



Report of Investigation

Concerning Allegations of Irregularities and Conflict of Interest in relation to the Operations of the Carl Rattray Staff College, Department of Correctional Services (DCS)

**INTEGRITY COMMISSION
JULY 2024**



This Publication until tabled in Parliament shall be confidential.

Section 55 and 56 of the Integrity Commission Act states:

“(4) Anything said or information supplied or any document or thing produced by any person for the purpose or in the course of any investigation by or proceedings before the Commission under this Act, shall be absolutely privileged in the same manner as if the investigation or proceedings were proceedings in a court of law.

(5) For the purposes of the Defamation Act, any report made by the Commission under this Act and any fair and accurate comment thereon shall be deemed to be privileged.

56.—(1) Subject to section 42(3)(b), every person having an official duty under this Act, or being employed or otherwise concerned in the administration of this Act (hereinafter called a concerned person) shall regard and deal with as secret and confidential, all information, statutory declarations, government contracts, prescribed licences and all other matters relating to any matter before the Commission, except that no disclosure made by the Commission or other concerned person in the proceedings for an offence under this Act or under the Perjury Act, by virtue of section 17(2) of that Act, shall be deemed inconsistent with any duty imposed by this subsection.

(2) The obligation as to secrecy and confidentiality imposed by this section, in relation to any documents, or information obtained under this Act continues to apply to a person despite the person having ceased to have an official duty, be employed or otherwise concerned in the administration of this Act.

(3) Every concerned person who is required under subsection (1) to deal with matters specified therein as secret and confidential who at any time communicates or attempts to communicate any such information, declaration, letter and other document or thing referred to in subsection (1) disclosed to him in the execution of any of the provisions of this Act to any person—

(a) other than a person to whom he is authorized under this Act to communicate it; or

(b) otherwise than for the purpose of this Act,

commits an offence and shall be liable on summary conviction in a Parish Court to a fine not exceeding one million dollars or to a term of imprisonment not exceeding one year.

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Chapter 1 – Introduction

Executive Summary

- 1.0 This investigation report concerns allegations of irregularities and conflict of interest in relation to the operations of the Carl Rattray Staff College, Department of Correctional Services (DCS).
- 1.1 The Investigation Report outlines several irregularities in certain processes utilized by the Department of Correctional Services/Carl Rattray Staff College, as well as, conflict of interest on the part of Ms. Christall Byfield, former Director, Carl Rattray Staff College in relation to procurement of goods.
- 1.2 In light of the foregoing, the Director of Investigation (DI) made several recommendations to the Department of Correctional Services towards preventing reoccurrence of any irregularity(ies) and conflict of interest in relation to the operations of the Carl Rattray Staff College.



Chapter 2 – Background

2.1 This chapter outlines the background information concerning the investigation.

Jurisdiction

2.1.2 The investigation was conducted pursuant to Section 33(1)(a) and (b) of the Integrity Commission Act (ICA), which empowers the Director of Investigation (DI) to investigate the matter. The referenced provisions of law are outlined in greater detail in Appendix 1.

Allegations

2.1.3 This Investigation emanated from an anonymous complaint which was received by the Director of Information and Complaints on August 11, 2021. The complaint was referred to the DI on October 8, 2021. The complaint made the following allegations:

(a) In 2019, Ms. Christall Byfield, a former Director at Carl Rattray Staff College (C.R.S.C.), acquired the services of Mr. Juna Anderson of Juna Pest Control Service to fumigate the premises at the Staff College from flying and crawling insects. Ms. Byfield is said to have collected a percentage of the payment, made to Mr. Anderson for the fumigation services;



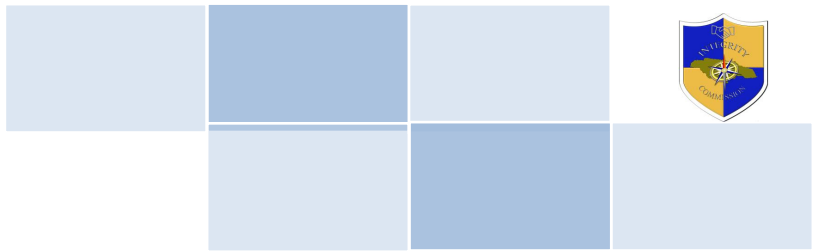
- (b) Last year, Ms. Christall Byfield acquired the services of Mr. Kelliman Lawes, Digiview Company to install a camera system. The system was said to be monitored by Jamaica Eye, yet it is believed that the system is monitored by Mr. Lawes (Ms. Byfield's brother-in-law);
- (c) In 2018, during Easter Holidays, a Seventh Day Adventist Church rented the facilities to host an event. The payment, in the amount of \$350,000.00, for the hosting of the event was collected by Staff Officer Barbara Kelly – Paddyfoot and taken to Ms. Christall Byfield's office. Ms. Byfield then retained the payment;
- (d) Ms. Christall Byfield hired her mother, Mrs. Debbie Parsons-Morris, Principal, St. Ann's Bay Infant School to ratify documents during a Training and Development Project. It is also alleged that Ms. Byfield hired her friends, Mr. Javan Anderson and Ms. Leonie Reid to participate in the same Project; and
- (e) Ms. Christall Byfield is affiliated with a business known as 'Grove Choice', located in Golden Grove, St. Ann, which occasionally supplies Carl Rattray Staff College with goods and food supplies for training courses.



Individuals Pertinent to the Investigation

2.1.4 The following persons were considered pertinent to the investigation:

- (a) Lieutenant Colonel (Ret'd) Gary Rowe, former Commissioner, Department of Correctional Services (DCS);
- (b) Mrs. Althea Davis, Senior Director of Human Resources Management & Administration, DCS;
- (c) Mrs. Patricia Alcott, Senior Director, Human Resources Management and Development, DCS;
- (d) Mrs. Winsome Harris, Director of Public Procurement, DCS;
- (e) Mr. Norris Gilbert, former Senior Director of Finance and Accounts, DCS;
- (f) Ms. Tanya Francis, Acting Senior Director of Finance and Accounts, DCS;
- (g) Mr. Joseph Pinnock, former Senior Director of Finance and Accounts, DCS;
- (h) Ms. Christall Byfield, former Director, Carl Rattray Staff College, DCS;
- (i) Mrs. Barbara Kelly-Paddyfoot, Staff Officer, Carl Rattray Staff College, DCS;
- (j) Mr. Paris Lawrence, former Imprest Holder, Carl Rattray Staff College, DCS;
- (k) Mr. Orrin Lewis, Instructor/Corporal, Carl Rattray Staff College, DCS;
- (l) Mr. Everton Melbourne, Groundsman, Carl Rattray Staff College, DCS;
- (m) Mr. David Coleman, Staff Officer, Carl Rattray Staff College, DCS;
- (n) Ms. Euline Hibbert, Senior Secretary, Carl Rattray Staff College, DCS;
- (o) Mr. Clive Griffiths, former Correctional Officer 1, DCS;



- (p) Mr. Javan Anderson, Math Instructor, Hilltop Juvenile Correctional Centre, DCS;
- (q) Ms. Leonie Reid, Probation Officer, Portmore Probation Office, DCS;
- (r) Mr. Emil Holgate, former Project Coordinator, Ministry of National Security;
- (s) Ms. Janet Graham, Church Secretary, Montego Bay Seventh Day Adventist Church;
- (t) Mr. Garcia N. Bicarie, Church Member, Montego Bay Seventh Day Adventist Church;
- (u) Ms. Tameika McHayle, Church Member, Montego Bay Seventh Day Adventist Church;
- (v) Mrs. Debbie Parsons-Morris, Principal, St. Ann's Bay Infant School;
- (w) Mr. Juna Anderson, Owner, Juna Pest Control Services;
- (x) Mr. Veron Bryan, Owner, Grove Choice; and
- (y) Mrs. Kerry-Ann Pryce, Owner, Eat To Live Jamaica.



Chapter 3 – Terms of Reference

- 3.1 This chapter outlines the scope of the investigation and the issues that were explored.
- 3.2 The objectives of the investigation were to determine, *inter alia*, the following:
- (i) The procurement processes, *if any*, which were undertaken, by the Carl Rattray Staff College/Department of Correctional Services (DCS), in the award of contracts to:
 - I. Mr. Juna Anderson for the fumigation of the Carl Rattray Staff College in 2019;
 - II. Mr. Kelliman Lawes for the installation of a surveillance system at the Carl Rattray Staff College; and
 - III. Grove Choice for the provision of food supplies.
 - (ii) The circumstances, *if any*, which led to the award of the referenced contracts, by the Carl Rattray Staff College/Department of Correctional Services;
 - (iii) The veracity of the allegation that Ms. Christall Byfield, former Director, Carl Rattray Staff College, retained a payment, in the amount of J\$350,000.00, received from a Seventh Day Adventist Church, for an event hosted at the Staff College, in 2018;



- (iv) Whether there was/were any irregularity(ies) and/or impropriety(ies) in relation to the award and implementation of the following contracts:
- i. Fumigation of the Carl Rattray Staff College in 2019 by Mr. Juna Anderson;
 - ii. Installation of a surveillance system at the Carl Rattray Staff College by Mr. Kelliman Lawes; and
 - iii. Supply of Goods by Grove Choice.
- (v) Whether the process utilized in the Curriculum Development and Training Project for the selection of facilitators/trainers, amounted to a conflict of interest on the part of Ms. Christall Byfield;
- (vi) The veracity of the allegation that Ms. Christall Byfield is affiliated with a business known as Grove Choice, which supplied Carl Rattray Staff College with goods and food supplies for training courses;
- (vii) Whether there was/were any breach(es) of the Government of Jamaica Public Sector Procurement Guidelines 2014 (GPPH), Public Procurement Act (2015), the Public Procurement Regulations (2018), Staff Orders for the Public Service, the Integrity Commission Act, and/or any other legislation applicable with respect to the operations of the Carl Rattray Staff College; and
- (viii) Whether any recommendations ought to be made.



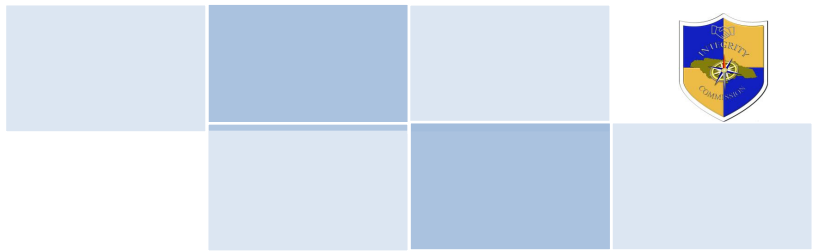
Chapter 4 – The Investigation

4.1 This chapter sets out the investigative actions that were undertaken throughout the course of the investigation.

The Investigation

4.2 The following actions were executed pursuant to the investigation:

- a) During the period November 1, 2021 to September 25, 2023, forty-three (43) Notices were served on individuals, to provide written statements;
- b) During the period November 1, 2021 to September 12, 2023, fifty-six (56) Witness Statements were obtained;
- c) During the period September 20, 2022 to April 13, 2023, five (5) Judicial Hearings were conducted; and
- d) A review of the Public Procurement Regulations (2018), Public Procurement Act (2015), the Integrity Commission Act, Government of Jamaica Handbook of Public Procurement Procedures (2014), Staff Orders for the Public Service, and other relevant legislation and policies was undertaken.



4.2.1 A review and cross-referencing of the statements, and supporting documentation was conducted in order to inform the DI's conclusions and recommendations.



Chapter 5 – Law, Policy, Evidence and Discussion of Findings

5.0 This chapter sets out the discussion of the findings and the relevant legislation concerning the investigation.

Background on the Department of Correctional Services and the Carl Rattray Staff College

- 5.1 The Department of Correctional Services (DCS), a department under the Ministry of National Security, contributes to “*national security by securing, supervising, rehabilitating and reintegrating offenders as productive and law-abiding citizens.*” The DCS has several facilities which operate within the department, to include the Adult Correctional and Remand Centres, Juvenile Correctional and Remand Centres and the Carl Rattray Staff College.
- 5.1.1 The Carl Rattray Staff College was established out of the need for a training institution to meet the human resource development requirements for the DCS. “*The college has evolved from merely providing training for new entrant persons, for the Department, to facilitating continuous training programmes designed to improve and enhance the skill set of all members of the service.*”¹

¹ <https://www.dcs.gov.jm/>



Award of Contract to Juna Pest Control for the Fumigation of the Premises of the Carl Rattray Staff College in 2019

- 5.2 As it relates to the allegation that Ms. Christall Byfield, a former Director at Carl Rattray Staff College (C.R.S.C.), acquired the services of Mr. Juna Anderson of Juna Pest Control Services to fumigate the premises at the Staff College from flying and crawling insects. Ms. Byfield is said to have collected a percentage of the payment, made to Mr. Anderson for the fumigation services in 2019, the DI sought to determine the veracity of same.
- 5.2.1 In this regard, Lt. Colonel (Ret'd) Gary Rowe, former Commissioner, DCS, indicated in his statement dated March 3, 2022, that the Carl Rattray Staff College engaged Juna Pest Control Services Limited for fumigation services in June 2019.
- 5.2.2 Connectedly, the DI perused an invoice dated January 3, 2020, from Juna Pest Control Services, in the amount of \$220,000.00, which was addressed to Carl Rattray Staff College, and acknowledged as received by the College.

Procurement Methodology Utilized in the Award of Contract to Juna Pest Control Services for the Fumigation of Premises at the Carl Rattray Staff College

- 5.3 Having regard to the referenced award of contract to Juna Pest Control Services, the DI sought to ascertain the circumstances which led to the award of the referenced contract.



- 5.3.1 By way of statement dated April 4, 2022, Mr. Juna Anderson, Owner, Juna Pest Control Services, explained the means by which he became aware of the opportunity to execute fumigation services at Carl Rattray Staff College. Mr. Anderson indicated that, *"How I became aware of Carl Rattray Staff College was that I was walking pass the College and noticed a whole lot of wasps and asked them to speak to somebody about it. I was told the person to speak with was not there at the time. After this, sometime in 2019, they called me in to come and do a walk-through of the College."*²
- 5.3.2 The DI is in possession of a proforma invoice dated June 14, 2019, which was submitted by Mr. Anderson to the Carl Rattray Staff College, in the amount of \$220,000.00 for fumigation services.
- 5.3.3 The DI further sought to determine the procurement methodology which was utilized in the instant matter. In this regard, Lt. Col. (Ret'd) Gary Rowe, indicated that the procurement methodology utilized by the DCS, regarding the engagement of Juna Pest Control Services, was the Direct Contracting Methodology, on the basis that the services rendered did not exceed the value threshold of \$500,000.00.³
- 5.3.4 By way of definition, the Government of Jamaica Handbook of Public Sector Procurement Procedures, describes Direct Contracting as circumstances in which only one contractor is invited to participate.

² Statement dated April 4, 2022, of Juna Anderson, Owner, Juna Pest Control Services.

³ Statement dated March 3, 2022, of Lt. Colonel (Ret'd) Gary Rowe, former Commissioner, DCS.



5.3.5 In addition, the Public Procurement Regulations outlines that the Direct Contracting procurement methodology is to be utilized for services with an estimated contract value not exceeding \$1,500,000.00.⁴

Fumigation Services Rendered by Juna Pest Control Services at the Carl Rattray Staff College in 2019

5.4 As it relates to the captioned matter, the DI sought to determine whether services were rendered by Mr. Juna Anderson for fumigation services at the Carl Rattray Staff College in 2019.

5.4.1 By way of statement dated April 4, 2022, Mr. Anderson confirmed, *inter alia*, that “*I did the works and was paid in the amount of \$220,000.00 by the Carl Rattray Staff College and I was paid by way of a cheque*”.⁵

5.4.2 Additionally, the January 3, 2020, Invoice, from Juna Pest Control Services, addressed to Carl Rattray Staff College, bore a stamp which had the following words inscribed: “*Carl Rattray Staff College Goods Received in Good Order*”.

5.4.3 Subsequently, the payment process was initiated, by way of payment voucher dated March 10, 2020, to Juna Pest Control Services by the DCS, in the amount of \$220,000.00 for the referenced work.⁶

⁴Public Procurement Act (Regulations) 2018.

⁵ Statement dated April 4, 2022, of Juna Anderson, Owner, Juna Pest Control Services

⁶ Payment Voucher dated March 10, 2020, addressed to Juna Pest Control Services - Appended (TF9) to Statement dated September 6, 2023, of Ms. Tanya Francis, Acting Senior Director, Finance and Accounts, DCS.



5.4.4 The DI also notes that the referenced payment voucher was stamped 'paid' on March 13, 2020⁷.

Allegation that Ms. Christall Byfield, former Director, Carl Rattray Staff College Collected a Percentage of the Payment made to Juna Anderson

5.5 As it relates to the captioned matter, the DI deemed it pertinent to highlight Section 4.3 (i) of the Staff Orders for the Public Service, which stipulates that, *"Officers, in their official capacity are forbidden to solicit or accept gifts or gratuities for the performance or neglect of official duties and responsibilities; Officers, may however accept small tokens of appreciation from customers or clients, subject to the Conflict of Interest provisions under Sections 4.2.9(i) (c) and (d) of these Orders."*⁸

5.5.1 Section 4.2.9 (i)(c) and (d) of the referenced Staff Orders indicate as follows:

" (i) A conflict of interest may be deemed to exist under any of the following circumstances:

...

(c) Exploiting the status and privilege of one's position for private gain;

⁷ Payment Voucher stamped 'Paid', March 13 2020, addressed to Juna Pest Control Services, Appended to Statement dated September 6, 2023, of Ms. Tanya Francis, Acting Senior Director, Finance and Accounts, DCS.

⁸ Section 4.3 (i) of the Staff Orders for the Public Service



*(d) Soliciting and/or accepting payment and/or any other consideration relating to the performance of or neglect of official duties;*⁹

5.5.2 It, having been established that Mr. Anderson was awarded a contract for the provision of fumigation services at the Carl Rattray Staff College on January 3, 2020, it is necessary further to establish whether there is merit in the allegation that Ms. Byfield received a percentage of the payments made to Mr. Anderson.

5.5.3 The DI in conducting the referenced enquiry, obtained a statement from Mr. Juna Anderson on April 4, 2022. In his statement, Mr. Anderson indicated, *inter alia*, the following:

*"It was Christmas but I do not remember whether 2019 or 2020 when I did some follow-up works for Carl Rattray Staff College. During my visit, I brought three (3) envelopes to the front desk and wrote Ms. Hibbert, Mr. Coleman and Ms. Byfield on an envelope each. I placed \$2,000.00 in each envelope and asked the officer at the front desk to give it to referenced individuals so that they can give it as contribution to their church. I did that because I always talk about church and God with Ms. Byfield, Ms. Hibbert and Mr. Coleman and because it was Christmas time, it was the season for giving."*¹⁰

⁹ Section 4.2.9 (i) (c) and (d) of the Staff Orders for the Public Service.

¹⁰ Statement dated April 4, 2022, of Juna Anderson, Owner, Junior Pest Control Services.



5.5.4 Subsequent to the explanation provided by Mr. Anderson, the DI made further enquiries of the officers who allegedly received the envelopes, to determine the veracity of the referenced explanation.

5.5.5 The DI in conducting the referenced enquiry, obtained a statement from Ms. Euline Hibbert, Senior Secretary, Carl Rattray Staff College, on November 30, 2022. In her statement, Ms. Hibbert indicated *inter alia*, that subsequent to the works executed by Mr. Anderson in January 2020, "...I remember way down in the same year, close to Christmas, someone from the College called me to say Mr. Anderson had left something for me at the College. When I returned to work, I called him and he advised that seeing that I always speak about church and the projects that I am working on at my church, he left me about \$2,000.00...I do not know if he left any other envelopes for anyone else as I was not at the College during the time he left the envelopes...The money from Mr. Anderson went towards the Annual Children's Home Outreach project which is held by my church."¹¹

5.5.6 The DI was unable to corroborate the claims made by Mr. Anderson and Ms. Hibbert any further as Mr. David Coleman indicated in his statement dated November 22, 2022, that he did not receive any envelopes from Mr. Anderson.

5.5.7 During a Judges' Rules interview held with Ms. Byfield on January 13, 2023, Ms. Christall Byfield exercised her right to silence and made no comment.

¹¹ Statement dated November 30, 2022, of Ms. Euline Hibbert, Secretary, Carl Rattray Staff College.



5.5.8 An analysis conducted on the Bank Account(s) belonging to Ms. Christall Byfield, revealed no indication of transfer of funds from Mr. Juna Anderson during the period 2019 to 2022, to support the aforementioned allegation.

5.5.9 Note, subsequent to the work executed by Mr. Juna Anderson in January 2020, a token was provided to particular members of the Carl Rattray Staff College in late 2020, around the Christmas season, by Mr. Anderson. It could be inferred that the funds (\$2,000.00) represented a small token of appreciation, which is acceptable and in keeping with the abovementioned section of the Staff Orders.

Award of Contract to Digiview Security Limited for the Installation of a Surveillance System at the Carl Rattray Staff College

5.6 As it relates to the allegation that Ms. Christall Byfield acquired the services of Mr. Kelliman Lawes, Digiview Security Limited to install a surveillance system, the DI sought to determine the veracity of same.

5.6.1 The DI in conducting the referenced enquiry, obtained a statement from Mr. Emil Holgate, Senior Director (Acting), Major Technology Transformation Branch, Ministry of National Security on April 13, 2022. In his statement, Mr. Holgate indicated, *inter alia*, that a contract was awarded to Digiview Security Limited for the installation of a surveillance system at the Carl Rattray Staff College.¹²

¹² Statement dated April 13, 2022, of Mr. Emil Holgate, Senior Director (Acting), Major Technology Transformation Branch, Ministry of National Security.



5.6.2 Mr. Holgate provided a copy of the contract dated March 23, 2020, between the Ministry of National Security and Digiview Security Limited, for the "Supply and Installation of CCTV Cameras at the Department of Correctional Services – Carl Rattray Training Institute" in the amount of \$4,744,521.06.¹³

Circumstances which led to the Award of Contract to Digiview Security Limited for the Installation of a Surveillance System at the Carl Rattray Staff College

5.7 Having regard to the captioned award of contract dated March 23, 2020, to Digiview Security Limited, the DI sought to ascertain the circumstances which led to the award of same.

5.7.1 By way of a Statement dated April 13, 2022, Mr. Emil Holgate, Senior Director (Acting), Major Technology Transformation Branch (MTTB), Ministry of National Security (MNS), provided a table outlining the chronology of procurement activities which resulted in the award of contract to Digiview Security Limited (see table below).

Activity No.	Date of Activity	Description of Activity
1	January 2020	Instructions received from Senior Director, MTTB for an assessment to be conducted to cause a surveillance system to be installed at Carl Rattray Training Facility consequent to a reported case of a security breach, resulting in a stolen firearm from the facility.

¹³ Contract Agreement dated March 23, 2020, between Ministry of National Security and Digiview Security Limited.



2	January 2020	Project Team reviewed May 26, 2019 CCTV Needs Assessment Report.
3	February 4, 2020	Project Manager, JamaicaEye, engaged the Director, Carl Rattray Staff College, via email, to provide a background information on the institution.
4	February 5, 2020	Consequent to the expressed urgency, Project Manager, JamaicaEye, issued a request for quotation through email correspondences to three companies (Sitewatch Electronics Security; Konnex Services Limited, and Digiview Security Limited)
5	February 14, 2020	Responses received from Sitewatch Security and Digiview Security Limited. However, Konnex Services did not respond.
6	February 18, 2020	Procurement submission made to the Ministry of National Security Director Procurement Unit, with supporting documents requesting assistance or guidance in furtherance of completing the procurement in question. Procurement handed over to the Procurement Unit.
7	March 9, 2020	Procurement reviewed and approved by the Ministry's Procurement Committee.
8	March 10, 2020	Approval received from the head of entity.
9	March 23, 2020	Contract signed by the Ministry of National Security and Digiview Security Limited.



10	April 7, 2020	Accountable Officers were notified that the project was successfully completed
11	April 14, 2020	Payment in the amount of \$3,758,979.87 remitted to Digiview Security Limited. ¹⁴

The Procurement Methodology Utilized in the Award of Contract to Digiview Security Limited

5.8 As it relates to the procurement methodology utilized by the Ministry of National Security in the award of contract to Digiview Security Limited, Mr. Emil Holgate, Senior Director (Acting), Major Technology Transformation Branch (MTTB), Ministry of National Security (MNS) indicated in his statement dated April 13, 2022, that, "...Extreme urgency was expressed which triggered the initiation of this project. Notwithstanding, *in a bid to ensure best value for money, it was considered most prudent to engage three (3) contractors to provide quotations for the proposed provision of the goods and services, pursuant to the First Schedule of the Procurement Regulations 2018, wherein the Restricted Bidding methodology is permissible...*".

5.8.1 Having regard to the statement above, the DI notes, Section 24 of the Public Procurement Act (2015) which outlines as follows:

24.-(1) Subject to subsection (2), a procuring entity may engage in procurement by means of restricted bidding where –

¹⁴ Statement dated April 13, 2022, of Mr. Emil Holgate, Senior Director (Acting), Major Technology Transformation Branch, Ministry of National Security.



(a) the goods, works or services to be procured are, by reason of their highly complex or specialized nature, available from a limited number of suppliers;

(b) the time and cost involved in considering a large number of bids would be disproportionate to the estimated value of the procurement;

(c) given the nature of the procurement, it is in the public interest that the procurement should be confidential, and restricted bidding is required to maintain confidentiality; or

(d) where there is an urgent need in the public interest for the subject matter of the procurement, whether arising from the occurrence of a catastrophic event or otherwise, making it impractical to use any such other competitive method of procurement because of the time involved in using any such other method.

(2) Where a procuring entity engages in procurement by means of restricted bidding-

(a) in the circumstances referred to in subsection (1)(a), then it shall invite all known suppliers who are capable of supplying the goods, works or services, as the case may be, to bid;

(b) in the circumstances referred to in subsection (1)(b), then it shall, in a non-discriminatory manner, select suppliers from



which to invite bids and, where practicable, bids should be invited from a minimum of three bidders so as to ensure effective competition.”¹⁵

5.8.2 In addition to the **Public Procurement Act**, the **Public Procurement Regulations (2018)** stipulates, in the **First Schedule** thereof, that services with an estimated procurement contract value of \$1,500,000.00 but not exceeding \$3,000,000.00 can be procured by way of the Restrictive Bidding procurement methodology, with not less than 3 invited suppliers.

5.8.3 In regard to the foregoing, the DI is in possession of email correspondence dated February 5, 2020, from Mr. Emil Holgate, addressed to employees of the following companies: Konnex Services Limited, Sitewatch Electronic Security Limited and Digiview Security Limited requesting quotations for the installation of a surveillance system at the Carl Rattray Staff College.

5.8.4 Subsequently, responses were received from Sitewatch Electronic Security Limited and Digiview Security Limited for the installation of the surveillance system at Carl Rattray Staff College. The quotation submitted by Sitewatch Electronic Security Limited was in the amount of \$7,990,554.43 and the quotation submitted by Digiview Security Limited was in the amount of \$4,744,521.06.

5.8.5 The DI is also in possession of a Memorandum dated February 18, 2020, which was addressed to Mr. Douglas Stewart, Director, Procurement Unit,

¹⁵Section 24 of the Public Procurement Act (2015).



from Mr. Emil Holgate, Project Coordinator – National CCTV Programme – JamaicaEye, regarding “**Procurement Request – Installation of CCTV Cameras at the Department of Correctional Services Carl Rattray Training Institute**”.¹⁶

5.8.6 The referenced Memorandum indicated that, “*Digiview Electronics Jamaica Ltd. is being recommended as the preferred supplier on the premise that they offered the more competitive cost of the two respondents and they stock high resolution cameras, which are in keeping with the standards required by JamaicaEye; in November 2019, Digiview completed a similar project for the Ministry by installing sixteen (16) at the JCF Legacy Data Project sites (City Centre Police Station and the Elleston Road office). The execution of this installation was above satisfactory.*”

5.8.7 Further, the Memorandum indicated that the rationale for the procurement request was based on the following:

- i. Inadequate security for the 120-150 recruits and staff members housed at the facility during the training courses;
- ii. As part of the training course, the trainees are exposed to firearm use and safe handling and as such, the weapons are stored on site, which makes the location a potential target; and
- iii. In January 2020, there was an incident of a stolen firearm at the location.

¹⁶ Memorandum dated February 18, 2020, which was addressed to Mr. Douglas Stewart, Director, Procurement Unit, from Mr. Emil Holgate, Project Coordinator – National CCTV Programme – JamaicaEye



5.8.8 Consequently, the Procurement Committee endorsed the recommendation in respect of the award of contract to Digiview Security Limited for the installation of the surveillance system at the Carl Rattray Staff College on March 9, 2020.

5.8.9 Ms. Dianne McIntosh, Permanent Secretary, Ministry of National Security, approved the referenced recommendation, by way of a Memorandum, on March 11, 2020.¹⁷

Services Rendered by the Digiview Security Limited for the Installation of the Surveillance System at the Carl Rattray Staff College

5.9 The DI is in possession of an email correspondence, from Mr. Emil Holgate, addressed to Mr. Delroy Simpson, dated April 7, 2020, which advised that the “CCTV installation project at the Department of Correctional Services – Carl Rattray Training College has been completed.” The following were completed:

- i. 46 Cameras were installed;
- ii. Video wall was installed in the Sub-officer's office;
- iii. External cameras were installed, specifically, at the main gate, along all the dorms, common areas, along the perimeter fence and the roadway leading to the facility;
- iv. Internal cameras were installed, specifically, at the armory, ammunition stores, food storage, reception area and the CCTV monitoring room;

¹⁷ Memorandum dated March 10, 2020 from Mr. Douglas Stewart, Director, Public Procurement, addressed to Ms. Dianne McIntosh, Permanent Secretary, regarding Procurement Committee Endorsed Documents – Appended (EH 07) to Statement dated April 13, 2022, of Mr. Emil Holgate, Acting Senior Director, Major Technology Transformation Branch, MNS.



- v. Supervisory monitoring screen was installed in the Commanding Officer's office; and
- vi. Supervisory monitoring screen was installed in the Principal/Director's office.¹⁸

5.9.1 Based on the foregoing, the procurement undertaken for the award of contract to Digiview Security Limited was initiated and managed by the Ministry of National Security, and as such, was not subject to the involvement of Ms. Christall Byfield and/or any other Officer of the Department of Correctional Services.

The Rental of the Carl Rattray Staff College Facilities to the Montego Bay Seventh Day Adventist Church for an Easter Weekend Camp in 2018

5.10 It was alleged that during Easter Weekend 2018, Montego Bay Seventh Day Adventist Church 'rented' the Carl Rattray Staff College facilities to host an event. It was further alleged that payment made by the Church was collected by Staff Officer Barbara Kelly-Paddyfoot and retained by Ms. Christall Byfield, Director, Carl Rattray Staff College, DCS.

5.10.1 Based on the foregoing and pursuant to **section 48** of the ***Integrity Commission Act (ICA)***, a Notice dated January 6, 2022, was addressed to Lt. Colonel (Ret'd) Gary Rowe. The DI sought to determine certain details surrounding the alleged rental of the College's facilities to the Montego Bay Seventh Day Adventist

¹⁸ Email correspondence, from Mr. Emil Holgate, addressed to Mr. Delroy Simpson, dated April 7, 2020.



Church, in the amount of \$350,000.00 during the Easter Holiday Weekend in 2018.

5.10.2 Lt. Colonel (Ret'd) Rowe indicated in his statement dated March 3, 2022, *inter alia*, that "...there are no documents to support the hosting of an event for Three Hundred and Fifty Thousand Dollars (\$350,000.00) at the Carl Rattray Staff College".¹⁹

5.10.3 Notwithstanding the foregoing, the DI conducted an unannounced visit to the Carl Rattray Staff College on November 1, 2021, and seized documentation deemed pertinent to the Investigation.

5.10.4 Upon perusal of the documents seized from the College, the DI observed a log book labelled Night Log Book, which captured the period January 14, 2017, to June 30, 2018. An entry was observed on the date of Thursday, March 29, 2018, which indicated that over 120 persons, including adults and children attended upon the Carl Rattray Staff College from the Montego Bay Seventh Day Adventist Church for a Weekend Camp.

5.10.5 By way of statement dated November 24, 2022, Ms. Tameika McHayle, Church Member, Montego Bay Seventh Day Adventist Church, confirmed that she is aware of the Easter Camp that was held at the Carl Rattray Staff College, during the period Thursday, March 29, 2018 to Monday, April 2, 2018, as she was in attendance.²⁰

¹⁹ Statement dated March 3, 2022, of Lt. Colonel (Ret'd) Gary Rowe, former Commissioner, DCS.

²⁰ Statement dated November 24, 2022, of Ms. Tameika McHayle, Church Member, Montego Bay Seventh Day Adventist Church.



5.10.6 Consequently, the DI sought to ascertain the process utilized by the Department of Correctional Services (DCS) and/or the Carl Rattray Staff College for the rental of the facilities at Carl Rattray Staff College.

5.10.7 The DI found that, at the material time, there was no written policy concerning the rental of the facilities at the Carl Rattray Staff College, however, Lt. Colonel (Ret'd) Gary Rowe, former Commissioner, DCS, outlined in his statement dated March 3, 2022, the process to be utilized in the rental of the Carl Rattray Staff College, as follows:

- i. A request is submitted by the interested third party to the Carl Rattray Staff College;
- ii. The request is to be forwarded to the Department of Correctional Services Head Office seeking the approval by the Head of Entity/Senior Director HRM and Administration;
- iii. If approval is granted, the approval is communicated to the Carl Rattray Staff College;
- iv. The interested third party is engaged to execute a "*Terms and Conditions for the Use of the Carl Rattray Staff College Lease Agreement*" to enter into contractual obligations and payment is made by the interested third party to the Imprest Holder by cash or cheque; and
- v. All associated documents are thereafter forwarded to the Account's unit at the Department's Head Office for the processing, or sums collected



are deposited into the bank account belonging to the Carl Rattray Staff College.²¹

5.10.8 Having regard to the aforementioned process outlined by Lt. Colonel (Ret'd) Rowe, the DI sought to ascertain from the other Officers involved in the rental process, certain information pertaining to the rental of the facility to the Montego Bay Seventh Day Adventist Church in March-April 2018.

5.10.9 By way of statement dated November 1, 2022, Ms. Althea Davis, Senior Director, Human Resource Management & Administration, DCS indicated that, *"As it relates to the rental of the facility to the Montego Bay Seventh Day Adventist Church in Easter 2018, I do not recall a request ever coming across my desk concerning this matter. Therefore, I have no information about what was rented and the payment made for the rental of the facility to the Church Group."*²²

5.10.10 Notwithstanding Lt. Colonel (Ret'd) Rowe's representations, the DI has not found any evidence of a written Rental Agreement between the Montego Bay Seventh Day Adventist Church and the Carl Rattray Staff College, for the rental of the facilities during the period March 29, 2018 to April 2, 2018.

5.10.11 Additionally, the DI sought to ascertain from the Imprest Holder, whether payment was made by the Montego Bay Seventh Day Adventist Church for the rental of the Carl Rattray Staff College during the period March 29, 2018 to April 2, 2018.

²¹ Statement dated March 3, 2022, of Lt. Colonel (Ret'd) Gary Rowe, former Commissioner, DCS.

²² Statement dated November 1, 2022, of Ms. Althea Davis, Senior Director, Human Resource Management & Administration, DCS.



5.10.12 In this regard, Mr. Paris Lawrence, Imprest Holder, at the time, advised that a deposit was made by the Montego Bay Seventh Day Adventist Church, in the amount of \$30,000.00 for the rental of the Carl Rattray Staff College. In addition, Mr. Lawrence indicated that a receipt was provided to the Montego Bay Seventh Day Adventist (S.D.A.) Church reflecting the referenced payment made.

5.10.13 Connectedly, the DI observed a Cash Receipt dated February 13, 2018, recording a payment of \$30,000.00, from Montego Bay S.D.A., for use of the College's premises for Camp during the period March 29, 2018 to April 2, 2018.

5.10.14 Mr. Lawrence further indicated that during the period in which the Montego Bay Seventh Day Adventist Church Group rented the facilities of the Carl Rattray Staff College, he was not on the premises and as a result, he did not collect the remainder of the payment.

5.10.15 As it relates to the foregoing, the DI sought to determine whether there were any payments observed by the Department of Correctional Services' Accounts Department for the rental of the Carl Rattray Staff College by the Montego Bay Seventh Day Adventist Church in 2018.

5.10.16 Mr. Norris Gilbert, Senior Director, Finance and Accounts, DCS, at the material time, indicated in his statement dated June 23, 2023, *inter alia*, that he is unaware of the event held at the Carl Rattray Staff College by the Montego Bay Seventh Day Adventist and that he does not recall receiving payment for said event. Mr. Gilbert also indicated that "as it relates to the process concerning the



rental of the Carl Rattray Staff College, I am unaware of there being a process for the rental.”²³

5.10.17 By way of a response dated March 1, 2022, Mr. Andre Johnson, then Pastor of the Montego Bay Seventh Day Adventist Church, indicated that the total cost to rent the Carl Rattray Staff College facility was \$180,000.00, and that final payment was made on March 29, 2018. Pastor Johnson also indicated, *inter alia*, “*that contact was made with Ms. Byfield, Principal of the Institution*” in relation to settling the final payment.²⁴

5.10.18 In relation to the allegation that Staff Officer Barbara Kelly-Paddyfoot collected the funds from the Montego Bay Seventh Day Adventist, she indicated in her statement dated November 1, 2022, that she was not involved in the collection of money from the Group nor does she know how much money was collected.²⁵

5.10.19 Based on a perusal of bank statements for the bank account belonging to Carl Rattray Staff College, the DI did not observe any evidence of payment to the account, whether in the amount of \$30,000.00 (initial payment made by the Group) or otherwise, during the period January 2018 – August 2019 by the Montego Bay Seventh Day Adventist Church.

5.10.20 The DI perused the Bank Statements of accounts owned by Ms. Christall Byfield, Director, Carl Rattray Staff College, which revealed no evidence of funds deposited into the Accounts at or around the time in question.

²³ Statement dated June 23, 2023, of Mr. Norris Gilbert, former Senior Director, Finance and Accounts, DCS.

²⁴ Letter dated March 1, 2022, Andre Johnson, then Pastor of Montego Bay Seventh Day Adventist Church.

²⁵ Statement dated November 1, 2022, of Mrs. Barbara Kelly-Paddyfoot, Staff Officer, DCS.



Rental of the Carl Rattray Staff College by the St. Ann's Bay Infant School

5.10.21 During the course of the investigation, the DI observed documents which indicated that Mrs. Debbie Parsons-Morris, on behalf of St. Ann's Bay Infant School, rented the Carl Rattray Staff College to facilitate a Teacher's Day Event on December 19, 2019.

5.10.22 The DI sought to determine whether the process in relation to the rental of the Carl Rattray Staff College, outlined by Lt. Colonel (Ret'd) Rowe, was observed in this instance.

5.10.23 In the foregoing regard, by way of statement dated March 3, 2022, Lt. Colonel (Ret'd) Rowe submitted the documents pertaining to the rental of the Carl Rattray Staff College facilities to the St. Ann's Bay Infant School.

5.10.24 By way of letter dated December 10, 2019, addressed to Mrs. Althea Davis, Senior Director – HRM & A (Acting), Mrs. Debbie Parsons-Morris, Principal, St. Ann's Bay Infant School, requested the use of the facilities.

5.10.25 Subsequently, approval was granted to Mrs. Debbie Parsons-Morris, by way of letter dated December 17, 2019, under the signature of Mrs. Althea Davis, Senior Director – HRM & A (Acting), regarding the use of the Carl Rattray Staff College by the St. Ann's Bay Infant School.

5.10.26 In addition, the DI observed an Invoice dated December 12, 2019, from the Department of Correctional Services, addressed to Mrs. Parsons-Morris in the



amount of \$60,000.00, requiring payment to be made to an account belonging to the Department of Correctional Services.

5.10.27 Having regard to the foregoing, the DI sought to determine whether payment was made to the DCS for the referenced rental. In this regard, Lt. Colonel (Ret'd) Rowe indicated, in his statement dated March 3, 2022, that evidence of the payment has not been identified in the bank records of the Carl Rattray Staff College nor the Department of Correctional Service's Accounts.

5.10.28 The DI observed a cheque dated December 17, 2019, in the amount of J\$60,000.00²⁶, which was made to Mr. John Wain, former Imprest Holder, Carl Rattray Staff College by the St. Ann's Bay Infant School in respect of the referenced rental. Confirmation was received from the duly authorized officer at the National Commercial Bank that the referenced cheque was 'encashed' by Mr. Wain on January 2, 2020.²⁷

5.10.29 The DI sought to ascertain the reason for which payment was made to Mr. John Wain instead of the DCS, as indicated on the aforementioned invoice. In this regard, Mrs. Debbie Parsons-Morris indicated to the DI, during a Judicial Hearing held on February 15, 2023, that:

"...the Secretary sent me an email, outlining what the amount of money that was to be paid. When I called her and I asked her who the money was to be paid to, I was told that the cheque must be made payable to Mr. [John Wain] who is the Imprest

²⁶ St. Ann's Bay Infant School Cash Ledger.

²⁷ Statement dated March 8, 2024, of Service Quality Manager/ Duly Authorized Officer, National Commercial Bank (NCB).



holder because that's how Carl Rattray operates. The Imprest holder is the person who collects money. Not the Secretary, not anybody else. The Imprest Holder is the person who deals with money.

Q: And who told you that the cheque was to be payable to [John Wain]?

A: The lady in the office. And my daughter said to me –Because at first, she was saying to me, “Mummy, make sure you pay who the money is to go to”.²⁸

5.10.30 As stated above, there is no evidence to suggest that the \$60,000.00 paid to Mr. Wain was handed over to the DCS. Efforts made to contact Mr. Wain to obtain an explanation in the foregoing regard were unsuccessful.

Allegation regarding Conflict of Interest in the Selection of Individuals to Participate in the Curriculum Development and Training Project held at the Carl Rattray Staff College in 2020

5.11 It was alleged that Ms. Byfield selected Ms. Debbie Parsons-Morris, her mother, and her friends, Ms. Leonie Reid and Mr. Javan Anderson, to participate in the curriculum development and training project held at the Carl Rattray Staff College in 2020.

5.11.1 As it relates to the allegation, the DI first sought to determine the nature of the abovementioned Curriculum Development Project.

²⁸ Transcript of Judicial Hearing held on February 15, 2023 – Mrs. Debbie Parsons-Morris, Principal, St. Ann's Bay Infant School



5.11.2 By way of documents submitted by Lt. Colonel (Ret'd) Gary Rowe, appended to his statement dated April 18, 2023, the DI observed that the Curriculum Development Project entails the development and implementation of training material, by the Department of Correctional Services, in accordance with technical specifications for National Vocational Qualification of Jamaica (NVQJ). The Curriculum Development Project required participants to: (i) develop the training material; and (ii) ratify the training material which was developed.²⁹

5.11.3 It was found that the Curriculum Development Project was implemented on two occasions in 2021. The two occasions were during the period January 2021 to February 2021 and May 2021 to August 2021.

5.11.4 Further, the DI sought to determine the veracity of the allegation that Ms. Byfield selected her mother to participate in the Project. By way of statement dated April 18, 2023, Lt. Colonel (Ret'd) Gary Rowe, former Commissioner, DCS, indicated, *inter alia*, that “Ms. Christall Byfield then Director of the Staff College submitted the names of the persons to be involved in the project in both instances after discussions with her immediate supervisor. The nominees were confirmed by Mrs. Althea Davis, Senior Director of Human Resource Management & Administration (her immediate supervisor), and the Senior Director of Human Resource Management & Development, Mrs. Patricia Alcott.”³⁰

5.11.5 Having regard to Lt. Colonel (Ret'd) Gary Rowe's representation, the DI sought to determine the means by which individuals were selected to participate in the Project. Mrs. Althea Davis, in her Statement dated November 1, 2022, indicated

²⁹ Statement dated April 18, 2024, of Lt. Colonel (Ret'd) Gary Rowe, former Commissioner, DCS.

³⁰ Ibid.



that Ms. Byfield, “was allowed to prepare the list of individuals to participate in the Project and the list included her mother. Ms. Byfield had the autonomy to select the individuals to serve on the Project because she was the Head of the Carl Rattray Staff College”.³¹

5.11.6 Mrs. Patricia Alcott, Senior Director, Human Resource Management and Development, DCS, indicated in her statement dated April 11, 2023, inter alia, the following:

“The development of training materials [sic] projects which took place in 2021 was managed by the Director of Carl Rattray Staff College, Ms. Christall Byfield. The purpose of this project is as a result of attempting to accredit the College. Each trainer will develop the training material for a particular area but it has to be aligned to the standards which are set out by HEART/NSTA Trust. The purpose of aligning these training materials is to ensure that the Carl Rattray Staff College can be an accredited institution... The Director of the Carl Rattray Staff College then identifies the individuals that she deems experienced and competent in the development of training materials. It is my understanding that these persons were already trained at HEART and worked on prior projects. There was no other criteria that I am aware of which played a part in the selection process. The recommendation by the Director of the College for the persons selected then goes to the Senior Director of Human Resources Management and

³¹ Statement dated November 1, 2022, of Mrs. Althea Davis, Senior Director of Human Resource Management & Administration, DCS.



Administration, Ms. Althea Davis. The recommendation for the selected trainers do not come to me.”

5.11.7 The DI perused the Job Description for the role of Director, Carl Rattray Staff College, and observed that one of the key areas of responsibility of the function of the Director is to “Collaborate with the Director of HRD/Training in order to prepare a curriculum and training plan for prescribed training plan”.

5.11.8 Notwithstanding the aforementioned, and as it relates to the selection of participants for the referenced Curriculum Development Project, the DI did not observe any written policy which outlines the criteria for same.

5.11.9 A review of Lt. Colonel (Ret'd) Gary Rowe's statement dated April 18, 2023, and the accompanying attachments was conducted. Based on this review, the officers who participated in the Curriculum Development Project during the period January 4, 2021 to February 5, 2021 and May 2021 to August 2021, are listed in the Table below:

January to February 2021	May to August 2021
Team Leader	
Christall Byfield	Christall Byfield
Quality Control Assessors	
-	Althea Davis
-	Patricia Alcott
Team Members	
Lygia Martin	Nadria Brown
Leonie Reid	Lygia Martin
Staff Officer Thelma Grayson-Linton	Leonie Reid
Corporal Roberto Johnston	Javan Anderson
Corporal Stephen Bailey	Euline Baker-Hibbert



Corporal Andre Thompson	Overseer Noel Beckford
Correctional Officer 1 (CO1) Kerry Ann Henry	Staff Officer Sean Thompson
Euline Baker-Hibbert	Corporal Stephen Bailey
Javan Anderson	Corporal Andre Thompson
Overseer Noel Beckford	Correctional Officer 1 (CO1) Kerry Ann Henry

5.11.10 By way of Statement dated November 1, 2022, Mrs. Althea Davis *inter alia*, indicated, that Mrs. Debbie Parsons-Morris was selected to participate in the Curriculum Development Project, as a member of the Ratification Team in the Project held during the period January 4, 2021 to February 5, 2021.

5.11.11 As indicated above, Mrs. Debbie Parsons-Morris confirmed that Christall Byfield is her daughter, in her statement dated September 1, 2022.

5.11.12 As it relates to the allegation that Ms. Byfield also selected her friends, Ms. Leonie Reid and Mr. Javan Anderson, to participate in the Curriculum Development and training project held at the Carl Rattray Staff College in 2020, Mrs. Althea Davis, by way of statement dated November 1, 2022, confirmed that two employees, Ms. Leonie Reid, Probation Officer, and Mr. Javan Anderson, Mathematics Teacher who were selected to participate in the referenced Project, are friends of Ms. Christall Byfield.³²

³² Statement dated November 1, 2022, of Mrs. Althea Davis, Senior Director of Human Resources Management and Administration, DCS.



5.11.13 The DI sought to determine the nature of the relationship between the abovementioned individuals and Ms. Christall Byfield. By way of statements, Ms. Leonie Reid and Mr. Javan Anderson both indicated that Christall Byfield is in fact a “friend”.³³

5.11.14 The DI observed an email correspondence between Mrs. Althea Davis and Ms. Christall Byfield, dated May 13, 2021, wherein Ms. Byfield addressed concerns raised in relation to the selection of Leonie Reid and Javan Anderson, and indicated, *inter alia*, the following: “*While there may be concerns, that they are both very close friends of mine and are junior staff, they are two very qualified individuals*”.

5.11.15 Based on the foregoing, the DI sought to determine whether the Department of Correctional Services had a policy to treat with matters concerning conflict of interest.

5.11.16 In response to the referenced enquiry, Lt. Col. (Ret'd) Gary Rowe, former Commissioner, DCS, indicated, *inter alia*, that “...there is a document entitled *Code of Discipline ratified by the Department since August 2020 and the Department also rely on the section of the Staff Order addressing conflict of interest.*”³⁴

5.11.17 The DI found that the Department of Correctional Services' Code of Discipline, dated August 2020, indicates as follows:

³³ Statement dated August 11, 2022, of Ms. Leonie Reid Probation Officer, DCS and Statement dated February 2, 2022, of Mr. Javan Anderson, Maths Teacher, DCS.

³⁴ Statement dated March 15, 2023, of Lt. Colonel (Ret'd) Gary Rowe, former Commissioner, DCS.



“10. Staff shall perform their duties on behalf of the Government of Jamaica with honesty and integrity. Staff must not enter into business or private ventures, which may be, or appear to be, in conflict with their duties as Correctional Employees and their overall responsibility as public servant.

Infractions

An employee has committed an infraction if he or she:

- a. Fails to disclose a conflict of interest as contained in the Conflict of Interest and Post-Employment Code for the Public Service or fails to follow the decision of the Commissioner or his authorized representative with respect to a declaration of conflict of interest.*
- b. Improperly uses his or her title or authority for personal gain or advantage.*
- c. Improperly uses the services of another employee, the property of the Service or anything produced by offender labour at any time, for activities that have not been officially approved.”³⁵*

5.11.18 Further, Section 4.2.9 of the referenced Staff Orders indicate as follows:

³⁵ Department of Correctional Services' Code of Discipline, dated August 2020.



“ (i) A conflict of interest may be deemed to exist under any of the following circumstances:

- (a) Engagement in private activity similar to official functions;*
- (b) Using information and/or any material gained from official position for private gain;*
- (c) Exploiting the status and privilege of one's position for private gain;*
- (d) Soliciting and/or accepting payment and/or any other consideration relating to the performance of or neglect of official duties;*
- (e) Conducting private business during work hours and/or on government property;*
- (f) Engaging in transactions with relatives or family members, or an organization in which relatives or family members have interest;*
- (g) Ownership of investment or shares in any company or undertaking;*
- (h) Acting as auditors or directors of companies or societies.*

ii) In order to address the potential for conflict of interest, officers should in all instances inform the appropriate authority of any such undertaking, seek clarification and get permission...”³⁶

5.11.19 Further, the Organization for Economic Cooperation and Development (OECD) Policy Brief 2005, defines a conflict of interest as *“a conflict between the public duty and private interests of a public official, in which the official's private-*

³⁶ Section 4.2.9 of the Staff Orders for the Public Service.



capacity interest could improperly influence the performance of their official duties and responsibilities.”³⁷

5.11.20 The DI highlights the following representations made by Mrs. Davis in her statement of November 1, 2022, “for the first project, I had an issue with her mother being part of the Project...For the second project, I ensured that her mother would not be involved in it because of the perceived conflict of interest”.

5.11.21 The evidence suggests that Mrs. Debbie Parsons-Morris was not a participant in the Curriculum Development Project held during May 2021 to August 2021.

5.11.22 As it relates to the selection of individuals to ratify documents for the Curriculum Development Project, held in May to August 2021, Mrs. Patricia Alcott, in her statement dated April 11, 2023, stated, *inter alia*, that, “...Commissioner Gary Rowe, Ms. Davis and myself collated a list of qualified individuals and selected the individuals based on qualification and years of experience. It was during the time of planning this project, that it was brought to my attention that Mrs. Debbie Parsons Morris, who was one of the ratifiers for the project held January to February 2021, was Ms. Christall Byfield’s mother.”

5.11.23 As it relates to the employees of the DCS who participated in the Curriculum Development Project, an Honorarium payment was made. For the Curriculum Development Projects held during the period January 2021 to February 2021 and May 2021 to August 2021, Ms. Leonie Reid received an honorarium payment of

³⁷ OECD 2003, Guidelines for Managing Conflict of Interest in the Public Service, pg. 15.



\$252,690.40 and \$700,633.60, respectively while Mr. Javan Anderson received \$133,718.20 and \$369,429.30, respectively.

5.11.24 In addition, for the Curriculum Development Project held during the period January 4, 2021 to February 5, 2021, Mrs. Debbie Parsons-Morris received a payment from the DCS in the amount of \$160,000.00 on June 2, 2021.

Honorarium Payment Received by Ms. Christall Byfield, Former Director, Carl Rattray Staff College, for the Curriculum Development Projects held during January 2021 to August 2021

5.12 During the course of the investigation, it was revealed that Ms. Christall Byfield received honorarium payments for the Curriculum Development Projects held January 2021 to February 2021 and May 2021 to August 2021. The payments were in the amount of \$598,527.16 and \$1,160,359.41, respectively.

5.12.1 By way of the Staff Orders for Public Service, Section 6.7.4 defines the circumstances in which honorarium payments are allowed, as follows:

“Honorarium

- (i) Honorarium may be paid to an officer who is assigned special duties which are extraneous to his/her normal duties and which necessitate the performance of official duties beyond normal working hours, for a period of not less than one (1) month;*
- (ii) The request for the performance of such duties should be made to the Permanent Secretary/Head of Department well in advance of*



the commencement date and should include a statement of the particulars of the work to be done, a workplan, the reason for the exercise, the proposed duration the number and categories of staff to be involved as well as an estimate of the cost;

(iii) The officer should not be relieved of his/her normal duties for the duration of the assignment;

...”

5.12.2 Based on the foregoing, the DI sought to determine the role Ms. Christall Byfield played in the Curriculum Development Project. In this regard, the DI observed a document entitled Training Resources Development Project Plan which indicated that Ms. Byfield was the Project Leader.

5.12.3 Based on the referenced document, the responsibilities of the Project Leader were as follows:

“Review the Plans Outlines

Meet with Plan Writers to work out any misconceptions

Assist with Research and identification of research sources

Review submitted lesson plans

Develop Presentation Plans for Adjusted Outlines

Submit Lesson Plans”

5.12.4 The DI further sought to determine whether the responsibilities outlined above were similar to those outlined in the Job Description of the Director, Carl Rattray Staff College post, which was held by Ms. Christall Byfield.



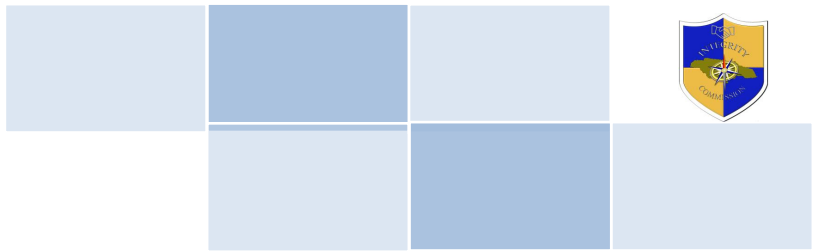
5.12.5 In this regard, the DI observed the key responsibilities for the Director of Carl Rattray Staff College, which are outlined below:

- *“Ensures that the required training materials to support instructors are made available in a timely manner.*
- *Develops, implements and monitors all training programmes for the efficient utilization of the institution's resources.*
- *Reviews presentations of presenters/lectures and make appropriate recommendations.*
- *Coordinates the training for new recruits Correctional Officers and Probation Aftercare Officers.”*

5.12.6 Based on the points set out above, which indicate the circumstances under which an honorarium payment can be made, the DI finds that it could be inferred that Ms. Byfield's responsibilities as the Director of the Carl Rattray Staff College do, in fact, overlap with those of the Project Leader under the Curriculum Development Project.

5.12.7 Notwithstanding the foregoing, Lt. Col. (Ret'd) Gary Rowe, former Commissioner, Department of Correctional Services indicated in his statement dated April 18, 2023, that he approved the honorarium request in both instances. In this regard, the DI observed the approved honorarium request for the Curriculum Development Project undertaken between January 4, 2021 to February 5, 2021 and May 31, 2021 to August 13, 2021, which are dated December 9, 2020 and June 7, 2021, respectively.

5.12.8 Further, the DI sought to determine the overtime hours which Ms. Christall Byfield executed during the referenced Curriculum Development Projects.



5.12.9 It should be noted that based on Circular No. 5, dated February 13, 2018, which was issued by the Ministry of Finance and the Public Service, regarding the “Revision of Allowances 2017/2021”, *“Honorary is calculated at the rate of 90% of time and a half for additional work done on Mondays to Saturdays and 90% of double time for additional work done on Sundays and Public Holidays.”*

5.12.10 Lt. Col (Ret'd) Rowe provided a copy of the Time Sheets which depicts the overtime hours executed by Ms. Byfield for the Projects, which are provided below:



CHRISTALL BYFIELD					
Director, Staff College (SEG 3)				January 04, 2021- February 05, 2021	
DAYS	DATES	FROM	TO	HOURS(1.5)	HOURS (2)
MONDAY	4-Jan-20 21	5:01:00 PM	8:45:00 PM	3:44:00	
TUESDAY	5-Jan-20 21	5:01:00 PM	10:00:00 PM	4:59:00	
WEDNESDAY	6-Jan-20 21	5:01:00 PM	11:30:00 PM	6:29:00	
THURSDAY	7-Jan-20 21	5:01:00 PM	11:45:00 PM	6:44:00	
FRIDAY	8-Jan-20 21	4:01:00 PM	9:45:00 PM	5:44:00	
SATURDAY	9-Jan-20 21	10:30:00 AM	10:00:00 PM	11:30:00	
SUNDAY	10-Jan-20 21	8:45:00 AM	10:30:00 PM		13:45:00
MONDAY	11-Jan-20 21	5:01:00 PM	11:45:00 PM	6:44:00	
TUESDAY	12-Jan-20 21	5:01:00 PM	12:15:00 AM	17:14:00	
WEDNESDAY	13-Jan-20 21	5:01:00 PM	11:45:00 PM	6:44:00	
THURSDAY	14-Jan-20 21	5:01:00 PM	11:30:00 PM	6:29:00	
FRIDAY	15-Jan-20 21	4:01:00 PM	9:15:00 PM	5:14:00	
SATURDAY	16-Jan-20 21	7:30:00 AM	11:45:00 PM	16:15:00	
SUNDAY	17-Jan-20 21	8:40:00 AM	11:35:00 PM		14:55:00
MONDAY	18-Jan-20 21	5:01:00 PM	12:30:00 AM	7:29:00	
TUESDAY	19-Jan-20 21	5:01:00 PM	11:45:00 PM	6:44:00	
WEDNESDAY	20-Jan-20 21	5:01:00 PM	1:35:00 AM	8:34:00	
THURSDAY	21-Jan-20 21	5:01:00 PM	11:55:00 PM	6:54:00	
FRIDAY	22-Jan-20 21	4:01:00 PM	12:55:00 AM	8:54:00	
SATURDAY	23-Jan-20 21	11:45:00 AM	2:00:00 AM	14:15:00	
SUNDAY	24-Jan-20 21	8:35:00 AM	1:30:00 AM		16:45:00
MONDAY	25-Jan-20 21	5:01:00 PM	2:00:00 AM	8:59:00	
TUESDAY	26-Jan-20 21	5:01:00 PM	4:55:00 AM	11:54:00	
WEDNESDAY	27-Jan-20 21	5:01:00 PM	3:30:00 AM	10:29:00	
THURSDAY	28-Jan-20 21	5:01:00 PM	2:00:00 AM	8:59:00	
FRIDAY	29-Jan-20 21	4:01:00 PM	12:45:00 AM	8:44:00	
SATURDAY	30-Jan-20 21	7:15:00 AM	4:45:00 AM	21:30:00	
SUNDAY	31-Jan-20 21	7:30:00 AM	12:25:00 AM		16:55:00
MONDAY	1-Feb-20 21	5:01:00 PM	3:40:00 AM	10:39:00	
TUESDAY	2-Feb-20 21	5:01:00 PM	3:15:00 AM	10:14:00	
WEDNESDAY	3-Feb-20 21	5:01:00 PM	4:00:00 AM	10:59:00	
THURSDAY	4-Feb-20 21	5:01:00 PM	6:00:00 AM	12:51:00	
TOTAL				265:58:00	62:20:00

Signature: *[Handwritten Signature]*
 Date: *02/03/2021*

Certified - Pat Alcott
[Handwritten Signature]
2021 Feb March 2

30,300.56.



		CHRISTALL BYFIELD				
		DIRECTOR SEG 3			May 31, 2021- August 27, 2021	
DAYS	DATLS	FROM	TO	HOURS(1.5)	HOURS (2)	
MONDAY	31-May-21	5:01:00 PM	11:10:00 PM	6:09:00		
TUESDAY	1-Jun-21	5:01:00 PM	11:30:00 PM	6:29:00		
WEDNESDAY	2-Jun-21	5:01:00 PM	11:15:00 PM	6:14:00		
THURSDAY	3-Jun-21	5:01:00 PM	11:15:00 PM	6:14:00		
FRIDAY	4-Jun-21	4:01:00 PM	11:45:00 PM	7:44:00		
SATURDAY	5-Jun-21	7:45:00 AM	11:30:00 PM	15:45:00		
SUNDAY	6-Jun-21	7:00:00 AM	12:45:00 PM		5:45:00	
MONDAY	7-Jun-21	5:01:00 PM	2:35:00 AM	9:34:00		
TUESDAY	8-Jun-21	5:01:00 PM	1:00:00 AM	9:34:00		
WEDNESDAY	9-Jun-21	5:01:00 PM	11:52:00 PM	7:59:00		
THURSDAY	10-Jun-21	5:01:00 PM	11:15:00 PM	6:51:00		
FRIDAY	11-Jun-21	4:01:00 PM	12:00:00 AM	7:59:00		
SATURDAY	12-Jun-21	7:15:00 AM	11:45:00 PM	16:30:00		
SUNDAY	13-Jun-21	6:15:00 AM	11:21:00 PM		17:06:00	
MONDAY	14-Jun-21	5:01:00 PM	12:45:00 AM	7:44:00		
TUESDAY	15-Jun-21	5:01:00 PM	12:45:00 AM	7:44:00		
WEDNESDAY	16-Jun-21	5:01:00 PM	10:35:00 PM	5:34:00		
THURSDAY	17-Jun-21	5:01:00 PM	2:00:00 AM	8:59:00		
FRIDAY	18-Jun-21	4:01:00 PM	12:15:00 AM	8:14:00		
SATURDAY	19-Jun-21	6:45:00 AM	2:45:00 AM	20:00:00		
SUNDAY	20-Jun-21	7:30:00 AM	3:14:00 AM		19:44:00	
MONDAY	21-Jun-21	5:01:00 PM	3:42:00 AM	10:41:00		
TUESDAY	22-Jun-21	5:01:00 PM	2:44:00 AM	9:43:00		
WEDNESDAY	23-Jun-21	5:01:00 PM	12:15:00 AM	7:14:00		
THURSDAY	24-Jun-21	5:01:00 PM	2:20:00 AM	9:19:00		
FRIDAY	25-Jun-21	4:01:00 PM	4:20:00 AM	12:19:00		
SATURDAY	26-Jun-21	7:15:00 AM	3:00:00 AM	19:45:00		

DEPARTMENT OF
 CORRECTIONAL SERVICES
 OCT 04 2021
 ACCOUNTS UNIT



SUNDAY	27-Jun-21	8:15:00 AM	1:30:00 AM		17:15:00		
MONDAY	28-Jun-21	5:01:00 PM	12:42:00 AM	7:41:00			
TUESDAY	29-Jun-21	5:01:00 PM	3:25:00 AM	10:24:00			
WEDNESDAY	30-Jun-21	5:01:00 PM	2:00:00 AM	8:59:00			
THURSDAY	1-Jul-21	5:01:00 PM	1:35:00 AM	8:34:00			
FRIDAY	2-Jul-21	4:01:00 PM	3:20:00 AM	11:19:00			
SATURDAY	3-Jul-21	10:00:00 AM	1:25:00 AM	15:25:00			
SUNDAY	4-Jul-21	6:45:00 AM	2:25:00 AM		19:40:00		
MONDAY	5-Jul-21	5:01:00 PM	10:15:00 PM	5:14:00			
TUESDAY	6-Jul-21	5:01:00 PM	1:30:00 AM	8:29:00			
WEDNESDAY	7-Jul-21	5:01:00 PM	2:45:00 AM	9:44:00			
THURSDAY	8-Jul-21	5:01:00 PM	3:20:00 AM	10:19:00			
FRIDAY	9-Jul-21	4:01:00 PM	5:30:00 AM	13:29:00			
SATURDAY	10-Jul-21	9:15:00 AM	3:25:00 AM	18:10:00			
SUNDAY	11-Jul-21	6:30:00 AM	2:15:00 AM		19:45:00		
MONDAY	12-Jul-21	5:01:00 PM	1:45:00 AM	8:44:00			
TUESDAY	13-Jul-21	5:01:00 PM	2:50:00 AM	9:49:00			
WEDNESDAY	14-Jul-21	5:01:00 PM	2:00:00 AM	8:59:00			
THURSDAY	15-Jul-21			0:00:00			
FRIDAY	16-Jul-21			0:00:00			
SATURDAY	17-Jul-21	10:00:00 AM	1:45:00 AM	15:45:00			
SUNDAY	18-Jul-21	7:30:00 AM	2:48:00 AM		19:18:00		
MONDAY	19-Jul-21	5:01:00 PM	2:35:00 AM	9:34:00			
TUESDAY	20-Jul-21	5:01:00 PM	2:15:00 AM	9:14:00			
WEDNESDAY	21-Jul-21	5:01:00 PM	2:15:00 AM	9:14:00			
THURSDAY	22-Jul-21	5:01:00 PM	4:00:00 AM	10:59:00			
FRIDAY	23-Jul-21	10:15:00 AM	2:00:00 AM	15:45:00			
SATURDAY	24-Jul-21	6:45:00 AM	10:15:00 AM	9:30:00			
SUNDAY	25-Jul-21			0:00:00			
MONDAY	26-Jul-21	5:01:00 PM	11:45:00 PM	6:44:00			
TOTAL				470:22:00	118:33:00		

SIGNED: 

DATE: 27.08.2021

CHECKED BY: 

2021.9.29

5.12.11 As seen above, during the period January 4 to February 5, 2021, Ms. Byfield worked 265 hours and 58 minutes overtime at an hourly rate of 'time and a half' and 62 hours and 20 minutes overtime at an hourly rate of 'double-time'.

5.12.12 Likewise, during the period May 31, 2021 to August 13, 2021, Ms. Byfield worked 470 hours and 22 minutes overtime at an hourly rate of 'time and a half' and 118 hours and 33 minutes overtime at an hourly rate of 'double-time'.



Circumstances which led to the Engagement of Grove Choice by the Carl Rattray Staff College for the Provision of Food Supplies

5.13 Having regard to the allegation that Ms. Christall Byfield is affiliated with a business known as 'Grove Choice', located in Golden Grove, St. Ann, which occasionally supplies Carl Rattray Staff College with goods and food supplies for training courses, the DI sought to determine the nature of the business carried on by Grove Choice.

5.13.1 Based on a statement obtained from Mrs. Inger Hainsley-Bennett, Anti Money Laundering and Counter Financing of Terrorism Manager, Office of the Registrar of Companies on September 19, 2023, the DI found that the entity, Grove Choice, which is an online retail store was registered on November 10, 2020.³⁸

5.13.2 Further, Grove Choice is a sole proprietorship, which is owned and operated by Mr. Veron Bryan. The store is located in Golden Grove, St. Ann.³⁹

5.13.3 The DI made enquiries to determine the total payment made to Grove Choice by the Department of Correctional Services. In this regard, the DI unearthed that during the period February 10, 2021 to September 29, 2021, the Department of Correctional Services (DCS) engaged Grove Choice to purchase goods. The DI observed 14 payments, in the total amount of \$1,246,549.90.⁴⁰

³⁸ Statement dated September 19, 2023, of Mrs. Inger Hainsley-Bennett, Anti Money Laundering and Counter Financing of Terrorism Manager, Office of the Registrar of Companies.

³⁹ Ibid.

⁴⁰ Statement dated March 3, 2022, of Lt. Colonel (Ret'd) Gary Rowe, former Commissioner, DCS– Appendix GR2.



5.13.4 Further, the DI enquired about the procurement process which is utilized by the Department of Correctional Services.

5.13.5 Based on the DI's enquiries, Mrs. Winsome Harris, Director of Public Procurement, DCS, indicated in her statement dated March 9, 2023, that, *"As it relates to the procurement of goods, specifically ground provision and food items at DCS, I implemented a system where we would request a quote from the suppliers so that we can determine the best value for money of these food items"*.

5.13.6 The DI further enquired of Mrs. Harris, the procurement process pertaining to purchases for Carl Rattray Staff College specifically, and as a result Mrs. Harris indicated, *inter alia*, as follows: *"As it relates to the procurement of goods, specifically ground provision and food items, for Carl Rattray Staff College, St. Ann, I observed that Carl Rattray Staff College would do their own procurement of the food items and then send the pro forma invoice to DCS HQ for us to pay."*⁴¹

5.13.7 Additionally, the DI sought to determine the circumstances which led to the selection of Grove Choice to supply goods to the Carl Rattray Staff College.

5.13.8 In this regard, Mrs. Harris explained that, *"I remember getting a call, either 2020 or 2021, from the Director of Carl Rattray Staff College, Ms. Byfield, that the foods being sent from Kingston were spoilt. We then had a meeting at DCS HQ; the meeting consisted of Ms. Byfield, Ms. Althea Davis, Senior Director, HR&A, Mr. Pickersgill, Officer – assigned to assist with the purchase of food items, the supplier at the time, Eat To Live, and myself...The representative from Eat To Live stated that she was unaware of food items being delivered spoilt and she was quite upset"*

⁴¹ Statement dated March 9, 2023, of Mrs. Winsome Harris, Director of Procurement, DCS.



*about it...The representative, Eat To Live, made the point that the goods being delivered are checked off before the delivery truck leaves so if there were spoiled goods, it should not have been checked off as received in good condition. However, I told the Director of Carl Rattray Staff College that if she receives spoil food, she should contact me and I will make contact with the supplier."*⁴²

5.13.9 Additionally, Mrs. Davis, Senior Director, Human Resources Management and Administration, DCS, indicated in her statement dated November 1, 2022, that, *"I do recall that Ms. Byfield complained about the previous supplier of ground provisions and that the conditions of the ground provision was poor as well as the high cost of the produce....I advised Ms. Byfield that if she was aware of any other supplier within the area, then we could purchase the goods from there instead."*⁴³

5.13.10 The DI sought to determine the nature of the abovementioned discussion, from the owner of Eat To Live. By way of statement dated July 26, 2023, Mrs. Kerry-Ann Pryce, Owner, 'Eat To Live', confirmed that a meeting was held between DCS representatives and herself to discuss the condition of the ground provision that was being supplied to Carl Rattray Staff College. Mrs. Pryce further recalled that, *"At the end of the meeting, they said based on the type of produce being delivered and the distance, it is normal and natural for them to limp by the time it got to the destination. All that was needed was for them to be put in some water and they would have been resuscitated. That was the end of that discussion."*⁴⁴

⁴² Statement dated March 9, 2023, of Mrs. Winsome Harris, Director of Procurement, DCS.

⁴³ Statement dated November 1, 2022, of Mrs. Davis, Senior Director, Human Resources Management & Administration, DCS.

⁴⁴ Statement dated July 26, 2023, of Mrs. Kerry-Ann Pryce, Owner, Eat To Live.



5.13.11 Subsequently, the DI sought to determine from Mrs. Winsome Harris, the process which was undertaken by the Procurement Unit, DCS, in engaging Grove Choice.

5.13.12 In this regard, Mrs. Harris advised that, *"I was not even aware that the supplier of food items and ground provision was changed from the previous supplier. I do not know when the supplier was changed from 'Eat To Live' to Grove Choice...As a result of Carl Rattray Staff College having conducted their own purchase of the food items, once the invoice is sent to DCS HQ, it would go to Accounts for Payment..."*⁴⁵

5.13.13 Based on the foregoing, the DI sought to determine from the owner of Grove Choice, Mr. Veron Bryan, the means by which he became aware of the opportunity to supply goods to the Carl Rattray Staff College.

5.13.14 In this regard, Mr. Veron Bryan was summoned to appear before the DI on February 9, 2023, to provide information on the nature of the relationship between Grove Choice and Carl Rattray Staff College.

5.13.15 By way of an excerpt from the Transcript of the Judicial Hearing held with Mr. Veron Bryan, the DI highlights the following:

Q: *Mr. Bryan, how did you come about to do business with DCS before Carl Rattray?*

A: *I was investigating different places, whether it be restaurants and so and I, I don't remember, I got*

⁴⁵ Statement dated March 9, 2023, of Mrs. Winsome Harris, Director of Procurement, DCS.



information from I think, I think it was like a government site in terms of how to - what's the word that they use, how to tender business - and so I called around, called a few, got the information that I need to submit, either request or do an application to the DCS so I could provide like institutions in the area, I was looking for St. Ann area, and that is how I got the information, got an application, did it and I dropped it off at the college, that was it, actually I sent it there.

Q: Who did you call, did you call DCS, or did you call Carl Rattray or, who did you call?

A: I don't remember if it was DCS I spoke to first, but I know I spoke with someone from Carl Rattray during the process in terms of what to do, where to send what and they also communicated with me when it was approved and -- sent me like orders, but I don't remember exactly if I spoke to someone at Carl Rattray first or it was DCS that I called.

...

Q: Earlier when you were giving your responses you indicated that in the initial stages when you wanted to do business with Carl Rattray, you were looking around to see which institution in the area you could do business with?



A: *Yes, like restaurant or the government, because I was looking for a niche market basically.*

Q: *And what niche were you looking for?*

A: *As with the government, because I know they have infirmaries there in St. Ann and I think it's most like infirmaries and I remember the Staff College kept coming up and, trying to remember which other government institution I saw, but that's basically what I was looking for, a niche to supply.*

CHAIRMAN: *Okay. Do you have other government clients in the parish?*

A: *The only other government client would be, I supplied, I once got an order from St. Ann's Bay Infant School I think it's called, yes, but that's like a one order, and that was then, that was it, but it was during the time where, I think it was still with the whole Covid thing, so it wasn't an ongoing business at the time because I think they were closed for most of the time.*

Q: *Okay. So, Carl Rattray is your only regular government client?*

A: *Regular government client, yes*



Allegation regarding Conflict of Interest between Grove Choice/Mr. Veron Bryan and Ms. Christall Byfield, in the Engagement of Grove Choice by Carl Rattray Staff College

5.14 Having regard to the allegation that a conflict of interest existed between Ms. Christall Byfield and Mr. Veron Bryan, owner of Grove Choice, the DI highlights the following definition of a conflict, advanced by the Organization for Economic Cooperation and Development (OECD) Policy Brief 2005:

“A conflict between the public duty and private interests of a public official, in which the official’s private-capacity interest could improperly influence the performance of their official duties and responsibilities.”⁴⁶

5.14.1 Based on the allegation, the DI reiterates Lt. Col. (Ret’d) Gary Rowe’s, DCS response that *“...there is a document entitled Code of Discipline ratified by the Department since August 2020 and the Department also rely on the section of the Staff Order addressing conflict of interest.”⁴⁷*

5.14.2 Additionally, the DI reiterates the Code of Discipline and the Staff Orders for Public Service which was outlined in the previous section.

⁴⁶ OECD 2005, Guidelines for Managing Conflict of Interest in the Public Service, pg. 15.

⁴⁷ Statement dated March 15, 2023, of Lt. Colonel (Ret’d) Gary Rowe, former Commissioner, DCS.



5.14.3 The DI made enquiries regarding the nature of the relationship between Mr. Bryan and Ms. Christall Byfield. By way of an excerpt from the Transcript of the Judicial Hearing held with Mr. Bryan on February 9, 2023, the following is being highlighted:

CHAIRMAN: *Mr. Bryan, outside of seeing Miss Byfield at the college and interacting with her as the principal of Staff College and you doing business with the college, is there any other form of relationship or interactions between yourself and Miss Byfield?*

A: *No.*

...

Q: *Do you have any other form of business relations with Miss Byfield outside of...*

A: *No.*

Q: *Are you in business together?*

A: *No, I am the sole proprietor of my company.*

Q: *Does she assist you in your business?*

A: *No.*



- 5.14.4 It should be noted that the DI is in possession of the files taken from the government laptop issued to Ms. Christall Byfield by the Department of Correctional Services.
- 5.14.5 By way of statement dated February 3, 2023, Mr. Clive Griffiths, Project Management Specialist, DCS, indicated that during a regular maintenance of DCS' systems, he visited Carl Rattray Staff College to back-up the data from the computers and store it on external hard drives.
- 5.14.6 On February 3, 2023, Mr. Griffiths provided the external hard drive to the DI, which contains the files from Ms. Byfield's government issued laptop.
- 5.14.7 Notwithstanding Mr. Bryan's aforementioned assertions that Ms. Christall Byfield is not involved in operations of Grove Choice, the DI observed an electronic mail addressed to Mr. Andre Miller (amiller@pricesmart.com) from Ms. Christall Ziva Niara Byfield (krystalbyfield@gmail.com) on February 21, 2021. The contents of the referenced email are as follows:

"Good day Mr. Miller,

My name is Christall Byfield, purchasing manager for Grove Choice Wholesale. May I have information to sign up for business membership with Price Smart and any other relevant information that may help the process. I look forward to hearing from you.

Regards,

Christall Byfield"



5.14.8 Based on a review of the documents located on the external hard drive, obtained from Mr. Griffiths, the DI observed a particular document which was entitled Grove Choice Action Plan 2021-2022, a copy of which can be seen below:

GROVE CHOICE
ACTION PLAN

OBJECTIVES:

1. Increase monthly income to 1 million dollars (\$1,000,000) monthly
2. Increase number of retail customers by twenty (20)
3. Acquire five(8) additional consistent business clients
4. Increase community presence to atleast eight (8) Ocho Rios communities
5. Reach 5000 social media users per month

Objective 1: Increase monthly income to 1 million dollars (\$1,000,000) monthly				
Activity	Timeline	Resources	Means of Verification	Responsible individual
1. Maintain \$500,000 in business account to acquire goods and services.	March 2021	\$500,000	Bank Statement Balances	Christall & Veron
2. Acquire items ordered by clients for delivery in timely manner.	Ongoing	\$5000,000	Sale invoices/Customer Reviews	Christall and Veron
Objective 2: Increase number of retail customers by twenty (20)				
1. Create emailing list	Ongoing	\$5000		
2. Create and implement referral program	August 2021	TBA	Referral forms	Christall



1. Implement SMS marketing	July 2021	\$42000	Sent Messages	Veron
2. Rebrand Website	June 2021	\$0	New Website launched	Christall and Veron
1. Objective 3: Acquire five(8) additional consistent business clients				
1. Develop and make contact with a list of prospective Clients	May 2021	\$0	Remarks on Call sheet	Christall
1. Develop product listing for Grove Choice	April 2021	\$3500	Developed product list	Christall
1. Create framework for serving business clients	April 2021	\$0	Framework published	Christall and Veron
Objective 4: Increase community presence in atleast eight (8) Ocho Rios communities				
Design flyers: add a flyer to all the ATMS from White River to Discovery Bay, add to five motor vehicle glasses	July 2021	\$30,000	Receipts for advertisements	Christall
Create ads specific to gated communities and work place groups	June 2021	\$25000	Receipts and notes of ad distribution	Christall
Objective 5: Reach 5000 social media users per month				
Create and update Facebook and Instagram accounts daily.	April 2021	\$25000 mnthly	Receipts and sponsored posts seen daily	Veron

5.14.9 The DI sought to determine from Mr. Bryan, in the Judicial Hearing, held on February 9, 2023, whether he was familiar with the abovementioned document. Mr. Bryan indicated that he was not familiar with same.

5.14.10 Additionally, in relation to the other files concerning Grove Choice observed from the information extracted from the laptop issued to Ms. Byfield by the DCS, the DI noted the following documents: (a) Grove Choice Logotype; (b) quotations for Carl Rattray Staff College from Grove Choice; and (c) the quotation which was provided by Grove Choice, to St. Ann's Bay Infant School.



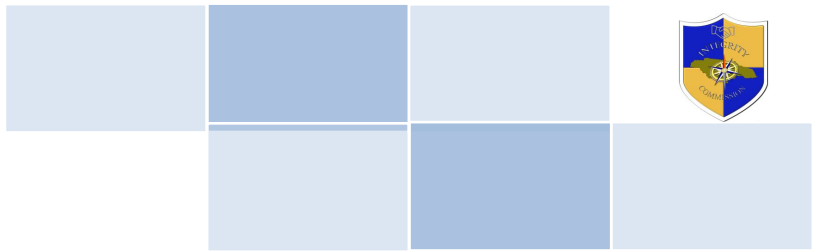
- 5.14.11 Furthermore, the DI obtained information from various financial institutions which revealed that funds were transferred between accounts belonging to Ms. Christall Byfield and Mr. Veron Bryan during the period September 2020 and September 2022.
- 5.14.12 The DI sought to determine whether there was any other individual who was aware of any relationship between Ms. Christall Byfield and Grove Choice.
- 5.14.13 By way of statement dated May 18, 2022, Mr. Everton Melbourne, Groundsman, Carl Rattray Staff College, DCS, indicated that sometime in 2020, Mr. Orrin Lewis, Instructor, Carl Rattray Staff College, asked him to construct some shelves for a woman in Golden Grove. Mr. Melbourne further indicated that upon arrival at the location, he saw Ms. Christall Byfield and that he built the shelves, as was requested.
- 5.14.14 Further, on May 18, 2022, Mr. Everton Melbourne directed a team from the Integrity Commission, to the location where he built the shelves. It is to be noted that this was the same property where Mr. Veron Bryan, Owner, Grove Choice, resides.
- 5.14.15 Additionally, Mr. Melbourne provided a video to the DI, which shows the shelves which were built and a person resembling Ms. Byfield placing food items onto said shelves.
- 5.14.16 By way of statement dated March 8, 2023, Mr. Orrin Lewis, Instructor, Carl Rattray Staff College, confirmed that he requested Mr. Everton Melbourne to build shelves in Golden Grove. In addition, the referenced video was



presented to Mr. Lewis by the DI, and he was able to identify himself and Ms. Byfield captured in the video.

- 5.14.17 The DI is also in possession of an Individual Bank Client Information Form, dated November 13, 2020, which was completed by Mr. Veron Bryan for the purposes of opening a bank account. Based on a perusal of the referenced form, the DI observed that Mr. Bryan listed Ms. Christall Byfield, as a reference on the referenced form, indicating that he knew her “*personally*” for more than one (1) year, but less than five (5) years. ⁴⁸ The DI reiterates, that the referenced form existed before Grove Choice commenced supplying food items to the Carl Rattray Staff College. The parties, therefore, must have known each other, prior to the commencement of business relations between Grove Choice/Mr. Bryan and the DCS.
- 5.14.18 Having regard to the foregoing and notwithstanding the pronouncements made by Mr. Veron Bryan, owner of Grove Choice, that there is no affiliation, business or otherwise, between Grove Choice and Ms. Byfield, it is evident that a relationship existed between the parties, which gave rise to a conflict of interest.
- 5.14.19 The DI highlights **Section 43(2)(b)** of the ***Integrity Commission Act***, which indicates that, “A person who *--knowingly gives false information at an inquiry being conducted by the director of Investigation in accordance with the provisions of this Part, commits an offence, and is liable on summary*

⁴⁸ Statement dated April 14, 2023, of Senior Compliance Analyst/Duly Authorized Officer, JMMLB Limited.



conviction in a Parish Court to a fine not exceeding two million dollars, or to a term of imprisonment not exceeding two years and the Court may make such order as it thinks fit.”⁴⁹

5.14.20 Based on the foregoing, it is clear that Mr. Veron Bryan attempted to mislead the DI in relation to the nature of his affiliation with Ms. Christall Byfield and her involvement in his business, Grove Choice.

⁴⁹ Section 43(2)(b) of the Integrity Commission Act (ICA).



Chapter 6 – Conclusions

6.1 This chapter outlines the conclusions drawn by the DI.

The Award of Contract to Juna Pest Control for the Fumigation of the Premises of the Carl Rattray Staff College in 2019

6.2 The DI concludes that on January 3, 2020, an Agreement was entered into between the Department of Correctional Services and Juna Pest Control Services Limited in the amount of J\$220,000.00 for fumigation services.

6.3 The DI concludes that there is no evidence of irregularities/impropriety in the procurement processes utilized by the Department of Correctional Services in the referenced award of contract to Juna Pest Control Services.

6.4 The DI concludes that there is no evidence to support the allegation that Mr. Juna Anderson provided a portion of the contract sum to Ms. Christall Byfield, former Director, Carl Rattray Staff College.

The DI's conclusion is based on the fact that the gifts (money), provided by way of envelopes to selected officers of the Carl Rattray Staff College by Mr. Juna Anderson, was done sometime after the contract were executed, and their size and the circumstances under which they were given, appear to be permissible under Section **4.3 (i)** of the **Staff Orders for Public Service**.



Award of Contract to Digiview Security Limited for the Installation of a Surveillance System at the Carl Rattray Staff College

- 6.5 The DI concludes that on March 23, 2020, a contract was entered into between the Ministry of National Security (MNS) and Digiview Security Limited for the Supply and Installation of CCTV Cameras at the Department of Correctional Services, Carl Rattray Staff College in the amount of J\$4,744,521.06.
- 6.6 The DI concludes that there is no evidence of irregularities/impropriety in the procurement processes utilized by the Ministry of National Security in the referenced award of contract to Digiview Security Limited. Importantly, the procurement was not handled by the Department of Correctional Services but rather, by the Ministry of National Security, on their behalf.

This conclusion is grounded on the basis that the procurement methodology utilized by the Ministry of National Security (MNS), in the referenced award of contract, was Limited Tender and that the rationale for the selection of Digiview Security Limited as the successful bidder was due to the fact that: (i) Digiview Security Limited offered the more competitive cost of the two respondents; and (ii) Digiview Security Limited executed a similar project previously for the Ministry of National Security.



The Rental of the Carl Rattray Staff College Facilities to the Montego Bay Seventh Day Adventist Church for an Easter Weekend Camp in 2018

6.7 The DI concludes that the Carl Rattray Staff College facilities were rented by the Montego Bay Seventh Day Adventist Church, during the period March 29, 2018 – April 2, 2018, for an Easter Weekend Camp.

6.8 The DI concludes that there is no evidence to support that any form of payment was received by the Department of Correctional Services from Carl Rattray Staff College, in relation to the rental of the College's facilities, by the Montego Bay Seventh Day Adventist Church, over the period March 29, 2018 – April 2, 2018.

Notwithstanding the abovementioned, the DI further concludes that there is evidentiary material indicating that the Montego Bay Seventh Day Adventist Church made an initial deposit to the Carl Rattray Staff College, in the amount of \$30,000.00, for the rental of the College's facilities. The DI is unable to verify whether any subsequent payment was made and/or received in relation to the mentioned rental.

6.9 The DI concludes that the Department of Correctional Services does not have any written policy to treat with the rental of the Carl Rattray Staff College facility. Notwithstanding, the process utilized by the Staff College for the rental of its facilities was contrary to the process outlined by Lt. Colonel (Ret'd) Gary Rowe.



The DI's conclusion is based on the following:

- (a) Approval was to be sought from the Head of Entity/Human Resource Management & Administration. Notwithstanding, the Approving Officers were unaware of the event and as such, no approval was granted;
- (b) The payment should have been made to the Imprest Holder, however, only the Deposit was collected by the Imprest Holder and the DI is unable to determine the Officer (if any) who collected the outstanding payment; and
- (c) The Payment should have been deposited to an account belonging to the DCS. There is, however, no evidence to suggest that any payments for the rental of the facilities, were made to the account.

6.10 The DI concludes that there was a lack of due process and proper oversight of the Carl Rattray Staff College, on the basis that, the Head of Entity, Lt. Col (Ret'd) Gary Rowe, and/or the Senior Director Human Resources Management and Administration, Mrs. Althea Davis of the Department of Correctional Services, who had sole responsibility for the granting of approval for renting of the College's facilities, were unable to account for the said rental.



Allegation regarding Conflict of Interest in the Selection of Individuals to Participate in the Curriculum Development and Training Project held at the Carl Rattray Staff College in 2020

6.11 The DI concludes that a conflict of interest arose as a consequence of the relationship between Ms. Christall Byfield and her mother, Mrs. Debbie Parsons-Morris, who was recommended by Ms. Byfield, to participate in the Curriculum Development and Training Project held at the Carl Rattray Staff College in 2020.

The DI further concludes that this conflict of interest concern was actualized due to the failure on the part of Ms. Byfield, and other officers of the College who were aware of the existing relationship, and who failed to adhere to established policies, particularly, **Section 10** of the **Department of Correctional Services' Code of Discipline** and **Section 4.2.9** of the **Staff Orders for Public Service**. Both policies prescribe the manner in which conflicts of interest ought to be managed and the responsibility on the part of those concerned to, *inter alia*, make the necessary disclosures/declarations.

6.12 The DI concludes that the Department of Correctional Services, having paid Ms. Christall Byfield an honorarium for work/services (Curriculum Development Projects held during the period January 2021 to August 2021) which fell within the scope of her duties as Director of Carl Rattray Staff College, acted contrary to Section 6.7.4 of the Staff Orders for Public Service.



The DI further concludes that the payments made to Ms. Byfield were irregular and should not have been made. Steps should therefore be taken to recover the amounts paid in the foregoing regard.

Still on the point but slightly separately, the DI acknowledges that the work may well have been done by Ms. Byfield, and depending on the circumstances, additional compensation may have been necessary, notwithstanding, honorarium, by definition, was not the appropriate scheme under which such a payment should have been made to her.

Allegation regarding Conflict of Interest in the Purchase of Goods from Grove Choice by the Carl Rattray Staff College

6.13 The DI concludes that during the period February 10, 2021 to September 29, 2021, the Department of Correctional Services engaged Grove Choice to purchase goods in the sum of \$1,246,549.90.

6.14 The DI concludes that as it relates to the purchase of food supplies from Grove Choice by the DCS and the Carl Rattray Staff College, there is evidentiary material to indicate that this process was replete with irregularities. The DI's conclusion is premised on the following:

- a) The Procurement Unit was not sufficiently involved in the procurement of goods and services for Carl Rattray Staff College;
and



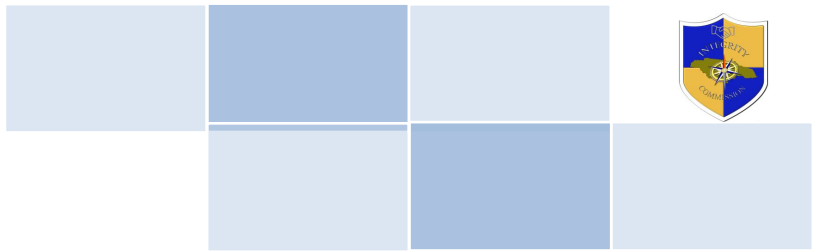
b) The nature and extent of the affiliation between Ms. Christall Byfield and Mr. Veron Bryan was not disclosed by Ms. Byfield, as required.

6.15 Further, the DI concludes that Ms. Christall Byfield's conduct in the foregoing regard, breached the Department of Correctional Services' Code of Discipline as well as the Staff Orders for Public Service which treats with conflict of interest.

The DI's conclusion is on the basis that a conflict of interest existed between Ms. Christall Byfield, then Director, Carl Rattray Staff College and Mr. Veron Bryan, Owner, Grove Choice, which, could reasonably be inferred to have influenced the engagement of Grove Choice. Further, it is clear that Ms. Byfield and Mr. Bryan have an affiliation, which transcends what was indicated to the DI, by Mr. Bryan.

The DI's conclusion is based on the following:

- a) Ms. Byfield was given significant latitude by her Supervisor, Mrs. Althea Davis, Senior Director, Human Resource Management and Administration to select/recommend a Supplier to provide the goods, and as a result Ms. Byfield selected/recommended Grove Choice;
- b) Mr. Bryan had only two (2) Government of Jamaica customers, that is, Carl Rattray Staff College and St. Ann's Bay Infant School. To reiterate, the principal of St. Ann's Bay Infant School is Mrs. Debbie Parsons-Morris, mother of Christall Byfield; and



c) The email correspondence between Ms. Christall Byfield and a Representative from PriceSmart and the other documents extracted from her work computer, confirm that Ms. Byfield held the position of Purchasing Manager at Grove Choice, at the material time.



Chapter 7 – Recommendations

- 7.1 This chapter outlines the recommendations of the DI based upon the findings and conclusions of the investigation.

Recommendation to the Commissioner, Department of Correctional Services

- 7.2 The DI recommends that the Department of Correctional Services implements critical internal policies to treat with procurement of goods and services and rental of facilities, in relation to the Carl Rattray Staff College, in an effort to provide guidance to the employees on the proper manner in which these activities are to be handled.
- 7.3 The DI recommends that the Department of Correctional Services implements controls to mitigate the chances of acts of corruption from occurring. The DI's recommendation is on the basis that as a result of the absence of controls and the monitoring of same, the Carl Rattray Staff College's facilities have been rented occasionally, without the knowledge of the Head Office in some instances, as well as without payment being accounted for, by the Head Office in other instances.
- 7.4 The DI recommends that the Department of Correctional Services become familiar with its policies treating conflict of interest and that these policies be monitored and strictly enforced. The foregoing is likely to aid in the appropriate management of conflict of interest situations thereby



mitigating any deleterious impact that the mishandling of such conflicts may have on the Department.

- 7.5 As it relates to the questionable conduct of Ms. Christall Byfield, previously delineated, the DI recommends that the Department of Correctional Services apply such sanctions as it deems necessary and appropriate, having regard to the seriousness of the referenced conduct and to demonstrate to its members and the public, that such conduct is inconsistent with the standard of behavior expected from holders of public office. The DI's recommendation is premised on Ms. Christall Byfield's failure to appropriately treat with the conflict of interest situation which arose by virtue of her connection with the proprietor of Grove Choice, a supplier of goods to Carl Rattray Staff College and several other individuals, including her mother, who participated in the ratification projects for the College.
- 7.6 As it relates to the cheque that was made out to Mr. John Wain, instead of the DCS, and which was subsequently 'encashed' by him, the DI recommends that a copy of this report be referred to the Commissioner of Police for consideration, and so that Mr. Wain may be apprehended and dealt with according to law.



Post Investigation Actions

As part of the Commission's policy to share the findings and recommendations of the Director of Investigation with persons in respect of whom adverse findings are made during the course of an investigation, save for matters referred to the Director of Corruption Prosecution, the DI invited the following persons to a meeting wherein the findings and recommendations were shared:

- (a) Miss (now Dr.) Crystal Byfield;
- (b) Mrs. Debbie Parsons-Morris;
- (c) Lieutenant Colonel (Ret'd Gary Rowe (former Commissioner DCS);
- (d) Brigadier Mason Radgh Mason (present Commissioner DCS); and
- (e) Mrs. Althia Davis.

Efforts made to contact Mr. Veron Bryan were unsuccessful.

The aforementioned individuals were given an opportunity to respond to the DI's findings orally and/or in writing. The responses received and meeting transcripts can be seen at appendix 2.

Kevon A. Stephenson, J.P.
Director of Investigation

July 19, 2024
Date



Appendices

Appendix 1

Section 6(1)(a) of the ICA states, *inter alia*, that:

“...the functions of the Commission shall be to —

- (a) investigate alleged or suspected acts of corruption and instances of non-compliance with the provisions of this Act;”*

Section 33(1)(a) and (b) of the ICA states, *inter alia*, that:

“The Director of Investigation shall—

- (a) without prejudice to the provisions of any other enactment, and subject to any general or specific direction of the Commission, investigate, in the manner specified by or under this Act, any allegation that involves or may involve an act of corruption or any allegation relating to non-compliance with the provisions of this Act, on the basis of any complaint, information or notification referred to him by the decision of the Commission or by the Director of Information and complaints;*

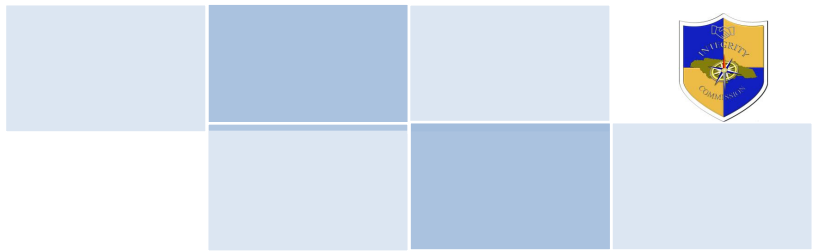
- (b) subject to section 52(2), monitor and where necessary, investigate, in the manner specified by or under this Act, the*



award, implementation or termination of any government contract, and the grant, issue, variation, suspension or revocation of any prescribed licence, with a view to ensuring that—

- (i) *in the case of a government contract, it is awarded impartially, on merit and in a financially prudent manner and in circumstances which do not involve impropriety, breach of any applicable law relating to procurement or other irregularity, and that the implementation or termination of the contract conforms to the terms thereof, without prejudice to the functions of any public body in relation to the contract; and*

...”



Appendix 2: Post Investigation Submissions by Dr. Christall Byfield and meeting transcripts

[GRAYMAIL] Adverse Findings Allegation Refutation



Christall Ziva Niara Byfield <krystal.byfield@gmail.com>

Tue 6/11, 11:05 AM

Kevon Stephenson; Adrian Wellington

Reply all |

Inbox

Flag for follow up. Start by Tuesday, June 11, 2024. Due by Tuesday, June 11, 2024.

You forwarded this message on 6/26/2024 8:59 AM

SCAN0002 (1).PDF
12 MB

Show all 1 attachments (12 MB) Download

I, Dr. Christall Byfield, unequivocally refute the allegation that I was given autonomy to select vendors for services and goods at the Carl Rattray Staff College. Every time any goods or services were needed at the staff college, I was required to submit the request to the Senior Director of Human Resource Management and Administration (HRM&A), who then sent the request to the procurement unit.

Procurement Process Overview:

1. Request Initiation:

- The officer or staff in charge of a section prepares a request for necessary goods or services.
- This request is sent to me for signature and subsequently forwarded to the Senior Director of HRM&A.

2. Approval and Procurement:

- The Senior Director HRM&A discusses the justification with me and then sends the request directly to the procurement unit (supported by dispatch book).
- The procurement unit identifies a vendor, after order is placed I am included in the conversation to facilitate receipt of the goods/services.

3. Delegation and Receipt:

- I delegate receipt responsibilities to specific supervisors, important to note if these officers are on day off another duty other officer would have to be utilised this is normally captured in the Occurrence Log:
 - Corporal Orrin Lewis (Building Maintenance)
 - Corporal Kemar Edwards / Staff Officer Sean Thompson (Food)
 - Any Senior Officer (Furniture)
 - Corporal Davy (Chemicals)
- Upon satisfactory receipt, they sign off on the goods/services.

• Payment Process:

- The signed and certified Receipts showing we received goods/services are sent with a cover letter to Procurement, cc. Senior Director Davis.
- Procurement prepares a file, adds commitment, and finalizes minuting.

Given this stringent process, it is impossible to circumvent the procurement procedures and unilaterally select vendors. If the procurement process was circumvented, there would be no payments for goods, as the college did not have an operational bank account. Everything for the college was managed by the Department's Procurement Unit and paid for by the Accounts Finance Unit.

Specific Incident - Grove Choice:

The decision to purchase from Grove Choice was made by the Department of Correctional Services, with full knowledge and support from the Procurement Unit and the Senior Director HRM&A. I have never suggested or requested any organization to the Senior Director HRM or the Procurement Unit. Attached are relevant documents, including submissions from the Human Resource Management & Administration dispatch book supporting the fact that I had to request permission for food purchases and that the Senior Director had to give the procurement unit the authority to make these purchases. Also attached are email exchanges between the procurement unit, Grove Choice, and Cleveland Supplies and Services, on which I was copied. This is not the totality of evidence; it is just what I could find as I no longer have access to college emails.

Honorarium Justification:

I received an honorarium for developing the curriculum for Correctional Services, previously completed by HEART NSTA. Four officers from the department, including Senior Director Althea Davis, myself, Lygia Martin, and Noel Beckford, were trained by HEART and later contracted to write the curriculum for HEART/NSTA. However, the Commissioner of Corrections was not pleased with the curriculum being sold by HEART Trust NSTA and requested that the activity be handled internally. After several letters and meetings with potential instructors, it was decided that we would do the project after work hours. This task required significant overtime and weekend work. Attached are project registers and related documents.

The Staff Orders for the Public Service in Jamaica define honorarium in Chapter 4.2.8 (i) [1]. Here's what it says about honorarium:

- **Eligibility:** Honorarium is paid to an employee who is **not eligible for overtime** rates [1].
- **Special Duties:** The employee must be assigned **special duties** that are **outside their normal duties** [1].
- **Extended Work Hours:** These special duties require the employee to work **beyond normal working hours** for a sustained period (on average, at least **10 hours per week for at least a month**)[1].
- **Maintaining Normal Duties:** The employee is expected to **continue fulfilling their regular job duties** while taking on the special duties [

Perceived Conflict of Interest Clarification:

At the end of the project, I reached out to Dr. Junior Martin, Head of School TVET, University of Technology Jamaica, for assistance with external checks and balances on the documents created during development. Due to his limited availability, I asked my mother, Mrs. Morris, to assist free of cost. Senior Director Davis later requested both Dr. Martin and my mother to submit invoices for their contributions. It is important to note:

- My mother and I partook in the curriculum development training for over three months at VTDI in person, also attended by Senior Director Althea Davis, Lygia Martin, and Noel Beckford. I categorically remember my mom during her introduction, "she was pulled in training by her daughter"
- My mother was selected and publicly acknowledged for her support to the staff college during the 2019 Carl Rattray staff party along with executives Ms. Joyce Stone and Althea Davis. The project team also felt that her guidance and mentoring support during the project deserved special recognition. The team also recognized me for my support, which was acknowledged at the February 5, 2021, project closing ceremony. The unions were all represented, with executive



- Mrs. Patricia Alcott, a college classmate of both my mother and Dr. Martin, supported the fact that they should be compensated for the level of work completed and expressed that for the services provided, both Dr. Martin and my mom, Mrs. Morris, should submit an invoice.
- Our relationship was never concealed; the staff knew her, and her contributions as a trainer who delivered several training sessions to the staff free of charge. well-known.
- My mother's prior involvement with the department and Hill Top Juvenile Centre was independent of our relationship.
- I have never hidden our relationship, and every single person knows my mom is my best friend. We share a home, and we have an extremely close relationship.
- Before my being hired by the department, the staff at the staff college shared a relationship with the school where my mom was principal; they would assist at sports day, careers day, and parent activities.
- Also, I know ignorance of the law is no excuse, but I didn't know I would need to declare anything as my mom's relationship with the department was outside of our relationship as mother and daughter, as well as there being no intention for her to be paid as every other time she assisted at the college was voluntary work. Even so, I believe my supervisor Mrs. Althea Davis knowing fully well she was my mother should have guided me through the process of if she found there was a conflict of interest.

- **Staff Orders 4.2.9(f):**

Chapter 4.2.9 of the Staff Orders deals with conflicts of interest for public servants in Jamaica. Subsection (f) addresses specific situations related to conflict of interest, outlining scenarios where a staff member's family is involved.

General Principles Regarding Conflicts of Interest:

- **Transparency is key:** If a situation is created where my actions could benefit a family member, I would need to disclose this to my supervisor as required by Staff Orders (Chapter 4.2.9).
- **Impartiality:** Activities should be carried out impartially, avoiding preferential treatment for family members. At no time was there ever partiality or preferential treatment towards family and friends. My supervisor was aware of any possible conflict that could arise from my actions, and I was guided accordingly.

My mother's involvement was transparent and in good faith. Any implications of misconduct are unfounded and unfair.

Attached are supporting documents for the above points.

"Most people give up just when they're about to achieve success. They quit on the one-yard line. They give up at the last minute of the game one foot from a winning touchdown."

– Ross Perot

DATE	NAME	START TIME	END TIME	STATUS
SATURDAY	Christall Byfield	10:00 am	11:25 am	✓
	Nadia Brown			
	Lugia Martin			
	Noel Beckford			
	Sean Thompson			
	Leonia Reid			
	Stephen Bailey	6:00 am	11:00 pm	✓
SUNDAY	Jawan Anderson			
	Euline Baker-Hobbs			
	Kerry Ann Henry	8:45 am	6:00 pm	✓
	Christall Byfield	6:45 am	10:00 am	✓
MONDAY	Nadia Brown			
	Lugia Martin			
	Noel Beckford			
	Sean Thompson			
	Leonia Reid			
	Stephen Bailey	10:00 am	11:00 am	✓
	Jawan Anderson	11:30 am	11:30 pm	
TUESDAY	Euline Baker-Hobbs			
	Kerry Ann Henry	9:30 am	2:45 pm	✓
	Christall Byfield	5:01 pm	10:15 pm	✓
	Nadia Brown			
	Lugia Martin			
	Noel Beckford			
	Sean Thompson			
WEDNESDAY	Leonia Reid	5:01 pm	9:30 pm	✓
	Stephen Bailey	5:01 pm	1:00 pm	✓
	Jawan Anderson	5:01 pm	11:30 am	✓
	Euline Baker-Hobbs			
	Kerry Ann Henry	5:01 pm	11:00 pm	✓

DATE	NAME	TIME CHECK IN	TIME CHECK OUT	STATUS
23.06.24 TUESDAY	Christall Byfield			
	Nadria Brown			
	Lygia Martin			
	Noel Beckford			
	Sean Thompson	5:01 pm	3:00 am	EA
	Jeanie Reid			
	Jawan Anderson			
	Euline Baker-Hubbart			
	Kerry Ann Henry			
Stephen Bailey				
28.06.2024 MONDAY	Christall Byfield	5:07		
	Nadria Brown			
	Lygia Martin			
	Noel Beckford			
	Sean Thompson			
	Jeanie Reid			
	Stephen Bailey			
	Jawan Anderson	5:01 pm	2:10 am	EA
	Euline Baker-Hubbart	5:01 pm	6:30 pm	
Kerry Ann Henry				
29.06.2024 THURSDAY	Christall Byfield			
	Nadria Brown			
	Lygia Martin			
	Noel Beckford			
	Sean Thompson			
	Jeanie Reid			
	Stephen Bailey			
	Jawan Anderson			
	Euline Baker-Hubbart			
Kerry Ann Henry				

DATE	NAME	TIME IN	TIME OUT	SIGN
MONDAY 12-03-2021	Christall Byfield	5:01pm	1:45 am	[Signature]
	Nadria Brown			
	Jygia Martin			
	Noel Beckford			
	Sean Thompson			
	Leonie Reid	5:01pm	1:00am	[Signature]
	Stephen Bailey	-	-	[Signature]
	Javan Anderson	5:01pm	12:30am	[Signature]
	Euline Baker-Hibbert	5:01pm	6:15pm	[Signature]
	Kerry Ann Henry	5:01pm	8:30pm	[Signature]
TUESDAY 13-04-2021	Christall Byfield	5:01pm	2:30am	[Signature]
	Nadria Brown			
	Jygia Martin			
	Noel Beckford			
	Sean Thompson			
	Leonie Reid	5:01pm	1:00am	[Signature]
	Stephen Bailey	5:01pm	10:00am	[Signature]
	Javan Anderson	5:01pm	2:50am	[Signature]
	Euline Baker-Hibbert	5:01pm	9:30pm	[Signature]
	Kerry Ann Henry	5:01pm	11:00pm	[Signature]
WEDNESDAY 14-05-2021	Christall Byfield	5:01pm	2:00am	[Signature]
	Nadria Brown			
	Jygia Martin			
	Noel Beckford			
	Sean Thompson			
	Leonie Reid	5:01pm	11:30pm	[Signature]
	Stephen Bailey	5:01pm	9:20pm	[Signature]
	Javan Anderson	5:01pm	1:15am	[Signature]
	Euline Baker-Hibbert			
	Kerry Ann Henry	5:01pm	10:30	[Signature]

Food Items Request

 **From** <crsc.personnel@dcs.gov.jm>
To Patricia Alcott <patricia.alcott@dcs.gov.jm>, HRM Unit <hrm@dcs.gov.jm>
Date 2021-05-13 10:55

 BRW5CEA1D026CBF_001163.pdf (~2.9 MB)

Good afternoon Mrs. Alcott:

Please see request for food items attached for your necessary action.

Regards,

Euline Baker-Hibbert (Mrs.)
Sen. Secretary (Acting)
Carl Rattray Staff College
Department of Correctional Services



TELEPHONE No.: 973-6517/7211
FAX NO.: 973-7273
e-mail: crcs.personnel@dcs.gov.jm

**DEPARTMENT OF CORRECTIONAL SERVICES
CARL RATTRAY STAFF COLLEGE
RUNAWAY BAY P.O.
ST. ANN
JAMAICA, W.I.**

May 12, 2021

Mrs. Patricia Alcott
Senior Director- HRM & Admin.-acting
Department of Correctional Services
5-7 King Street
Kingston.

Madam:

Re: Permission to Procure Food Items

We are kindly seeking the support of your office in granting permission to the **procurement unit** to purchase the attached list of food items needed for the Training Document Development Project for Levels 4 & 5 to commence at the Staff College on **May 25, 2021**.

Submitted for your approval, please.

Kindest regards,

A handwritten signature in blue ink, appearing to read 'Christall Byfield', written over a horizontal line.

Christall Byfield (Ms.)
Director

Attached.



TELEPHONE No.: 973-6517/7211
FAX NO.: 973-7273
e-mail: crcs.personnel@dcs.gov.jm

DEPARTMENT OF COR, REGIONAL SERVICES
CARL RATTRAY STAFF COLLEGE
RUNAWAY BAY P.O.
ST. ANN
JAMAICA, W.I.

Kitchen List

Sheet No. 1	Carl Rattray Staff College (Kitchen)	Date	
Performed By	Kemar Edwards	12. 05.2021	CRSC

INVENTORY NO.	ITEM DISCRIPTION	1 MONTH
1.	Rice	1 bag
2.	Flour	1 bag
3.	Sugar	1 bag
4.	Cornmeal	1 bag
5.	Peanut	5 lbs
6.	Condense Milk	1 CASE
7.	Bread	15 bread (10 white, 5 brown.
8.	Cooking Oil	1 KEG
9.	Ketchup	1 CASE
10.	Vinegar	1 CASE
11.	Milo	2 doz
12.	syrup	1 CASE
13.	Coconut Powder	½ CASE
14.	Gold seal butter	½ case
15.	Water	5 * 5 gal.
	Meat	
16.	Chicken	2 bags
17.	Beef	30 LBS
18.	Pork	30 lbs
19.	Fish (slice)	1 CASE
20.	Cod Fish	10 lbs
21.	Kidney	1 CASE
22.	franks	½ case
23.	Salt Mackerel	15 lbs

24.	Eggs	5 flats
	Ground Product	
25.	Cabbage	30 LBS
26.	Green Banana	2 BUNCH
27.	Yam	30 LBS
28.	Irish Potato	20 LBS
29.	Pumpkin	15 LBS
30.	Ginger	5 LBS
31.	Carrot	20 LBS
32.	Onion	20 LBS
33.	Escallion	15 LBS
34.	Thyme	3 LBS
35.	Garlic	10 PKS
36.	Tomato	20 LBS
37.	Sweet Pepper	10 LBS
38.	Hot Pepper	10 LBS
39.	Lettuce	10 LBS
40.	Melon	50 LBS
41.	Ripe Banana	1 BOX
42.	Pineapple	50 LBS
43.	Pak Choi	30 lbs
44.	Callaloo	30 lbs
45.	Corn on the cob	90
46.	Cucumber	15 lbs

Sign:

 _____

Position/ Rank:

Director, staff College

Date:

13/5/2021

6/5/24, 8:44 AM

Foot was requested 18/5/2021

Gmail - Please see purchase order

See HQ dispatch



Christall Ziva Niara Byfield <krystal.byfield@gmail.com>

Please see purchase order

3 messages

Sheldon Pickersgill <sheldon.pickersgill@dcs.gov.jm>
Reply-To: sheldon.pickersgill@dcs.gov.jm
To: Grovechoiceja <grovechoiceja@gmail.com>
Cc: Krystal Byfield <krystal.byfield@gmail.com>

Fri, May 21, 2021 at 2:35 PM

--
Kind regards,

Sheldon Pickersgill

Procurement Officer | Procurement Unit | Department of Correctional Services | 5-7 King Street | Kingston Jamaica |
Telephone +1(876)967-2781-3 | Ext. 2274 | CUG: 1876-8172263 (Lime) Fax: 1876-967-2539 | Email:
sheldon.pickersgill@dcs.gov.jm

20210521143350.pdf
421K

Christall Ziva Niara Byfield <krystal.byfield@gmail.com>
To: sheldon.pickersgill@dcs.gov.jm
Cc: Grovechoiceja <grovechoiceja@gmail.com>

Fri, May 21, 2021 at 2:36 PM

noted with thanks.
[Quoted text hidden]

Grove Choice <grovechoiceja@gmail.com>
To: Christall Ziva Niara Byfield <krystal.byfield@gmail.com>
Cc: sheldon.pickersgill@dcs.gov.jm

Fri, May 21, 2021 at 2:49 PM

Duly noted.

Best regards,



**Veron Bryan (Mr.)
Manager**

(876) 313-4921

grovechoiceja@gmail.com

Golden Grove, Lydford, St Ann.

IMPORTANT NOTICE: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the sender immediately and proceed to then delete. Malicious use of any files transmitted is punishable by applicable laws, governed by the cyber crimes act.

[Quoted text hidden]



Christall Ziva Niara Byfield <krystal.byfield@gmail.com>

Please see purchase order

3 messages

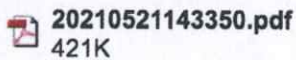
Sheldon Pickersgill <sheldon.pickersgill@dcs.gov.jm>
Reply-To: sheldon.pickersgill@dcs.gov.jm
To: Grovechoiceja <grovechoiceja@gmail.com>
Cc: Krystal Byfield <krystal.byfield@gmail.com>

Fri, May 21, 2021 at 2:35 PM

--
Kind regards,

Sheldon Pickersgill

Procurement Officer | Procurement Unit | Department of Correctional Services | 5-7 King Street | Kingston Jamaica |
Telephone +1(876)967-2781-3 | Ext. 2274 | CUG: 1876-8172263 (Lime) Fax: 1876-967-2539 | Email:
sheldon.pickersgill@dcs.gov.jm



Christall Ziva Niara Byfield <krystal.byfield@gmail.com>
To: sheldon.pickersgill@dcs.gov.jm
Cc: Grovechoiceja <grovechoiceja@gmail.com>

Fri, May 21, 2021 at 2:36 PM

noted with thanks.
[Quoted text hidden]

Grove Choice <grovechoiceja@gmail.com>
To: Christall Ziva Niara Byfield <krystal.byfield@gmail.com>
Cc: sheldon.pickersgill@dcs.gov.jm

Fri, May 21, 2021 at 2:49 PM

Duly noted.

Best regards,



**Veron Bryan (Mr.)
Manager**

(876) 313-4921

grovechoiceja@gmail.com

Golden Grove, Lydford, St Ann.

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DEPARTMENT OF CORRECTIONAL SERVICES
 MINISTRY OF NATIONAL SECURITY

5-7 KING STREET, KINGSTON
 Telephone: (876) 922-0021-2
 Email: procurement@des.gov.jm

Date: 18-02-2021

Messrs. Prove Choice

RFQ# DCS/2021/02/953/KC/A

Kindly supply the following for the Department of Correctional Services
 To: Institution Carl Khatray Staff College at

Class	No.	Particular/Item	Rate	\$	Cent
		Balance			
Case	01	Ginger Tea		92315	90
Case	01	Peppermint Tea	5000	5000	00
gal	01	Mayonaise (gallon)	4678	4678	00
Case	01	Broad Bean	1600	1600	00
Case	01	Curry Powder (Ketta Pak)	3091	3091	00
litres	06	Honey	11257	11257	00
tin	120	Sweet Corn	2500	15000	00
			155	18600	00
		Total		151543	90

Certified for
 Signature [Signature]

Signature Pickering, J. S.
 Office

[Signature]
 Commissioner
 Department of Correctional Services



DEPARTMENT OF CORRECTIONAL SERVICES
MINISTRY OF NATIONAL SECURITY

5-7 KING STREET, KINGSTON
Telephone: (876) 922-0021-2

Email: procurement@dcs.gov.jm

Date: 05.01.2021

Messrs.: Elevecyn Supplies & Service

RFQ# Dcs/2021/01/741/RFA/6

Kindly supply the following for the Department of Correctional Services

To: Institution Carl Kalthay Staff College at

Class	No.	Particular/Item	Rate	\$	Cent
Bags	02	Counter Flour	3778	7556	00
Bags	01	Refined Cornmeal	2028	2028	00
Cases	18	Water	892	16056	00
Case	01	Corn beef	10206	10206	00
Case	01	Gold Seal margarine	4976	4976	00
Bag	01	Round Red Peas	15000	15000	00
Keq	01	Baking Powder	1830	1830	00
Keq	03	Cooking oil	4874	14620	00
Case	01	Lime Juice	2078	2078	00
Case	01	Assorted Tang	8566	8566	00
Case	01	Napkin	2715	2715	00
Case	03	Chicken Season 2000g	4795	14385	00
Case	03	Allpurpose Season 2000g	4895	14685	00
		Last line			
		Total		114701	00

Certified for

Signature [Signature]

Signature Pickering, J S

Office

Commissioner

Department of Correctional Services



DEPARTMENT OF CORRECTIONAL SERVICES
 MINISTRY OF NATIONAL SECURITY

5-7 KING STREET, KINGSTON
 Telephone: (876) 922-0021-2
 Email: procurement@des.gov.jm

Date: 18-02-2021

Messrs.: Grove choice

RFQ# DCs/1001/02/854/170/6

Kindly supply the following for the Department of Correctional Services

To: Institution Cori Cottage Staff College at

Class	No.	Particular/Item	Rate	\$	Cent
lbs	45	Beef	400	18,000	00
Case	01	Mince	3970	3970	00
		Last line	Total	21,970	00

Certified for
 Signature [Signature]

Signature Pickering/LS
 Office

Commissioner
 Department of Correctional Services

[Handwritten notes]



DEPARTMENT OF CORRECTIONAL SERVICES
MINISTRY OF NATIONAL SECURITY

5-7 KING STREET, KINGSTON
Telephone: (876) 922-0021-2
Email: procurement@dcs.gov.jm

Date: 18.02.2021

Messrs.: Grove choice

RFO# 25/2021/02/853/8/16

Kindly supply the following for the Department of Correctional Services

To: Institution Carl Kattray Staff College at

Class	No.	Particular/Item	Rate	\$	Cent
bag	02	Rice	4680	9360	00
bag	02	Flour	4100	8200	00
bag	01	Sugar	11400	11400	00
lbs	10	Hominy Corn	215	2150	00
lbs	10	peanut	875	8750	00
Case	02	Corn beef	8119.95	16239	90
Case	01	Machete/ Tack	5775	5775	00
Case	01	Baked Bean	3125	3125	00
Case	01	Hot Pepper Sauce	2600	2600	00
Case	01	Ketchup (gallon)	2620	2620	00
Case	01	Browning	3677	3677	00
Case	01	Milo (Large)	11088	11088	00
Case	01	Tetley Tea	7331	7331	00
			Subtotal	92315	90

Certified for

Signature [Signature]

Signature Pichersy, IIS

Office

[Handwritten notes]

Commissioner
Department of Correctional Services

\$151,543.90



DEPARTMENT OF CORRECTIONAL SERVICES
MINISTRY OF NATIONAL SECURITY

5-7 KING STREET, KINGSTON
Telephone: (876) 922-0021-2
Email: procurement@dcsc.gov.jm

Date: 18-02-2021

Messrs.: Grove choice

RFQ# DCs/2021/02/854Rt016

Kindly supply the following for the Department of Correctional Services
To: Institution Cor Lecting Staff College at

Class	No.	Particular/Item	Rate	\$	Cent
1b5	45	Beef			
Case	01	Mince	400	18,000	00
		Cost line	3970	3970	00
		Total		21,970	00

Certified for
Signature [Signature]

Signature Pickens, J.S.
Office

[Signature]
2020

Commissioner
Department of Correctional Services



Christall Ziva Niara Byfield <krystal.byfield@gmail.com>

Please see purchase order

2 messages

Sheldon Pickersgill <sheldon.pickersgill@dcs.gov.jm>

Fri, Jan 22, 2021 at 9:41 AM

Reply-To: sheldon.pickersgill@dcs.gov.jm

To: Grovechoiceja <grovechoiceja@gmail.com>, Krystal Byfield <krystal.byfield@gmail.com>

--

Kind regards,

Sheldon Pickersgill

Procurement Officer | Procurement Unit | Department of Correctional Services | 5-7 King Street | Kingston Jamaica |
Telephone +1(876)967-2781-3 | Ext. 2274 | CUG: 1876-8172263 (Lime) Fax: 1876-967-2539 | Email:
sheldon.pickersgill@dcs.gov.jm

 **20210122092946.pdf**
205K

Grove Choice <grovechoiceja@gmail.com>



Fri, Jan 22, 2021 at 9:50 AM

To: sheldon.pickersgill@dcs.gov.jm

Cc: Krystal Byfield <krystal.byfield@gmail.com>

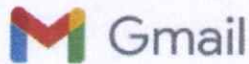
Order received with thanks.

Best regards,

**Veron Bryan (Mr.)
Manager** (876) 313-4921 grovechoiceja@gmail.com Golden Grove, Lydford, St Ann.

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[Quoted text hidden]



Christall Ziva Niara Byfield <krystal.byfield@gmail.com>

Please see purchase order

3 messages

Sheldon Pickersgill <sheldon.pickersgill@dcs.gov.jm>
Reply-To: sheldon.pickersgill@dcs.gov.jm
To: Grovechoiceja <grovechoiceja@gmail.com>
Cc: Krystal Byfield <krystal.byfield@gmail.com>

Tue, Jan 5, 2021 at 3:53 PM

--
Kind regards,

Sheldon Pickersgill

Procurement Officer| Procurement Unit |Department of Correctional Services|5-7 King Street| Kingston Jamaica |
Telephone +1(876)967-2781-3|Ext. 2274|CUG: 1876-8172263(Lime) Fax: 1876-967-2539| Email:
sheldon.pickersgill@dcs.gov.jm

20210105154631.pdf
248K

Sheldon Pickersgill <sheldon.pickersgill@dcs.gov.jm>
Reply-To: sheldon.pickersgill@dcs.gov.jm
To: **Cleveland Parker** <cleveland.parker@gmail.com>
Cc: Krystal Byfield <krystal.byfield@gmail.com>

Tue, Jan 5, 2021 at 3:54 PM

[Quoted text hidden]

20210105154651.pdf
137K

Grove Choice <grovechoiceja@gmail.com>
To: sheldon.pickersgill@dcs.gov.jm
Cc: Krystal Byfield <krystal.byfield@gmail.com>

Tue, Jan 5, 2021 at 4:09 PM

Duly noted.

Best regards,

Veron Bryan (Mr.)
Manager
(876) 313-4921
grovechoiceja@gmail.com
Golden Grove, Lydford, St Ann.

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[Quoted text hidden]




Christall Ziva Niara Byfield <krystal.byfield@gmail.com>

Please see Delivery Slip

2 messages

Sheldon Pickersgill <sheldon.pickersgill@dcs.gov.jm> Tue, Apr 27, 2021 at 1:23 PM
 Reply-To: sheldon.pickersgill@dcs.gov.jm
 To: Krystal Byfield <krystal.byfield@gmail.com>
 Cc: TANICE BOGLE <tanice.bogle@dcs.gov.jm>, Winsome Harris <winsome.harris@dcs.gov.jm>, MICHELLE LANDELLS <michelle.landells@dcs.gov.jm>


Senior Procurement officer *Director, Procurement*

--
Kind regards,

Sheldon Pickersgill

Procurement Officer | Procurement Unit | Department of Correctional Services | 5-7 King Street | Kingston Jamaica |
 Telephone +1(876)967-2781-3 | Ext. 2274 | CUG: 1876-8172263 (Lime) Fax: 1876-967-2539 | Email:
 sheldon.pickersgill@dcs.gov.jm

 **20210427132153.pdf**
379K


Christall Ziva Niara Byfield <krystal.byfield@gmail.com> Wed, Apr 28, 2021 at 10:15 AM
 To: crsc.personnel@dcs.gov.jm

----- Forwarded message -----
 From: **Sheldon Pickersgill** <sheldon.pickersgill@dcs.gov.jm>
 Date: Tue, Apr 27, 2021, 1:23 PM
 Subject: Please see Delivery Slip
 To: Krystal Byfield <krystal.byfield@gmail.com>
 Cc: TANICE BOGLE <tanice.bogle@dcs.gov.jm>, Winsome Harris <winsome.harris@dcs.gov.jm>, MICHELLE LANDELLS <michelle.landells@dcs.gov.jm>

--
Kind regards,

Sheldon Pickersgill

Procurement Officer | Procurement Unit | Department of Correctional Services | 5-7 King Street | Kingston Jamaica | Telephone
 +1(876)967-2781-3 | Ext. 2274 | CUG: 1876-8172263 (Lime) Fax: 1876-967-2539 |
 Email: sheldon.pickersgill@dcs.gov.jm

 **20210427132153.pdf**
379K



Christall Ziva Niara Byfield <krystal.byfield@gmail.com>

Please see purchase order

2 messages

Sheldon Pickersgill <sheldon.pickersgill@dcs.gov.jm>
Reply-To: sheldon.pickersgill@dcs.gov.jm
To: grovechoiceja@gmail.com
Cc: Krystal Byfield <krystal.byfield@gmail.com>

Tue, Jan 5, 2021 at 12:00 PM

--
Kind regards,

Sheldon Pickersgill

Procurement Officer | Procurement Unit | Department of Correctional Services | 5-7 King Street | Kingston Jamaica |
Telephone +1(876)967-2781-3|Ext. 2274|CUG: 1876-8172263(Lime) Fax: 1876-967-2539| Email:
sheldon.pickersgill@dcs.gov.jm

20210105115748.pdf
337K

Grove Choice <grovechoiceja@gmail.com>
To: sheldon.pickersgill@dcs.gov.jm
Cc: Krystal Byfield <krystal.byfield@gmail.com>

Tue, Jan 5, 2021 at 12:37 PM

Good day,

Purchase order received with thanks. Please see attached(1) TCC notification letter for Grove Choice.

Best regards,

Veron Bryan (Mr.)
Manager
(876) 313-4921
grovechoiceja@gmail.com
Golden Grove, Lydford, St Ann.

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TCC Letter.pdf
129K



DEPARTMENT OF CORRECTIONAL SERVICES
FROM THE OFFICE OF THE COMMISSIONER OF CORRECTIONS

MEMORANDUM

To: *See Distribution List*

From: Lt. Col. (Ret'd) Gary Rowe

COMMISSIONER OF CORRECTIONS
DEPARTMENT OF CORRECTIONAL SERVICES

Date: January 12, 2021

Subject: Invitation to Attend Moderation & Ratification of Training Document

The Department of Correctional Services through the Human Resources Management Unit is in the process of developing training materials for Level 3 Supervisory Management (Corporals Upgrading Training) and Level 3 Correctional Services Supervision (Staff Officers Upgrading Training) at the Carl Rattray Staff College from January 4, 2021 to February 5, 2021.

The scope of this project is to:

- Conduct research to gather relevant information and update knowledge of related topics in support of units.
- Develop samples for approval before full-scale development.
- Display information in varied formats, utilizing relevant illustrations/diagrams, tables, etc. appropriate to level of trainees.
- Develop holistic, learner-centred information and activities in the specified format to help learners achieve their learning outcomes, assessment and certification requirements.
- Design activities that provide useful and varied learning experiences to cater to trainees with varied learning preferences. Incorporate into the learner guide, attitudinal/critical employability skills, that will provide opportunity for trainee's and facilitator's interaction

You are therefore invited to visit the Staff College between ***January 25 to February 2, 2021***. This visit will facilitate the revision of lesson plans and where presentations will be moderated (*revision and confirmation or modification of the contents to meet academic standards and fitness for purpose*) and ratified (*signed off*).

The writing board consist of the following individuals:

Team Leader Ms. Christall Byfield

Team Members Ms. Lygia Martin
 Ms. Leonie Reid
 Mrs. Euline Baker- Hibbert
 Mr. Javan Anderson

Uniformed Members:

Overseer Noel Beckford
Staff Officer Thelma Grayson- Linton
Corporal Roberto Johnston
Corporal Stephen Bailey
Corporal Andre Thompson
COI Kerry Ann Henry

Regards,

Distribution list: Deputy Commissioner, Custodial Services
Senior Director, Human Resource Management & Administration
Director, Security
All Superintendents

11. Dress Code

All uniformed officers must be attired in the following uniforms:

- **#2 Dress (Grey/ Green)**
- **Blue Denims**
- **Service Belt**
- **Ceremonial Forage cap**
- **Black/ Blue field cap**
- **Service Boots**

All civilians must be dressed in work attire, which may be inclusive of DCS shirts.

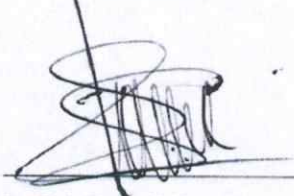
12. Equipment

- ✓ Laptops
- ✓ Tablets

Team members will be provided with training material (documents) that will assist during the development of training documents; however, members are encouraged to take any document that may assist in the process.

13. Personnel Administration

All team members participating in the training document production project must attend to their domestic administration before the beginning of the project; and must be mindful that the project is one of intensive nature and requires dedication and commitment for the period of the project.



Lt. Col. (Retired) Gary Rowe

COMMISSIONER OF CORRECTIONS
DEPARTMENT OF CORRECTIONAL SERVICES

Distribution List

Deputy Commissioner of Corrections, Custodial Services
Deputy Commissioner of Corrections, Rehabilitation & Probation Aftercare
Senior Director Human Resource Management & Administration
Senior Director Human Resource Management & Development
Financial Controller
Director, Procurement
Director, Security
All Superintendents
Transport Manager

Attachment

TEAM MEMBERS FOR TRAINING DOCUMENT PRODUCTION

Name	Position/ Rank	Institution	Team Role and Area of Expertise based on training, certifications education and experiences
NON-UNIFORM MEMBERS			
Christall Byfield	Director	C.R.S.C	TEAM LEADER and Writer (Training and Development, Assessment, Curriculum Management, Documentation, Supervision, Communication, Social Work, Counseling, Management and Leadership)
Lygia Martin	CPAO- Acting	St. Ann's Bay Probation Office	Writer (Psychology, Human Resource Management, Rehabilitation Practices, Counseling and Social work, Security Administration and Management)
Leonie Reid	PAO	Portmore Probation Office	Writer (Rehabilitation Practices, Counseling and Social work)
Javaun Anderson	Teacher	H.J.C.C	Writer (Mathematics and Business Administration)
Euline Baker- Hibbert	Secretary	C.R.S.C	Secretarial Support and Research Assistant (Social Work, Counseling and Office Administration)

4. Coordinating Instructions

The coordinating instructions detailing the team members and the activities are as follows:

Team Leader Christall Byfield

Team Members Lygia Martin
 Leonie Reid
 Javaun Anderson
 Overseer Noel Beckford
 Staff Officer Thelma Grayson- Linton
 Corporal Roberto Johnston
 Corporal Stephen Bailey
 Corporal Andre Thompson
 CO1 Kerry Ann Henry
 Euline Baker- Hibbert

5. Project Activities and Timeline

Time Period	Activities
January 4- 8, 2021	Research Draft Outlines
January 11-15, 2021	Prepare Lesson Plans
January 18-22, 2021	Prepare Presentations
January 25-29, 2021	Moderate Lesson Plans Moderate Presentations
February 1-5, 2021	Ratify and Confirm Lesson Plans and Presentations

6. Reporting

All members selected are required to report to the Carl Rattray Staff College Monday, January 4, 2020 at 8:00 am for briefing, resource distribution, and duty allocation.

7. Discipline and Compliance

The highest standard of discipline, conduct, and dress code is expected at all times by all team members.

All team members will be required to be on-site on stipulated dates and during the stipulated time frame designated for work.

8. Work Hours

Daily activities will be from 8:30-5:00 pm for a regular workday and an extended workday to 10:00 pm nightly for the project's period and will include some weekends to meet deadlines, with respective breaks.

9. Accommodation

The project will be residential, and participants will be provided with accommodation at the Carl Rattray Staff College, Runaway Bay, St. Ann.

10. Meals

Participants will be provided with two meals per day.





***Carl Rattray Staff College
Appreciation Award***

Presented to:

Sen. Dir. Althea Davis & Staff

(HRM & Admin.)

*For your support and guidance in contributing
to the transformational mandate
of the Staff College
December 2019*



*Carl Rattray Staff College
Appreciation Award*

Presented to:

Mrs. Debbie Parsons - Morris

(Principal - St. Ann's Bay Infant School)

*For your unwavering and continued
support in*

*advancing the sustainable and
transformational
development of the Staff College.*

December 2019



*Carl Rattray
Staff College
Appreciation
Award*

Presented to:

Mrs. Debbie Parsons Morris

*For your commitment to excellence
in developing the
Human Resource Capital of the
Department of Correctional Services.*

February 2021



DEPARTMENT

ALL-ROUND
CORRESPONDENCES
BOOK

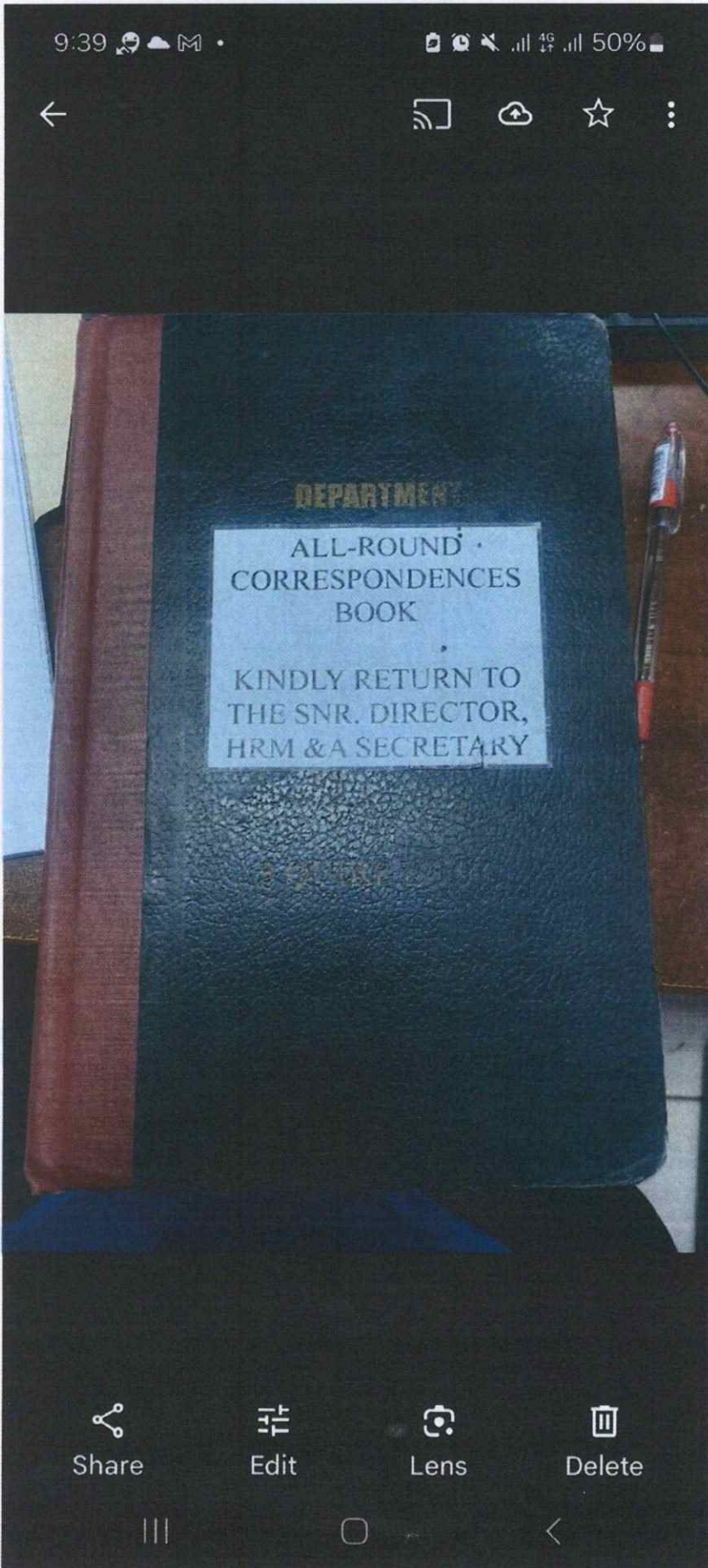
KINDLY RETURN TO
THE SNR. DIRECTOR,
HRM & A SECRETARY

DEPARTMENT

DATE	NAME	TIME IN	TIME OUT	SIGN
MONDAY 12-01-2021	Christall Byfield	5:01pm	1:45 am	[Signature]
	Nadria Brown			
	Jygia Martin			
	Noel Beckford			
	Sean Thompson			
	Leonie Reid	5:01pm	1:00am	[Signature]
	Stephen Bailey	+	-	[Signature]
	Javan Anderson	5:01pm	12:30am	[Signature]
	Euline Baker-Hibbert	5:01pm	6:15pm	[Signature]
Kerry Ann Henry	5:01pm	8:30pm	[Signature]	
TUESDAY 13-01-2021	Christall Byfield	5:01pm	2:30am	[Signature]
	Nadria Brown			
	Jygia Martin			
	Noel Beckford			
	Sean Thompson			
	Leonie Reid	5:01pm	1:00am	[Signature]
	Stephen Bailey	5:01pm	10:00pm	[Signature]
	Javan Anderson	5:01pm	2:50am	[Signature]
	Euline Baker-Hibbert	5:01pm	9:30pm	[Signature]
Kerry Ann Henry	5:01pm	11:00pm	[Signature]	
WEDNESDAY 14-01-2021	Christall Byfield	5:01pm	2:30am	[Signature]
	Nadria Brown			
	Jygia Martin			
	Noel Beckford			
	Sean Thompson			
	Leonie Reid	5:01pm	11:30pm	[Signature]
	Stephen Bailey	5:01pm	9:20pm	[Signature]
	Javan Anderson	5:01pm	1:15am	[Signature]
	Euline Baker-Hibbert	-	-	
Kerry Ann Henry	5:01pm	10:30	[Signature]	

DATE	NAME	TIME IN	TIME OUT	SIGN
6/6/24	Christall Byfield	6:45 am	10:15	JA
	Nadria Brown	6:45 am	11:30 am	JA
	Jygia Martin			
	Noel Beckford			
	Sean Thompson	9:00 am	6 pm	SJT
	Jeannie Reid			
	Stephen Bailey			
	Jawan Anderson	6:45 am	11:00 am	JA
	Euline Baker-Hibbert			
	Kerry Ann Henry			
6/7/24	Christall Byfield			
	Nadria Brown			
	Jygia Martin			
	Noel Beckford			
	Sean Thompson	9:00 am	1:30 am	SJT
	Jeannie Reid			
	Stephen Bailey			
	Jawan Anderson			
	Euline Baker-Hibbert			
	Kerry Ann Henry			
6/8/24	Christall Byfield	5:01 pm	11:45	JA
	Nadria Brown			
	Jygia Martin			
	Noel Beckford			
	Sean Thompson	5:01 pm	1:30 pm	SJT
	Jeannie Reid	5:01 pm		
	Stephen Bailey			
	Jawan Anderson	5:01 pm	12:30 pm	JA
	Euline Baker-Hibbert	5:01 pm	9:32 pm	JA
	Kerry Ann Henry			

DATE	NAME	TIME IN	TIME OUT	SIGN
5/27/2024 FRIDAY	Christall Byfield			
	Nadria Brown			
	Jygia Martin			
	Noel Beckford			
	Sean Thompson			
	Leonie Reid			
	Stephen Bailey			
	Javan Anderson			
	Euline Baker-Hibbert			
Kerry Ann Henry				
1/28/2024 SATURDAY	Christall Byfield			
	Nadria Brown			
	Jygia Martin			
	Noel Beckford			
	Sean Thompson	9:00 AM	1:30 PM	
	Leonie Reid			
	Stephen Bailey			
	Javan Anderson			
	Euline Baker-Hibbert			
Kerry Ann Henry				
07/05/2024	Christall Byfield			
	Nadria Brown			
	Jygia Martin			
	Noel Beckford			
	Sean Thompson	5:00 PM	3:00 PM	4:11
	Leonie Reid			
	Stephen Bailey			
	Javan Anderson			
	Euline Baker-Hibbert			
Kerry Ann Henry				



9:39 [status icons] 50%

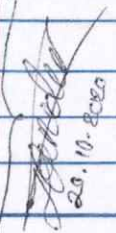


Share Edit Lens Delete

DATE	NAME	TIME IN	TIME OUT	SIGN
TUESDAY	Christall Byfield	5:01 pm	11:21 am	Signature
	Nadria Brown			
	Jygia Martin			
	Noel Beckford			
	Sean Thompson			
	Leonia Reid	5:01 pm	11:50 am	Signature
	Stephen Bailey	5:01 pm	11:30 am	Signature
	Javan Anderson	5:01 pm	10:00 pm	Signature
	Euline Baker-Hobbs	5:01 pm	8:43 pm	Signature
Kerry Ann Henry	5:01 pm	12:00 am	Signature	
WEDNESDAY	Christall Byfield	5:01	2:45 am	Signature
	Nadria Brown			
	Jygia Martin			
	Noel Beckford			
	Sean Thompson			
	Leonia Reid	5:01 pm	11:15 pm	Signature
	Stephen Bailey	5:01 pm	2:20 am	Signature
	Javan Anderson	5:01 pm	2:30 am	Signature
	Euline Baker-Hobbs	5:01 pm	7:55 pm	Signature
Kerry Ann Henry				
FRIDAY	Christall Byfield	5:01	3:20 am	Signature
	Nadria Brown			
	Jygia Martin			
	Noel Beckford			
	Sean Thompson			
	Leonia Reid	5:01 pm	11:45 pm	Signature
	Stephen Bailey	5:01 pm	11:00 am	Signature
	Javan Anderson			Signature
	Euline Baker-Hobbs	5:01 pm	6:20 pm	Signature
Kerry Ann Henry				

DATE	NAME	Time IN	Time OUT	DATE
THURSDAY	Christall Byfield	7:01 pm	5:30 pm	
	Nadria Brown			
	Dygie Martin			
	Noel Beckford			
	Sean Thompson		5:00 pm	
	Leenie Reid	4:01 pm	11:00 am	
	Stephen Bailey	4:01 pm	11:00 pm	
	Javan Anderson	4:01 pm	11:00 pm	
FRIDAY	Eulene Baker-Hobbs	-	-	
	Herry Ann Henry	-	-	
	Christall Byfield	9:15 am	9:25 am	
	Nadria Brown			
	Dygie Martin			
	Noel Beckford			
	Sean Thompson	4:00 am	11:00 pm	
	Leenie Reid	4:50 am	11:50 pm	
SATURDAY	Stephen Bailey	10:30 am	10:00 pm	
	Javan Anderson	9:00 am	5:00 pm	
	Eulene Baker-Hobbs	-	-	
	Herry Ann Henry	9:00 am	11:30 pm	
	Christall Byfield	6:30 am	5:15 am	
	Dygie Martin			
	Nadria Brown			
	Noel Beckford			
SUNDAY	Sean Thompson	9:00 am	11:00 pm	
	Leenie Reid	7:00 am	11:50 pm	
	Stephen Bailey	10:00 am	11:50 am	
	Javan Anderson	1:00 pm	1:40 am	
	Eulene Baker-Hobbs	-	-	
	Herry Ann Henry	3:00 pm	11:00 pm	

Particulars	Sent From	Sent To	Sign/Date
Prohibited Articles Articles allegedly taken from corporal Maurice Bennett	St. WCC	Dr. ER	Lawrence 19/11/2020
Permission to procure food items	RSL	Procurement	Cliffed 19/11/2020 @ 10:13
Stationary Request from The Portmore Probation Office.	Portmore Prob. Office	Procurement	23.11.20 Thompson
Report on Cpl. Barrington Johnson.	NBSPC	ER	Lawrence 23/11/2020
Permission to procure Food	Staff	Procurement	23/11/20 K. Thompson
Application for Administrative Management Level 3 Course - Management Institute of National Development in Civanna Carteret	Procurement	Training	Registry 23.11.20
Crim Campbell who filed an appeal against the recommendations of the Public Service Commission to dismiss him from the Public Service.	RSL	Director, Employee Relations	Lawrence 11.2020
Approval given for Christopher Scott et al to be interdicted on half salary	RSL		
Celene N. Mantle whom it was reported breached Regulation of the Public Service Regulation, 1961	RSL		
Prohibited articles allegedly taken from Maurice Bennett	St. WCC		
Adrian Griffiths who reportedly breached Regulation 37 (3) of the Public Service Reg. 1961	RSL	Director, Employee Relations	Lawrence 11.2020
Name of officials for Safety Warden Training	Security Centre		

Particulars

	Sent From	Sent to	Sign
Approval given for the Interdiction with Immediate effect into ① Andre Morris ② Maurice Brown	OLC	ER	 20.10.2020
Approval given for the Summary dismissal into Craige R. Campbell w.e.f 2nd August 2018.	OLC	ER	
Shift Premium, Meal Allowance and Extra-Ordinary Submissions for Sept 14 - October 13, 2020.	OLC	ER	 20/10/20
Meal Allowance and Extra-Ordinary Allowance Submission for Period October 3 - 13, 2020.			
Approval granted by Mrs. P. Alcott for ① First Time Leaders Development Training. (O MINS) ② Public Speaking and Presentation Skills Training.	Training	Training	20/10/20
Request to get additional quotations for Commercial blender & Mixing bowl for Staff. Coll. Proforma from Perrys Manufacturing Ltd - 1301, 048.35	Staff Coll	Procurement	OLC 20/10 2020
PO - Invoice from Pest Control Services for work to be done at Staff. Coll.	Staff Coll	Procurement	
Letter of appreciation into Laundry Attendant no Janet Boyd.	Missie	ER N. Brown	 20/10/20
Arrest / Release of Co' Emerald Hurditt, Tsara		ER	

Particulars	Sent From	Sent To	Sign:
Stationery Requisition in Training unit	Training Procurement		Lopez 26/10/20
Return of documents in Complaint Dwayne Bryan regarding Alleged Assault against CO Cleveland Dyer on January 15, 2017		ER	[Signature] 26-10-20
Discharge of mind by Corporal Rodolff Jacob - September 11, 2018 (Personal file attached)	HRM 410	Mr Neil Experts	[Signature]
Undelivered letter in CO Craige Campbell, CO Dwayne Guy.	ST-ORAC	RR	27.10.20 [Signature]
Permission to procure food items for staff coll.	Staff Col	Procurement	Lopez [Signature]
PMA work Plan	PAS	PMA	Chow 28/10/2020
Temporary CO Christopher Tracyfield (letter from Armed Medical Group as it relates to his mental state.	TFACU	Director ER	[Signature] 28/10/2020
Letter re Lack of Promotion in Barrington Johnson.	NASSAC ORC same	ER	[Signature]
Recommendation from the Independent Commission of Investigations Complaint of Dwayne Bryan Alleging Assault Against CO Cleveland Dyer on 15.1.17	Custodial Indecon	ER	[Signature] 30/10/20
Recommendation from the Independent Commission of Investigations Complaint of Sharon Kay re Assault on 1.12.19	Custodial Indecon	ER	[Signature]
Recomm. from Indecon complaint of Gregg Stewart re Assault Against CO Dulam Morgan.	Custodial Indecon	ER	[Signature]

2020

Date

Particulars

Sent From

Sent to

20/10

Re Approval given for the Interdiction with immediate effect ino
① Andre Morris ② Maurice Brown

OLC

ER

Re Approval given for the Summary dismissal ino Craig R. Campbell w. ef 2nd August 2018.

OLC

ER

Re Shift Premium, Meal Allowance and Extra-Ordinary Submissions for Sept 14 - October 13, 2020.

OLC

ER

Re Meal Allowance and Extra-Ordinary Allowance Submission for period October 3 - 13, 2020.

Re Approval granted by Mrs. P. Alcott for
① First Time Leaders Development Training. (O MINS)
② Public Speaking and Presentation Skills Training.

Training

Training

Re Request to get additional quotations for Commercial blender & Mixing bowl for Staff. Coll. Proforma from Perrys Manufacturing Ltd - £301,048.35

Staff Coll

Procurement

~~Re Pro-Forma Invoice from Post Cards Services for work to be done at Staff. Coll.~~

~~Staff Coll~~

~~Procurement~~

22/10

Re Letter of appreciation ino Laundry Attendant ~~no~~ Janet Boyd.

MSSE

ER

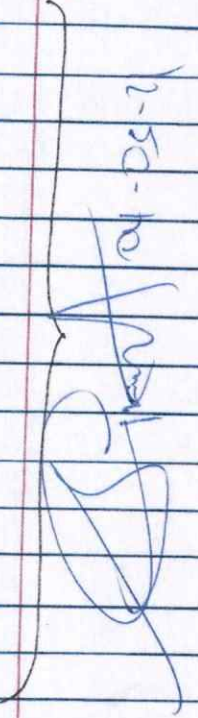
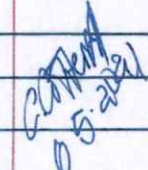

N. Brown

Re Arrest / Release of Co Emerald Harditt, TSAA

ER

Particulars.

	Sent to	Sent to	Sent to
Re Allegation of Cellular Phones Found on Staff Officer GAVASCA SMITH	HARC	ER	[Signature]
Re Request for replacement of key for the department's back gate	HARC SA	Security	[Signature]
Re Court appearance in S/O Albert McLeod, Co' Toraine Tulloch	TSMC	ER	
Re Absent from duty in Co' Rodrick Butler, Co' Richard Louse, Co' Dwight Parson, Co' Hanij Hunt	TSMC	ER	[Signature] 16/2/2021
Re Permission to procure food items	coll	Procurement	18/2/2021
Re Air Conditioning Unit at the Medical Drugs Room Stop working	HARC	Property	[Signature] 18/2/21
Re Urgent request for Stamp & Seal	Property	Procurement	
Re Request for Office Furniture.	Honoured Probation	Procurement	[Signature] 18/2/2021
Re Permission to Procure Food Items	Staff coll	Procurement	
Re Allegation of Cellular Phones Found on Staff Officer GAVASCA SMITH	HARC	ER	[Signature]
Re Meal Allowance Shift Premium and Special Extra Ordinary Allowance for Jan 14 - Feb 13, 2021.	Staff coll	Ops Room	[Signature] 15/2/21
Re Invoice for Assessing Exhaust fan & Commitment Form - \$15,800	Staff coll.	Procurement	[Signature]
Re Permission to Procure Food Items	Staff coll.	Procurement	[Signature] 19/2/2021

Particulars	Sent from	Sent to	Sign
1. Court Appearance in William Reynolds.	SA. ACC	GR	
2. Hospitalization of Cpl. Taniesta Roberts	RFACC	GR	
3. Visit to ascertain the whereabouts of Co' Horace Osace.	TSACC	GR	
4. Court attendance in Co' Akeem Freeman	TFACC	GR	
5. Court Appearance in Co' Damion Grant	AAcc	GR	
6. Guilty Plea in Co' Romario Thomas	TFACC	GR	
7. Approved Stationery request for S.C.I.R.C	Reserve	Procurement	J. Logsdale
8. Purchasing of toilet tissue and hand towels	Sec. of Forces Regulatory		
9. Invoice from Coast Unicomer Ltd for: (1) Microwave \$32,197.85 (2) 40" Led TV \$74,917.70 for Treasury Probation Office.	PAS	PROCUREMENT 	
10. Invoice from Coast Unicomer Ltd for: (1) Motion Bracket \$4,744 (2) 40" Smart TV \$52,898	PAS		
11. Requesting CUBs for office Attendance	Office Renew	System	Rankin 6/5/21
12. Request for Chair for Binkley, Staff College	C.R.C	Procurement	J. Logsdale 6/5/21
13. Special Extraordinary & Meal Allowance Form #1 May 2, 2021	HAFC	Operational Room 	
14. Special Extraordinary and Meal Allowance Form #1	Treatment Centre		PBA 6/5/21

Particulars	Sent from	Sent to	Sign + Date
Leaving of Shipping container	DIT	Procurement	[Signature] 18/5/21
Transfer of Custodial Staff Ashkenia Huber from CACU to RFAU effective May 12, 2021	HRM SA	Communitary	[Signature] 11/5/21
suit appearance in Jason Dixon	RFAU	Dir ER	[Signature] 11-05-21
Invoice from ATL Unbeatable Limited in request to from the St. James Probation Office to purchase Whirlpool Refrigerator # 183,402	PAS	Procurement	[Signature] 11/5/21
Deals of Eric Powell	RCJA	Dir. ER	[Signature] 11-05-21
Parking at the DCJ car Park in ^{Patricia} Alcott, Nadia Brown & Winona Harris	Ms. Davis Custodial	Op. Room	[Signature] 12/5/21
Special Extra ordinary allowance and Meal Allowance form 'A' for period May 7-9, 2021	Troupart Centre	" "	[Signature] 12/5/21
Honorary request	SLJCSL	Procurement	[Signature] 12/5/21
Meal allowance and Extra-ordinary allowance for the period April 14-30, 2021	CRSC	Op. Room	[Signature] 13/5/21
request for gate pass for Patricia Alcott et al	Ms. Davis/ Custodial	Security	[Signature] 17/5/21
request for assault in Desayne Reid	TSACU	ER	[Signature] 18/05/21
Enclon letter to Shary F. Phillips for her reply to the disciplinary charges preferred against her to be delivered	DL	Director	[Signature] 18/05/21
request for train bed and base	CRSC	Procurement	[Signature] 18/05/21
request to purchase from Catherine Peck Bottling company Limited #57,979.97	Soft of Chard	Procurement	[Signature] 18/05/21

Particulars	Sent from	Sent to	Sign
Office concerns - Region 4	PAS	PROPERTY	[Signature] 19/5/2021
Office concerns - St. Mary Probation Office	PAS	PROPERTY	[Signature] 19/5/2021
CRSC proposed staff establishment	CRSC	M. McQuinn	[Signature] 19/5/21
Reassignment of custodial staff Kedisha Powell from Technical Unit to SCRU WEF May 17, 2021	HRM SA	Commissions	[Signature] 18/5/21
Assignment of custodial staff Cpl Aivis Walker to the Technical Unit WEF May 14, 2021 until further order	HRM SA	Commissions	[Signature] 18/5/21
Re Promotions - Richmond Farm Adult Correctional Centre			
Request to purchase from The Willman Sale Co. Ltd	Manag. office services	Manager office services	[Signature] 18/5/2021
Re Invoices from: Blind Designs Ltd \$195,759.96 White Rose Interior Ltd \$267,642.95 for blinds to be installed at the St. Ann Rob. office	PAS	PROPERTY	[Signature] 18/5/21
Re Permission to procure food items for the Training Document Development Project for WU at \$5 to Comm. May 25, 2021	CRSC	PROPERTY	[Signature] 18/5/21
Re Replacement of office furniture for office in Reg 1	PAS	PROPERTY	[Signature]
Re Non receipt & short supplies of food supplies	HAAC	PROPERTY	[Signature]
Re Suspected discharge of a round from firearm issued to Overseer Haroon L. Thompson on Jan 15, 2021	SCJCSA	Dir. ER	[Signature] 13-05-21
REMEMBER: regarding Ruper W. Blake on 25 June 2019 whilst performing his duties sustained a leg injury at the CRSC	CRSC	ER	[Signature] 20-05-21
Special Extra Ordinary & Meal Allowance for May 14-16,	Transport	Op. Room	[Signature] 20-05-2021

Particulars	Post from	Sent to	Sign	
Transfer of Custodial Staff: WEF July 5, 2021 off officer Collie Smith from st. case to Transport off officer Andrew Ashby from T. case to Transport	HRM IA	Commissioner	MM Chast 7/12/21	121
request for repair to Silver HP Laptop	Managers Prob. Office	IT	John 7/12/21	
designation of Delegates (representative) in Corporal Jedric Daley	JAFEDU			
Romario R. Thomas who was arrested and charged by the Police for Dangerous Driving, Disobeying Police Signal, Disobeying Police Command, Failing to Stop and Remain Stationary, Resisting Arrest and Assaulting a Police Officer	OC	ER	John 7-12-21	
Genwaka A. Smith Smith for whom recommendation was made for his interdiction from duties	OC	ER		
charging of transport allowances voucher in ^{§ 28, 302} Donnam Martin	Mr. Martin	Mr. Martin	John 2021/07/12	
Staff officer Clifton Dyer who was given a warning letter regarding the escorting of inmate Donald Gregory for a scheduled medical procedure	JWA	Legal	John July 7, 2021	
request for office furniture and printer for the Custodial Unit	Custodial	PROCUREMENT		4/7
Emergency supplies for Hurricane Sean	CRS	PROCUREMENT	John 7-7-2021	
Forms invoice for R.T. Gross for Instructors	CRS	PROCUREMENT		
Staff officer Clifton Dyer who was given a warning letter regarding the escorting of inmate Donald Gregory for a scheduled medical procedure (Personal file attached)	JWA	Director ER	John 07-07-21	
request for approval for payment to Jamaica Fibreglass subject etc for the retrofitting of two (2) Ford Van to ambulances for the Department of Correctional Services P.R. 642, 972-09	PROCUREMENT	Commissioner	S. Henry 8/12/21	

Particulars	Sent from	Sent to	Signature
Stationery request	Medical unit	Procurement	J. Cottrell 27. 12.21
Cliffon B. Dyer a member of the 41 st Intake and whose last appointment was with effect from October 1, 2010 who has expressed his concern about the lack of promotion over the last ten (10) years. Personal file attached.	QC	Director ER	N. Hamulka 27. 07-21
Patrick D. Cain a member of the 42 nd Intake and whose last appointment was with effect from January 1, 2018 who has expressed his concern about being bypassed for promotion	QC	Director ER	N. Hamulka 27. 07-21
Human Resource Management and Administration honorarium request for Dennis Williams and Jason Anderson	HRM SA	Commissioner	S. Hamulka 29/7/21
Inventory of assets of Staff College	CRSC	Manager, Office Services	(Signature)
Stationery Request	Corporate Communications	PROCUREMENT	J. Cottrell 29. 7. 2021
Permission to procure food items	CRSC	PROCUREMENT	J. Cottrell 29. 7. 2021
Repro forms for Pest Control Services	CRSC	PROCUREMENT	J. Cottrell 29. 7. 2021
Permission to procure food items	CRSC	PROCUREMENT	J. Cottrell 29. 7. 2021
Electromagnetic work at the Kingston and St. Andrew Family Court Probation Office	PAO	PROCUREMENT	(Signature) 2/8/2021
Stationery Request	Region 4 MED unit	Manager, Office Services	(Signature)
Request for an automatic hand sanitizer and a Plexiglas feet shield	St. Elizabeth Probation Office	PROCUREMENT	(Signature)

Particulars

Particulars	Sent from	Sent To	Sign
Stationery Requisition in Training unit	Training	Procurement	A. Lopez 26/10/20
Return of documents in Complaint Dwayne Bryan regarding Alleged Assault against CO Cleveland Dyer on January 15, 2017		ER	A. Lopez 26-10-20
Discharge of records by Corporal Rodolff Jacob - September 11, 2018 (Personal file attached)	HRM 4D	Mr Neil Inspector	A. Lopez
Undelivered letter in CO Craig Campbell, CO Dwane Guy.	S-OACU	ER	27.10.20 A. Lopez
Permission to procure Food Items for Staff cell.	Staff Cell	Procurement	A. Lopez 27/10/20
PMA work Plan	PAS	PMA	Chow 28/10/2020
Temporary CO2 Christopher Tracyfield (letter from Amadeo Medical Group as it relates to his mental state.	TFACU	Director ER	A. Lopez 28/10/2020
Letter - re Lack of Promotion in Barrington Johnson.	NSAC OC same	ER	A. Lopez 30/10/20
Recommendation from the Independent Commission of Investigations Complaint of Dwayne Bryan Alleging Assault Against CO Cleveland Dyer on 15-1-17	Custodial Indecon	ER	A. Lopez 30/10/20
Recommendation from the Independent Commission of Investigations Complaint of Shanna Kay re Assault on 1-10-19	Custodial Indecon	ER	A. Lopez 30/10/20
Recomm. from Indecon complaint of Gregg Stewart re Assault Against	Custodial Indecon	ER	A. Lopez 30/10/20