



**MINISTRY OF NATIONAL SECURITY
APPLICATION GUIDELINES
#150thStationFixUp**

The Ministry of National Security (MNS) will oversee the general improvement of all police stations as part of a general commemoration of the JCF 150th year celebrations and also as part of the Ministry's 5 Pillar Security Strategy to facilitate **Effective Policing**. This will be implemented under the auspices of the Ministry's project **#150thStationFixUp** during **June to November 30, 2017**.

The objective of the **#150thStationFixUp** is to contribute to improved morale and well-being of police officers while on duty. In addition, **#150thStationFixUp** aims to generate dialogue and partnership with critical community stakeholders and partners.

To this extent the Ministry invites all Divisional Commanders and Station Managers to submit requests for minor repairs to police stations in amounts not exceeding **Two Hundred and Fifty Thousand Dollars (J\$250,000.00)** using the provided application form.

All requests should be made using the prescribed application form and should be completed and submitted **ONLY** after discussion and agreement with the Justice of the Peace as well as the Community Safety and Security Divisional representative. Areas of repairs/improvement to be supported include:

- ❖ **Plumbing**
- ❖ **Painting**
- ❖ **Purchasing or Servicing of Air Condition Units**
- ❖ **Appliances (Items needed for the station)**
- ❖ **Landscaping**
- ❖ **Fencing**
- ❖ **General Repairs**

DECISION MAKING AND APPROVAL

1. A maximum of J\$250,000 may be provided for each project/service/repair work.
2. Projects should produce direct benefit to **ALL** police officers and or civilians serving at the station/section.
3. Projects **MUST** demonstrate participation and engagement of the Justice of Peace.
4. All projects must be supported by an estimate **verified** by the Justice of Peace and the Divisional Commander.
5. Each project should be awarded to and engaged by a single supplier/contractor (tradesman) at the community level.
6. Each supplier/contractor (tradesman) may engage in a maximum **of two** projects **ONLY**.
7. ALL Projects must address a clear problem supported by photographs
8. **“Before” photographs will be required prior to commencement and “After” photographs on completion of each project respectively.**



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APPLICATION PERIOD

ALL Applications for the **#150thStationFixUp** will be accepted during the period **June 1–August 31, 2017**. Applications received outside of the designated period will be addressed as a part of the general repairs request and may not be completed by November 2017.

Kindly submit application forms along with supporting documents (including photos and estimates) by hand and or email to:

Mr. Dennis Howell

Director

Building Projects and Equipment Branch

Ministry of National Security

5th Floor

2 Oxford Road, North Tower

Kingston 5

Email: Dennis.Howell@mns.gov.jm

Copied To: Tososaint.frankson@mns.gov.jm and Glenford.hudson@jcf.gov.jm

Electronic copies can be downloaded from the Ministry of National Security's website at www.mns.gov.jm and the Jamaica Constabulary Force's website at www.jcf.gov.jm via **#150thStationFixUp**. Hard copies of the application forms may be collected from the **JCF, Community Safety and Security Branch (JCF-CSSB) at 2 Oxford Road, Kingston 5 – NCB (South) Tower, 1st Floor**. Divisional Offices may also be contacted for application forms. Duplication of the form where possible is also encouraged.

August 4, 2017

Ministry of National Security