



2003
Annual
REPORT

POLICE SERVICE COMMISSION

ACKNOWLEDGEMENT

The Police Service Commission seizes this opportunity to express appreciation to some local and international organizations for the support they rendered to the Commission in adopting some policies and funding the printing of the 2003 Annual Report.

The Commission's gratitude goes to the Open Society Justice Initiative (OSJI) for assisting it in the development of guidelines for the conduct of police officers on electoral duty and in printing of this Report.

The Commission also acknowledges the support of the British Department for International Development (DFID) and the United Nations Electoral Assistance Division (UNEAD) in the monitoring of police conduct during the 2003 elections.

Lastly but not the least, the Commission is grateful to the CLEEN Foundation for all the technical assistance it has rendered to it in the course of discharging its mandate.

FOREWORD

The Police Service Commission is an independent government agency constitutionally empowered to appoint, promote and exercise disciplinary control on members of the Nigeria Police Force. It is a body established in the Constitution, whose powers and functions are detailed in the provisions of the Police Service Commission (Establishment, etc) Act No. 1, 2001. As a Federal Executive body it is one of the many organs of the Government, directly answerable to the President.

The Commission is also empowered to formulate and implement guidelines to improve the general efficiency and effectiveness of the Force.

This 2003 Annual Report is the second since inauguration of the Commission. The Report highlights the composition of Commission and summarized its activities during the year. The Commission has gradually overcome teething establishment problems and is now performing its strategic functions geared to meet the challenges of realizing the Police of our dream. The Commission has increased its manpower and is poised to re-assume some of its powers delegated to the Inspector-General of Police.

Indeed, progress made by the Commission in 2003 holds out great promise and hopes to policemen and women in Nigeria for visibly higher standards and enhanced career progression in a more responsive and efficient Nigeria Police. Members of the public and civil society groups can also rely on the Commission in the discharge of its oversight functions on police for a more accountable Nigeria Police.

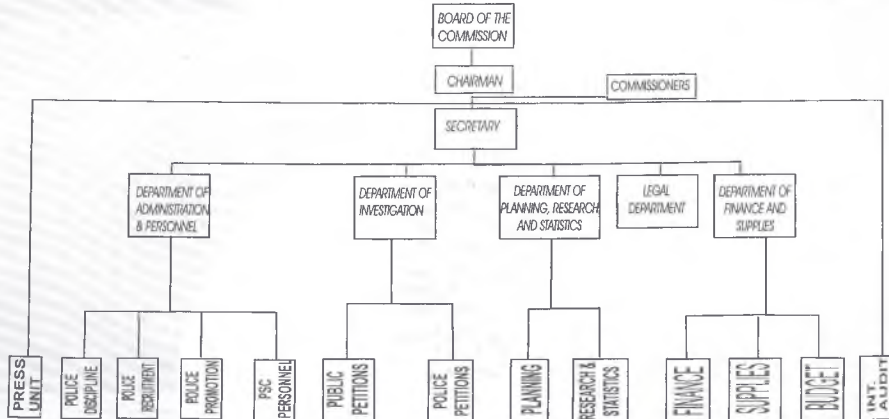
Chief Simon N. Okeke, FNIVS, FRICS

MEMBERS OF THE COMMISSION

The Board of the Commission is made up of the Chairman, six Commissioners and a Permanent Secretary, who is the Secretary to the Commission. Their names are as follow:

Chief Simon N. Okeke , FNIVS, FRICS	-	Chairman
Hon. Justice Olajide Olatawura	-	Member
Alhaji Sani Daura Ahmed	-	Member
Dr. Nana Aisha Abdulquadri	-	Member
Mr. Ray Ekpu	-	Member
Mrs. Ayo Obe	-	Member
Alhaji Ahmadu Rufai Mohammed , MON	-	Member
Alhaji A.A. Bamanga	-	Permanent Secretary/ Secretary

POLICE SERVICE COMMISSION Organisational Chart



1.0 INTRODUCTION

- 1.1 This Report is intended to highlight the functions, activities and constraints of the Police Service Commission during the year 2003.
- 1.2 The Police Service Commission was established in 2001 in accordance with the provisions of Section 153 (1) (m) of the 1999 Constitution of the Federal Republic of Nigeria. The powers and functions of the Commission are detailed in the Police Service Commission (Establishment) Act No. 1 of 2001. The Commission was inaugurated on 28th November 2001 by Chief Olusegun Obasanjo, President, Commander-in-Chief of the Armed Forces of the Federal Republic of Nigeria.

2.0 MEMBERSHIP OF THE COMMISSION

- 2.1 The membership of the Commission which is in accordance with Paragraph 29 of Part I of the Third Schedule to the 1999 Constitution comprises a Chairman and not less than seven nor more than nine members. This is also provided in Section 2 (1) of Part I of the Police Service Commission Act. At present the Commission has seven members made up of the Chairman, two full-time members, four part-time members and a Secretary who is a Permanent Secretary in the Civil Service of the Federation.
- 2.2 The Chairman is the Chief Executive of the Commission. The two full-time members of the Commission are a retired Justice of the Supreme Court of Nigeria and a retired Police Officer of the rank of Assistant Inspector-General (AIG) of Police. The other four members are part-time.
- 2.3 The day-to-day administration of the Commission is bestowed on the Secretary to the Commission,, who is also the Accounting Officer of the Commission. He is under the general direction of the Commission through the Chairman.

3.0 ORGANIZATIONAL STRUCTURE

- 3.1 The organizational structure of the Commission is stipulated in Paragraph 9 of Part III of the Police Service Commission (Establishment) Act 2001. The Organizational Chart is shown on page (iv) of this Report. The structure includes the following Departments

and Units. Some of these Departments and Units discharge the functional responsibilities of the Commission while others render general services.

- 1) Department of Administration and Personnel Management;
- 2) Department of Investigation
- 3) Department of Finance and Supply
- 4). Department of Planning, Research and Statistics; and
- 5) Department of Legal Services;

While the Units are as follows:

- 1) The Press and Public Relations Unit;
- 2) Internal Audit Unit; and

4.0 POWERS AND FUNCTIONS OF THE COMMISSION

4.1 The Commission is charged with the responsibility of providing appropriate manpower for the Nigeria Police Force. Such dedicated and motivated manpower that will achieve an efficient, disciplined, and effective Police Force for the country.

4.2 The functions of the Commission, according to Paragraph 30 of Part 1 of the Third Schedule to the 1999 Constitution and the Act, include the following:

- a) Appointment and promotion of persons to offices (other than the office of the Inspector-General of Police IGP) in the Nigeria Police Force;
- b) Dismissal and exercising disciplinary control over persons (other than the Inspector-General of Police) in the Nigeria Police Force;
- c) Formulation of policies and guidelines for the appointment, promotion, discipline and dismissal of officers of the Nigeria Police Force
- d) Identification of factors inhibiting or undermining discipline in the Nigeria Police Force;
- e) Formulation and implementing policies aimed at efficiency and discipline in the Nigeria Police Force;
- f) Performance of such other functions which, in the opinion of the Commission, are required to ensure the optimal efficiency of the Nigeria Police Force; and
- g) Carrying out of such other functions as the President may from time to time direct.

5.0 ACTIVITIES OF THE COMMISSION

5.1 Appointment, Promotion and Discipline in the Nigeria Police Force.

During the year the Commission boosted the strength and morale of the Force with the recruitment and promotion of over 40,000 policemen respectively. Many senior police officers faced disciplinary action including dismissal by the Commission. The details of appointment, promotion and disciplinary action by the Commission in 2003 are analysed in chapter 6 of this report.

5.2 Police Conduct at General Elections

(a) Formulation of Guidelines for Police Conduct at Elections

The Commission formulated guidelines for Police conduct during general elections. These were reproduced in booklet form and distributed to Police personnel. The purpose is to ensure the efficiency and integrity of Police personnel involved in elections.

(b) Monitoring Police Conduct during Elections

The Commission monitored the conduct of police officers involved in the general elections according to modalities that it had prescribed. It deployed 185 roving monitors to the 36 States and the Federal Capital Territory. At the end of the monitoring exercise, the Commission released a preliminary report on conduct of the Police during the general elections. During this period the Commission received the Director General of the National Orientation Agency (NOA) who commended the initiative and monitoring exercise. The Minister of Police Affairs, the Attorney-General of the Federation and the Director of the NOA attended the press conference during which the preliminary report was released.

5.3 Participation at International Conference on Police Reform.

As part of the preparation for the formulation of necessary reforms in the Police Force, the Chairman of the Commission attended a conference on Police Reform and participated in the Round Table Conference on Police Reform in Nairobi, Kenya on the 24th-25th April 2003. The Conference was hosted by the Commonwealth Human Rights Initiative and the Kenyan Human Rights Conference. The Conference discussed the subordination of Police to civil authority, and its accountability to the public. On behalf of the Commission, the Chairman presented a paper entitled "Control and Superintendence over the Police: Nigerian

Nigerian Experience". Through this forum the Commission learned of the experiences of other countries in respect of Police accountability to the public and its subordination to civil authority.

5.4 Workshop on Civilian-Police Public Access Procedures

In collaboration with a non-governmental organization, the Centre for Law Enforcement Education (CLEEN) and other civil and human rights organizations, the Commission held a three-day National Workshop in Abuja with the theme 'Civilian-Police Public Access Procedure' which was well attended by members of the Executive, Legislative and Judicial branches of Government. Papers were presented by eminent resource persons who included former members of the Judiciary, Police officers, civil society activists and other organizations. The objective of the workshop was to build and strengthen the capacity of the Police Service Commission to carry out its statutory functions and also to create awareness among stakeholders on the concept and principles of civilian oversight of Police. The Workshop produced a communiqué. Thereafter the Commission prepared to commence training of its staff in computer software to be used to document and track communications from members of the public to the Commission. It was envisaged that such communications would include both complaints about and commendation of the conduct of police officers. The Commission also planned to use the same software and training to document and track communications from individual police officers.

5.5 Preparation of a Five-Year Strategic Plan

In collaboration with members and staff of the Commission, CLEEN proposed a Five-Year Strategic Plan for the Commission. The Strategic Plan, which was under review and refinement by the Commission, is expected to assist the Commission to meet its objectives under the Police Service Commission Act, and to ensure proper advance planning and budget preparation by the Commission. It is expected to be approved by the Commission in 2004.

5.6 Familiarization Tour of Police Training Institutions

Members of the Commission undertook a familiarization tour of Police

training institutions in the country. The purpose of the tour was to give the Commission an on-the-spot assessment of the available facilities, to inspect training curricular and ascertain the working standards and living conditions and welfare of the staff and students. The tour also afforded the Commission opportunity of enlightening the staff and students on the functions and powers of the Commission. After an initial briefing at Force Headquarters, the team completed the first phase of the tour, which took them to the Police Colleges Ikeja in Lagos State, and at Enugu and Oji River in Enugu State. The second phase of the tour took members of the Commission to Police training institutions in Jos in Plateau State, Maiduguri and Gwoza Hills in Borno State, and the Police Academy in Kano State. During these tours, the Commission observed some shortcomings and severe deficiencies in the welfare and training needs of the various institutions.

5.7 Computerization

The computerization of the Commission is in progress. The Commission upgraded the number of computers it has acquired since its inception and some of the departments and Units now have computers. The Commission anticipates the release of funds for the development of its computerization project including the provision of more computer equipment and a network during the 2004 fiscal year.

5.8 Staffing

The Commission obtained formal approval from the Office of the Head of the Civil Service of the Federation (OHCSF) to employ 151 staff to meet part of its manpower requirements. The Commission during the year recruited 102 staff from the labour market and employed some staff from the public and private sectors. The new staff were thereafter inducted and deployed.

5.9 Implementation of US/Nigeria Joint Commission Bilateral Technical Assistance Agreement on Police Modernization.

As one of the stakeholders, the Commission attended several meetings of the US/Nigeria Joint Commission on Police Modernization which were held at home and abroad in 2003. The Police Service Commission expects to benefit from the Technical Assistance Agreement for its capacity building through service as in providing qualitative training in specialized skills for its staff and also the provision of back-up material resources and equipment support for the Commission's operations.

American Technical Adviser sent to assist the Commission and fellow stakeholders in the Police Modernization project were expected to arrive in Nigeria early in 2004.

6.0 PERFORMANCE OF THE DEPARTMENTS AND UNITS

6.1 Department of Administration and Personnel Management

6.1.1 This Department is responsible for the administration of Personnel matters of both the Police Service Commission and the Nigeria Police Force. The Department presently has two Divisions, namely Personnel Management of the Commission (PMC) Division and Personnel Management of the Police (PMP) Division. The former deals with personnel and material matters of the Commission while the latter (the main Division) deals with the personnel matters of the Nigeria Police Force.

6.1.2 Personnel Management of the Commission (PMC) Division

a) Staff welfare

The Commission continued to recognize the importance of staff welfare in motivating staff towards higher productivity. In doing so, it hinged its staff welfare programme on the current monetization policy being implemented by the Federal Government. The sale of its Government vehicles to the assigned staff and other public officers were undertaken in compliance with official directives. Similarly the Commission refunded medical expenses incurred by members and staff who underwent medical treatment in public health institutions.

b) Staff training

In recognition of the fact that training and re-training in the public service is a tool for improvement of performance and productivity, the Division organized an in-house training programme for the junior officers. The Directorate cadre officers of the Commission attended a two-day retreat organized by the Public Service Office of the Office of the Head of Service along with their colleagues in other Ministries and extra-Ministerial Departments. This was designed to provide them with an opportunity to benefit from the experience of the panel of eminent resource persons and improve their managerial skills and capabilities. The training is to enable them to adequately respond to the new development challenges of the nation and democracy.

c) Office accommodation;

It was hoped that the allocation of an 18-room accommodation to the

Commission in the Phase III of the Federal Secretariat by the Head of Service (OHCSF), it was hoped would reduce the problems arising from the inadequacy of office accommodation. Partitioning of the office space and the provision of electrical fittings had been undertaken by the end of the year. The remaining works include fittings, furnishing and water supply. The Commission hopes to move into the complex fully at the end of May 2004.

6.1.3 Personnel Management of Police (PMP) Division

This Division of the Department performs the core functions of the Commission, i.e., appointment, promotion and discipline of members of the Nigeria Police Force. It maintains a close working relationship with the personnel administration of the Nigerian Police force Headquarters. The Commission plans to create new sub-divisions of Police Recruitment, Police Promotion and Police Discipline are planned to further strengthen the organization and enhance the performance of the Department. During the year in review the following were achieved by the Division in the areas of:-

a) Recruitment

In 2003, a total of 52,601 qualified Nigerians were recruited into the Police Force as shown below:

RECRUITMENT INTO THE NIGERIA POLICE FORCE IN 2003

RANK	NO. OF OFFICERS RECRUITED				TOTAL
	1 st Qtr JAN-MAR	2nd Qtr APR-JUN	3 rd Qtr JUL-SEPT	4 th Qtr OCT-DEC	
Cadet ASP	--	--	--	--	--
Cadet INSP	--	--	--	--	--
Constable	11648	12223	14419	14311	52601

b) Promotion

The Commission promoted a total of 50,662 police officers to the next rank as shown below;

PROMOTION IN THE NIGERIA POLICE FORCE IN 2003

S/NO.	PREVIOUS RANK	PROMOTED TO	NO. OF OFFICERS PROMOTED QUARTERLY				TOTAL
			JAN-MAR	APR-JUN	JUL-SEPT	OCT-DEC	
1	CP	AIG	2	2	---	7	11
2	DCP	CP	30	29	---	---	59
3	ACP	DCP	50	50	---	15	115
4	CSP	ACP	149	147	---	83	379
5	SP	CSP	214	214	---	520	948
6	DSP	SP	670	670	252	251	1843
7	ASP	DSP	---	---	337	337	674
8	INSP	ASP	---	---	---	3370	3370
9	SGT	INSP	---	---	7951	6791	14742
10	CPL	SGT	---	---	8399	7267	15666
11	PC	CPL	---	---	5246	4292	9538
12	GRD I	S/TW	---	---	---	1279	1279
13	GRD II	GRD I	---	---	---	549	549
14	GRD III	GRD II	---	---	---	1489	1489
TOTAL			1115	1112	22185	26250	50662

c) Discipline

In the exercise of disciplinary control over members of the Police Force, the Commission handled many disciplinary cases involving officers of the Force, and took appropriate decisions against erring officers. The punishment meted out ranged from severe warning and admonition to demotion and outright dismissal. The details of disciplinary action taken in 2003 shown below are for the Superintendent cadre of the Force only.

DISCIPLINE IN THE NIGERIA POLICE FORCE IN 2003

S/N	DISCIPLINARY ACTION	RANK	NO. OF AFFECTED OFFICERS
1.	Dismissal	CSP & above	3
2.	Dismissal	ASP & above	18
3.	Compulsory retirement	ASP & SP	18
4.	Demotion	ASP & SP	3
5.	Severe reprimand	CSP & SP	8
6.	Severe reprimand	ASP & above	36
7.	Reprimand	ASP & SP	24
8.	Warning letter	ASP & above	14
9.	Letter of advice	ASP & above	8
10	Admonition letter	ASP & above	7
11.	Exoneration	ASP & above	19
TOTAL DISCIPLINARY CASES			158

d) Retirement and withdrawal of service

In 2003, a total of 1263 applications for voluntary retirement were received from police officers who had attained the statutory requirement of either 35 years of service or 60 years of age.

NPF VOLUNTARY RETIREMENT IN 2003

ALL RANKS				
JAN – MAR	APR-JUN	JUL-SEP	OCT-DEC	TOTAL
199	234	256	237	926

The other concerns of the Personnel Management of Police (PMP) Division during the year include:

- e) Tour of the Police formations in the country by the Commission
- f) Postings of Commissioners of Police
- g) Computerization of the Commission's Police Registry.

6.2 Department of Investigation

6.2.1 In 2003, the Investigation Department received 180 petitions/cases from both the police and members of the public. 44 of this number were received from the public, while 136 came from police officers. The Department forwarded 79 of the petitions from policemen and 39 from the public to the office of the Inspector-General of Police for comments. The Commission will decide on these cases after receiving the comments of the Inspector-General of Police. The remaining 18 cases are at various stages of processing. The Department is due to benefit from training under the US/Nigeria Technical Assistance Agreement in the coming year.

6.2.2 Data on cases of complaints, petitions and appeals received in 2003 from Senior Police Officers (SPO) and rank and file are processed by the Department to the Commission for appropriate decisions, and are as shown in the table below:

POLICE PERSONNEL	PUBLIC	TOTAL
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6.3 Department of Finance and Supply

6.3.1 This Department of Finance and Supply is responsible for the receipt and custody of budgetary funds and other funds received by the Commission and for their disbursement whenever expenditures are approved. The Department prepared the 2004 annual budget of the Commission and coordinated its defence before the National Assembly. The Department keeps the inventory and custody of items including the capital assets of the Commission. It has the following sub-divisions:-

- a) Budget Section
- b) Supply Section
- c) Transport Section
- d) Accounts Section

- e) Salary Section
- f) Checking Section

6.4 Department of Planning, Research and Statistics

6.4.1 This Department which has two Divisions, namely the Planning and Monitoring, and the Research and Statistics Division, is charged with the following functions;

- a) Preparation of the Commission's Development Plans, Programmes and Projects (medium and perspective);
- b) Monitoring and Evaluation of projects.
- c) Operating and Maintenance of the secretariats of the Ministerial Tenders Board and the Resident Due Process Team of the Commission;
- d) Preparation of Quarterly and Annual Reports of the Commission;
- e) Liaison with the National Planning Commission on Project Monitoring, and submission of reports.
- f) Co-ordinating Joint Commissions on Police matters between Nigeria and friendly countries.
- g) Organizing Seminars/Workshops relating to its oversight function on Police.
- h) Monitoring efficiency of the functional units of the Commission;
- i) Collection, collation, analysis and storage of data and statistics relating to the country, the Police and the Commission;
- j) Liaison with relevant International and local organizations such as the United Nations Development Programme, the European Union and others in respect of sponsorship/donation towards the programmes and activities of the Commission;
- k) Maintenance of the Commission's Library and the Data Bank;
- l) Processing of applications for foreign travels by Commissioners and staff;
- m) Co-ordination of the Commission's activities.

6.4.2 Under this Department, the Commission established a Police Registry, and supplied it with hardware in the form of computer sets, as well as appropriate software with a view to computerizing the police personnel records of the Commission.

During the same period, the Department produced for the Commission statutory Quarterly Reports and the Annual Report on the preceding year 2002 for submission to the President.

6.4.3 The Commission also pursued arrangements with the United States Embassy to implement the provisions of the mutual assistance agreement between the United States and the Nigerian Government on capacity building and Police Modernization. Office accommodation, appropriate furniture items and some office equipment were procured for the exercise.

6.5 Department of Legal Services

6.5.1 The Department provided legal advice and interpretation of the provisions of the Constitution, the Police Service Commission Act and other relevant statutory enactments and documents relating to the appointment, promotion, discipline and other matters in the Nigeria Police Force. In 2003, the Department handled cases of litigation and other legal matters affecting the Commission. The Department drafted and vetted contract agreements and other legal documents between the Commission and third parties. It also undertook research into activities over which the Commission has jurisdiction. At the close of the year the Commission had a number of cases pending in various courts across the country, and case files awaiting legal advice.

6.6 Other Units

Three units of the Commission perform functions consistent with their type in other Ministries and Extra-Ministerial Departments as follows:-

6.6.1 Press and Public Relations Unit

Like its counterparts elsewhere, the Unit is responsible for projecting the image of the Commission and publicising its activities where appropriate. It deals with all media and public enquiries as well as co-ordinating the Commission's media strategies and outreach programmes including press releases, conferences and press interviews, documentaries, announcements, features and advertisements.

6.6.2 Internal Audit Unit

As enjoined by law, the Internal Audit Unit rendered monthly, quarterly, bi-annual and annual reports of the audited business of the Commission and reported to the Chairman of the Commission and to the Accountant-General of the Federation. It also provided a complete and continuous audit of the accounts of revenue and expenditure of the Commission

during the year. Records of plant, allocated and unallocated stores were kept by the unit, which also ensured that all controls stipulated by the Government of the Federation and the management of the Commission were observed.

7.0 FINANCES OF THE COMMISSION

7.1 Funds and Budget

The Commission became a self-accounting body early in the year. It now manages its funds in accordance with the prevailing rules and financial regulations and in conformity with the provisions of Section 12 of the enabling Act. Attention was given to financial transactions to ensure compliance with the Due Process procedure and the Federal Government Monetization Policy.

While the Commission received monthly personnel cost fund allocations for the period January-December 2003, it did not receive the monthly release for overheads for the months of November and December of year 2003. Although a capital budget of N 250 million was approved nothing was released to the Commission up to the closure of Accounts by the Accountant-General of the Federation. Consequently the Commission suffered from lack of funds. The Commission was unable to execute some planned programmes and projects.

7.2 Audited Annual Accounts

The Commission's annual accounts for the year 2003 are being audited by the Office of the Auditor General for the Federation in compliance with Section 85 of the 1999 Constitution. The report of the Audited Accounts will form part of the main report of the Auditor-General for the Federation to the Government.

8.0 CONSTRAINTS

- 8.1** Inadequate space for office accommodation remained a problem for the Commission during the year. The recruitment of additional staff rendered the available space provided to the Commission by the Head of the Civil Service of the Federation quite inadequate to meet the

operational needs of the Commission.

- 8.2 Funding was another major constraint, which hampered the activities of the Commission in 2003. The office space allocated to the Commission at Phase III of the Federal Secretariat could not be completed and equipped for occupation. A number of the Commission's projects for the year were suspended or shelved for lack of funds.
- 8.3 The Commission still continued to experience delayed response from the Police Force Headquarters when it sought comments on complaints, petitions and appeals brought by aggrieved police officers and members of the public which are procedurally referred to the Police Force Headquarters for comments before the Commission takes any action necessary.

9.0 CONCLUSION

The difficulties which the Police Service Commission had faced since its inauguration have gradually reduced. Encouragement, cooperation and support has been received from the Presidency, the National Assembly and the Nigeria Police Force. Despite continued constraints, the Commission is increasingly geared for full operations. It is noteworthy that the belief of policemen in the promise held out to them by the Commission on Appointment, Promotion and Discipline, and for improvement in their living standards and conditions of work is apparent, while the hope of the public for a more dependable and trusted Police Force remained implicit. These have greatly assisted the capacity building effort of the Commission.

It is mandatory and indeed, in the public interest for every police officer to ensure that all decisions taken by the Commission on the appointment, promotion and discipline of members of the Force are expeditiously complied with, as these are done in accordance with the Constitution of the Federal Republic of Nigeria.

POLICE SERVICE COMMISSION

Federal Secretariat Complex,

Abuja.

June 2004