



PRIVATE SECURITY REGULATION AUTHORITY

6th Floor, Office Centre Building, 12 Ocean Boulevard

Kingston Mall, Kingston, Jamaica

Tel. #: 967-2522-6 Fax #: 967-2478

Website: www.psra.gov.jm

Email: info@psra.gov.jm

Ref#: PSRA/PF/Hv11

June 11, 2020

Office of the Permanent Secretary
Ministry of National Security
NCB North Tower
2 Oxford Road
Kingston 5

Attention: Miss Shauna Scott

Request for Documents Pursuant to the Access to Information Act (2002)

Reference is made to the letter of March 31, 2020 and attachment received on June 8, 2020 regarding the captioned subject. The Private Security Regulation Authority (PSRA) is unaware of the referenced email sent regarding this matter.

Incidentally, the PSRA was in contact with Mr. Luke McIntosh in March 2020 on the matter, as he coordinated responses to audit reports from entities of the Ministry, on behalf of Permanent Secretary Dianne McIntosh. Refer to the email of March 6, 2020 enclosed which was also copied to Ms. Nichola Whittick.

The PSRA is pleased to provide you with documentation in fulfilment of your request. Enclosed please find, copy of:

1. The Closed User Contract used in establishing a system of tracking and securing assets assigned to employees.
2. The documents referenced in the March 6, 2020 email sent to Mr. McIntosh indicating measures taken to recover the assigned mobile assets or scrap value thereof:
 - Letter dated March 19, 2019 from Mr. Richard Campbell of the Ministry of Finance providing guidance on the methodology of the recovery process.
 - Calculation to determine the scrap value of the assets along with the supplier invoices.

- The December 9, 2019 letter sent to Mrs. Rosalyn Monteith Campbell, the former employee
- Status letter to the Accountant General of February 24, 2020.

Yours sincerely,

PRIVATE SECURITY REGULATION AUTHORITY

A handwritten signature in black ink, appearing to be 'R. Harris', with a long horizontal flourish extending to the right.

Mr. Rick Harris
Executive Director



Closed User Group Contract

Terms and Conditions

- ☐ All instruments are the property of Private Security Regulation Authority and must be returned upon termination of employment.
- ☐ Instruments lost or damaged must be reported to the Human Resource Department within 24 hours of event.
- ☐ Instruments malfunctioning due to a manufacturers defect will be repaired/replaced by Digicel within the warranty period.
- ☐ The user will be required to pay the replacement cost for instrument(s) lost or damaged due to negligence.

I agree to the above terms and conditions.

Name: _____

Signature: _____

Cell #: _____

Sim #: _____

Date: _____



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Ref#: PSRA/PF/H^{VI}

February 24, 2020

Mrs. Pamela Munroe-Ellis
Auditor General
Auditor General's Department
40 Knutsford Boulevard
Kingston 10

Dear Mrs. Munroe Ellis

2018/19 Auditor General's Report

Reference is made to our letter of response dated November 8, 2019.

The Authority has subsequently determined the depreciated value of both mobile assets to be **\$185,506.54**, in keeping with FAA Act Instructions 2017, Subsection 9.12.4 (ii). After applying an outstanding credit of **\$103,932.65**, a balance of **\$81,573.89** is determined to be recoverable from the former employee.

This balance is however uncollected to date, despite concerted efforts made via letter of December 9, 2019 and follow-up telephone calls. Enclosed for your review is a copy of the letter.

While further steps are being taken to collect and hence bring closure to this matter, the Authority will lodge the deemed proceeds of **\$103,932.65** to the Accountant General Department account as miscellaneous revenue.

The Authority remains committed to maintaining the newly established system surrounding mobile assets assigned to employees, to ensure proper accountability.

Yours sincerely,

Rick Harris (Mr.)
Executive Director

cc. Luke McIntosh, Chief Financial Officer, Ministry of National Security

w/enc.

Directors: Dr. Ronald Robinson - Chairman* Mr. John Azar - Deputy Chairman* Mr. Sean Clacken* Lt. Col. Patrick Cole * Mr. John Bassie *
Dr. Osbil Watson* Mrs. Maria Williams - Love* Mrs. Prudence Gentes* Ms. Samantha Allen* Mr. Rick Harris (Executive Director)

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Fax: 906-7206

G.C.T.# 001-923-013

To: Private Security Regulation Authority
Private Security, Regulation Authority

Item Name	Qty	Price	Ext Price
Apple iPhone 8 Plus 256GB Gold	1	\$138,282.67	\$138,282.67
SPG iPh7 + Slim Armor Rose	1	\$2,780.00	\$2,780.00
Gabba Iphone 7+ Temp GI Pro	1	\$1,200.00	\$1,200.00

Total Qty Sold: 3

Subtotal: \$142,262.67

% Tax: + \$35,227.37

RECEIPT TOTAL: \$177,490.04

GCT

Check: \$142,262.67 k#021056

Account: \$35,227.37

Expiry Date: XX/XX

Expiry Date: XX/XX

Signature

I agree to pay above amount according to card issuer
agreement (merchant agreement if credit voucher).

Please Note:

Date Requested:

22/12/2017

Colour May vary based on availability

Price is valid only for 7 days

Lead time 7-14 days

Tax amount \$35,227.37

added to account as we await the tax exempt form.

From Sales Order #4706

Thanks for Shopping with us!

Terms and Conditions Of Sales

- Smart Mobile Solutions guarantees accessories will be free from manufacturer fault or defect for a period of 14 days after shipment
- Accessories will only be refunded or exchanged if on assessment by Smart Mobile Solutions it is deemed to be faulty or defective due to a manufacturer's defect
- Refunds or Exchanges will not be applicable to accessories damaged through regular or irregular use
- No Refunds after 3 days
- Proof of Purchase must be presented on claim for refund or exchange
- No refund or exchange on electrical accessories after 10 days
- All devices are governed by Smart Mobile Solutions Warranty Policy
- Any claim for refund must be made within the



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Disposal of PSRA Assets

Item	Cost (\$)	Purchase Date	Life (Months)	Months Used	Remainig Life (mnths)	Depreciated Value(\$)
Phone - Apple Iphone 8+ 256GB	142,262.67	11-Jan-18	24	11	13	77,058.90
Tablet - Apple Ipad Pro 10.5"	216,895.27	4-Dec-17	24	12	12	108,447.64
Sub Total						185,506.54
PSRA's Outdtanding Credit due						103,932.65
Balance to be recovered						81,573.89

NB.

The items have been depreciated over a Twenty Four (24) months of date of purchase.

Tel: 924-3737, 548-9015

INVOICE # 7111407

111407

afford

[Signature]

Customer

Name **PRIVATE SECURITY REGULATION AUTHORITY**

Address	Office Centre Building
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City	Kingston
------	----------

ATTN: Accounts Dept

Order No.

Rep

Date _____

Lance Morant

Dec 4, 2017

GCT #: 002-157-241

[illegible]



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Kingston Mall, Kingston, Jamaica

Tel. #: 967-2522-6

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Website: www.psra.gov.jm

Email: info@psra.gov.jm

December 9, 2019

Kingston 8

Dear

The key findings of the 2017/2018 Audit was that there was 'Inadequate Controls over Assets'. The Audit Report further stated that 'The Authority failed to recover assigned mobile assets costing \$359,178.01 from a former employee. The absence of an effective system to secure the Authority's Assets increases the risk of loss.'

The Recommendation in the report is that:

'Steps should be taken to recover the items and establish a system to ensure that all assets are tracked and effectively secured, especially mobile assets that are assigned to individual members of staff.'

I advised the lead auditor that it was anticipated that the retiring Executive Director would provide consultancy services to the PSRA to enable a smooth transition of leadership and to provide her expertise in preparing recommendations for the Amendment to the PSRA Act and other legal documents. Consequently, the assigned assets were not recovered from her at the time of her retirement. These projects are still outstanding and the Authority still requires the services of a Legal Consultant. (Soon after her retirement on November 30, 2019 went on an extended vacation overseas).

Based on the query of the Auditors and pursuant to the advice received for the disposal of Assets from the Ministry of Finance and the Public Service in a letter dated March 27, 2019 the Authority set up a Committee to dispose of the electronic items in the manner indicated by Section 9.13.8 of the FAA Act. The Scrap value was determined by depreciating the items over 24 months as outlined in the attached table. The total scrap value of the two items was \$185,506.54.

The Authority has an outstanding payment to make to you for one month's gratuity in the sum of \$103,932.65. Your permission is sought to apply this amount to partly cover the scrap value of the electronics. Additionally, we respectfully request the payment of the balance of \$81,573.89 by December 31, 2019 to bring closure to this matter. Thank you.

Sincerely

Marcia Hector

Human Resource and Industrial Relations Manger



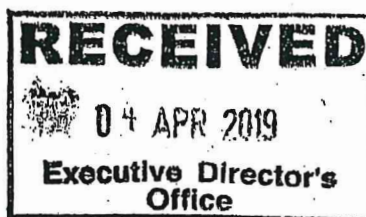
ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE
FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-16
Website: <http://www.mof.gov.jm>
Email: info@mof.gov.jm

MINISTRY OF FINANCE AND THE PUBLIC SERVICE
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

March 27, 2019

Mr. Rick Harris
Executive Director
Private Security Regulations Authority
6th Floor, Office Centre Building
12 Ocean Boulevard
Kingston Mall
Kingston 5



Dear Mr. Harris

Re: Disposal of Items Assigned to PSRA's Retired Executive Director

Reference is made to your letter dated March 25, 2019 seeking this Ministry's approval of the methodology used for obtaining the prices for disposal of items assigned to the retired Executive Director.

Please note that in keeping with FAA Act Instructions Section 9.12.4 (ii) the scrap value for the sale of the CUG mobile phones is to be determined by the Entity's Disposal Committee. However, based on the documentation submitted, it appears that the contractual period has not ended; hence the instruments are to be returned upon retirement (Section 9.12.3 (xi)).

However, if the contractual period has ended, this Ministry offers no objection to the sale of the CUG phone to the former assignee, provided that:

1. PSRA does not have any further use for the instruments.
2. Steps are taken to remove personal, financial and proprietary information from the devices and SIM cards prior to its sale to the individuals. All effort should be made to dispose of "clean" devices; therefore PSRA's IT department should perform the following tasks:
 - a. Erase information from the SIM cards
 - b. Erase messages, stored contacts, mail and mail settings
 - c. Perform a factory reset on the devices
3. The disposal process is duly recorded
4. The proceeds received from the disposal is lodged to the Accountant General's Department as miscellaneous revenue.

It was noted that the retired Executive Director was also assigned a laptop. However, section 9.13.2 (vi) of the Instructions states that: 'Laptops must be returned immediately upon the assignee's resignation, retirement, dismissal, secondment, interdiction, vacation leave or study leave or upon any other form of separation from the job.' Therefore, the laptop is to be disposed of in the manner indicated by Section 9.13.2 of the said Instructions.