



POLICE SERVICE COMMISSION

GUIDELINES ON APPOINTMENT, PROMOTION AND DISCIPLINE IN THE NIGERIA POLICE FORCE

REVISED EDITION

2018

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FOREWORD

The Police Service Commission is one of the Federal Executive Bodies established under Section 153 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 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.
- (e) Carry out other functions as the President may from time to time direct.

This revised edition of the PSC guidelines on appointment, promotion and discipline is in pursuance of the above mandate. The aim is to update the policies and procedures with respect to appointment, promotion and discipline in Nigeria Police Force to bring them in line with current realities of governance. It is also aimed at repositioning the Police Service Commission for higher levels of efficiency and service delivery by ensuring that the guidelines are strictly adhered to in the process of appointment, promotion and discipline in the Nigeria Police force.

The objectives of these guidelines are principally to:

- Ensure that appointment, promotion and disciplinary processes in the Nigeria Police Force are clearly defined, fair and transparent.
- Ensure that appointment and promotion in the Nigeria Police Force are based on merit
- Enshrine the principles of Federal Character in such appointment and other related matters in the Nigeria Police Force.
- Ensure an open and fair disciplinary mechanism in the Nigeria Police Force.

This Revised Edition is a booklet containing the PSC guidelines on appointment promotion and discipline in the Nigeria Police which is a departure from the first editions where the guidelines were printed in three separate booklets. This Revised Edition also contains the PSC Policy on Special Promotion in the Nigeria Police Force.

The Commission is committed to ensuring the full implementation of these guidelines and Policies and solicits the support of all stakeholders to make them work. It is the belief of the Commission that if these guidelines are diligently implemented and adhered to, the Police Force will be more efficient, disciplined and result oriented.

**Sir (Dr.) Mike Okiro, IGP (RTD), CFR,
Chairman, Police Service Commission**

CHAPTER ONE

GUIDELINES ON APPOINTMENT

1.0 Preamble: The purpose of these guidelines IS to promote the creation and maintenance of a professional Police workforce in Nigeria, which is capable of delivering an effective and efficient service that meets the needs of the Public. The guidelines would encourage the recruitment of the best applicants through the three entry levels into the Nigeria Police Force: Constables, Cadet Inspector and Cadet Assistant superintendent of Police.

The means to achieving the above include the following:

- Developing effective and accountable administrative and selective procedure and monitoring them to ensure that the Nigeria Police Force continues to reflect the diversity of the Nigeria population.
- Advertisement of all recruitment into the NPF in the national and regional print and electronic media
- Ensuring that complaints in respect of procedures are entertained and acted upon and to ensure that people who feel aggrieved have enough confidence in the system to make the complaints.

1.1 ENTRY POINTS INTO THE NIGERIA POLICE FORCE

There are three (3) entry points into the Nigeria Police Force namely:

- i) Constable (General Duty or Specialist)
- ii) Cadet Inspector (General Duty or Specialist)
- iii) Cadet Assistant Superintendent of Police (General Duty or Specialist)

1.2 Recruitment of Constables

To be eligible for recruitment as constable into the Nigeria Police Force, applicant must:

- a) Be a citizen of Nigeria.
- b) Be between the ages of 18 and 25 at the time of appointment.
- c) Possess O' Level Certificate or its equivalent with at least five credits including English Language and Mathematics in not more than two sittings.
- d) Be certified mentally and physically fit by a Police Medical Doctor or Government Medical Practitioner.
- e) Not have been convicted of any criminal offence.
- f) Present verifiable references from any two of the following:
 - i. Community leader;
 - ii. Local Government Chairman;
 - iii. Head of Educational Institutions attended;
 - iv. Present or past employers; OR
 - v. A highly placed Public Servant as maybe stated in the Advert and form.
- g) Present a Certificate of indigeneship from his/her Local Government
- h) Not be less than 1.67 meters in height for men and 1.63 meters for Women.
- i) Not have less than 0 .86 meters expanded chest measurement (for men only).

1.3 Recruitment of Cadet Inspectors of Police

To be eligible for recruitment as Cadet Inspector into the Nigeria Police Force, applicant must:

- a) Be a citizen of Nigeria.
- b) Be between 18 and 28 years of age at the time of recruitment.
- c) Possess a minimum educational requirement of Ordinary National Diploma (OND), Advanced 'A' Level, National Certificate of Education or their equivalents.
- d) Be certified mentally and physically fit by a Police Medical Doctor or Government Medical Practitioner.
- e) Not have been convicted of any previous criminal offence.
- f) Present two verifiable references from any of the following:
 - i. Community Leader;
 - ii. Local Government Chairman;
 - iii. Head of Educational Institutions/ Colleges attended;
 - iv. Present or Past Employers; OR
 - v. A highly placed Public Servant as maybe stated in the advertisement and form.
- g) Possess five credits including English and Mathematics at O' Level.
- h) Present a Certificate of Indigeneship from his/her Local Government
- i) Not be less than 1.67 meters in height for men and 1.63 meters for women.
- j) Not have less than 0.86 meters expanded chest measurement (for men only).

1.4 Recruitment of Cadet Assistant Superintendent of Police (ASP)

This is the entry point for civilian University Graduates/HND holders

and qualified members of the Rank and File of the Nigeria Police Force. Applicant for recruitment as Cadet Assistant Superintendent of Police must:

- a) Be a citizen of Nigeria.
- b) Be between the ages of 19 and 30 for General Duty and 19 -32 for Specialist at the time of recruitment.
- c) Possess a Bachelors Degree/Higher National Diploma (HND) or their equivalents.
- d) Possess NYSC Discharge Certificate or Exemption where applicable
- e) Be certified mentally and physically fit by a Police Medical Doctor or Government Medical Practitioner.
- f) Not have been convicted of any criminal offense.
- g) Present two verifiable references from any of the following:
 - i. Community Leader,
 - ii. Local Government Chairman;
 - iii. Head of Educational Institutions attended;
 - iv. Present or past employers; OR
 - v. A highly placed Public Servant as stated in the advertisement and form.
- h) Present a Certificate of indigeneship from his/her Local Government
- i) Not be less than 1.67 meters in height for men and 1.63 meters for women.
- j) Not have less than 0.86 meters expanded chest measurement (for men only).

1.5 PROCEDURE FOR RECRUITMENT

The procedure for recruitment into the Nigeria Police Force is as stated below:

1.5.1 Determination of Vacancies

The Commission in conjunction with the Nigeria Police Force will determine the number of persons to be recruited and thereafter declare the vacancies.

1.5.2 Processing of Vacancies

The Recruitment Board will set the following agenda:

- a) Advertisement for vacancies will run for six (6) weeks in at least (3) national newspapers and simultaneously on the Websites of the Police Service Commission and the Nigeria Police Force.
- b) Collation of applications received On-line through the PSC and NPF Websites.
- c) Short-listing of candidates for screening and sending out on-line letters of invitation.
- d) Screening of candidates at the state levels for physical features and educational qualifications/credentials.
- e) Conducting Aptitude Test at Zonal Levels for successful candidates.
- f) Selection of qualified and suitable candidates by the Recruitment Selection Board based on agreed formula as follows:
 - Merit on performance
 - Geographical spread within states
 - Other considerations of National interest
- g) List of successful candidates is published in at least 3 national newspapers and on the Websites of the PSC and the NPF.
- h) Upon selection, all successful candidates are issued Provisional Letters of Appointments by the Police Service Commission and required to proceed on training the Police Training Colleges.

1.6 MONITORING AND EVALUATION DURING TRAINING

The PSC shall carry out periodic monitoring and evaluation of the training programme at the Police Colleges. The activities shall include the following:

- i. Background Check: The PSC shall conduct background checks on all the new entrants.
- ii. Monitoring and assessment of the Training programme by a combined team from PSC and NPF.
- iii. Organized lectures on the Mandate and Functions of the PSC.
- iv. Participation in the scheduled interview by the Inspector General of Police for the Cadet ASPs
- v. Attending and witnessing the Passing out Parade (POP) ceremonies.

CHAPTER TWO

GUIDELINES ON PROMOTION

2.0 PREAMBLE

On the job promotion is one of the ways through which an organization rewards its workforce. When promotions are given to deserving individuals based on merit through a procedure that is open and transparent, it encourages hard work and healthy competition in the workplace. However, when the processes and procedures are fundamentally flawed and opaque, the benefits turn into deficits and threats to the progress of the organization. When people who work in an organization face situations where those whom they know are either not as hard working or knowledgeable on the job as they are but are promoted or rewarded ahead of them, the tendency for them to lose interest and commitment to the job becomes high. It is therefore very important that these PSC Guideline on Promotions are strictly adhered to in order to achieve the above objective.

2.1 GUIDING PRINCIPLES: The PSC shall recognize and reward excellence and productivity through the elevation of deserving officers to fill existing vacancies, thereby giving due opportunities to officers to fully develop their potentials.

The guidelines are based on the following principles:

- Merit
- Recognition of hierarchy/seniority in the Police
- Decentralization
- Regularity
- Openness (a candidate is entitled to request the details of his/her appraisal)
- Opportunities for redress appeals and petitions
- Federal Character Principles as established by the Federal Character Commission shall be reflected in promotions and must be strictly adhered to in the promotion of DIGs and officers starting from ASPs and Inspectors.

2.2 GENERAL CRITERIA FOR PROMOTION IN THE POLICE

The under-listed criteria shall be considered in all promotions:

- i. Confirmation of Appointment: Only officers whose appointments have been confirmed shall be eligible for promotion
- ii. Seniority shall be recognized
- iii. Annual Performance Evaluation Report (APER): Officers due for promotion must present three consecutive years APER with scores not below a B grade. The APER forms shall be controlled and issued by the PSC through its Zonal offices. Every officer shall complete four copies of APER whether he/she is due for promotion or not. One copy of every officer's APER form must be signed and counter-signed at the Police Area Command before submission to the PSC.
- iv. Must have clean records of service [without PDM] in three preceding years.
- v. Must have attended the relevant promotion course and passed the prescribed examinations or interviews as appropriate. The Commission shall participate in the administration of promotion examinations for officers in collaboration with the Training Department of the Police.
- vi. There must be vacancy to accommodate the officer
- vii. Officers in specialist cadre must obtain grades not lower than B in their fields and not lower than C in general duties knowledge.

- viii. An officer, who is not promoted because of PDM, shall after he is cleared and satisfies other criteria for promotion, may be considered for promotion with effect from the date that would place him at par with his mates.

2.3 PROCEDURE FOR PROCESSING PROMOTIONS

The procedures for processing the promotion of Senior Police Officers are as follow:

- i. The Inspector General of Police shall send recommendations of eligible officers for promotion to the Police Service Commission for approval. The recommendations shall be submitted in both hard and soft copies, and accompanied with copies of the latest Staff List and vacancy analysis and officers personal files.
- ii. The PSC shall screen the personal files of the recommended officers in order to:
 - Ascertain whether or not the officer is confirmed.
 - Ascertain whether or not the staff has a pending disciplinary matter (PDM) in the preceding three years;
 - Ascertain the accuracy of statistical details such as name, AP Number, Rank and last promotion etc
- iii. The recommendations shall further be screened at the PSC Standing Committee on Police Recruitment
- iv. The recommendations are presented to the PSC plenary for approval which would be followed by the issuance of the Letters of Promotion to successful officers.

2.4 PROMOTION FOR THE RANK AND FILE

2.4.1 Constable - Corporal (PC – CPL)

- i. Minimum of three years as a Constable

- ii. All candidates for promotion from constable to corporal must successfully complete a one-month Constable promotion course
- iii. Candidates must have scored a B Grade Annual Performance Evaluation Report [APER] over a period of three years
- iv. Candidates Must Successfully complete the Development Course, Refresher Course or Detective Course
- v. Candidates must not have any pending disciplinary matter or complaints /petitions of gross misconduct such as human rights violations, torture, extra judicial execution or rape etc
- vi. Candidates must not have any entry in their personnel records, of major punishment within the last 12 months preceding the commencement of the Corporal Promotion Course.

2.4.2 Corporal to sergeant (CPL- SGT)

- i. Minimum of three years as a Corporal.
- ii. All candidates for promotion from corporal to sergeant must successfully complete the necessary promotion course.
- iii. Must have scored a B Grade Annual Performance Evaluation Report [APER] over a period of three years
- iv. Must successfully complete the Development Course, Refresher Course or Detective Course

- v. The candidates must not have any pending disciplinary matter or complaints /petitions of gross misconduct such as human rights violations, torture, extra judicial execution or rape etc
- vi. The candidate must not have any entry in their personnel records, of major punishment within the last 12 months preceding the commencement of the Corporal Promotion Course.

2.4.3 Sergeant - Inspector (SGT – INSP)

- i. Minimum of three years as a Corporal.
- ii. All candidates for promotion from corporal to sergeant must successfully complete the necessary promotion course.
- iii. Must have scored a B Grade Annual Performance Evaluation Report [APER] over a period of three years
- iv. Must Successfully complete the Development Course, Refresher Course or Detective Course
- v. The candidate must not have any pending disciplinary matter or complaints /petitions of gross misconduct such as human rights violations, torture, extra judicial execution or rape etc
- vi. The candidate must not have any entry in their personnel records, of major punishment within the last 12 months preceding the commencement of the Corporal Promotion Course.

2.5 PROMOTION FOR THE SENIOR POLICE OFFICERS

2.5.1 Inspector - Assistant Superintendent of Police II (INSP – ASP II)

The Inspectors of Police that fall within the field of selection for promotion to the Rank of ASP II must appear before the Departmental Selection Board [DSB] for screening/interview. Only those who satisfy the requisite conditions shall be recommended for promotion.

The Inspector General of Police shall give advance notice and invite the Commission to participate at the DSB screening exercise.

At the end of the screening exercise, the Chairman of the DSB shall endorse each page of the approved reports/proceedings and forward same to the PSC and the Police Authority.

2.5.2 An Inspector of Police may be eligible for promotion to the rank of ASP II on probation subject to the following criteria:-

- i. Seniority
- ii. The Inspector must have spent not less than three [3] years on the rank of Inspector;
- iii. Must have been confirmed on the rank as an Inspector;
- iv. Must have scored B grades in APER for three [3] preceding years;
- v. Must have no Pending Disciplinary Matter [PDM]; and
- vi. Must have been recommended by the Departmental Selection Board [DSB].

The promotion of Inspectors to ASP11 will be based on Federal Character Principles

2.5.3 Assistant Superintendent of Police II - Assistant Superintendent of Police I (ASPII - ASPI)

An Assistant Superintendent of Police II shall be eligible for promotion to Assistant Superintendent of Police I after passing the

prescribed confirmation examinations.

Failure to pass the confirmation examinations in 3 consecutive sittings will attract automatic termination of appointment for Direct Entrants, while Force Entrants will be reverted to their former ranks.

2.5.4 Assistant Superintendent of Police I - Deputy Superintendent of Police [ASP I - DSP]

A confirmed Assistant Superintendent of Police [ASP] shall be eligible for promotion to the rank of Deputy Superintendent of Police [DSP] subject to the following criteria:-

- i. Seniority;
- ii. He/she must have Served at least three [3] years on the rank after confirmation as an ASP 1;
- iii. The officer must have scored at least B grades in APER for three [3] preceding years;
- iv. He/she must have attended the ASP to DSP promotion course and passed the prescribed examinations.
- v. He/she must have no Pending Disciplinary Matter [PDM]

2.5.5 Deputy Superintendent of Police - Superintendent of Police (DSP – SP)

A DSP may be eligible for promotion to the rank of Superintendent of Police subject to the following criteria:

- i. Seniority;
- ii. He/she must have served three [3] years on the rank;
- iii. He/she must have earned B grades in APER for three [3] preceding years;
- vi. He/she must have attended the DSP – SP promotion course and passed the prescribed examinations.
- iv. He/she must not have any pending disciplinary matter (PDM)

2.5.6 Superintendent of Police - Chief Superintendent Police (SP

-CSP)

A Superintendent of Police may be eligible for promotion to the rank of Chief Superintendent of Police subject to the following criteria:

- i. Seniority;
- ii. The officer must have spent at least three [3] years as a Superintendent of Police;
- iii. He/she must have earned B grade in APER for three [3] preceding years;
- iv. He/she must have attended the SP - CSP promotion course and passed the prescribed examinations.
- v. He/she must not have any pending disciplinary matter.(PDM)

2.5.7 Chief Superintendent of Police - Assistant Commissioner of Police (CSP – ACP)

A Chief Superintendent of Police may be eligible for promotion to the rank of Assistant Commissioner of Police subject to the following criteria:

- i. Seniority;
- ii. The officer must have spent at least three [3] years as a Chief Superintendent of Police;
- iii. He/she must have earned B grade in APER for three [3] preceding years;
- iv. He/she must have attended the CSP - ACP promotion course and passed the prescribed examinations.
- v. He/she must not have any pending disciplinary matter (PDM).

2.5.8 Assistant Commissioner of Police - Deputy Commissioner of Police (ACP – DCP)

An Assistant Commissioner of Police may be eligible for promotion to the rank of Deputy Commissioner of Police subject to the following criteria:

- i. Seniority;

- ii. The officer must have spent at least three [3] years as an Assistant Commissioner of Police;
- iii. He/she must have earned B grade in APER for three [3] preceding years;
- iv. He/she must have attended the ACP – DCP promotion course and passed the prescribed examinations and promotion interview with the Commission.
- v. He/she must not have any pending disciplinary matter (PDM)

2.5.9 Deputy Commissioner of Police - Commissioner of Police (DCP – CP)

A Deputy Commissioner of Police may be eligible for promotion to the rank of Commissioner of Police subject to the following criteria:

- i. Seniority;
- ii. The officer must have spent at least three [3] years as a Deputy Commissioner of Police;
- iii. He/she must have earned B grade in APER for [3] preceding years;
- iv. He/she must have attended the DCP – CP promotion course and passed the prescribed examinations and promotion interview with the Commission.
- v. He/she must not have any pending disciplinary matter.
- vi. He/she must have attended an interactive session with the Police Service Commission

2.5.10 Commissioner of Police - Assistant Inspector - General of Police (CP – AIG)

A Commissioner of Police [CP] may be eligible for promotion to rank of Assistant Inspector- General of Police [AIG] subject to the following criteria:

- i. Seniority;
- ii. Based on availability of vacancy
- iii. He/she must have earned B grade in APER for three [3] preceding years;

- iv. He/she must not have any pending disciplinary matter (PDM)
- v. He/she must have attended and passed the promotion interview with the Commission.

2.5.11 Appointment of Deputy Inspector General of Police (DIG)

An officer of the rank of CP or AIG may be appointed DIG based on the demands of his/her geopolitical zones. The following may also apply:

- i. Seniority- He/she must be the most senior AIG or CP from his/her geo-political Zone;
- ii. He/she must not have any pending disciplinary matter (PDM)

2.6 ACTING APPOINTMENT IN THE NIGERIA POLICE FORCE

The Force shall strive to fill vacant duty-posts with the next most competent and qualified officer on temporary basis, subject to periodic assessment. The purpose is to ensure that important administrative procedures and operations in the Force are not disrupted by the absence of the incumbent.

2.6.1 Procedure

In order to streamline requests for Acting Appointments in the Nigeria Police Force and relate them to its needs, the following guidelines and procedures will apply:

- i. Acting Appointments shall only be approved in order to fill a vacuum created by death or where the incumbent is on leave/course of study
- ii. Only the most senior and qualified officer who meets all professional requirements in the Zone, Command, Division or Formation shall act for the ranks of Commissioner of Police and above whenever the need arises subject to confirmation by the Commission.
- iii. Where the most senior officer in the Department/Section cannot act on account of failure to meet the conditions stated above, the Inspector General of Police shall exercise

the discretion of recommending the most competent and professionally qualified officer to act. In doing so, the IGP shall present cogent reasons to show that the most Senior Officer has not met the requirements as stipulated in ii above and the next officer on the Staff List should be given the opportunity.

- iv. Where the acting appointment exceeds the recommended duration on account of the incumbent being on leave or on course for a period longer than six months, and the officer cannot be confirmed, the Commission shall renew the acting appointment on the recommendation of the IGP.
- v. Where the acting appointment is to a vacant duty-post the Inspector General of Police shall assess the performance of the officer after six months and subject to performance, advise the Commission for continuation, confirmation, or cessation of the acting appointment.
- vi. The acting appointment of an officer shall cease on the day the substantive holder resumes duty from leave/course or the effective date of confirmation of the officer's acting appointment.

2.7 COVERING OF DUTIES

Where the period of absence of a substantive officer on an established duty-post is less than four consecutive weeks, and another officer cannot, therefore, be appointed to act thereon, the Inspector General of Police or a delegated officer shall nominate an officer to cover the duties for the period without recourse to the Commission for approval but the Commission may be notified for information only.

2.8 RIGHT OF APPEAL ON CONCLUDED PROMOTION EXERCISE

Any officer who feels he or she was denied promotions unjustly shall have the right of appeal through approved established channels of communications. Such right of appeal should be forwarded within 90 days to the Inspector General of Police from

the date of the release of the promotions.

An aggrieved officer may forward an advance copy to the Chairman, Police Service Commission.

The Inspector General of Police shall comment on the merits or demerits of such appeals, and endorse them to the Chairman Police Service Commission for a decision.

2.9 REVISED POLICY ON SPECIAL PROMOTION

2.9.1 INTRODUCTION

The Commission shall recognize and reward excellence and productivity, through the elevation of deserving Officers to fill in existing budget vacancies, thereby giving due opportunities to individual members of the Nigeria Police Force to develop their potentials to the fullest. The criteria and guidelines for Promotion in the Police Force have already been issued by the Commission. However, Officers with exceptional performance or behaviors could be considered for Special Promotion even if they have not served for the minimum periods on a rank and/or without having the requisite seniority as specified in the guidelines for normal promotion.

2.9.2 SPECIAL PROMOTION

An out-of-turn with others (peers) advancement of an Officer from one rank to a higher one generally referred to as accelerated promotion based on superlative or exceptional performance and highly valuable contribution towards the achievement of individual or group objectives.

2.9.3 PURPOSE OF SPECIAL PROMOTION

The purpose is to correlate reward and effort, and to reposition an Officer for the performance of tasks which his/her present substantive rank may not suffice.

2.10.4 SPECIAL PROMOTION CRITERIA

The following are the criteria for the award of Special Promotion in the Nigeria Police Force:

- i. The benefiting Officer must have been confirmed on his/her present substantive rank;
- ii. The Officer must have spent at least 2 years on his/her present substantive rank;
- iii. The Officer must not have benefited from Special Promotion in the last 3 years;
- iv. The reasons adduced for the Officer's eligibility for Special Promotion must be substantiated and evidences for superlative performance or behaviors clearly stated and open for scrutiny;
- v. All Promotions, including Special must be subject to availability of vacancy.
- vi. Any other additional requirement as may be issued by the Commission.

2.11 PROCEDURE

Staff with exceptional performance may be recommended for accelerated promotion by the Inspector-General of Police.

The Commission shall consider and approve such recommendations at Plenary.

2.12 CAVEAT

The above procedures notwithstanding, the Police Service Commission can promote any deserving Officer on special grounds. The opportunities created by the Commission for identifying and rewarding Officers whose individual or group efforts lead to achievement of specific goals of a particular operation or the set objectives of the Force in general, should not be abused.

CHAPTER THREE

GUIDELINES ON DISCIPLINE

3.00 INTRODUCTION

Section 153 (1) (m) of the 1999 Constitution makes provision for the creation of Police Service Commission, a civilian oversight body in which is vested, the power to exercise disciplinary control over all members of the Nigeria Police Force except the Inspector-General of Police. Pursuant to that, the Police Service Commission (Establishment etc.) Act, was enacted in 2001 which clearly spells out its core functions. Rules and regulations set out for members of the Force are essential to efficient management and operations of the Nigeria Police Force. The Commission places a high premium on discipline in the Nigeria Police Force as succinctly reflected in both its mission and vision statements.

3.1 DISCIPLINARY PROCEDURE

It is the policy of the Commission to be just and fair to all officers in the administration of discipline. However, willful breaches of extant rules and regulations will be dealt with squarely. Violation of Rules and Regulations will be sufficient grounds for disciplinary action ranging from verbal correction to summary dismissal.

The disciplinary procedure has been designed to operate speedily, fairly and flexibly having regards to the circumstances of each case. The procedure is not primarily a means of imposing punishment but that of emphasizing and encouraging improvements in the conduct of individual officers. It is also designed to help and encourage all members of the Force to achieve and maintain common standards of conduct, attendance to duty, and job performance.

All disciplinary proceedings must be concluded within a period of 90 days except in offences that are criminal in nature

All forms of punishment irrespective of the officer's rank must be served in writing, stating the offence committed, the punishment awarded and the awarding authority or under whose hand or seal the punishment is being awarded. The officer must sign the acknowledgement copies for records purposes

There are two types of disciplinary procedures in the Nigeria Police Force.

- Procedures for Senior Police Office.
- Procedures for Rank & File which includes Inspectors.

3.2 Disciplinary Procedure for SPOs:

- i. **Step 1: Query:** This is a notification of commencement of possible disciplinary process explaining the alleged offence committed and highlighting the relevant rules and regulations that have been violated. The Officer is requested, within a specified timeline, to show reason why disciplinary action should not be taken against him/her.

Where it is considered that the presence of the officer will jeopardize investigations, or where the offence is serious in nature, approval shall be sought and obtained from the Commission for the immediate suspension of the officer by the Inspector General of Police.

- ii. **Step 2: Response to Query:** The Officer responds to the query [within the time line given], espousing with supporting documents and other evidences why disciplinary action should not be taken against him/her.

- iii. **Step 3: Comments by Controlling Officer[s]** When the Officer submits his/her representations, the officer's

relevant Controlling Officer shall examine the representations comment and/or make recommendations to the Command CP, who will in turn, study and pass comments/ recommendations to the Zonal AIG and finally, to the Force Headquarters.

iv. Step 4: Interview with Force Disciplinary Committee

(FDC): The Officer faces the Force Disciplinary Committee [FDC], which seeks to bring out more information on the matter to establish guilt or otherwise, while at the same time, giving the officer an opportunity to defend him/herself. The FDC shall evaluate the various representations, comments and recommendations of the lower levels of authority and make appropriate recommendations to the Inspector General of Police.

Step 5: IG's Recommendation: IGP studies the Officer's case in its entirety and makes recommendations on the type of punishment to the Commission. All relevant documents/files in respect of the case must be sent along to the PSC or it will not be processed.

v. Step 6: Decision by Commission: The case is processed by the Department of Police Discipline including further investigation on the matter if necessary. A brief is then raised including recommendations hinged on PSR and/or Police Act & Regulations to the Standing Committee on Police Discipline. The Standing Committee on Police Discipline further reviews the matter and makes recommendation to the Commission at Plenary.

vi. The Commission at Plenary further deliberates on the

matter, and may either request for further investigation or take a final decision which will be forwarded to the IGP.

- vii. Step 7: Implementation:** Implementation of approved disciplinary action shall be carried out by the Inspector General of Police.

3.3 Disciplinary Procedure for the Rank & File/Inspectors:

For a punishment to be meted out on the Rank and File he /she must have been tried in the Orderly Room and the procedures are as follows;

- i. The defaulter is notified of alleged offence committed
- ii. A date and venue is given for appearance for the Orderly Room trial.
- iii. During trial, the adjudicating officer reads out the alleged offence to the defaulter
- iv. Orderly Room is presided over by an adjudicating officer to be appointed by the Command CP or any other relevant authority within the Police.
- v. Trials shall not last for more than 90days from the date the defaulter is notified.
- vi. The defaulter is allowed to invite witnesses and to cross examine those against him

3.4 General policy on disciplinary action

- i. The offence committed must be clearly stated.
- ii. Offence must be clearly established
- iii. Due process must be followed.
- iv. The punishment must be proportionate to the offence committed.
- v. The Punishment must be awarded by appropriate authority.

- vi. Un-established offences should be concluded in favour of the accused
- vii. All documents relevant to the case must be attached.
- viii. At the end of the trial, the offender has 7 days to appeal.
- ix. The defaulter should be availed of a copy of the judgment (Orderly room Trial Proceedings)
- x. The defaulter shall appear within 7 days after being served a copy of the memo otherwise, he/she will be tried in absentia

3.5 Punishment:

There are two broad types of punishments, capital and corrective. The aim of the latter is to correct the erring officer and to serve as deterrent to others, while the former is to rid the organization of undesirable behaviors and officers whose offences are considered obnoxious.

3.6 Minor Offences which if proven, may attract punishments aimed at correcting misconduct ranging from verbal correction to termination are listed below:

- i. Immoral/Unruly/ Discourteous behavior;
- ii. Drunkenness;
- iii. Foul language;
- iv. Assault/Battery;
- v. Refusal to proceed on transfer or to accept posting;
- vi. Habitual lateness to work /Malingering;
- vii. Deliberate delay in treating official document; Failure to keep records;
- viii. Unauthorized removal of public records;
- ix. Dishonesty;
- x. Negligence;

- xi. Cult Membership;
- xii. Sleeping on duty;
- xiii. Improper dressing while on duty;
- xiv. Hawking merchandise within office premises;
- xv. Insubordination/Refusal to take/carry out lawful instruction from superior officers.

3.7 Serious Offences which if proven, may attract capital punishment of Dismissal, Reduction in Rank or prosecutions are listed below:

- i. Mutiny, sedition, strike and unlawful assembly;
- ii. Violence to his superior officer;
- iii. Desertion;
- iv. Falsification or suppression of records
- v. Conviction on criminal charges;
- vi. Engaging in partisan politics;
- vii. Bribery and Corruption;
- viii. Embezzlement or Misappropriation of public funds;
- ix. Violation of Oath of Secrecy and unauthorized disclosure of official information;
- x. Nepotism or any other form of preferential treatment.
- xi. Divided loyalty;
- xii. Sabotage;
- xiii. Willful damage to Public property.
- xiv. Rape and all forms of sexual harassment;
- xv. Holding more than one paid job at a time;
- xvi. Absence from duty without leave or permission;
- xvii. False claims against Government Officials;
- xviii. Serious financial embarrassment;

- xix. Any act unbecoming of a Public Officer, and or prejudicial to discipline.

3.8 Range of punishments that may be awarded to officers:

- i. Dismissal and prosecution
- ii. Dismissal
- iii. Termination of appointment
- iv. Reduction in Rank / Demotion
- v. Suspension
- vi. Severe Reprimand
- vii. Reprimand
- viii. Punitive Transfer
- ix. Fines [Major / Minor Entry]
- x. Surcharge
- xi. Warning [Written]
- xii. Warning [Verbal]
- xiii. Fatigue
- xiv. Confinement to Barracks
- xv. Advice

3.9 Returns on disciplinary actions to the Commission

The IGP is expected to render returns on disciplinary actions taken on quarterly bases or as may be requested by the Commission. The format for the return is as follows:

STATISTICAL ANALYSIS OF DISCIPLINARY CASES FOR THE MONTH/QUARTER.....20.....

Command/Zone/ Headquarters	Warning	Reprimand	Serious Reprimand	Reduction in Rank	Dismissal	Total