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## No. S 123

### HOME TEAM CORPS ACT 2017 (ACT 32 OF 2017)

### HOME TEAM CORPS REGULATIONS 2018

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In exercise of the powers conferred by section 17 of the Home Team Corps Act 2017, the Home Team Corps Council, with the approval of the Minister for Education (Schools), makes the following Regulations:

## PART 1

### PRELIMINARY

#### **Citation and commencement**

1. These Regulations are the Home Team Corps Regulations 2018 and come into operation on 5 March 2018.

#### **Definitions**

2. In these Regulations, unless the context otherwise requires —

“Council” means the Home Team Corps Council established under section 5 of the Act;

“dependant”, in relation to a member, includes the parent or lawful guardian of the cadet;

“NCDCC cadet” means an individual enrolled under section 9 of the Act in the National Civil Defence Cadet Corps;

“NCDCC officer” means an officer or honorary officer of the National Civil Defence Cadet Corps appointed under section 7 of the Act;

“NCDCC officer-in-charge” means an NCDCC officer for the time being commanding a unit of the National Civil Defence Cadet Corps;

“NPCC cadet” means an individual enrolled under section 9 of the Act in the National Police Cadet Corps;

“NPCC officer” means an officer, honorary officer or honorary instructor of the National Police Cadet Corps appointed under section 7 of the Act;

“NPCC officer-in-charge” means an NPCC officer for the time being commanding a unit of the National Police Cadet Corps;

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“unit” means either a school unit or an open unit of the National Police Cadet Corps or National Civil Defence Cadet Corps, as the case may be.

## PART 2

### NATIONAL POLICE CADET CORPS

#### *Division 1 — Organisation*

#### **Enrolment as NPCC cadet**

3.—(1) A student of a school who —

- (a) is 12 years of age or older;
- (b) is in a secondary one or secondary two class or its equivalent; and
- (c) fulfils the requirements in section 9 of the Act,

may be enrolled as an NPCC cadet in a school unit.

(2) An individual who desires to be enrolled as an NPCC cadet under this regulation must —

- (a) make an application to the principal of the individual’s school in such form as the Commandant of the National Police Cadet Corps may require;
- (b) submit a written consent of the individual’s parent or lawful guardian to the individual’s enrolment as an NPCC cadet; and
- (c) make a declaration before the Commandant, Deputy Commandant or Assistant Commandant of the National Police Cadet Corps in such form or manner as the Commandant may require.

(3) An individual is enrolled as an NPCC cadet under this regulation for the duration of the period for which the individual is a student of a school, unless the NPCC cadet has been dismissed by the Commandant of the National Police Cadet Corps in accordance with section 10(2) of the Act or discharged under regulation 6.

(4) Where an individual who is enrolled as an NPCC cadet under this regulation ceases to be a student in a school, the individual may apply to the Commandant of the National Police Cadet Corps in writing for permission to continue to be enrolled as an NPCC cadet until the individual attains 22 years of age.

### **Transfer of NPCC cadet**

4. An NPCC cadet may be transferred at any time by the Commandant of the National Police Cadet Corps from a school unit to an open unit or from an open unit to a school unit.

### **Promotion of NPCC cadet**

5. The Commandant of the National Police Cadet Corps may promote an NPCC cadet up to the rank of Station Inspector in accordance with such criteria as may be determined by the Council.

### **Application for discharge from service as NPCC cadet**

6.—(1) The NPCC officer-in-charge of an NPCC cadet may approve an application by the NPCC cadet for the cadet's discharge from the National Police Cadet Corps.

(2) Where an NPCC cadet who applies for a discharge under paragraph (1) is a student of a school, the cadet's NPCC officer-in-charge must obtain the concurrence of the principal of the school that the NPCC cadet is enrolled before approving the application for discharge under paragraph (1).

### **Cadet Inspectors**

7.—(1) The rank of Cadet Inspector is created by the Council.

(2) Where an NPCC cadet has successfully completed any course of training approved by the Commandant of the National Police Cadet Corps, the Commandant may promote the NPCC cadet to the rank of Cadet Inspector.

(3) The badge of rank of a Cadet Inspector is worn on each shoulder strap with one pip (30 mm from corner to corner) of silver metallic thread 16 mm above a silver metallic strip 6 mm wide running breadthwise across the shoulder strap.

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(4) The appointment of a Cadet Inspector terminates when the Cadet Inspector is discharged from the National Police Cadet Corps.

### **Appointment of NPCC officer**

8. The Council may make recommendations to the Minister on the appointment and promotion of NPCC officers.

### **Revocation of appointment as NPCC officer**

9. The Council may recommend to the Minister that the appointment of an NPCC officer be revoked on the ground of any ill health of the NPCC officer or misconduct by the NPCC officer or for any other reason which appears to the Council to warrant revocation of the appointment.

### **Resignation from appointment as NPCC officer**

10.—(1) An NPCC officer may at any time resign from his or her appointment as an NPCC officer on the ground of age or ill health or for any other reason by a written notice to the Minister.

(2) A notice under paragraph (1) must be forwarded through the Commandant of the National Police Cadet Corps to the Minister.

### **Rank structure and badges of ranks**

11. The Council must determine the rank structure of the National Police Cadet Corps and the badges of rank to be worn by NPCC officers and NPCC cadets that, insofar as is practicable, must resemble those of the Singapore Police Force.

## *Division 2 — Administration*

### **Uniforms**

12.—(1) The Council must determine the uniform to be worn by all members of the National Police Cadet Corps that, insofar as is practicable, must resemble that of the Singapore Police Force.

(2) A member of the National Police Cadet Corps must be issued such uniforms and equipment free of charge as the Commandant of the National Police Cadet Corps may direct.

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(3) All uniforms and equipment issued to a member of the National Police Cadet Corps under paragraph (2) remain the property of the National Police Cadet Corps at all times.

(4) A member of the National Police Cadet Corps must not wear his or her uniform except when the member is on duty or undergoing training, or is proceeding to or from the place of duty or training.

(5) An individual who ceases to be a member of the National Police Cadet Corps must return all uniforms and equipment issued to the individual under paragraph (2) and must, unless the Commandant of the National Police Cadet Corps directs otherwise, pay for the cost of any uniform or equipment, or the replacement for any uniform or equipment, that the individual has failed to return.

### **Selection of persons to attend Probationary Inspectors' Basic Course**

**13.—**(1) A Selection Board is established to select individuals to attend a Probationary Inspectors' Basic Course.

(2) The Selection Board must consist of not less than 3 individuals, all of whom must be appointed by the Commandant of the National Police Cadet Corps.

(3) At least one member of the Selection Board established under paragraph (1) must be a representative from the Ministry of Education.

(4) The principal of a school may submit the names of suitable individuals on the teaching staff of the school, who are 19 years of age or older, for selection to attend the Probationary Inspectors' Basic Course established under paragraph (1).

(5) An individual on the teaching staff of a school or otherwise who has been selected under this regulation may attend the Probationary Inspectors' Basic Course, and upon the successful completion thereof, the Council may recommend to the Minister that the individual be appointed to the rank of Probationary Inspector or Probationary Honorary Inspector under section 7(1) or (2) of the Act, as the case may be.

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**Training and administration**

**14.**—(1) The Commandant of the National Police Cadet Corps must be assisted in the training and administration of the National Police Cadet Corps by such individuals appointed by the Commissioner of Police and the Permanent Secretary to the Ministry of Education.

(2) The Commandant of the National Police Cadet Corps is responsible for drawing up schemes of training for the National Police Cadet Corps.

**Medical examination**

**15.** The Commandant of the National Police Cadet Corps may require the following individuals to submit to a medical examination:

- (a) an individual who is enrolled as an NPCC cadet under regulation 3;
- (b) an individual who is selected to attend a Probationary Inspectors' Basic Course under regulation 13;
- (c) a member of the National Police Cadet Corps who is selected for any scheme of training drawn up under regulation 14.

**Appointment of NPCC officer-in-charge**

**16.**—(1) The Commandant of the National Police Cadet Corps must, acting upon the recommendation of the principal of the school in which a school unit is located or to which the unit is attached, appoint an NPCC officer-in-charge of that unit.

(2) The appointment of an NPCC officer-in-charge of an open unit is made by the Commandant of the National Police Cadet Corps.

**Duties of NPCC officer-in-charge**

**17.**—(1) An NPCC officer-in-charge is responsible to the Commandant of the National Police Cadet Corps for the discipline, training and welfare of the unit.

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- (2) An NPCC officer-in-charge must —
- (a) keep a register showing the names and number of the NPCC officers and NPCC cadets in the unit;
  - (b) keep records of the attendance of those NPCC officers and NPCC cadets at parades;
  - (c) keep proper custody and records of all uniforms, accoutrements, stores, equipment and arms issued to the unit;
  - (d) ensure that training is carried out in accordance with such training syllabi as the Commandant of the National Police Cadet Corps may prepare, and that all other activities the Commandant may, from time to time, organise are carried out; and
  - (e) keep the members of the National Police Cadet Corps informed of all rules, regulations, orders and instructions relating to the National Police Cadet Corps.

### **Certificates**

**18.**—(1) A membership certificate must be issued to a member of the National Police Cadet Corps when the member completes his or her term of service in the National Police Cadet Corps.

(2) A membership certificate must not be issued under paragraph (1) to any member of the National Police Cadet Corps who is dismissed or whose services are terminated on account of any misconduct or for any other reason which, in the opinion of the following renders such termination desirable:

- (a) the Council, if the member is an NPCC officer;
- (b) the Commandant of the National Police Cadet Corps, if the member is an NPCC Cadet.

### *Division 3 — Discipline*

#### **Summary proceedings against NPCC cadets**

**19.** Where an NPCC cadet in a unit is to be dealt with under section 11 of the Act for any misconduct, act or omission, a report in

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writing stating the particulars of the alleged misconduct, act or omission, and the witnesses to the alleged misconduct, act or omission must be made by the NPCC officer in immediate command of the NPCC cadet to the cadet's NPCC officer-in-charge.

### **Disciplinary action against NPCC cadets**

**20.** Where an NPCC officer-in-charge has made a complaint against an NPCC cadet in that unit for any disciplinary proceedings against the NPCC cadet for any misconduct, act or omission, the NPCC officer-in-charge, in cases not dealt with under section 11 of the Act, must not deal with the NPCC cadet, but must report the NPCC cadet to the Commandant of the National Police Cadets Corps, who may deal with the NPCC cadet in accordance with regulation 21.

### **Commencement of investigation**

**21.—(1)** On receiving a report made pursuant to regulation 20, the NPCC officer-in-charge or the Commandant of the National Police Cadet Corps, as the case may be, must, as soon as practicable, investigate into the alleged misconduct, act or omission.

(2) Before the NPCC officer-in-charge or the Commandant of the National Police Cadet Corps investigates into any misconduct, act or omission under paragraph (1), the NPCC officer-in-charge or the Commandant of the National Police Cadet Corps must explain to the NPCC cadet whose misconduct, act or omission is being investigated into, the allegations made against the NPCC cadet as stated in the report.

### **Manner of investigation**

**22.** An investigation under regulation 21(1) —

- (a) must be conducted in an informal manner in the presence of the NPCC cadet whose misconduct, act or omission is investigated into; and
- (b) must give the NPCC cadet an opportunity —
  - (i) to answer all allegations made against him or her;

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- (ii) to call persons who can give evidence in support of his or her answers; and
  - (iii) to cross-examine every witness and person making the allegations.

### **Report of incidents**

**23.**—(1) An NPCC officer-in-charge must, as soon as practicable, report to the Commandant of the National Police Cadet Corps in such form as the Commandant may direct, any incident resulting in any injury to or the death of a member of the National Police Cadet Corps in the unit if the injury or death arose out of or in the course of that member's training or duty.

(2) Where a report under paragraph (1) is made on an incident involving an NPCC cadet who is a student of a school, a copy of the report must be submitted to the principal of that school.

## PART 3

### NATIONAL CIVIL DEFENCE CADET CORPS

#### *Division 1 — Organisation*

### **Enrolment as NCDCC cadet**

**24.**—(1) A student of a school who —

- (a) is 12 years of age or older;
- (b) is in a secondary one or secondary two class or its equivalent; and
- (c) fulfils the requirements in section 9 of the Act,

may be enrolled as an NCDCC cadet in a school unit.

(2) An individual who desires to be enrolled as an NCDCC cadet under this regulation must —

- (a) make an application to the principal of the individual's school in such form as the Commandant of the National Civil Defence Cadet Corps may require;

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- (b) submit a written consent of the individual's parent or lawful guardian to the individual's enrolment as an NCDCC cadet; and
  - (c) make a declaration before the Commandant of the National Civil Defence Cadet Corps in such form or manner as the Commandant may require.

(3) An individual is enrolled as an NCDCC cadet under this regulation for the duration of the period for which the individual is a student of a school, unless the NCDCC cadet has been dismissed by the Commandant of the National Civil Defence Cadet Corps in accordance with section 10(2) of the Act or discharged under regulation 27.

#### **Transfer of NCDCC cadet**

**25.** An NCDCC cadet may be transferred at any time by the Commandant of the National Civil Defence Cadet Corps from a school unit to an open unit or from an open unit to a school unit.

#### **Promotion of NCDCC cadet**

**26.** The Commandant of the National Civil Defence Cadet Corps may promote an NCDCC cadet up to the rank of Warrant Officer in accordance with such criteria as may be determined by the Council.

#### **Application for discharge from service as NCDCC cadet**

**27.—(1)** The NCDCC officer-in-charge of an NCDCC cadet may approve an application by the NCDCC cadet for the cadet's discharge from the National Civil Defence Cadet Corps.

(2) Where an NCDCC cadet who applies for a discharge under paragraph (1) is a student of a school, the cadet's NCDCC officer-in-charge must obtain the concurrence of the principal of the school that the NCDCC cadet is enrolled in before approving the application for discharge under paragraph (1).

#### **Cadet Lieutenants**

**28.—(1)** The rank of Cadet Lieutenant is created by the Council.

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(2) Where an NCDCC cadet has successfully completed any course of training approved by the Commandant of the National Civil Defence Cadet Corps, the Commandant may promote the NCDCC cadet to the rank of Cadet Lieutenant.

(3) The badge of rank of a Cadet Lieutenant is worn on each shoulder strap with one pip (30 mm from corner to corner) of gold metallic thread 16 mm above a gold metallic strip 6 mm wide running breadthwise across the shoulder strap.

(4) The appointment of a Cadet Lieutenant terminates when the Cadet Lieutenant is discharged from the National Civil Defence Cadet Corps.

### **Appointment of NCDCC officer**

**29.** The Council may make recommendations to the Minister on the appointment and promotion of NCDCC officers.

### **Revocation of appointment as NCDCC officer**

**30.** The Council may recommend to the Minister that the appointment of an NCDCC officer be revoked on the ground of any ill health of the NCDCC officer or misconduct by the NCDCC officer or for any other reason which appears to the Council to warrant revocation of the appointment.

### **Resignation from appointment as NCDCC officer**

**31.—(1)** An NCDCC officer may at any time resign from his or her appointment as an NCDCC officer on the ground of age or ill health or for any other reason by a written notice to the Minister.

(2) A notice made under paragraph (1) must be forwarded through the Commandant of the National Civil Defence Cadet Corps to the Minister.

### **Rank structure and badges of ranks**

**32.** The Council must determine the rank structure of the National Civil Defence Cadet Corps and the badges of rank to be worn by NCDCC officers and NCDCC cadets, that, insofar as is practicable, must resemble those of the Singapore Civil Defence Force.

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*Division 2 — Administration***Uniforms**

**33.—**(1) The Council must determine the uniform to be worn by all members of the National Civil Defence Cadet Corps that, insofar as is practicable, must resemble that of the Singapore Civil Defence Force.

(2) A member of the National Civil Defence Cadet Corps must be issued such uniforms and equipment free of charge as the Commandant of the National Civil Defence Cadet Corps may direct.

(3) All uniforms and equipment issued to a member of the National Civil Defence Cadet Corps under paragraph (2) remain the property of the National Civil Defence Cadet Corps at all times.

(4) A member of the National Civil Defence Cadet Corps must not wear his or her uniform except when the member is on duty or undergoing training, or is proceeding to or from the place of duty or training.

(5) An individual who ceases to be a member of the National Civil Defence Cadet Corps must return all uniforms and equipment issued to the individual under paragraph (2) and must, unless the Commandant of the National Civil Defence Cadet Corps directs otherwise, pay for the cost of any uniform or equipment, or the replacement for any uniform or equipment, that the individual has failed to return.

**Selection of persons to attend Officer Basic Course**

**34.—**(1) A Selection Board is established to select individuals to attend an Officer Basic Course.

(2) The Selection Board must consist of not less than 3 individuals, all of whom must be appointed by the Commandant of the National Civil Defence Cadet Corps.

(3) At least one member of the Selection Board established under paragraph (1) must be a representative from the Ministry of Education.

(4) The principal of a school may submit the names of suitable individuals on the teaching staff of the school, who are 19 years of age

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or older, for selection to attend the Officer Basic Course established under paragraph (1).

(5) An individual on the teaching staff of a school or otherwise who has been selected under this regulation may attend the Officer Basic Course, and upon the successful completion thereof the Council may recommend to the Minister that the individual be appointed to the rank of Probationary Lieutenant or Probationary Honorary Lieutenant under section 7(1) or (2) of the Act, as the case may be.

### **Training and administration**

**35.**—(1) The Commandant of the National Civil Defence Cadet Corps must be assisted in the training and administration of the National Civil Defence Cadet Corps by such individuals appointed by the Commissioner of Civil Defence and the Permanent Secretary to the Ministry of Education.

(2) The Commandant of the National Civil Defence Cadet Corps is responsible for drawing up schemes of training for the National Civil Defence Cadet Corps.

### **Medical examination**

**36.** The Commandant of the National Civil Defence Cadet Corps may require the following individuals to submit to a medical examination:

- (a) an individual who is enrolled as an NCDCC cadet under regulation 24;
- (b) an individual who is selected to attend an Officer Basic Course under regulation 34;
- (c) a member of the National Civil Defence Cadet Corps who is selected for any scheme of training drawn up under regulation 35.

### **Appointment of NCDCC officer-in-charge**

**37.**—(1) The Commandant of the National Civil Defence Cadet Corps must, acting upon the recommendation of the principal of the

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school in which a school unit is located or to which the unit is attached, appoint an NCDCC officer-in-charge of that unit.

(2) The appointment of an NCDCC officer-in-charge of an open unit is made by the Commandant of the National Civil Defence Cadet Corps.

### **Duties of NCDCC officer-in-charge**

**38.**—(1) An NCDCC officer-in-charge is responsible to the Commandant of the National Civil Defence Cadet Corps for the discipline, training and welfare of the unit.

(2) An NCDCC officer-in-charge must —

- (a) keep a register showing the names and number of the NCDCC officers and NCDCC cadets in the unit;
- (b) keep records of the attendance of those NCDCC officers and NCDCC cadets at parades;
- (c) keep proper custody and records of all uniforms, accoutrements, stores and equipment issued to the unit;
- (d) ensure that training is carried out in accordance with such training syllabi as the Commandant of the National Civil Defence Cadet Corps may prepare, and that all other activities the Commandant may, from time to time, organise are carried out; and
- (e) keep the members of the National Civil Defence Cadet Corps informed of all rules, regulations, orders and instructions relating to the National Civil Defence Cadet Corps.

### **Certificates**

**39.**—(1) A membership certificate must be issued to a member of the National Civil Defence Cadet Corps when the member completes his or her term of service in the National Civil Defence Cadet Corps.

(2) A membership certificate must not be issued under paragraph (1) to any member of the National Civil Defence Cadet Corps who is dismissed or whose services are terminated on account of any

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misconduct or for any other reason which, in the opinion of the following renders such termination desirable:

- (a) the Council, if the member is an NCDCC officer;
- (b) the Commandant of the National Civil Defence Cadet Corps, if the member is an NCDCC Cadet.

### *Division 3 — Discipline*

#### **Summary proceedings against NCDCC cadets**

**40.** Where an NCDCC cadet in a unit is to be dealt with under section 11 of the Act for any misconduct, act or omission, a report in writing stating the particulars of the alleged misconduct, act or omission, and the witnesses to the alleged misconduct, act or omission must be made by the NCDCC officer in immediate command of the NCDCC cadet to the cadet's NCDCC officer-in-charge.

#### **Disciplinary action against NCDCC cadets**

**41.** Where an NCDCC officer-in-charge has made a complaint against an NCDCC cadet in the unit or any disciplinary proceedings against the NCDCC cadet for any misconduct, act or omission, the NCDCC officer-in-charge, in cases not dealt with under section 11 of the Act, must not deal with the NCDCC cadet, but must report the NCDCC cadet to the Commandant of the National Civil Defence Cadet Corps, who may deal with the NCDCC cadet in accordance with regulation 42.

#### **Commencement of investigation**

**42.—(1)** On receiving a report made pursuant to regulation 41, the NCDCC officer-in-charge or the Commandant of the National Civil Defence Cadet Corps, as the case may be, must, as soon as practicable, investigate into the alleged misconduct, act or omission.

(2) Before the NCDCC officer-in-charge or the Commandant of the National Civil Defence Cadet Corps investigates into any misconduct, act or omission under paragraph (1), the NCDCC officer-in-charge or the Commandant of the National Civil Defence Cadet Corps must explain to the NCDCC cadet whose misconduct, act or omission is

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being investigated into, the allegations made against the NCDCC cadet as stated in the report.

### **Manner of investigation**

**43.** An investigation under regulation 42(1) —

- (a) must be conducted in an informal manner in the presence of the NCDCC cadet whose misconduct, act or omission is investigated into; and
- (b) must give the NCDCC cadet an opportunity —
  - (i) to answer all allegations made against him or her;
  - (ii) to call persons who can give evidence in support of his or her answers; and
  - (iii) to cross-examine every witness and person making the allegations.

### **Report of incidents**

**44.—(1)** An NCDCC officer-in-charge must, as soon as practicable, report to the Commandant of the National Civil Defence Cadet Corps in such form as the Commandant may direct, any incident resulting in any injury to or the death of a member of the National Civil Defence Cadet Corps in that unit if the injury or death arose out of or in the course of that member's training or duty.

(2) Where a report under paragraph (1) is made on an incident involving an NCDCC cadet who is a student of a school, a copy of the report must be submitted to the principal of that school.

Made on 2 March 2018.

STEPHEN PHUA LYE HUAT  
*Chairman,*  
*Home Team Corps Council,*  
*Singapore.*

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