

CONSTITUTION OF THE REPUBLIC OF SINGAPORE  
(ARTICLE 116(3))

PUBLIC SERVICE COMMISSION (PRISON OFFICERS)  
(DISCIPLINARY PROCEEDINGS — DELEGATION OF  
FUNCTIONS) DIRECTIONS

[30th April 1998]

**Citation**

1. These Directions may be cited as the Public Service Commission (Prison Officers) (Disciplinary Proceedings — Delegation of Functions) Directions.

**Definitions**

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

“Commission” means the Public Service Commission;

*[Deleted by S 688/2017 wef 01/12/2017]*

“Commissioner” means the Commissioner of Prisons appointed under section 20 of the Prisons Act 1933;

*[S 688/2017 wef 01/12/2017]*

*[S 25/2023 wef 31/12/2021]*

“inmate” has the same meaning as in the Misuse of Drugs Act 1973;

*[S 688/2017 wef 01/12/2017]*

*[S 25/2023 wef 31/12/2021]*

“prison officer” means an officer of any grade in the rank of Chief Warder and below serving in the Prisons Department, whether such officer is holding a permanent, temporary or contract appointment;

*[S 688/2017 wef 01/12/2017]*

“prisoner” has the same meaning as in the Prisons Act 1933;

*[S 688/2017 wef 01/12/2017]*

*[S 25/2023 wef 31/12/2021]*

“Superintendent” means a Superintendent of Prisons appointed under section 20 of the Prisons Act 1933.

[S 688/2017 wef 01/12/2017]

[S 25/2023 wef 31/12/2021]

### **Delegation to Commissioner**

3.—(1) The functions of the Commission relating to disciplinary control of prison officers may be exercised by the Commissioner acting in accordance with and subject to these Directions.

[S 688/2017 wef 01/12/2017]

(2) The Commission may, in its discretion, exercise such functions as are delegated to the Commissioner under paragraph (1) notwithstanding such delegation.

[S 688/2017 wef 01/12/2017]

[S 688/2017 wef 01/12/2017]

### **Procedure when complaint is lodged**

4. When a complaint is lodged against a prison officer alleging the commission by him of any of the offences referred to in the Schedule, the following procedure shall be adopted:

(a) the complaint shall be communicated in writing to the prison officer who may be required to submit a written explanation within 24 hours or such further time as the Commissioner may allow; and

[S 688/2017 wef 01/12/2017]

(b) where the Commissioner is of the opinion that the complaint requires further investigation, he shall appoint a public officer of substantive grade equivalent to MX13 and above to conduct an investigation.

[S 688/2017 wef 01/12/2017]

### **Penalties**

5.—(1) The Commissioner may upon a consideration of the written explanation of the officer or the results of such investigation, if any, if he is of the opinion that the prison officer has committed an offence, impose one of the following penalties:

- (a) a reprimand;
- (b) stoppage of increment of up to 2 years; or
- (c) a fine not exceeding an amount equal to the total annual increments the officer would, if not for this direction, receive in a period of 2 years, except that in the case of an officer who has attained or will, within 2 years, attain the maximum of his current salary range, the last annual increment provided in that officer's salary range shall be reckoned to determine the maximum amount of fine.

*[S 498/2003 wef 01/11/2003]*

*[S 688/2017 wef 01/12/2017]*

*[S 688/2017 wef 01/12/2017]*

(2) The Commissioner may, either in addition to or in lieu of the above penalties, issue the prison officer with a written warning.

*[S 688/2017 wef 01/12/2017]*

### **Variation by Commission**

6.—(1) Notwithstanding direction 5, the Commission may, within 2 months of the imposition of a penalty by the Commissioner, vary such penalty by way of enhancement, reduction, substitution or otherwise.

*[S 498/2003 wef 01/11/2003]*

*[S 688/2017 wef 01/12/2017]*

(2) Where the Commission varies such penalty under paragraph (1) which would result in an enhancement thereof, no imposition of the enhanced penalty shall be made on any prison officer unless he has been given a reasonable opportunity of being heard.

### **Report by Commissioner**

7. The Commissioner shall, in every case where he has imposed a penalty on a prison officer under these Directions, submit within 7 days of the imposition of such a penalty a report to the Commission containing a summary of the facts of the case and the penalty imposed.

*[S 688/2017 wef 01/12/2017]*

### **Recommendation for more severe penalty**

8. Where the Commissioner considers that a more severe penalty than is otherwise provided for under these Directions should be imposed, he shall submit a recommendation to the Commission, forwarding with it a report containing a summary of the facts of the case.

*[S 688/2017 wef 01/12/2017]*

### **Saving**

9. Nothing in these Directions shall be deemed to prevent the prosecution of a prison officer in accordance with the provisions of any written law for the time being in force or to prevent any disciplinary action being taken against him under any other disciplinary regulations as may be in force except that such prison officer shall not be punished twice in respect of the same disciplinary offence.

## **THE SCHEDULE**

Direction 4

- (1) Speaking disparagingly of the Government in a manner calculated to bring Singapore into disrepute.
- (2) Being rude to the public in speech.
- (3) Being discourteous to the public in manner.
- (4) Unpunctuality.
- (5) Absence from duty without leave or reasonable cause.
- (6) Sleeping on duty.
- (7) Neglect or disobedience of orders.
- (8) Being under the influence of alcohol or drugs while on duty.
- (9) Insubordination.
- (10) Neglect of duty.
- (11) Excess of duty.
- (12) Malingering.
- (13) Carelessness or negligence resulting in loss or damage to Government property.

THE SCHEDULE — *continued*

- (14) Wilful destruction of or damage to Government property.
- (15) Impropriety in dress or appearance.
- (16) Using personal violence to any prisoner or inmate, except in the case of —
  - (a) self-defence; or
  - (b) defence of any other officer, prisoner, inmate or person whether or not in custody.
- (17) Making a false or misleading statement in the course of duty.
- (18) Associating with discharged prisoners or inmates without the written authority of the Superintendent.
- (19) Using personal violence or threats towards any prison officer.
- (20) Conduct to the prejudice of good order or discipline.

[G.N. No. S 254/98]

LEGISLATIVE HISTORY  
PUBLIC SERVICE COMMISSION (PRISON OFFICERS)  
(DISCIPLINARY PROCEEDINGS — DELEGATION OF  
FUNCTIONS) DIRECTIONS  
(CHAPTER CONST, DIR 2)

This Legislative History is provided for the convenience of users of the Public Service Commission (Prison Officers) (Disciplinary Proceedings — Delegation of Functions) Directions. It is not part of these Directions.

**1. G. N. No. S 99/1972 — Public Service (Prison Officers) (Disciplinary Proceedings — Delegation of Functions) Directions 1972**

Date of commencement : 30 March 1972

**2. G. N. No. S 87/1979 — Public Service (Prison Officers) (Disciplinary Proceedings — Delegation of Functions) (Amendment) Directions 1979**

Date of commencement : 20 April 1979

**3. 1990 Revised Edition — Public Service (Prison Officers) (Disciplinary Proceedings — Delegation of Functions) Directions**

Date of operation : 25 March 1992

**4. G. N. No. S 436/1994 — Public Service (Prison Officers) (Disciplinary Proceedings — Delegation of Functions) (Revocation) Directions 1994**

Date of commencement : 1 October 1994

**5. G. N. No. S 437/1994 — Public Service Commission (Prison Officers) (Disciplinary Proceedings — Delegation of Functions) Directions 1994**

Date of commencement : 1 October 1994

**6. 1996 Revised Edition — Public Service (Prison Officers) (Disciplinary Proceedings — Delegation of Functions) Directions**

Date of operation : 15 May 1996

**7. G. N. No. S 254/1998 — Public Service Commission (Prison Officers) (Disciplinary Proceedings — Delegation of Functions) Directions 1998**

Date of commencement : 30 April 1998

**8. 1999 Revised Edition — Public Service Commission (Prison Officers) (Disciplinary Proceedings — Delegation of Functions) Directions**

Date of operation : 1 July 1999

**9. G. N. No. S 498/2003 — Public Service Commission (Prison Officers) (Disciplinary Proceedings — Delegation of Functions) (Amendment) Directions 2003**

Date of commencement : 1 November 2003

**10. G.N. No. S 688/2017 — Public Service Commission (Prison Officers) (Disciplinary Proceedings â Delegation of Functions) (Amendment) Directions 2017**

Date of commencement : 1 December 2017

**11. G.N. No. S 25/2023 — Public Service Commission (Prison Officers) (Disciplinary Proceedings â Delegation of Functions) (Amendment) Directions 2023**

Date of commencement : 31 December 2021