

JAMAICA COMBINED CADET FORCE

THE JAMAICA COMBINED CADET FORCE ACT

RULES

(under section 7)

THE JAMAICA COMBINED CADET FORCE RULES, 2020

(Made by the Commandant with the approval of the Jamaica Cadet Committee on the 12 November 2020)

Preliminary

1. Citation and Revocation

- i. These Rules may be cited as the Jamaica Combined Cadet Force Rules, 2020.
- ii. The Jamaica Combined Cadet Force Rules 1971 are hereby revoked.

2. In these Rules –

“**Adult**” does not include a cadet notwithstanding that the cadet may be over the age of eighteen years;

“**Adult member of the Cadet Force**” means any Commissioned Officer, Adult Rank, Potential Officer, or an Approved Adult;

“**Adult Rank**” means an Adult Under Officer, adult Warrant Officer, or adult Non-Commissioned Officer;

“**Approved Adult**” means any person over the age of eighteen years approved by the Commandant to supervise cadets and appointed pursuant to rule 8 (14);

“**Cadet Member**” means a member of the Cadet Force who is not an Adult Member of the Cadet Force;

“**Cadet Force**” means the Jamaica Combined Cadet Force constituted under the Act;

“**Cadet Regiment**” means three or more Cadet Battalions;

“**Cadet Battalion**” means three or more Cadet Companies;

“**Cadet Company**” means three or more Cadet Units;

“**Cadet Unit**” means a Unit of the Junior Division of the Cadet Force;

“**Commandant**” means the Commandant appointed by the Governor-General under subsection (2) of section 3 of the Act;

“**Regiment Commander**” means the Officer Commanding a Cadet Regiment;

“**Commanding Officer**” means the Officer Commanding a Cadet Battalion or Training Battalion;

“Officer Commanding” means the Officer Commanding a Cadet Company, Cadet Unit or Training Corps as the case may be;

“Member of the Cadet Force” means a Commissioned Officer, Under Officer, Approved Adult, Other Rank, Potential Officer or Cadet who is a member of the JCCF and includes a recruit or any person being trained by the Cadet Force;

“Other Rank” means a member of the Cadet Force other than a Commissioned Officer;

“The Act” means the *Jamaica Combined Cadet Force* Act and any Act of Parliament amending or replacing it;

“Training Battalion” means two or more Training Corps;

“Training Corps” means a Unit of the Senior Division of the Cadet Force;

“Trainee Member” means a member of a Training Unit by virtue of being a student at a tertiary institution.

Part I: Organization

3. The Divisions and Structure of the Cadet Force

- i. The Senior Division of the Cadet Force shall consist of Training Corps at tertiary educational institutions or at Cadet Force Headquarters.
- ii. The Junior Division of the Cadet Force shall consist of Cadet Units at secondary educational institutions and at independent units operated for cadets whose schools do not have a cadet unit.
- iii. All persons to be enlisted or to continue to serve as a cadet member of the Junior Division must be enrolled and be in regular attendance at a government approved secondary educational institution.
- iv. All persons to be enlisted or to continue to serve as as a trainee member of the Senior Division must be enrolled and be in regular attendance at a government approved tertiary educational institution.
- v. The appointments in the Cadet Force will be in accordance with the First Schedule

4. Senior Command

- i. The Jamaica Cadet Committee shall recommend to the Governor General that a member of the Cadet Force be appointed as Commandant.
- ii. The Commandant shall hold the appointment for a term not exceeding three years and may, on the recommendation of the Jamaica Cadet Committee, serve an additional term. Any further term must be approved by the Jamaica Cadet Committee where good cause exists.
- iii. A member of the Cadet Force is eligible to be appointed as the Commandant where the member:
 - (a) holds the rank of Colonel;
 - (b) does not exceed 65 years of age; and

- (c) is a person of high integrity.
- iv. The Commandant may, by instrument in writing addressed to the Governor General and copied to the Jamaica Cadet Committee, resign the appointment.
- v. The Commandant may appoint a member of the Cadet Force to the post of Regiment Commander of a Cadet Regiment.
- vi. A Regiment Commander shall hold the appointment for a term not exceeding three years and may be appointed to serve an additional term. Any further extension shall be approved by the Jamaica Cadet Committee where good cause exists.
- vii. A member of the Cadet Force is eligible to be appointed as a Regiment Commander where the member:
 - (a) holds the rank of Colonel or Lt. Colonel;
 - (b) does not exceed 65 years of age; and
 - (c) is a person of high integrity.
- viii. The Commandant may appoint a member of the Cadet Force to the post of Commanding Officer of a Cadet Battalion or a Training Battalion.
- ix. A Commanding Officer shall hold the appointment for a term not exceeding three years and may be appointed to serve an additional term. Any further extension shall be approved by the Jamaica Cadet Committee where good cause exists.
- x. A member of the Cadet Force is eligible to be appointed as a Commanding Officer where the member:
 - (a) holds the rank of Lt. Colonel or Major;
 - (b) does not exceed 65 years of age; and
 - (c) is a person of high integrity.
- xi. The Jamaica Cadet Committee may recommend to the Governor- General suitable persons to hold the appointment of Honorary Colonel of the Cadet Force and as Honorary Lt. Colonel for a Cadet Regiment.

5. Application, termination and retirement

- i. Every applicant for a commission in the Cadet Force, or for an Adult Rank, must make an application to the Commandant on such form as shall be approved by the Jamaica Cadet Committee on the recommendation of the Commandant.
- ii. A person who desires to join a Cadet Unit or Training Corps must make an application to the Officer Commanding the Cadet Unit or Training Corps concerned.
- iii. Upon acceptance in the Cadet Force, every member must provide himself with a copy of the Cadet Force Handbook.
- iv. An adult member of the Cadet Force who has decided to terminate his service shall

make an application in writing to the Commandant stating his reasons.

- v. a). A commissioned officer may be called upon by the Commandant, to within 30 days, retire, if eligible to do so, or resign his commission or appointment for misconduct, physical or mental unfitness; or other good and sufficient reason and in the event of his failing to do so, the Commandant may terminate or revoke his commission.
- b). Where the issue of misconduct of a commissioned officer of the Cadet Force arises Part II of these Rules shall apply.
- c). Where the issue of physical or mental unfitness, or other good and sufficient reason, except misconduct, to terminate the service of a commissioned officer arises, the Commandant shall appoint a board of commissioned officers to enquire into the matter and make a recommendation. The Board shall be chaired by a commissioned officer senior in rank to the officer who is the subject of the enquiry unless it is impracticable to do so.
- vi. A cadet member or trainee member who desires to terminate his service in the Cadet Force, other than on leaving his school or institution, will make an application with reasons in writing to his or her Officer Commanding.
- vii. Where the Officer Commanding a Cadet Unit or Training Corps considers that by reason of general incapacity, or unfitness, or for any cause which he deems sufficient, a cadet member or trainee member of the unit or corps should not continue in his service, the Officer Commanding may invite him to tender his resignation. A resignation tendered in these circumstances need not show the member's reasons for tendering his resignation, but it will be accompanied by a report from the Officer Commanding to the Commandant.
- viii. a). The Commandant may determine the service of, or suspend any Other Rank if such Other Rank does not perform the duties he is instructed or for any other reason.
- b). Where the issue of misconduct of an Other Rank arises Part II of these Rules shall apply.
- c) Where the issue of physical or mental unfitness, or other good and sufficient reason, except misconduct, to terminate the service of an Other Rank arises, the Commandant shall appoint a board of commissioned officers to enquire into the matter and make a recommendation.
- ix. Every member upon leaving the Cadet Force after serving a minimum of three years is entitled to a Certificate of Service. Officers Commanding shall forward to Headquarters Jamaica Combined Cadet Force, the names of cadets leaving his unit and shall request the issue of Certificates of Service.
- x. Members of the Cadet Force on attaining, or who exceed, the age of 65 years unless they hold a special appointment by the Commandant shall:
 - (a) be placed on the Supernumerary List if eligible pursuant to rule 6, or
 - (b) be required to retire.

6. Supernumerary List

- i. Officers who are eligible pursuant to sub-rule (2) may be placed on the Supernumerary List either on their own application or by the Commandant acting upon the recommendation to the Jamaica Cadet Committee.
- ii. Officers who are eligible to be placed on the Supernumerary List shall:
 - (a) be no longer able to perform active service;
 - (b) have over 25 years of active service in the Cadet Force; and
 - (c) have attained the rank of Major or above.
- iii. Officers on the Supernumerary List will not be eligible for service awards or promotion.
- iv. Officers on the Supernumerary List may wear the authorized uniform to Cadet Force functions but they shall not be called on to perform any active duties.

7. Ranks of the Cadet Force

- i. The ranks of the adult members of the Cadet Force are —
 - (a) **Commissioned Officers:** Brigadier, Colonel, Lieutenant Colonel, Major, Captain, Lieutenant, and Second Lieutenant.
 - (b) **Under Officers:** Adult Under Officer.
 - (c) **Warrant Officers:** Adult Warrant Officer Class 1, and Adult Warrant Officer Class 2
 - (d) **Non-Commissioned Officers:** Adult Staff Sergeant, Adult Sergeant, and Adult Corporal.
 - (e) **Potential Officers**
- ii. The ranks of cadet members of the Cadet Force are —
 - (a) **Warrant Officers:** Warrant Officer Class 1, Warrant Officer Class 2
 - (b) **Non-Commissioned Officers:** Staff Sergeant, Sergeant, Corporal, Lance Corporal
 - (c) **Cadet**
- iii. Precedence in rank will be as per the Queen's Regulations but an Adult Under Officer shall rank immediately above an adult Warrant Officer, and all adult members of the Cadet Force shall rank above cadet members of the Cadet Force.
- iv. Seniority in any rank will be according to the date of substantive promotion.

8. Appointments and Promotions

- i. Commissions and substantive promotions of commissioned officers shall be authorized by the Governor General on the recommendation of the Commandant.
- ii. A person is eligible to be considered for the grant of a commission for an adult rank in the Cadet Force if the person —
 - (a) is a citizen of Jamaica, CARICOM, or the Commonwealth;
 - (b) is above the age of 18 years but not over 55 years;
 - (c) has the minimum academic qualification that may from time to time be established by the Jamaica Cadet Committee; and
 - (d) is of good character and reputation within their community;
 - (e) is recommended by:
 - (i) a Commissioned Officer of the Cadet Force or the Jamaica Defence Force of the rank of Captain or above,
 - (ii) a Jamaica Constabulary Force Officer of Gazette Rank,
 - (iii) an education officer of the Ministry of Education,
 - (iv) a School Principal,
 - (v) a Medical Doctor, or
 - (vi) a Justice of the Peace.
 - (f) is able to pass the Cadet Force Medical and Fitness Test;
 - (g) has successfully completed the required training; and
 - (h) demonstrates the potential to supervise or instruct cadets.
- iii. The Commandant shall, with the approval of the Jamaica Cadet Committee, by publication in Force Orders provide for:
 - (a) the required course of training for candidates for commissions or adult ranks;
 - (b) the composition and operation of boards to advise on selection of candidates for commissions or adult ranks;
 - (c) the requirements for promotions of officers and other ranks; and
 - (d) the composition and operation of boards to advise on the promotions of officers and adult ranks.
- iv. The Commandant may, by publication in Force Orders, grant the acting rank of Second-Lieutenant to a member of the Cadet Force for a period of up to eighteen months for the purpose of completing officer's training and may at any time and in like manner revoke such rank.
- v. The Commandant may by publication in Force Orders, for a specific or temporary duty make temporary appointments and grant temporary rank up to and including the rank of Major to any Commissioned Officer and may at any time in like manner

revoke such appointment or rank.

- vi. The Commandant may by publication in Force Orders, make an appointment to the rank of Adult Under Officer and may in like manner revoke any such appointment. On appointment such person shall become a member of the Officers' Mess.
- vii. An Adult Under Officer shall undergo and successfully complete a course of basic training within a year of his appointment as such.
- viii. An Adult Under Officer who is not commissioned as an officer within such period after the completion of his basic training as may be prescribed by the Standing Orders, may be called upon to resign the appointment by the Commandant and in the event of his failing to do so, the Commandant may terminate or revoke the appointment.
- ix. The Commandant, on the recommendation of the Officer Commanding of a Training Battalion, may by publication in Force Orders, promote a trainee member of such Training Battalion and may at any time in like manner revoke such promotion.
- x. The Commandant may, on the recommendation of the Commanding Officer of a Cadet Battalion, Cadet Company, or Cadet Unit, promote an Other Rank of that battalion, company, or unit and may at any time in like manner revoke such promotion.
- xi. No member of the Cadet Force will be appointed to the substantive rank of sergeant or to a higher rank until he or she has passed the Cadet Force Proficiency Star 3 Examination or has attained such commensurate training by virtue of service rendered in the Jamaica Defence Force, or in an armed or cadet force in Caricom or the Commonwealth.
- xii. Notwithstanding sub-rules 2 (b) and (11), the Commandant may, waive the age requirement and Force Proficiency Star 3 qualification where a Commission is being granted to someone who is to serve the Cadet Force in a technical or professional capacity.
- xiii. A person is eligible to serve the Cadet Force in a technical or professional capacity where that person holds such qualifications in a profession as have from time to time been established by the Jamaica Cadet Committee.
- xiv. The Commandant may appoint any fit and suitable person over the age of twenty-one years to serve as an Approved Adult. Approved Adults shall provide supervision of cadet members but shall not be involved in instruction.

9. Uniforms, badges and accoutrements

- i. The uniform of members of the Cadet Force will be as determined from time to time by the Jamaica Cadet Committee and published in Force Orders.
- ii. Badges of Rank as obtain in the Jamaica Defence Force will be worn by the personnel listed in rule 7. Adult Under Officers shall wear a single white cloth bar on each shoulder. Potential Officers shall wear a single white cloth bar on the right shoulder.
- iii. Flashes, lanyards, insignia, badges and other accoutrements as shall be authorized from time to time by the Commandant will be worn.

- iv. Cadet uniforms and accoutrements will only be worn by members of the Cadet Force on Cadet Force duties or when specially authorized by the Commandant or their Commanding Officer.

Part II: Discipline

10. Interpretation

In this *Part*:

“**Adult member of the Cadet Force**” includes members of the Jamaica Defence Force assigned to work with the Cadet Force

“**Appeals Tribunal**” means the tribunal appointed by the Commandant from time to time pursuant to this *Part* to hear and determine appeals from decisions and recommendations of the Disciplinary Committee;

“**Complainant**”, means a person making a complaint that a member of the Cadet Force has contravened a provision of this *Part*;

“**Criminal offence**” means any breach of the criminal laws of any country, except for offences not punishable with imprisonment;

“**Disciplinary Committee**” means the committee appointed from time to time by the Commandant pursuant to this *Part* to hear and determine complaints against members of the Cadet Force;

“**Improper personal relationship**” means a relationship between members of the Cadet Force that has a tendency to undermine the chain of command, order and discipline;

“**Prosecutor**” means the Commissioned Officer appointed pursuant to rule 20 (1) of this *Part* to investigate and present the case against the respondent to the Disciplinary Committee;

“**Respondent**” means a member of the Cadet Force against whom a complaint has been made that the member has contravened a provision of this *Part*;

“**Sexual advance**” includes making requests for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create an uncomfortable or offensive work environment;

“**Unacceptable behaviour**” means the conduct described at rule 13 of this *Part*

11. The Code of Conduct

- i. This *Part* specifically directs how members of the Cadet Force should behave during and outside of Force activities.
- ii. The overriding objective of this *Part* is to:

- (a) set, and facilitate the enforcement of, specific standards of conduct explicitly designed to prevent the occurrence of unacceptable behaviour within the Cadet Force;
- (b) reflect the Cadet Force's values; and
- (c) emphasize the importance of establishing and maintaining a non-discriminatory, fair, and safe environment in which cadets and adult instructors are expected to operate in fulfillment of the objectives of the Cadet Force.

12. Principles and Duties

- i. Members of the Cadet Force shall:
 - (a) demonstrate the highest level of discipline, personal integrity, and professional conduct in the performance of their duties;
 - (b) uphold the principles of human rights and treating every person with dignity and respect;
 - (c) give equal respect to the beliefs, traditions and lifestyles of all individuals in accordance with the law;
 - (d) not discriminate, and promote equality on the grounds of sex, race, colour, religion, political affiliations, disability, sexual orientation, age or other status;
 - (e) display self-control, tolerance, understanding and courtesy in dealing with individuals internally and externally;
 - (f) learn and clearly understand, the standard of behaviour expected of them, and what constitutes unacceptable behaviour within the JCCF;
 - (g) adopt measures and employ best practices to eradicate and prevent unacceptable behaviour, and to manage complaints in accordance with this Part; and
 - (h) understand that the JCCF does not tolerate any form of unacceptable behaviour, and that every complaint of such nature will be regarded as serious and appropriately dealt with.
- ii. All members of the Cadet Force are required to prevent or oppose unacceptable behaviour by:
 - (a) being aware of what constitutes unacceptable behaviour and what recourse is available to those who have been subject to it;
 - (b) facilitating members of the Cadet Force to reject and report unacceptable behaviour;

- (c) ensuring that conformity with this *Part* is actively demonstrated in all Force activities and functions;
- (d) being aware of the child care and protection obligations of adults working with minors to include applicable legislative reporting requirements, complying with statutory requirements, and understanding how to deal with complaints and allegations;
- (e) assessing and reducing potential risks to cadets while they are engaged in cadet activities; and
- (f) planning and executing cadet activities in a manner that is designed to minimize situations where unacceptable behaviour may occur;

iii. Cadet Force Headquarters shall:

- (a) ensure that all adult members of the Cadet Force have undergone proper screening and background checks before commencing duty with the Cadet Force;
- (b) provide sufficient training and information to ensure that all members of the Cadet Force understand their rights and responsibilities; and
- (c) train all adult members of the Cadet Force in child care and protection issues, and the prevention of unacceptable behaviour.

iv. Officers Commanding and Commanding Officers shall:

- (a) integrate information on unacceptable behaviour and sexual offences into existing activities and training programmes to include, at a minimum at induction training and as part of the annual briefing at the start of each calendar year; and
- (b) cause information on this *Part* to be readily available and distributed to all JCCF members.

v. All adult members of the Cadet Force shall:

- (a) adhere to and model this *Part* at all times and point out this commitment to members of the Cadet Force under their command;
- (b) have an open-door policy and be accessible to parents of cadets and cadets;
- (c) avoid being alone with a cadet member of the Force in any situation that could be construed as compromising or questionable, except in those circumstances where cadets must be alone with instructors for instructional purposes, for example, air training;
- (d) ensure that adult members of the Cadet Force are present during Force activities, particularly overnight activities, who correspond with the sexes of the cadets attending at a ratio of adult members of

a particular sex to cadet members of that sex as may be set by the Commandant and published in Force Orders;

- (e) not invite individual cadets to their home or elsewhere without parental approval and without another adult being present;
- (f) exercise a duty of care in supervising cadets by understanding their obligations under local legislation and the policies and rules of the Cadet Force to report incidents and protect cadets in their care;
- (g) perform duties with skill and care, using authority in a fair and unbiased way in accordance with Force policy and the lawful direction of superiors;
- (h) detect and deal with behaviour which constitutes unacceptable behaviour or has the potential to develop into unacceptable behaviour;
- (i) take immediate action on becoming aware of unacceptable behaviour, even without a complaint being made, by referring the matter to a senior rank;
- (j) detect and manage behaviour that may risk breaches of this *Part* or of the criminal law;
- (k) take immediate action on becoming aware of a criminal offence being committed by satisfying their obligations under the law;
- (l) treat members of the Cadet Force, regardless of race, religion, gender, ethnic or national origin, physical characteristics or disability, equitably, courteously, and with sensitivity to their rights, aspirations, and individuality;
- (m) encourage cadets to appreciate the value of equity and diversity in the Cadet Force; and
- (n) protect and respect the personal privacy of members of the Cadet Force by ensuring that there is no breach of confidentiality of personal records and information.

13. Unacceptable Behaviour

- i. Unacceptable behaviour is conduct that, having regard to all of the circumstances, would be considered to be:
 - (a) offensive, belittling, abusive, or threatening to another person;
 - (b) adverse to morale, discipline, workplace cohesion, or
 - (c) otherwise not in the interests of the Cadet Force.
- ii. Without prejudice to the generality of the foregoing sub regulation, unacceptable behaviour includes but is not limited to:
 - (a) harassment;
 - (b) discrimination;

- (c) inappropriate relationships and conduct;
 - (d) abuse of power; or
 - (e) any other intentional, reckless, or negligent conduct, although not specifically prohibited by this *Part* that is contrary to the principles of this *Part* or prejudicial to the good order, discipline, efficiency, and operation of the Cadet Force.
- iii. Any criminal offence constitutes unacceptable behaviour under this *Part*.

14. Harassment

- i. Harassment is unwanted or unwelcome behaviour that is offensive, humiliating, insulting or intimidating.
- ii. Harassment may manifest in various forms and includes:
 - (a) insulting comments about the physical characteristics, abilities, or mannerisms of a person;
 - (b) the spreading of malicious rumours or issuing public statements of a derogatory nature about a person;
 - (c) interference with a person's privacy or property;
 - (d) exclusion of a person from normal conversation, work-related social activities, or training activities;
 - (e) persistent teasing; and
 - (f) publishing or sharing offensive information, images or written material concerning a person.
- iii. Gender harassment is unwelcome conduct directed at an individual or group on the basis of sex and includes:
 - (a) comments that portray one sex as inferior or subordinate;
 - (b) using gender - based derogatory terms to include suggestive remarks, jokes, or comments, or
 - (c) the inequitable treatment of men or women.
- iv. Sexual harassment means:
 - (a) the making of any unwelcome sexual advance, gesture, joke, comment, or request, whether orally or in writing, for sexual favours to, or in the presence of, another person; or
 - (b) engaging in other unwelcome conduct of a sexual nature to the person harassed, in circumstances which a reasonable person, having regard to all the circumstances, would have anticipated that the other person would have been discomforted, offended, humiliated, or intimidated.
- v. Any sexual advance, gesture, or request made to another person who:

- (a) is under the age of sixteen (16) years; or
- (b) with whom a relationship would be prohibited by virtue of this Part, shall be deemed to be unwelcome for the purposes of this *Part*.

15. Discrimination

Discrimination is the unjustified or prejudicial treatment or consideration of any person based on the group, class, or category to which the person is perceived to belong. These include age, colour, disability, ethnicity, family status, gender identity, genetic characteristics, marital status, nationality, race, religion, sex, or sexual orientation.

16. Inappropriate Relationships

- i. Inappropriate relationships and conduct in this regard include but are not limited to:
 - (a) improper personal relationships;
 - (b) any close personal relationship between an adult member of the Cadet Force or adult employed or affiliated with the Cadet Force, on the one hand, and a cadet, on the other hand;
 - (c) a relationship which involves, or gives the appearance of risking partiality, preferential treatment, or improper use of rank or appointment; and
 - (d) the public expression of affectionate, emotional, or intimate relations between members of the Cadet Force during Force activities, or within the precincts of the Cadet Force's operational spaces.

17. No Touching Policy

- i. A 'no-touching' policy shall apply within the Cadet Force.
- ii. In this rule 'touching' means any physical contact with another person, using a part of the body, or an object, with the purpose of:
 - (a) sexual arousal or gratification;
 - (b) intimidation, or
 - (c) for the purpose of displaying private intimacy.
- iii. This *Part* does not prohibit legitimate physical contact between members of the Cadet Force for the purposes of instruction. In these circumstances, an instructor shall declare the intention to make contact beforehand, and ensure that the member of the Cadet Force to be touched understands the nature and purpose of such contact.

18. Abuse of Power

- i. Abuse of power or authority attributed to rank and position is prohibited.
- ii. Abuse of power includes:
 - (a) using power or authority to harass or discriminate against a subordinate; or
 - (b) bullying, intimidating, humiliating, or embarrassing, a subordinate.

19. Duty to Report

- i. Any member of the Cadet Force who becomes aware of an allegation that a member of the Cadet Force has contravened this *Part* shall, as soon as is reasonably practicably, report the allegation to the respondent's immediate supervisor or to the next senior officer in the chain of command who shall in turn report the matter to the Commanding Officer of the respondent's battalion, or where the respondent is not a member of a battalion, to the Cadet Force Staff Officer.
- ii. Any member of the Cadet Force who:
 - (a) becomes aware that they are being investigated for a criminal offence;
 - (b) has been charged for a criminal offence; or
 - (c) has been convicted for a criminal offence shall report this forthwith to the Commanding Officer of the member's battalion, or where the respondent is not a member of a battalion, to the Cadet Force Staff Officer
- iii. Where a cadet is the complainant or respondent, the cadet's parents, and the cadets school principal are to be advised promptly.
- iv. All reports of criminal offences are to be referred immediately to the appropriate reporting agencies and to the police.
- v. On receipt of a report against a cadet, the Commanding Officer of the cadet's battalion, or a commissioned officer appointed by the Commanding Officer (hereinafter the Presiding Officer), shall within thirty (30) days consider:
 - (a) the evidence, whether oral or in writing;
 - (b) the views of the cadet's school principal;
 - (c) the appropriateness and adequacy of counselling, mediation, or alternate resolution; and
 - (d) the complainant's wishes where these wishes are reasonable, or do not compromise the safety of, or prejudice others; and determine the matter.
- vi. Upon determining the matter pursuant to the preceding sub-rule the Presiding Officer shall, if the case against the cadet is found to be made out, order:

- (a) a formal reprimand;
 - (b) reduction in rank; or
 - (c) dismissal from the Cadet Force and, in whatever event, the Presiding Officer shall submit a report to the Commandant and to the cadet's school principal.
- vii. On receipt of a report made against an Adult member of the Cadet Force pursuant to this Part, the Commanding Officer or Force Staff Officer must cause a preliminary investigation to be conducted and submit a written report to the Commandant within fourteen (14) days.
- viii. On receipt of the written report pursuant to the preceding sub regulation, the Commandant will determine whether to:
 - (a) submit the matter to the Disciplinary Committee appointed pursuant to this *Part*; or
 - (b) have the matter informally resolved.
- ix. The Commandant shall, within seven (7) days of making the determination in the preceding sub-rule, advise the complainant and respondent in writing.

20. Laying of Charges

- i. Where the Commandant has determined to submit the matter to the Disciplinary Committee appointed pursuant to this *Part*, the Commandant shall appoint a Commissioned Officer to serve as prosecutor. The prosecutor shall further investigate the matter and present the case against the respondent to the Disciplinary Committee (hereinafter called "the Prosecutor").
- ii. All members of the Cadet Force shall provide a statement when required to do so by the Prosecutor.
- iii. The investigation conducted pursuant to this regulation shall be completed within sixty (60) days.
- iv. On completion of the investigation, the investigator shall, if in the opinion of the Prosecutor a *prima facie* case is made out against the respondent, draft the charges and serve them on the respondent at least ten (10) days prior to a hearing by the Disciplinary Committee.
- v. The charges shall state the provision of the *Part* allegedly breached and particularize in plain language, the nature of the breach.
- vi. Where, on completion of the investigation, the prosecutor is of the view that a *prima facie* case has not been made out against the respondent, the prosecutor shall submit a report to the Commandant.
- vii. On receipt of the report described in the preceding sub regulation the Commandant may either accept the report or, after consultation with the Appeals Tribunal, reject the report and appoint a new Prosecutor.

21. Disciplinary Hearing

- i. The Commandant shall appoint a Disciplinary Committee with a quorum of three (3) Commissioned Officers of the Cadet Force to hear and determine the allegations against the Respondent and to make recommendations to the Commandant.
- ii. The Commandant shall by publication in Force Orders, provide for the conduct of disciplinary proceedings but the respondent shall have the right to:
 - (a) notice of the charges and evidence against him;
 - (b) appear by himself or with counsel;
 - (c) cross-examine witnesses giving evidence against him; and
 - (d) call witnesses on his own behalf.
- iii. After hearing all the evidence and submissions on behalf of the complainant and respondent, and any other relevant evidence, the Disciplinary Committee shall decide the matter and submit a report to the Commandant with, if the case is found to be made out against the Respondent, a recommendation as to how the matter ought to be resolved.
- iv. Where the Disciplinary Committee has decided that the case is found to be made out against the Respondent the Disciplinary Committee shall forthwith:
 - (a) serve the respondent with a copy of the findings;
 - (b) give the respondent notice of the recommendation to be made to the Commandant; and
 - (c) advise the respondent that he or she has up to fourteen days to appeal the findings of the Disciplinary Committee by lodging written grounds and arguments of appeal with the Cadet Force Staff Officer at HQ JCCF.
- v. The Force Staff Officer shall, upon receipt of the written grounds and arguments of appeal, advise the Commandant and send a copy to the Prosecutor.
- vi. The Prosecutor shall submit a written response to the grounds and arguments of appeal within fourteen (14) days of receipt.

22. Appeal

- i. Where an appeal has been lodged as per the preceding regulation, or where the Commandant is desirous of reconsidering a report of the Prosecutor pursuant to rule 20(6), the Commandant shall appoint an Appeal Tribunal to advise on the matter.
- ii. The Appeal Tribunal shall comprise three (3) persons at least one (1) of which must be a qualified legal practitioner.
- iii. The Appeal Tribunal shall determine the matter solely on the written report of the Prosecutor, or the written decision and recommendation of the Disciplinary Committee, the grounds and argument of appeal lodged by the Respondent, and the written response of the Prosecutor as the case may be.

- iv. The Appeal Tribunal shall determine the matter within thirty (30) days of the matter being referred to the tribunal and make its recommendation to the Commandant in writing as to how the matter ought to be resolved.

23. Powers of the Commandant

- i. Where this *Part* requires that something be done in a particular time, the Commandant has power to extend or abridge such time if good cause be shown.
- ii. Upon receipt of the report of the Disciplinary Committee and/or the Appeals Tribunal, as the case may be, the Commandant shall consider the matter and thereafter may:
 - (a) issue a formal letter of warning;
 - (b) order that the member of the Cadet Force undergo refresher training in a particular area;
 - (c) call upon a Commissioned Officer or Under Officer to retire , if eligible, or resign and, in the event of the Commissioned Officer or Under Officer failing to do so, terminate his commission or appointment; or
 - (d) suspend or terminate the service of any Other Rank.

24. Service of Documents

Any document that is required to be served, filed, or lodged pursuant to this *Part* may be personally served on the person, sent by registered mail, or transmitted by electronic mail to any electronic mail address ordinarily used by the person required to receive the document.

MADE BY the Commandant with the approval of the Jamaica Cadet Committee **on this 12th day of November, 2020.**

JAMAICA COMBINED CADET FORCE RULES, 2020

First Schedule

Appointments

Commandant

...

Adjutant Training Officer

...

Regiment Commanders

...

Staff Officer

...

Commanding Officer

...

Ranks (Abbreviations)

Brigadier or Colonel (Brig. /Col)

Colonel or Lieutenant Colonel (Col /Lt Col)

Colonel or Lieutenant Colonel (Col /Lt Col)

Lieutenant Colonel or Major (Lt Col / Maj)

Lieutenant Colonel or Major (Lt Col/ Maj)

Appointments

Force Medical Officer ...
 Force Chaplain ...
 Director of Music ...
 Force Legal Officer ...
 Battalion Second-in-Command ...
 Force Quartermaster ...
 Battalion Adjutant ...
 Officer Commanding (Company)
 Force Public Relations Officer ...
 Force Assistant Training Officer...
 Force Administrative Officer ...
 Company Second-in-Command ...
 Officer Commanding (Unit) ...
 Unit Second-in-Command ...
 Platoon Commander ...
 Force Sergeant Major ...
 Regimental Sergeant Major ...
 Bandmaster ...
 Force Quartermaster Sergeant ...
 Battalion Drill Sergeant ...
 Company Sergeant Major ...
 Company Quartermaster Sergeant
 Staff Sergeant ...
 Sergeant Instructor ...
 Corporal Instructor ...

Ranks (Abbreviations)

Lieutenant Colonel, Major or Captain (Lt Col/ Maj/Capt)
 Major or Captain (Maj/Capt)
 Lieutenant Colonel or Major (Lt Col/ Maj)
 Lieutenant Colonel or Major (Lt Col/Maj)
 Major (Maj)
 Major or Captain (Maj/ Capt.)
 Captain (Capt)
 Major or Captain (Maj/Capt)
 Major or Captain Maj/Capt)
 Major or Captain (Maj/Capt)
 Captain or Lieutenant (Capt/Lt)
 Captain (Capt)
 Lieutenant or Second Lieutenant (Lt /2Lt)
 Lieutenant or Second Lieutenant (Lt /2Lt)
 Second Lieutenant (2Lt)
 Adult Warrant Officer Class One (WO1)
 Adult Warrant Officer Class Two (WO2)
 Adult Warrant Officer Class Two (WO2)
 Adult Colour Sergeant (C/Sgt)
 Adult Staff Sergeant (SSgt)
 Adult Sergeant (Sgt)
 Adult Corporal (Cpl)

Cadet Members**Appointments**

Regimental Sergeant Major ...
 Drill Sergeant ...
 Company/Unit Sergeant Major ...
 Company/Unit Quartermaster Sergeant ...

Ranks (Abbreviations)

Warrant Officer Class One (WO1)
 Warrant Officer Class Two (WO2)
 Warrant Officer Class Two (WO2)
 Colour Sergeant (C/Sgt)

Appointments

Drum Major ...
Unit Drill Sergeant ...
Platoon Sergeant ...
Section Commander ...
Unit Store Clerk ...
Section Second-in-Command ...
Assistant Unit Store Clerk ...

Ranks (Abbreviations)

Staff Sergeant /Sergeant (SSgt/ Sgt)
Staff Sergeant /Sergeant (SSgt/Sgt)
Sergeant (Sgt)
Corporal (Cpl)
Corporal (Cpl)
Lance Corporal (L/Cpl)
Lance Corporal (L/Cpl)