



FEDERAL REPUBLIC OF NIGERIA



POLICE SERVICE COMMISSION

2004 ANNUAL REPORT



FOREWORD

I am pleased to present this Annual Report of the Police Service Commission (PSC) covering the year 2004.

It is my delight to report that improvement in human resources, financial discipline, reordering of priorities and our commitment to service delivery contributed to the success of the Commission during the year 2004.

The year began with a review of activities of the previous year that is, 2003; and the mapping out of strategies for 2004. The Commission undertook training activities to increase the capacity of the staff and strengthened liaison with the Nigeria Police Force Headquarters to enhance its working relationship. Interaction with other Government agencies in general, and between the PSC and the Ministry of Police Affairs in particular, was quite satisfactory and encouraging.

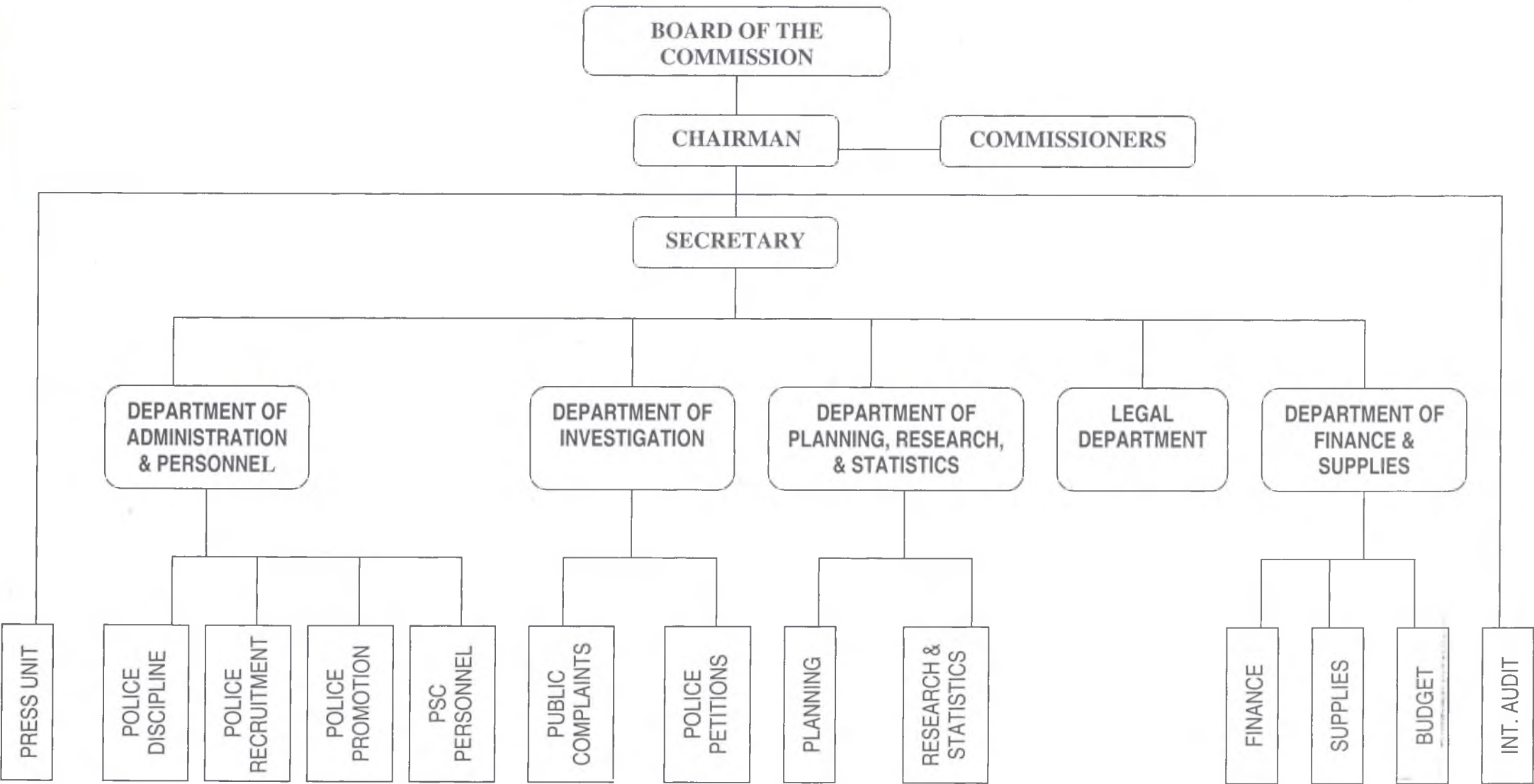
The Commission also conceived its Vision and Mission Statements consistent with democratic policing principles and the Service Compact of Government with all Nigerians.

I am particularly glad with the work and achievements of the Police Service Commission in the year 2004 regardless of the dire financial constraint under which the Commission operated. The Commission hopes to increase networking with other oversight bodies nationally and internationally, and to introduce new guidelines and practices intended to ensure that the Police respect the rights of the citizens and strictly uphold the rule of law.

The Commission is quite appreciative and encouraged by the attention and assistance it received from the Government and Non-governmental organizations in the year 2004, and solicits for more in the coming year.

CHIEF SIMON. N. OKEKE, FNIVS,FRICS
CHAIRMAN OF THE COMMISSION

POLICE SERVICE COMMISSION
Organizational Chart



MEMBERS OF THE COMMISSION

The Board of the Commission is made up of the Chairman, 6 Commissioners and Secretary to the Commission, who is a Permanent Secretary in the Civil Service of the Federation. Their names are as follows:-

Chief Simon N. Okeke , FNIVS, FRICS	-	Chairman
Hon. Justice Olajide Olatawura	-	Member
Alhaji Sani Daura Ahmed , CON, OFR, NPM, mni	-	Member
Princess (Dr.) Nana Aisha Abdulquadri FIPA, CWRD	-	Member
Mr. Ray Ekpu	-	Member
Mrs. Ayo Obe	-	Member
Alhaji Ahmadu Rufai Mohammed , MON	-	Member
Alhaji Ahijo .A. Bamanga	-	Member/Secretary

INTRODUCTION BY THE SECRETARY

This report highlights the functions, activities and achievements of the Police Service Commission in the Year 2004.

The Commission embarked on capacity building, in its determination to enhance the quality of its personnel, it vigorously pursued the implementation of Government policy aimed at achieving a disciplined and efficient manpower for the Nigeria Police Force (NPF).

In the Year 2004, the Commission discharged its mandate to appoint, promote and discipline members of the Force. It approved the retirement of a number of police officers who had served the mandatory 35 years of service or attained 60 years of age. The Commission delegated to the Inspector-General of Police (IGP) its powers of recruitments, promotion and discipline of police officers from Constables up to the rank of Superintendent of Police. In the light of this, the IGP renders quarterly returns on the exercise of delegated powers to the Commission. Recruitments into the ranks of Constables was halted to enable the newly recruited to be properly screened and retrained. In the Year 2004 the recruitment of Cadet Inspectors and Cadet ASPs were carried out by the Commission in collaboration with the Nigeria Police Force.

The Service Delivery initiative of the Commission was given a boost by the formulation of a Five-Year Strategic Plan (2004 - 2009) to enable it carry out its functions effectively to meet expectations. The allocation of some office spaces in the Federal Secretariat Phase III helped to improve the office accommodation for the staff in the year 2004. The Commission in compliance with Government directives produced Vision and Mission Statements and the Service Charter of the Police Service Commission.

Despite administrative and financial constraints, the Commission was able to meet its goals in the Year 2004.

Vision

“To be a leading and exemplary civilian oversight body on Police, committed to building an international standard Police Service that responds to the security demands of the citizenry through prevention and prompt detection of crime, which is respected, trusted and in close partnership with the community it serves.”

Mission

“To change the Nigeria Police Force to the Nigeria Police Service through modern democratic policing ethics, performing with courage, diligence, honesty and impartiality as a highly motivated, professionally, disciplined, efficient, accountable and corruption free Police Service towards the development of adequate institutional capacity in discharge of the central functions of the Commission.”

CHAPTER ONE

FUNCTIONS AND POWERS OF THE COMMISSION

Section 153(1) (m) of the Constitution of the Federal Republic of Nigeria, 1999 established the Police Service Commission as a Federal Executive Body.

The Police Service Commission (Establishment) Act No.1 of 2001, in Section 6 details other functions and powers of the Commission, to include: -

- 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;
- b. dismiss and exercise disciplinary control over persons (other than the office of the Inspector General of Police) in the Nigeria Police Force;
- c. formulate policies and guidelines for the appointment, promotion, discipline and dismissal of officers of the Nigeria Police Force;
- d. identify factors inhibiting or undermining discipline in the Nigeria Police Force;
- e. formulate and implement policies aimed at the efficiency and discipline to the Nigeria Police Force;
- f. carry out such other functions as the President may, from time to time, direct.

Section 215(1) (b) of the Constitution of the Federal Republic of Nigeria 1999 provides for a Commissioner of Police for each State of the Federation who shall be appointed by the Police Service Commission.

Delegation of Powers to IGP

The Commission during its 25th Ordinary Meeting held from Tuesday 2nd to Wednesday 3rd November, 2004 approved the renewal of powers delegated to the Inspector-General of Police (IGP) for a further one year period, from 1st January 2005 to 31st December 2005. The powers delegated are the followings:-

- All matters of promotions of policemen into the rank of Corporal and above, up to and including the promotions into the rank of Superintendent of Police.
- All matters of discipline affecting policemen who are on the rank of Constable and above, up to and including those who are on the rank of Superintendent of Police.
- Recruitment and appointment of Policemen to fill vacancies in the rank of Constables, Corporals and Sergeants.

However, the recruitment of Cadet Inspectors and Cadet ASPs shall be conducted by the Police Service Commission in collaboration with the Nigeria Police Force.

CHAPTER TWO
ACTIVITIES OF THE DEPARTMENTS/UNITS
DEPARTMENT OF ADMINISTRATION AND PERSONNEL

Personnel Management: Police Division (PMP)

Appointment and Recruitment

One of the Commission's main responsibilities is the appointment of suitably qualified persons as members of the Nigeria Police Force. This is done in accordance with the Federal Character principle by ensuring fair and proportional recruitment from the constituent states and peoples of the Federation into the officer corps and the rank and file of the Force. The appointments, including the number of persons to be recruited, are made at periodic intervals based on need and determined by the President.

In compliance with the directives of the present Government since its inception to beef up the manpower of the Nigeria Police Force, the Inspector-General of Police under the powers delegated to him by the Commission recruited 3,500 Constables monthly. A total of 13,818 Constables were recruited in the year 2004. The recruitment exercise which was conducted monthly from the inception of the Administration was halted in July 2004 to enable the new intakes be properly screened and retrained. The workforce of the Nigeria Police Force was about 185,000 in June 1999, but witnessed a steady rise to 330,000 in 2004.

The number of Senior Police Officers (SPOs) of the NPF (DSP-DIG) as at the end of June 2004 was 5,877. The distribution of this number according to hierarchy and state of origin is shown in Table 1.0

Table 1.0: Distribution of Senior Police Officers (DSP-DIG) by Rank and State of Origin as at June 2004.

S/No	State	DSP	SP	CSP	ACP	DCP	CP	AIG	DIG	Total /State	Percent
1.	Abia	81	26	24	9	5	4	nil	nil	149	2.54
2.	Adamawa	133	58	28	8	2	3	1	nil	233	3.96
3.	Akwa Ibom	102	66	53	15	3	2	nil	nil	241	4.10
4.	Anambra	88	44	45	24	10	5	nil	1	217	3.69
5.	Bauchi	68	16	25	12	1	2	1	nil	125	2.13
6.	Bayelsa	51	20	8	4	4	0	nil	nil	87	1.48
7.	Benue	100	45	35	4	2	2	nil	nil	188	3.20
8.	Borno	84	50	39	12	6	1	1	nil	193	3.28
9.	Cross River	100	51	30	6	2	3	1	nil	193	3.28
10.	Delta	106	64	57	21	8	3	2	nil	261	4.44
11.	Ebonyi	21	6	7	2	1	2	nil	nil	39	0.66
12.	Edo	99	90	58	25	13	4	1	nil	290	4.93
13.	Ekiti	64	25	23	7	5	1	nil	nil	125	2.13
14.	Enugu	104	46	32	10	4	1	nil	1	198	3.37
15.	FCT.	24	4	5	0	0	0	nil	nil	33	0.56
16.	Gombe	80	35	23	7	2	2	1	nil	150	2.55
17.	Imo	99	71	50	19	3	3	nil	nil	245	4.17
18.	Jigawa	49	10	6	2	2	3	1	nil	73	1.24
19.	Kaduna	94	40	24	2	2	0	nil	nil	162	2.76
20.	Kano	66	25	38	17	5	4	nil	nil	155	2.64
21.	Katsina	70	44	30	10	5	0	1	nil	160	2.72
22.	Kebbi	66	14	15	6	3	1	nil	nil	105	1.79
23.	Kogi	86	75	53	23	5	2	2	nil	246	4.19
24.	Kwara	73	30	32	8	5	0	nil	nil	148	2.52
25.	Lagos	80	52	33	17	3	3	1	nil	189	3.22
26.	Nasarawa	55	18	9	4	2	0	nil	1	89	1.51
27.	Niger	93	36	38	13	5	1	nil	nil	186	3.16
28.	Ogun	83	43	35	14	4	1	1	nil	181	3.08
29.	Ondo	75	33	41	14	4	4	nil	1	172	2.93
30.	Osun	69	42	33	13	4	2	2	nil	165	2.81
31.	Oyo	75	32	29	7	4	3	nil	nil	150	2.55
32.	Plateau	92	28	15	7	0	1	nil	nil	143	2.43
33.	Rivers	90	38	34	8	5	1	nil	1	177	3.01
34.	Sokoto	25	34	4	3	1	1	2	1	71	1.21
35.	Taraba	91	7	14	6	3	1	nil	nil	122	2.08
36.	Yobe	38	17	13	5	6	2	nil	nil	81	1.38
37.	Zamfara	24	7	6	2	1	1	nil	nil	41	0.70
38.	*	90	3	1	Nil	nil	Nil	nil	nil	94	1.60
	Total/Rank	2888	1345	1045	366	140	69	18	6	5877	100%

Key : * - Non Nationals

Police Promotion

In the Year 2004, the Commission promoted a total of 240 Senior Police Officers and a gallant Corporal to the next rank as shown in Table 1.1 below:-

Table 1.1: 2004 Police Promotions

S/No	Previous Rank	Promoted To	No. of Officers Promoted Quarterly				Total/Rank
			Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec	
1.	SP	CSP	nil	nil	Nil	124	124
2.	CSP	ACP	nil	nil	Nil	59	59
3.	ACP	DCP	nil	nil	Nil	44	44
4.	DCP	CP	nil	nil	Nil	13	13
5.	CPL	SGT	nil	nil	1	Nil	1
Total/Quarter			-	-	1	240	241

Postings

In the Year 2004, 10 Commissioners of Police were redeployed and posted to assume duties in various State Commands, the Force Headquarters and at POLAC, Kano. The affected officers are as follows:-

Table 1.2: 2004 Posting of Commissioners of Police (CP)

S/NO	NAME OF OFFICERS	PRESENT DUTY POST	APPROVED NEW POSTING
1.	Olusegun Efuntoy	CP Abia State	CP Ogun State
2.	Samuel Adekunle	CP Ogun State	CP PMF
3.	Ernest Ibhaze	CP CIB	CP Niger State
4.	Joseph B. Apapa	Resuming from Training	CP Plateau State
5.	Paul S. Iseghohi	2i/C Kebbi State	CP Abia State
6.	Adanaya I Gaya	CP Ekiti State	CP Abia State
7.	Bashiru Azeez	CP PMF	CP Ekiti State
8.	Ibrahim A. Ahmed	CP Courses POLAC, Kano	CP Katsina State
9.	S.D. Fakai	CP Katsina	CP Course POLAC Kano
10.	Atiku Yusuf Kafur	CP Training 'E' Dept.	CP Gombe State.

Police Discipline

The Commission handled an ample number of disciplinary cases involving officers and men of the Force. A total of 64 Senior Police Officers and a cadet faced disciplinary actions. The analysis of the disciplinary actions are shown table 1.3 below:-

Table 1.3: 2004 Disciplinary action of SPOs

S/NO	DISCIPLINARY ACTION	CADRE				TOTAL /OFFENCE
		CADET	SUPERINTENDENT	COMMISSIONER	DEPUTY INSP-GENERAL	
1.	Compulsory Leave	nil	Nil	nil	nil	nil
2.	Compulsory Retirement	nil	7	nil	nil	7
3.	Confinement	nil	Nil	nil	nil	nil
4.	Discharge	nil	Nil	nil	nil	nil
5.	Dismissal	nil	7	nil	nil	7
6.	Exoneration	nil	17	2	nil	19
7.	Fine	nil	Nil	nil	nil	nil
8.	Interdiction	nil	Nil	nil	nil	nil
9.	Letter of Advice	nil	3	nil	nil	3
10.	Loss of Increment	nil	Nil	nil	nil	nil
11.	Punishment Drill	nil	Nil	nil	nil	nil
12.	Reduction in Rank	nil	7	nil	nil	7
13.	Reinstatement	nil	Nil	nil	nil	nil
14.	Reprimand	nil	5	nil	nil	5
15.	Severe Reprimand	nil	8	nil	nil	8
16.	Surcharge	nil	Nil	nil	nil	nil
17.	Suspension	nil	1	2	nil	3
18.	Termination	1	Nil	nil	nil	1
19.	Verbal Advice	nil	Nil	nil	nil	nil
20.	Warning Letter	nil	4	nil	nil	4
	TOTAL/RANK	1	59	4	--	64

Police Retirement and Gazetting

The Commission approved applications for voluntary retirement submitted by Senior Police Officers (SPOs) who have attained the mandatory retirement bar of either 35 years of service or 60 years of age. This includes few officers who chose to retire voluntarily. The year witnessed much improvement in the promptness of processing and issuance of retirement approval letters. The distribution of retirement of officers by rank is shown in table 1.4 below:-

Table 1.4: 2004 Retirement of Officers by Rank

RANK	QUARTER				TOTAL/RANK
	1 ST	2 ND	3 RD	4 TH	
DIG	nil	nil	nil	nil	nil
AIG	1	3	nil	2	6
CP	1	1	nil	2	4
DCP	1	3	1	nil	5
ACP	16	19	7	8	50
CSP	27	42	23	19	111
SP	30	75	39	36	180
DSP	45	97	63	79	284
ASP	176	307	184	142	809
TOTAL/QUARTER	297	547	317	288	1449

Personnel Management: Commission Division (PMC)

The Commission had total staff strength of 159 as at 31st December 2004. Table 2.0 reflects the personnel of the Commission in 2004. The following tables summarized the number of posts of the establishment including vacancies.

Table 2.0: Distribution of staff strength as at 31st December 2004.

Grade Level	Total/Grade Level
01	nil
02	nil
03	7
04	24
05	nil
06	19
Sub-Total (01-06)	50
07	8
08	45
09	22
10	9
12	11
13	1
Sub Total (07-13)	96
14	5
15	4
16	4
17	nil
Sub - Total	13
Grand Total No. of Employees	159

Table 2.1: Distribution of Employees by Cadre

S/No	Occupation Group	Total/Cadre
1.	Administrative Officers Cadre	62
2.	Accounts Officers Cadre	12
3.	Legal Officers Cadre	5
4.	Executive Officers Cadre	37
5.	Secretarial Officers Cadre	10
6.	Information Officers Cadre	2
7.	Store Officer (s) Cadre	1
8.	Clerical Officers Cadre	23
9.	Drivers Cadre	3
10.	Other Cadre	4
Grand Total No. of Employees		159

DEPARTMENT OF INVESTIGATION

The Department's current jurisdiction is the screening of appellate cases by receiving, classifying and acknowledging appeals and petitions from Nigeria Police Force on matters relating to appointments, promotions and discipline in the Force – that is personnel related.

The Department equally receives complaints from members of the public in respect of Police misconduct and misdeeds and documents them in a readily accessible bank of information for disciplinary purposes.

It also receives complaints from institutions such as Public Complaints Commission, National Human Rights Commission, Non-Governmental Organizations (NGO), Ministry of Police Affairs, and the National Assembly;

In the year 2004, the Department received a total of 292 complaints from the Public and petitions and appeals from both serving and ex-members of the Nigeria Police Force.

The petitions originating from ex-police personnel are the result of the past disciplinary measures handed down by the Force. The cases involved wrongful dismissals, compulsory retirements and appeals for reinstatements or review of punishments.

As regards court judgments, approval was granted by Mr. President for the Commission to reinstate and retire about 157 dismissed/retired officers who had successfully challenged their dismissals or retirements in various courts in compliance with the court orders.

The complaints from the public centred on alleged improper investigation, threat to life, torture, assault and extortion among others from members of the Force. It was observed that many of these complaints had earlier been lodged with or, copied simultaneously to the offices of the Inspector General of Police or States Commissioners of

Police concerned and recourse made to the Police Service Commission, who is the employer of the Police officers.

5. Analyses of the cases handled by the Department in 2004 are as follows:-

Table 2.2: 2004 General Public Complaints

S/NO	NATURE OF COMPLAINT	COMPLAINTS TOTAL
1	Intimidation	7
2	Homicide/Murder	5
3	Compensation	2
4	Protection	4
5	Extortion	4
6	Threat to Life	6
7	Brutality/Assault	7
8	Kidnapping/Abduction	4
9	Misconduct	7
10	Theft/Stealing	4
11	Others	49
TOTAL NO. OF COMPLAINTS RECEIVED		99

Table 2.3: 2004 Public Complainants against Police Misconduct by Offence and Rank of Officer.

S/N	OFFENCE/RANK OF OFFICERS	DCP	ACP	CSP	SP	DSP	ASP	INSP	SGT	CPL	PC	Total/Offence
1	Murder	1	nil	nil	nil	nil	1	nil	1	nil	nil	3
2	Assault	nil	2	nil	2	1	2	1	1	2	1	12
3	Robbery/Stealing	nil	1	nil	nil	nil	1	nil	1	nil	nil	3
4	Conspiracy	nil	1	nil	2	nil	2	nil	Nil	1	1	7
5	Unlawful entry/Damage to property	nil	3	1	nil	1	1	1	1	1	nil	9
6	Bribery /Corruption	nil	nil	1	3	1	3	1	5	1	1	16
7	Abuse of power/Intimidation	nil	4	nil	3	2	2	1	1	nil	1	14
Total/Rank		1	11	2	10	5	12	4	10	5	4	64

Table 2.4: 2004 Police Petitions and Appeals

S/NO	NATURE OF PETITION	PETITIONS TOTAL
1	Dismissal	84
2	Reinstatement	24
3	Promotion	2
4	Reduction in Rank	9
5	Extortion	2
6	Protection	1
7	Compulsory Retirement	10
8	Reprimand	9
9	Exoneration	14
10	Suspension	3
11	Others	30
TOTALNUMBER OF PETITIONS RECEIVED		193

Table 2.5: 2004 Petitions from Police Officers against Disciplinary Actions and Punishment

S/NO	NPF COMMAND/ OFFENCES	MURDER	ROBBERY/ STEALING	CONSPIRACY	UNLAWFUL ENTRY DAMAGE OF PROPERTY	BRIBERY/ CORRUPTION	ABUSE OF POWER/ INTIMIDATION	TOTAL/ STATE
1	Abia	Nil	nil	nil	nil	nil	1	1
2	Akwa-Ibom	Nil	nil	nil	nil	nil	1	1
3	Anambra	Nil	nil	nil	1	nil	1	2
4	Bauchi	Nil	nil	nil	nil	1	nil	1
5	Bayelsa	Nil	nil	nil	nil	nil	1	1
6	Borno	Nil	nil	nil	nil	nil	1	1
7	Cross-River	Nil	nil	9	nil	nil	4	13
8	Delta	Nil	nil	nil	nil	1	nil	1
9	Ekiti	Nil	nil	2	nil	Nil	1	3
10	FCT	Nil	2	1	nil	Nil	3	6
11	Kaduna	Nil	nil	nil	nil	1	3	4
12	Kano	Nil	nil	1	nil	Nil	nil	1
13	Kogi	Nil	nil	1	nil	Nil	1	2
14	Kwara	Nil	nil	nil	nil	Nil	2	2
15	Lagos	1	nil	nil	nil	1	2	4
16	Niger	Nil	nil	1	nil	Nil	nil	1
17	Ogun	Nil	nil	1	nil	Nil	nil	1
18	Ondo	Nil	nil	nil	nil	4	nil	4
19	Oyo	Nil	nil	nil	nil	1	nil	1
20	Others	Nil	nil	nil	nil	Nil	nil	nil
TOTAL/OFFENCE		1	2	16	1	9	21	50

The Department benefited from the first leg of the International Criminal Investigative Training Assistance Programme (ICITAP) a 10-day workshop organized between 31st May – 10th June 2004 by the United States Department of Justice to strengthen the institutional capacity of the Commission as a civilian oversight body of the Nigeria Police Force. As a follow up to the above training, a draft Standard Operating Procedure (SOP) and Code of ethics for the Department was prepared for adoption

of the Commission.

In the year 2004, the Department formulated a draft checklist for conducting background investigation to ensure that only credible applicants are recruited into the Nigeria Police Force.

Against the background of Civil Society groups collaborating with the Commission, the Civil Liberties Organization (CLO) organised a 2-day workshop from 1st – 2nd September, 2004 on capacity building for staff of the Department. The outcome of the workshop was the issuance of a communiqué by the participants which was circulated to stimulate comments and contributions for consideration by the Commission as input into policy formulation.

DEPARTMENT OF FINANCE AND SUPPLIES

The Department is primarily saddled with the supervision of, and accountability for all resources accruable to the Commission from the Federation Accounts/Statutory Allocations.

During the financial year 2004, the Budget Unit was able to collect all the Releases/Warrants from Federal Ministry of Finance for both the Commission's Recurrent and Capital expenditures.

The Commission received a total of ₦ 236,081,428.00 (two hundred and thirty six million, eighty one thousand four hundred and twenty-eight Naira) as its Statutory Allocations, as shown below;

		₦
i.	Overhead Funds Allocation	- 89,000,000.00
ii.	Personnel Funds Allocation	- <u>122,081,428.00</u>
	Total of Recurrent Funds	- 211,081,428.00
iii.	Capital Funds Allocation	- 25,000,000.00

Personnel Emoluments – Salaries and Wages

The Accounts Division of Police Service Commission was able to carry-out all payments of salaries and wages smoothly in the year 2004. The monetization programme of the Federal Government was fully implemented, including Leave Grants.

Recurrent Expenditures/Overheads

Disbursement of funds under recurrent expenditures was prudently managed in accordance with laid down guidelines as authorized by the Commission. Funds were used to service the followings: - Payment of Salaries and Allowances, Local and International transport and Travelling, Utility services, Purchase of Stationery, Maintenance of vehicles and

other Capital Assets, Publicity and Telephone Bills of the Commission.

Capital Expenditures

The Commission finally got approval on the 31st December, 2004 for the release of ₦25,000,000.00 (Twenty-five million Naira) budget allocation for its computerization from the Budget Monitoring and Price Intelligence Unit (BMPIU), State House, Abuja. In response to the Commission's request, the President approved the appointment of the Public Communication Unit of the State House as consultants for the Computerization of the Commission. This greatly assisted the successful realization of the project.

Stores Unit

The Stores Unit of the Commission had received materials on – charge into the store for onward distribution to various Departments and Units. The Supplies Unit ensured that periodic stock-taking was carried out in the store for record keeping and documentation. Distribution of supplies to various Departments was monitored and carried out with respect to their varying needs.

Transport Unit

The Commission had 8 number of vehicles in the Transport Unit, two Utility vehicles and 6 project vehicles as approved in line with monetization policy of the Federal Government of Nigeria.

DEPARTMENT OF PLANNING, RESEARCH AND STATISTICS

The Department coordinated the Service Delivery Initiative of the Commission in the year 2004 and evaluated the services delivered by the various Departments and Units.

In the year 2004, the Department represented the Commission in the stakeholders' conference on National e-Government strategies and implementation for Nigeria organized by the Ministry of Science and Technology in collaboration with the National Information Technology Development Agency (NITDA). The conference enabled the Commission to benefit from the Federal Government policy on Information Communication Technology Development. The Commission had since adopted a practical approach to the skills and equipment acquired in order to join and identify with the fast growing Information Technology Public Sector environment.

In May, 2004 the Commission established a Computer/Databank section of the Department where the service records and career progression of all serving and retired police officers are up-dated and stored in electronic files of the Nigeria Police Force database of the Commission.

Under Research and Development, the Department in collaboration with the Administration and Personnel Department, proposed a budget for the establishment of Zonal Offices of the Commission in 2006. This is a follow-up to the approval earlier given by the Commission for the establishment of 6 Zonal Offices of the Commission at Calabar, Kano, Lagos, Lokoja, Umuahia, and Yola.

In the year 2004, the Department evaluated its collaboration with the Open Society Justice Initiative (OSJI) and the CLEEN Foundation on the project to strengthen the institutional capacity of the Commission. This

led to a follow-up of the project with a second phase involving study tours to civilian oversight bodies on police in other parts of the world and the establishment of an inter-ministerial committee of members of the Nigeria Police Force and the Commission to revisit the existing guidelines for appointment, promotion and discipline in the Force.

Another area of activity of the Department includes the engagement of Consultants for computerization of the payroll section of the Commission. The computerization facilitated the processing and payment of staff salaries and allowances.

Also, in the field of Information and Communication Technology a Consultant engaged in the previous year to install a Very Small Aperture Terminal (V-SAT) for the Commission finally completed the installation.

For the coming year the Department proposes the organization and conduct of a nationwide personnel audit of members of the Nigeria Police Force. At least 3 tours to study the police oversight mechanisms of civilian oversight bodies of other Countries are also planned.

DEPARTMENT OF LEGAL SERVICES

The Department of Legal Services is primarily charged with handling all cases of litigation involving the Commission in the law courts across the Federation. Many of such matters were handled by the Department in the year 2004. The large number of cases handled arises mainly from the numerical strength of the Police and the conditions of service. The huge manpower and volume of cases underscored the need for a structure of the size of a Department to cope with the enormity of matters and responsibilities confronting the Commission in the courts.

In addition, the Department vetted and advised on a large number of petitions which touched on Law and Application of Rules and Regulations besides vetting and drafting of contract agreement and other legal documents.

The Department also participated in the Commission's meetings and contract negotiations. In addition to general administrative matters and ad-hoc assignments from the Chairman, Commissioners, and the Secretary to the Commission.

The Department initiated the Commission's programme aimed at integrity strengthening as a policy to enhance the discipline and efficiency of members of the Nigeria Police Force, by educating policemen against unlawful and extra-judicial treatment of persons, and by promoting good conduct while reducing the risk of corruption. The Commission plans to establish an Integrity Strengthening Section in the Department by year 2005.

The Department was arrow-head for the drafting and gazetting of legal notices which published regulations and policy guidelines formulated by the Commission, with the approval of the President. Towards the end of the year 2004, the Legal Services Department made substantial input to the on-

going review of the enabling Police Service Commission Act No. 1, 2001 and the Police Act (Cap 359) by the National Assembly.

Press and Protocol Unit

The unit arranged a media chat for the Chairman of the Commission Chief Simon N. Okeke in a 30-minute appearance at the "Eagle Square" a Radio Nigeria network programme. The Chairman enlightened the public on the functions, activities and achievements of the Commission.

However, the Commission continued to respond to media challenges as it affects the Commission; it effectively managed the media ripples that followed police involvement in the Anambra State crises and the non-promotion of the Commander of the Police Mobile Force in the State by the Commission.

The Unit also clarified and responded adequately to issues relating to the confusion brought about by the massive redeployment and promotions announced by the Force Headquarters without due approval of the Commission, who has the constitutional authority to do so.

Servicom Unit

In the year 2004, 2 workshops were conducted by the Servicom Office of the Presidency on 16th July and 7th December 2004 to intimate Nodal Officers of the Ministries and Government agencies on how to prepare their Service Charters. The workshops held at the State Banquet Hall, Abuja were attended by the Nodal Officers of the Commission

All Departments and Units of the Commission are required by service compact with all Nigerians to improve overall Service Delivery capabilities. This requirement enabled the Commission to achieve significant progress in delivering services in the year. Table 3.0 below shows the main services successfully delivered by the Commission in 2004.

Table 3.0: 2004 Servicom Evaluation Sheet of Activities Performed by the Commission

MAIN SERVICE	ACTUAL CLIENT	POTENTIAL CLIENT	STANDARD OF SERVICE	ACTUAL ACHIEVEMENT AGAINST STANDARDS
Appointment of Superior Police Officers	Direct Applicants, Police Inspectors	Public Junior Police Officers.	Within 18 Months	Achieved
Recruitment of Police Constables	Applicants	Public	Quarterly	Partly Achieved
Promotion of SPOs	SPOs	SPOs	Annually at Maturity, Exceptional cases	Achieved
Promotion of other Ranks and file	Junior Police Officers (Constable – Inspectors)	JPOs	Annually by Maturity Exceptional cases	Not carried out
Full Investigation of petitions and complaints.	Victims, public. Police officers	Public Police officers	Within 14 days	fairly Achieved
Discipline of SPOs	SPOs	SPOs	Full Investigation within 60 days	Achieved
Discipline of Junior Police Officers	Constable – Inspector	Junior Police officers	Full Investigation within 90 days	Achieved
Dismissal of SPOs	SPOs	SPOs	As required	Achieved
Dismissal of JPOs	JPOs	JPOs	As required	Achieved
Production of Quarterly Reports	President	Public	Within 120 days	Achieved
Capturing reported cases of Police misconduct on database	Victims	Public	Within 24 Hours	Achieved
Formulation of Regulations, guidelines for the NPF	All Police officers	All Police Officers	Periodic Legal notices Gazette Notices, Law Reviews	Fairly Achieved

CHAPTER THREE

AUDITED ANNUAL ACCOUNT

The Commission's annual accounts for the year ended 31st December, 2004 had been audited by the Office of the Auditor General of the Federation in accordance with Section 85 (2) of the Constitution of the Federal Republic of Nigeria, 1999.

The Financial Statement of the Commission for the year 2004 had also been forwarded to the Accountant General of the Federation through the monthly transcript of revenues and expenditures. The summary of the revenues and expenditures of the Commission will be consolidated along with other accounts of Ministries and Agencies in the Accountant General's Financial Statements for the year ended 31st December, 2004.

A summary of the Financial Statements submitted to the Accountant General of the Federation vide monthly transcripts are as follows:-

RECEIPTS

	N	N
Total receipts in 2004:		211,081,428.02
Total expenditures for 2004:		
Personal costs	122,028,604.31	
Overhead costs	<u>88,975,238.63</u>	<u>211,003,842.94</u>
Unspent balance returned to chest		<u>77,585.08</u>

CAPITAL

Total expenditures		<u>211,003,842.94</u>
Total Capital receipts in 2004 (spent 2005)		<u>25,000,000.00</u>

Utake Ono Joe
For: Auditor General

ANNEXURE I

Sponsors and Donor-fundings

In the year 2004, the Commission received sponsored-fundings and technical assistance from the following bodies.

1. Senior employees of the Commission benefited from a 10-day workshop International Criminal Investigative Training Assistance Programme (ICITAP) on 31st May –10th June 2004. The Programme was sponsored by the United States Department of Justice under the US-Nigeria Bilateral Technical Assistance Agreement on Police Modernization. The funding covered the Technical advisors and the trainers' fees, workshop materials and refreshments.
2. The Centre for Law Enforcement Education (CLEEN Foundation) also sponsored the re-print of additional copies of the 2003 Annual Report of the Commission. They also organized a 3-day workshop on formulation of the Five-Year Strategic Plan (2004 – 2009) of the Commission.
3. The Civil Liberties Organization (CLO) a Non-Governmental Organization in collaboration with the Commission sponsored a 2-Day Workshop on Capacity Building for officers of the Commission.

ANNEXURE II

Ranks of the Nigeria Police Force

IGP	-	Inspector-General of Police.
DIG	-	Deputy Inspector-General of Police.
AIG	-	Assistant Inspector-General of Police.
CP	-	Commissioner of Police.
DCP	-	Deputy Commissioner of Police.
ACP	-	Assistant Commissioner of Police.
CSP	-	Chief Superintendent of Police.
SP	-	Superintendent of Police.
DSP	-	Deputy Superintendent of Police.
ASP	-	Assistant Superintendent of Police.
INSP	-	Inspector.
SGT.	-	Sergeant
CPL.	-	Corporal
PC-	-	Police Constable

Traffic Wardens

TW I	-	Traffic Warden Grade I
TW II	-	Traffic Warden Grade II
TW III	-	“ “ “ III
STW	-	Senior Traffic Warden

ANNEXURE III

List of Abbreviations

APD	-	Appointment, Promotion and Discipline.
CLEEN	-	Centre for Law Enforcement Education Foundation.
CLO	-	Civil Liberties Organization.
ICD	-	Independent Complaints Directorate of the Republic of South Africa.
ICT	-	Information and Communication Technology.
ICITAP	-	International Criminal Investigative Training Assistance Programme.
MFA	-	Ministry of Foreign Affairs.
NASS	-	National Assembly, means the Federal Legislature.
NGO	-	Non – Governmental Organization.
NHRC	-	National Human Rights Commission.
NSCDC	-	National Security and Civil Defence Corps.
NPF	-	Nigeria Police Force.
OHCSF	-	Office of the Head of the Civil Service of the Federation.
PDM	-	Pending Disciplinary Matter.
POLAC	-	Police Academy, Wudil, Kano.
PRS	-	Planning, Research and Statistics.
PSC	-	Police Service Commission.
SGF	-	Secretary to the Government of the Federation.
SOP	-	Standard Operating Procedure.
US	-	United States.
V-SAT	-	Very Small Aperture Terminal.