



# **2014 ANNUAL REPORT**

# **POLICE SERVICE COMMISSION**

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## **PART ONE**

### **1.0 FOREWARD**

It is my honour once again to present the Annual Report of the Police Service Commission for the year 2014. This is the second for me since the inauguration of the present Board of the Commission on June 12<sup>th</sup>, 2013. I am happy to report that one year and six months into our tenure, we have remained committed to achieving the Commission's vision of providing a highly motivated, professional, disciplined and accountable Police Service that upholds human rights.

We have also been guided by the directives of Mr. President at inauguration, that is, to transform the Nigeria Police Force into a highly modern and responsive Force. We have succeeded in putting in place structures, procedures and programmes to meet Mr. President's expectation and that of Nigerians who are desirous of a Police Force they can trust and be proud of. These measures can be found in this Report.

2014 was the first full year in the life of the present Board of the Commission. Within the year we held six (6) Plenary Meetings where important decisions were taken to uplift the Nigeria Police Force and reposition it for optimal performance. It was the decision of the Commission to put in place a defined road map upon which it conducted its business for the year. As early as January, 2014, the Commission successfully held a Biennial Retreat which ran from January 29<sup>th</sup> to 31<sup>st</sup> in Makurdi, Benue State.

The Retreat with the theme: "Sustaining Nigeria's Police Reforms" attracted stakeholders in the Police Sector and came up with fifteen

(15) resolutions aimed at refocusing the Nigeria Police on its mandate. It offered the Commission the opportunity to brainstorm and exhaustively examine issues on collaborative engagement with a road map to achieve set goals. At the Retreat, it was agreed that there was need to develop a concept of policing that will evolve from Nigeria's unique social, cultural and political system. (A copy of the Retreat Communiqué is attached to this Report as Appendix E)

In line with this commitment to encourage and enhance inter-agency cooperation, a fall-out from the Retreat earlier held in January, the Commission visited the Chief of Naval Staff and the leadership of some other National security organs in the country. This was meant to engender inter-agency cooperation in the nation's security sector.

Within the year, the Management of the Commission had the privilege of meeting with President Goodluck Ebele Jonathan. During the visit, the Commission informed The President that the Government White Paper on M.D Yusuf's Police Reform Committee had mandated the Commission to implement some aspects of the Police Reform which include: strict enforcement of Public Service Rules, Financial Regulations and Force Orders in the Nigeria Police Force; comprehensive review of cases of Officers who were wrongly dismissed from the Force; personnel audit and Data validation of the workforce in the Nigeria Police; clearing of the back-log of Police promotion; monitoring and supervision of powers of the Commission delegated to the Inspector-General of Police.

It also requested that the Commission be included in the Police Reform Implementation Committee for effective monitoring of the implementations.

During the year, the Commission admitted successful candidates for the second regular course (2014/2015) into the Nigeria Police Academy Wudil, Kano. In addition, the Commission approved the recruitment of ICT Specialists and advertised the recruitment of Professionals (Pilots/ Engineers) into the Nigeria Police Force.

The Commission approved the promotion of eligible Senior Police Officers (SPOs) to their next ranks and appointed some on acting capacities. On Police Discipline, it resolved several cases of Pending Disciplinary Matters, (PDMs), treated several appeals and petitions by aggrieved serving and ex-Police Officers who were not satisfied with disciplinary actions taken against them by either the Police Authority or the Commission. Complaints from the public against the Police were also received and treated.

The Commission renewed the Instrument of Delegation of Powers to the Inspector-General of Police with defined and specific timeline for returns on the delegated powers. This is to avoid a usurpation of the Constitutional Powers of the Commission to appoint, promote and discipline officers of the Nigeria Police Force.

In line with Commission's commitment to ensure that Staff were promoted as at when due, a total of 295 Staff of the Commission were promoted to their next grade levels during the year. This was to avoid stagnation, encourage and motivate the Staff for higher productivity. The Commission has also taken the issue of staff welfare/training serious and has continued to ensure that Staff are exposed to training and capacity building.

The Commission has however continued to battle with inadequate funding which has affected the discharge of its Constitutional mandate. Poor budgetary allocation and delay in release of funds have hampered the achievements of many of the basic responsibilities of the Commission. The Commission is yet to complete its Corporate Head Office located in Jabi, Abuja and as such, its Staff are still scattered in several locations in the Federal Secretariat; this situation undermines cohesion and effective service delivery.

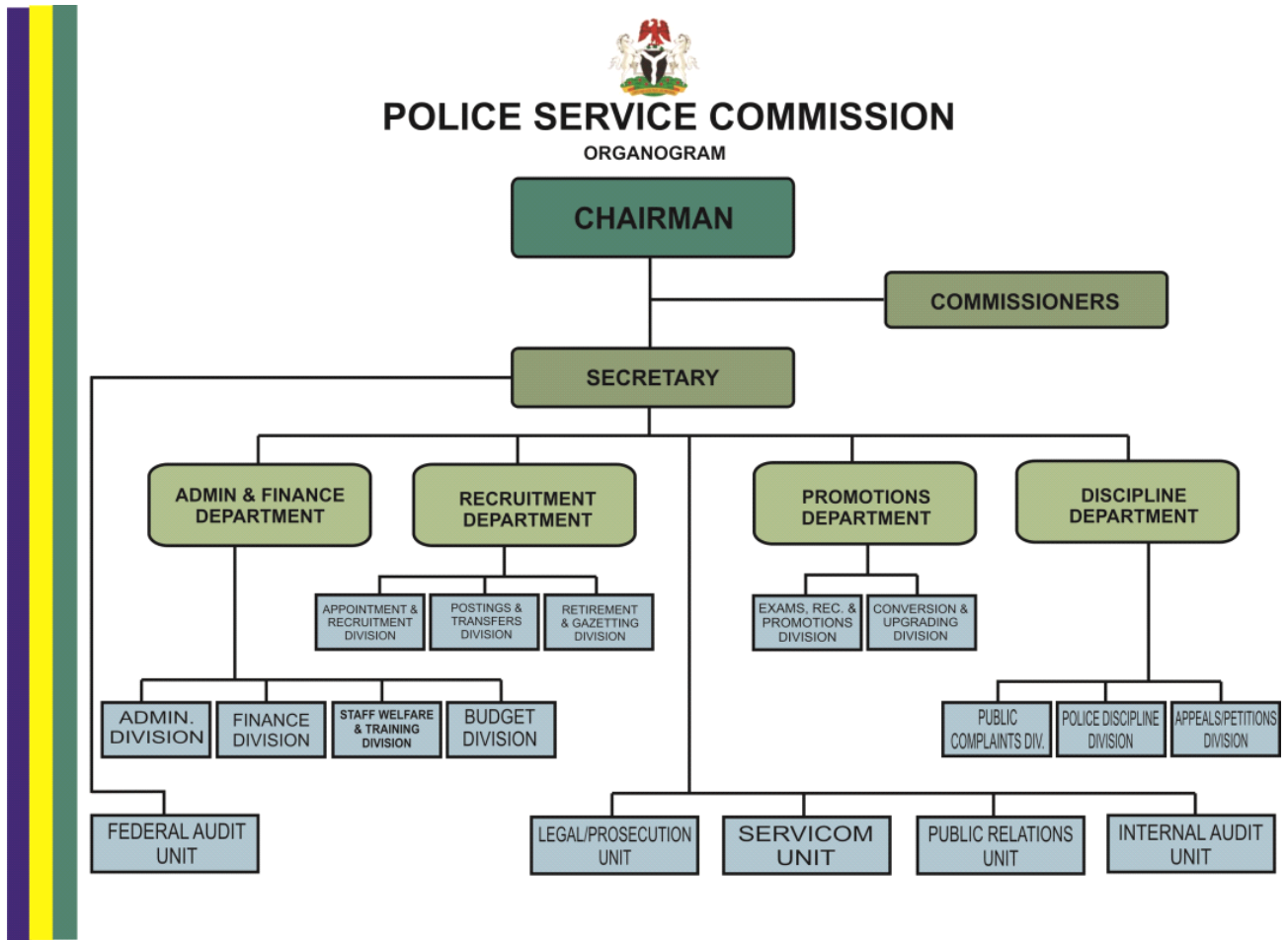
However, despite these challenges, we are committed to re-invigorating the Nigeria Police Force for effective and efficient service delivery. We are also irrevocably committed to re-engineering the Force to meet current security challenges in the country. We have collectively agreed to make a huge success of our assignment in the Commission.

Once more, I wish to state that we are glad and appreciative of this opportunity to serve our nation in these capacities.

**Sir (Dr.) Mike Mbama Okiro, IGP (rtd), CFR, NPM, mni**  
**Honourable Chairman**

1.1

# ORGANISATIONAL CHART





## 1.2 POWERS AND FUNCTIONS OF THE COMMISSION

The Police Service Commission is one of the Federal Executive Bodies established under Section 153(m) of the 1999 Constitution of the Federal Republic of Nigeria, as amended. By virtue of Paragraph 30, Part 1 of the Third Schedule to the Constitution and Clause 6 (1) of the Police Service Commission (Establishment) Act, 2001, the Commission is charged with the responsibilities of appointment, promotion, dismissal and disciplinary control of members of the Nigeria Police Force (except the Inspector-General of Police). The enabling Act further empowers the Commission to:

- (a) formulate policies and guidelines for the appointment, promotion, discipline and dismissal of officers of the Nigeria Police Force;
- (b) identify factors inhibiting or undermining discipline in the Nigeria Police Force;
- (c) formulate and implement policies aimed at enhancing efficiency and discipline in the Nigeria Police Force;
- (d) perform such other functions which in the opinion of the Commission are required to ensure the optimal efficiency of the Nigeria Police Force; and

(e) carry out such other functions as the President may from time to time direct.

To ensure the independence of the Commission in the exercise of its powers and discharge of its functions, Clause 6 (2) of the Act provides that:

*"The Commission shall not be subject to the direction, control or supervision of any other authority or person in performance of its functions other than as is prescribed in this Act."*

The 1999 Constitution in Section 215 (b) further empowers the Police Service Commission to appoint a Commissioner of Police for each State of the Federation, and Clause 8 of the Police Service Commission (Establishment) Act, 2001 granted the Commission leave to delegate any of its powers under this Act to the Nigeria Police force as it deems fit.

As provided for by the Constitution, membership of the Commission shall be made up of a Chairman and such number of other persons, not less than seven but not more than nine, as may be prescribed by an Act of the National Assembly for a period of five years. Thus, the Management of the Commission is vested in:

- (a) a Chairman who is the Chief Executive of the Commission;
- (b) a retired Justice of the Supreme Court or Court of Appeal;
- (c) a retired Police Officer not below the rank of Commissioner of Police;
- (d) one representative each of:
  - (i) Women interest;
  - (ii) The Nigerian Press;
  - (iii) Non-Governmental Human Rights Organizations in Nigeria;
  - (iv) Organized Private Sector, and
  - (v) The Secretary to the Commission.



### 1.3 POLICE SERVICE COMMISSION

#### **VISION**

A highly Motivated, Professional,  
Disciplined and Accountable Police  
Service that upholds Human Rights

#### **MISSION**

To improve service delivery in the  
Nigeria Police Force by promoting  
transparency and accountability  
in the Police.

## **1.4 MEMBERS OF THE COMMISSION**

**(Photographs of Members of the Commission)**

## 1.5 CORPORATE INFORMATION

**Address:** Police Service Commission, Federal Secretariat (8<sup>th</sup> Floor), Phase 1, Shehu Shagari Way, P. M. B. 5188, Abuja.

**Website:** [www.psc.gov.ng](http://www.psc.gov.ng)

**Email:** [info@psc.gov.ng](mailto:info@psc.gov.ng)

**Telephone:** 07098100097

### Management of the Commission

1. Sir(Dr.) Mike Mbama Okiro IGP (Rtd), CFR, NPM, mni - Chairman
2. Hon. (Dr) Olufunmilola Adekeye JSC (Rtd), CFR, FciArb, FINIALS - Member I
3. Alhaji Yakubu Mohammed DIG (Rtd), NPM, mni - Member II
4. Hajia Larai Tukur, MNIM - Member III
5. Dame Comfort Obi, OON, FNGE - Member IV
6. Chief (Dr) Torngee Jem Tor-Anyiin, MON, FICAN, MNIM - Member V
7. George A. Ossi/Aminu Aliyu Bisalla - Permanent Secretary/Secretary

### Management Staff

1. Benoni Iwambe/Emmanuel Ibe-Director, Admin & Finance Dept.
2. Anietie Etiebet - Director/Coordinator, Zonal Offices
3. Rabiu Abdullahi - Director, Dept of Police Promotion
4. Garos Logams - Director, Dept. of Police Discipline
5. Suleiman Gambo - Deputy Director, Dept of Police Recruitment
6. Tijani Mohammed - Deputy Director/ Legal Advisor
7. M. D. Bala - Deputy Director/ Head, SERVICOM
8. AlhajiBalarabe Bello Gusau -Deputy Director/ Head, Finance Division
9. Umoh Eka - Deputy Director, Commission Secretariat
10. Ejike Oparaji - Deputy Director, Head, Internal Audit Unit
11. Martina Ijezie - Asst. Director, Budget Division
12. Ferdinand U. Ekpe/Ikechukwu Ani -Head, Press and Public Relations Unit

## **1.6 INTRODUCTION BY THE SECRETARY**

This Annual Report highlights the functions, activities and achievements of the Police Service Commission in the year 2014. It is the second in the life of the present Commission which was inaugurated on the 12<sup>th</sup> of June, 2013.

The Commission is an Independent Government Agency established under Section 153 of the 1999 Constitution with the power to Appoint, Promote, Post, Dismiss and exercise disciplinary control over Members of the Nigeria Police Force. The Police Service Commission (Establishment) Act No.1, 2001, further clarified the scope of the Commission's powers and responsibilities. It is one of the Federal Executive Bodies generally answerable to the President and the National Assembly.

The year 2014 was the first full year for the present Commission after its inauguration in 2013. It was a year of consolidation and repositioning for effective and efficient service delivery. The Commission was committed to putting in place structures and policies for optimal performance of the Officers and Men of the Nigeria Police Force. This was achieved through defined criteria for Appointment, Promotion and Discipline, resulting to tangible achievements in areas of its core mandate.

In Recruitment, the Commission within the year issued letters of admission to 767 successful candidates for the second Regular Course 2014/2015 into the Nigeria Police Academy, Wudil, Kano. It also recruited 306 ICT Specialists into the Nigeria Police Force, made up of

218 Cadet ASPs and 88 Cadet Inspectors. The Commission also processed 1,173 letters of retirement for Officers from the rank of ASP to DIG.

Promotion in the Nigeria Police Force was made more regular within the year with the Commission guided by approved criteria. A total of 7,013 Senior Police Officers (SPOs) were promoted during the year and 5 others given acting appointments.

For Police Discipline, a total of 88 cases of Pending Disciplinary Matters (PDMs) were received, 46 resolved and 32 being processed. 298 Petitions and Appeals were received within the year, 114 cases treated, 48 sent to the Inspector General of Police for comments, 42 awaiting plenary decision and 109 still being processed. A total of 139 offences said to have been committed by the Police were received and handled by the Commission. 68 of these complaints/offences were treated while 71 were still being processed.

The Commission within the year introduced a weekly Operations Meeting which was chaired by the Permanent Secretary with membership drawn from the Directorate cadre and heads of Units. The Meeting was introduced to stimulate effectiveness and efficiency in the work place and to ensure that Staff were proactive in their approach to their day to day work and also add value to the Commission.

It also carried out general redeployment of Staff across Departments and Units to enhance productivity in the system and expose Staff to the different schedules in the Commission.



The Commission also approved the promotion of 295 Staff who were due for promotion and thus significantly addressed the low morale of Staff. A total of 253 Staff were also trained in four batches within the year.

The Commission owed these significant achievements within the period largely to a committed and dedicated leadership and commitment to duty by the Management and Staff.

Despite biting financial and infrastructural challenges within the year, the Commission was however able to meet some of its goals.

**Aliyu Aminu Bisalla**

Permanent Secretary/Secretary to the Commission

30<sup>th</sup> March 2015

## PART TWO

### 2.0 ADMINISTRATION AND ACTIVITIES OF THE COMMISSION

#### 2.1 Structure and Duties of the Departments and Units

#### 2.2 DEPARTMENT OF POLICE RECRUITMENT

##### INTRODUCTION

The Police Recruitment Department performs one of the core functions of the Commission, that is, it manages the procedures and conduct for appointment of persons to offices (other than the office of Inspector -General of Police) in the Nigeria Police Force.

##### **Schedule of Duties**

1. Processing of the recruitment and retirement matters of members of the Nigeria Police Force and ensuring their publication in the Official Gazette.
2. Maintaining and updating staff lists and nominal roll of the members of the Nigeria Police Force in conjunction with the

Information Technology Unit (Police Database) of the Nigeria Police Force.

3. Maintaining accurate data on the Nigeria Police Force establishment and ascertaining consequential vacancies in collaboration with the Nigeria Police Force.
4. Preparing a time-table and schedule for Police Recruitment exercise in collaboration with the Nigeria Police Force.
5. Processing of applications for Police Recruitment.
6. Documenting and processing appeals and petitions on matters of appointment, conversion, upgrading, posting and transfers of members of the Nigeria Police Force.
7. Serving as the Secretariat of the Standing Committee on Recruitment Matters and of the Police Recruitment Board.
8. Accreditation, documentation including biometrics and issuance of appointment letters to Cadet ASPs, Inspectors and Constables

during and at the end of training in Police Training Schools/  
Colleges.

9. Participating in field Recruitment exercise for Police personnel.
10. Periodic study, review and design of forms and formats in conjunction with the Police Headquarters for application and documentation of entry into the Nigeria Police Force.
11. Research and processing of documents on policy issues for formulation by the Commission on the Appointment/Recruitment of Police Officers.
12. Administration of polygraph tests on Police recruits and making recommendations on the results to the Police Recruitment Board.
13. Participating in the conduct of the up-grading interviews for junior ranks of the Nigeria Police Force in collaboration with the Nigeria Police Force
14. Conduct of Police personnel audits as may from time to time be determined by the Commission.

15. Monitoring and reporting on implementation of the Scheme of Service and cadres of the Nigeria Police Force approved by the Commission.
16. Preparation of examination papers/answers scripts for the conduct of Police Recruitment and screening exercises and participation in the invigilation/supervision as may be directed by the Police Recruitment Board.
17. Liaising with the Office of the Inspector- General of Police for returns on the exercise of the delegated powers delegated on appointment.
18. Preparing Monthly, Quarterly and Annual Report of the Department.
19. Making inputs for Gazetting of recruitment and retirement of Police Officers.
20. Performing any other duties that may be assigned by the Commission.

The Department participated in the issuance of letters of admission to successful candidates for the second regular course 2014/2015 into the Nigeria Police Academy, Wudil, Kano. 767 (Seven hundred and sixty-seven) candidates were successful in the exercise. The summary of the successful candidates admitted on State by State basis as tabulated below:

**SUMMARY OF ADMISSION INTO POLICE ACADEMY FOR YEAR 2014**

**Table 1**

S/NO	STATE	NUMBER OF CANDIDATES PER STATE	NUMBER OF MALE	NUMBER OF FEMALE
1	Abia	20	18	2
2	Adamawa	21	19	2
3	Anambra	20	18	2
4	Akwa Ibom	21	19	2
5	Bauchi	20	20	0
6	Bayelsa	13	12	1

7	Benue	28	23	5
8	Borno	21	20	1
9	Cross River	22	20	2
10	Delta	23	19	4
11	Ebonyi	20	13	7
12	Edo	23	20	3
13	Ekiti	23	20	3
14	Enugu	20	19	1
15	Gombe	21	19	2
16	Imo	26	20	6
17	Jigawa	20	20	0
18	Kaduna	26	23	3
19	Kano	28	28	0
20	Katsina	23	23	0
21	Kebbi	14	14	0
22	Kwara	21	19	2

23	Kogi	26	20	6
24	Lagos	12	9	3
25	Nasarawa	21	19	2
26	Niger	20	18	2
27	Ogun	20	18	2
28	Ondo	25	22	3
29	Osun	22	20	2
30	Oyo	25	21	4
31	Plateau	21	20	1
32	Rivers	24	17	7
33	Sokoto	10	10	0
34	Taraba	21	17	4
35	Yobe	13	13	0
36	Zamfara	23	23	0
37	FCT - Abuja	8	7	1
	Total	767	680	87



Also, the Recruitment Department carried out the recruitment of ICT Specialists into the Nigeria Police Force. A total of 306 specialists were recruited, made up of 218 Cadet ASPs and 88 Cadet Inspectors.

During the year, the Department received, processed and issued 1,173 (One thousand, one hundred and seventy-three) retirement letters from the ranks of ASP - DIG which were forwarded to the Force Headquarters for collection by retirees. The table below shows the data for the Police officers who retired in year 2014.

Table 2

S/N	RANK	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC.	TOTAL
1	DIG	2	-	1	-	-	-	-	5	1	-			9
2	AIG	-	-	1	-	-	-	-	-	2	1		2	6
3	CP	-	-	2	-	-	7	-	8	1	2		2	22
4	DCP	-	-	5	-	2	4	-	2	-	-		1	14
5	ACP	2	2	2	-	-	6	-	3	1	-		4	20

6	CSP	1	3	1	-	1	1	5	2	1	1	1	-	17
7	SP	3	4	-	-	7	4	8	2	4	1	2	-	35
8	DSP	4	3	12	-	15	12	32	15	11	3	3	-	110
9	ASP	59	53	107	-	84	107	219	119	73	43	76	-	940
TOTAL		71	65	131	-	109	141	264	156	94	51	82	9	1,173

## 2.3 DEPARTMENT OF POLICE PROMOTION

### 2.3.1 INTRODUCTION

The Department of Police Promotion is one of the functional Departments responsible for execution of the Commission's mandate.

### 2.3.2 SCHEDULE OF DUTIES

The Department is responsible for one of the core statutory responsibilities of the Commission which is **the promotion of all members of the Nigeria Police Force except the Inspector General Police**. The functions of the Department are as follows:-

- i. Formulating policies and guidelines on promotion in the Nigeria Police Force;
- ii. Implementing Commission's policies on promotion, conversion, upgrading in the Nigeria Police Force;

- iii. Dealing with matters relating to Promotion Courses for Inspectors and Rank and File who have acquired additional higher qualifications for elevation to the rank of ASP;
- iv. Planning and conducting Promotion Examinations and Interviews for police officers in the examinable cadres in the Nigeria Police Force;
- v. Processing of Promotion, Acting Appointments, Upgrading, Advancement and Conversion of Police personnel.
- vi. Preparing briefs and memoranda on the recommendations received from the Nigeria Police Force on Promotion, Conversion/Upgrading.
- vii. Preparing briefs and memoranda on Petitions, Appeals, and Complaints received from serving and ex-members of the Nigeria Police Force.
- viii. Participating in Board of Examiners/Markers for Promotion Examinations and keeping examination records for all Senior Police Officers (SPOs) in the Nigeria Police Force.
- ix. Receiving and processing of returns on Promotion of the Rank and File and NCOs based on the delegated powers to the Inspector-General of Police, for record purposes.

- x. Raising memoranda for the Standing Committee on Police Promotion in respect of Promotion, Conversion, Upgrading, and Advancement.
- xi. Raising memoranda on promotion appeals and complaints for Commission's plenary meetings.
- xii. Making inputs for Gazetting of the Promotion of Senior Police Officers.
- xiii. Raising letters of Promotion, Conversion, Upgrading, Adjustment as approved by the Commission, to the Inspector-General of Police and individual letters for the benefitting officers.
- xiv. Any other duty as may be assigned.

### **2.3.3 Activities of the Divisions**

In order to effectively perform its functions, the Department is divided into two (2) Divisions, namely:

- i. Police Promotion;
- ii. Appeals/Petitions and Gazette

### **2.3.4 General Promotion Guidelines**

- i. Availability of Vacancies.
- ii. Seniority and merit.
- v. Officers must have spent a minimum of 3 years on a rank (ASP-ACP) and 4 years for ACP-AIG.

- vi. Officers must attend the relevant promotion course and pass the prescribed examination.
- vii. Officers must have no Pending Disciplinary Matter, complaints or petitions of gross misconduct against them such as human rights violations, torture, extra-judicial killings, rape, etc.
- viii. Officers must have good APER grades for the 3 preceding years.
- ix. Confirmed Inspectors must have been recommended by the Departmental Selection Board (DSB).
- x. Officers in the Commissioner Cadre must pass the oral interviews conducted by the Commission.

### 2.3.5 Promotion of Senior Police Officers

From January to December 2014, the Department processed the promotion of 7,013 Senior Police Officers [SPOs] to their next ranks, and appointed 5 on acting capacity broken down as follows:

Table 3

SN	FROM	TO	No. of Officers
1	INSP	ASP	5115
2	ASP	DSP	845
3	DSP	SP	439

4	SP	CSP	269
5	CSP	ACP	214
6	ACP	DCP	84
7	DCP	CP	19
8	CP	AIG	21
9	AIG	DIG	7
<b>Total</b>			<b>7013</b>

### 2.3.6 Acting Appointment

**Table 4**

<b>S/N</b>	<b>FROM</b>	<b>TO</b>	<b>NO. OF OFFICERS</b>
1	CSP	Ag. ACP	4
2	ACP	Ag. DCP	1
		Total	5

## **2.4 DEPARTMENT OF POLICE DISCIPLINE**

### **2.4.1 INTRODUCTION**

Discipline Department is one of the Departments saddled with the responsibility of discharging one of the core functions of the Commission. The Department is comprised of three Divisions and the Registry, namely: Pending Disciplinary Matters (PDM), Petitions/ Appeals and Public Complaints.

### **2.4.2 Schedule of Duties**

The functions performed by Police Discipline Department include, but not limited to the following:

- i. Acknowledging petitions and complaints from the public and aggrieved police personnel.
- ii. Studying, analyzing and making recommendations on Public Complaints and Appeals/Petitions to the Permanent Secretary or as may be directed by the Hon. Chairman.
- iii. Referring cases with high criminal contents or police operational peculiarities to the IGP for comments and/or investigations.
- iv. Requesting and obtaining from the IGP, copies of Orderly Room Trial proceedings to enable informed evaluation of appeals/petitions on disciplinary action taken on the Rank and File and against which they are appealing.

- v. Reviewing disciplinary decisions made by the Police Authorities on senior police Officers forwarded from Force Headquarters to the Commission for determination.
- vi. Carrying out investigations on public complaints against the police that are civil or administrative in nature either alone or in collaboration with the Legal Unit or the Commission's Police Liaison Desk.
- vii. Drafting briefs for Standing Committees on Pending Disciplinary Matters (PDMs) and Appeals, Petitions and Legal Matters.
- viii. Drafting briefs for the Commission's Plenary Meetings on PDMs and Appeals/Petitions.
- ix. Conveying Commission's decisions on sanctions awarded for infractions committed by SPOs to the IGP for implementation and to the petitioners/appellants.
- xi. Verifying in collaboration with the Legal Unit, binding court judgments submitted to the Commission by appellants/petitioners.
- xii. Documenting and keeping both file and electronic records of all letters and memoranda forwarded to the Department from the Hon. Chairman, the Permanent Secretary and other Departments/Units of the Commission.
- xiii. Checking twice daily, the Commission's website to download and acknowledge online, any complaint on police misconduct.



- xiv. Liaison with the Police Liaison Desk for more information on petitioners/appellants as may be needed.
- xv. Making proposals and/or inputs in formulating policies that would improve discipline and efficiency in the Nigeria Police Force.
- xvi. Implementing Commission's policies on discipline in the Nigeria police Force.
- xvii. Carrying out background checks on recruited police officers and men.
- xviii. Serving as Secretariat to the Standing Committee on Appeals, Petitions and legal Matters.
- xix. Serving as Secretariat to the Standing Committee on Pending Disciplinary Matters.
- xx. Preparing Quarterly and Annual Reports of the Department.
- xxi. Preparing the department's annual budget.
- xxii. Performing any other duties as may be assigned

### **2.4.3 ACTIVITIES OF VARIOUS UNITS**

#### **A. Pending Disciplinary Matters [PDM]**

This Division handles the discipline of Senior Police Officers (SPOs) initiated by the Police Authority and forwarded to the Commission for determination. The cases are processed to the Plenary Meeting of the

Commission through the Standing Committee on Police Discipline. A total of 88 cases were handled. See the table below.

Table 5

S/NO.	NO OF CASES RECEIVED	NO OF CASES RESOLVED	NO CASES AWAITING PLENARY
1.	88	46	32

### B. Petitions & Appeal

This Division is responsible for processing appeals and petitions forwarded to the Commission by aggrieved serving and ex Police Officers who are not satisfied with the disciplinary actions taken against them by either the Police Authority or the Commission. See the table below.

Table 6

S/NO	NO OF CASES RECEIVED	NO OF CASES TREATED	NO OF CASES SENT TO IGP FOR COMMENTS	NO OF CASES STILL BEING PROCESSED	NO CASES AWAITING PLENARY DECISION
1.	298	114	48	109	42

### C. Public Complaints

This Division handles complaints against police misconduct from individuals, Communities, Human Rights, and other Non-governmental

Organizations that are wronged by the police personnel or the Nigeria Police Force. During the year under review, the Division received and handled a total of 139 complaints/offences said to have been committed by the police, See table below.

**Table 7**

<b>S/NO.</b>	<b>NO OF CASES RECEIVED</b>	<b>NO OF CASES TREATED</b>	<b>NO OF CASES STILL BEING PROCESSED</b>
1.	139	68	71

## **2.5 DEPARTMENT OF ADMINISTRATION AND FINANCE**

### **2.5.1 Structure and Duties**

#### **2.5.2 The Department has four Divisions, as follows:**

- A. Appointment, Promotion and Discipline Division**
- B. Staff Welfare and Training Division**
- C. Finance and Accounts Division**
- D. Budget Division**

#### **2.5.3 Schedule of Duties:**

- Processing of staff recruitment and training matters of the Commission.
- Processing the promotion of staff of the Commission.
- Handling matters bordering on the discipline of staff of the Commission.
- Deployment and coordinating the postings of staff of the Commission.
- Handling of matters relating to staff welfare and training.
- Preparing of the annual budget of the Commission.
- Maintaining the financial documents/records of the Commission.

- Processing of financial claims/benefits of staff of the Commission for payment.
- Recording and maintaining the Commission's assets and registers.
- Managing the Commission's stores.
- Identifying and procuring of items required by the Commission.

#### **A. Appointment, Promotion and Discipline (APD) Division**

The APD is a service delivery Division under the Department of Administration and Finance. Accordingly, the Division handles matters relating to Appointments, Promotions and Discipline of staff of the Commission. Below is a summary of the major activities performed by the Division within the period under review:

- i. Advising the Commission on staff matters.
- ii. Development and Review of standards and guidelines for the Appointment, Promotion and Discipline of staff of the Commission.
- iii. Ensuring adequate staff manning levels and skill acquisition by staff of the Commission.
- iv. Collaborating with other Departments of the Commission to draw up realistic set of personnel needs and staff schedule of duties.

- v. Supervising personnel records (Nominal roll, Office Disposition list).
- vi. Handling disciplinary matters concerning staff of the Commission.
- vii. Coordinating and supervising PSC Zonal Offices of the Commission.
- viii. Liaising with relevant bodies outside the Commission. O.H.C.S.F, O.S.G.F, FCSC, Min. of Finance, FCC etc. on personnel matters.
- ix. Performing other duties that may be assigned.

**Activities Carried Out Between January-December 2014:**

- a. The Division assisted in the coordination of the PSC Biennial Retreat held from 29<sup>th</sup> -31<sup>st</sup> January, 2014.
- b. The Division coordinated the Adhoc Committees on Restructuring/Increase in Departments/Units of the Commission and Review of Staff Promotion in collaboration with the Office of the Head of Civil Service of the Federation.
- c. The Division handled consultations with the National Salaries, Income and Wages Commission (NSWIC) on the review of staff salaries.
- d. Processed requests for upgrading/conversion of staff to various cadres.

- e. Facilitated the re-organization of the Commission for institutional effectiveness on 10<sup>th</sup> July, 2014 by the Permanent Secretary at which 17 Directorate Cadre staff were redeployed.
- f. The Division redeployed 90% of staff of the Commission to various Departments/Units as measures to enhance productivity.
- g. Facilitated the promotion of staff that were successful in the recent promotion exercise held in December, 2014. A total of 295 (Two Hundred and Ninety-five) staff were promoted to their next Grade Level/rank. The breakdown is as follows:
  - i. Two (2) officers were elevated from Deputy Director, GL.16 to Director, GL.17
  - ii. Seven (7) officers were elevated from Assistant Director, GL.15 to Deputy Director, GL.16
  - iii. Ten (10) officers were elevated from Chief Administrative Officer GL.14 to Assistant Director, GL.15
  - iv. Eight (8) officers were elevated from GL.13 to GL.14
  - v. Twenty-four (24) officers were elevated from GL 12 to GL.13
  - vi. Thirty-seven (37) officers were elevated from GL.10 to GL.12
  - vii. Twenty (20) officers were elevated from GL.09 to GL. 10

- viii. Forty-two (42) officers were elevated from GL. 08 to GL.09
- ix. Ten (10) officers were elevated from GL.07 to GL.08
- x. Ten (10) officers were elevated from GL.06 to GL.07
- xi. Four (4) officers were elevated from GL.05 to GL.06
- xii. Three (3) officers were elevated from GL.04 to GL.05
- xiii. Ten (10) Legal officers were advanced from GL.09 to GL.10
- xiv. One Hundred and Eight (108) officers were advanced from GL.08 to GL.09.

## **B. STAFF WELFARE AND TRAINING DIVISION**

The SWT Division is charged with the responsibility of training and welfare of the staff of the Commission.

Major activities within the year includes:-

### **i. Training**

The Commission trained 253 staff between November to December.

### **ii. National Health Insurance Scheme (NHIS)**

The Staff Welfare and Training Division has been faced with complaints and challenges encountered by staff as it relates to Accessing NHIS such as:



- a. Change of hospital
- b. Fresh registration
- c. Introduction of new dependants
- d. Missing Identity cards.

### **iii. Contributory Pension Scheme and other activities**

- a. Supervision of PSC Labour Union and Sports elections.
- b. Preparation of procurement conversion course at Lagos for procurement officers.
- c. Organized a health talk on cervical cancer for staff of the Commission.
- d. Updating of Staff Pension Records.
- e. Preparation of training Needs Assessment.
- f. Coordinated an in-house interactive session on pre-retirement skill acquisition for staff of the Commission.

## **C. 2014 FINANCE AND ACCOUNTS OF THE COMMISSION**

### **FINANCE AND ACCOUNTS DIVISION**

The finances of the Commission during the year reflected a slight draw-back over the previous year due to non release of allocation from September to December. The summary of the receipts of the Commission are shown below:

#### **Summary of Income and Expenditure January - December, 2014**

#### **Table 8**

<b>DESCRIPTION</b>	<b>2014 APPROPRIATION</b>	<b>AMOUNT RECEIVED</b>	<b>AMOUNT UTILIZED</b>	<b>AMOUNT RETURNED TO TRASURY</b>
Overhead	336,975,893.00	223,341,799.00	220,925,505.33	2,416,293.67
Capital	1,013,220,850.00	405,350,609.00	404,987,253.63	363,355.37
<b>Total</b>	<b>1,350,196,743.00</b>	<b>628,692,408.00</b>	<b>625,912,758.96</b>	<b>2,779,649.04</b>

**Summary of Monthly Overhead Income and Expenditure for the year 2014**

**Table 9**

<b>MONTH</b>	<b>AMOUNT RECEIVED</b>	<b>AMOUNT UTILIZED</b>
January	27,099,728.00	-
February	27,099,728.00	11,441,276.00
March	27,099,728.00	14,416,996.90
April	28,408,523.00	10,349,208.58

May	28,408,523.00	2,559,070.00
June	28,408,523.00	20,659,371.45
July	28,408,523.00	36,717,838.00
August	28,408,523.00	26,635,757.45
September	-	38,016,922.75
October	-	23,003,085.08
November	-	32,848,597.12
December	-	4,277,382.00
<b>TOTAL</b>	<b>223,341,799.00</b>	<b>220,925,505.33</b>

**The Commission is among the MDAs that were migrated to IPPIS in September 2011, hence, the reason why no personnel allocation to the Commission.**

#### **D. BUDGET DIVISION**

The Budget Division is under the Administration and Finance Department. The Division is responsible for the preparation of the Annual Financial Budget of the Commission. The Annual Financial Budget consists of estimated capital and recurrent expenditures of the Commission. It also ensures that all financial resources are mobilized and effectively managed to meet the needs of the Commission in carrying out its statutory oversight functions. In

addition, it liaises with Budget Office of the Federation, Federal Ministry of Finance and National Assembly on the matters affecting the Budget of the Commission.

## **SCHEDULES OF DUTY OF THE BUDGET DIVISION**

The schedule of duty of the Budget Division of the Commission is as follows:

- i. Preparing Annual Budget of the Commission
  - a. Annual Personnel Estimate
  - b. Annual Overhead Estimate
  - c. Annual Capital Estimate
  
- ii. Matching Vote and Availability of funds
  
- iii. Liaising with the Personnel Management of the Commission, Ministry of Finance, and Budget Office of the Federation, Office of the head of Civil Service (Establishment Department), and National Assembly Committees on Police Affairs.
  
- iv. Collecting of Warrants/AIE (if any) from the Ministry of Finance on behalf of the Commission.
  
- v. Preparing details of Commission's Annual Budget Releases/Performance to NASS for its oversight functions.
  
- vi. Monitoring of Budget Performance of the Commission

vii. Carrying out any other function that may be assigned.

**2014 BUDGET APPROPRIATION:**

PERSONNEL COST	=	445,647,261
TOTAL OVERHEAD	=	<u>336,975,890</u>
TOTAL RECURRENT	=	782,623,151
TOTAL CAPITAL	=	<u>1,013,220,850</u>
<b>TOTAL ALLOCATION</b>	<b>=</b>	<b>1,795,844,001</b>

**i. PROMOTION ARREARS**

The Division has written for the payment of the promotion arrears of the officers that were promoted during the year in review. The total sum of N 20, 679,437.72 is promotion arrears calculated based on the Budget Office of the Federation template.

**ii. WARRANTS**

Collection of monthly Warrant for Overhead and Capital are regularly undertaken by the Division as the need arises.

**iii. EXTERNAL LIAISON**

The Division is in constant liaison with the Budget Office of the Federation and National Assembly on all Budget Matters of the Commission.

## **2.6 LEGAL UNIT**

### **2.6.1 Schedule of Duties**

i. The Legal Unit is one of the departments provided for in Section 9 of Police Service Commission (Establishment) Act, 2001.

ii. By the combined provisions of Section 153 of 1999 Constitution as amended and Section 1(i) of the Police Service Commission (Establishment Act) 2001, the Legal Unit is vested with the following functions:

- a. Representing the Commission in all legal matters affecting the Commission.
- b. Providing of legal opinion/advice on issues relating or connecting with the activities of the Commission.
- c. Participating in contract negotiation for the Commission.
- d. Drafting and vetting of contract agreement.
- e. Arbitrating in disputes between the Commission and the third party.
- f. Constructively, scrutinizing and perusing legal instrument for the Commission.
- g. Participating in Committees' activities.

For the effective performance of its functions the Unit is divided into four Divisions namely;

- a. Litigation
- b. Legal Drafting
- c. Petitions and Appeals and
- d. Administration and Special duties

### **2.6.2 COURT REPRESENTATION**

1. This is a re-current function of the Legal Unit as a result the Unit continued to put up appearance for all pending cases for the Commission. These cases are spread across the States of the Federations. Presently, the pending case profile of the Commission is up to five hundred and seventy three (573). This number is due to the fact that the Commission is always joined as a necessary party in all cases involving Police Officers on matters relating to extra judicial killings, breach of Fundamental Rights and Master and Servant Relationship e.t.c.

### **2.6.3 PETITIONS/APPEALS**

The Unit received almost 100 petitions within the period under review from both Policemen and aggrieved civilians and treated virtually all the petitions directed to it.

#### **2.6.4 ORIGINATING PROCESSES AND HEARING NOTICES:**

The Commission received 43 Hearing Notices on pending cases from various jurisdictions in the Country. Furthermore, seventy (70) Originating Processes were served on the Commission within the year.

#### **2.6.5 LEGAL OPINION**

The Unit has rendered legal opinions within the period under review on not less than 500 files, most of which have to do with either confirmation or otherwise of observation of officers of other Departments and Units or application of appropriate laws and regulations to the issues at hand.

#### **2.6.6 TRAINING/WORKSHOP**

The Staff in the Unit benefited from the NBA Annual Bar Conference training held at Owerri, Imo state and sponsored by Police Service Commission.

#### **Summary of Cases in the year 2014**

**Table 9**

<b>Total</b>	<b>Disposed Of</b>	<b>Pending Cases in High Court</b>	<b>Appeals</b>
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573	5	568	3
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## **2.7 SERVICOM UNIT**

The SERVICOM unit is vested with the responsibility of ensuring that all Departments/Units deliver services in an efficient, prompt, honest and transparent manner to all customers/stakeholders of the Commission.

### **2.7.1 SCHEDULE OF DUTIES**

- (i) Ensuring the promotion of quality assurance and best practices in the Commission.
- (ii) Disseminating best practices and other tips on service delivery.
- (iii) Monitoring the implementation of the Local Charter of the Commission.
- (iv) Updating the SERVICOM office on the Service Delivery Improvement plans and actions of the Commission
- (v) Any other duties that may be assigned from time to time.

### **2.7.2 ACTIVITIES OF THE UNIT FOR THE YEAR UNDER REVIEW**

- (i) Initiated the development of the Police Service Commission Charter to give direction to persons who wish to make complaints;
- (ii) Collation of local charter from various Departments/Units;

- (iii) Fortnightly visited the SERVICOM Resource Centre at the Presidential Villa, Abuja for checking mails and updating of the Commission's Website;
- (iv) Participated in the monthly council of Nodal officers meeting chaired by the National Coordinator;
- (v) Participated in the SERVICOM training for MSU and Departmental Desk Officers on Customer Care and Complaints Handling, geared towards enabling officers to learn the mechanism for handling dissatisfied customers; and
- (vi) Participated in the Workshop on Networking for MSU staff, to enhance timely, efficient and effective service delivery in all Departments, Units and Sections through effective communication system
- (vii). Daily Monitoring of staff attendance and Punctuality in the Commission.

## **2.8 THE COMMISSION SECRETARIAT**

Section 10(2) of the Establishment Act (2001) empowers the Permanent Secretary to see to the day to day administration of the Commission, keep books and proper records of the proceedings of the Commission's meetings amongst others. The Permanent Secretary discharges some of these vital functions through the Commission Secretariat.

### **2.8.1 SCHEDULE OF DUTIES**

- a. Serving as Secretariat for Plenary, Standing Committees, Recruitment Board and Operations Meetings.
- b. Producing Compendium of the Minutes of the Meetings of the Commission.
- c. Monitoring implementation of decisions of the Commission.
- d. Verifying decisions of the Commission.
- e. Drafting letters of correspondence for the Permanent Secretary/Secretary to the Commission.
- f. Writing Reports/Briefs on other activities of the Commission such as tours, retreats and courtesy visits.

- g. Putting up requests for DTA and other entitlements for Members attending the Meetings.
- h. Performing any other function as may be directed by the Permanent Secretary/Secretary to the Commission.

## 2.8.2 ACTIVITIES OF THE COMMISSION SECRETARIAT

The Commission Secretariat successfully covered ten (10) Meetings of the Commission within the year 2014:

Table 10

S/NO	MEETINGS	DATE
1.	4 <sup>th</sup> Plenary Meeting	13 <sup>th</sup> March, 2014
2.	5 <sup>th</sup> Plenary Meeting	4 <sup>th</sup> June, 2014
3.	6 <sup>th</sup> Plenary Meeting	12 <sup>th</sup> August, 2014
4.	7 <sup>th</sup> Plenary Meeting	25 <sup>th</sup> and 26 <sup>th</sup> August, 2014
5.	8 <sup>th</sup> Plenary Meeting	17 <sup>th</sup> September, 2014
6.	9 <sup>th</sup> Plenary Meeting	12 <sup>th</sup> November, 2014
7.	1 <sup>st</sup> Operations Meeting	18 <sup>th</sup> November, 2014
8.	2 <sup>nd</sup> Operations Meeting	24 <sup>th</sup> November, 2014
9.	3 <sup>rd</sup> Operations Meeting	8 <sup>th</sup> December, 2014
10.	4 <sup>th</sup> Operations Meeting	22 <sup>nd</sup> December, 2014

## 2.9 INTERNAL AUDIT UNIT

The Internal Audit Unit is the management control unit that functions by measuring and evaluating the effectiveness of other controls. These controls are the internal control system of the Commission.

The internal Audit Unit according to Financial Regulation {FR 1706ii,} is to report on:

- i. The degree of satisfaction with the safeguards against fraud
- ii. The control of receipts and payments
- iii. Issues and consumption of stores
- iv. The verification of cash and stamps held
- v. The accuracy of the accounting records
- vi. The observation on the economy of operations, efficiency and effectiveness of other areas of activities and functions of MDAS.

During the year 2014, the Internal Audit carried out its duties and reported diligently on the operation and activities of the Police Service Commission in tandem with the provisions of the relevant extant Circulars.

The Internal Audit Unit reviewed operations/activities and offered constructive advice where necessary.

The Commission's Stores and inventories were examined from time to time to ensure that adequate controls and safeguards were put in place.

Budget and budgetary control work was also one of the areas the Unit made input to help the commission have effective and active budget that can sustain the activities of the Commission during the year.

Most of the accumulated Audit queries raised in the past were treated in 2014, and the queries were attended to at the National Assembly, and all grey areas cleared.

The Unit in conjunction with other stakeholders at the management level has been brainstorming on how to position the Commission for better results so as to attain its objectives/goals through the creation of more Zonal Offices, upgrading the existing ones, and enhancing their operations.

Adequate funding which is one of our major constraints is one area the Unit has also made series of recommendations and input that will assist the PSC achieve its Constitutional Mandate.

With adequate checks and controls, there has not been any untoward and sharp practice in the Commission as the Internal Audit is on ground to ensure that there is sensitization in ensuring that no standard is compromised.

## 2.10 REFORM AND TRANSFORMATION UNIT

### 2.10.1 Reforms and Transformation

The Unit is expected to serve as a focal point for the Bureau of Public Service Reform (BPRS) in ensuring that all the Public Service Reforms of the Federal Government are implemented in the Commission. However it should be noted that the Unit had existed under the name "**STRATEGY UNIT**" and was performing the function of the Standing Committee on Strategy Development plan and other Administrative duties.

3.1.2 During the period under review, the Unit was known as Strategy Unit and had the following responsibilities:

- a. Leading the process for the development of the strategic plan of the Commission
- b. Monitoring the development and implementation of the operating plan (work plan) for the Commission.
- c. Coordinating all activities relating to Development Partners and the Civil Society Organizations.
- d. Organizing the monitoring of Police conduct during elections in Nigeria.
- e. Planning Seminars and workshops that have bearing with the work of the Commission
- f. Planning the capacity building for Management and Staff of the Commission.
- g. Identifying factors inhibiting or undermining discipline in the Nigeria Police Force.
- h. Formulating and Implementing policies aimed at the efficiency and discipline of members of the Nigeria Police Force.



- i. Performing any other function that is necessary to achieve the functions of the Standing Committee on Strategy Development Plan
- j. Processing leave applications for staff
- k. Processing matters relating to National Youth Corp members and Industrial attachment candidates in the Commission

2.10.2. During the period under review, the Unit continued to discharge its responsibilities and carried out the following activities in collaboration with Committees set up by the Permanent Secretary:

- i. **PSC Biennial Retreat**: the Unit in collaboration with an adhoc planning Committee organized the PSC Biennial Retreat held on Tuesday 28<sup>th</sup> -Friday 31<sup>st</sup> January 2014 on the theme "Sustaining Nigeria Police Reforms"
  - a. Installation of **Case Tracking and Management Form** for the Department of Police Discipline sponsored by the Justice For All (J4A) of the British Department for International Development (DFID) and coordinated by CLEEN Foundation
  - b. One Day Capacity Building on the "**Nigeria Police Force External Oversight Policy**" held on Thursday 24<sup>th</sup> July 2014 at Bolton White Hotel Abuja for 30 PSC staff sponsored by J4A and coordinated by CLEEN Foundation
  - c. The Unit coordinated the monitoring of Police conduct during the gubernatorial elections in Ekiti State on Saturday 21<sup>st</sup> June, 2014.
  - d. The Unit Coordinated the monitoring of Police conduct during the gubernatorial elections held in Osun State on Saturday 9<sup>th</sup> August, 2014.

- e. Round-Table Meeting with Civil Society Organizations on "**Sexual and Gender Based Violence by Police Officers**" held on Tuesday 26<sup>th</sup> August, 2014, at Bolton White Hotel Abuja. (J4A).
- f. Public Hearing on "**Electoral impunity by Police Officers**" held on Wednesday 27<sup>th</sup> August 2015 at the Bolton White Hotel, Abuja. (J4A)
- g. Four Day Capacity Building Workshop on "**Police Oversight Investigative Skills**" held from Tuesday 9<sup>th</sup> - Friday 12<sup>th</sup> September, 2014 at Dennis Hotel, Abuja for 12 PSC staff. (African Policing Civilian Oversight Forum) (APCOF) and (J4A)
- h. Workshop on the **Freedom of Information Bill, 2011, FOI** held on 16<sup>th</sup> September, 2014 at Chelsea Hotel Abuja sponsored by the Right to Know Initiative (R2K).
- i. Workshop on the "**Development of Communication Strategy/Plan for the Commission**" held from Tuesday 3<sup>rd</sup> - Wednesday 4<sup>th</sup> March, 2015 at Dennis Hotel Abuja for 30 sponsored by CLEEN Foundation.
- j. **National Youth Service Corp and Industrial Attachment:** The unit processed the application of twenty two (22) NYSC members and eleven (11) Industrial Attachment Students into the Commission. Their monthly allowances and other matters relating to them were also processed.
- k. **Staff Leave:** The Unit processed all applications for Annual, casual and maternity leaves for deserving staff of the Commission.

## **PART THREE**

### **3.0 OTHER ACTIVITIES**

#### **3.1. 2014 Biennial Retreat**

The Commission successfully hosted the Police Service Commission Biennial Retreat in Makurdi, Benue State, from 29<sup>th</sup> -31<sup>st</sup> January 2014 with the theme "Sustaining Nigeria Police Reforms" The Retreat attracted Stakeholders in the Police Sector and came up with fifteen (15) resolutions aimed at refocusing the Nigeria Police on its mandate. Critical issues relating to inter-agency relations were extensively discussed and a template to promote harmony and mutual understanding was developed as a guide to cultivate an enduring and result- oriented relationship. It offered the opportunity to brain storm and exhaustively treat issues on collaborative engagement with a road map to achieve set goals. The Retreat agreed that there was need to develop a concept of policing that will evolve from Nigeria's unique social, cultural and political system.

## **PART FOUR**

### **4.0 AUDITOR'S REPORT**

## **PART FIVE**

### **5.0 CHALLENGES / CONSTRAINTS**

The Commission has continued to grapple with enormous challenges and constraints which have affected its operational efficiency and effectiveness.

#### **5.1 FINANCIAL**

The Commission is faced with the problem of inadequate funding and this has adversely affected the optimum performance of its statutory functions.

#### **5.2 INVESTIGATION**

The Commission's operational effectiveness and efficiency is also adversely affected by its inability to promptly and fully investigate alleged Police misconduct. Due to inadequate resources, the Commission has been unable to properly serve the public in this regard. At present, it depends on the Police authorities for its investigative findings which have in most cases been delayed.

#### **5.3 SLOW/DELAYED RESPONSE FROM THE POLICE**

The delay in the implementation of some of the Commission's decisions by the Nigeria Police Force is another factor which has inhibited optimal performance. Most times, the Force is slow at implementing

decisions and in responding to enquiries from the Commission for information on matters relating to its mandate.

#### **5.4 LACK OF OFFICE ACCOMODATION**

The offices of the Commission are grossly inadequate and are variously located within the Federal Secretariat Phases I and III making it difficult to adequately monitor staff. The inability to complete the Commission's Corporate Head office as scheduled due to non-release of funds has aggravated this problem.

#### **5.5 POLICE SERVICE COMMISSION (ESTABLISHMENT, ETC) ACT, 2001**

Operation of the Commission is also constrained by certain provisions of the enabling Act. These include the fewness of full-time Members, which has made the Commission unable to attain optimum performance at this leadership level. Poor remuneration of the Staff in relation to equivalent grades in the Nigeria Police Force which the Commission oversees is a dysfunctional challenge to efficient operation of the staff of the Commission. Further, the transient nature of the appointment of the Secretary to the Commission by postings of Permanent Secretaries has also served to wither and constrain institutional memory of the Commission.

## **PART SIX**

### **6.0 CONCLUSION**

The Commission is aware of its enormous responsibilities to the nation as captured by its Constitutional Mandate and is determined to continually strive to give the Nigerian people a committed, disciplined, efficient and effective Police service that respects and works within the ambits of the rule of law. It will not for any reason shirk this sacred responsibility even in the face of debilitating challenges and constraints.

It will continue to hold the Nigeria Police accountable for its actions and inactions at all times and will provide the necessary motivation to ensure a virile, committed and professional Police service. The Commission will continue to promote transparency, merit and fairness in the conduct of its activities and will continue to insist that Police Recruitment, Promotion and Discipline are guided by these and other relevant laws.

The Commission will however be grateful if the necessary support, assistance and encouragement are extended to it for optimal performance of its duties.

It will continue to maximize its tools and materials for effective performance of its functions. The Commission will not relent in improving on its capacities and performance to ensure a more rewarding Police service in 2015.

**Police Service Commission**

**Federal Secretariat - Phase 1**

**Abuja**

## **Appendix A**

### **HISTORY OF THE POLICE SERVICE COMMISSION**

The Police Service Commission is one of the fourteen (14) Federal Executive Bodies established under Section 153 (1) of the Constitution of the Federal Republic of Nigeria 1999, charged with the responsibility, among other things to appoint and promote persons to offices (other than the office of the Inspector-General of Police) in the Nigeria Police Force as well as to dismiss and exercise disciplinary control over persons (other than the Inspector-General of Police) in the Nigeria Police Force.

The Commission is a product of the 1957 Constitutional Conference/Willinck Minorities Commission Report. At Independence, Nigeria had three (3) Regions, each with a preponderance of one tribe (Hausa-Fulani in the North, Ibo in the East and Yoruba in the West). At the 1957 Constitutional Conference, the minorities in each of the three Regions had expressed fears and grievances with respect to the maintenance of public order, and as a result asked for their own separate States. This was because at the Conference, both the Northern Peoples' Congress (NPC) and the Action Group which then ruled the North and the West respectively advocated for Regional Police Forces, whilst the NCNC that formed the Government of the defunct Eastern Region preferred a Federal Police Force. The need to allay the fears by the minorities that a Government with a dominance of one main tribe and whose Police Force was largely made up of personnel from the same tribal group, would use the Police to suppress them led to the setting up of the Willinck Minorities Commission.



The subject of Police was therefore a subject of extensive discussion at the aforementioned Constitutional Conference and it was agreed among other things that:

*"No Police Force in Nigeria should, so far as its use and operational control were concerned, at any time come under the control of political parties. To this end, for example at the stage when the use and operational control of the Nigeria Police ceased to be vested in the Governor-General acting at his discretion, the appointment of the Inspector-General of Nigeria Police and of the Regional Commissioners of Police, whether or not they were at that time subordinate to the Inspector-General should be strictly safeguarded by special constitutional provision".*

The Willinck Minorities Commission concluded its report on the issue of the Police and made twelve recommendations, one of which is as follows:

*"Questions of first appointment, promotion and discipline of the Officer cadre should be dealt with by a Police Service Commission".*

Hitherto, the Governor-General with the advice of Secretary of State carried out the oversight functions of the Nigeria Police. Under Section 173 of the 1954 Constitution and by Order-in-Council, the Colonial Governor-General of Nigeria delegated to the Inspector-General of Police matters pertaining to recruitment, promotion and discipline of only the junior ranks, while the Governor-General dealt with the Officer Cadre. Sections 102 and 103 of the Independence (1960) Constitution established the Police Service Commission, which then assumed the powers of the Governor-General in personnel matters of all members of the Nigeria Police Force.

During military rule in 1971, the Constitution (Suspension and Modification Decree) No. 36 of 1971, which repealed chapter VII of the 1963 Republican Constitution, in Section 110 (1), power of appointment, promotion, transfer, confirmation of appointments, disciplinary control and dismissal of the members of the Force was made the exclusive function of the Police Service Commission. However, as it is bound to be a burdensome task for the Police Service Commission to exercise these powers on all Police Officers from the rank of IGP to the least Recruit Constable, a proviso was made in the above section, which gives the Commission power, with the approval of the Head of the Federal Military Government, to delegate any of its powers to either the Inspector-General of Police or any other member of the Nigeria Police Force.

In exercise of this power, therefore, the Police Service Commission (Delegation of Powers) Notice, was passed and it applied to "members of the Nigeria Police Force below the rank of Assistant Superintendent and to posts in the Force in respect of which the initial basic salary does not exceed 726 Pounds per annum or such other sum as may from time to time be the initial salary of a Chief Inspector".

This is the third Commission since the return of the country to democratic rule in 1999. The first one, having Chief Simon Okeke as its Chairman was inaugurated on 28<sup>th</sup> November 2001, the second was inaugurated on 15<sup>th</sup> April, 2008 with Mr. Parry B. O. Osayande, DIG (Rtd.), CFR, OFR, NPM, mni as Chairman. The present Commission was inaugurated on 12<sup>th</sup> June, 2013 with Dr. Mike Mbama Okiro IGP (Rtd.), as Chairman.

The five-year tenure of the board will expire by effluxion of time in mid-June

2018.

## Appendix C



### Relevant Provisions

#### CONSTITUTION OF THE FEDERAL REPUBLIC OF NIGERIA, 1999

The provisions of the 1999 Constitution which cite the establishment, powers and functions of the Police Service Commission include:

- Section 153 (m) - Establishment of Federal Executive Bodies (sub section m)
- Paragraphs 29 and 30 of the Third Schedule to the 1999 Constitution of the Federal Republic of Nigeria which state as follows:-

(29) The Police Service Commission shall comprise the following members:-

(a) A Chairman, and (b) such number of other persons, not less than seven but not more than nine, as may be prescribed by an Act of the National Assembly.

(30) The Commission shall have power to:-

(a) appoint persons to offices (other than the office of the Inspector-General of Police) in the Nigeria Police Force; and (b) dismiss and exercise disciplinary control over persons holding any office referred to in sub-paragraph (a) of this paragraph.

- Section 215 (1) (b) states: There shall be a Commissioner of Police for each State of the Federation who shall be appointed by the Police Service Commission.
- While Paragraph II of the Third Schedule of the Constitution enjoins the concerned body (FCSC) to respect the powers of appointment vested in the Police Service Commission.

**The Police Service Commission (Establishment) Act No. 1 of 2001**



**Police Service Commission (Establishment)  
Act, 2001**

Published as supplement to the Federal Republic of Nigeria Official Gazette No 15, Vol. 87 of 14<sup>th</sup> March 2001 as Act No 1 of 2001

# **POLICE SERVICE COMMISSION ACT 2001**

## **ARRANGEMENT OF CLAUSES**

### **CLAUSES:**

1. Establishment of the Police Service Commission
2. Management of the Commission
3. Tenure of Office
4. Cessation of Membership of the Commission, etc.
5. Removal from Office, etc.
6. Functions of the Commission
7. Powers of the Commission
8. Powers of Delegation
9. Establishment of Departments
10. Appointment of Secretary to the Commission, etc.
11. Service in the Commission to be Pensionable
12. Funds of the Commission
13. Expenditure of the Commission
14. Gifts to the Commission
15. Annual Estimates and Expenditure
16. Quarterly Report
17. Annual Report
18. Offices and Premises of the Commission, Cap. 202 LFN
19. Directives by the President
20. Limitation of Suits against the Commission, etc., Cap. 379 LFN
21. Service of Documents
22. Restriction on Execution against Property of the Commission
23. Indemnity of Officers
24. Transitional Provisions

- 25. Regulations
- 26. Interpretation
- 27. Citation

**POLICE SERVICE COMMISSION (ESTABLISHMENT) ACT 2001**



2000 No. 1

An Act to Establish the Police Service Commission, which shall be charged with Responsibility, among other things to Appoint Persons to Offices (other than the Office of the Inspector-General of Police) in Nigeria Police Force and to Dismiss and Exercise Disciplinary Control over any Person holding Office in the Nigeria Police Force (other than the Inspector-General of Police); and for related purposes

(4th  
January,  
2001)  
Commencement

**Enacted by the National Assembly of the Federal Republic of Nigeria-**

**Part I - Establishment, etc of the Police Service Commission**

<p>1.-(1) There is hereby established a body to be known as the Police Service Commission (in this Act referred to as "the Commission")</p> <p>(2) The Commission-</p> <p>(a) shall be a body corporate with perpetual succession and a common seal; and</p> <p>(b) may sue or be sued in its corporate name</p> <p>(3) The headquarters of the Commission shall be at the Federal Capital Territory, Abuja.</p>	<p><b>Establishment of the Police Service Commission.</b></p>
<p>2.-(1) The management of the Commission shall vest in the following members, whose appointment shall be in line with the Federal Character provision of the Constitution-</p> <p>(a) a Chairman who shall be the Chief Executive of the Commission;</p> <p>(b) a retired Justice of the Supreme Court or Court of Appeal;</p> <p>(c) a retired Police Officer not below the rank of Commissioner of Police;</p> <p>(d) one representative each of</p> <p>(i) women interest;</p> <p>(ii) the Nigerian Press;</p> <p>(iii) Non-Governmental human rights organisations in Nigeria</p>	<p><b>Management of the Commission</b></p>

<p>(iv) organized Private Sector; (v) the Secretary to the Commission</p> <p>(2) The Chairman and other members of the Commission shall- (a) be appointed by the President subject to the confirmation by the Senate; (b) be persons of proven integrity and ability.</p> <p>(3) The members of the Commission referred to in paragraph (d) of Subsection (1) of this section shall be part-time members.</p> <p>(4) The supplementary provisions set out in the Schedule to this Act shall have effect with respect to the proceedings of the Commission and the other matters contained therein.</p>	
<p>3.- (1) Subject to the provisions of Section 4 of this Act, a member of the Commission, other than ex-officio members shall each hold office - (a) for a term of four years and no more; and (b) on such terms as to remuneration; salaries and allowances as may be prescribed by the National Assembly but not exceeding the amount as shall have been determined by the National Revenue Mobilization Allocation and Fiscal Commission.</p>	<p><b>Tenure of Office</b></p>
<p>4.- (1) Notwithstanding the provisions of section 3 of this Act, a person shall cease to hold office as member of the Commission if - (a) he becomes bankrupt, suspends payment or compounds with his creditors; or (b) he is convicted of a felony or any offence involving dishonesty or fraud; or (c) he becomes of unsound mind, or is incapable of carrying out his duties; or (d) he is guilty of serious misconduct in relation to his duties; or (e) in the case of a person possessed of professional qualifications, he is disqualified or suspended, other than at his own request, from practicing his profession in any part of the world by an order of a competent authority made in respect of that member.</p> <p>(2) A member of the Commission may be removed by the President if he is satisfied that it is not in the interest of the Commission or in the interest of the public that the member should continue in office.</p> <p>(3) Where a vacancy occurs in the membership of the Commission, it shall be filled by the appointment of a successor to hold office for the remainder of the term of office of his predecessor, so however, that the successor shall represent the same interest and shall be appointed by the President subject to confirmation by the Senate.</p>	<p><b>Cessation of membership of the Commission etc.</b></p>
<p>5.- (1) Notwithstanding the provisions of section 4 of this Act, the Chairman and any other member, may at any time be removed from that office by the President acting on an address supported by two-thirds majority of the Senate praying that he be removed for inability to discharge the functions of the office (whether arising from infirmity of mind or body or any other cause or for misconduct).</p> <p>(2) A member may resign his appointment by a notice in writing under his hand, addressed to the President and that member shall on the date of the receipt of the notice by the President cease to be a member of the Commission.</p>	<p><b>Removal from Office, etc.</b></p>



## Part II - Functions and Powers of the Commission

<p>6.- (1) The Commission shall-</p> <ul style="list-style-type: none"><li>(a) be responsible for the appointment and promotion of persons to offices (other than the office of the Inspector-General of Police) in the Nigeria Police Force;</li><li>(b) dismiss and exercise disciplinary control over persons (other than the Inspector-General of Police) in the Nigeria Police Force;</li><li>(c) formulate policies and guidelines for the appointment, promotion, discipline and dismissal of officers of the Nigeria Police Force;</li><li>(d) identify factors inhibiting or undermining discipline in the Nigeria Police Force</li><li>(e) formulate and implement policies aimed at the efficiency and discipline to the Nigeria Police Force</li><li>(f) perform such other functions which in the opinion of the Commission are required to ensure the optimal efficiency of the Nigeria Police Force; and</li><li>(g) carry out such other functions as the President may, from time to time, direct.</li></ul> <p>(2) The Commission shall not be subject to the direction, control or supervision of any other authority or person in the performance of its functions other than as is prescribed in this Act.</p>	<p><b>Functions of the Commission</b></p>
<p>7.- The Commission shall have power to -</p> <ul style="list-style-type: none"><li>(a) pay the staff of the Commission such remuneration and allowances as are payable to persons of equivalent grades in the Civil Service of the Federation;</li><li>(b) enter into such contracts as may be necessary or expedient for the discharge of its functions and ensure the efficient performance of the functions of the Commission; and</li><li>(c) do such other things as are necessary and expedient for the efficient performance of the functions of the Commission.</li></ul>	<p><b>Powers of the Commission</b></p>
<p>8.- The Commission may, subject to such conditions as it may think fit, delegate any of its powers under this Act-</p> <ul style="list-style-type: none"><li>(a) to any officer in the service of the Nigeria Police Force; or</li><li>(b) to a committee consisting of such number of persons, one of whom shall be named as Chairman, as may be prescribed by the Commission.</li></ul>	<p><b>Powers of delegation.</b></p>

## Part III - Structure of the Commission

<p>9.- (1) There shall be established in the headquarters of the Commission the following Departments -</p> <ul style="list-style-type: none"><li>(a) the Department of Administration and Personnel Management;</li><li>(b) the Department of Investigation'</li><li>(c) the Department of Finance and Supply;</li><li>(d) the Department of Planning, Research and Statistics; and</li><li>(e) the Department of Legal Services.</li></ul> <p>(2) The Commission may, with the approval of the President, increase the number of Departments as it may deem necessary and expedient to facilitate the realization of the objectives of the Commission.</p>	<p><b>Establishment of Departments</b></p>
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**Part IV - Staff**

<p>10.- (1) There shall be for the Commission, a Secretary to the Commission who shall-</p> <ul style="list-style-type: none"><li>(a) be an officer in the Civil Service of the Federation not below the rank of a Permanent Secretary;</li><li>(b) have such qualification and experience as are appropriate for a person required to perform the functions of that office under this Act;</li><li>(c) be accounting officer of the Commission;</li><li>(d) be appointed by the President subject to confirmation by the Senate; and</li><li>(e) hold office on such terms and conditions as to emolument, conditions of service as are applicable to the Civil Service of the Federation.</li></ul> <p>(2) The Secretary shall subject to the general direction of the Commission through the Chairman be responsible-</p> <ul style="list-style-type: none"><li>(a) for the day to day administration of the Commission;</li><li>(b) for keeping the books and proper records of the proceedings of the Commission; and</li><li>(c) for-</li><li>(i) the administration of the secretariat of the Commission; and</li><li>(ii) the general direction and control of all other employees of the Commission subject to the directives of the Commission.</li></ul> <p>(3) The Commission shall have power to-</p> <ul style="list-style-type: none"><li>(a) employ either directly or on secondment from any civil or public service in the Federation or a State such number of employees as may, in the opinion of the Commission, be required to assist the Commission in the discharge of any of its functions under this Act; and</li><li>(b) pay to persons so employed such remuneration (including allowances) as are applicable to other officers of equivalent rank in the Civil Service of the Federation.</li></ul>	<p><b>Appointment of Secretary to the Commission, etc.</b></p>
<p>11.- (1) Service in the Commission shall be approved service for the purposes of the Pensions Act.</p> <p>(2) The officers and other persons employed in the Commission shall be entitled to pensions, gratuities and other retirement benefits as are enjoyed by persons holding equivalent grades in the Civil Service of the Federation.</p> <p>(3) Nothing in Subsections (1) and (2) of this section shall prevent the appointment of a person to any office on terms which preclude the grant of pension and gratuity in respect of that office.</p> <p>(4) For the purposes of the application of the provisions of the Pensions Act, any powers exercisable there under by the Minister or other authority of the Government of the Federation, other than the power to make regulations under Section 23 thereof is hereby vested in and shall be exercisable by the Commission and not by any other person or authority.</p>	<p><b>Service in the Commission to be Pensionable, Cap. 346 LFN</b></p>

**Part V - Financial Provisions**

<p>12.- (1) The Commission shall establish and maintain a fund from which shall be defrayed all expenditure by the Commission.</p> <p>(2) There shall be paid and credited to the fund established pursuant to Subsection (1) of</p>	<p><b>Funds of the Commission</b></p>
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<p>this section -</p> <p>(a) such monies as may, from time to time, be granted or lent to or deposited with this Commission by the Federal or State Government or any other body or institution whether local or foreign;</p> <p>(b) all monies raised for the purposes of the Commission by way of gifts, loan, grants-in-aid, testamentary dispositions or otherwise; and</p> <p>(c) proceeds from all other assets that may, from time to time, accrue to the Commission.</p> <p>(3) The fund shall be managed in accordance with the rules made by the Commission, and without prejudice to the generality of the power to make rules under this subsection, the rules shall in particular contain provisions -</p> <p>(a) specifying the manner in which the assets or the fund of the Commission are to be held, and regulating the making of payments into and out of the Fund; and</p> <p>(b) requiring the keeping of proper accounts and records for the purpose of the Fund in such form as may be specified in the rules.</p>	
<p>13. The Commission shall apply the proceeds of the Fund established pursuant to Section 12 of this Act to -</p> <p>(a) the cost of administration of the Commission;</p> <p>(b) the payment of salaries, allowances and benefits of members of the Commission or any Committee of the Commission;</p> <p>(c) the payment of salaries, remuneration, allowances, benefits, pensions and gratuities payable to officers and employees of the Commission;</p> <p>(d) the payment for all contracts, including mobilization, fluctuations, variations, legal fees and cost on contract administration;</p> <p>(e) the payment for all purchases; and</p> <p>(f) undertake such other activities as are connected with all or any of the functions of the Commission under this Act.</p>	<p><b>Expenditure of the Commission</b></p>
<p>14.- (1) The Commission may accept gifts of land, money or other property on such terms and conditions, if any, as may be specified by the person or organization making the gift.</p> <p>(2) The Commission shall not accept any gift if the conditions attached thereto are inconsistent with the functions of the Commission under this act.</p>	<p><b>Gifts to the Commission</b></p>
<p>15.- (1) The Commission shall, not later than 30th September in each year, submit to the President an estimate of the expenditure and income of the Commission during the next succeeding year.</p> <p>(2) The Commission shall cause to be kept proper accounts of the Commission in respect of each year and proper records in relation thereto and shall cause the accounts to be audited not later than 6 months after the end of each year by auditors appointed from the list and in accordance with the guidelines supplied by the Auditor-General for the Federation.</p>	<p><b>Annual Estimates and expenditure</b></p>
<p>16. The Commission shall, at the end of every quarter in each year submit to the President a report on the activities and administration of the Commission.</p>	<p><b>Quarterly Report</b></p>
<p>17.- (1) The Commission shall prepare and submit to the President, not later than 30th June in each year, a report in such form as the President may direct on the activities of the Commission during the immediately preceding past year, and shall include in the report a copy</p>	<p><b>Annual Report</b></p>

<p>of the audited accounts of the Commission for that year and the auditor's report thereon.</p> <p>(2) The President, upon receipt of the report referred to in Subsection (1) of this section, cause a copy of the report and the audited accounts of the Commission and the auditor's report thereon to be submitted to each House of the National Assembly.</p>	
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**Part VI - Miscellaneous**

<p>18.- (1) For the purposes of providing offices and premises necessary for the performance of its functions under this Act, the Commission may, subject to the Land Use Act -</p> <p>(a) purchase or take on lease any interest in land, or other property; and</p> <p>(b) construct offices and premises and equip and maintain same.</p> <p>(2) The Commission may, subject to the Land Use Act, sell or lease out any office or premises held by it, which office or premises is no longer required for the performance of its functions under this Act.</p>	<p><b>Offices and Premises of the Commission, Cap. 202 LFN</b></p>
<p>19. Subject to the provisions of this Act, the President may give to the Commission directives of a general nature or relating generally to matters of policy with regard to the performance by the Commission of its functions and it shall be the duty of the Commission to comply with the directives.</p>	<p><b>Directives by the President</b></p>
<p>20.- (1) Subject to the provisions of this Act, the provisions of the Public Officers Protection Act shall apply in relation to any suit instituted against any officer or employee of the Commission.</p> <p>(2) Notwithstanding anything contained in any other law or enactment, no suit shall lie against any member of the Commission, the Secretary or any other officer or employee of the Commission for any act done in pursuance or execution of this Act or any other law or enactment, or of any public duty of authority in respect of any alleged neglect or default in the execution of this Act or such law or enactment, duty or authority, shall lie or be instituted in any Court unless-</p> <p>(a) ... commenced within three months next after the Act, neglect or default complained of; or</p> <p>(b) in the case of a continuation of damage or injury, within six months next after the ceasing thereof.</p> <p>(3) No suit shall be commences against a member of the Commission, the Secretary, officer or employee of the Commission before the expiration of a period of one month after written notice of intention to commence the suit shall have been served upon the Commission by the intending plaintiff or his agent.</p> <p>(4) The notice referred to in Subsection (3) of this section shall clearly and explicitly state the cause of action, the particulars of the claim, the name and place of abode of the intending plaintiff and the relief, which he claims.</p>	<p><b>Limitation of Suits against the Commission, etc. Cap. 379 LFN</b></p>
<p>21. A notice, summons or other document required or authorized to be served upon the Commission under the provisions of this Act or any other law or enactment may be served by delivering it to the Secretary or by sending it by registered post and addressed to the Secretary at the principal office of the Commission.</p>	<p><b>Service of Documents</b></p>

<p>22.- (1) In any action or suit against the Commission, no execution or attachment of process in the nature thereof shall be issued against the Commission.</p> <p>(2) Any sum of money which may by the judgment of any court be awarded against the Commission shall, subject to any direction given by court where notice of appeal of the said judgment has been given, be paid from the general reserve fund of the Commission.</p>	<p><b>Restriction on execution against the property of the Commission</b></p>
<p>23. A member of the Commission, the Secretary, any officer or employee of the Commission shall be indemnified out of the assets of the Commission against any proceeding, whether civil or criminal, in which judgment is given in his favour, or which is acquitted, if any such proceeding is brought against him in his capacity as a member of the Commission, the Secretary, officer or employee of the Commission.</p>	<p><b>Indemnity of Officers</b></p>
<p>24. Any person who, immediately before the coming into force of this Act is the holder of any office in the Nigeria Police Force shall on the commencement of this Act, continue in office and be deemed to have been appointed to his office by the Commission under this Act.</p>	<p><b>Transitional provisions.</b></p>
<p>25. The Commission may, with the approval of the President make regulations generally for the purposes of giving full effect to this Act.</p>	<p><b>Regulations</b></p>
<p>26. In this Act, unless the context otherwise requires-</p> <p>"Commission" means the Police Service Commission established by Section 1 of this Act;</p> <p>"member" means a member of the Commission and includes the Chairman.</p> <p>"President" means the President, Commander-in-Chief of the Armed Forces.</p> <p>"Secretary" means the Secretary to the Commission appointed pursuant to Section 10 of this Act.</p>	<p><b>Interpretations.</b></p>
<p>27. This Act may be cited as the Police Service Commission (Establishment etc.) Act 2001.</p>	<p><b>Citation.</b></p>

## **SCHEDULE**

Section 2(4)

### **SUPPLEMENTARY PROVISIONS RELATING TO THE COMMISSION ETC.**

#### **Proceedings of the Commission**

Cap. 192 LFN

1.-(1) Subject to this Act and Section 27 of the Interpretation Act, the Commission may make standing orders regulating its proceedings or those of any of its Committees.

(2) The quorum of the Commission shall be the Chairman or the person presiding at the meeting and 4 other members of the Commission, and the quorum of any Committee of the Commission shall be as determined by the Commission.

2.- (1) The Commission shall meet whenever it is summoned by the Chairman and if the Chairman is required to do so by notice given to him by not less than 4 other Members, he shall summon a meeting of the Commission to be held within 14 days from the date on which the notice is given.

(2) At any meeting of the Commission, the Chairman shall preside but if he is absent, the members present at the meeting shall appoint one of their number to preside at the meeting.

(3) When the Commission desires to obtain the advice of any person on a particular matter, the Commission may co-opt him to the Commission for such period as it deems fit, but a person who is in attendance by virtue of this sub-paragraph shall not be entitled to vote at any meeting of the Commission and shall not count towards a quorum.

#### **Committees**

3.- (1) The Commission may appoint one or more Committees to carry out, on behalf of the Commission, such functions as the Commission may determine.

(2) A Committee appointed under this paragraph shall consist of such number of persons as may be determined by the Commission and a person shall hold office on the Committee in accordance with the terms of his appointment.

(3) A decision of a Committee of the Commission shall be of no effect until it is confirmed by the Commission.

#### **Miscellaneous**

4.- (1) The fixing of the seal of the Commission shall be authenticated by the signatures of the Chairman or any other member of the Commission generally or specifically authorised by the Commission to act for that purpose and the Secretary.

(2) Any contract or instrument which, if made or executed by a person not being a body corporate, would not be required to be under seal may be made or executed on behalf of the Commission by the Secretary or any person generally or specifically authorized by the Commission to act for that purpose.

(3) A document purporting to be duly executed under the seal of the Commission shall be received in evidence and shall, unless and until the contrary is proved, be presumed to be so executed.

5.- The validity of any proceedings of the Commission or of a Committee shall not be adversely affected by-

- (a) a vacancy in the membership of the Commission or Committee; or
- (b) a defect in the appointment of a member of the Commission or Committee; or
- (c) reason that a person not entitled to do so took part in the proceedings of the Commission or Committee.

#### **Explanatory Memorandum**

This Act Establishes the Police Service Commission, which is charged with responsibility, among other things to appoint persons to offices (other than the office of the Inspector-General of Police) in Nigeria Police Force and to dismiss and exercise disciplinary control over any person holding office in the Nigeria Police Force (other than the Inspector-General of Police).

I Certify, in accordance with Section 2(1) of the Acts authentication Act, 1961, that this is a true copy of the Bill passed by both Houses of the National Assembly.

**Ibrahim Salim, con**  
**Clerk to the National Assembly.**  
**27th day of December, 2000.**

Appendix D



**INSTRUMENT OF DELEGATION  
OF POWERS  
TO THE  
INSPECTOR GENERAL OF POLICE  
BY  
POLICE SERVICE COMMISSION**

DATED THIS ----- DAY OF -----, 2014

## **DELEGATION OF POWERS**

**THIS INSTRUMENT OF DELEGATION OF POWERS** is made pursuant to S. 8 of Police Service Commission (Establishment) Act, 2001 this ----- day of -----, 2014.

1. **Whereas: -**

- a. The Commission, established pursuant to S. 153 (i) (m) of the Constitution of the Federal Republic of Nigeria 1999 (as amended) is vested with the responsibilities of appointment, promotion and exercise of disciplinary powers over Police Personnel of the ranks of Constable to the Deputy Inspector General of Police, both inclusive.
- b. The Commission reserves the discretion to delegate all or any of these powers to an officer in the service of the Nigeria Police Force or a Committee of persons as the Commission may deem fit.
- c. The Commission has deemed it fit to delegate some of these powers to the Inspector General of Police under specific terms and conditions.



## 2. **NOW THIS GRANT**

Subject to the terms and conditions hereunder stated the Commission hereby delegates to the Inspector General of Police part of its powers of appointment, promotion and discipline of Police Personnel as follows: -

### **Appointment/Recruitment**

The Inspector General of Police **and the Police Service Commission** shall jointly carry out the recruitment of Police Personnel of the rank of Constable in accordance with the recruitment guidelines of the Commission, and the Inspector General of Police shall make returns to the Commission within three months of the recruitment exercise the number of such persons so recruited.

### **Promotion**

The Inspector General of Police shall have the power to carry out the promotion of Police Personnel of the rank of Constable up to the rank of Inspector (PSS 7). Such promotions shall be subject to the Promotion Guidelines as issued by Police Service Commission from time to time, **and the Inspector General of Police shall make returns to the Commission within three months of the Promotion exercise the number of persons so promoted and the ranks promoted to.**

### **Discipline**

The Inspector General of Police shall have the power to dismiss and exercise disciplinary control over Police Personnel of the rank of Constable to the rank of Inspector, both inclusive, **and to ensure that records are kept and maintained of the disciplinary proceedings and made accessible to the Commission on request.**

**3. The exercise of these powers shall be subject to the following conditions:**

- a. The Inspector General of Police shall make quarterly returns to the Commission of the number and details of cases dealt with under the delegated powers and these returns shall be made not later than twenty one (21) days after the end of each quarter.
  - b. To enable the Commission to update its database of the Police Personnel, the Inspector General of Police shall on a regular basis inform the Commission with details of wastage in the Police Personnel arising from death, dismissal, retirement, medical boarding and resignations on quarterly basis.
  - c. In exercising the power of recruitment/appointment of the rank of Constable the Inspector General of Police shall prior to the commencement of the exercise inform the Commission of the number to be recruited, the date and venue of the recruitment.
4. In the exercise of power of disciplinary control delegated to the Inspector General of Police, the following offices/persons and

facilities shall be regarded as mechanism under the control and deployment of the Inspector General of Police, that is: -

- (a) The Commissioner of Police in each State of the Federation and the FCT.
  - (b) The Area Commanders under each of the States of the Federation and the FCT.
  - (c) The Divisional Police Officers under each Area Command in each of the States of the Federation and FCT.
5. In the exercise of the disciplinary powers hereby delegated the Inspector General of Police shall be at liberty to use the extant internal disciplinary mechanism of the Nigeria Police Force, the disciplinary guidelines of the Police Service Commission and the Public Service Rules and the Police Act and Regulations.
  6. **All disciplinary processes shall be completed within ninety (90) days from commencement. Any disciplinary process carried out beyond the stipulated period shall abate and be of no effect.**
  7. **The outcome of all disciplinary proceedings, whether dismissal, reduction in rank, reprimand or otherwise, must be communicated to the officer in writing. A violation of this provision shall render the outcome of such disciplinary proceedings invalid.**

8. **In all cases pursuant to the exercise of these delegated powers where the presence of Police Service Commission is provided for its absence there from, on account of neglect, failure or refusal of the Inspector General of Police to inform the Commission, shall render any particular exercise, whether promotion, recruitment or discipline invalid.**
9. These powers are granted for two years in the first instance.
10. Any power which before the coming into force of this Instrument of Delegation of Powers was exercised by the Inspector-General of Police after the expiration of the last Instrument and within the limits of the powers hereby delegated shall on commencement of this Instrument of Delegation of Powers be deemed to have been carried pursuant to this instrument.

Granted under the seal of Police Service Commission on the day, month and year first above written.

.....  
**Sir (Dr.) Mike Mbama Okiro IGP (Rtd)**  
**CFR, NPM, mni**  
**Honourable Chairman**  
**Police Service Commission**

.....  
**George A. Ossi,**  
**Permanent Secretary/Secretary to**  
**Police Service Commission**

## Appendix E

### **RANKS OF THE NIGERIA POLICE** (In Descending Order of Hierarchy)

1. Inspector - General of Police (IGP)
  2. Deputy Inspector - General of Police (DIG)
  3. Assistant Inspector - General of Police (AIG)
  4. Commissioner of Police (CP)
  5. Deputy Commissioner of Police (DCP)
  6. Assistant Commissioner of Police (ACP)
  7. Chief Superintendent of Police (CSP)
  8. Superintendent of Police (SP)
  9. Deputy Superintendent of Police (DSP)
  10. Assistant Superintendent of Police (ASP I & II)
  11. Chief Inspector
  12. Deputy Chief Inspector
  13. Assistant Chief Inspector
  14. Principal Inspector
  15. Senior Inspector
  16. Inspector
  17. Cadet Inspector
  18. Sergeant (Sgt)
  19. Corporal (Cpl)
  20. Police Constable (PC)
- 

### **TRAFFIC WARDEN CADRE**

1. Senior Traffic Warden Grade I (STW I)
2. Traffic Warden Grade I (TW I)
3. Traffic Warden Grade II (TW II)
4. Traffic Warden Grade III (TW III)

## Appendix E

### **COMMUNIQUE ISSUED AT THE END OF POLICE SERVICE COMMISSION'S 2014 BIENNIAL RETREAT ON THE THEME "SUSTAINING NIGERIA POLICE REFORMS" HELD FROM THE 29<sup>th</sup> -31<sup>st</sup> JANUARY, 2014 AT THE ROYAL CHOICE INN, MAKURDI, BENUE STATE**

#### **PREAMBLE**

The Police Service Commission organized a three day Biennial Retreat on the theme: **"sustaining Nigeria police reforms"** at the Royal Choice Inn, Markurdi, Benue State held from the 29<sup>th</sup>-31<sup>st</sup> January, 2014. The Retreat was organized to provide the Commission and the Police hierarchy and other stake holders with an opportunity to interact, learn, understand, reflect and proffer solutions to the challenges of sustaining Nigeria Police Reforms.

The Retreat was declared open by the President and Commander-in-Chief of the Armed Forces of the Federal Republic of Nigeria, His Excellency, Dr. Goodluck Ebele Jonathan, **GCFR**, ably represented by the Honourable Minister of the FCT, Senator Bala Mohammed, who also delivered the keynote address. The opening ceremony of the Retreat was chaired by the Executive Governor of Akwa-Ibom State, Obong (Dr.) Godswil Obot Akpabio, **CON**, ably represented by the Honourable Commissioner for youths and Sports of Akwa-Ibom State, Mr. Monday Uko. The Governor of Benue State Rt. Hon. Dr. Gabriel Suswam, **CON**, was ably represented at the occasion by the Deputy Governor, Chief Stephen Lawani. Other Special Guests included the Inspector-General of Police, M. D. Abubakar, **CFR, NPM, mni**, in his capacity and also represented the Hon. Minister of Police Affairs. The Chairman, Police Service Commission, Sir (Dr.) Mike Mbama Okiro, IGP (Rtd) **CFR, NPM, mni**, and Members of the Commission were present. The Director-General, Bureau of Public Service Reforms, Director-General, Department of State Services, and service Chiefs were also represented by Top Ranking Officers in the public service, Army, Navy, and Air Force. Resources persons were drawn from the judiciary, Civil-societies organizations, Public Service and Academia.

#### **OBSERVATIONS**

After presentations, observations were made in regard to accepted recommendations of the various Police Reforms Committees as reflected in the relevant Government White papers on such reports (the Danmadami Committee of 2006 and the M.D Yusuf Committee of 2008), yet

to be translated into action by way of appropriate government policies, setting specific timelines for achieving specific goals. There is therefore need to develop a concept of policing that will evolve from Nigeria's unique social, cultural and political system through the mutual effort by the Police Service Commission and the Nigeria Police Force with the intent to perfect the Police recruitment exercise.

## **RESOLUTIONS**

1. Operationalization and implementation of policies already promulgated including the recommendations accepted contained in various White papers on Police Reforms for enhancement of service delivery.
2. A new concept of Policing that evolves from Nigeria's unique socio-cultural and political system be developed.
3. The recruitment and selection process for enlisting into the Nigeria Police Force must be competitive, transparent, and based on merit so that the best quality of personnel with required competencies and attitudes will be brought into the NPF. In addition an effective and efficient mechanism to verify certificates must be put in place to check certificates fraud.
4. Facilities in the Training Institutions must be upgraded meet international standards; the institutions must be staffed by dedicated, professionally sound, highly experienced and well-motivated instructors.
5. There must be attitudinal change among Officers of the Nigeria Police Force, the Army, the SSS and other security agencies in the country to promote cohesion, collaboration and effective cooperation in intelligence sharing and in their operations.
6. The Police Reform Agenda should target a robust working relationship, unity of purpose, and promotion of better understanding of the different perspectives of all relevant security agencies responsible for ensuring safety and security of the nation.
7. Inter-agency rivalry and altercations evidenced in information hoarding and the attempt by one agency to outshine the other should be stopped. Undercover agencies must remain invisible in their operations.
8. Policy on inter-agency collaboration has to be put in place and routinely addressed in an atmosphere of deep appreciation and understanding; this should be backed by law to be enacted by the National Assembly.

9. Nigeria is not yet ripe to operate State Police. Despite agitations by a segment of the Nigeria populace for it, there is the fear that some State Chief Executives could turn the State Police into an instrument of oppression and suppression.
10. For the proposed transformation to be effective, it will involve other relevant government agencies and stakeholders partnering with the Commission in developing the necessary tools and putting in place necessary structures required for the achievement of the commission's mandate.
11. Training and re-training of officers to keep up with current trends in the nation's security architecture and consequently enhance specialization and better service delivery.
12. The criminal justice system must work as an integrated system. To achieve this, all the role players including the victims of crime and their communities, the Police, the courts, and the Nigeria Prisons Service should work together in creating a national crime prevention strategy.
13. A database for crimes and criminals should be created and continually updated by the various relevant agencies.
14. Government should equip the Nigeria Police Force with ICT and other scientific aid to enhance policing. Among other things, the Police should be equipped with up to dates computers, finger print machines, forensic laboratories, computerized crime centers and camera systems including CCTV. In addition, the laws should be updated to make electronic data admissible in court.
15. The police Service Commission as an oversight institution for the Police should be strengthened in terms of human and material resources; capacity building and funding to enable it to carry out its functions effectively.

**Sir (Dr.) Mike Okiro IGP (Rtd), CFR, NPM, mni**

**Honourable Chairman**