

POLICE FORCE ACT
(CHAPTER 235, SECTION 85)

POLICE (SPECIAL CONSTABULARY) REGULATIONS

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[12th October 2004]

PART I

PRELIMINARY

Citation

1. These Regulations may be cited as the Police (Special Constabulary) Regulations.

PART II

SPECIAL CONSTABULARY

Ranks

2. The ranks of the Special Constabulary in descending order of seniority shall be as follows:

(a) *Senior Special Police Officers:*

- (i) Deputy Commissioner
- (ii) Senior Assistant Commissioner
- (iii) Assistant Commissioner
- (iv) Deputy Assistant Commissioner
- (v) Superintendent
- (vi) Deputy Superintendent
- (vii) Assistant Superintendent
- (viii) Inspector
- (ix) Probationary Inspector

(b) *Ranks below the rank of inspector:*

- (i) Senior Station Inspector (2)

- (ii) Senior Station Inspector
- (iii) Station Inspector
- (iv) Senior Staff Sergeant
- (v) Staff Sergeant
- (vi) Sergeant
- (vii) Corporal
- (viii) Constable.

Responsibilities of Commander

3.—(1) The Commanders of the Special Constabulary shall be —

- (a) the Director, Police National Service Department, except as regards special police officers who are volunteers enrolled under section 68(1) of the Act; and

[S 339/2015 wef 01/06/2015]

- (b) the Commander, Volunteer Special Constabulary as regards special police officers who are volunteers enrolled under section 68(1) of the Act.

[S 339/2015 wef 01/06/2015]

(2) Every Commander shall be responsible to the Deputy Commissioner for the proper performance of his duties.

Distribution

4. The distribution of personnel within the Special Constabulary shall be made by or upon the instructions of the Commissioner.

Minimum age

5. No person who is below the age of 18 years shall be enlisted in the Special Constabulary.

Physical and educational standards required

6. The physical and educational standards required of applicants for enlistment shall be those laid down by the Commissioner.

Medical examination for volunteer, etc.

6A.—(1) Every person who enrolls or is enrolled as a volunteer under section 68(1) of the Act must undergo a medical examination if so required by the Commander, Volunteer Special Constabulary.

(2) Every person who enrolls or is enrolled as a volunteer ex-NSman under section 68(2A) of the Act must undergo a medical examination if so required by the Director, Police National Service Department.

[S 339/2015 wef 01/06/2015]

Fingerprints and photographs

7. An applicant for enlistment may be required to provide fingerprints and be photographed by or for the Criminal Record Office of the Police Force.

Applicants not resident in Singapore

8. A person not normally resident in Singapore shall not be accepted for enlistment.

Acceptance or rejection of applicants

9. An application for enlistment in the Special Constabulary shall be considered by the Commander of the Special Constabulary and may be accepted or rejected by him in his discretion.

Return of fingerprints and photographs

10. An applicant whose application for enlistment has been rejected may, by notice in writing to the Commander, require his fingerprints and photographs taken in accordance with regulation 7 to be returned to him.

Approval of application

11. Upon the Commander of the Special Constabulary approving an application for enlistment of an applicant under regulation 9, the applicant shall take an oath or affirmation under the Oaths and Declarations Act (Cap. 211).

Enlistment of special police officer

12. When an approved applicant has taken the oath of allegiance, he shall thereupon be a special police officer of the Special Constabulary.

Arms

13. A special police officer shall carry only such arms as the Commissioner shall direct.

Uniform, equipment, etc., issued

14. The uniform, equipment, or other property issued to a special police officer shall be as specified by the Commissioner.

Maintenance of uniform, equipment, etc., issued

15. A special police officer shall care for, look after and maintain such uniform, equipment, or other property of the Government issued to him and he may be required to account for it at any time to the Commander of the Special Constabulary.

Return of uniform, equipment, etc., on ceasing to be special police officer

16.—(1) If a special police officer ceases to be a special police officer for any reason whatsoever, he shall within 14 days of his ceasing to be a special police officer deliver up in good order (fair wear and tear only excepted) all uniform, equipment, or other property of the Government issued to him to the Commander of the Special Constabulary.

(2) Any special police officer who fails to comply with this regulation shall be guilty of an offence under section 15 of the Act.

Liability towards uniform, equipment, etc., issued to or under the charge of special police officer

17. If a special police officer pawns, sells, loses by neglect, makes away with or wilfully or negligently damages any uniform, equipment or other property of the Government issued to, or under the charge of, the special police officer, he may, in addition to or in substitution for any other penalty, be ordered to make good, either wholly or in part,

the value of such loss or damage, and such value may be recovered from his allowances.

Duties of special police officers

18.—(1) A special police officer may be required to perform any of the duties set out in section 4 of the Act.

(2) The Commissioner may, from time to time, determine the number of hours of duty a special police officer is required to perform every month.

(3) The Commander may grant exemption from duty as required by paragraph (2) to a special police officer for special reasons for a period not exceeding 12 months without loss of his seniority, provided that —

- (a) the total number of special police officers exempted at any one time shall not exceed 10% of the authorised establishment;
- (b) seniority shall cease to accrue while a special police officer is exempted from duty;
- (c) a special police officer who is granted exemption for a period of 3 months or more shall deliver to the Commander of the Special Constabulary within 14 days in good order all uniform, equipment or other property of the Government which has been issued to him as a special police officer;
- (d) the period of exemption may be extended beyond one year with the approval of the Commissioner; and
- (e) exemption under this paragraph shall not be considered as a break in service and shall not extend to exemption from mobilisation for active service under section 73 of the Act.

Training

19. A special police officer shall undergo such training as may be prescribed by the Commissioner.

Free food and accommodation

19A. A special police officer is not to be charged for any food or accommodation that may be provided for the officer when the officer is required to undertake any training, duty or attendance.

[S 390/2016 wef 10/08/2016]

Promotion

20.—(1) Promotion to substantive rank shall be made according to vacancies and shall be by selection.

(2) Promotion to any rank from Corporal to Inspector shall first be on probation for the period specified by the Commissioner.

Seniority

21.—(1) Special police officers of each rank shall hold seniority amongst themselves according to the dates of promotion or enlistment to their respective ranks.

(2) Special police officers promoted or enlisted on the same date shall hold seniority according to the notification of their promotion or enlistment in the *Gazette* or in Force Orders.

Complaints against special police officers

22.—(1) Every complaint against a special police officer shall, where necessary —

- (a) be made in writing;
- (b) be read over to the person making the complaint; and
- (c) be signed by the person making the complaint.

(2) Upon receipt of such a complaint, the complaint shall be investigated immediately.

Disciplinary proceedings against special police officer

23.—(1) If, as a result of an investigation, a disciplinary offence under the Schedule to the Act is disclosed against a special police officer, he shall be charged.

(2) The charge shall describe the offence in the terms of the act in such manner as to identify the act or omission complained of.

(3) Every charge shall be read and explained to the special police officer and he shall be asked if he pleads guilty or claims to be tried.

(4) Where there are 2 or more charges the special police officer shall be called upon to plead separately to each charge, and his reply shall be clearly and separately recorded in respect of each charge.

(5) A charge may be amended or altered at any time before the finding.

(6) Every alteration made to the charge shall be read and explained to the officer concerned and he shall be called upon to plead anew to the altered charge and to justify any demand he may make for additional time to prepare his defence.

(7) If the officer concerned pleads guilty, the disciplinary officer conducting the disciplinary proceedings may accept the plea and record a conviction against him.

(8) When a conviction has been recorded, the disciplinary officer conducting the disciplinary proceedings may, after having taken into account any statement in mitigation, proceed to sentence him in accordance with the powers of the disciplinary officer under the Act.

(9) If the officer concerned claims to be tried, all the evidence shall be given in his presence and all exhibits may be seen by him, and the officer concerned —

- (a) shall be allowed to cross-examine all witnesses for the prosecution;
- (b) may give evidence in his defence and call any witness to give evidence on his behalf; and
- (c) as well as his witnesses, may be cross-examined by the prosecution.

(10) Evidence shall not ordinarily be taken down in the form of question and answer, but in the form of a narrative, but the disciplinary officer conducting the proceedings may in his discretion take down any particular question and answer.

(11) The evidence of each witness shall be signed and dated by the disciplinary officer conducting the disciplinary proceedings and by the interpreters, if any.

(12) If the disciplinary officer conducting the disciplinary proceedings makes a finding of not guilty, he shall acquit the officer concerned immediately.

(13) If the disciplinary officer conducting the disciplinary proceedings makes a finding of guilty, he shall record a conviction against the officer concerned and shall impose on that officer any punishment as authorised under the Act.

Retrial

24. A commanding officer may order a retrial of any disciplinary proceedings against a special police officer below the rank of inspector if the commanding officer is of the opinion that an inadequate sentence or excessive sentence has been imposed or if the proceedings have not been conducted in a proper manner.

Legal proceedings

25.—(1) If criminal proceedings of any kind are taken against a special police officer, he shall immediately report the circumstances to his commanding officer.

(2) No special police officer may take steps to institute legal proceedings on his own behalf or negotiate with a complainant with a view to compounding a complaint made against him in connection with any matters whatsoever arising out of his official duties, without the previous consent of the Commissioner or a Deputy Commissioner.

Leave for period of one month or less

26. A special police officer requiring leave of absence for a period of one month or less shall apply in writing to the senior officer of the Unit to which the special police officer is attached who may grant or refuse such leave in his discretion.

Leave for period of over one month

27.—(1) A special police officer desiring leave of absence for a period exceeding one month shall apply therefor in writing to the Commander who may grant or refuse such leave in his discretion.

(2) The Commander of the Special Constabulary may as a condition precedent to the grant of such leave require the special police officer concerned to apply to be exempted under regulation 18(3).

Special police officer's entitlements

28. A special police officer shall be entitled to receive such allowances and bounty as are approved by the Commissioner.

Salary for mobilised active service

29. A special police officer mobilised for active service shall be paid a salary as approved by the Commissioner.

Order of mobilisation

30.—(1) An order of mobilisation under section 73 of the Act shall be communicated verbally, or in writing, or by public announcement.

(2) On receiving an order of mobilisation, every special police officer mobilised shall, unless specifically ordered otherwise, report, fully equipped, for duty at the Unit to which such officer is attached.

Disciplinary regulations

31. Special police officers mobilised for active service shall become subject to the disciplinary regulations and punishments as laid down for officers of corresponding rank in the Police Force.

Notice of resignation

32.—(1) Except as otherwise provided in section 80 of the Act, a special police officer, except when mobilised, may give 14 days' notice of his resignation in writing to a Deputy Commissioner.

(2) A special police officer shall cease to be a special police officer upon expiry of the notice, except that a Deputy Commissioner may,

upon receipt of the notice of resignation, accept such resignation at any time prior to expiry of the 14 days.

Enrolment on special conditions

33. The Commissioner may authorise the Commander of the Special Constabulary to enrol in the Special Constabulary any specified category of persons on special conditions exempting such persons from all duties, responsibilities and privileges under these Regulations except when they are mobilised for active service under section 73 of the Act.

Restriction on receipt of articles of value

34. No special police officer shall, by reason of his being such, receive any article of value as a present without the prior permission in writing of the Commissioner.

Restriction on meetings, memorials and petitions

35. No meeting of special police officers shall be held, nor shall any memorial or petition be drawn up, by, for, or on behalf of, any special police officer, concerning any matter affecting discipline or individual promotions.

Restriction on public announcements concerning Police

36. A special police officer shall not publish or cause to be published, or otherwise make public or cause to be made public, by any means whatsoever, any information directly or indirectly concerning the Police Force or any police force in which any special police officer may have served or for the time being co-operating with the Police Force without the prior approval in writing of the Commissioner.

Sections of Act applicable to special police officers

37. Sections 24, 25 and 43 of the Act shall be applicable to special police officers of the Special Constabulary whether or not they are mobilised for active service.

[Deleted by S 390/2016 wef 10/08/2016]

PART IV

SPECIAL CONSTABULARY — PENSIONS AND GRATUITIES

Definitions of this Part

42. In this Part —

“normal monthly earnings”, in respect of a person in the service of the Government, has the same meaning as “pensionable emoluments” , and in respect of a person who is not in the service of the Government, means the approximate average monthly earnings, including any housing, cost of living or other allowance ordinarily regarded as forming part of his remuneration, of the person in respect of whom a claim for pension, allowance or gratuity is made during the 12 months immediately preceding the injury or such other period as may be determined by the Pensions Authority; and —

(a) in the case of a person in receipt of a fixed salary or wage, the Pensions Authority shall deem such salary or wage to be the only earnings unless the contrary is established to the satisfaction of the Pensions Authority;

(b) for the purpose of computing the pension of the widow or dependants of a deceased special police officer who has died as the direct result of a service injury, the annual value of a pension, superannuation allowance, annuity, life interest or other income of which the deceased special police officer was in receipt at the date of his death and which terminated on his death may be reckoned as earnings;

“pensionable emoluments” means either the substantive salary attached to a pensionable office or, in the case of an officer serving in a pensionable class, the substantive salary payable to such officer as an officer of such class, together, in either case, with any personal pensionable allowance and other pensionable allowance but exclusive, in either case, of acting pay or other allowance;

“Pensions Authority” means the Pensions Officer or the Pensions Board, as the case may require;

“Pensions Board” means the Board appointed by the Minister under regulation 44;

“Pensions Officer” means the officer appointed by the Minister under regulation 44;

“service injury” means any physical injury which is shown to the satisfaction of the Pensions Authority to have arisen, whether before or after 29th May 1959, out of or in the course of the performance by a special police officer of his duties as such or to have been inflicted solely because the person injured is a special police officer, and not to have arisen out of and in the course of his employment in any other capacity.

Pensions and gratuities to special police officers killed or injured on duty

43. Any special police officer who receives wounds or injuries on duty, and the widow and family of any such officer who has been killed or has died of wounds received during such duty or has died from illness directly traceable to fatigue or exposure incidental to such duty shall be eligible for such pension and gratuity as the President may direct.

Appointment and functions of Pensions Officer and Pensions Board

44.—(1) For the purposes of this Part, the Minister may appoint —

- (a) a Pensions Board, consisting of not less than 5 persons; and
- (b) a Pensions Officer.

(2) Pensions, allowances and gratuities under these Regulations shall be awarded in the first place by the Pensions Officer, who may from time to time review the award of a pension or an allowance either of his own motion or on application by the claimant or recipient.

(3) Any person dissatisfied with any ruling, decision or award of the Pensions Officer may appeal to the Pensions Board, whose decision shall be final.

Injury allowances

45.—(1) Injury allowances in accordance with this regulation shall be paid to any special police officer who is incapacitated for work for a period of not less than 7 consecutive days by reason of a service injury.

(2) For the purposes of paragraph (1) —

(a) an injury allowance shall be payable for the period during which the special police officer is incapacitated for work, and may be paid up to the expiration of 6 months from the date of injury unless the degree of disability (if any) has been previously determined and a disability pension awarded under regulation 46;

(b) subject to the other provisions of this regulation, an injury allowance awarded to a special police officer, whether in hospital or not, shall be payable at the rate of one-half of such special police officer's normal monthly earnings with additional family allowances as follows:

(i) Wife	one-eighth of normal monthly earnings;
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(ii) Dependent children under 18 years, up to 6 in all	one-fortieth of normal monthly earnings; and
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(c) injury allowances shall be paid monthly with a proportionate payment for any period of less than one month.

(3) For the purpose of calculating allowances under this regulation, normal monthly earnings shall in no case be reckoned at more than \$965 or less than \$60.

Disability pensions

46.—(1) Disability pensions in accordance with this regulation shall be awarded to a special police officer who in consequence of a service injury sustains serious and prolonged disablement assessed by a medical board at not less than 20%.

(2) Pensions shall be calculated from a “basic pension” which shall be the pension payable to the special police officer if his degree of disablement were assessed at 100%.

(3) The general rule shall be that the basic pension shall be equivalent to one-half of the special police officer’s normal monthly earnings, subject to the following qualifications:

(a) normal monthly earnings shall in no case be reckoned at more than \$965 a month; and

(b) no basic pension shall be less than \$20 a month.

(4) Where the degree of disablement is assessed at less than 100%, a disability pension shall be awarded in the same proportion to the basic pension as the degree of disablement bears to 100%.

Gratuities for permanent disablement assessed at less than 20%

47. Any special police officer who, in consequence of a service injury, sustains permanent disablement assessed by a medical board at less than 20%, shall be awarded a gratuity calculated at 12 times the monthly disability pension which would have been payable to such special police officer under regulation 46 had the degree of disablement been assessed at 20%.

Pensions to widows and dependants of deceased special police officers

48.—(1) Pensions and allowances in accordance with this regulation shall be paid to the widow and dependants of any special police officer who has died as the direct result of a service injury.

(2) Where a special police officer has died as the direct result of a service injury and there is a widow of that special police officer, not being a widow who at the date of his death was separated from him, a special temporary allowance shall be awarded to that widow in accordance with the scale in paragraph (14) unless the death of the special police officer takes place more than 6 months after the date on which the service injury was sustained.

(3) A special temporary allowance referred to in paragraph (2) shall be paid only in respect of a period of 3 months from the date of death of the special police officer.

(4) The widow of a special police officer who has died as the direct result of a service injury shall be awarded a pension in accordance with the scale in paragraph (14), but no such pension shall be paid in respect of any period in respect of which a special temporary allowance has been paid or will be paid under paragraph (3).

(5) A widow who was separated from the deceased special police officer at the date of his death shall not be eligible for a pension under paragraph (4) unless she was in receipt of alimony or the deceased special police officer was contributing to her support.

(6) Not more than one pension shall be paid in respect of a widow.

(7) If the deceased special police officer leaves more than one widow, the widow's pension shall be divided amongst them in such proportion as the Pensions Officer shall consider fit.

(8) Where there is a dependent child of a special police officer who has died as the direct result of a service injury, a pension shall be paid in respect of that child in accordance with the scale in paragraph (14), and such pension shall, if no special temporary allowance is paid to a widow, be payable from the date of death of the special police officer.

(9) If a special temporary allowance is paid to a widow, a pension under paragraph (8) shall commence on the same date as the pension awarded to the widow.

(10) A pension under paragraph (8) shall not be payable in respect of any child who has attained the age of 18 years.

(11) Where —

(a) a special police officer has died as the direct result of a service injury and there is a natural parent of that special police officer —

(i) who is in need arising from the fact that he is not less than 55 years of age, or, in the case of a female parent, that she is not less than 50 years of age, or from some

infirmity or other adverse condition which is not of a temporary character; and

- (ii) to whose support that special police officer has been regularly contributing during the year immediately preceding the date of his death or during such other period as the Pensions Authority may determine, that parent may be awarded a pension in accordance with the scale in paragraph (14);
- (b) in determining whether and to what extent a parent is in need, the Pensions Authority shall take into account the amount of the contributions to the support of that parent which the deceased special police officer has been making before his death and which he would, in the opinion of the Pensions Authority, have been likely to continue to make if he had not died;
- (c) an award to a parent may be made under this paragraph in respect of the death of 2 or more special police officers, one pension only shall be awarded, but in determining the need, the Pensions Authority shall take into account the contributions of all the deceased special police officers;
- (d) both parents of a deceased special police officer or officers qualify for an award under this paragraph, one pension only shall be awarded.

(12) Where a special police officer has died as the direct result of a service injury and there is an orphan brother or sister of that special police officer who is in need and to whose support the deceased special police officer has been regularly contributing during the year immediately preceding the date of his death or during such other period as the Pensions Authority may determine, that brother or sister may be awarded a pension at such rate, not exceeding the maximum scale provided in paragraph (14), as the Pensions Authority may, after taking into consideration the financial resources of that brother or sister, consider appropriate in the circumstances of the case, except that —

- (i) a pension under this paragraph shall not be awarded in respect of a deceased special police officer if a pension or

an allowance under any of the foregoing paragraphs is being paid in respect of that deceased special police officer;

- (ii) where more than one pension awarded under this paragraph in respect of the same deceased special police officer is being paid, the aggregate rate of those pensions shall not exceed double the maximum scale provided in paragraph (14); and
- (iii) not more than one pension may be paid at the same time under this paragraph to the same person.

(13) In paragraph (12), “orphan brother or sister”, in relation to a deceased special police officer, means a brother or sister of that special police officer by the whole or half blood whose parents are both dead and who has not attained the age of 18 years.

(14) Pensions under this regulation shall be calculated at the following proportions of normal monthly earnings:

- (a) special temporary allowance to a widow the whole;
- (b) pension to a widow one-third;
- (c) pensions to dependent children, up to 6 one-fifteenth;
children in all, where a widow’s pension
under sub-paragraph (b) is being paid
- (d) pensions to dependent children, up to 6 two-fifteenth;
children in all, where no widow’s pension
under sub-paragraph (b) is being paid
- (e) pensions to parents, where a widow’s not more than
pension under sub-paragraph (b) is being one-eighth;
paid
- (f) pensions to parents, where no widow’s not more than
pension under sub-paragraph (b) is being one-quarter;
paid
- (g) pensions to orphan brother or sister not more than
one-fifteenth.

Funeral allowances in respect of deceased person

49.—(1) Where a special police officer has died as the direct result of a service injury and the funeral of such special police officer is carried out privately at the expense of any person, the Pensions Authority may award a grant to that person in respect of the cost of the funeral not exceeding \$100 or the cost of the funeral, whichever is the less.

(2) A grant under paragraph (1) shall not be awarded in respect of the cost of a funeral if the Pensions Authority is satisfied that a payment out of public funds has been or will be made in respect of the cost of that funeral.

Interim awards

50.—(1) To ensure prompt assistance to any person eligible for any payment under these Regulations, the Pensions Officer may fix a provisional and interim rate of payment.

(2) The amount so received by any person shall be subsequently adjusted when the correct rate payable has been determined.

Benefits from provident fund, etc., not to be taken into account

51. Any benefits accruing under any contributory pension or death benefit scheme, provident fund, life assurance or insurance against personal injuries shall not be taken into account when assessing any allowance, pension or gratuity under these Regulations.

Election

52. Nothing in these Regulations shall prevent any person in the service of the Government from electing to receive, in lieu of payment under these Regulations, such benefit as may be due to him under any Pensions Act or Minutes or Regulations made thereunder.

Hospital treatment

53. Where a special police officer incurs medical or hospital expenses as the direct result of a service injury, the Pensions Authority may award a grant to him, or, in the event of his death, to his legal personal representative, in respect of such expenses, of

such amount as the Pensions Authority may consider reasonable, but not exceeding the actual amount of such expenses.

Assignments, etc., to be void

54. Any assignment of, or charge on, and any agreement to assign or charge, any payment awarded or to be awarded under these Regulations shall be void and, on the bankruptcy of any person to whom such a payment has been awarded, the payment shall not pass to the Official Assignee or other persons acting on behalf of the creditors.

Pensions, etc., in respect of period before 29th May 1959

55. Where any special police officer has received a service injury before 29th May 1959, any pension, allowance or gratuity in respect of such injury may be assessed and shall be payable to all intents as if these Regulations had been in force at the date of such service injury.

Additional payments

56. Subject to the approval of the Minister, the Pensions Board may, in any case which it considers to be of an exceptional nature, award payments in excess of the amounts payable under the foregoing regulations to a special police officer or to his widow or dependants, as the case may be.

[G.N. No. S 634/2004]

LEGISLATIVE HISTORY
POLICE (SPECIAL CONSTABULARY) REGULATIONS
(CHAPTER 235, RG 3)

This Legislative History is provided for the convenience of users of the Police (Special Constabulary) Regulations. It is not part of these Regulations.

1. 1970 Revised Edition — Special Constabulary (Pay and Allowances) Regulations

Date of operation : 25 March 1992

2. G. N. No. S 634/2004 — Police (Special Constabulary) Regulations 2004

Date of commencement : 12 October 2004

3. 2006 Revised Edition — Police (Special Constabulary) Regulations

Date of operation : 31 August 2006

4. G.N. No. S 339/2015 — Police (Special Constabulary) (Amendment) Regulations 2015

Date of commencement : 1 June 2015

5. G.N. No. S 390/2016 — Police (Special Constabulary) (Amendment) Regulations 2016

Date of commencement : 10 August 2016