



# **2018 ANNUAL REPORT**

**POLICE SERVICE COMMISSION**



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## PART ONE

### 1.0 FOREWARD

I am pleased to present the 2018 Annual Report of the Police Service Commission (PSC), the first in the life of the new Management of the Commission which I head. We were inaugurated on the 25<sup>th</sup> of July, 2018 by Mr. President with a clear mandate to reposition and re-invent the Nigeria Police Force for optimum service delivery. Mr. President demanded from us a Police Force ready and capable to protect lives and properties while



**Hon. Chairman accompanied by AIG Lawal Bawa (Rtd) inspecting a Guard of Honour at Oji River Police College, Enugu State.**

ensuring peace and order and operating within the dictates of the law. I am happy to announce that the new Management, peopled with seasoned, capable and committed Nigerians, has since settled down to grapple with this challenging assignment. We are already confronting the tasks before us with amazing dedication, unity of purpose and sincerity. We are gradually putting together a productive Nigeria Police Force which will attract the endorsement of all Nigerians and also receive the acclamation of the Policemen themselves. The new Management is building “our Police”, loved by the operators and owned by the citizenry.

We knew before hand that we needed to bench mark ourselves with a defined road map



that will guide our operations. After the initial consultations we set out for a Management Retreat. Between November 19<sup>th</sup> and 22<sup>nd</sup>, 2018, we had a closed door retreat in a serene and exclusive part of Enugu State where we brainstormed on the way forward for the Commission. We recognized the enormity of the problems before us as a commission and the necessity to brace up our activities for the purpose of adequately repositioning the Nigeria Police to meet up with the myriads of challenges of the present day Nigeria.

The 2018 Police Service Commission Management Retreat with the theme: “Repositioning and Strengthening the Police Service Commission for effective Mandate delivery,” was therefore conceived in order to enable Management step back from their day to day demands and activities for an extended period of concentrated discussion, dialogue, strategic rationalization, and planning in relation to its Mandate, Vision, Mission and other specific issues. It was also intended to look into the issues of Strengths, Weaknesses, Opportunities and Threats (SWOT) of the Commission, analyze these and come up with a strategic plan for the Commission.

We also had the rare opportunity of graduating the first batch of Students into the Nigeria Police Academy. A total of Six hundred and thirty-three graduated during the Passing Out Parade (POP) ceremony of the first Regular Course from the Police Academy (POLAC), Wudil, Kano.

The Commission also ensured that Police promotions were regular and based on the Principles of equity, fairness, seniority, merit and availability of vacancy. A lot of promotions were carried out by the Commission within this period

The Commission had earlier in the year recruited Six thousand (6, 000) Nigerians as Constables into the Nigeria Police Force as part of Mr. President's promise to close the yawning gap in the citizen/police ratio in Nigeria and to meet the United Nation's recommendation of 222 Police Officers to 100, 000 persons. The new Management also began the process of injecting another 10,000 Constables into the Police Force. Advertisement was placed for qualified Nigerians to apply online and the Commission has received a lot of applications.

Police disciplinary cases ranging from Pending Disciplinary Matters (PDM), petitions received from aggrieved, dismissed and serving Police personnel to complaints received from the public were also given speedy attention.

We have also put in motion programmes to ensure an enhanced staff welfare because of



**Hon. Chairman addressing participants at the Commission's Management Retreat**

our belief that a motivated staff remains the best tool for organizational effectiveness and efficiency. We would continue to give staff welfare the best of our attention.

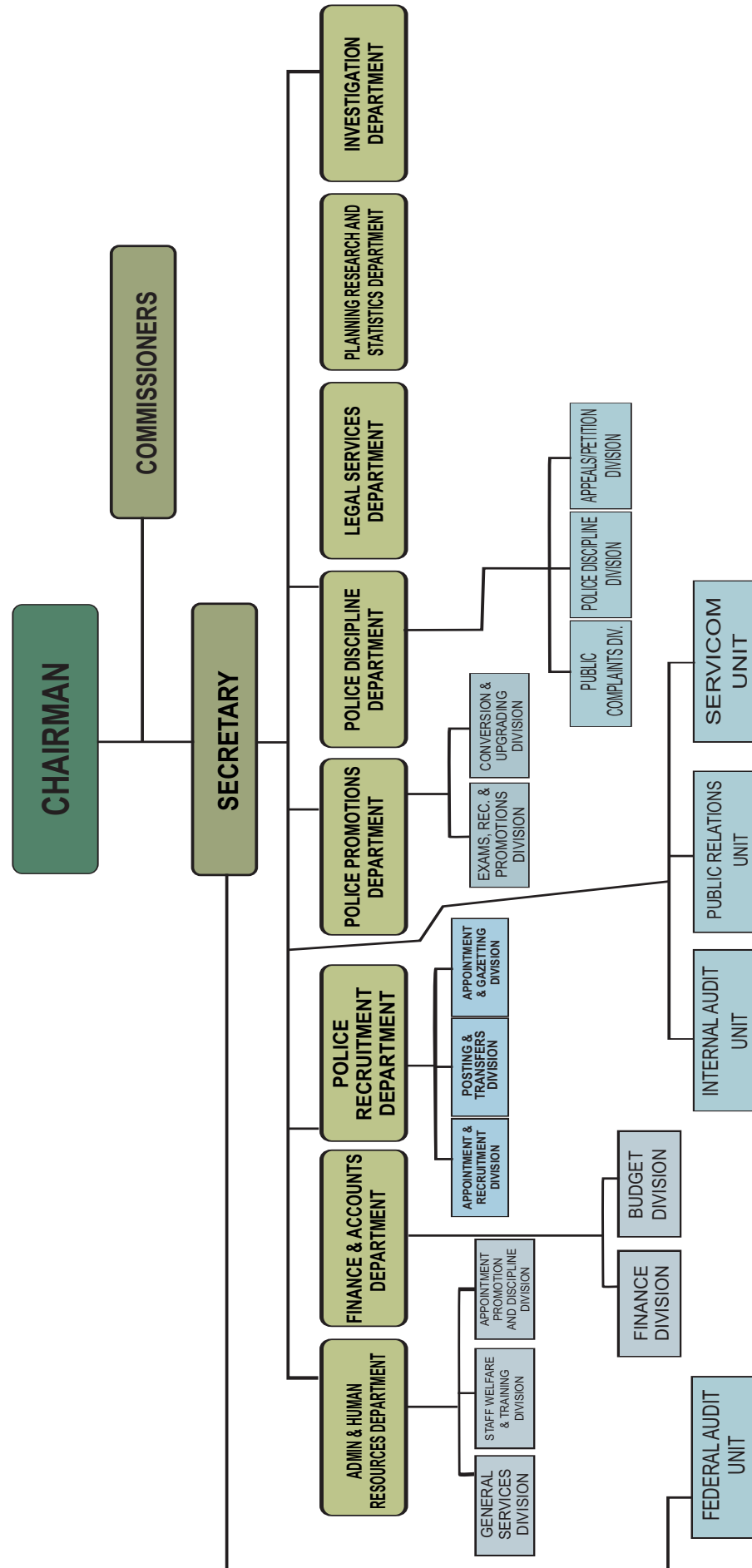
In conclusion, I wish to respectfully thank Mr. President for this rare opportunity extended to us to serve our country in these capacities. I want, on behalf of the Management to reassure Mr. President of our commitment to make a success of this onerous assignment. I also pledge our loyalty and dedication to the Nigerian nation. We would continue to be guided by our oath of office.

**Alhaji Musiliu Adeola Kunbi Smith, CFR, fwc, IGP (rtd)**  
**Honourable Chairman**  
**Monday, February 11<sup>th</sup>, 2019**

## 1.1 ORGANISATIONAL CHART



### POLICE SERVICE COMMISSION ORGANOGRAM



## 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 exercising disciplinary control over persons holding offices in 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 the performance of its functions other than as is prescribed in this Act.”*

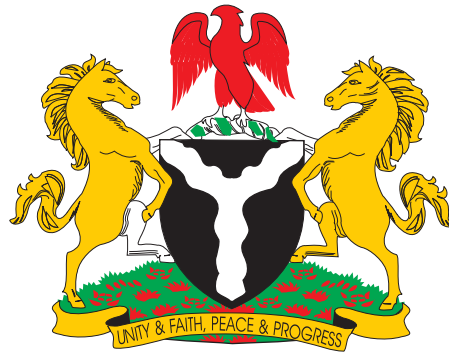
Section 215 (b) of the 1999 Constitution further empowers the Police Service Commission to appoint a Commissioner of Police for each State of the Federation, and Clause 8 of the Police Service Commission (Establishment) Act, 2001 grants the Commission leave to delegate any of its powers under this Act 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**

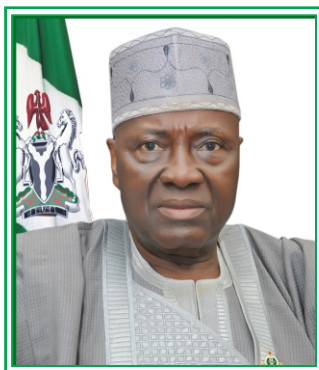
A highly Motivated, Professional,  
Disciplined and Accountable Police  
Service that upholds Human Rights

### **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)



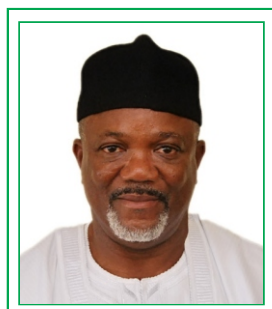
Musiliu Adeola Kumbi Smith CFR,fwc, IGP (Rtd)  
(Chairman)



HON. JUSTICE CLARA BATA OGUNBIYI, JSC (RTD)  
(Commissioner I)



AIG. LAWAL BAWA (RTD) CON, mni  
(Commissioner II)



MR. AUSTINE A. BRAIMOH  
(Commissioner III)



Hajija HADIZA NAJA'ATU MUHAMMED  
(Commissioner IV)



BARR. ROMMY MOM  
(Commissioner V)



DR. NKEMKA O. JOMBO-OFO  
(Commissioner VI)



Musa F. Istifanus  
(PS/Sec. to the Comm.)

## 1.5 CORPORATE INFORMATION

**Address:** Police Service Commission, Federal Secretariat Complex (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.HYPERLINK](mailto:info@psc.gov.ng)  
["mailto:info@psc.gov.ng"ng](mailto:info@psc.gov.ng)

**Telephone:** 07098100097

### Management of the Commission

1. Alhaji Musiliu Adeola Kunbi Smith, CFR, fwc, IGP (rtd) - Chairman
2. Justice Clara Bata Ogunbiyi JSC (Rtd), - Member I
3. Alhaj Lawali Bawa AIG (Rtd), mni - Member II
4. Braimoh Adogame Austin - Member III
5. Naja'tu Bala Muhammad – Member IV
6. Barrister Rommy Mom - Member V
7. Nkemka Osimiri Jombo-Ofo – Member VI
8. Musa Istifanus - Permanent Secretary/Secretary to the Commission

### Head of Departments and Units

1. Anietie Etiebet - Director, Admin & Human Resources Dept.
2. Emmanuel Ibe - Director/Coordinator, Zonal Offices
3. Suleiman Gambo - Director, Dept. of Police Promotion
4. Saeed Jibrin Mallam- Director, Dept. of Police Recruitment
5. Bala Mohammed - Director, Dept of Police Discipline
5. Tijani Mohammed - Director/Legal Adviser
6. Balarabe B. Gusau - Director, Dept of Account & Finance
7. Bashir Kabir - Director, Dept of Planning and Research
8. Dalhatu Kakangi - Deputy Director Dept of Investigation
9. Olumide Sodende - Deputy Director/Head, Commission Secretariat
10. Brighten Sagwee - Deputy Director, Budget Division
11. Ikechukwu Ani - Head, Press and Public Relations Unit
12. Bappai A. Suleiman-Head, Internal Audit Unit
13. Collins Osuagwu - Head, SERVICOM Unit

## 1.6 INTRODUCTION BY THE SECRETARY

The 2018 Annual Report of the Police Service Commission is a compendium of the functions, activities and achievements of the Commission in the year. Within the year, the tenure of the former Management headed by Sir Dr. Mike Mbama Okiro came to an end. A new Management was inaugurated by Mr. President on July 25, 2018. It is headed by Alhaji Musilu Smith, IGP (Rtd), CFR, fwc.

The Commission is a creation of Section 153 of the 1999 Constitution (as amended) with powers to appoint, promote, post, dismiss and exercise disciplinary control over members of the Nigeria Police Force (except the Inspector General of Police).

The Police Service Commission Establishment Act no.1, 2001, further clarifies the scope of the Commissions powers and responsibilities. As a federal executive body, it is answerable to the President and Commander-in-Chief and the National Assembly.

The 2018 report covers the activities of the Commission in 2018.

The Commission within the year consolidated and repositioned itself for efficient service delivery. The Commission has put in place structures and policies for optimal performance of officers and men of the Nigeria Police Force. This new zeal is possible through defined and consistent criteria for appointment, promotion and discipline resulting into tangible achievement of the Commission's mandate.

On promotion, the Commission has put a firm stop to the unethical practice of special promotion which had distorted the seniority hierarchy and created disharmony amongst officers and men of the Nigeria Police. It has put in place adequate professional mechanisms that ensure that promotion is based on seniority, availability of vacancies and passing of prescribed examinations.

During the period under review, a total of Eleven thousand, nine hundred and five (11, 905) officers were promoted, Seventy three (73) were given acting appointment while Forty-one (41) acting appointments were confirmed.

On recruitment, a total of Six thousand (6000) recruits were successfully recruited into the Police Force in 2018. Applications were also received for recruitment of another 10,000 Nigerians as Constables. The recruitment exercise is scheduled to be completed next year. The Commission also screened and admitted Five hundred and forty eight (548) candidates into the Police Academy (POLAC) Wudil, Kano State.

Similarly, the passing out parade of the 1st Regular Course of Six hundred and thirty three (633) graduands of the Police Academy (POLAC) Wudil, Kano took place in the year under review increasing the manpower of the Police. The ceremony was presided over by President Muhammadu Buhari (GCFR).

The Commission also processed Five thousand, two hundred and twenty four (5,224) retirement letters of Senior Police Officers in the year 2018.

In other activities, a total of Eighteen (18) pending disciplinary matters, Forty (43) appeals and petitions were also received within the period. The Commission also approved the promotion of One hundred and thirty-four (134) out of One hundred and sixty nine (169) staff that sat and passed its promotion examinations while six (6) staff have pending disciplinary cases against them.

Despite the financial challenges facing the Commission, it has been able to achieve these laudable goals due to the vision, dedication and commitment of the leadership, management and staff.

**M.F Istifanus**

**Permanent Secretary/Secretary to the Commission**

**6<sup>th</sup> February, 2019**



## PART TWO

### ADMINISTRATION AND ACTIVITIES OF THE COMMISSION

#### 2.0(Structure and Duties of the Departments and Units)

### 2.1 DEPARTMENT OF POLICE RECRUITMENT

#### 2.1.1 DUTIES OF THE DEPARTMENT

- i. Processing of recruitment and retirement matters of members of the Nigeria Police Force (NPF).
- ii. Maintaining and updating of staff list and nominal roll of the members of the Nigeria Police Force in conjunction with the ICT Unit of the NPF.
- iii. Maintaining accurate data on the Nigeria Police Force Establishment and



**Cross section of applicants during the 2018 recruitment of 6000 Police constables in Birnin Kebbi, Kebbi State.**

- iv. ascertaining consequential vacancies in collaboration with the Nigeria Police Force.
- iv. Preparing time-table and schedules for Police recruitment exercises in collaboration with the Nigeria Police Force.
- v. Processing of applications for Police recruitment.

- vi. Documenting and processing of appeals and petitions on matters of appointment, conversion, upgrading, posting and transfers of members of the Nigeria Police Force.
- vii. Serving as Secretariat of the Standing Committee on Police Recruitment/Selection Board.
- viii. Accreditation and documentation including biometrics and issuance of appointment letters to Cadet ASPs/Inspectors, Constables and candidates admitted into Police Academy.
- ix. Coordinating and participating in field recruitment exercises for Police personnel and screening of candidates into the Police Academy.
- x. Periodic study, review and design of application forms and formats in conjunction with the ICT Units of both PSC and the Police.
- xi. Research and processing of documents for policy formulation by the Commission on matters affecting appointment/recruitment of Police Officers.
- xii. Administration of polygraph tests on newly recruited Police personnel and recommendation to the Standing Committee on Recruitment/Selection Board.
- xiii. Conduct of Police Personnel audit at any level as may from time to time be approved by the Commission.
- xiv. Monitoring and evaluation of implementation of the Schemes of Service approved by the Commission for all cadres of the Nigeria Police Force.
- xv. Preparing monthly, quarterly and Annual Reports of the Department.
- xvi. Gazetting of recruitment and retirement of Senior Officers of the Nigeria Police Force.
- xvii. Performing any other duties that may be assigned by the Commission.

### **2.1.2 ACTIVITIES DURING THE YEAR**

Activities of the Department of Police Recruitment during the year in review:

- i. The Recruitment of 6,000 (Six thousand) Recruit Constables into the Nigeria Police Force, who were admitted into the various Police Colleges and Training Schools Passed Out in November and December, 2018.
- ii. The Screening Exercise for Admission into Police Academy (POLAC) Wudil, Kano which commenced from 22<sup>nd</sup> October to 12<sup>th</sup> November, 2018 was successfully conducted and concluded with Five Hundred and Forty-Eight (548) successful Candidates who are to resume in January, 2019 and their Names have also been published in the national



**Applicants for recruitment in Kebbi State receiving briefing before the screening exercise.**

Dailies.

iii. The Passing out Parade Ceremony of the 1<sup>st</sup> Regular Course into the Nigeria Police Force (POLAC) Wudil, Kano for the Six Hundred and Thirty-Three (633) graduands took place on the 20<sup>th</sup> December, 2018.

iv. The advertisement for the 2019 Recruitment of 10,000 Constables into the Nigeria Police Force was placed on 30<sup>th</sup> November, 2018.

v. The Department has also processed Five thousand, two hundred and twenty-four (5,224) retirement letters of Senior Police Officers during the year in view, 2018 as shown at the table below;

**Table 1:**

**SUMMARY OF SENIOR RETIRED POLICE OFFICERS ALREADY PROCESSED FROM THE RANK OF ASP – DIG FROM JANUARY – 31<sup>ST</sup> DECEMBER, 2018**

S/N	RANK	JAN	FEB	MARCH	APRIL	MA Y	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
1	DIG	-	-	1	-	2	2	-	-	-	-	-	-	<b>5</b>
2	AIG	-	1	1	1	1	-	1	-	-	-	4	-	<b>9</b>
3	CP	-	1	1	-	2	1	1	-	1	3	1	-	<b>11</b>
4	DCP	-	1	-	2	-	-	4	1	-	-	1	1	<b>10</b>
5	ACP	-	1	1	3	-	-	9	6	-	-	2	7	<b>29</b>
6	CSP	-	2	2	6	-	2	11	<b>6</b>	9	-	4	13	<b>55</b>
7	SP	-	7	12	49	1	46	51	58	39	7	27	23	<b>320</b>
8	DSP	-	24	46	155	10	130	124	241	106	17	76	116	<b>1,045</b>
9	ASP	-	127	208	578	114	365	322	654	425	185	419	343	<b>3,740</b>
<b>TOTAL</b>		<b>-</b>	<b>164</b>	<b>272</b>	<b>793</b>	<b>130</b>	<b>546</b>	<b>523</b>	<b>966</b>	<b>581</b>	<b>212</b>	<b>534</b>	<b>503</b>	<b>5,224</b>

vi. The Department received Thirty-one (31) names of Commissioners of Police from the Inspector-General of Police for approval for posting as CPs to various State Police Commands, from January to December, 2018.



## 2.2 DEPARTMENT OF POLICE PROMOTION

### 2.2.1 INTRODUCTION

The Department is responsible for one of the core functions of the Commission which is the promotion of all members of the Nigeria Police Force (NPF) except the Inspector General of Police (IGP). In order to effectively perform its functions, the Department is divided into two (2) Divisions, namely:

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

### 2.2.2 SCHEDULE OF DUTIES

- i. Processing briefs and memoranda on recommendations received from the



**Hon. Chairman, Musiliu Smith, Commissioners Dr. Jombo Ofo and Naja'atu Mohammed at one of the official engagements of the Commission.**

- i. IGP on promotion, acting appointments conversion/upgrading/advancement of Police personnel,
- ii. Preparing briefs and memoranda on petitions, appeals and complaints received from serving and retired Police Officers;
- iii. Planning and conducting (in tandem with the NPF) promotion examination and interviews for Police Officers in the examinable cadre;
- iv. Dealing with matters relating to promotion courses for Inspectors and conversion/upgrading courses for the Rank & File Police personnel who

have acquired additional higher qualifications for elevation to the rank of ASP11;

- v. Participating in the Departmental Selection Board (DSB) for Inspectors being considered for promotion to ASP11;
- vi. Participating in the Board of Examiners/Markers for promotion examinations and keeping examination records for all Senior Police Officers (SPO);
- vii. Making inputs into the formulation of policies and guidelines on promotion matters in the NPF;
- viii. Implementing the PSC policies and guidelines on promotion, conversion, upgrading, etc. in the NPF and
- ix. Receiving and processing of returns on promotion of the Rank & File and Non-Commissioned Officers (NCOs) based on the delegated powers to the IGP for record purposes.

### 2.2.3 ACTIVITIES DURING THE YEAR

In the period under review, the Department successfully processed the recommendations on promotions from the IGP and appeals and petitions from both serving and retired Police personnel.

**Table 2:**

#### I. PROMOTION OF POLICE OFFICERS

S/N	FROM	TO	NO OF OFFICERS
1	AIG	DIG	3
2	CP	AIG	8
3	DCP	CP	16
4	ACP	DCP	23
5	CSP	ACP	62
6	SP	CSP	640
7	DSP	SP	897
8	ASP	DSP	2,061
9	INSP	ASP11	8,195
		<b>TOTAL</b>	<b>11,905</b>



**Table 3:****ii. ACTING APPOINTMENTS**

S/N	FROM	TO	NO OF OFFICERS
1	DCP	Ag.CP	4
2	ACP	Ag. DCP	4
3	SP	Ag. CSP	7
4	DSP	Ag. SP	3
5	ASP	Ag. DSP	1
6.	INSP	Ag ASP1 1	54
		<b>TOTAL</b>	<b>73</b>



**Hon. Chairman middle , Justice Clara Bata Ogunbiyi JSC (Rtd) and AIG Lawal Bawa (Rtd) at one of the Commission's Planery Meetings.**

**iii. CONFIRMATION OF ACTING APPOINTMENTS**

S/N	FROM	TO	NO OF OFFICERS
1	Ag. DCP	CP	1
2	Ag. ACP	ACP	1
3	Ag. SP	SP	4
4	Ag.DSP	DSP	4
5	Ag. ASP	ASP	31
		Total	41

## **1v SPECIAL PROMOTIONS**

During the period under review, some serving members of the Force did what can be considered as unprecedented.

Following the decision of the Commission to review perceived indiscriminate accelerated promotions enjoyed by some officers of the Force between the year 2016 – 2018 which was seen to be lopsided and inimical to discipline, some of the officers involved went to Court to challenge the decision of the Commission to review the promotions which were believed not to be in conformity with extant rules and procedures of the Commission.

Even though the Commission is not statutorily handicapped by the Court adventure embarked upon by the recalcitrant officers, the Commission in due deference to the rule of law has officially joined issues with them in Court. The matter has suffered many adjournments while the next adjournment date is May 15, 2019. The Commission awaits



**R-L Commissioners Austin Braimoh and Rommy Mom at a briefing for newly inaugurated management team.**

the outcome of the legal proceedings.

## **I. APPEALS AND PETITIONS**

During the period under review, the Department processed and concluded applications for adjustment and rectification of effective dates of promotions for fifteen (15) Police Officers.

### **2.2.1 ON-GOING PROJECT**

- Making inputs into efforts to gazette all promotions of Senior Police Officers as approved by the Commission.

## 2.3 DEPARTMENT OF POLICE DISCIPLINE

### 2.3.1 AN OVERVIEW OF DISCIPLINE DEPARTMENT

The Police Service Commission at its 26<sup>th</sup> Plenary Meeting held on 27<sup>th</sup> and 28<sup>th</sup> February and 1<sup>st</sup> March, 2018 deliberated on Police Pending Disciplinary Matters and appeals/petitions from aggrieved serving/dismissed Police officers, and took the following decisions:

**Table 5:**

### 2.3.2 PENDING DISCIPLINARY MATTERS

<b>PUNISHMENT</b>	<b>ACP</b>	<b>CSP</b>	<b>SP</b>	<b>DSP</b>	<b>ASP</b>	<b>TOTAL</b>
<b>DISMISSAL:</b>	-	-	-	-	1	1
<b>COMPULSORY RETIREMENT</b>	-	-	-	-	1	1
<b>REDUCTION IN RANK</b>	-	-	-	2	1	3
<b>SEVERE REPRIMAND</b>	-	-	1	1	2	4
<b>REPRIMAND</b>	-	2	3	-	-	5
<b>WARNING LETTER</b>	-	-	-	-	-	-
<b>LETTER OF ADVICE</b>	1	-	-	-	-	1
<b>EXONERATION</b>	2	-	-	-	-	2
<b>TOTAL</b>	-	--	-	-	-	<b>17</b>

**Table 6:**

### 2.3.3 APPEALS AND PETITIONS

<b>NATURE OF THE CASE</b>	<b>DCP</b>	<b>ACP</b>	<b>CSP</b>	<b>SP</b>	<b>DSP</b>	<b>ASP</b>	<b>INSP</b>	<b>SGT</b>	<b>CPL</b>	<b>PC</b>	<b>TOTAL</b>
<b>REINSTATED</b>	-	-	-	-	1	2	1	1	-	2	7
<b>RESTORATION OF RANK/SENIORITY</b>	1	-	-	1	-	-	-	-	-	-	2
<b>REINSTATED AND RETIRED</b>	-	1	-	-	-	-	-	-	-	1	2
<b>COMPULSORILY RETIRED</b>	-	-	-	-	-	-	-	-	-	-	-
<b>OFFICER TO BE PROMOTED</b>	1	-	1	1	-	-	2	4	5	-	14
<b>TOTAL</b>	-	-	-	-	-	-	-	-	-	-	<b>25</b>

The Police Service Commission at its 27<sup>th</sup> Plenary Meeting held on 17<sup>th</sup> and 20<sup>th</sup> April, 2018 deliberated on appeals/petitions from aggrieved serving/dismissed Police officers, and took the following decisions:



**Table 7**

**2.3.4 APPEALS AND PETITIONS**

NATURE OF THE CASE	DCP	ACP	CSP	SP	DSP	ASP	INSP	SGT	CPL	PC	TOTAL
REINSTATED	-	-			1	2	1	-	-		4
RESTORATION OF RANK/SENIORITY	-	1	1	1	-	-	1	-	-		4
REINSTATED AND RETIRED	-	-	-	-	-	1	2	-	-		3
COMPULSORILY RETIRED	-	-	-	-	-	-	-	-	-	-	-
AFFIRMATION OF EARLIER DECISION ON REINSTATEMENT	-	-	-	-	-	-	-	-	1		1
OFFICER TO BE PROMOTED	-	-	-	-	-	-	-	-	-	-	-
REGULARIZATION	-	-	-	-	-	-	-	-	-	-	-
APPEALS REJECTED	-	1	2	-	-	1	1	2	11	7	25
TOTAL	-	-	-	-	-	-	-	-	-		37



**L-R Bashar Kabir Director Recruitment and Tijani Mohammed Director Legal Services during the Commssion's management retreat at Enugu.**

The Police Service Commission at its 28<sup>th</sup> Plenary Meeting held on 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> June, 2018 deliberated on Police Pending Disciplinary Matters and appeals/petitions from aggrieved serving/dismissed Police officers, and took the following decisions:

**Table 8**

### 2.3.5 PENDING DISCIPLINARY MATTERS

PUNISHMENT	ACP	CSP	SP	DSP	ASP	TOTAL
DISMISSAL:	-	-	-	-		
COMPULSORY RETIREMENT	-	-	-	-		
REDUCTION IN RANK	-	-	-			
SEVERE REPRIMAND	-	-				
REPRIMAND	-			1		1
WARNING LETTER	-	-	-	-	-	-
LETTER OF ADVICE		-	-	-	-	
EXONERATION		-	-	-	-	
TOTAL	-	--	-	-	-	1

**Table 9**

### 2.4.6 APPEALS AND PETITIONS

NATURE OF THE CASE	DCP	ACP	CSP	SP	DSP	ASP	INSP	SGT	CPL	PC	TOTAL
REINSTATED	-	-	-		1	1		1	1		4
RESTORATION OF RANK/SENIORITY		-	-		-	-	-	-	-		
REINSTATED AND RETIRED	-	-	-	2	-	1	1	-	-	1	5
COMPULSORILY RETIRED	-	-	-	-	-	-	1	-	-	-	1
AFFIRMATION OF EARLIER DECISION ON REINSTATEMENT	-	-	-	-	-	-	-	-	-	-	-
OFFICER TO BE PROMOTED	2	-	-	-	1	1	-	-	-	-	4
REGULARIZATION	-	-	-	-	-	-	-	-	-	-	-
APPEALS REJECTED	-	-	-	-	-	-	1	1	-	-	2
TOTAL	-	-	-	-	-	-	-	-	-	-	16



The Commission at its 3<sup>rd</sup> Plenary Meeting held on 22<sup>nd</sup> December, 2018 deliberated on the various requests for the adjustment of promotion dates of some Serving Police officers and took decisions as indicated below:

**Table 10**

NATURE OF CASE	DCP	ACP	CSP	SP	DSP	ASP	INSP	SGT	CPL	PC	TOTAL
<b>RESTORATION OF RANK/SENIORITY AND AJUSTMENT OF EFFECTIVE DATE OF PROMOTIONS.</b>	1	3	-		-	-	-	-	-		4

## 2.4 ADMINISTRATION/HUMAN RESOURCES MANAGEMENT

### A. INTRODUCTION

The Department handles the Administrative and Human Resources matters of the Commission. It is a service Department that provides major support services to all other Departments and Units in their day-to-day requirements in terms of both human and material resources. The Department is part of the structure of the Police Service Commission Establishment Act 2001. Its mandates and processes are obtained from the Conditions of Service of the Commission, the Public Service Rules, the Financial Regulations, and other relevant Extant Rules as well as Circulars in the Federal Public Service.

The Department has **Eighty-three (83)** staff working in the three (3) Divisions and four (4) Units;

### B. DIVISIONS:

- i) Appointment, Promotion and Discipline (APD)
- ii) Staff Welfare and Training (SWT)
- iii) General Services



**R. Mr. Musa Istifanus Perm. Sec. PSC and Hon. Commissioner Austine Braimoh during one of the Commission's official engagement.**

### **C. UNITS:**

- i. Reforms and Transformation Unit
- ii. Records/Registry Unit
- iii. Protocol Unit and
- iv. Commission's Store

### **D. FUNCTIONS/DUTIES OF THE DEPARTMENT**

- i. Processing of staff recruitment and promotion matters.
- ii. Handling matters bordering on the discipline of Staff of the Commission.
- iii. Deployment and postings of staff of the Commission.
- iv. Coordinating office accommodation.
- v. Handling of matters relating to staff welfare and training.
- vi. Supervising the maintenance of vehicles of the Commission
- vii. Any Other assignment that is given to the Department by the Commission.



**L - R CP Olayinka Balogun Rtd. SA to Hon. Chairman, Emmanuel Ibe Director Zonal Offices Coordination and Tijani Mohammed Director Legal Services at one the commission's Plenary Meetings.**

## **2.4.1 ACTIVITIES OF THE DEPARTMENT**

- 2.4.2**
- i. Conduct of 2018 Staff promotion examination on the 10<sup>th</sup> of March, 2018: A total number of **169** staff sat for the promotion examination, **134** Staff passed and were promoted.
  - ii. Conveyance of approval for Officers who applied for further studies e.g. additional qualification.
  - i. Processing of Pending Disciplinary cases of some Staff of the Commission.
  - ii. Pre-retirement training and retirement enrolment with National Pension Commission and enrolment with National Health Insurance Scheme (NHIS).
  - iii. The Department coordinates the activities of the Pension Scheme with the Pension Fund Administrators patronized by the Staff. Correspondences between the Pension Fund Administrators (PFAs) and the Staff were received and processed by the Department.
  - iv. The Department also handles complaints from Staff and forwards same to the Pension Fund Administrators where necessary.
  - v. The following officers have pending disciplinary matters against them in the Commission:

**Table 11**

<b>S/N</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>GRADE LEVEL</b>
1.	Mai Umar Audu	Assistant Director	15
2.	Ejeata Onogho A. I	Prin. Legal Officer	12
3.	Paul Adebisi Adesola	PEO II	10
4.	Jibrin Belllo Hussaini	SAO	10
5.	Haruna Usman	Sen. Exe. Officer	09
6.	Vitalis Anumudu	Sen. Exe. Officer	09

- I. The Department supervised the IPPIS Data Capturing Verification of staff organized by the Office of the Head of Civil Service of the Federation held from 25<sup>th</sup> to 26<sup>th</sup> July, 2018.
- ii. On Staff welfare matters, the Department ensures that:
  - i) When a staff dies, the Commission takes care of the cost of burial; settlement of mortuary bills, preparation of the body and embalmment, payment for the cost of one full page advert in the national dailies and transportation of corpse to the officer's home town.
  - ii) Arranging for preretirement training of retiring officers in the Commission.
  - iii) Coordinating the welfare packages for employees who lost by death, a spouse/child, while the employee may be paid some money by the Commission.
- iii. Staff trainings have been focused on training on Memo writing, Report writing, ICT training, Writing of briefs and Minutes of meetings. Customized trainings on Workplace Ethics and Change Management as well as training on Managing Change for Better Service Delivery in Workplace.
- iv. The following staff are on Study Leave abroad:

**Table 12**

<b>S/N</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>GRADE LEVEL</b>
1.	Akinbulugbe Jerome	Assistant Director	15
2.	Aiyegbeniltoya J	Prin. Admin Officer	12
3.	Onoabhagbe O. Augusta	Sen. Admin Officer	10



xviii. The Commission recently approved the conversion of some staff from Executive to Administrative Cadre as follows:

- I. Aroh Nkechinyere Sylvia
- ii. Olubunmi Ademolu Esther



#### 2.4.2. FUNCTIONS OF DIVISIONS/UNITS UNDER THE DEPARTMENT

##### **2.4.3 FUNCTIONS/DUTIES OF APPOINTMENT, PROMOTION AND DISCIPLINE OF STAFF (APD) DIVISION**

- i. Personnel matters of staff of the Commission
- ii. Reviewing and developing improved standards and guidelines for the Appointment, Promotion and Discipline of staff of the Commission.
- iii. Collaboration with other Departments of the Commission to draw up personnel needs and staff schedules of duties.
- iv. Managing, supervising and coordinating the mandatory staff Committees of the Department i.e. Senior Staff Committee and Standing Committee on Establishment and Personnel matters.
- v. Maintaining personnel records and nominal roll of the Commission.
- vi. Preparing the Manpower Budget of the Commission.

- vii. Handling of pensions, gazetting and all records of staff.
- viii. Liaison with relevant bodies outside the Commission: Office of the Secretary to the Government of the Federation, Office of the Head of Civil Service of the Federation, Federal Character Commission etc.
- ix. Performing such other duties as may be assigned from time to time.

#### **2.4.4 FUNCTIONS/DUTIES OF STAFF WELFARE AND TRAINING DIVISION (SWT)**

The Staff Welfare and Training Division is saddled with the responsibility of identifying skill gaps or lapses and facilitates skill-acquisition through periodic and constant training and retraining. The Division also initiates, coordinates and implements effective training programme as well as effective Staff Welfare system for the Commission:

- i. Carrying out training needs analysis of the Commission.
- ii. Preparation of training programme proposals.
- iii. Coordinating and implementing staff welfare system for the Commission.
- iv. Liaising with Pension Fund Administrators on behalf of Staff of the Commission e.g Leadway, Sigma, Premium, IBTC, ARM Pensions etc.
- v. Liaising with the Office of the Head of Civil Service of the Federation on matters affecting training.
- vi. Coordinate and ensure that every member of staff of the Commission is registered with National Health Insurance Scheme.
- vii. Processing and issuing of staff identification cards.
- viii. Preparation and submission of training budget estimate to the Budget Unit of the Commission.
- ix. Liaising with PENCOM office
- x. Coordinating of Union activities.
- xi. Processing of Legionnaire's salary.



- xii. Processing of National Youth Service Corps (NYSC) members allowances.

## **2.4.5 FUNCTIONS/DUTIES OF GENERAL SERVICES DIVISION**

The General Services Division is comprised of Maintenance and Transport Units.

### **A. THE ROLES OF MAINTENANCE UNIT INCLUDE THE FOLLOWING:**

- i. Maintenance of office equipment and furniture.
- ii. Maintenance of communication equipment (i.e. Telephones, Fax machines, DSTV, CCTV etc.
- iii. Supervision of cleaning and fumigation exercises of the Commission's offices.
- iv. Settlement of utility bills.
- v. All maintenance or repair works involving Carpenters, Bricklayers, Plumbers, Electricians, Technicians, Welders, Painters, Generating Set Operators and Telephone Technicians etc.

### **B. TRANSPORT SECTION**

The section is charged with the responsibility of coordinating the day to day running, maintenance, fuelling, and up-keep of the Commission's vehicles.

- i. Advise the Commission on procurement of vehicles when required
- ii. Respond to request for use of vehicles
- iii. Ensure general vehicle safety
- iv. Regular inspection of vehicles
- v. Ensure security of the Commission's vehicles
- vi. Supervise the repairs and servicing of the Commission's vehicles
- vii. Supervise the drivers of the Commission
- viii. Advise the Commission on Boarding of unserviceable vehicles
- ix. Obtain registration of official number plates for new vehicles in the Commission
- x. Advise the Commission on recruitment of its drivers
- xi. Checking the validity of drivers licenses
- xii. Supervising the routes of staff buses of the Commission.

**LIST OF**

## COMMISSION'S POOL VEHICLES:

The Commission has the total number of vehicles as follows:

	Serviceable	Unserviceable
i. Peugeot 504 S/W	2	5
ii. Peugeot 406 Prestige	1	-
iii. Toyota L/C Jeep	1	1
iv. Toyota Prado Jeep	3	-
v. Toyota Hilux (Double Cabin)	3	-
vi. Toyota Hiace Bus	3	2
vii. Nissan Urvan Bus (new)	1	-
viii. Toyota Hilux Project Vehicles	5	-
Sub-total	19	8
<b>Grand total</b>	<b>27</b>	

You may wish to note that the project vehicles were allocated to the following offices.

- i. Quantity Surveyor
- ii. Consultant Engineer (Mechanical/Electrical)
- iii. Consultant Engineer (Structural)
- iv. Resident Architect
- v. Resident Consultant

### 2.4.6 FUNCTIONS/DUTIES OF REFORMS 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.

### FUNCTIONS/DUTIES OF THE UNIT

- i. Attend all meetings, seminars and workshop on Federal Government reform initiatives and report back to the Commission.
- ii. Coordinates and initiates the processes for formulation of policies and guidelines on matters pertaining to Police recruitment, promotion and discipline.



**R-L Musa Istifanus Perm. Sec. PSC, Steve SA to PS and Aniete Etiebet Director Administration during the Commission's management meeting in Abuja.**

- iii. Coordinates Commission's activities with local and international development partners and non-government organizations.
- iv. Plans and coordinates the monitoring of Police conduct during elections in Nigeria.
- v. Plans and organizes seminars and workshop that have bearing with the mandate of the Commission.
- vi. Handles all matters relating to members of the National Youth Service Corp and Industrial Attachment students serving in the Commission.
- vii. Carry out any other duties that may be assigned by the Permanent Secretary.

#### **2.4.7 FUNCTIONS/DUTIES OF THE REGISTRY AND RECORD SECTION**

The Section is in charge of all policy and personnel files of the Commission. It also performs other functions as follows:

- i. Upgrading of files and Record of Service to date
- ii. Opening of secret files
- iii. Raising of variation
- iv. Indexing of letters



**A delegation from the West African Conflict and Security Team. from the British High Commission and United State Embassy in Nigeria on a visit to the Commission. U.S Embassy Senior Police Advisor Michael Bonner, standing, on his right, Katrina Aitken-Laird, Security and Justice Adviser, British High Commission, on left Ikechukwu Ani, Spokesman PSC, and next, Sani Hada, Head, ICT.**

- v. Receiving of mails
- vi. Enclosing documents in files
- vii. Dispatching files.
- viii. Writing of leave advice.

#### **2.4.8 FUNCTIONS/DUTIES OF THE PROTOCOL UNIT**

The Unit's core responsibility is to render professional support, advice, organize and facilitate meetings with the Commission's visitors and ensure proper etiquette for official engagements. Other functions are:

- i. Develop internal protocol policies and procedures for the effective handling of Commission's visitors.
- ii. Formulate programmes and manage visits of visitors to the Commission and supervise escorts and drivers; and coordinating arrangements with external agencies on courtesy visits to the Commission.
- iii. Provide advice on matters of protocol.
- iv. Prepare travel documents for Board Members and staff i.e. Visas & Passports.
- v. Any other responsibility that may be assigned from time to time.

### **2.4.9 FUNCTIONS/DUTIES OF COMMISSION'S STORE:**

This Section is charged with the safe custody of all consumable items purchased for the use of the day to day needs of the Commission.

- i. Checking, handling and storage of stores items received
- ii. Periodic verification of stock balances and reporting of wastages including damaged or deteriorated stores.
- iii. Observation of security and safety precautions and prevention of unauthorized entry to non-store personnel.
- iv. Liaise with the Procurement Unit on procurement process.
- v. Avoidance of waste of store items.
- vi. Issue of store items supported by authorized vouchers and to ensure that such issues are checked and properly packed.
- vii. The issue of store receipt voucher for all items received into the store.

### **2.5 LEGAL DEPARTMENT**

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

According to 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 Department is vested with the following functions:

- i. Representing the Commission in all legal matters affecting the Commission.
- ii. Provision of legal opinion/advice on issues relating or connecting with the activities of the Commission.
- iii. Participating in contract negotiation for the Commission.
- iv. Drafting and vetting of contract agreement.



- v. Arbitration in disputes between the Commission and the third party.
- vi. Scrutinising and perusing legal instrument for the Commission.
- vii. Participating in Committees activities.



**L-R Hon. Chairman Musiliu Smith IGP (Rtd), Barr. Rommy Mom and the Country Director Ford Foundation during his visit to the Commission**

### **2.5.1 COURT REPRESENTATION**

The Department continued to appear for the Commission in all its pending cases across the country. There are pending cases against the Commission throughout the Country, and additional ones are being filed and served on the Commission on regular basis. Presently, the Unit is handling over Three hundred and nine (309) cases throughout the country.

### **2.5.2 APPEALS AND PETITIONS**

The Commission received about One hundred and four (104) petitions/appeals within the year, and the files were treated and disposed of promptly. Thirty-one (31) of those petitions/appeals were taken through to the plenary level.



**Table 13**

**2.5.3 SUMMARY OF CASES IN THE YEAR 2018**

<b>TOTAL NO. OF CASES</b>	<b>DISPOSED CASES</b>	<b>PENDING IN HIGH COURT/FEDERAL HIGH COURT</b>	<b>APPEAL COURT</b>
<b>309</b>	<b>7</b>	<b>302</b>	<b>3</b>

**2.6 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. The Unit which is headed by a Deputy Director currently has staff strength of eleven personnel.



**L-R Hon. Chairman, National Coordinator Servicom and Justice Clara Bata Ogunbiyi when the Servicom Boss visited the Commission.**

## 2.6.1 ACTIVITIES OF THE UNIT

### **Review of Commission's Service Charter**

Staff of the Unit met with officers from the SERVICOM Office in January 2017 to review the Commission Service Charter. After the meeting, the SERVICOM office wrote to Management of the Commission on its rating of the SERVICOM Unit in the Commission.

### **Quarterly Sensitization Workshops**

The Unit held a sensitization session every quarter. During these sessions, officers from the SERVICOM office were invited to deliver guidelines for Staff conduct and working ethics that would enhance effective service delivery.

### **Bi-Monthly Visit to SERVICOM Resource Center**

The Nodal Officer visited the SERVICOM Resource center every two months, during which updates on Government policies on SERVICOM were received.

### **Participation in the SERVICOM Institute's Mandatory Training**

Some staff of the Unit participated in the SERVICOM Institutes mandatory training for all MSU's in November, 2017.

## 2.6.2 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 THE COMMISSION SECRETARIAT

### 2.7.1 INTRODUCTION – AN OVERVIEW OF THE COMMISSION SECRETARIAT

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

than the Inspector General of Police) in the Nigeria Police Force.

In a conscious effort to efficiently and adequately discharge this onerous task, Section 9 (1) of the Establishment Act (2001) (supra) specifically outlines five (5) main Departments. However, Section 10(1) specifically provides for the appointment of Secretary to the Commission who shall be an officer in the Civil Service of the Federation not below the rank of a Permanent Secretary. For administrative purposes, the Commission created four different Units, i.e. Legal Unit, Press Unit, Audit Unit and Commission's Council Secretariat Unit under the office of the Permanent Secretary.

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

### 2.7.2 FUNCTIONS OF THE COMMISSION SECRETARIAT



**Hon. Chairman addressing Officials of Association of Retired Police Officers led by its President DIG Fidelis Oyakhilome (Rtd) during a courtesy visit to PSC in Abuja**

- i. Notification of Plenary, emergency and all meetings of the Board of the Commission.
- ii. Preparation of agenda for Plenary meetings.

- iii. Collation of memoranda and other materials to be presented at the Plenary and emergency meetings from the Departments/Sections/Units.
- iv. Recording Minutes of Commission's meetings and production of Minutes of meetings.
- v. Production of summary of decisions of Commission's meetings.
- vi. Processing of entitlements for part-time members for all attended meetings.
- vii. Servicing of the Plenary, Emergency and all Board meetings.
- viii. Ensuring the signing of all Minutes of meetings after they have been adopted by the Commission.
- ix. Production of the Compendium of Minutes of meetings of the Commission.
- x. Verification of Commission's decisions on promotion, appointment and discipline.
- xi. Ensuring that the decisions of the Plenary are implemented by the Nigeria Police Force.
- xii. Performing any other function(s) as may be directed by the Permanent Secretary/Secretary to the Commission.

### 2.7.2 ACTIVITIES OF THE COMMISSION COUNCIL SECRETARIAT IN THE YEAR UNDER REVIEW

The Commission Council Secretariat successfully recorded (6) Plenary meetings from January, 2018 to December, 2018 at the below listed locations and dates:

**Table 14**

S/NO	MEETINGS	LOCATION	DATE
1.	26 <sup>th</sup> PLENARY	Abuja	27 <sup>th</sup> Feb., 2018
2.	27 <sup>th</sup> PLENARY	Abuja	17 <sup>th</sup> , 18 <sup>th</sup> and 19 <sup>th</sup> April, 2018.
3.	28 <sup>th</sup> PLENARY	Abuja	6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> June, 2018.
New Board of the Commission's Plenary Meetings			
4.	1 <sup>st</sup> PLENARY	Abuja	26 <sup>th</sup> Sept, 9 <sup>th</sup> , 10 <sup>th</sup> and 11 <sup>th</sup> Oct, 2018.
5.	2 <sup>nd</sup> PLENARY	Police Academy Wudil Kano State	12 <sup>th</sup> Nov, 2018.
6.	3 <sup>rd</sup> PLENARY	Abuja	22 <sup>nd</sup> Dec, 2018



## **2.7.3 TERMS OF REFERENCE OF THE STANDING COMMITTEES OF THE POLICE SERVICE COMMISSION**

### **1. STANDING COMMITTEE ON FINANCE AND GENERAL PURPOSE**

The Committee shall have the following responsibilities:

- a) To monitor the income of the Commission.
- b) To direct provision of information on money expended on other programs of the Commission including staff recruitment at Plenary.
- c) To direct regular updates of the Commission's finances for presentation during Plenary meetings.

### **2. STANDING COMMITTEE ON RECRUITMENT BOARD**

The Committee shall have the following responsibilities:

- a) To advise on matters of appointment and recruitment into the Nigeria Police Force.
- b) To advise on matters relating to the posting of Senior Police Officers.
- c) To advise on retirement of officers from the Nigeria Police Force
- d) To perform any other duties that may be assigned to it by the Commission.
- e) Direct Recruitment Department to liaise with NPF Headquarters on establishment from time to time so as to determine vacancies due to retirement, dismissal and wastages (death).
- f) Direct Department of Police Recruitment to liaise with Police Academy on admission into the Nigeria Police Academy.

### **3. STANDING COMMITTEE ON POLICE PROMOTION**

The Committee shall have the following responsibilities:

- a) To advise on the guidelines for the promotion of Senior Police Officers.
- b) To make appropriate recommendations for promotion of matured Police officers.
- c) To direct Department of Police Promotion on issues pertaining to returns on promotion of Rank and File on quarterly basis.
- d) Direct Department of Police Promotion to liaise with Department of Police Discipline on Pending Disciplinary Matters (PDM) before promotion recommendation to Plenary.



#### **4. STANDING COMMITTEE ON POLICE DISCIPLINE**

- a) To deliberate on processed Pending Disciplinary Matters from the relevant Departments.
- b) To direct on further investigations into matters brought before it as necessary.
- c) To make recommendations on PDM to the Plenary for decision.
- d) To carry out any other functions as may be assigned by the Commission.

#### **5. STANDING COMMITTEE ON COMPLAINTS, PETITIONS AND LEGAL MATTERS**

The Committee shall have the following responsibilities:

- a) To deliberate on processed complaints and petitions by members of the Police.
- b) To provide legal advice, opinions and interpretation of the Constitution, the Police Service Commission (Establishment) Act, the Police Act, and other statutory enactments relating to appointment, promotion and discipline of Police Officers.
- c) To direct drafting of legal notice, regulations, guidelines and other statutory instruments of the Commission.
- d) To vet contract agreements and other legal documents between the Commission and third parties.
- e) To make recommendations on activities over which the Commission has jurisdiction.
- f) Direct Legal Department to liaise with the Federal Ministry of Justice and other outside bodies on matters of concern to the Commission.
- g) To make recommendations on actions instituted against the Commission in the Courts and prosecute cases instituted by the Commission.

#### **6. STANDING COMMITTEE ON PRESS RELATIONS AND PUBLIC AFFAIRS**

The Committee shall have the following responsibilities:

- a) To make recommendations on public awareness about the functions of the Police Service Commission through organized Electronic and Print Media.
- b) To direct publicity of activities of the Police Service Commission through quarterly Press Conference and Annual Press Briefing by the Chairman.

- c) To make recommendations on production of Brochures, Leaflets, Calendars, Diaries, Pens, etc, and attendance of public functions.
- d) To advise on good interface with the public for adequate, efficient and prompt response to complaint by the public.
- e) Make recommendations on activities that can project the image of the Commission positively.

## **7. STANDING COMMITTEE ON STRATEGIC DEVELOPMENT PLAN AND IMPLEMENTATION**

The Committee shall have the following responsibilities:

- a) To direct the process for development of strategic plan for the Commission.
- b) To monitor the development and implementation of operating plan (work plan) for the implementation of the Commission's strategy.
- c) To direct all activities relating to Development Partners and Civil Society Organizations.
- d) To make recommendations for seminars and workshops that has bearing with the mandate of the Commission.
- e) To direct the publishing of materials of strategic importance to the Commission.
- f) To make recommendations on capacity building for the Management and Staff of the Commission.
- g) To identify factors inhibiting or undermining discipline in the Nigeria Police Force and make appropriate recommendations to Plenary.
- h) To make recommendations to be presented by the relevant Dept/Section on policies aimed at efficiency and discipline of the Nigeria Police Force.

## **8. STANDING COMMITTEE ON ESTABLISHMENT AND PERSONNEL MATTERS**

The Committee shall have the following responsibilities:

- a) To make appropriate recommendations on matters affecting employment of staff into Commission in accordance with the conditions of service.
- b) To make appropriate recommendations on matters affecting promotion of staff of the Commission.

- c) To direct periodic reviews of the conditions of service when necessary and to make appropriate recommendations.
- d) To make any other recommendation(s) that the Committee deems necessary that will enhance staff productivity in the Commission.
- e) Undertake any other duties that may be assigned by the Commission.

## **APPROVED STANDING COMMITTEES IN THE COMMISSION**

The Management of the Commission in accordance with its powers as enshrined in the Act has approved the strengthening of the Standing Committees in the Commission and the domiciliation of the Committee Secretariats as listed below:

### **MEMBERS OF MANAGEMENT OF THE COMMISSION/PLENARY MEETING**

- |   |   |                  |
|---|---|------------------|
| I. Musiliu Adeola K. Smith, IGP (Rtd) CFR, FWC        | - | Chairman         |
| ii. Hon. Justice Clara Bata Ogunbiyi, JSC (Rtd),      | - | Member           |
| iii. AIG Lawal Bawa (Rtd), mni , CON                  | - | Member           |
| iv. Barr. Rommy Mom                                   | - | Member           |
| v. Naja'atu Muhammed                                  | - | Member           |
| vi. Mr. Austine A. Braimoh                            | - | Member           |
| vii. Dr. Nkemka O. Jombo-Ofo                          | - | Member           |
| viii. Permanent Secretary/Secretary to the Commission | - | Member/Secretary |
| ix. Commission Council Secretariat                    | - | Secretariat      |

### **i. Standing Committee on Finance and General Purposes**

- |  |   |          |
|--|---|----------|
| a) Musiliu Adeola K. Smith, IGP (Rtd) CFR, FWC     | - | Chairman |
| b) Hon. Justice Clara Bata Ogunbiyi, JSC (Rtd),    | - | Member   |
| c) AIG Lawal Bawa (Rtd), mni, CON                  | - | Member   |
| d) Barr. Rommy Mom                                 | - | Member   |
| e) Naja'atu Muhammed                               | - | Member   |
| f) Mr. Austine A. Braimoh                          | - | Member   |
| g) Dr. Nkemka O. Jombo-Ofo                         | - | Member   |
| h) Permanent Secretary/Secretary to the Commission | - | Member   |

- |    |  |   |                  |
|----|--|---|------------------|
| i) | Head, Department of Finance & Accounts | - | Member/Secretary |
| j) | Commission Council Secretariat         | - | Secretariat      |

## **ii. Standing Committee on Police Recruitment Board**

- |    |  |   |                  |
|----|--|---|------------------|
| a. | Mr. Austine A. Braimoh                       | - | Chairman         |
| b. | Naja'atu Muhammed                            | - | Member           |
| c. | Head, Department of Finance and Accounts     | - | Member           |
| d. | Deputy Inspector-General of Police 'E' Dept  | - | Member           |
| e. | Commandant, Police Academy (POLAC)           | - | Member           |
| f. | Coordinator, Police Academy (POLAC)          | - | Member           |
| g. | Representative, Federal Character Commission | - | Member           |
| h. | Head, Department of Police Recruitment       | - | Member/Secretary |
| i. | Commission Council Secretariat               | - | Secretariat      |

## **iii. Standing Committee on Police Discipline**

- |    |  |   |                  |
|----|--|---|------------------|
| a. | Hon. Justice Clara Bata Ogunbiyi, JSC (Rtd), | - | Chairman         |
| b. | AIG Lawal Bawa (Rtd), mni, CON               | - | Member           |
| c. | Mr. Austine A. Braimoh                       | - | Member           |
| d. | Head, Legal Services                         | - | Member           |
| e. | Head, Department of Police Discipline        | - | Member/Secretary |
| f. | Commission Council Secretariat               | - | Secretariat      |

## **iv. Standing Committee on Police Promotion**

- |    |   |   |                  |
|----|---|---|------------------|
| a. | Hon. Justice Clara Bata Ogunbiyi, JSC (Rtd) | - | Chairman         |
| b. | AIG Lawal Bawa (Rtd) mni, CON               | - | Member           |
| c. | Barr. Rommy Mom                             | - | Member           |
| d. | Naja'atu Muhammed                           | - | Member           |
| e. | Head, Department of Police Promotion        | - | Member/Secretary |
| f. | Commission Council Secretariat              | - | Secretariat      |

## **v. Standing Committee on Press and Public Affairs**

- |    |                        |   |          |
|----|------------------------|---|----------|
| a. | Mr. Austine A. Braimoh | - | Chairman |
|----|------------------------|---|----------|

- |    |                                     |   |                  |
|----|-------------------------------------|---|------------------|
| b. | Dr. Nkemka O. Jombo-Ofo             | - | Member           |
| c. | Naja'atu Muhammed                   | - | Member           |
| d. | Head, Press and Public Affairs Unit | - | Member/Secretary |
| e. | Commission Council Secretariat      | - | Secretariat      |

**vi. Standing Committee on Complaints, Petitions and Legal Matters**

- |    |                                       |   |                  |
|----|---------------------------------------|---|------------------|
| a. | Barr. Rommy Mom                       | - | Chairman         |
| b. | Naja'atu Muhammed                     | - | Member           |
| c. | Head, Department of Police Promotion  | - | Member           |
| d. | Head, Department of Police Discipline | - | Member           |
| e. | Head, Legal Services                  | - | Member/Secretary |
| f. | Commission Council Secretariat        | - | Secretariat      |

**vii. Standing Committee on Strategy Development Plan**

- |    |   |   |                  |
|----|---|---|------------------|
| a. | Dr. Nkemka O. Jombo-Ofo                               | - | Chairman         |
| b. | Barr. Rommy Mom                                       | - | Member           |
| c. | Head, Department of Administration & HRM              | - | Member           |
| d. | Head, Zonal Offices Co-ordination                     | - | Member           |
| e. | Head, Department of Police Promotion                  | - | Member           |
| f. | Head, Department of Police Discipline                 | - | Member           |
| g. | Head, Department of Police Recruitment                | - | Member           |
| h. | Head, Department of Planning, Research and Statistics | - | Member           |
| i. | Head, Investigation Department                        | - | Member           |
| j. | Head, Servicom Unit                                   | - | Member           |
| k. | Head, Reforms & Strategy Unit                         | - | Member/Secretary |
| l. | Commission Council Secretariat                        | - | Secretariat      |

**viii. Standing Committee on Establishment/Personnel Matters**

- |    |                         |   |          |
|----|-------------------------|---|----------|
| a. | Naja'atu Muhammed       | - | Chairman |
| b. | Barr. Rommy Mom         | - | Member   |
| c. | Dr. Nkemka O. Jombo-Ofo | - | Member   |



- |    |  |   |             |
|----|--|---|-------------|
| d. | Permanent Secretary/Secretary to the Commission          | - | Member      |
| e. | Head, Department of Administration & HRM                 | - | Member      |
| f. | Head, Appointment, Promotion & Discipline Division (APD) | - |             |
|    | Member/Secretary   |   |             |
| g. | Commission Council Secretariat                           | - | Secretariat |

The Commission Council Secretariat: The Head of the Commission Council Secretariat is to facilitate the function of the Secretary to the Commission in administering the Secretariat of the Commission in accordance with the provisions of the Act. The Head of the Secretariat would direct on the staff of the Unit that would serve at each of the Plenary Meetings of the Commission and would have representation in all the Standing Committees of the Commission.

## 2.8 ANTI-CORRUPTION AND TRANSPARENCY MONITORING UNIT (ACTU)

The Anti-Corruption & Transparency Monitoring Unit is a “Compliance and Ethics Unit”. This Unit was mid-wived by Independent Corrupt Practices and Other Related Offences Commission (ICPC)” and is a focal point to check-mate corruption tendencies and unethical behaviours in all Federal Ministries, Departments and Agencies (MDAs). The evolution of ACTU in MDAs was therefore sequel to the Federal Government's approval of the request of the parent body and by virtue of Rule 3 (1) of the 2014 Revised Edition of ACTU “Standing Order”, Anti-Corruption Unit in MDA(s) shall operate as “an autonomous outfit” with functional linkage with the Office of the Chief Executive of their respective establishments.

### 2.8.1 SCHEDULE OF THE UNIT

- i. The Unit shall perform all the duties detailed in Section 6(a) – (f) of the Corrupt Practices and other Related Offences, (ICPC) Act 2000, except that of prosecution.
- ii. The Unit is further charged, inter-alia, with the responsibility through an ethics and compliance instrument to monitor and assess ethics and compliance standards contained in the following instruments:
  - a. The ICPC Act, 2000
  - b. The National Anti-Corruption Strategy; and

- c. The National Ethics Policy as well as other standing rules and codes.
- iii. Monitoring of Annual Budget Implementation of their respective MDA(s) and forward to ICPC, a mid-year and annual report with a copy to their management.
- iv. The Unit shall conduct at least twice a year, both "integrity & Performance Evaluation and System Review of its organization".

## 2.8.2 THE YEAR UNDER REVIEW

- a. The year under review witnessed the rebirth and constitution of the PSC ACTU with the appointment of a Deputy Director as the Chairman/Head of the Unit with Nine (9) other members drawn from different Departments and Units of the Commission.
- b. In addition, there was the inauguration and induction of the newly appointed ACTU members by the parent body – Independent Corrupt Practices & Other Related Offences Commission (ICPC).
- c. Four (4) members of ACTU were co-opted into Institutional Framework Committees in the Commission such as Junior Staff Committee (JSC), Senior Staff Committee (SSC), Public Procurement Committee (PPC) and Technical Boards Evaluation Committee (TBEC) as observers.

This deployment was to enhance transparency of the Committees in the discharge of their duties and in compliance with the Office of Head of the Civil Service of the Federation's directives.

## 2.9 FINANCE AND ACCOUNTS DEPARTMENT

The Department of Finance and Accounts in exercising its core function of receipt, custody and disbursement of funds under Overhead, Personnel and Capital Appropriation, documented the following in 2018 financial year.

### APPROPRIATION AND RELEASES FOR THE YEAR.

Head	Appropriation	Releases
Personnel	501,757,311.24	498,184,093.98
Overhead	211,369,318.00	122,673,768.82
Capital	758,000,000.00	351,780,000.00
<b>Total</b>	<b>1,471,126,629.24</b>	<b>972,637,862.80</b>

## MONTHLY BREAKDOWN OF RELEASES

### PERSONNEL

Integrated Personnel Payroll information System (IPPIS) Department of the Office of Accountant General of the Federation (OAGF) manages our Personnel Appropriation for the year and disbursed periodically as appropriate as tabulated below:

Month	Releases	Expenditure
January	44,783,972.07	44,783,972.07
February	45,025,692.31	45,025,692.31
March	45,097,796.97	45,097,796.97
April	45,237,085.64	45,237,085.64
May	44,830,581.48	44,830,581.48
June	-	-
July	42,974,668.56	42,974,668.56
August	43,390,813.79	43,390,813.79
September	43,837,240.63	43,837,240.63
October	51,077,372.71	51,077,372.71
November	45,628,577.69	45,628,577.69
December	46,300,292.13	46,300,292.13
<b>Total</b>	<b>498,184,093.98</b>	<b>498,184,093.98</b>

### OVERHEAD

The Department through GIFMIS platform received Overhead Allocation for the year and charged to various heads and sub-heads periodically as tabulated below:

Month	Releases	Expenditure
January	-	-
February	-	-
March	17,405,776.50	7,077,113.50
April	17,405,776.50	13,572,807.25
May	-	16,780,344.33
June	17,405,776.50	4,319,199.66
July	-	9,988,335.50
August	17,614,109.83	7,449,504.00
September	17,614,109.83	8,972,726.32
October	-	15,479,165.73
November	17,614,109.83	4,603,328.25
December	17,614,109.83	34,431,244.28
<b>Total</b>	<b>122,673,768.82</b>	<b>122,673,768.82</b>

## CAPITAL

The Department also through GIFMIS platform received Capital Allocation for the year and expended wholly on PSC Head Office Building as tabulated below:

Period	Releases	Expenditure
Last Quarter (2018)	175,890,000.00	175,889,625.18
First Quarter (2019)	175,890,000.00	175,890,000.00
<b>Total</b>	<b>351,780,000.00</b>	<b>351,779,625.18</b>

*NOTE : 2018 Capital Appropriation implementation is still ongoing.*

## UN-RELEASED APPROPRIATION FOR THE YEAR

Head	Appropriation	Released	Un-released
Personnel	501,757,311.24	498,184,093.98	3,573,217.26
Overhead	211,369,318.00	122,673,768.82	88,695,549.18
Capital	758,000,000.00	351,780,000.00	406,220,000.00
<b>Total</b>	<b>1,471,126,629.24</b>	<b>972,637,862.80</b>	<b>498,488,766.44</b>

### 2.10 INTERNAL AUDIT

The Internal Audit Unit of the Police Service Commission has the responsibility to review, examine, evaluate and report on:

- a. The soundness, adequacy and application of the internal control;
- b. The extent of compliance of the activities of the Police Service Commission to the established frame-work of internal control;
- c. The extent to which the Commission's assets are accounted for and safeguarded from losses from:
  - i. Fraud and other irregularities; and
  - ii. Waste, extravagance, inefficiency and other abuses.
- d. The economy, efficiency and effectiveness of the operations of the Commission; and
- e. The accuracy and integrity of the accounting and management information generated within the Police Service Commission.

The Internal Audit Unit is a unit directly under the Accounting Officer, the Permanent Secretary. It is established to provide a complete and continuous Audit of the accounts records of revenue, expenditure, plants, allocated, unallocated stores and management. In carrying out these duties, the Audit Unit is guided at all times by

the provisions of the Financial Regulations and Extant Treasury and Establishment Circulars. These regulations and circulars prescribe the Internal Auditors obligations and responsibilities. According to the regulations, the duties performed by the Internal Audit Unit are:

- i. Checking compliance with laws, instructions, extant rules, regulations and directives;
- ii. Checking efficiency of use of resource;
- iii. Checking the adequacy of financial and accounting record keeping;
- iv. Checking the management records, that is, management auditing;
- v. Checking the level of achievement of set objectives.
- vi. Checking the total operations of organization's use of resources with the intention of establishing the economy, efficiency and effectiveness in their usage.

In order for the work of the Internal Audit to be of value to relevant government departments, the Internal Audit Unit must prepare and submit comprehensive, meaningful and timely audit reports.

Such reports must highlight the extent to which the Internal Auditor is satisfied with the following:

- i. Details of work undertaken;
- ii. The Auditor's opinion on compliance with financial rules, regulations, extant circulars;
- iii. Safeguard against fraud;
- iv. Control of receipts and payments;
- v. Issued and consumption of stores;
- vi. Verification of cash, stamps and inventory held;
- vii. Accuracy of accounting records;
- viii. Management auditing; and
- ix. Recommendations for remedial action for correcting noted lapses/deficiencies.



The under listed reports are rendered to the Accounting Officer, the Office of the Accountant General of the Federation and the Auditor

General for the Federation:-

- a. Monthly Reports
- b. Quarterly Reports
- c. Half Yearly Report
- d. Annual Audit Report
- e. Special Report

In the treasury accounting systems, the prevailing principal practice is to carry out;

- a. Compliance auditing; and
- b. Substantive auditing.

Both of which are to ensure compliance in the application of rules, regulation, circulars, procedure, and the arithmetical accuracy of figures.

During the year 2018, the Internal Audit Unit exercised its duties and reported diligently on the operations of the Commission in accordance with the provisions of the relevant extant rules.

## PART THREE

### I. OTHER ACTIVITIES

#### 3.0 Inauguration of the New Management

A new Management for the Commission was inaugurated on the 25<sup>th</sup> of July, 2018 by President Muhammadu Buhari for a five - year tenure. In line with Constitutional provisions, the Management team is composed of a full time Executive Chairman; two full time



**Hon. Chairman addressing participants at the PSC Management Retreat in Enugu.**

Members, one representing the Judiciary and the other representing the Nigeria Police Force and four other Members who serve on part time capacities and representing Women Interest; The Nigerian Press; Non Governmental Human Rights Organisations in Nigeria; and the Organized Private Sector.

On assumption of duty, the Chairman, Alhaji Musiliu Smith, (IGP Rtd), announced the policy direction of the new team. He noted that there was so much to be done by the Commission and that the new team will hit the ground running as there was no time to waste.

He said the new team will work to build capacities in the Commission adding that with team work, they would give Nigerians a Police Force they would be proud of. He observed that Members of the new Management were not pleased with the current state of affairs in the Nigeria Police.

He assured that the Commission will place high premium in the recruitment of quality

personnel for the Force and will also expose officers to structural and quality training so that Nigeria can have a Police Force that is effective, efficient and humane that would stand international scrutiny.

### **3.1 Update on New Head Office Building**

The Chairman and Members of the Commission paid a visit to the new Head Office Complex, Jabi yet to be completed and furnished on Thursday, 26<sup>th</sup> July, 2018. They were very impressed with the quality of the work done as well as the level of completion attained by the contractor.

The summary of the percentage completion of the main aspects of the Project works execution are as follows:

- a. Builder's Work is at 100% Completion.
- b. Electrical Work is at 70% Completion.
- c. Mechanical Work is at 80% Completion.
- d. Roof Work is at 95% Completion with only that of Facility Block outstanding.
- e. External Works has the Manhole, Septic and Soak away tanks at 100% completion, Kerbs at 100% completion, Drains at 100% completion, Internal Road Network and Parks with interlocking block finishing is at 40% completion.
- f. Painting is at 95% completion.

The overall average completion level is at 90%. The Management team was told at the site that there was no provision for the furnishing of the complex after completion. The Chairman had to direct that Julius Berger Construction Company joined by other reputable Contractors should be invited to visit the site and submit quotations for the furnishing of the offices.

Officials from AFP (Julius Berger's subsidiary) visited the site and after evaluation submitted a bill to the tune of Nine hundred and sixty million naira (960,000,000.00) for the furnishing. This will take care of the Wing A of the building including the E-library and the multi-purpose auditorium with a seating capacity for 300 people.

The Commission has written to Mr. President appealing for the release of necessary fund

which is presently awaiting approval.

### 3.2 Management Retreat

The present Management of the Commission under the leadership of Alhaji M.A.K Smith, CFR, fwc, IGP (Rtd.), right from inception, clearly understood the onerous responsibility on their shoulders. They were however determined to deliver effectively and efficiently on those responsibilities. To actualize this determination, Management decided to hold a



**L-R His Excellency Ifeanyi Ugwanyi Gov. Enugu State and Hon. Chairman after a meeting at the Government House, Enugu State.**

Management Retreat to set an agenda for its work.

The 2018 Police Service Commission Management Retreat was therefore conceived in order to enable Management step back from their day to day demands and activities for an extended period of concentrated discussion, dialogue, strategic thinking, and planning in relation to its Mandate, Vision, Mission and other specific issues. It was also intended to successfully do Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis of the Commission i.e. to identify the Commission's Strengths, Weakness, Opportunities and Threats; analyze these and come up with a strategic plan for the Commission.

The Retreat which was the first of its kind in the Commission was sponsored by Enugu State



Government with additional support from Ford Foundation. It held in Enugu from the 19<sup>th</sup> to 22<sup>nd</sup> of November, 2018 with the theme: “**Repositioning and Strengthening the Police Service Commission for effective mandate delivery**”.

### THE RETREAT

Monday 19<sup>th</sup> November, 2018 saw the opening ceremony of the Management Retreat.



**Her Excellency Deputy Governor Enugu State Hon. Cecilia Ezeilo being received on arrival by the Hon. Chairman at the Management Retreat of the Commission in Enugu.**

The occasion was well attended with the State Governor Rt. Honourable Ifeanyi Ugwanyi, ably represented by the Deputy Governor of the State, Dame Cecelia Ezeilo. The Chairman Police Service Commission, Alh. M. A. K. Smith, led the Hon. Commissioners and Members of the Management of the Commission, other dignitaries at the opening ceremony included; the Chairman Senate Committee on Police Affairs, the Inspector-General of Police, Ibrahim Idris, ably represented by the Deputy Inspector-General of Police, DFA, DIG Dikko, Heads of Extra Ministerial Departments, Development Partners: Ford Foundation, Nigeria Policing Programme, CLEEN Foundation, PLAC, etc.

### GOODWILL MESSAGES

Goodwill messages came from various groups/organizations.

The Governor of Enugu State in his goodwill message noted that the emergence and sustenance of a highly motivated, professional and disciplined Police Service, institution



of transparency and accountability and upholding of the rule of law and human right has always been the aspiration of successive administration in Nigeria, and her citizens as well. The Governor expressed his confidence in the current Management of the Commission and his belief that the retreat has been designed to further equip Management and Staff of the Commission with the knowledge, experience and skills that would enable them to work even more efficiently and effectively towards the repositioning of the Commission to effectively and efficiently carry out its mandate.

Next was the Chairman Senate Committee on Police Affair, Senator Tijani Kaura. In his goodwill message, the distinguished Senator remarked that, the Senate Committee under



**Hon. Chairman and Commissioners of PSC, at the Police College Oji River, Enugu State**

his leadership is committed to ensuring an effective and efficient Police Service that would be the pride of all of us.

That on his part as the Chairman Senate Committee on Police Affairs, with the support and co-operation of his Committee Members, he will see to a good working relationship between the National Assembly and the Police Service Commission.

That the leadership of the Senate Committee on Police Affairs would at all times be ready to collaborate, synergize and cooperate with the Commission in the performance of its statutory functions.

He highlighted among other things that the Senate Committee would work towards increasing the Police Service Commission's budget to meet current challenges and to amend PSC laws in line with current realities.

The Inspector General of Police in his goodwill message, among other things reassured and stressed that he had seen the signs of better days to come as ably exemplified in the

energy and commitment of the current Commission to improve service delivery of the Nigeria Police. That the Force with the implied aspiration of endearing herself back to the public, have established strong commitment towards the sustenance of the Community Policing Project, with a view to involving the public in proffering solid solutions to the problems bedeviling the Nigerian society.

That it is expected, as the country prepares for the 2019 general elections, the outcome of this all important Retreat would culminate in the creation of policies and action plans that will improve policing in Nigeria by repositioning the Nigeria Police Force in tandem with international standards and global policing best practices.

Next was the Director General, Bureau of Public Service Reforms (BPSR).

In his address, he stated that he was privileged and honored to be part of the Management Retreat for the new Board of the Police Service Commission and on behalf of BPSR he pledged his support to assist the Commission in its resolve to give effective Service Delivery. He added that, the task before the Commission in discharging its functions is indeed enormous, that however, given the record of past neglect, it is gratifying to note that the Commission has started addressing the problems confronting the Nigeria Police Force which has seriously affected the morale of serving officers and consequently the effectiveness of the Force. The overall view of the BPSR on the Commission is that the full potential of the PSC has not been realized due to a combination of factors.

He highlighted the recommendations as contained in the BPSR (Rapid Institutional



**Hon. Chairman, inspecting Police College Oji River, Enugu State**





**Her Excellency Deputy Governor Enugu State in a hand shake with the Chairman Senate Committee on Police Affairs during the Commission's Mgt Retreat in Enugu.**

Assessment) Report on the Police Service Commission and remarked that in order to realize the benefit of the assessment and achieve necessary performance improvement, the Management of the Commission would need to take concerted steps to address the findings and implement the recommendations in the short, medium and long terms.

In his conclusion, he hoped that, the Retreat would provide the perfect environment for the Chairman; Members of the Board and Staff of the Police Service Commission to address the Organization's long range issues including those addressed by the BPSR, while identifying opportunities for improvement and building good relationship amongst Board Members and Management staff.

The National Coordinator/CEO SERVICOM in her own goodwill message said Nigerians want a Nigeria Police that is efficient, effective, equitable and open to engagement with the citizens always. Therefore, developing a Customer Service Excellence standard can offer the Police Service Commission a practical tool in driving customer-focused change in the Nigeria Police Force.

Mr. Clement Nwankwo; Executive Director, Policy & Legal Advocacy Centre (PLAC) also presented a good will message.



**Dr. Otiye Igbozor addressing participants during the Commission's Management retreat in Enugu.**

The Director, in his address, was particularly happy with the Police Service Commission (PSC) in its quest to improve policing in Nigeria by organizing the Retreat. PLAC, he said, believes that the effective delivery of the mandate of the PSC would create an effective system of Police accountability which would in turn improve professionalism and empowerment of Police Officers, reinforce operational and administrative reforms as well as strengthen the institutional, legal and policy instrument governing the Police Service in Nigeria.

He applauded the Commission's effort in monitoring the conduct of Police Officers during elections and concluded by urging

all participants to examine the issues facing the NPF dispassionately, in the best interest of the country and that he was confident that given the array of professionals gathered, implementable recommendations will emerge from the deliberations on strategies for strengthening the Commission at the end of the discussion.

Team Leader, Nigeria Policing Program (NPP), Kemi Okenyodo spoke next. In her assessment of the PSC over the years, she shared some key findings, which included:

- Although the PSC Establishment Act provides for the appointment of a Secretary to oversee the day to day administration of the Commission, it does not specify tenure of office for the appointee or the holder of the office, this has given room for frequent changes of Permanent Secretaries with a turnover of Eleven (11) Permanent Secretaries in Sixteen (16) years; a situation she tagged detrimental to the Commission's institutional memory.
- The Commission is constrained by certain aspects of the Act, which includes the

provision that the Commission requires presidential approval to revise or amend its structure; limiting the Commission to paying salaries equivalent to those of the Civil Service.

She reiterated the fact that, the PSC is the first of its kind in the world with a combination of “carrot and stick approach to oversight” and if not properly managed, it will be as we see: **a beautiful idea.**

On behalf of NPP she reaffirmed that the NPP looked forward to getting the outcome of the Retreat so as to find out whether or not there would be opportunities for them to further engage with the Commission.

### KEYNOTE ADDRESS/TECHNICAL SESSION

The keynote address was presented by the Hon. Chairman, PSC, by Alhaji M.A.K Smith, CFR, fwc, IGP (Rtd.) He thanked all invited participants for honoring the invitation to attend the Retreat. He acknowledged the support and robust commitment of Enugu State Government in hosting the Retreat and expressed his gratitude to the Government and the people of Enugu State for the partnership. He therefore welcomed all participants, and most especially the Representatives of the National Assembly. The Chairman noted that without doubt Nigeria today is bedeviled with security challenges, ranging from insurgency to intra-organizational hiccups within the security forces including the Police.

He emphasized the need for training and retraining of Officers and men of the Nigeria Police Force, and that the Commission is also working on having an electronic all-inclusive data for the Police, which would aid in planning and programming, even as it is engaging in wide spectrums of reforms for the Police.

He added that it was imperative that the present Board remained alive to her responsibility of approaching the issue of policing, strategically to obtain optimal result given well-documented gaps and missed opportunities for reversing them. It was based on that premise that the Commission was holding the Retreat to develop a 3-year Strategic Plan as a compass in its quest to remodel the NPF.

He concluded by wishing all participants fruitful deliberations and safe trip back to their various destinations.

Thereafter, the Retreat went into Technical Sections with a key paper presented by the regional Director, Ford Foundation, Mr. Innocent Chukwuma. His paper titled: **PSC from Potential to Effective Mandate Delivery**; provided the frame work for the Technical Sessions.





**His Excellency Rt. Hon. Ifeanyi Ugwuanyi Gov. Enugu State receiving PSC Commissioner, AIG Lawal Bawa (Rtd) at the Government House, Enugu.**

In brief, he noted that though the first Management of the PSC was inaugurated in 2002, i.e., over seventeen (17) years ago, the Commission is still struggling to deliver on its mandate. He remarked that, there was the need to find out the reason(s) behind this and the reason(s) why the Commission has little achievement over these many years, in order for the Commission to have a plan that would enable it to play a leading role among other oversight agencies on the NPF.

The Technical Session lasted three days with deliberations on the issues raised from the goodwill messages and the lead paper. After exhaustive analyses of the Strength, Weakness, Opportunities and Threat of the Commission, and taking cognizance of the comments and pieces of advice from stakeholders, the Retreat produced a Strategic plan that would serve as a road map for the Commission in its resolve to reposition and strengthen itself to effectively deliver on its Mandate.

Management was satisfied that the retreat had produced the expected outcome and look forward to the validation of the Strategic Plan early in 2019 at a forum where stakeholders, development partners, etc. would be invited.

## PART FOUR

### 4.0 CHALLENGES AND CONSTRAINTS

The burden of inadequate funding has continued to persist and to the disadvantage of the Commission. The envelope system of federal budgeting has left the Commission financially crippled and unable to attend to its very important Constitutional responsibilities. The Commission has continued to battle for funds to verify and conduct the processes leading to Police recruitment, Police promotion and police discipline.

The Establishment Act, 2001, has also not helped in the operations of the Commission as certain provisions of the enabling Act have continued to frustrate the attainment of optimum performance by the Commission. Most glaring are the inadequacy of full time Members and the poor remuneration of the Staff of the Commission in relation to equivalent Commissions in the Federation. It is interesting to note that Commission staff are paid salaries lower than their counterparts in the Nigeria Police Force which the Commission oversees. This poses dysfunctional challenges to the operation of the staff.

The transient nature of the appointment of the Secretary to the Commission by postings of Permanent Secretaries has also served to wither and constrain institutional memory in the Commission.

The Commission has also not been able to complete work on its corporate office in Jabi,

Abuja thus leaving it with biting office accommodation crisis. This has made it difficult for discipline and efficiency to be maintained, as Staff



**Balarrabe Gusau Director finance and Account, addressing participants at one of the Commission's functions**

currently operate from various offices scattered at the Federal Secretariat Complex in Abuja.



## 5.0 CONCLUSION

# PART FIVE

The Commission has steadily confronted its constitutional mandate with resolute zeal and commitment despite glaring and debilitating setbacks. In spite of these challenges, it is determined to give the nation a Police Force it desires and would be proud of. At no time, even in the face of odds, will it shirk this onerous responsibility.

The Commission would continue to ensure that the Nigeria Police Force improves to meet international standards; and that its members are accountable for their actions and inactions at all times while also providing the necessary incentives to motivate them to greater efficiency.

Police Service Commission

Federal Secretariat Complex, Phase 1

Abuja



**Suleiman Gambo Director Police Promotion, contributing to a syndicate group meeting of the Commission flanked by Commissioner Austin Braimoh on the right and Deputy Director Recruitment Muktari Yusuf.**

## 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 of 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 most likely 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 on 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.

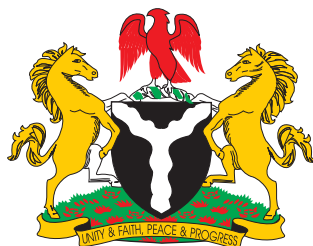
In exercise of this power, therefore, the Police Service Commission (Delegation of Powers) Notice, was passed and it applied to “members of the Nigeria Police Force below the rank of Assistant Superintendent and to posts in the Force in respect of which the initial basic salary does not exceed 726 Pounds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

This is the fourth 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 and the third Commission was inaugurated on 12<sup>th</sup> June, 2013 with Dr. Mike Mbama Okiro IGP (Rtd.), as Chairman. The present Commission has Alhaji Musiliu Adeola Kunbi Smith, CFR, fwc, IGP (rtd) as Chairman and was inaugurated on the 25<sup>th</sup> of July, 2018.

The five-year tenure of the board will expire by effluxion of time on July 24<sup>th</sup>, 2023.



## Appendix B



### 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.

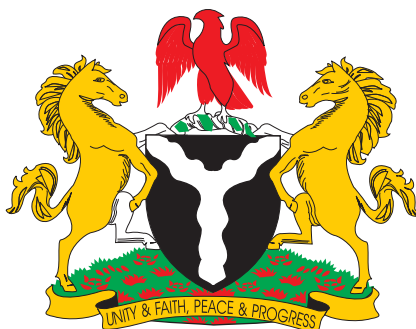
(30) The Commission shall have power to:-

(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.

## **Appendix C**

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



### **Police Service Commission**

### **(Establishment) Act, 2001**

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

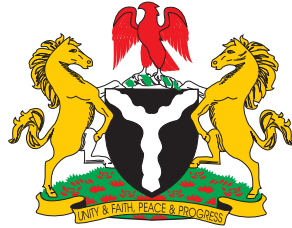
# POLICE SERVICE COMMISSION ACT 2001

## ARRANGEMENT OF CLAUSES

### CLAUSES:

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

# POLICE SERVICE COMMISSION (ESTABLISHMENT) ACT 2001



## 2000 No. 1

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

(4th  
January,  
2001)  
Commencement

## Enacted by the National Assembly of the Federal Republic of Nigeria

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

<p>1.-(1) There is hereby established a body to be known as the Police Service Commission (in this Act referred to as "the Commission")</p> <p>(2) The Commission</p> <p>(a) shall be a body corporate with perpetual succession and a common seal; and</p> <p>(b) may sue or be sued in its corporate name</p> <p>(3) The headquarters of the Commission shall be at the Federal Capital Territory, Abuja.</p>	<p><b>Establishment of the Police Service Commission.</b></p>
<p>2.-(1) The management of the Commission shall vest in the following members, whose appointment shall be in line with the Federal Character provision of the Constitution -</p> <p>(a) a Chairman who shall be the Chief Executive of the Commission;</p> <p>(b) a retired Justice of the Supreme Court or Court of Appeal;</p> <p>(c) a retired Police Officer not below the rank of Commissioner of Police;</p> <p>(d) one representative each of</p> <p>(i) women interest;</p> <p>(ii) the Nigerian Press;</p> <p>(iii) Non-Governmental human rights organisations in Nigeria</p> <p>(iv) organized Private Sector;</p> <p>(v) the Secretary to the Commission</p> <p>(2) The Chairman and other members of the Commission shall -</p> <p>(a) be appointed by the President subject to the confirmation by the Senate;</p> <p>(b) be persons of proven integrity and ability.</p> <p>(3) The members of the Commission referred to in paragraph (d) of Subsection (1) of this section shall be part-time members.</p> <p>(4) The supplementary provisions set out in the Schedule to this Act shall have effect with respect to the proceedings of the Commission and the other matters contained therein.</p>	<p><b>Management of the Commission</b></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>	<b>Tenure of Office</b>
<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</p>	<b>Cessation of membership of the Commission etc.</b>
<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>	<b>Removal from Office, etc.</b>

## Part II – Functions and Powers of the Commission

<p>6.- (1) The Commission shall-</p> <p>(a) be responsible for the appointment and promotion of persons to offices (other than the office of the Inspector-General of Police) in the Nigeria Police Force;</p> <p>(b) dismiss and exercise disciplinary control over persons (other than the Inspector-General of Police) in the Nigeria Police Force;</p> <p>(c) formulate policies and guidelines for the appointment, promotion, discipline and dismissal of officers of the Nigeria Police Force;</p> <p>(d) identify factors inhibiting or undermining discipline in the Nigeria Police Force</p> <p>(e) formulate and implement policies aimed at the efficiency and discipline to the Nigeria Police Force</p> <p>(f) perform such other functions which in the opinion of the Commission are required to ensure the optimal efficiency of the Nigeria Police Force; and</p> <p>(g) carry out such other functions as the President may, from time to time, direct.</p> <p>(2) The Commission shall not be subject to the direction, control or supervision of any other authority or person in the performance of its functions other than as is prescribed in this Act.</p>	<b>Functions of the Commission</b>
<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>	<b>Powers of the Commission</b>



<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>	<b>Powers of delegation.</b>
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### 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>	<b>Establishment of Departments</b>
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### Part IV – Staff

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

## Part V – Financial Provisions

<p>12.- (1) The Commission shall establish and maintain a fund from which shall be defrayed all expenditure by the Commission.</p> <p>(2) There shall be paid and credited to the fund established pursuant to Subsection (1) of this section –</p> <p>(a) such monies as may, from time to time, be granted or lent to or deposited with this Commission by the Federal or State Government or any other body or institution whether local or foreign;</p> <p>(b) all monies raised for the purposes of the Commission by way of gifts, loan, grants -in-aid, testamentary dispositions or otherwise; and</p> <p>(c) proceeds from all other assets that may, from time to time, accrue to the Commission.</p> <p>(3) The fund shall be managed in accordance with the rules made by the Commission, and without prejudice to the generality of the power to make rules under this subsection, the rules shall in particular contain provisions –</p> <p>(a) specifying the manner in which the assets or the fund of the Commission are to be held, and regulating the making of payments into and out of the Fund; and</p> <p>(b) requiring the keeping of proper accounts and records for the purpose of the Fund in such form as may be specified in the rules.</p>	<b>Funds of the Commission</b>
<p>13. The Commission shall apply the proceeds of the Fund established pursuant to Section 12 of this Act to –</p> <p>(a) the cost of administration of the Commission;</p> <p>(b) the payment of salaries, allowances and benefits of members of the Commission or any Committee of the Commission;</p> <p>(c) the payment of salaries, remuneration, allowances, benefits, pensions and gratuities payable to officers and employees of the Commission;</p> <p>(d) the payment for all contracts, including mobilization, fluctuations, variations, legal fees and cost on contract administration;</p> <p>(e) the payment for all purchases; and</p> <p>(f) undertake such other activities as are connected with all or any of the functions of the Commission under this Act.</p>	<b>Expenditure of the Commission</b>
<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>	<b>Gifts to the Commission</b>
<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>	<b>Annual Estimates and expenditure</b>
<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>	<b>Quarterly Report</b>
<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>	<b>Annual Report</b>

## Part VI – Miscellaneous

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

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.	<b>Indemnity of Officers</b>
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.	<b>Transitional provisions.</b>
25. The Commission may, with the approval of the President make regulations generally for the purposes of giving full effect to this Act.	<b>Regulations</b>
26. In this Act, unless the context otherwise requires - "Commission" means the Police Service Commission established by Section 1 of this Act; "member" means a member of the Commission and includes the Chairman. "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.	<b>Interpretations.</b>
27. This Act may be cited as the Police Service Commission (Establishment etc.) Act 2001.	<b>Citation.</b>

## **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

### **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)