

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*(Provide a detailed description of how you have been aggrieved by the promotion process including any evidence you wish to have considered by the Commissioner. Use additional pages if necessary).*

I solemnly declare that all information contained in this form is true and correct.

Signature of Officer: .....

Date: .....

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Made by the Commissioner of Police this 15th day of February, 2021.

EDVIN MARTIN  
*Commissioner of Police.*

GRENADA