



# **2015 ANNUAL REPORT**

# **POLICE SERVICE COMMISSION**

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## **PART ONE**

### **1.0 FOREWARD**

I hereby present another account of our stewardship for the year 2015, the third in the series since our inauguration on June 12<sup>th</sup>, 2013. I am grateful to the Almighty God for the serenity of mind and mutual understanding that characterized our attitude to work throughout the year, most especially as it coincided with the successful transition of Government at the National level and in some states of the country. The year was eventful and witnessed a number of activities and programmes which challenged the Commission and which also brought out the best in its Management and Staff. Worthy of mention was the directive of Mr. President that 10,000 Nigerians be recruited into the Nigeria Police Force. The directive was given at a National Security Summit held in August 2015 in Abuja.

The Commission within the year fashioned out the modalities for the recruitment exercise which will commence in 2016. Part of the modalities for the recruitment was the setting up of a six man committee made up of Staff of the Commission and Members of the Nigeria Police Force. The Committee after series of meetings in 2015 proposed that the exercise should commence in March, 2016.

The delay in the take-off of the exercise was due to the fact that it was not captured in the 2015 Federal Budget. The Recruitment is also expected to strengthen and re-energize the Police to tackle more security challenges facing the country as well as provide manpower replacement for thousands of Policemen who had died in the course of service, dismissed or retired.

I wish to proudly state here that the present Commission after 18 months in office has acquired a great deal of experience that has tremendously helped us in improving service delivery and overall commitment to positioning the Nigeria Police Force as a highly motivated, professional, disciplined and accountable Police service that upholds human rights and rule of law.

The Commission within the year also concluded the recruitment of Pilots, Engineers and Technicians, vital components in the operations of the Nigeria Police Force. The recruitments were to ensure continued efficiency and effectiveness of the Force.

It also concluded the admission exercise for the 3<sup>rd</sup> Regular Degree Course for 2015/2016 academic session into the Police Academy (POLAC), Wudil, Kano. The Commission also initiated within the year, the process of appointing a Curator who is to take charge of the Nigeria Police Force Museum.

The Commission remained alive to its decision to accord Police promotion priority attention to serve as motivation for deserving, hardworking and committed Officers. These promotions were based on merit, seniority and availability of vacancies amongst other criteria. Within the year, it processed and approved the promotion, acting appointment/confirmation and upgrading of deserving SPOs and Inspectors of Police.

The Commission also gave prompt attention to Police discipline and ensured that petitions, appeals and complaints were handled with dispatch.

It also did not shirk in its responsibility to give its Staff the enabling environment for better commitment to duty. It ensured the promotion of deserving Staff and training of those with skill gaps. All these were

geared towards enhancing the effectiveness and efficiency of staff in order to improve their service delivery.

The Commission in the exercise of its Constitutional mandate to hold the Police accountable for its conduct or misconduct monitored the conduct of policemen on electoral duties during the 2015 General elections. It was the belief of the Commission that sustainable democracy rests on the conduct of free, fair, credible and transparent elections and that the integrity of the process cannot be fully achieved if the security personnel, more especially the Police fail to discharge their Constitutional responsibilities. After the monitoring exercise, the Commission released a report of its findings which was commended by the Stake-holders in the Election/security sector.

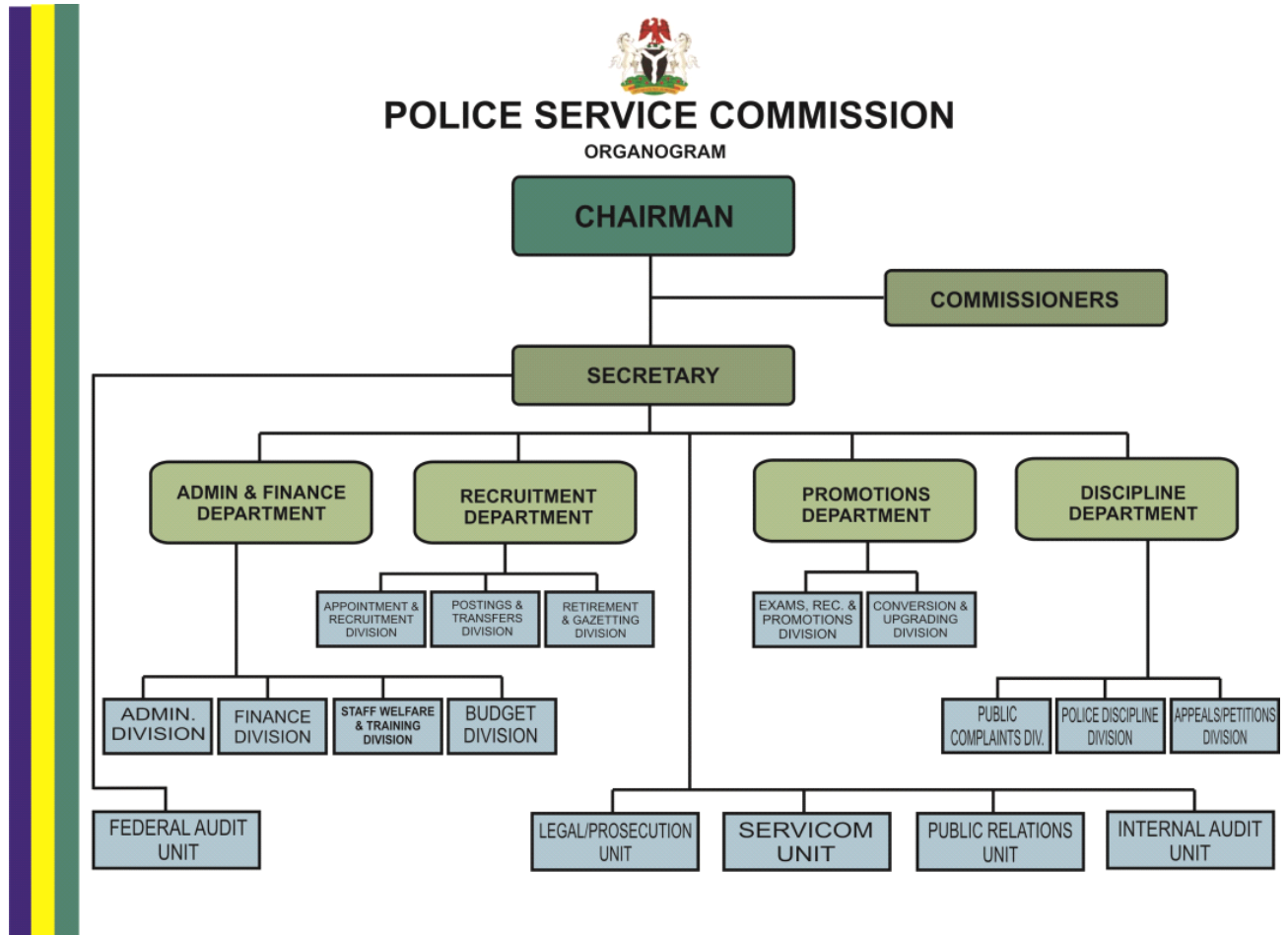
It is noteworthy to state that the Independent National Electoral Commission in a letter to the Commission conveyed INEC's 'appreciation for the services rendered which ensured the success of the 2015 General Elections'.

I am happy to report that despite the excruciating funding challenges, the Commission has been able to deliver on its mandate in 2015 and even more prepared to do better in the coming year.

Once more I pledge our unflinching commitment to serve our country in these capacities and to continually support Mr. President in bringing about the required change in our nation's security sector.

**Sir Mike M. Okiro, IGP (Rtd), CFR, NPM, mni**  
**Honourable Chairman**

ORGANISATIONAL CHART



## 1.2 POWERS AND FUNCTIONS OF THE COMMISSION

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

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



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

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

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

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

- (a) a Chairman who is the Chief Executive of the Commission;
- (b) a retired Justice of the Supreme Court or Court of Appeal;

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



### 1.3 POLICE SERVICE COMMISSION

#### **VISION**

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

#### **MISSION**

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

## 1.4 MEMBERS OF THE COMMISSION

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

## 1.5 CORPORATE INFORMATION

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

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

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

**Telephone:** 07098100097

### Management of the Commission

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

### Management Staff

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

## 1.6 INTRODUCTION BY THE SECRETARY

This Annual Report chronicles the functions, activities and achievements of the Police Service Commission in the year 2015.

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

The Commission in 2015 continued with its robust re-engineering of the Nigeria Police Force in line with its Constitutional responsibilities to the nation. It intensified its oversight functions to ensure a more effective and efficient policing based on rule of law and respect for human rights.

The Commission within the year concluded the recruitment of Pilots, Engineers and Technicians. After due consideration of all requirements, thirty four (34) Pilots and twenty-two (22) Engineers were selected from a total number of two hundred and fifty-two (252) applicants. Letters of employment have since been released to successful candidates who have also commenced training.

Admission exercise for the 3<sup>rd</sup> Regular Degree Course for 2015/2016 academic session into the Police Academy (POLAC), Wudil, Kano, was concluded by the Recruitment Board within the year. Successful candidates are to resume on the 3<sup>rd</sup> of January, 2016.

The Commission in 2015 also received presidential directive to recruit 10,000 Police Men. Although the recruitment exercise did not start within the year because it was not captured in the year's budget, modalities were put in place for its commencement in 2016.

On Police promotion, the Commission processed and approved the promotion of five thousand, nine hundred and ninety (5990) Senior Police Officers (SPOs). It also approved ninety-two (92) upgrading, eleven acting appointments and seven (7) confirmations of acting appointments of deserving SPOs and Inspectors of Police. These cut across both General and the Specialist Cadre.

For Police disciplinary matters, the Commission dispensed with sixty (60) out of seventy-nine (79) pending disciplinary cases while nineteen are being processed. It also swiftly treated two hundred and sixty-one (261) out of three hundred and seventeen (317) appeals and petitions received from serving and ex-police officers who were not satisfied with the disciplinary actions earlier taken against them. The remaining fifty-six (56) are being processed. A total of one hundred and thirty (130) cases of misconduct were received from the public against the Police, seventy-one (71) treated and fifty-nine (51) are awaiting plenary.

The Commission also exposed its staff on grade level 7-14 to CLEEN Foundation workshop on "Development Communication Strategy" while the Directorate Staff attended a workshop on "Opportunities for Civil Servants to Own their Own Homes". The Commission also ensured within the year that deserving Staff were promoted to the next rank. This is to better motivate them for commitment to duty.

As part of its efforts to reposition Nigeria Police and engender an effective and efficient policing, the Commission deployed its staff to

all the 36 states of the Federation including the Federal Capital Territory, Abuja to monitor the activities of officers and men of Nigeria Police during both the Presidential/National Assembly and Governorship/State Assemblies elections in 2015. It was meant to hold the personnel of the Nigeria Police Force accountable for its actions or inactions while on electoral duties.

The Commission despite poor funding and inadequate budget releases did its best in the year 2015 to achieve set goals. This is due to a combination of committed management and a loyal and hardworking work force.

**Emmanuel Ibe** *FNIM, FCAI, M.IoD*  
Ag. Secretary to the Commission



## PART TWO

### 2.0 ADMINISTRATION AND ACTIVITIES OF THE COMMISSION

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

### 2.2 DEPARTMENT OF POLICE RECRUITMENT

#### 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.

## **2.2.1. The following Divisions, Branches and Sections are under the Department**

- A. Police Appointment/Recruitment Division
- B. Police Postings and Transfers Division
- C. Police Retirement and Gazetting Division
- A. Appointment/Police Recruitment Division**
  - i. Police Appointment Branch
  - ii. Police Recruitment (Cadet) Branch
  - iii. Police Recruitment (Constables) Branch
  - iv. Petitions and Appeals (Appointments)  
Posting/Transfers/Retirement Branch.
- B. Posting and Transfer Division**
  - i. Postings Branch
  - ii. Transfers Branch
- C. Retirement/Gazetting Division**
  - i. Retirement Branch
  - ii. Gazetting Branch

## **2.2.2. ACTIVITIES OF THE DEPARTMENT FROM JANUARY - DECEMBER, 2015**

### **i. RECRUITMENT OF PILOTS, ENGINEERS AND TECHNICIANS**

The recruitment of Pilots, Engineers and Technicians has been concluded. A total number of two hundred and fifty-two (252) applications were received out of which two hundred and thirty-four

(234) met the requirements as stipulated. The aptitude test was conducted on Saturday 25<sup>th</sup> of April, 2015. A total number of one hundred and eighty-two (182) candidates attended the interview. The break down is one hundred and twenty-three (123) Pilots and fifty-nine (59) Engineers. The Commission pegged the cut off mark for the aptitude test at 70%. Subsequently, a total number of eighty-three (83) Pilots and thirty-four Engineers were invited for the final interview conducted from 27<sup>th</sup> - 29<sup>th</sup> July, 2015. Thirty-four (34) Pilots and twenty-two (22) Engineers were selected from the interview. The list of successful candidates has since been released.

**ii. ADMISSION INTO 3<sup>RD</sup> REGULAR DEGREE COURSE OF THE NIGERIA POLICE ACADEMY (POLAC) WUDIL, KANO**

The admission exercise of the 3<sup>rd</sup> Regular degree Course for 2015/2016 academic session into the Police Academy (POLAC) has also been concluded. The Recruitment Board was at the Academy in Wudil, Kano from September 5<sup>th</sup> - 9<sup>th</sup> October, 2015 to conduct the final selection interview for the successful candidates. The result of the successful candidates has since been released and published. The students' resumption date has been fixed for 3<sup>rd</sup> January, 2016.

**iii. CONTRACT APPOINTMENT OF A CURATOR INTO THE NIGERIA POLICE FORCE**

The process of appointing a Curator who is to take charge of the Nigeria Police Force museum is on-going. The Department has

prepared all the necessary document on the appointment, the Standing Committee on Recruitment has met on it and forwarded memorandum to the plenary for final approval. The Commission directed that advertisement be placed in three national dailies in accordance with Public Service Rules and interview carried out for prospective candidates. The Department has communicated the directive to the Inspector-General of Police for implementation.

**iv. RETIREMENT OF SENIOR POLICE OFFICERS**

The department handles the retirement of only Senior Police Officers (SPO), from Assistant Superintendent of Police (ASP) to Deputy Inspector General of Police (DIG).

From January -December 2015, the Department has processed the retirement of One thousand seven hundred and fifty- one (1,751) senior police officers. The summary is as follows:-

Table 1

S/NO	RANK	TOTAL
1	DIG	4
2	AIG	6
3	CP	11
4	DCP	15
5	ACP	27
6	CSP	21
7	SP	66

8	DSP	190
9	ASP	1,411
<b>TOTAL</b>		<b>1,751</b>

**v. DIRECTIVE OF MR. PRESIDENT FOR RECRUITMENT OF 10,000  
POLICE OFFICERS**

His Excellency the President of the Federal Republic of Nigeria, Muhammadu Buhari in 2015 directed the recruitment of 10,000 Police officers into the Nigeria Police Force.

The Commission has set up a six man committee from the Commission in conjunction with the selected members of the Nigeria Police Force to work out the modalities for the recruitment. The committee held series of meetings and finally recommended that the recruitment process should begin by the middle of the month of March, 2016 with release of the advertisement.

## 2.3 DEPARTMENT OF POLICE PROMOTION

### 2.3.1 SCHEDULE OF DUTIES

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

- i. Formulating policies and guidelines on promotion in the Nigeria Police Force;
- ii. Implementing Commission's policies on promotion, conversions, upgrading in the Nigeria Police Force;
- iii. Dealing with matters relating to Promotion Course for Inspectors, Rank and File who have acquired additional higher qualifications for elevation to the rank of Inspector and ASP;
- iv. Planning and conducting Promotion Examinations and Interviews for Police Officers in the examinable cadres in the NPF;
- v. Processing of Promotion, Acting Appointments, Upgrading, Advancement and Conversion of Police Personnel;
- vi. Preparing briefs and memoranda on the recommendations received from the NPF on Promotion, Conversion/Upgrading;
- vii. Preparing briefs and memoranda on Petitions, Appeals and Complaints received from serving and ex-members of the NPF to the Standing Committee and Plenary.
- viii. Participating in Board of Examiners/Markers for promotion Examinations and keeping examination record for all Senior Police Officers [SPOs] in the Nigeria Police Force.
- ix. Receiving and processing of returns on promotion of the Rank and File and NCOs based on the delegated powers to the Inspector General of Police, for record purposes.

- x. Raising memoranda for the Standing Committee on Police Promotion in respect of Promotion, Upgrading/ Conversion and Advancement.
- xi. Gazetting of the promotion, Conversion, Upgrading and Adjustment as approved by the Commission, to the Inspector General of Police and individual letters for the benefitting officers.
- xii. Any other duty as may be assigned.

### **2.3.2 Activities of the Divisions**

In order to effectively perform its functions, the Department is divided into two [2] Divisions, namely:-

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

### **2.3.3 General Promotion Guidelines**

- i. Availability of vacancies.
- ii. Seniority and merit.
- iii. Officers must have spent a minimum of 3 years on a rank [ASP-ACP 3 years, while ACP -AIG 4 years].
- iv. Officers must attend the relevant promotion course and pass the prescribed examination.
- v. Officers must have no Pending Disciplinary Matter, complaints or petitions of gross misconduct against them such as human rights violations, torture, extra judicial killings, rape, etc.

- vi. Officers must have good APER grades for the 3 preceding years.
- vii. Confirmed Inspectors must have been recommended by the Departmental Selection Board [DSB].
- viii. Officers in the Commissioner Cadre must pass the Oral interviews conducted by the Commission.

### 2.3.5 Promotion of Senior Police Officers

In addition, from January to December, 2015 the Department processed the promotion, acting appointments/confirmation and upgrading of Senior Police Officers [SPOs] as shown in the tables below.

Table 2: Promotion

SN	FROM	TO	NO. OF OFFICERS
1.	AIG	DIG	3
2.	CP	AIG	6
3.	DCP	CP	32
4.	ACP	DCP	35
5.	CSP	ACP	22
6.	SP	CSP	350
7.	DSP	SP	397
8.	ASP	DSP	1461
9.	INSP	ASP	3684
		<b>Total</b>	<b>5990</b>



**Table 3: Upgrading/Promotion**

<b>SN</b>	<b>FROM</b>	<b>TO</b>	<b>NO. OF OFFICERS</b>
1.	DSP [Pilot]	SP [Pilot]	1
2.	ASP [Medical Doctors]	SP [Medical]	27
3.	ASP [Veterinary]	SP [Vet]	54
4.	ASP [Pilot & Aircraft Eng.]	DSP [Pilot]	8
5.	ASP [Aircraft Engineer]	DSP [Aircraft Engineer]	2
		<b>TOTAL</b>	<b>92</b>

**Table 4: Acting Appointments**

<b>SN</b>	<b>FROM</b>	<b>TO</b>	<b>NO. OF OFFICERS</b>
1.	ACP	Ag. DCP	1
2.	ACP [Vet]	Ag. DCP [Vet]	1
3.	CSP	Ag. ACP	4
4.	SP	Ag. CSP	1
5.	ASP	Ag. DSP	3
6.	INSP	Ag. ASP	1
		<b>TOTAL</b>	<b>11</b>

**Table 5: Confirmation of Acting Appointments**

<b>SN</b>	<b>FROM</b>	<b>TO</b>	<b>NO. OF OFFICERS</b>
1.	ACP	Ag. DCP	1
2.	ACP [Vet]	Ag. DCP [Vet]	1
3.	CSP	Ag. ACP	4
4.	SP	Ag. CSP	1
5.		<b>TOTA</b>	<b>7</b>

### **2.3.6 APPEALS AND PETITION**

During the period under review the Department has processed and concluded 6 [Six] appeals mainly on the adjustment and rectification of officers date of promotion. Also the Department processed 4 [Four] petitions/complaints from aggrieved officers.

### **2.3.7 Gazette**

Gazetting of all promotions, upgrading and acting appointments conducted by the Commission from 2010 to 2015 are being processed by the Department.

### **2.3.8 PROMOTION BASED ON EDUCATIONAL QUALIFICATION**

The Department in conjunction with the Inspector General of Police carried out 2015/2016 screening exercise across the 12 Police zonal commands of the country for the Rank and File who acquired

additional qualification for advancement/upgrading to Assistant Superintendent of Police [ASP II].

### **2.3.9 LECTURES AT STAFF COLLEGE JOS**

The Department in July and November, 2015, on behalf of the Commission delivered lectures to Officers of Assistant Commissioners of Police, Chief Superintendents, Superintendents and Deputy Superintendents of Police Cadre Who were undergoing Tactical Leadership and Command Course at Police Staff College Jos.

## **2.4 DEPARTMENT OF POLICE DISCIPLINE**

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

### **2.4.1 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 79 cases were received. See the table below:

Table 6

<b>S/NO.</b>	<b>NO OF CASES RECEIVED</b>	<b>NO OF CASES TREATED</b>	<b>NO OF CASES AWAITING PLENARY DECISION</b>
1.	79	60	19

### **2.4.2 Petitions & Appeals**

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. A total of 317 cases were received. See the table below:

Table 7

S/N O.	NO OF CASES RECEIVED	NO OF CASES TREATED	NO CASES AWAITING PLENARY DECISION
1.	317	261	56

### 2.4.3 Public Complaints

This Division handles Public complaints against police misconduct from individuals, Communities, Human Right groups, 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 a total of 130 complaints/offences said to have been committed by the police. See the table below:

Table 8

S/NO.	NO OF CASES RECEIVED	NO OF CASES TREATED	NO OF CASES AWAITING PLENARY
1.	130	71	59

## 2.5 DEPARTMENT OF ADMINISTRATION AND FINANCE

### 2.5.1 Structure and Duties

2.5.2 The Department has four Divisions, as follows:

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

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

- i. Processing of staff recruitment and training matters of the Commission.
- ii. Processing the promotion of staff of the Commission.
- iii. Handling matters bordering on the discipline of staff of the Commission.
- iv. Deployment and coordinating the postings of staff of the Commission.
- v. Handling of matters relating to staff welfare and training.
- vi. Preparing of the annual budget of the Commission.
- vii. Maintaining the financial documents/records of the Commission.
- viii. Processing of financial claims/benefits of staff of the Commission for payment.
- ix. Recording and maintaining the Commission's assets and registers.
- x. Managing the Commission's stores.
- xi. Identifying and procuring of items required by the Commission.

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

The APD is one of the Divisions under the Administration and Finance Department. It is a division that is purely service oriented. APD division's core mandates are Appointment, Promotion and Discipline of staff.

### **FUNCTIONS OF APD**

- Advising the Commission on staff matters
- Development and review of standards and guidelines for the appointment, promotion and discipline of staff of the commission.
- Ensuring adequate staff manning levels and skill acquisition in the commission.
- Collaborating with other departments and units to draw up a realistic set of personnel needs and schedule of duties
- Supervising personnel records (Nominal Roll, Office Deposition list)
- Handling of staff disciplinary matters
- Coordinating personnel needs and requirements of the departments/units.
- Managing, coordinating and supervising the secretariat of the following standing committees of the commission;
  - a) Standing Committee on Establishment and Personnel Matters.
  - b) Standing Committee on Finance and General Purposes.
  - c) Senior Staff Committee.
  - d) Junior Staff Committee.
  - e) Admin. and Finance Departmental Meetings.

Liaise with relevant bodies outside the Commission like OHCSF, OSGF, FCSC, Ministry of Finance, FCC etc.

x. Performing other duties as directed.

### **ACTIVITIES CARRIED OUT BY THE DIVISION IN 2015**

- Compiled 2015 manpower budget proposal in line with template from OHCSF.
- Updated Staff nominal roll following a new template from OHCSF.
- Computed back log of staff Salary arrears, allowances and entitlements following a presidential directive through the OHCSF.
- Processed secondment for some staff in the Commission.
- Deployment of NYSC members/industrial attaches to various departments in the commission.
- Redeployment of staff to various departments, divisions and units to enhance efficiency and effectiveness.
- Organized and carried out the 2015 staff promotion, in which 110 staff were promoted to different grade levels.
- Prepared and issued promotion letters to successful officers.
- Prepared five (5) years (2015-2019) projected career progression of officers in the commission.
- Prepared organogram showing existing vacancies in the commission.
- Prepared Five (5) years (2015-2019) projected vacancies in the commission.
- Prepared memo for conversion and upgrading of some officers for consideration by the senior staff committee.



- Conveyance of congratulatory/reinstatement letters to officers on behalf of the commission.
- Congratulatory letters to some staff on completion of an approved course of study and updating their records of service etc.

The IPPIS (HR) carried out introduction and suspension of the under listed officers' numbers from the portal:

Table 9

S/N	NAME	IPPIS NO.	DATE ACTION TAKEN	ACTION TAKEN
1	Aaron Kaase	10409	02 June, 2015	Suspension from portal
2	Akpabio Doris	38978	19 August, 2015	Deleted from portal due to resignation
	Jibril Bello	9641	24 August, 2015	Deleted from portal due to resignation
3	Bulus Hassan	25634	03 September, 2015	Introduction to Pension Managers
4	Muda M. Yahaya	26125	01 September, 2015	Reversion to Grade Level 08
5	Adeyi E. Grace	9068	01 September, 2015	Reversion to Grade Level 08
6	Logams Garos	9521	02 September, 2015	Leadway Pension No. 200095460665 changed to 200095490664
7	Fred-Alubo Christiana O.	109	03 September, 2015	Application to OHCSF for change of surname
8	Onyerionwu Nnenna I.	4909	03 September, 2015	Application to OHCSF for change of surname
9	Ademolu Esther O.	91	03 September, 2015	Application to OHCSF for change of surname
10	Saeed Jibrin	Ref Id 571-041-6766-9649	16 September, 2015	Enrolled on the portal

Having stated some of the achievements for the period under review, the Division wishes to place on record that there is a need for the Division to embark on verification of staff credentials that were employed in 2012 in their Institutions of graduation and NYSC.

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

The Staff Welfare and Training Division is saddled with the responsibility of organizing Training and coordination of the Welfare of the Staff of the Commission.

### **Activities of the Division**

#### **Training**

- i. The Division coordinated and arranged for the participation of the Commission staff on Gl. 7-14 in the CLEEN Foundation Workshop on "Development Communication Strategy" held on the 3<sup>rd</sup> and 4<sup>th</sup> of March, 2015 and the participation of the Directorate Cadre in a Workshop on the "Opportunities for Civil Servants to Own Their Own Homes" organized by Bureau of Public Service Reforms (BPSR) on the 25<sup>th</sup> May, 2015.

- It facilitated the participation of the staff of the Commission in an Interactive Session at Public Service Institute of Nigeria (PSIN) during the Nigeria Civil Service Day Celebration held on 24<sup>th</sup> June, 2015.

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

The Staff Welfare and Training Division coordinate as well as deal with problems arising from the implementation of the Scheme for staff such as:-

- Change of hospital
- Fresh Registration

- Registration of New Dependants
- Missing Identity Cards
- Serving as a clearing house as well as an intermediary between NHIS and the staff.

iii. **Contributory Pension Scheme**

- The Division coordinated the activities of the Scheme with the 17 Pension Fund Administrators being used by the staff in the period under review. Correspondences between the PFAs and staff were received and distributed to staff, especially statements of Account and Contribution update.
- The Division also nominated staff of the Commission to attend a workshop organized by ARM Pensions on desire to help Pension Desk Officers derive the most from the Pension Scheme while performing their duties in providing adequate support to their employees to prepare for full and fruitful lives upon retirement.
- Equally, correspondences between the PFAs and staff were received and distributed to staff, e.g. statements of account and Contribution update.

iv. **Official Memo and Correspondences**

The Division in the year under review handled its day to day activities like generation of opinion and memo on relevant areas concerning Training and Staff Welfare. It also handled several files on marriages, bereavement, Introduction letters to Embassies, Loans Board and other Government and Non-Governmental Agencies.

v. **Production of Staff Identity Cards**

The Division did not achieve much as the Identity Card Machine is bad and has not been repaired or replaced. This affected the activities of the Division in that area as staff promoted, advanced/upgraded and other requests as a result of misplacement/loss could not get new ID ca

vi. *Relationship with National Social Insurance Trust Fund (NSITF)*

The Commission has opened up discussion with the NSITF on how the staff could benefit from all they are entitled to under NSITF Act. The discussion is at an advanced stage and a Committee to interface on that is about to be set up.

## C. 2015 FINANCE AND ACCOUNTS OF THE COMMISSION

### FINANCE AND ACCOUNTS DIVISION

#### Summary of Overhead Receipt and Expenditure for the Year 2015

Table 8

MONTH	RECEIPT	EXPENDITURE
January	28,408,523.00	22,384,314.50
February	23,860,980.00	7,217,196.00
March	23,860,980.00	18,688,762.50
April	-	12,990,301.00
May	-	15,106,994.99
June	23,860,980.00	6,393,347.47
July	37,984,254.00	16,326,031.47
August	-	16,804,229.73
September	-	17,999,768.78
October	18,992,127.17	18,865,762.52
November	29,670,499.00	20,631,671.48
December	14,835,249.28	41,734,113.00
<b>TOTAL</b>	<b>485,036,110.13</b>	<b>483,823,596.57</b>

## Summary of Capital Receipt and Expenditure for the Year 2015

YEAR	RECEIPT	EXPENDITURE
2015	125,000,000.00	125,000,000.00
<b>TOTAL</b>	<b>125,000,000.00</b>	<b>125,000,000.00</b>

### **D. BUDGET DIVISION**

The Budget Division is under the Administration and Finance Department. The Division is responsible for the preparation of the Annual Financial Budgets of the Commission. The Annual Financial Budget consists of estimated capital and recurrent expenditures of the Commission. The Budget Division is also involved in ensuring that all financial resources are mobilized and effectively managed to meet the needs of the Commission in carrying out its statutory oversight functions. In addition, the Division liaises with Budget Office of the Federation, Federal Ministry of Finance and National Assembly on the matters affecting Budget of the Commission.

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

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

1. Preparing Annual Budget of the Commission
  - a. Annual Personnel Estimate

- b. Annual Overhead Estimate
- c. Annual Capital Estimate
- 2. Matching Vote and Availability of funds
- 3. Liaising with the Personnel Management of the Commission, Ministry of Finance, and Budget Office of the Federation, Office of the head of Civil Service (Establishment Department), and National Assembly Committees on Police Affairs.
- 4. Collecting of Warrants/AIE (if any) from the Ministry of Finance on behalf of the Commission.
- 5. Preparing details of Commission Annual Budget Releases/Performance to NASS for its oversight functions.
- 6. Monitoring of Budget Performance of the Commission
- 7. Carrying out any other function that may be assigned to them in the Commission.

**2015 BUDGET APPROPRIATION:**

PERSONNEL COST	=	497,965,102
TOTAL OVERHEAD	=	242,512,083
TOTAL RECURRENT	=	<u>740,477,185</u>
TOTAL CAPITAL	=	250,000,000
<b>TOTAL ALLOCATION</b>	<b>=</b>	<b>990,477,185</b>

**PROMOTION ARREARS**

The Division has written for the payment of the promotion arrears of the officers that are promoted during the year in review. The total sum of N **8,627,909** is promotion arrears calculated based on the Budget Office of the Federation template.

## **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.



## **2.6 LEGAL UNIT**

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

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

- a. Representing the Commission in all legal matters.
- b. Providing legal opinion/advice on issues relating to or connecting with the activities of the Commission.
- c. Participating in contract negotiation for the Commission.
- d. Drafting and vetting of contract agreements.
- e. Participating in arbitration in disputes between the Commission and the third party.
- f. Constructing, scrutiny and perusing legal instrument for the Commission.
- g. Participating in Committees activities.

The legal department is divided into litigations, petitions/appeals and administration.

### **2.6.1 COURT REPRESENTATION**

This is a re-current function of the Legal Unit. Consequently, the Unit continued to put up appearances for all pending cases for the

Commission. These cases are spread across all the States of the Federation. Presently, the pending case profile of the Commission is up to Three Hundred and Ninety Three (620). This number is due to the fact that the Commission is always joined as a necessary party in all cases involving Police Officers in cases relating to extra judicial killings, breach of Fundamental Rights and Master and Servant Relationship. It is also crucial to state that new cases are constantly being filed and served on the Commission.

**Table 10: Summary of Cases in the year 2015**

<b>Total</b>	<b>Disposed Off</b>	<b>Pending Cases in High Court, National Industrial Court &amp; Fed High Court</b>	<b>Appeals</b>
620	7	610	3

### **2.6.3 APPEALS AND PETITIONS**

The Unit recorded about 183 Petitions/Appeals within the year and the files were treated and disposed of accordingly. The Standing Committee on petitions and legal matters had presented 25 cases to the Plenary upon which decision has been taken.

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

The Commission was served with over 100 Hearing Notices on pending cases from various jurisdictions in the Country. Furthermore, several Originating Processes were served on the Commission within the year.

#### **2.6.5 STANDING COMMITTEE ON LEGAL MATTERS**

It should be noted that this is a new Standing Committee created by the Management with a view to enhancing the performance of the Commission in carrying out its constitutional responsibility.

The Commission operates on the basis of both Standing and Adhoc Committees in the relevant areas of its core functions. The Legal Unit serves as secretariat to the Standing Committee on legal matters.

## **2.7 SERVICOM UNIT**

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

### **2.7.1 SCHEDULE OF DUTIES**

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

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

- (i) Initiated the development of the Police Service Commission Charter to give direction to persons who wish to make complaints;
- (ii) Collation of local charter from various Departments/Units;
- (iii) Fortnightly visited the SERVICOM Resource Centre at the Presidential Villa, Abuja for checking mails and updating of the Commission's Website;

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

## **2.8 THE COMMISSION SECRETARIAT**

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

### **2.8.1 SCHEDULE OF DUTIES**

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

- h. Performing any other function as may be directed by the Permanent Secretary/Secretary to the Commission.

## 2.8.2 ACTIVITIES OF THE COMMISSION SECRETARIAT

The Commission Secretariat successfully covered twenty-one (21) Meetings of the Commission within the year 2015:

Table 10

S/NO	MEETINGS	DATE
1.	10 <sup>th</sup> Plenary Meeting	12 <sup>th</sup> and 13 <sup>th</sup> March, 2015
2.	11 <sup>th</sup> Plenary Meeting	28 <sup>th</sup> April, 2015
3.	12 <sup>th</sup> Plenary Meeting	25 <sup>th</sup> and 26 <sup>th</sup> May, 2015
4.	13 <sup>th</sup> Plenary Meeting	13 <sup>th</sup> September, 2015
5.	14 <sup>th</sup> Plenary Meeting	16 <sup>th</sup> December, 2015
6.	1 <sup>st</sup> Operations Meeting	19 <sup>th</sup> January, 2015
7.	2 <sup>nd</sup> Operations Meeting	26 <sup>th</sup> January, 2015
8.	3 <sup>rd</sup> Operations Meeting	2 <sup>nd</sup> February, 2015
9.	4 <sup>th</sup> Operations Meeting	9 <sup>th</sup> February, 2015
10.	5 <sup>th</sup> Operations Meeting	16 <sup>th</sup> February, 2015
11.	6 <sup>th</sup> Operations Meeting	February, 2015
12.	7 <sup>th</sup> Operations Meeting	2 <sup>nd</sup> March, 2015
13.	8 <sup>th</sup> Operations Meeting	16 <sup>th</sup> February, 2015
14.	9 <sup>th</sup> Operations Meeting	4 <sup>th</sup> May, 2015
15.	10 <sup>th</sup> Operations Meeting	18 <sup>th</sup> May, 2015
16.	11 <sup>th</sup> Operations Meeting	10 <sup>th</sup> June, 2015
17.	12 <sup>th</sup> Operations Meeting	3 <sup>rd</sup> August, 2015
18.	13 <sup>th</sup> Operations Meeting	2015
19.	14 <sup>th</sup> Operations Meeting	19 <sup>th</sup> October, 2015
20.	Special Operations Meeting	26 <sup>th</sup> October, 2015

## **2.9 REFORM AND TRANSFORMATION UNIT**

In line with Public Service Reforms of the Federal Government; Reform and Transformation Unit was created in February 2015. The unit is to serve as a focal point for the Bureau of Public Service Reforms (BPSR) in ensuring that all government public service reforms are implemented in the Commission. The Unit is also to continue to perform other functions of the Standing Committee on Strategy Development plan. The Annual Report of Reforms and Transformation Unit for the 2015 (January - December) are as follows:

### **2.9.1 2015 General Elections**

- a) The unit co-ordinated the production of election materials used for the Presidential and National Assembly Election of March 28, 2015 and Gubernatorial and State House of Assembly Election of April 11, 2015. Seventy-Seven (77) staff of the Commission received support from the CLEEN Foundation for reports on the 2015 General Elections.
- b) The unit co-ordinated the sensitization workshop for Divisional Police officers on the PSC Guidelines for the conduct of Police Officers on electoral duties with support from Justice for All of the British department for International development DFID.
- c) The management of the Commission held meetings with officials of European Union on 24<sup>th</sup> November 2015. The head of delegate of the European Union promised that the E.U. will look into 3 areas of training, logistics and publicity for intervention in the Commission. A proposed budget of N372,130,700. (Three hundred and seventy-two million, one hundred and thirty thousand, seven hundred naira) was prepared by the unit and presented to the European Union. This covered the DTA for Hon. Members of the Commission, Directors, Staff and Ad-hoc Staff;



Training for election monitors and officers of NPF on election duty; material for election monitors; Newspaper advert/Radio jingles and other miscellaneous.

### **2.9.2 Engagement of NYSC and IT students**

a) During the period in review seventeen (17) Corp members and thirteen (13) Industrial Attachment students were engaged by the PSC.

### **2.9.3 Staff Annual Leave**

The unit processed staff annual, casual and maternity leave for the year under review.

## **PART THREE**

### **3.0 OTHER ACTIVITIES**

#### **Monitoring of Police Conduct during the 2015 General Elections**

The Commission in the exercise of its constitutional mandate monitored the conduct of Police Officers during the 2015 General Elections held on March 28<sup>th</sup> and April 11<sup>th</sup> 2015 throughout the country. This is in the belief that sustainable democracy rests on the conduct of free, fair, credible and transparent elections and that the integrity of the process cannot be fully achieved if the security personnel, more especially the Police fail to discharge their constitutional responsibilities.

In pursuance of its statutory obligations, being one of the 88 Accredited Domestic Observers approved by the Independent National Electoral Commission, (INEC), the Commission monitored the conduct of Police Officers deployed to the 36 states of the federation and the Federal Capital Territory, Abuja during the elections. This exercise is in fulfillment of powers vested in the Commission to carry out oversight functions on the Nigeria Police Force.

It is against this background that the Commission deployed over 400 Monitors to the 109 Senatorial Districts in the Country under the distinguished leadership of the Commission's Chairman, Sir (Dr) Mike

Mbama Okiro, retired Inspector General of Police, who served as the National Coordinator.

In preparation for a successful monitoring exercise, the Commission conducted series of training programmes for its staff. The Staff were trained on policing and elections, guidelines for conduct of the police, checklist for the elections, report writing, answering of phone calls and code of conduct for monitors. The Commission also circulated dedicated telephone numbers to the general public for the collation of complaints on the conduct of police officers during the elections. The telephone numbers were published in some national dailies.

The Commission team randomly covered 774 Local Government Areas in the 109 Senatorial Districts in the country. The team monitored Police conduct in over 4,841 polling units across the country and received about 326 phone calls from the public. Average of 6,000 Police men was deployed per state while Lagos State deployed 36,204 and Enugu, 3,000.

The Commission observed the following on security and police conduct during the elections:

- i. That there was an average of one Police man per polling unit with some units manned by two police men. There were also few polling units without the presence of police.

ii. That there were also presence of other security personnel such as the Nigeria Civil Defence and Security Corps, Federal Road Safety Corps, Immigrations and Prisons.

iii. That the Police Officers on election duty arrived early at their duty posts and conducted themselves in orderly manner. The officers were also civil, courteous and professional. There were however cases where they were overwhelmed by the large turnout of voters in some polling units especially as they were not armed, example, TV centre in Kiata local government area, Katsina State and Abakpa ward 1, Moshalashi Polling unit, Uzo Hausa in Ebonyi Local Government Area of Ebonyi State.

iv. That the Police leadership was also quick in their interventions in crises locations and in posting of police men to polling units without police presence.

v. That there were however some few incidences of police misconduct such as drunkenness on election duty and other instances like police men on election duties without name tags.

vi. That the highways and major road junctions were manned by fully armed soldiers and police men.

vii. That most of the calls received were on voters' unruly behavior, campaign at polling units, snatching of ballot boxes, shooting and killings and inadequate police men.

The Commission recommended that:

- More Police men should be deployed to the polling units in future elections to ensure effective control of the voters and the election materials.
- There should be more presence of armed police men at junctions near the polling units to ensure quick rescue of election officials and materials during crisis.
- There is also an urgent need for an injection of more police men into the force to address the obvious inadequacy of police men in the country.
- There is also the need to introduce armed undercover police men at polling units to protect their unarmed uniformed colleagues and also prevent hoodlums and political thugs that usually storm these polling units with pump action guns and other dangerous weapons to intimidate, kill and snatch ballot boxes.

#### **4.0 INTERNAL AUDIT UNIT**

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

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

During the year 2015, the Internal Audit exercised its duties and reported diligently on the operations and activities of the Police Service Commission in accordance with the provisions of the relevant Extant Circulars.

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

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

The Unit has during the year, carried out staff verification exercise in order to have the personnel and cost 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 has been treated, 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 has been able to position the Commission for better result so as to attain its good congruency 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 we hope if adhered to will move the commission to a greater height.

With adequate checks and controls, there has not been any unruly 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 FIVE**

### **5.0 CHALLENGES/CONSTRAINTS**

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

#### **5.1 FINANCIAL**

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

#### **5.2 INVESTIGATION**

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

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

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



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

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

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

## **PART SIX**

### **6.0 CONCLUSION**

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

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

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

It will continue to maximize its tools and materials for effective performance of its functions. The Commission will not relent in improving on its capacities and performance to ensure a more rewarding Police service in 2016.

**Police Service Commission**

**Federal Secretariat - Phase 1**

**Abuja**

## Appendix A

### HISTORY OF THE POLICE SERVICE COMMISSION

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

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

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

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

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

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

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

During military rule in 1971, the Constitution (Suspension and Modification Decree) No. 36 of 1971, which repealed chapter VII of the 1963 Republican Constitution, in Section 110 (1), power of appointment, promotion, transfer, confirmation of appointments, disciplinary control and dismissal of the members of the Force was made the exclusive function of the Police Service Commission.

However, as it is bound to be a burdensome task for the Police Service Commission to exercise these powers on all Police Officers from the rank of IGP to the least Recruit Constable, a proviso was made in the above section, which gives the Commission power, with the approval of the Head of the Federal Military Government, to delegate any of its powers to either the Inspector-General of Police or any other member of the Nigeria Police Force.

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

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

The five-year tenure of the board will expire by effluxion of time in mid-June 2018.

## Appendix C



### Relevant Provisions

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

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

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

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

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

(30) The Commission shall have power to:-

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

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





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

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

## **POLICE SERVICE COMMISSION ACT 2001**

### **ARRANGEMENT OF CLAUSES**

#### **CLAUSES:**

1. Establishment of the Police Service Commission
2. Management of the Commission
3. Tenure of Office
4. Cessation of Membership of the Commission, etc.
5. Removal from Office, etc.
6. Functions of the Commission
7. Powers of the Commission
8. Powers of Delegation
9. Establishment of Departments
10. Appointment of Secretary to the Commission, etc.
11. Service in the Commission to be Pensionable

12. Funds of the Commission
13. Expenditure of the Commission
14. Gifts to the Commission
15. Annual Estimates and Expenditure
16. Quarterly Report
17. Annual Report
18. Offices and Premises of the Commission, Cap. 202 LFN
19. Directives by the President
20. Limitation of Suits against the Commission, etc., Cap. 379 LFN
21. Service of Documents
22. Restriction on Execution against Property of the Commission
23. Indemnity of Officers
24. Transitional Provisions
25. Regulations
26. Interpretation
27. 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><b>Establishment of the Police Service Commission.</b></p>
<p>2.-(1) The management of the Commission shall vest in the following members, whose appointment shall be in line with the Federal Character provision of the Constitution-</p> <p>(a) a Chairman who shall be the Chief Executive of the Commission;</p> <p>(b) a retired Justice of the Supreme Court or Court of Appeal;</p> <p>(c) a retired Police Officer not below the rank of Commissioner of Police;</p> <p>(d) one representative each of</p> <p>(i) women interest;</p> <p>(ii) the Nigerian Press;</p> <p>(iii) Non-Governmental human rights organisations in Nigeria</p> <p>(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</p>	<p><b>Management of the Commission</b></p>

<p>section shall be part-time members.</p> <p>(4) The supplementary provisions set out in the Schedule to this Act shall have effect with respect to the proceedings of the Commission and the other matters contained therein.</p>	
<p>3.- (1) Subject to the provisions of Section 4 of this Act, a member of the Commission, other than ex-officio members shall each hold office -</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>	<p><b>Tenure of Office</b></p>
<p>4.- (1) Notwithstanding the provisions of section 3 of this Act, a person shall cease to hold office as member of the Commission if -</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>	<p><b>Cessation of membership of the Commission etc.</b></p>
<p>5.- (1) Notwithstanding the provisions of section 4 of this Act, the Chairman and any other member, may at any time be removed from that office by the President acting on an address supported by two-thirds majority of the Senate praying that he be removed for inability to discharge the functions of the office (whether arising from infirmity of mind or body or any other cause or for misconduct).</p> <p>(2) A member may resign his appointment by a notice in writing under his hand, addressed to the President and that member shall on the date of the receipt of the notice by the President cease to be a member of the Commission.</p>	<p><b>Removal from Office, etc.</b></p>

**Part II - Functions and Powers of the Commission**

<p>6.- (1) The Commission shall-</p> <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</p>	<p><b>Functions of the Commission</b></p>
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<p>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 in this Act.</p>	
<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>	<p><b>Powers of the Commission</b></p>
<p>8.- The Commission may, subject to such conditions as it may think fit, delegate any of its powers under this Act-</p> <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>	<p><b>Powers of delegation.</b></p>

**Part III - Structure of the Commission**

<p>9.- (1) There shall be established in the headquarters of the Commission the following Departments -</p> <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>	<p><b>Establishment of Departments</b></p>
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**Part IV - Staff**

<p>10.- (1) There shall be for the Commission, a Secretary to the Commission who shall-</p> <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>Appointment of Secretary to the Commission, etc.</b></p>
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<p>(b) for keeping the books and proper records of the proceedings of the Commission; and (c) for-</p> <p>(i) the administration of the secretariat of the Commission; and (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 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>	
<p>11.- (1) Service in the Commission shall be approved service for the purposes of the Pensions Act.</p> <p>(2) The officers and other persons employed in the Commission shall be entitled to pensions, gratuities and other retirement benefits as are enjoyed by persons holding equivalent grades in the Civil Service of the Federation.</p> <p>(3) Nothing in Subsections (1) and (2) of this section shall prevent the appointment of a person to any office on terms which preclude the grant of pension and gratuity in respect of that office.</p> <p>(4) For the purposes of the application of the provisions of the Pensions Act, any powers exercisable there under by the Minister or other authority of the Government of the Federation, other than the power to make regulations under Section 23 thereof is hereby vested in and shall be exercisable by the Commission and not by any other person or authority.</p>	<p><b>Service in the Commission to be Pensionable, Cap. 346 LFN</b></p>

**Part V - Financial Provisions**

<p>12.- (1) The Commission shall establish and maintain a fund from which shall be defrayed all expenditure by the Commission.</p> <p>(2) There shall be paid and credited to the fund established pursuant to Subsection (1) of 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; (b) all monies raised for the purposes of the Commission by way of gifts, loan, grants-in-aid, testamentary dispositions or otherwise; and (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 (b) requiring the keeping of proper accounts and records for the purpose of the Fund in such form as may be specified in the rules.</p>	<p><b>Funds of the Commission</b></p>
<p>13. The Commission shall apply the proceeds of the Fund established pursuant to Section 12</p>	<p><b>Expenditure</b></p>

<p>of this Act to -</p> <p>(a) the cost of administration of the Commission;</p> <p>(b) the payment of salaries, allowances and benefits of members of the Commission or any Committee of the Commission;</p> <p>(c) the payment of salaries, remuneration, allowances, benefits, pensions and gratuities payable to officers and employees of the Commission;</p> <p>(d) the payment for all contracts, including mobilization, fluctuations, variations, legal fees and cost on contract administration;</p> <p>(e) the payment for all purchases; and</p> <p>(f) undertake such other activities as are connected with all or any of the functions of the Commission under this Act.</p>	<p><b>of the Commission</b></p>
<p>14.- (1) The Commission may accept gifts of land, money or other property on such terms and conditions, if any, as may be specified by the person or organization making the gift.</p> <p>(2) The Commission shall not accept any gift if the conditions attached thereto are inconsistent with the functions of the Commission under this act.</p>	<p><b>Gifts to the Commission</b></p>
<p>15.- (1) The Commission shall, not later than 30th September in each year, submit to the President an estimate of the expenditure and income of the Commission during the next succeeding year.</p> <p>(2) The Commission shall cause to be kept proper accounts of the Commission in respect of each year and proper records in relation thereto and shall cause the accounts to be audited not later than 6 months after the end of each year by auditors appointed from the list and in accordance with the guidelines supplied by the Auditor-General for the Federation.</p>	<p><b>Annual Estimates and expenditure</b></p>
<p>16. The Commission shall, at the end of every quarter in each year submit to the President a report on the activities and administration of the Commission.</p>	<p><b>Quarterly Report</b></p>
<p>17.- (1) The Commission shall prepare and submit to the President, not later than 30th June in each year, a report in such form as the President may direct on the activities of the Commission during the immediately preceding past year, and shall include in the report a copy 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>	<p><b>Annual Report</b></p>

**Part VI - Miscellaneous**

<p>18.- (1) For the purposes of providing offices and premises necessary for the performance of its functions under this Act, the Commission may, subject to the Land Use Act -</p> <p>(a) purchase or take on lease any interest in land, or other property; and</p> <p>(b) construct offices and premises and equip and maintain same.</p> <p>(2) The Commission may, subject to the Land Use Act, sell or lease out any office or premises held by it, which office or premises is no longer required for the performance of its functions under this Act.</p>	<p><b>Offices and Premises of the Commission, Cap. 202 LFN</b></p>
<p>19. Subject to the provisions of this Act, the President may give to the Commission directives of a general nature or relating generally to matters of policy with regard to the performance by the Commission of its functions and it shall be the duty of the</p>	<p><b>Directives by the President</b></p>

<p>Commission to comply with the directives.</p> <p>20.- (1) Subject to the provisions of this Act, the provisions of the Public Officers Protection Act shall apply in relation to any suit instituted against any officer or employee of the Commission.</p> <p>(2) Notwithstanding anything contained in any other law or enactment, no suit shall lie against any member of the Commission, the Secretary or any other officer or employee of the Commission for any act done in pursuance or execution of this Act or any other law or enactment, or of any public duty of authority in respect of any alleged neglect or default in the execution of this Act or such law or enactment, duty or authority, shall lie or be instituted in any Court unless-</p> <p>(a) ... commenced within three months next after the Act, neglect or default complained of; or</p> <p>(b) in the case of a continuation of damage or injury, within six months next after the ceasing thereof.</p> <p>(3) No suit shall be commences against a member of the Commission, the Secretary, officer or employee of the Commission before the expiration of a period of one month after written notice of intention to commence the suit shall have been served upon the Commission by the intending plaintiff or his agent.</p> <p>(4) The notice referred to in Subsection (3) of this section shall clearly and explicitly state the cause of action, the particulars of the claim, the name and place of abode of the intending plaintiff and the relief, which he claims.</p>	<p><b>Limitation of Suits against the Commission, etc. Cap. 379 LFN</b></p>
<p>21. A notice, summons or other document required or authorized to be served upon the Commission under the provisions of this Act or any other law or enactment may be served by delivering it to the Secretary or by sending it by registered post and addressed to the Secretary at the principal office of the Commission.</p>	<p><b>Service of Documents</b></p>
<p>22.- (1) In any action or suit against the Commission, no execution or attachment of process in the nature thereof shall be issued against the Commission.</p> <p>(2) Any sum of money which may by the judgment of any court be awarded against the Commission shall, subject to any direction given by court where notice of appeal of the said judgment has been given, be paid from the general reserve fund of the Commission.</p>	<p><b>Restriction on execution against the property of the Commission</b></p>
<p>23. A member of the Commission, the Secretary, any officer or employee of the Commission shall be indemnified out of the assets of the Commission against any proceeding, whether civil or criminal, in which judgment is given in his favour, or which is acquitted, if any such proceeding is brought against him in his capacity as a member of the Commission, the Secretary, officer or employee of the Commission.</p>	<p><b>Indemnity of Officers</b></p>
<p>24. Any person who, immediately before the coming into force of this Act is the holder of any office in the Nigeria Police Force shall on the commencement of this Act, continue in office and be deemed to have been appointed to his office by the Commission under this Act.</p>	<p><b>Transitional provisions.</b></p>
<p>25. The Commission may, with the approval of the President make regulations generally for the purposes of giving full effect to this Act.</p>	<p><b>Regulations</b></p>
<p>26. In this Act, unless the context otherwise requires-</p> <p>"Commission" means the Police Service Commission established by Section 1 of this Act;</p> <p>"member" means a member of the Commission and includes the Chairman.</p>	<p><b>Interpretations.</b></p>



<p>"President" means the President, Commander-in-Chief of the Armed Forces.  "Secretary" means the Secretary to the Commission appointed pursuant to Section 10 of this Act.</p>	
<p>27. This Act may be cited as the Police Service Commission (Establishment etc.) Act 2001.</p>	<p><b>Citation.</b></p>

**SCHEDULE**

Section 2(4)

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

**Proceedings of the Commission**

Cap. 192 LFN

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

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

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

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

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

**Committees**

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

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

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

**Miscellaneous**

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

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

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

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

(a) a vacancy in the membership of the Commission or Committee; or

(b) a defect in the appointment of a member of the Commission or Committee; or

(c) reason that a person not entitled to do so took part in the proceedings of the Commission or Committee.

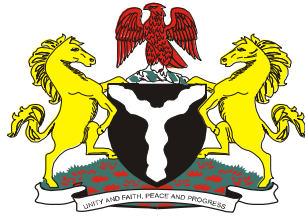
#### **Explanatory Memorandum**

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

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

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

## Appendix D



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

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

## DELEGATION OF POWERS

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

1. **Whereas: -**

a. The Commission, established pursuant to S. 153 (i) (m) of the Constitution of the Federal Republic of Nigeria 1999 (as amended) is vested with the responsibilities of appointment, promotion and exercise of disciplinary powers over Police Personnel of the ranks of Constable to the Deputy Inspector General of Police, both inclusive.

b. The Commission reserves the discretion to delegate all or any of these powers to an officer in the service of the Nigeria Police Force or a Committee of persons as the Commission may deem fit.

- c. The Commission has deemed it fit to delegate some of these powers to the Inspector General of Police under specific terms and conditions.

## 2. **NOW THIS GRANT**

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

### **Appointment/Recruitment**

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

### **Promotion**

The Inspector General of Police shall have the power to carry out the promotion of Police Personnel of the rank of Constable up to the rank of Inspector (PSS 7). Such promotions shall be subject to the Promotion Guidelines as issued by Police

Service Commission from time to time, and the Inspector General of Police shall make returns to the Commission within three months of the Promotion exercise the number of persons so promoted and the ranks promoted to.

### Discipline

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

3. **The exercise of these powers shall be subject to the following conditions:**
  - a. The Inspector General of Police shall make quarterly returns to the Commission of the number and details of cases dealt with under the delegated powers and these returns shall be made not later than twenty one (21) days after the end of each quarter.
  - b. To enable the Commission to update its database of the Police Personnel, the Inspector General of Police shall on a regular basis inform the Commission with details of wastage in the Police

Personnel arising from death, dismissal, retirement, medical boarding and resignations on quarterly basis.

- c. In exercising the power of recruitment/appointment of the rank of Constable the Inspector General of Police shall prior to the commencement of the exercise inform the Commission of the number to be recruited, the date and venue of the recruitment.
4. In the exercise of power of disciplinary control delegated to the Inspector General of Police, the following offices/persons and facilities shall be regarded as mechanism under the control and deployment of the Inspector General of Police, that is: -
  - (a) The Commissioner of Police in each State of the Federation and the FCT.
  - (b) The Area Commanders under each of the States of the Federation and the FCT.
  - (c) The Divisional Police Officers under each Area Command in each of the States of the Federation and FCT.
5. In the exercise of the disciplinary powers hereby delegated the Inspector General of Police shall be at liberty to use the extant internal disciplinary mechanism of the Nigeria Police Force, the disciplinary guidelines of the Police Service Commission and the Public Service Rules and the Police Act and Regulations.

6. All disciplinary processes shall be completed within ninety (90) days from commencement. Any disciplinary process carried out beyond the stipulated period shall abate and be of no effect.
7. The outcome of all disciplinary proceedings, whether dismissal, reduction in rank, reprimand or otherwise, must be communicated to the officer in writing. A violation of this provision shall render the outcome of such disciplinary proceedings invalid.
8. In all cases pursuant to the exercise of these delegated powers where the presence of Police Service Commission is provided for its absence there from, on account of neglect, failure or refusal of the Inspector General of Police to inform the Commission, shall render any particular exercise, whether promotion, recruitment or discipline invalid.
9. These powers are granted for two years in the first instance.
10. Any power which before the coming into force of this Instrument of Delegation of Powers was exercised by the Inspector-General of Police after the expiration of the last Instrument and within the limits of the powers hereby delegated shall on commencement of this Instrument of Delegation of Powers be deemed to have been carried pursuant to this instrument.



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

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

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

## Appendix E

### RANKS OF THE NIGERIA POLICE

(In Descending Order of Hierarchy)

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

### TRAFFIC WARDEN CADRE

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