
CHAPTER 208**CORRECTIONAL SERVICES
CORRECTIONAL OFFICERS
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CHAPTER 208
CORRECTIONAL SERVICES**CORRECTIONAL OFFICERS
(CODE OF CONDUCT) RULES***S.I. 51/2014**[Commencement 18th August, 2014]*

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| <p>1. These Rules may be cited as the Correctional Officers (Code of Conduct) Rules.</p> | Citation. |
| <p>2. In these Rules —</p> <p>“Act” means the Correctional Services Act;</p> <p>“Commissioner” means the Commissioner of the Department of Correctional Services;</p> <p>“Department” means the Department of Correctional Services.</p> | <p>Interpretation.</p> <p>Ch. 208.</p> |
| <p>3. These Rules shall apply to subordinate correctional officers.</p> | Application of Rules. |

PART I - GENERAL PROVISIONS**APPOINTMENT AND PROBATION**

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| <p>4. (1) Correctional officers shall be appointed in accordance with the Act.</p> <p>(2) Where a correctional officer proves to be unsuitable during his period of probation, his service may be terminated by the Commissioner.</p> <p>(3) Promotions shall be approved by the Governor-General.</p> | <p>Appointment and termination.</p> |
| <p>5. (1) Correctional officers shall undergo such training during their probation and throughout their service as may be ordered by the Commissioner.</p> <p>(2) Every correctional officer shall be trained to understand the goals of the Department which are —</p> <p>(a) to provide a place of safe custody for persons on remand and those persons who have violated the law; and</p> | <p>Training during probation.</p> |

- (b) to provide a place for reformation and rehabilitation.

Record of service.

6. The Commissioner shall cause a record of service to be maintained in respect of every officer, in such form and containing such particulars as the Governor-General may from time to time approve.

RESPONSIBILITIES WHILE ON DUTY

Duties of correctional officers.

7. (1) The duties of a correctional officer are —

- (a) to ensure the safety and welfare of inmates;
- (b) to treat inmates in a manner that is firm, just, fair and humane;
- (c) to ensure that inmates do not escape;
- (d) to ensure that there is good order and discipline at all times among inmates;
- (e) to assist in the promotion of industrious and self improvement activities among inmates so as to promote rehabilitation; and
- (f) to perform such other duties as may be assigned from time to time.

(2) Every correctional officer shall strictly conform to and obey all rules and lawful orders issued by the Commissioner.

(3) Correctional officers shall read and ensure that they fully understand all Standing, Post and Administrative Orders issued.

Search of officers.

8. (1) Every correctional officer and servant of the Department shall upon entering or leaving a correctional facility be checked.

(2) An officer of the Department shall submit himself to be searched, when called upon to do so.

(3) Any officer —

- (a) below the rank of a principal officer, may be searched by a principal corrections officer;
- (b) above the rank of principal officer, must be searched by an Assistant Commissioner or above.

9. (1) A correctional officer responsible for stores shall be responsible for all tools and other Government property stored therein. Responsibility for tools, etc..

(2) The officer in charge of a store room shall keep a record of every article issued to a correctional officer while on duty.

(3) A correctional officer shall be liable to pay for any article committed to his charge for which he cannot satisfactorily account.

10. (1) Every correctional officer entrusted with keys, shall under no circumstances — Keys entrusted to officers.

- (a) leave the keys unguarded;
- (b) take the keys out of the Department; or
- (c) cause a copy to be made thereof.

(2) All keys shall be delivered to the Chief Corrections Officer or the officer in charge when leaving the Department.

11. Every correctional officer assigned to attend divine services with inmates, shall attend such services. Attendance at divine services.

- 12.** No correctional officer shall, while on duty — Prohibited acts while on duty.
- (a) leave the Department without permission;
 - (b) receive any visitor in the Department without the written permission of a senior officer;
 - (c) be relieved from duty to answer a telephone call on private business, unless the business is a case of emergency;
 - (d) on any account, enter the cell of any inmate during the night unless he is accompanied by another officer, and only then, in cases of illness or other emergency;
 - (e) enter an occupied cell during the day unless he is accompanied by another officer;
 - (f) on any pretext whatsoever, leave inmates that are entrusted to his care until he has received an audible and proper acknowledgement for them from the officer to whom he is handing over.

13. (1) A correctional officer shall, when relieving another officer — Changing shift.

- (a) point out to his successor all matters of special importance;

- (b) check over all tools or other articles committed to his care; and
- (c) pass on any orders he may have received during his shift.

(2) No correctional officer shall exchange hours of work with another officer unless authorised to do so by a senior officer.

Care of inmates in cellular confinement.

14. Every correctional officer assigned to inmates in cellular confinement shall —

- (a) pay special attention to such inmates and ensure that they are provided with the basic necessities;
- (b) ensure that the conditions under which such inmates live are hygienic;
- (c) visit such inmates at periodic intervals and not more than two hours apart.

Report of misconduct of an inmate.

15. Correctional officers shall make an immediate report to a senior officer of any misconduct or disobedience of lawful orders by an inmate.

Report of abuse.

16. Every officer or servant of the Department shall immediately communicate to the Commissioner or a senior officer any abuse or impropriety which may come to his knowledge.

Punishment of an inmate.

17. No correctional officer shall punish an inmate unless ordered to do so by the Commissioner, Deputy Commissioner or by an order of the court.

Relationships between officers.

18. (1) Correctional officers shall maintain among themselves professional and cordial relationships at all times.

(2) Under no circumstances shall the personal relationships between officers be allowed to interfere with their official duties.

CARE OF INMATES

Ill inmates.

19. Every correctional officer shall direct the attention of the Commissioner or a senior officer to any inmate, whether he complains or not —

- (a) who appears to suffer ill health; or
- (b) whose state of mind appears to be deserving of special notice and care.

20. No correctional officer shall strike an inmate except —

- (a) in self defense;
- (b) to protect the life or limb of any other person; or
- (c) where the officer is lawfully ordered to do so under the provisions of these Rules.

Striking of inmates.

21. Every correctional officer shall, without delay, inform the Commissioner or a senior officer of any inmate who desires to make a complaint or to proffer any request.

Officer to report when an inmate desires to make a complaint.

22. (1) No correctional officer shall —

- (a) identify an ex-inmate; or
- (b) give any information about an ex-inmate,

Giving information on ex-inmates.

to any person outside the Department.

(2) The Commissioner may, at his discretion, authorise any officer to furnish such information concerning ex-inmates as may be required by recognised law enforcement or rehabilitation agencies.

(3) Essential information may be authorised by the Commissioner to be communicated to any individual such as an employer who appears to be genuinely concerned with the rehabilitation of a particular ex-inmate.

ACCOMODATIONS AND UNIFORM

23. (1) Correctional officers shall occupy such quarters under such terms and conditions as may be assigned to them and shall within a reasonable time vacate such quarters when required to do so.

Living quarters.

(2) Where an officer dies while in service and his family resides in quarters with that officer, the family members of that officer shall within a reasonable time vacate such quarters when required to do so.

24. (1) Every correctional officer shall be provided with, and unless otherwise exempted by the Commissioner, wear uniforms and accoutrements as may be approved from time to time by the Governor-General.

Uniforms and accoutrements.

(2) All uniforms and accoutrements are the property of the Government and must be returned to stores on the resignation, dismissal or retirement of an officer.

(3) The value of any article not returned to stores shall be deducted from the officer's pay.

(4) Correctional officers shall keep all articles of uniforms and accoutrements in proper repair except when damaged in the execution of their duty, in which case repairs or renewal shall be at the public expense.

Wearing of uniform.

25. (1) Every correctional officer shall at all times while on duty ensure that his uniform is clean and in proper order.

(2) No correctional officer shall wear his uniform or portions of it, while off duty.

POSSESSION AND USE OF FIREARMS

Firearms.

26. (1) The Commissioner may order officers in charge of inmates within or outside any correction facility, or on patrol in the correctional facility compound either by day or by night, to carry a firearm.

(2) Every officer shall be instructed in the use of firearms prior to being authorised to carry a firearm.

(3) No correctional officer shall take a firearm out of the compound without the authority of the Commissioner or Deputy Commissioner.

Use of weapon.

27. (1) An officer may use a weapon issued to him against any inmate or person when that inmate or person —

- (a) is escaping or attempting to escape, provided that resort shall not be to the use of any such weapons unless such officer has reasonable ground to believe that he cannot otherwise prevent the escape, and unless such officer shall give a warning to such inmate that he is about to use such weapon against him, and such warning is unheeded;
- (b) is engaged in any combined outbreak or in any attempt to force or break open the outside door, gate, ceiling, roof, window or enclosure wall of the department and an officer may continue to use weapons so long as such combined outbreak or attempt continues to be prosecuted;
- (c) is using violence towards any correctional officer or other person, provided that resort shall not be had to the use of any such weapon unless such officer has reasonable ground to believe

that the correctional officer or other person is in danger of grievous bodily harm.

- (d) encounters any person during patrol of the correctional facility compound by day or by night, provided that resort shall be had to the use of such weapons unless such officer has reasonable ground to believe that such person has made an illegal or unauthorised entry into the correctional facility compound for the purpose of committing a crime, and that such officer's life is endangered by any action on the part of such person while apprehending him.

(2) No correctional officer shall, in the presence of any senior correctional officer, use any such weapon against an inmate or other person, as authorised under paragraph (1) except under the orders of such senior correctional officer.

(3) For the purpose of this rule, **“weapon”** includes a baton, pepper spray, rubber bullets or a firearm.

CONFLICTS OF INTEREST

28. Except by special permission of the Commissioner, no correctional officer shall be concerned in any trade or business or hold any other public office unconnected with the Department.

No other trade or business to be followed.

29. No correctional officer shall be allowed to have interest in any contract for the supply of any articles or service to the Department.

Interests in contracts.

30. (1) No correctional officer shall be debarred from voting in a General Election.

Voting at elections.

(2) Every correctional officer, who is a qualified elector, shall be excused from his duties, if necessary, for such period as may be authorised by the Commissioner, for the purpose of casting his vote.

31. No correctional officer shall —

Partisan work.

- (a) engage in partisan work in connection with any election; or
- (b) contribute, receive, or in any way deal with any money for any party funds.

LEAVE

Vacation leave.

32. (1) Correctional officers may be granted, subject to the exigencies of the service, vacation leave as provided under Part XI of the Public Service Act.

Ch. 39.

(2) Correctional officers on probation shall not be eligible for vacation leave.

Sick leave.

33. (1) Correctional officers shall be eligible for twenty-eight days sick leave per year.

(2) Sick leave in excess of the period mentioned in paragraph (1), may be granted at reduced pay by the Governor-General.

Illness or injury.

34. Any correctional officer who becomes ill or suffers an injury —

- (a) whilst on duty, shall immediately notify the Chief Corrections Officer in order that a substitute may be provided;
- (b) whilst off duty, shall have notice communicated to the Chief Corrections Officer at a reasonable time prior to the hour of commencement of his next tour of duty.

Report to
medical officer.

35. (1) A correctional officer who becomes sick shall report to a registered medical practitioner for examination immediately and such medical practitioner shall decide whether such officer is fit for duty or not.

(2) Any officer who has not been excused from duty by a medical practitioner and who absent himself from duty, will be liable to forfeiture of pay for the period of his absence.

(3) A correctional officer who is unfit for duty, and likely to be incapacitated for more than forty-eight hours shall submit a medical certificate from the medical practitioner in support thereof.

(4) Where an officer has been certified by a medical practitioner as being unfit for duty for a continuous period of twenty-one days or more, that officer shall report to the medical officer before the expiration of the twenty-one days.

(5) If at the end of three months, an officer is still absent from duty, the matter may be reported to the Governor-General, with the opinion of the medical officer,

for consideration of the officer's further retention in the service.

36. In addition to vacation leave, the Governor-General may, upon the recommendation of the Commissioner, grant leave of absence on half pay to a subordinate officer for such period as the Governor-General may deem fit, but in no case for a period exceeding the period of such officer's vacation leave.

Leave of absence.

37. Correctional officers retiring on pension, shall be eligible for three months preretirement leave on full pay to take effect immediately prior to the date of such retirement.

Pre-retirement leave.

PRIVATE ENGAGEMENTS

38. (1) The Commissioner shall approve the private engagement of any correctional officer for services rendered in the Band.

Private engagements.

(2) Any fee payable by any person for such services shall in accordance with Part A of the First Schedule be paid to the Commissioner and recorded in a register maintained for that purpose.

Part A, First Schedule.

(3) The Commissioner shall pay to each member of the Band who performed at the private engagement the fee set out in Part B of the First Schedule.

Part B, First Schedule.

(4) The amount of any fee paid remaining after deduction therefrom of the amount paid to the members of the Band shall be paid by the Commissioner into a fund for the purchase of equipment and maintenance of the Band's instruments.

(5) For the purposes of this rule —

“private engagement” means any engagement which is not of an official nature and which is organised by a private person or persons for private entertainment or profit;

“the Band” means the Correctional Officers Band.

STAFF ASSOCIATIONS

39. (1) Correctional officers may belong to an approved staff organisation through which representations

Approved staff organisation.

may be made to the Commissioner in matters relating to the conditions and welfare of officers as a group.

(2) If deemed necessary, representations in writing shall be forwarded by the Commissioner to the Minister.

(3) Matters affecting individual discipline shall not be the subject of such representation.

Representation.

40. A correctional officer may make representations at any time in any circumstances connected with his employment which are of personal concern.

TRANSFER AND RESIGNATION

Transfers.

41. A correctional officer at or below the rank of Assistant Commissioner may be transferred at any time —

- (a) from one unit to another; or
- (b) from one division to another,

on the order of the Commissioner.

Notice of resignation.

42. (1) A correctional officer wishing to re-engage or resign from the Department shall give one month's notice in writing to the Commissioner.

(2) Absence from duty subsequent to the giving of such notice shall disqualify the officer from pay, except when such absence is the result of some illness, accident or injury sustained while on duty.

(3) The Commissioner may, on receipt of notice of resignation, forthwith release the officer from further service and salary may be paid up to and including the last day of service.

PART II - OFFENCES AGAINST DISCIPLINE

OFFENCES

Offences against discipline.
Second Schedule.

43. An officer to whom these Rules apply, commits an offence against discipline if he does any act specified in Part A, B or C of the Second Schedule.

**PROCEEDINGS AGAINST OFFICER ALLEGED TO
HAVE COMMITTED OFFENCE**

44. (1) Where an officer is alleged to have committed an offence against discipline, the complaint against the officer shall — Charge sheets.

- (a) be investigated by an officer appointed by the Commissioner (hereinafter referred to as the “investigating officer”);
- (b) specify the particulars of the specific act or omission in respect of which the complaint is based; and
- (c) be entered on a sheet (“known as a charge sheet”) as soon as possible after consideration of the report on which the complaint is based.

(2) The investigating officer shall deliver the charge sheet to the accused officer as soon as possible and the officer shall be entitled to a copy of same.

45. (1) The accused officer shall, as soon as possible, and in any case not exceeding twenty-four hours following the receipt by him of the charge sheet, state in writing upon the charge sheet — Reply to charge by officer.

- (a) whether he admits or denies the charge; or
- (b) if he so desires, provide an explanation in reply to the charge,

and he shall return the charge sheet forthwith to the investigating officer.

(2) If the accused officer denies the charge, he may provide a note of the names of each person he desires to call as a witness on his behalf at the hearing of the charge.

(3) The Commissioner may, in particular cases, extend the time within which the reply of the accused officer to the charge is to be made, or the time within which the names of such witnesses are to be given.

46. (1) The hearing of the charge shall be by a Tribunal of no less than five senior officers headed by an Assistant Commissioner appointed by the Commissioner and any three officers so appointed shall constitute a quorum and a simple majority shall decide any matter being adjudicated. Hearing etc., of charge by tribunal.

(2) The accused officer shall be allowed to hear all the evidence given against him (which evidence shall, by

the direction of the Tribunal, be given on oath), to cross-examine the witnesses giving that evidence and to examine witnesses called in his defence.

(3) The Tribunal shall take or cause to be taken notes of the statements made in evidence or under examination or cross-examination, and of any statement made before him by the accused officer, and the notes shall be signed by the persons or officers by whom the statements are made.

(4) It shall be within the discretion of the Tribunal to admit additional witnesses or documents either in support of the charge or on behalf of the accused officer if it thinks that it is in the interests of justice to do so.

(5) All persons whose evidence it is proposed to lead at a hearing shall attend at the hearing and shall give evidence orally; provided that the Tribunal may accept a statement in writing signed by any such person in place of oral evidence by that person in the following circumstances —

- (a) where the said person is unable by reason of illness, infirmity or old age to be present at the hearing; or
- (b) where for any other reason it is impossible or impracticable to obtain the oral evidence of the said person and it appears to the Tribunal that it is in the interests of justice that the evidence of such person should be before them at the hearing.

(6) All possible steps shall be taken by the Tribunal to secure attendance at the hearing of persons whom it is proposed to call as witnesses either in support of the charge or on behalf of the accused officer, and any such persons who are members of the correctional service shall be ordered to attend at the hearing.

Assistance in
defence by
member of staff.

47. (1) To assist the accused officer in presenting his case to the Tribunal, he may receive the assistance of a member of the Department selected by him.

(2) The officer selected pursuant to paragraph (1), may —

- (a) advise the accused officer on all points;
- (b) suggest the questions to be put to the witness;
- (c) examine or cross-examine the witness;

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- (d) address the Tribunal on behalf of the accused officer.

48. (1) Upon the completion of a hearing, the Tribunal shall dismiss the charge or award one or more of the following disciplinary awards for the various categories of offences —

Disciplinary awards by the Tribunal.

- (a) Level One offences —
- (i) cautioning;
 - (ii) reprimand;
 - (iii) severe reprimand;
 - (iv) imposition of a fine not exceeding two hundred and fifty dollars;
 - (v) extra duty;
- (b) Level Two offences —
- (i) severe reprimand;
 - (ii) imposition of a fine not exceeding five hundred dollars;
 - (iii) imposition of extra duty up to twenty-four hours;
 - (iv) recommendation for the withholding of an increment;
 - (v) recommendation for the suspension at half pay for a period not exceeding six months;
 - (vi) recommendation for demotion;
 - (vii) recommendation for dismissal; and
- (c) Level Three offences —
- (i) imposition of a fine not exceeding one thousand dollars;
 - (ii) imposition of extra duty up to forty hours;
 - (iii) recommendation for the withholding of promotion;
 - (iv) recommendation for suspension at half pay for a period not exceeding one year;
 - (v) recommendation for demotion;
 - (vi) recommendation for dismissal.

(2) If the Tribunal considers that the circumstances necessitate a disciplinary award not within its power, the matter shall proceed in accordance with the Public Service Commission Regulations.

Record of
disciplinary
award.

49. (1) Any disciplinary award made by the Tribunal shall —

- (a) be entered on the charge sheet;
- (b) be shown to and initialled by the officer,

and the Tribunal shall cause the award to be entered in the officer's record of service.

- (2) When a charge is —
 - (a) dismissed by the Tribunal; or
 - (b) dealt with by way of a caution without the making of a disciplinary award,

no entry shall be made in the officer's record of service.

Appeal.

50. (1) An officer may appeal in writing to the Commissioner against the finding or the award of the Tribunal within seven days of the award.

(2) Where an appeal is duly lodged under this rule, the Tribunal shall forward forthwith to the Commissioner —

- (a) all the evidence taken on oath at the hearing;
 - (b) any notes taken by the Tribunal at the hearing;
 - (c) a written statement by the officer setting out the grounds of his appeal, together with the observations of the Tribunal thereon.
- (3) The Commissioner shall cause —
- (a) the Tribunal to be informed of the determination of the appeal;
 - (b) the appropriate entry, or deletion of an entry, to be made in the record of service of the officer.

(4) An officer may appeal the decision of the Commissioner to the Public Service Commission within seven days of the Commissioner's decision and the determination of the Commission shall be final.

Penalties.

51. (1) The following penalties may be imposed by the Governor-General acting on the recommendation of the Public Service Commission acting on the recommendation of the Commissioner, that is to say —

- (a) a fine of not less than three hundred dollars but not exceeding five hundred dollars;
- (b) special probation in accordance with rules 54 and 55 of these Rules for a period not exceeding twelve months;

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- (c) forfeiture of unpaid portion of pay during period of suspension, either in whole or in part;
 - (d) such other punishment as may be specified in the Public Service Commission Regulations.

(2) The decision of the Public Service Commission in all cases shall be final and binding upon all parties.

52. (1) Where an officer is charged with an offence and the Tribunal is of the opinion that the matter should be referred to the Public Service Commission, the Commissioner may suspend the accused officer from duty and any officer so suspended shall be entitled during the period of suspension to half pay only.

Suspension of officer from duty.

(2) Where an officer is charged in a court of law with a crime or offence under the criminal laws of The Bahamas, the Commissioner may suspend the accused officer from duty and any officer so suspended shall be entitled during the period of suspension to half pay only.

(3) On the termination of the period of suspension, whether by termination of service or reinstatement of the officer, one-half of his pay and allowances in respect of such period may, if the Public Service Commission so determines after consideration of all the circumstances of the case, be forfeited or remitted in whole or in part.

(4) Where the charge is dismissed, the officer shall receive, in respect of the period of suspension, the pay and allowances which he would but for the suspension have received, less the amount of any sums paid to him in respect of that period.

(5) Nothing in this paragraph shall affect the right of the Public Service Commission to enforce the recovery of any public moneys due from the officer.

(6) Except as otherwise herein provided, these Rules shall apply to an officer suspended from duty.

53. (1) The Commissioner shall report to the Public Service Commission any officer who, in the opinion of the Commissioner, is inefficient or on whom disciplinary awards are failing to secure improvement in the officer's conduct.

Report of unsatisfactory officer.

(2) Before submitting the report to the Public Service Commission, the Commissioner shall show it to the officer and it shall be initialled by him and the Commissioner shall, on submitting the report to the Public

Service Commission, attach any statement which the officer may wish to make in extenuation or explanation.

(3) The Public Service Commission on considering the report and any statement made by the officer and attached thereto, may recommend the Governor-General to caution the officer or order him to be placed on special probation for a period not exceeding twelve months.

Special probation
of officer.

54. (1) The object of special probation is to give an officer, in respect of whom there is doubt as to fitness to remain as an officer, an opportunity to show that he is capable of improvement.

(2) When an officer has been placed on special probation, the Commissioner shall at the end of the first three months and quarterly thereafter, transmit to the Public Service Commission a report on the conduct and efficiency of the officer and the report shall be shown to the officer by the Commissioner who shall add a note that he has done so on the report, and the note shall be initialled by the officer.

(3) At any time after the first three months of the period of special probation, the Governor-General may on the recommendation of the Public Service Commission, if on the consideration of the quarterly reports it appears that the officer is unlikely to become an efficient correctional officer, cause him to be warned that unless a marked improvement is shown on the next report, the Governor-General may remove him from office.

(4) Where the period of special probation is for less than twelve months, and the Public Service Commission in consideration of the final report is not satisfied that the officer has shown sufficient improvement, may by order extend the period of special probation up to the maximum period of twelve months and at the same time may, if necessary, cause the officer to be warned in the manner provided in the foregoing paragraph.

55. *Repealed.*

FIRST SCHEDULE

FEEES FOR PRIVATE ENGAGEMENT BY BAND

PART A

\$1,300.00 per hour or part thereof

PART B

APPORTIONMENT OF FEES

Director of Music	2 1/2%
Principal Corrections Officer/ Chief Officer	\$16.00 per hour or part thereof
Corrections Sergeant	\$12.00 per hour or part thereof
Corrections Officer	\$9.00 per hour or part thereof.

SECOND SCHEDULE

PART A

LEVEL ONE OFFENCES

1. While on duty uses obscene, abusive or insulting language to an inmate or to any member of the Department.
2. Wilfully or negligently damages or loses any article of clothing or personal equipment with which he has been provided or entrusted, or fails to take proper care thereof.
3. Neglects to report any damage to, or loss of, any article of clothing or personal equipment with which he has been provided or entrusted, however such damage or loss was caused.
4. Procuring or attempting to procure the intervention on his behalf of any person for the purpose of securing his own advancement in the Department, or the improvement of his personal position or of making charges against other officers.
5. Failing to wear the prescribed badge or identification of rank while on duty.

PART B**LEVEL TWO OFFENCES**

1. While on or off duty, borrows money from an officer (subordinate or junior in rank), or lends money to a superior officer, or becomes security for a superior officer raising a loan.
2. Smokes or drinks intoxicating liquor within a correction facility (except under such restrictions as may from time to time be ordered by the Commissioner), or while on duty in a court or in charge of inmates outside a facility.
3. While on duty or liable to be called upon for duty, is unfit for duty through drinking intoxicating liquors.
4. Displays insubordinate conduct by word or act towards any officer of the Department, whose orders it is for the time being his duty to obey.
5. Without good and sufficient cause, deliberately or negligently fails to carry out any lawful order, rule or regulation of the department of correction, whether it is in writing or not.
6. Neglects duty, by —
 - (a) falling asleep on duty;
 - (b) negligently, carelessly or otherwise inefficiently performing duties;
 - (c) carelessness or neglect in the course of his duty contributes to the occurrence of any loss, damage or injury to any person or property.
7. Fails to account for, or to make a prompt and true return of, any money or property for which he is responsible, whether in connection with the performance of his duties as a correction officer or as an official member or member of any club or fund connected with the facility or facility staff.
8. Unlawful or unnecessary exercise of authority, that is to say —
 - (a) deliberately acts in a manner calculated to provoke an inmate;
 - (b) uses force unnecessarily or unreasonably in dealing with an inmate;
 - (c) without proper authority or reasonable excuse, absent oneself without leave or being late for duty;
 - (d) absent from any parade or place of duty; or
 - (e) late for duty or parade.

9. While on duty, is out of uniform without authority or is untidy in his person, clothing or accoutrements.

10. Connives at or is knowingly an accessory to any offence against discipline.

11. Attempting to commit an offence against discipline.

PART C

LEVEL THREE OFFENCES

1. While on or off duty, acts in a disorderly manner or any manner prejudicial to discipline or likely to bring discredit on the correction service.

2. While on duty, assaults any other member of the Department.

3. Communicates with an inmate for an improper purpose.

4. Knowingly and for an improper purpose and without proper authority —

(a) carries out any pecuniary or business transaction with or on behalf of any inmate;

(b) brings into the facility or carries out of the facility, or attempts to bring in or carry out, or allows to be brought in or carried out, to or for any inmate any article whatsoever; or

(c) accepts any gift or consideration from any inmate, associate or relative of any inmate.

5. Knowingly solicits, accepts or receives any unauthorised fee, gratuity or other consideration in connection with his duties as a correctional officer.

6. Improperly uses his position as a correctional officer for his private advantage.

7. While on or off duty, is knowingly and unlawfully in possession of public property or of property belonging to any other member of the correction service or of property belonging to an inmate or to a friend or relative of any inmate.

8. Knowingly makes any false, misleading or inaccurate statement either orally or in any official document or book, or signs any such statement, or with intent to deceive destroys or mutilates any such document or book, or alters or erases any entry therein whether in connection with his duties as

a correctional officer or as an officer or member of any club or fund connected with the facility or the facility staff.

9. Without proper authority—
 - (a) divulges any matter which it is his duty to keep secret;
 - (b) shows to any person outside the correction service any book or written or printed digital or internet or intranet document, being property of the Department;
 - (c) communicates directly or indirectly to the press or to any person any matter which may have become known to him in the course of his duty as an officer;
 - (d) publishes any matter or makes any public pronouncement relating to the Department or inmates or the administration of the Department;
 - (e) allows any undue familiarity between an inmate and himself or any servant of the Department;
 - (f) knowingly and without proper authority, discusses his duties or any matters of discipline or the Department's arrangement within the hearing of an inmate;
or
10. While on duty, sexually harassing another person.