



2013 ANNUAL REPORT

POLICE SERVICE COMMISSION

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INTRODUCTION

- FOREWORD

It is surely a new dawn in the administration of the Police Service Commission. This unique organization, saddled with the huge responsibility of carrying out oversight functions over the Nigeria Police Force has, no doubt, been faced with enormous challenges over the years. The 2013 annual report is presented in acknowledgment of the existence of these challenges such as underfunding of the activities of both organizations, security challenges and absence of crime prevention policies for the Nigeria Police Force. I must admit that it will take the collective effort of all stakeholders to reposition the Nigeria Police Force through hardwork, transparency, accountability and in line with this government's Transformation Agenda. The report chronicles the achievements and setbacks of the Commission in the year under review.

The Parry Osayande led board exited office at the expiration of its 5 year tenure on the 15th of April, 2013. The Commission within the first quarter of the year employed 95 new staff to further boost its manpower and efficiency in the discharge of its duties but these staff had to be relieved of their appointment having worked for 5 months because provision had not been made for them in the budget of 2013.

A new board chaired by Sir (Dr.) Mike Okiro was inaugurated on the 12th of June, 2013 by the president, Dr. Goodluck Jonathan, GCFR with the directive to **TRANSFORM** the Nigeria Police Force into a highly modern

and responsive force in line with the administration's resolve and commitment in placing very high premium on security in all its ramifications.

In keeping with Mr. President's invitation to me to forward my contribution to the restructuring of the Nigeria Police for greater efficiency and effectiveness, the Commission's recommendations for the deployment of DIGs to the Zonal Headquarters and their replacement at the Force Headquarters Departments with AIGs has been forwarded to the Presidency for urgent consideration. The Commission believes that this is one way of building democratic institutions and a way of bringing policing nearer to the people for more effective creation of safer and more secured environment necessary for sustainable socio-economic development.

The Commission in reaction to information and complaints received has been able to investigate issues of recruitments with fake credentials, overage declaration and inadequate qualifications; while those found culpable had subsequently been dismissed.

At this juncture it is pertinent to inform all and sundry that as at now:

- The minimum entry qualification for recruitment to the ranks of Cadet Inspector is OND, NCE with upper credit or merit respectively.
- The minimum entry qualification for Cadet ASP is first degree with at least second class lower/HND upper credit.

- Federal Character principle will continue to be strictly observed at the entry point.
- The era of 'cutting corners' in recruitment into the Nigeria Police Force is gone for good.

There have been petitions/complaints of (a) deliberate stagnation of officers upwards of 10 years on one rank (b) officers skipped deliberately during promotion exercises (c) selective recommendation for promotion amongst others. The Commission is currently investigating all these and I assure all that justice will surely be seen to have been done during this administration. The present board will continue to place emphasis on promotion in the Nigeria Police Force and Police Service Commission to ensure merit and efficiency.

The Commission has put in place machinery in motion to ensure that unnecessary delays in the investigation of matters against Police actions/excesses become a thing of the past. There is a set time frame of 90 days within which investigations into such issues must be concluded and recommendations submitted for final consideration. We must be seen as capable of exercising our oversight functions without prejudice.

On promotion, over one thousand five hundred and twenty two (1,522) superior police officers (SPOs) were promoted while two hundred and thirteen (213) disciplinary cases were disposed of by the Commission. A total of thirty six (36) petitions and appeals from aggrieved members of the Force and the general public were dealt with too.

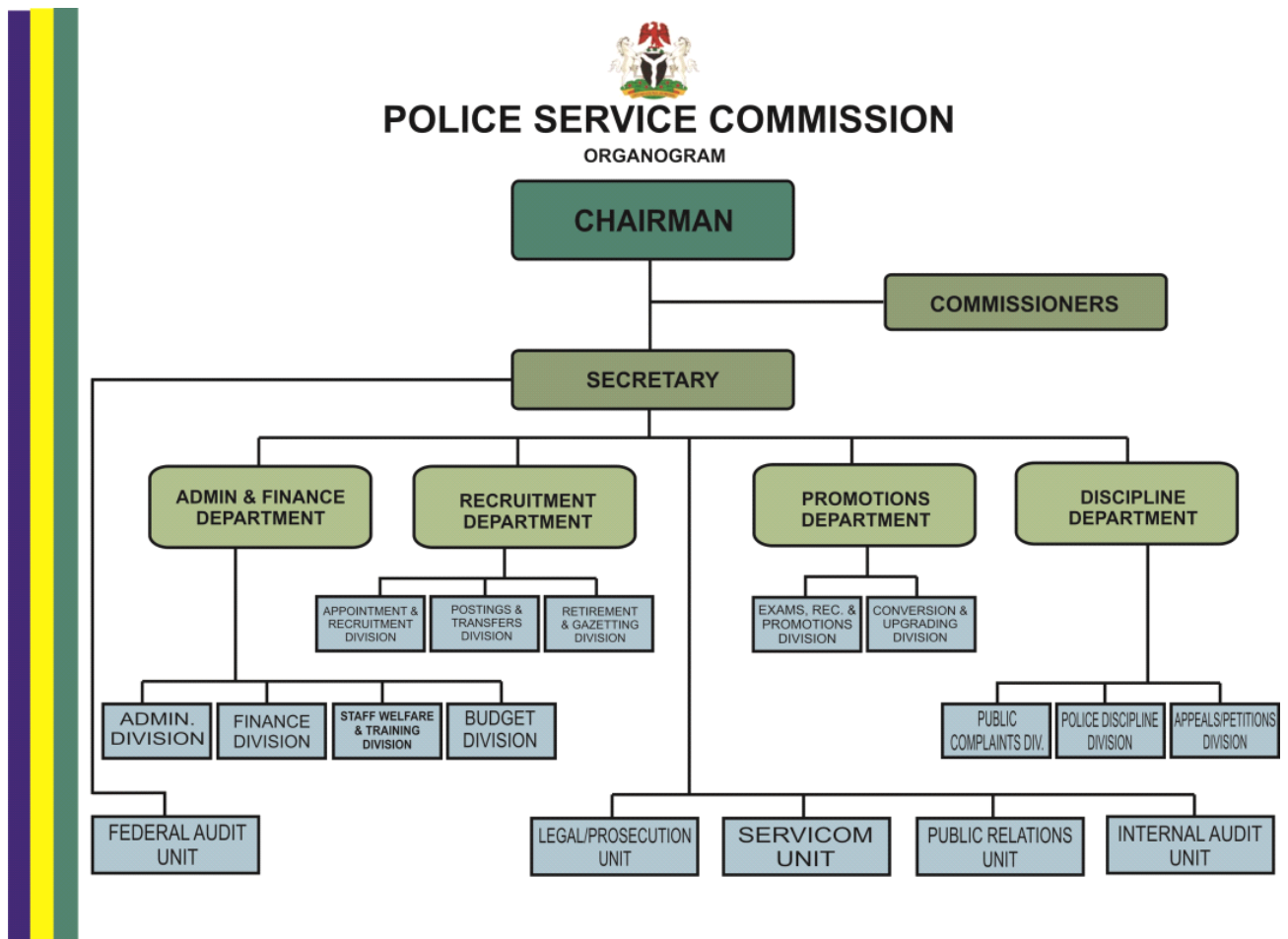
In the course of the year, two Permanent Secretaries were deployed to the Commission and they served diligently and effectively in the implementation of the policies and administration of the Commission. Training of all staff was carried out so that the duties of the Commission will be improved greatly.

I wish to commend the leadership, officers and men of the Nigeria Police Force, our development partners and the general public for their untiring efforts, cooperation and growing confidence, support and encouragement in assisting us to meet the challenges we faced during the year towards increasing our capacity to perform our tasks even better in the coming year. The Commission is proud to be associated with your performances, contributions and sacrifices in our collective quest to build a formidable Nigeria Police Force for our nation.

On behalf of the board, I wish to thank the management and staff of the Commission for their unwavering support and dedication to duty despite the various challenges. I also wish to thank the members of the Commission for their support and understanding always. The present Commission has adopted an open door policy to all to interact with us and we hope that it would be effectively utilized. We look forward to year 2014 with renewed vigor, hope and aspiration. Once again, with all sense of optimism for a brighter future, I dare to say that this is indeed a new dawn in the affairs of the Police Service Commission.

Sir (Dr.) Mike Mbama Okiro, IGP (Rtd.), CFR, Npm, mni
Chairman of the Commission

• 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). Its 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 Organisations in Nigeria;

(iv) Organised 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 STATEMENT

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 (8th Floor), Phase 1, Shehu Shagari Way, P. M. B. 5188, Abuja.

Website: www.psc.gov.ng

Email: info@psc.gov.ng

Telephone: 07098100097

Management of the Commission

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

Management Staff

1. Mr. Obi Ume-Ezeoke - Director, Administration and Finance Dept.
2. Mr. Benoni Iwambe - Director, Police Promotion Dept.
3. Anietie Etiebet - Deputy Director, SERVICOM Unit
4. Mr. Emmanuel Ibe - Deputy Director, Budget Division
5. Mr. Tijani Mohammed Esq- Deputy Director/Legal Advisor, Legal Unit
6. Alhaji Rabiul Abdullahi - Deputy Director, Police Discipline Dept.
7. Mrs. Garos Logams - Deputy Director, Police Recruitment Dept.
8. Alhaji Bello Gusau - Deputy Director/Head, Finance Division
9. Mr. M. D. Bala - Assistant Director/Head, Comm.Secretariat
10. Mr. Uka E. Onwuka - Assist. Director/Head, Internal Audit Unit
11. Mr. Ferdinand U. Ekpe - CAO/Head, Press Unit
12. Mr. Andrew Ughulu - CMO, Maintenance

1.6 Introduction by the Secretary

The 2013 Annual Report is very momentous witnessing the administration of two leaderships in the Commission. This signifies a change of baton. The out gone board concluded its tenure on the 15th of April 2013 having spent the statutorily required 5 years with legacies, challenges and innovations to build on by the incumbent Commission, knowing-fully-well that government is all about continuity.

The Commission is an independent government agency established under Section 153 of the 1999 Constitution with the power to appoint, promote, dismiss and exercise disciplinary control over members of the Nigeria Police Force except the Inspector General of Police. 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 ushered in the incumbent Management of the Commission, headed by a former Inspector General of Police Sir Mike Mbama Okiro, with a lot of expectations from the staff of the Commission, the Nigeria Police Force and the Nigerian people. Having inherited the gamut of administrative issues bothering around staff recruitment, staff welfare, promotions, Police Service Commission Cooperative, matters affecting police recruitment, promotions and discipline. The Okiro led board without mincing words set out to tackle them.

Following the statutory functions of the Commission: Recruitment, Promotion and Discipline of Nigeria Police Force, eight (8) plenary meetings were held where far reaching decisions were taken. During the year under review, the Commission promoted a total of Two Thousand, Six Hundred and Forty-Three (2,643) Senior Police Officers (SPOs) from the rank of Deputy Inspector General of Police (DIG) to the rank of Assistant Superintendent of Police II (ASP II) (NOC to AIG). A sizeable number of appeals and petitions were recorded by the Commission within the year while the files were treated and disposed off accordingly. Also, 93 hearing notices were received from courts on pending cases from various jurisdictions in the country, while four hundred (400) originating process were served on the Commission within the year. Equally, disciplinary actions were taken against some police officers with varying degrees of punishment like, dismissal, compulsory retirement, reduction in rank, severe reprimand meted out to them with a view to sanitizing the Force.

In its bid to improving police efficacy and service delivery a giant step was taken in restructuring the police force by recommending the deployment of DIGs to zonal headquarters while the AIGs will take their place at the Force Headquarters Departments. Also, minimum requirements into the Force were upwardly reviewed with a view to upgrading the standards of the people to be recruited into the force.

Despite the paucity of funds, the Commission used its ingenuity and management acumen to mobilize staff for customized training

programme and a mandatory training programme organized by the Head of Civil Service of the Federation at Public Service Institute of Nigeria (PSIN). The Commission also made provision for welfare package to all staff during Sallah and Christmas festivities.

Exhibiting its crisis management insight, the Commission wasted no time in addressing matters involving the Commission's Cooperative Society Limited which it inherited from the out gone board by recalling the suspended executive members of the Cooperative. The Commission also cautiously relieved the recruited staff that were not captured in the 2013 budget of their appointments.

My sincere and unreserved gratitude goes to you all: the Board, Management and Staff of the Commission for your co-operation, dedication and unwavering support towards the success of the Commission in achieving its core functions. The year 2013 would not have been a great success without your resilience and collective support. While we are cashing in on our success I pray that 2014 and the years to come shall be a resounding accomplishment.

Ambassador Abdulkadir A. Musa
Permanent Secretary/Secretary to the Commission

PART TWO:

ADMINISTRATION AND ACTIVITIES OF THE COMMISSION

2.1 Structure and Duties of the Departments and Units

2.2 RECRUITMENT DEPARTMENT

The Department is divided into three (3) Divisions, namely:

- (i) Appointment/Recruitment Division
- (ii) Posting/Transfer Division
- (iii) Retirement/Gazetting Division

2.2.1 DUTIES OF THE DEPARTMENT

The duties of the Department include formulation of policies and guidelines on matters relating to the following:

- (i) Recruitment of Police Constables;
- (ii) Appointment of Cadet ASPs and Inspectors for training in the Police Academy;
- (iii) Appointment of Specialists i.e Medical Doctors, Veterinary Doctors, Technicians, etc;
- (iv) Processing of application for retirement, transfers of Police Officers

- (v) Gazetting of Appointment and Retirements of Police Officers;
- (vi) Maintaining up to date nominal roll of members of the Nigeria Police Force and Personnel audit from time to time; and
- (vii) Perform other duties that may be assigned to it by the Permanent Secretary/Secretary to the Commission.

2.2.2 DUTIES OF EACH DIVISION

2.2.3 APPOINTMENT/RECRUITMENT DIVISION

(i) Superior Police Officers (SPOs)

The Division is charged with the responsibility of all matters relating to Superior Police Officers as follows:

- Recruitment of Assistant Superintendent of Police (ASPs)/Inspectors into the Police Force;
- Appointment of Specialists;
- Posting of SPOs;
- Verification and documentation of all Cadets at the training Schools/Academy;
- Documentation of appeals and petitions of aggrieved SPOs and their re-instatement;
- All matters relating to SPOs.

(ii) Appointment of Superior Police Officers (SPOs)

(iii) Verification of General Duty Cadets

Verification exercises were conducted on Cadets undergoing Training at Police Academy, Wudil, Kano for both batches A and B. A total of four hundred and fifty three (453) Cadets were verified during the batch A exercise (256 ASPs and 197 Inspectors). Some of the Cadets were unavoidable absent because they were away undergoing a mandatory Training at Ila.

During the batch B verification exercise, Six Hundred and Eighty Four (684) Cadets consisting of Four Hundred Thirty Nine (439) Asps and Two Hundred and Forty-five (245) Inspectors were verified out of the entire total of Six Hundred and Eighty Eight (688) Cadets. The Team also verified Ten (10) out of the remaining Fifteen (15) Batch A Cadets that were not captured.

(iv) Recruitment of ICT Professionals

The Department in collaboration with the Recruitment Board has concluded the modalities for the recruitment of the above mentioned category of candidates into the Nigeria Police Force as Cadet ASP^s/Inspectors. Advertisements were placed, applications received on-line and candidates invited for the examination at the Digital Bright Institute, the Consultant handling the Examination. The Result had been presented to Recruitment Board and the Candidates have been invited for physical and medical screening.

Early this year the exercise was concluded and the candidates have been short-listed.

(v) Police Academy, Wudil, Kano:

- The final test that the candidates who had cleared all hurdles faced interview with the Selection Board. Questions were asked on General Knowledge as well as the subjects in which the candidates claimed to have Credits in the Senior Secondary School Examination.
- The candidates' personality, sobriety and emotional stability were also assessed. The scores awarded by all members to each candidate were averaged in order to arrive at the interview score and this was added to Physical Endurance Test Score to give an overall indication of each candidate's performance in percentage terms.
- The successful Candidates were notified of their invitation to appear before the Selection Board through advertisements published in three National Newspapers and on the Application Website

(vi) Rank And File

- All matters relating to Recruitment of Rank and File.
- Accreditation and Documentation of successful Recruits undergoing Training at different Police Training Institutions;

- Documentation of Appeals and Petitions from aggrieved Rank and File; and

These functions are however, delegated to the Inspector General of Police. The recruitment is supposed to be done in consultation with the Commission.

- **POSTING AND TRANSFERS DIVISION**

Though, this is a Recruitment Department function, it is handled at the plenary level and as such the records are obtainable at the Commission Secretariat.

- **RETIREMENT AND GAZETTING**

- **Retirement**

The Division is responsible for the processing of Retirement of Senior Police Officers from the Rank of Assistant Superintendent of Police (ASP) to Deputy Inspector General of Police (DIG). Hundreds of this Retirement Notices are received monthly. The break down of these requests is as shown below.

From January to December, 2013, the Department received a total of **1,522** Files and Retirement Notices from the IGP (One Thousand Five Hundred and twenty-two). All have been treated and dispatched.

The breakdown of the approved retirement letters is as shown in the table below:

Table 1

S/ N	RA NK	J A N	F E B	M A R	A P R	M A Y	JU NE	JU LY	A U G	SE PT	O C T	N O V	D E C	TO TAL
1	DI G	-	-	-	-	-	-	-	-	-	-	-	-	-
2	AI G	-	1	-	1	-	3	-	-	-	-	-	-	5
3	CP	2	-	3	5	-	4	2	-	1	1	-	-	18
4	DC P	1	2	4	2	-	-	-	-	-	2	-	-	11
5	AC P	-	3	1	3	1	1	-	-	-	1	-	-	10
6	CS P	2	1	-	-	1	-	3	-	1	2	1	1	12

7	SP	2	3	2	10	7	10	6	-	5	7	2	-	54
8	DS	11	2	6	2	9	35	32	-	10	11	8	10	182
	P		4		6									
9	AS	53	12	60		88	146	18	-		79	65	12	1,23
	P		3		7			9		13			4	0
					3					0				
TOTAL		71	15	76	2	10	199		-	14	10	76	13	1,52
			7		2	6		23		7	3		5	2
					0			2						

During the period under review, Five (5) certificates of service were processed and forwarded to the Inspector General of police. The breakdown of the approved certificates of service is as shown in the table below:

Table 2

RAN	JA	F	M	A	M	JU	JU	A	SE	O	N	D	TOT
K	N	E	AR	PR	AY	NE	LY	U	PT	CT	OV	EC	AL

		B						G					
DIG	-	-	-	-	-	-	-	-	-	-	-	-	-
AIG	-	-	2	-	-	-	-	-	-	-	-	-	2
CP	-	-	-	-	-	-	-	-	-	-	-	-	-
DCP	-	-	2	-	-	-	-	-	-	-	-	-	2
ACP	-	-	1	-	-	-	-	-	-	-	-	-	1
TOT	-	-	5	-	-	-	-	-	-	-	-	-	5
AL													

(ii) **Gazetting**

The Division is responsible for the preparation of the list of all Retired Police Officers (From the Rank of ASP to DIG), Appointments into the Force.

Gazetting work earlier done was corrupted when a virus destroyed the computer. After the rectification of the fault, arrangement are now in top gear with the Office of the Head of Civil service of the Federation(OHSCF) to gazette the relevant documents from 2007 to date. A request for the constitution of an ad-hoc inter-ministerial Committee involving the Police Headquarters and Office of the Head

of Civil Service of the Federation has been proposed and is awaiting approval.

(IV) Petitions/Appeals from Aggrieved Rationalized Officers

During the period under review, the Rank and File Division received and documented several Appeals and Petitions from aggrieved rank and file policemen who were affected by the Force re-organization. However, since the Commission has directed that the review be closed as published in the Daily Trust Newspaper of Thursday 18th July 2013, the letters were kept in view. Most of the letters are however on the issue of verification of certificates/results. We suggest that such certificates be authenticated so as not to make any individual suffer unnecessarily.

(v) WAR AFFECTED EX-BIAFRAN POLICE OFFICERS

- The Head of Department is Co-coordinating the authentication/verification of the above mentioned category of people who were granted presidential Amnesty. An Ad-Hoc Committee was constituted to identify and compile the complete list of the affected ex-police officers/retirees who benefitted from the presidential pardon of 20th May 2000, arranging same by state of origin.

- The Head of Department is still working on the list with a view to updating and authenticating claims by the affected Officers, especially those whose names have been listed. The Head of Department being the Secretary of the Committee has compiled the list of all trainees that went through the then three police Training Schools at Ikeja, Kaduna and Enugu. . Though the work is at an advanced stage, many are still coming up daily to claim they served during the Civil War. Since the Commission has given directives to publish the list of the affected officers in the National Dailies for physical verification of claimants and their documents across the affected states, the matter will soon be laid to rest once and for all. It is hoped that at the end of the Exercise the Commission should be able to come up with a comprehensive data on the affected officers.

2.2.6 OTHER DEPARTMENTAL ACTIVITIES

In addition to the above, the Department carries out its day-to-day Activities of treating Memoranda, Letters and Correspondences. The Department also prepares Memoranda for the Commission's meetings as it affects Recruitment matters.

2.3 POLICE PROMOTION DEPARTMENT

2.3.1 Structure and Duties:

- **Examination and Promotion Division**
 - **Conversion and Upgrading Division**
-
- Recommending policies and guidelines on promotions in the Nigeria Police Force for adoption by the Commission.
 - Processing recommendations from the Office of the Inspector-General of Police on promotions and acting appointments for Senior Police Officers.
 - Receipt of periodic returns and keeping of records of advancement in ranks and promotions of Inspectors and members of the Rank and File in the Nigeria Police Force handled under the delegated authority to the Inspector-General of Police.
 - Handling all Police promotion matters, including petitions/appeals on promotion as well as drafting and conveyance of approved letters of promotions of Senior Police Officers to the Office of the Inspector-General of Police.
 - Processing information/data on promotion of Senior Police Officers for gazetting.

2.3.2 Activities during the Year

During the period under review the Commission promoted a total number of two thousand, six hundred and forty-three (2,643) senior police officers (SPOs) from the rank of Deputy Inspector General of Police (DIG) to the rank of Assistant Superintendent of Police II (ASP II). In approving the promotion, the Commission was guided by laid down criteria for promotion with a view to ensuring equity and fairness. The table below illustrates the number of the Senior Police Officers promoted on each rank by the Commission between January and December, 2013:

Table 3

RANK	AIG - DIG	CP- AI G	DCP -CP	ACP - DCP	CSP - ACP	SP - CSP	DSP -SP	ASP - DSP	INS P - ASP II	NO C - ASP II	TOTAL
NO OF OFFICERS	0	4	42	24	52	334	287	854	0	1055	2,643

DISCIPLINE DEPARTMENT

2.4.1 Structure and Duties

An Overview of Discipline Department

Discipline Department is one of the professional departments saddled with the responsibility of discharging one of the core functions of the Commission. With a staff strength of 46 comprising a Deputy Director as Head, two Assistant Directors and other staff, spread in three Divisions and the Registry, namely:

- **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 115 cases were handled from January-December 2013.

- **Petition & Appeal**

This Division is responsible for processing appeals and petitions forwarded to the Commission by largely 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. Between January and December 2013, a total of 36 cases were conclusively resolved by the Commission. Cases of this nature are processed to the Commission at Plenary through the Standing Committee on Complaints, Appeals and Legal Matters.

- **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 174 complaints/offences said to have been committed by the police.

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 IG 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 (PDM) 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 DURING THE YEAR

(i) Appeal

- Processing of Appeals/Petition and making recommendations to the Standing Committee and the Board.
- Formulating policies that if implemented will greatly assist the department in the discharge of its responsibilities of Police Discipline.

(ii) Public

The Public Complaints Division received 182 numbers of complaints from the public out of which it referred 161 to the IGP for investigations/comments and 21 of the complaints were kept in view.

(iii) PDM

The Division during the year received a total number of 58 cases from the IGP which were processed conclusively.

2.4.4 MAJOR ACHIEVEMENTS

(i) Appeal

With little or no financial resources, the Appeals/Petition Division was able to treat a whole number of cases ranging from:

- 17 Letters to the IGP requesting for his comments on petition/appeals of aggrieved police personnel.
- 36 Appeal/Petitions were processed to the Standing Committee. See table below.

Table 4

S/NO.	DECISIONS	TOTAL
1.	REINSTATEMENT	3
2.	REJECTED APPEALS	16
3.	CASES AWAITING PLENARY	155
4.	VERIFIED COURT CASES AWAITING	36
5.	RESTORATION OF RANK	NIL
	TOTAL	213

(ii) Public

The Division witnessed tremendous achievements during the year 2013 as most of the complaints referred to the IGP were forwarded to the affected commands for further investigations and copies of such letters were forwarded to the Commissions for reference purposes.

20 investigation reports were however received from the office of the IGP for further disposal of the matters. See table below:

Table 5

S/NO	PUBLIC COMPLAINTS	TOTAL
1.	COMPLAINTS FORWARDED TO IGP FOR INVESTIGATION	161
2.	REPORT FROM THE IGP	NIL
3.	COMPLAINTS KEPT IN VIEW	21
	TOTAL	182

(iii) PDM

In 2013, two (2) Plenary Meetings were held with 58 cases treated, see table below.

Table 6

S/NO.	PUNISHMENT AWARDED	TOTAL
1.	DISMISSAL	6
2.	COMPULSORY RETIREMENT	3
3.	REDUCTION IN RANK	10
4.	SEVERE REPRIMAND	10
5.	REPRIMAND	18
6.	LETTER OF ADVICE	4
7.	LETTER OF WARNING	3
8.	EXONERATION	4
	TOTAL	58

2.5 ADMINISTRATION AND FINANCE DEPARTMENT

- **Structure and Duties**

The Department has four Divisions, as follows:

- **Appointment, Promotion and Discipline Division**
- **Staff Welfare and Training Division**
- **Finance and Accounts Division**
- **Budget Division**

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 co-ordinating the postings of staff of the Commission.
- Handling of matters relating to staff welfare and training.
- Preparation of the annual budget of the Commission.
- Maintenance of financial documents of the Commission.
- Processing of financial claims/benefits of staff of the Commission for payment.
- Recording and maintaining the Commission's assets and registers.

- Management of the Commission's stores.
- Identification and procurement of items required by the Commission.

2.5.1 Appointment, Promotion and Discipline

Division

Duties:

- Processing of staff recruitment 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 co-ordinating the postings of staff of the Commission.
- Recording and maintaining the Commission's assets and registers.

Eligible Officers were prepared for the service wide 2013 Compulsory Confirmation/Promotion Examination conducted by the Office of the Head of Civil Service of the Federation. One Hundred and Sixteen (116) eligible staff of the Commission passed the

examination. Letters of confirmation of appointment have been issued to successful officers earlier in the year.

One (1) staff retired from the service and three (3) others resigned their appointments with the Commission. One (1) staff was converted from the Clerical cadre to Administrative cadre

The Division engaged ten (10) Industrial Training students out of which five (5) have finished their training and left for their various schools.

The division is currently handling the review of staff for proper placement in collaboration with the Office of the Head of Service; this is to ensure that all staff are properly placed.

Lastly, the Division also handled general matters on administration and personnel during the year including the disengagement of former staff of the Commission from IPPIS. In addition, the Division carried out administrative responsibilities assigned to her.

2.5.2 STAFF WELFARE AND TRAINING DIVISION

During the year under review the Division made a remarkable effort towards achieving its goals and objectives to ensure productivity, motivation, training and welfare of staff in the Commission.

DUTIES:

The Staff Welfare and Training Division is specially charged with the following:

- Identification of training needs of staff;
- Preparation of Annual Training Proposal;
- Handling of all welfare matters;
- Handling correspondences in respect of Staff matters;
- Processing of retirement through PENCOM;
- Processing of death benefits;
- Processing of funds for medical treatment;
- Issuance of letter of introduction to: (Banks, Embassies, Immigration);
- Notifications of approvals to staff who request for admission for further studies;
- Coordination of staff sporting activities;
- Processing staff registration with NHIS;
- Handling of Union and Industrial Relations matters;

- Planning and implementation of training needs in line with the Commission's requirements with the sole aim of enhancing capacity building and performance;
- Coordination of all training activities for staff of the Commission;
- Processing of mandatory training organized by Office of Head of Civil Service of the Federation (OHCSF).

ACTIVITIES IN THE YEAR 2013

- Re-submission of 2013 training programme proposal for all staff of the Commission.
- Conducted a customized training program for staff of the Commission from 11th November 2013 to 6th December 2013 at the (PSIN) Public Service Institute of Nigeria
- Mandatory training program organized by Head of Civil Service of the Federation from 28th October, 2013 to 8th November, 2013 at (PSIN) Public Service Institute of Nigeria
- Coordinated participation of the Commission at Federation of Public Service Games (FEPSGA) -Police Service Commission - Chapter) at Makurdi December, 2013
- Coordinated the provision of welfare package to all staff and supporting staff during Sallah and Christmas celebrations.

- Coordinated participation of International Public Sector Accounting System (IPSAs) for Accounts, Budget and Audit Staff organized by ASCON from 2nd November 2013 to 8th December, 2013.
- Coordinated a workshop on New Strategic Management Initiative and Transformation Data Plan (50 Staff were in Attendance) dated 10th December, 2013
- Issuance of staff identify card.
- On the issue of pension and gratuity, A Director of the Commission, **Mr. B. O. Ume-Ezeoke** retired from Public Service on 10th of December, 2013 and his pension and gratuity has been analyzed, computed and forwarded to Office of the Head of Civil Service of the Federation (OHCSF).

2.5.3 FINANCE AND ACCOUNT DIVISION

The finances of the Commission during the year reflected a slight improvement over the previous year. There was an adjustment in the Overhead Costs as the Miscellaneous Head was included. The summary of the receipts of the Commission are shown below:

Summary of Income and Expenditure January - December, 2013

Table 7

DESCRIPTION	ALLOCATION	EXPENDITURE	BALANCE
Overhead	325,196,740.00	324,853,489.47	343,250.53
Capital	835,438,546.00	835,424,771.54	13,774.46
Total	1,160,635,286.00	1,160,278,261.01	357,024.99

Table 8

Summary Of Monthly Income Allocation for the Year 2013		
MONTH	PERSONNEL	OVERHEAD
January	-	-
February	-	54,199,457.00
March	-	27,099,728.00
April	-	27,099,728.00
May	-	27,099,728.00
June	-	27,099,728.00
July	-	27,099,728.00
August	-	27,099,728.00
September	-	27,099,728.00
October	-	27,099,728.00
November	-	27,099,728.00
December	-	27,099,728.00
Total	-	325,196,737.00

Summary of Monthly Expenditure for the Year 2013

Table 9

MONTH	PERSONNEL	OVERHEAD
January	-	-
February	-	9,266,293.16
March	-	19,957,050.00
April	-	19,680,316.58
May	-	29,278,814.91
June	-	41,190,907.50
July	-	18,477,969.36
August	-	15,658,311.83
September	-	22,815,279,.28
October	-	46,474,309.00
November	-	26,250,762.00
December	-	75,803,475.85
TOTAL	-	324,853,489.47

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

2.5.4 BUDGET DIVISION

SCHEDULES OF DUTY OF THE DIVISION:

The schedules of duty of the Budget Division of the Police Service Commission are as follows:

- Preparation of Annual Budget of the Commission
- Preparation of Annual Personnel Estimate of the Commission

- Liaison with the Personnel Management of the Commission, Ministry of Finance Budget Office of the Federation, Office of the head of Civil Service (Establishment Department) National Assembly Committees on Police Affairs.
- Collection of Warrants/AIE (if any) from the Ministry of Finance on behalf of the Commission.
- Liaison with Budget Office of the Federation and National Assembly on Budget Matters of the Commission.
- Matching Vote and Availability of funds
- Monitoring of Budget Performance and Releases
- Preparation of details of Commission Annual Budget Releases/Performance to NASS for its oversight functions.
- Carry out any other function that may be assigned to them in the Commission.

2013 BUDGET APPROPRIATION:

PERSONNEL COST	=	₦434,206,997
TOTAL OVERHEAD	=	₦327,048,740
RECURRENT COST	=	₦761,255,737
TOTAL CAPITAL	=	<u>₦1,470,000.000</u>
TOTAL ALLOCATION	=	<u>₦2,231,255,737</u>

A letter of request for Consolidated payment of Rent, Furniture, Vehicle Loan and First 28 days, Guest of Government allowances to

the Chairman and Two (2) full-time members of the Police Service Commission totaling **N56,413,640.00**(Fifty Six Million, four Hundred And thirteen Thousand, Six Hundred and forty Naira Only)has been written to the Secretary to the Federal Government of the Federation to direct the Budget Office of the Federation.

The Commission wrote to the Coordinating Minister for the Economy and Honorable Minister of Finance, Attention: Director General, Budget Office. "Special Intervention of Police Personnel Recruitment, Verification, Discipline, Promotion and Monitoring" requesting for **N690,000,000.00 (Awaiting response from FMF)**.

Another letter on Police Service Commission Capital Budget was written requesting **N534,703,680.00** this will take care of consultants engaged on the Head Office project which was not included in the cost of the building, logistics for relocation on completion and furnish the Head Office for use when completed. (Awaiting response from FMF)

YEAR 2014 BUDGET:

The Division has submitted to the Budget Office of the Federation, Federal Ministry of Finance the Commission's 2014 Budget Proposal.

2014 BUDGET PROPOSAL:

PERSONNEL COST = **N445,647,261.00=**

TOTAL OVERHEAD =
N245,216,786.00=(N327,048,740=)

(Base on the
outcome of Bi
lateral Meeting)

TOTAL CAPITAL = N1, 000, 000,000.00=

TOTAL COST = N1, 690, 864,047.00=

The Commission's approved new Budget Template captured our three core functions (Appointment, Promotion & Discipline), Budget preparation and Annual Budget expenses.

There was a Bilateral Budget meeting with the Commission and Budget Office of the Federation which took place in Federal Ministry of Finance.

The Commission has started reaching out to Budget Office of the Federation in order to enhance our annual budget.

The staff of the Budget Division in December 2013 were trained at the Administrative Staff College of Nigeria (ASCON) for one week on International Public Sector Accounting Standard (IPSAS), as a result of the directives from the Office of the Head of Service of the Federation.

WARRANTS:

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

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.

2.5.5 PRESS AND PUBLIC RELATIONS UNIT**Introduction**

Pursuant to the vision of the Commission in having "a highly motivated, professional, disciplined and accountable police service that upholds human rights", the Press and Public Relations Unit is saddled with the responsibility of communicating the Commission's activities to its different stakeholders and maintaining good corporate relationship. It is the objective of the Unit that consistent and accurate information on the purpose, objectives and activities of the Commission is available to the public and its stakeholders.

Duties:

- Working to increase public awareness about the Commission by promoting media coverage through news/press releases, press conferences, interviews, "story pitches," and other strategies.
- Gathering and verifying information on the Police and the Commission's activities.
- Drafting media releases, interview techniques and providing advice on protocol for visits to the Commission by visitors and media representatives.
- Moderating comments by staff when they are encouraged to speak to the media about issues relating to their area of duties or specialization.
- Providing advice on media and public relations issues.
- Ensuring the Commission responds to news media inquiries in a timely, honest, and cooperative way.
- Developing and maintaining a media contact list.

ACTIVITIES IN THE YEAR 2013

- Increased public awareness about the Commission by promoting media coverage through regular press releases, press conferences, interviews, "story pitches," and other strategies. For instance: **the Unit ensured adequate media coverage of the Hon. Chairman and Members of the Commission's 100**

Days in Office Press Briefing; the Commission's visit to the Swedish Embassy in Abuja; the interactive session between the Permanent Secretary and the Civil Servants in Jigawa State; PSC staff training programme at the Nigeria Public Service Institute, Abuja.

- Provided regular updates of the Commission's activities or as demanded.
- Used feedback from the NPF, press/media and the public to help the Commission set its targets and evaluate its quality of service.
- Management, regulation and implementation of the Freedom of Information Act as requested by the Attorney-General of the Federation and Minister of Justice.

• **LEGAL UNIT**

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

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:

Representing the Commission in all legal matters affecting the Commission.

- Provision of legal opinion/advice on issues relating or connecting with the activities of the Commission.
- Participating in contract negotiation for the Commission.
- Drafting and vetting of contract agreement.
- Arbitration in disputes between the Commission and the third party.
- Constructively, scrutiny and perusing legal instrument for the Commission.
- Participating in Committees activities.

2.6.1 Court Representation

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 thirty (530). This number is due to the fact that the Commission is always joined as a necessary party in all cases involving Police Officers on cases relating to extra judicial killings, breach of Fundamental Rights and Master and Servant Relationship e.t.c.

2.6.2 Appeals and Petitions

The Unit recorded about 250 Petitions/Appeals within the year and the files were treated and disposed off accordingly.

2.6.3 Originating Processes and Hearing Notices:

The Commission received 93 Hearing Notices on pending cases from various jurisdictions in the Country. Furthermore, four hundred (400) Originating Processes were served on the Commission within the year.

See the table below for breakdown: -

Summary of Cases in the year 2013

Table 10

Total	Disposed Off	Pending Cases in High Court	Appeals
530	30	500	5

2.7 SERVICOM UNIT

2.7.1 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 by the superior authority

2.7.2 ACTIVITIES IN THE YEAR 2013

In this regard, the Unit undertook the following activities:

- Initiated the development of the Police Service Commission Charter, to give direction to customers who wish to make complaints;
- 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;

- Participated in the monthly council of Nodal officers meeting chaired by the National Coordinator.

2.8 THE COMMISSION SECRETARIAT

2.8.1 AN OVERVIEW OF THE COMMISSION SECRETARIAT

By express provision of Section 153(1) (m) of the 1999 Constitution (as amended) a civilian oversight body on Police was created. Pursuant to the above, Section 6(1) (b) of the Police Service Commission (Establishment) Act (2001) vests in the Police Service Commission the power to appoint, promote, dismiss and exercise disciplinary control over all persons (other than the Inspector General of Police) in the Nigeria Police Force.

In a conscious effort to efficiently and adequately discharge this onerous task, Section 9 (1) of the Establishment Act (2001) (supra) specifically outlines five (5) main Departments but maintained complete silence on the issue of Units. However, Section 10(1) specifically provides for the appointment of Secretary to the Commission who shall be an officer in the Civil Service of the Federation not below the rank of a Permanent Secretary. For administrative purposes, the Commission created four different

Units, i.e. Legal Unit, Press Unit, Audit Unit and Commission's Secretariat - unit. Under the office of the Permanent Secretary.

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 these vital functions through the Commission Secretariat.

2.8.2 DUTIES:

- Servicing of Meetings of the Commission.
- Servicing the Meeting of the Police Recruitment Board.
- Following up the implementation of decisions of the Commission
- Producing Compendium of the Minutes of the Meetings of the Commission.
- Verifying decisions of the Commission.
- Putting up draft letters of correspondence for the Permanent Secretary/Secretary to the Commission.
- Writing Reports/Briefs on other activities of the Commission such as tours, retreats and courtesy visits.
- Performing any other function as may be directed by the Permanent Secretary/Secretary to the Commission.

2.8.3 SERVICING OF MEETINGS OF THE COMMISSION

One of the major duties of the Commission Secretariat, which is Servicing of Meetings of the Commission, entails the following activities:

- Putting up Call-Circular to Departments informing them of meeting and requesting them to submit their respective inputs to the Meeting.
- Putting up Agenda for Meeting.
- Making arrangements for the venue for meeting.
- Making arrangements for refreshments during the meeting.
- Putting up requests for DTA and other entitlements for Members attending the Meetings.
- Conveying Letters of Invitation to Members for the Meetings.
- Collating documents for the meeting.
- Recording the proceedings of the meeting.
- Producing the Minutes of the meeting.

2.8.4 ACTIVITIES IN THE YEAR 2013

Servicing of the Commission's Meetings

The Commission Secretariat successfully serviced ten (10) Meetings of the Commission within the year under review on the following dates:

Table 11

S/NO	MEETINGS	DATE
------	----------	------

1.	33 rd Plenary Meeting of the 2 nd Management	30 th January, 2013
2.	34 th Plenary Meeting the 2 nd Management	6 th March, 2013
3.	35 th Plenary Meeting the 2 nd Management	3 rd April, 2013
4.	Inaugural Meeting of the 3 rd Management	17 th June, 2013
5.	1 st Plenary Meeting of the 3 rd Management	2 nd September, 2013
6.	Meeting between the Commission and newly recruited Staff	12 th September, 2013
7.	Meeting of the Commission to inaugurate Standing Committees of the Commission	12 th September, 2013
8.	2 nd Plenary Meeting of the 3 rd Management	24 th September, 2013
9.	1 st Emergency Meeting of the 3 rd Management	6 th November, 2013
10.	3 rd Plenary Meeting of the 3 rd Management	19 th December, 2013

2.9 AUDIT UNIT OF THE POLICE SERVICE COMMISSION [PSC]

The Internal Audit Unit is the management controls which function by measuring and evaluating the effectiveness of other controls. These controls are the internal control system of the organization.

The Internal Audit Unit according to Financial Regulation [FR 1706ii,] is to report on:

- The degree of satisfaction with the safeguards against fraud
- The controls of receipts and payments
- issues and consumption of stores
- The verification of cash and stamps held
- The accuracy of the accounting records
- The observations on the economy of operations, efficiency and effectiveness of other areas of activities and functions of MDAs.

During the year 2013, the Internal Audit exercised its duties and reported diligently on the operations and activities of the Police Service Commission in tandem with the provisions of the relevant extant Circulars.

The Internal Audit Unit reviews all operation/activities and offer constructive advice where necessary.

The commission's Stores and Inventories are examined from time to time to ensure adequate controls and safeguard are put in place.

The Unit has during the year, carried out staff verification exercise in order to have the personnel and cost to records.

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

Audit queries raised in the past that were accumulating has been treated to a low standing, as all queries has been attended to at the National Assembly, and all grey areas cleared.

The Unit in conjunction with other stakeholders at the management level have been brainstorming on how to position the Commission for better result so as to attain its good congruencing through the creation of Zonal Offices and enhancing the operation of the Zonal offices. Adequate funding which is one of our major challenges is one area the Unit has also made series of recommendation and input that will see us to the promise land.

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 to ensure that no standard is compromised.

PART THREE

3.0 OTHER ACTIVITIES

3.1 Inauguration of the Incumbent Board

The incumbent board of the Police Service Commission was inaugurated on Wednesday, 12th of June, 2013 by His Excellency Dr. Goodluck Ebele Jonathan GCFR. The new board is chaired by Dr. Mike Mbama Okiro, IGP (Rtd), GCFR and other five (5) eminent Nigerians from various walks of life as Commissioners.

3.2 100 DAYS IN OFFICE

On Monday 23rd September, 2013, the Honourable Chairman Sir (Dr) Mike Mbama Okiro CFR, NPM, mni addressed the gentlemen of the press on his first 100 days in Office.

The Chairman, in his address reeled out what the Commission under his Chairmanship was able to and intends to achieve;

- Resolving recruitment issues of fake credentials, overage and inadequate minimum qualification of Police Cadets.
- Curtailing delays in investigation of complaints/petitions against police actions/excesses, deliberate stagnation and skipping offices during promotions the Chairman assured that justice will reign under his administration.

- Establishment of Zonal Offices for the Commission in all Zonal Headquarters of the Nigeria Police Force.
- The Commission has recommended deployment of DIGs to the zonal headquarters and their replacement at the Force Headquarters with AIGs is being forwarded to the Presidency for urgent consideration.
- Improved capacity building for both staff of the Commission and the men of Nigeria Police Force.
- Introduction of biometric data base for the Nigeria Police Force.

In his final remark, he pledged to come up with a blueprint of his administration tenure to serve as a guide to the Commission's programme and also implored members of the press to partner with him to achieve his lofty ideas and programme for a greater Nigeria Police Force.

3.3 Monitoring of Conduct of Police Officers on Election Duties

The Commission believes that Police Officers on electoral duties should be accountable for their action during the elections. Monitoring has also enabled the Commission to exculpate the Police from blame where it is not liable for electoral malpractices. Erring Police Officers identified during this monitoring exercise have been sanctioned accordingly while recommendations towards ensuring

improved performance by the Police in subsequent elections are forwarded to the Inspector-General of Police and to the Independent National Electoral Commission.

3.4 Manual on Standard Operating Procedures of the Commission

The Operational Manual is designed to help institutionalize the Commission's activities, streamline the various functions and duties of the separate Departments and Units and ultimately establish standard work procedure and etiquette for better efficiency and productivity. It provides a framework for future regulation, supervision and control of the staff of the Commission in the performance of their duties.

PART FOUR

4.0 2013 FINANCE AND ACCOUNTS OF THE COMMISSION

1 FINANCE AND ACCOUNT DIVISION

The finances of the Commission during the year reflected a slight improvement over the previous year. There was an adjustment in the Overhead Costs as the Miscellaneous Head was included. The summary of the receipts of the Commission are shown below:

Summary of Income and Expenditure January - December, 2013

Table 12

DESCRIPTION	ALLOCATION	EXPENDITURE	BALANCE
Overhead	325,196,740.00	324,853,489.47	343,250.53
Capital	835,438,546.00	835,424,771.54	13,774.46
Total	1,160,635,286.00	1,160,278,261.01	357,024.99

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Summary Of Monthly Income Allocation for the Year 2013		
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October	-	27,099,728.00
November	-	27,099,728.00
December	-	27,099,728.00
Total	-	325,196,737.00

Summary of Monthly Expenditure for the Year 2013

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October	-	46,474,309.00
November	-	26,250,762.00
December	-	75,803,475.85
TOTAL	-	324,853,489.47

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

PART FIVE

5.0 AUDITOR'S REPORT

PART SIX

6.0 CHALLENGES / CONSTRAINTS

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

6.1 FINANCIAL CONSTRAINTS

The Commission was unable to properly fund the recruitment exercise for cadets during the year because the funds appropriated to the Commission in 2012 fell short of the funds reasonably required for optimal performance of its statutory functions.

6.2 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 has in most cases been delayed or outrightly compromised.

6.3 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.

6.4 INADEQUATE STAFFING

The current manpower quality and strength of about four hundred (400) staff is inadequate for effective oversight and monitoring of over five hundred thousand (500,000) Police personnel across the Federation. The Commission requires further training for its staff as well as to effectively man its Zonal Offices.

6.5 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. However, the completion of the Commission's Corporate Head office in 2013 will effectively address this matter.

6.6 BALANCING OF EXIT AND ENTRY IN THE NIGERIA POLICE FORCE

The Commission was challenged by the unavailability of space in the Police Training Institutions, a matter over which it has no control. The shortage has led to the restriction on the number of Cadets and Recruit Constables the Commission could employ to fill vacancies and depletion resulting from exit from the Nigeria Police Force.

6.7 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, mostly retired 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 SEVEN

7.0 CONCLUSION

The Commission is vested with enormous responsibilities by the Constitution and Enabling Act which among other duties include; appointment of suitable persons into the Nigeria Police Force and also exercise disciplinary control on all officers and men of the Force (other than the Inspector General of Police).

A major highlight of the year under review was the appointment of the sixth Chairman and board of the Commission who assumed duty on the 12th June, 2013. The new Chairman and the board have marshalled out plans and reforms aimed at achieving the constitutional objectives of the Commission vis-à-vis professionalism, discipline and motivation of officers of the Nigeria Police Force.

The Commission is building on its experiences and competences thereby improving learning on all areas of recruitment and discipline.

The Chairman also enjoined the cooperation of both private and public stakeholders in uplifting the Nigeria Police Force.

Appendix A

APPROVED ESTABLISHMENT FOR THE NIGERIA POLICE FORCE AS AT 1ST DECEMBER, 2012

S/NO	RANK	ESTAB	STRENGTH	VACANCIES
1	IGP	1	1	NIL
2	DIG	7	7	NIL
3	AIG	22	18	4
4	CP	102	87	15
5	DCP	202	182	20
6	ACP	437	374	63
7	CSP	1,289	778	511
8	SP	3,308	1,481	1,827
9	DSP	10,616	2,551	8,065
10	ASP	16,159	ASP I 6,698 ASP II 10,952	5,207
11	C/ASP	800	NIL	800
12	C/INSPR	100	NIL	100
13	D/C INSPR	100	NIL	100
14	A/C INSPR	150	NIL	150
15	P/INSPR	300	NIL	300
16	S/INSPR	3,500	761	2,739
17	INSPR	38,856	25,633	13,223
18	CADET INSPR	800	NIL	800
19	S/MAJOR	1,387	NIL	1,387
20	SGT	65,211	49,660	15,551
21	CPL	112,424	123,053	NIL
22	PC	210,000	106,888	93,112
23	RECRUIT	43,000	20,441	22,559
GRAND TOTAL		508,770		

Appendix B

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 28th November 2001, the second was inaugurated on 15th April, 2008 with Mr. Parry B. O. Osayande, DIG (Rtd.), CFR, OFR, NPM, mni as Chairman. While the present Commission was inaugurated on 12th April, 2014 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 14th 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. Citatio

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>Establishment of the Police Service Commission.</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>(iv) organized Private Sector;</p> <p>(v) the Secretary to the Commission</p> <p>(2) The Chairman and other members of the Commission shall-</p> <p>(a) be appointed by the President subject to the confirmation by the Senate;</p> <p>(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>Management of the Commission</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 -</p> <p>(a) for a term of four years and no more; and</p> <p>(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>	Tenure of Office
<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 -</p> <p>(a) he becomes bankrupt, suspends payment or compounds with his creditors; or</p> <p>(b) he is convicted of a felony or any offence involving dishonesty or fraud; or</p> <p>(c) he becomes of unsound mind, or is incapable of carrying out his duties; or</p> <p>(d) he is guilty of serious misconduct in relation to his duties; or</p> <p>(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>	Cessation of membership of the Commission etc.
<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>	Removal from Office, etc.

Part II - Functions and Powers of the Commission

<p>6.- (1) The Commission shall-</p> <p>(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;</p> <p>(b) dismiss and exercise disciplinary control over persons (other than the Inspector-General of Police) in the Nigeria Police Force;</p> <p>(c) formulate policies and guidelines for the appointment, promotion, discipline and dismissal of officers of the Nigeria Police Force;</p> <p>(d) identify factors inhibiting or undermining discipline in the Nigeria Police Force</p> <p>(e) formulate and implement policies aimed at the efficiency and discipline to the Nigeria Police Force</p> <p>(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</p> <p>(g) carry out such other functions as the President may, from time to time, direct.</p> <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</p>	Functions of the Commission
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in this Act.	
<p>7.- The Commission shall have power to -</p> <p>(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;</p> <p>(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</p> <p>(c) do such other things as are necessary and expedient for the efficient performance of the functions of the Commission.</p>	Powers of the Commission
<p>8.- The Commission may, subject to such conditions as it may think fit, delegate any of its powers under this Act-</p> <p>(a) to any officer in the service of the Nigeria Police Force; or</p> <p>(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.</p>	Powers of delegation.

Part III - Structure of the Commission

<p>9.- (1) There shall be established in the headquarters of the Commission the following Departments -</p> <p>(a) the Department of Administration and Personnel Management;</p> <p>(b) the Department of Investigation'</p> <p>(c) the Department of Finance and Supply;</p> <p>(d) the Department of Planning, Research and Statistics; and</p> <p>(e) the Department of Legal Services.</p> <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>	Establishment of Departments
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Part IV - Staff

<p>10.- (1) There shall be for the Commission, a Secretary to the Commission who shall-</p> <p>(a) be an officer in the Civil Service of the Federation not below the rank of a Permanent Secretary;</p> <p>(b) have such qualification and experience as are appropriate for a person required to perform the functions of that office under this Act;</p> <p>(c) be accounting officer of the Commission;</p> <p>(d) be appointed by the President subject to confirmation by the Senate; and</p> <p>(e) hold office on such terms and conditions as to emolument, conditions of service as are applicable to the Civil Service of the Federation.</p> <p>(2) The Secretary shall subject to the general direction of the Commission through the Chairman be responsible-</p> <p>(a) for the day to day administration of the Commission;</p> <p>(b) for keeping the books and proper records of the proceedings of the Commission; and</p> <p>(c) for-</p> <p>(i) the administration of the secretariat of the Commission; and</p> <p>(ii) the general direction and control of all other employees of the Commission subject to the directives of the Commission.</p> <p>(3) The Commission shall have power to-</p> <p>(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</p>	Appointment of Secretary to the Commission, etc.
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under this Act; and (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.	
<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>	Service in the Commission to be Pensionable, Cap. 346 LFN

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 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>	Funds of the Commission
<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</p>	Expenditure of the Commission

the Commission under this Act.	
<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>	Gifts to the Commission
<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>	Annual Estimates and expenditure
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.	Quarterly Report
<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 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>	Annual Report

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>	Offices and Premises of the Commission, Cap. 202 LFN
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.	Directives by the President
<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</p>	Limitation of Suits against the Commission, etc. Cap. 379 LFN

<p>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 commenced 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>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>	Service of Documents
<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>	Restriction on execution against the property of the Commission
<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>	Indemnity of Officers
<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>	Transitional provisions.
<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>	Regulations
<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>	Interpretations.
<p>27. This Act may be cited as the Police Service Commission (Establishment etc.) Act 2001.</p>	Citation.

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

POWERS DELEGATED TO THE INSPECTOR-GENERAL OF POLICE



INSTRUMENT OF DELEGATION

OF

POWERS TO THE

INSPECTOR-GENERAL OF POLICE

BY

POLICE SERVICE COMMISSION

DATED 1ST DAY OF JULY, 2011

DELEGATION OF POWERS

THIS INSTRUMENT OF DELEGATION OF POWERS is made pursuant to S. 8 of Police Service Commission (Establishment) Act, 2001 this 1st day of July, 2011.

1. Whereas: -

- a. The Commission, established pursuant to S. 153 (i) (m) of the Constitution of the Federal Republic of Nigeria 1999 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 considered it necessary to delegate some of these powers to the Inspector-General of Police under specific conditions, having taken into account the interest of the Nigeria Police, other oversight institutions, the Commission's staff strength and capacity and other operational facilities.

2. NOW THIS GRANT

Subject to the conditions and terms 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 shall have the power to carry out the appointment of Police Personnel of the rank of Constable in conjunction with the Board of Recruitment and in accordance with the recruitment guidelines of the Commission, and to make returns to the Commission within three months of the recruitment exercise the number of such persons so recruited.

Promotions

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 the Police Service Commission from time to time.

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 Sergeant-Major, both inclusive.

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 wastage in the Police Personnel arising from death, dismissal, retirement, medical boarding and resignations.

- c. The Recruitment/Appointment of the rank of Constable shall be done in conjunction with the Board of Recruitment and in accordance with the guidelines of the Police Service Commission on Recruitment.
 - d. 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 discipline by 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 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
 - (d) The Force Disciplinary Committee (FDC) located at Force Headquarters or such other place or places as the Inspector-General of Police may determine.
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. These powers are granted for two years in the first instance.

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

Sir Mike M. Okiro IGP (RTD)
CFR, NPM, mni
Chairman

Mr George A. Ossi
Permanent Secretary/Secretary

Police Service Commission
Abuja, Nigeria
July 2013

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)
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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 F

Appointment in the Nigeria Police Force Top Echelon (IGP-DIG 1960-2012)

S/No	NAME	ZONE	STATE
1	LOUIS EDET*	S/S	CROSS RIVER
2	KAM SELEM*	N/E	BORNO
3	THEOPHILUS FAGBOLA	S/W	
4	ADAMU SULEMAN*	N/E	ADAMAWA
5	ISAH ADEJO	N/C	KOGI
6	M. D. YUSUF*	N/W	KATSINA
7	SUNDAY ADEWUSI*	S/W	OSUN
8	DAN MADAMI	N/E	BAUCHI
9	ETIM INYANG*	S/S	AKWA IBOM
10	MOHAMMADU GAMBO JIMETA*	N/E	ADAMAWA
11	JOHNSON ODU	S/W	OGUN
12	VICTOR D. PAM	S/W	PLATEAU
13	MAHE BASHIR WALI	N/W	KANO
14	CHRIS OMEBEN	S/S	EDO
15	FIDELIS OYAKHILOME	S/S	EDO
16.	ALIYU ATTAH*	N/C	KOGI
17.	CECILIA BISI UGOWE	S/W	OYO
18.	IBRAHIM COOMASSIE*	N/W	KATSINA
19.	POTTER DABUP	N/C	PLATEAU
20.	PARRY OSAYANDE	S/S	EDO
21.	ABDULLAHI SHETTIMA	N/E	BORNO
22.	JENKINS COKER	S/W	LAGOS
23.	DONALD UGBOAJA	S/S	DELTA
24.	SAMINU DAURA	N/W	KATSINA
25.	NUHU ALIYU	N/C	NIGER
26.	ABDULLAHI JIKA	N/E	ADAMAWA
27.	BABAFEMI O. OSOBA	S/W	OGUN
28.	ARCHIBONG NKANA	S/S	AKWA-IBOM
29.	ILIYA LOKADANG	N/C	PLATEAU
30.	F. ADEBAYO (MRS.)	S/W	OGUN
31.	BUKAR ALI	N/E	BORNO
32.	T.A. AKEREDOLU	S/W	EKITI
33.	BIMBO OJOMO (MRS.)	S/W	OYO
34.	BABA AHMADU	N/E	BORNO
35.	GIMBA UMAR	N/W	JIGAWA
36.	OLUSEGUN KASSIM	S/W	LAGOS
37.	M. A. K. SMITH*	S/W	LAGOS
38.	TAFA BALOGUN*	S/W	OSUN
39.	SUNDAY EHINDERO*	S/W	ONDO
40.	OGBONNA ONOVO*	S/E	ENUGU

41.	MIKE MBAMA OKIRO*	S/S	RIVERS
42.	AHMED ABDULKADIR	N/W	KANO
43.	MUSA ABDULKADIR	N/C	NASSARAWA
44.	BELLO LABARAN	N/W	SOKOTO
45.	HAMISU ISAH	N/W	KATSINA
46.	ADEDAYO ADEOYE	S/S	OSUN
47.	UBA RINGIM	N/W	JIGAWA
48.	YAKUBU MOHAMMED	N/W	KATSINA
49.	ABDULKARIM YUSUF	N/C	KOGI
50.	KIERAN DUDARI	N/E	TARABA
51.	CHRISTOPHER YEKINI JIMOH	S/W	OGUN
52.	JOHN H. AHMADU	N/E	TARABA
53.	YUSUF HARUNA	N/W	SOKOTO
54.	MOHAMMED SHUAIBU	N/W	KATSINA
55.	GASALI LAWAL	S/W	OSUN
56.	ISRAEL O. AJAO	S/W	OSUN
57.	DECLAN S. UZOMA	S/E	IMO
58.	UDOM EKPOUDOM	S/S	AKWA-IBOM
59.	OLUSEGUN EFUNTAYO	S/W	OSUN
60.	HAFIZ RINGIM*	N/W	JIGAWA
61.	IVY UCHE OKORONKWO	S/E	ABIA
62.	AZUBUKO J. UDAH	S/E	ABIA
63.	GANIYU DAWODU	S/W	LAGOS
64.	SARDAUNA ABUBAKAR	N/W	SOKOTO
65.	AUDU ABUBAKAR	N/E	YOBE
66.	SALEH ABUBAKAR	N/E	BAUCHI
67.	MOHAMMED A. YESUFU	S/S	EDO
68.	MOHAMMED D. ABUBAKAR*	N/W	Zamfara
69.	SULEIMAN FAKAI	N/W	Kebbi
70.	ATIKU KAFUR	N/W	Katsina
71.	EMMANUL KACHI UDEOJI	S/E	Abia
72.	PETER YISA GANA	N/C	Niger
73.	MARVEL AKPOYIBO	S/S	Delta
74.	ABDULRAHMAN AKANO	S/W	Osun
75.	PHILEMON LEHA	N/E	Adamawa

* Appointed Inspector-General of Police