

# POLICE GENERAL ORDERS

## CHAPTER 4

### SALARIES AND ALLOWANCES

10/02

#### 4-04 Forfeiture of Salary

In addition to any deduction from salary which may be authorized by Civil Service Regulations, an officer shall be liable to forfeiture of salary as a punishment for a disciplinary offence. He shall also submit to such reasonable deductions as may be necessary to make good the cost of any article of the Government's property found deficient without good cause or damaged by want of care or improper use while in his charge and to any order made under Regulation 29 of the Police (Discipline) Regulations 1977.

2. Forfeiture of pay ordered as punishment and any deduction or order for payment referred to in paragraph 1 shall be passed to STA FC who shall issue a demand note to recover the amount or to arrange for deduction of the amount from the officer's salary or monthly pensions.

#### 4-05 Salaries - General

The final salary payment to an officer who has resigned, retired, completed the contract, been dismissed or had his services terminated, shall be effected by the STA FC when all deductions in respect of advances of salary, loans, fines, loss of kit or other debts due to the Government have been cleared.

14/12

#### 4-13 Administration of Technician Allowances

A police officer responsible for conducting tests to evaluate the technical standards of officers receiving technician allowances shall submit details of such tests to the Commissioner for approval and shall not make any variations to such tests without the Commissioner's approval in writing.

2. A testing officer shall adhere strictly to the standards laid down and fail an officer who does not achieve these standards.

3. When an outside authority is responsible for conducting the tests, the police officer responsible for making arrangements for tests shall inform the Commissioner regarding the results, unless they are sent directly to the Commissioner by the testing Department.

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4. A DC or an officer-in-charge of a Formation where officers drawing technician allowances are employed, shall be responsible for ensuring they maintain their technical efficiency:-

- (a) in the case of a bad driver, a DC or an officer-in-charge of a Formation will refer the case immediately to the FMTO who will decide whether the officer is fit to continue driving; and
- (b) in the case of any other officer receiving technician allowances whose technical standards have deteriorated, a DC or an officer-in-charge of a Formation will arrange for him to be re-tested by the appropriate authority as soon as possible.

03/04  
04/13  
01/16  
09/19

**4-28 Control and Payment of Allowances of a Continuing Nature**

The Authority for the payment of the following allowances shall be vested in the Formation Commanders as detailed below. Responsibility for the control and administration of these allowances are delegated to designated officers who shall be personally responsible for signing the allowance claim forms and ensuring correct payment.

<b>Formation</b>	<b>Authorizing Officer</b>	<b>Designated Officer</b>
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**Detective Allowance**

Crime Wing	ACP Crime	SEO Crime
Regions	SSP Crime Region	SEO Region
Security Wing	ACP S	EO S
C&IIB	CSP C&IIB	EO C&IIB
AIICC	ACP Ops	SP Ops
Special Investigation Team	ACP Ops	SP Crime MAR
ICTU	SSP ICTU	EO S
National Security Department	ACP NS	EO NS

**Crime Operational Duties Allowance**

Crime Wing	ACP Crime	SEO Crime
Regions	SSP Crime Region	SEO Region

**Remote Station Allowance**

MAR Region	SSP Admin MAR	SEO MAR
NTS Region	SSP Admin NTS	SEO NTS

**Special Duties Unit Allowance**

Special Duties Unit	ACP Ops	OC SDU
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03/09  
08/21

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**Extra Duties Allowances for the Disciplined Services (EDADS)  
(Driving)**

PHQ	FMTO	FMTO	03/11
Regions	RC	SEO Region	10/18
Crime Wing	ACP Crime	SEO Crime	
Security Wing	ACP S	EO S	
CTIS	ACP Ops	SP CTIS	
PTU	C PTU	SEO OPS	
PTU (POE 1)	ACP Ops	COY CDR PTU (POE 1)	
PTU (POE 2)	ACP Ops	COY CDR PTU (POE 2)	
PDU	ACP Ops	SP KPS	

**Extra Duties Allowances for the Disciplined Services (EDADS)  
(Marine)**

MAR Region	RC MAR	SEO MAR	
Special Duties Unit	ACP Ops	OC SDU	

**Extra Duties Allowances for the Disciplined Services (EDADS)  
(General)**

Police Dog Unit	ACP Ops	CIP PDU/CIP ADM SDU	18/13
SDU (Diving)	ACP Ops	OC SDU	

**Extraneous Duties Allowance (Supplementary Duties Level 1)  
EDA (SDL 1) - Driving Duties** 08/14

NTN Region	CEO P&G	SEO NTN	
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**Hardship Allowance (Obnoxious Duties)**

Districts	PCS	ADC Admin (or DEOs)	
Divisions	PCS	ADVC Admin	
Traffic Formations	PCS	EOs of Traffic Formations	03/04
Crime Formations	PCS	EOs of Crime Formations and EO P&E MAR	
OCTB	PCS	EO OCTB	
CCB	PCS	EO CCB	

**Laundry Allowance** 01/06  
04/13

Districts	DDC	DEO	
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**Bomb Disposal Duties Allowance** 14/12

EOD Bureau/EOD Cadre	ACP Ops	ACP Ops for SBDO and SBDO for other officers	
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2. The following officers will be responsible for immediately notifying their designated officers of eligibility and cessation of allowances:-

<b>Allowances</b>	<b>Officer responsible</b>
Crime Operational Duties	CIP Crime
Detective	CIP Crime
Driving	ADVC Admin
Marine	ADVC Admin
Remote Station	ADVC Admin
EDA (SDL 1) - Driving Duties	CIP Admin BORDIST

The Formation Commanders who do not have a CIP Crime or ADVC Admin shall nominate an officer not below the rank of Inspector to be responsible for these notifications.

3. To ensure correct payment of allowances, designated officers must give detailed explanations for any late submission of claims for consideration by STA FC.

04/13 4. These allowances are monthly allowances. Leave of any kind exceeding 30 consecutive days, and leave necessitating the granting of any allowance to another officer, shall result in forfeiture of an allowance. In these circumstances, a Multi-Purpose Allowance and Deduction Input Form (Pol. 390) shall be sent to the STA FC. The date of cessation of the allowance shall be the day on which the officer commenced his leave, or the day it was necessary to grant an allowance to another officer, whichever is appropriate.

5. Designated officers may delegate the clerical work concerned with these allowances but shall be personally responsible for the proper maintenance and checking of records, ensuring that orders and procedures are followed, and that there are no improper or double payments.

04/13 6. Once every year the STA FC shall forward an up-to-date list of officers drawing these allowances to their Formation Commanders who shall be required to certify that each officer is performing the duties which entitle him to the allowance(s). Each designated officer shall check the list submitted by Formations against his Technician Allowance Card (Pol. 387) and shall personally certify that it is correct.

7. The SPs responsible for District and Branch administration shall personally check, at least once every six months that the orders and procedures for control of salaries and allowances are being followed.

8. The designated officer will always ensure the total number of claimants does not exceed the allocation unless prior approval is sought.

14/12  
04/13 9. Payment of allowances of an ongoing nature will normally cease when an officer is undergoing an official course in excess of 30 days. There may, however, be occasions when due to the nature of the allowance, the officer's duties, or the type of course, it is appropriate for an officer to continue to receive the allowance. In the event of uncertainty, the designated officer responsible for administering the allowance should consult ACP P (SSP CS & D) for disciplined officers and PCS (CEO P&G) for civilian officers.

**4-29 Salaries and Allowances - Overpayments**

Formation Commanders shall notify PHQ Finance Division when officers either become, or cease to be, eligible for allowances in addition to their normal salaries and ensure that they receive the correct amount due to them.

2. Officers discovering that they have been overpaid shall bring the matter promptly to the attention of PHQ Finance Division through their Formation Commander.

3. When an officer is overpaid from any cause he will, in addition to any other proceedings that may be taken against him, be required to refund the amount in full.