

**POLICE ACT (CAP. 154)**  
**POLICE REGULATIONS 1968**

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L.N. 53 of 1968

## POLICE ACT (CAP. 154)

## The Nigeria Police Regulations 1968

*Commencement : 1st April 1968*

In exercise of the powers conferred by section 47 of the Police Act, and of all other powers enabling him in that behalf, the Head of the Federal Military Government hereby, on the recommendation of the Nigeria Police Council and the Police Service Commission, makes the following regulations :—

## PART I.—GENERAL

1.—(1) These Regulations may be cited as the Nigeria Police Regulations 1968 and shall come into force on 1st April 1968.

Citation,  
commence-  
ment and  
revocation.

(2) The Police Regulations 1959 are hereby revoked.

2.—(1) In these Regulations unless the context otherwise requires the following expressions have the meanings hereby assigned to them, that is to say,—

Interpre-  
tation.

“the Act” means the Police Act ;

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“area command” means a police area command ;

(2) In these regulations, any reference to a Part, regulation or Schedule not otherwise identified is a reference to that Part, regulation or Schedule of these regulations.

## PART II.—ORGANISATION OF THE FORCE

*Territorial Boundaries*

3. For the purposes of these regulations the office of the Inspector-General shall be deemed to be a police area command and may be referred to as Force Headquarters.

Office of the  
Inspector-  
General to be  
deemed a  
police area  
command.

4. For the purpose of command and administration of the Force the Federation shall be divided territorially into,—

Division of  
the Federa-  
tion into  
police area  
commands.

- (a) the North-Western State Police Area Command ;
- (b) the North-Central State Police Area Command ;
- (c) the Kano State Police Area Command ;
- (d) the North-Eastern State Police Area Command ;
- (e) the Benue-Plateau State Police Area Command ;
- (f) the Kwara State Police Area Command ;
- (g) the Western State Police Area Command ;

- (h) the Mid-Western State Police Area Command ;
- (i) the Central-Eastern State Police Area Command ;
- (j) the South-Eastern State Police Area Command ;
- (k) the Rivers State Police Area Command ;
- (l) the Lagos State Police Area Command.

Territorial divisions of police area commands, etc.

5. For the purposes of command and administration,—

- (a) police area commands (excepting Force Headquarters) shall be divided territorially into police provinces ;
- (b) police provinces shall be sub-divided territorially into police districts or police divisions ; and
- (c) police districts and police divisions shall be sub-divided territorially into police station areas.

Police Station area of responsibility not to be territorially sub-divided.

6. A police station area of responsibility shall not be subject to territorial division, but where this is deemed expedient a police post or village police post may be set up as reporting and patrol centres within the police station area.

Division of large urban area for police purposes.

7. In the division of large urban areas into police territorial areas, the principal sub-division shall be the police division.

Territorial boundaries of police areas of responsibility.

8.—(1) The territorial boundaries of an area command shall conform to the territorial boundaries of the state of the Federation which it polices.

(2) The territorial boundaries of police provinces generally shall conform to the territorial boundaries of administrative provinces :

Provided that the Inspector-General may in cases where he is of the opinion that it is necessary for the efficient policing of an administrative province, establish a police province to conform to the territorial boundaries of

- (a) an administrative division of the province, or
- (b) two or more contiguous administrative divisions of the province.

(3) The territorial boundaries of police districts generally shall conform to the territorial boundaries of administrative divisions of provinces :

Provided that the Inspector-General may, with the prescribed approval, establish a police district to conform to the territorial boundaries of two or more contiguous administrative divisions of a province.

(4) The territorial boundaries of a police division shall be determined by the Inspector-General acting with the prescribed approval.

(5) In fixing the territorial boundaries of a police division the Inspector-General shall take into account the following :—

- (a) Density of population ;
- (b) Crime statistics ;
- (c) Traffic (density, routes and accidents) ;
- (d) Property (residential, business and industrial) ; and
- (e) Public centres of amusement.

(6) The territorial boundaries of the area of responsibility of each police station shall be determined by the Inspector-General.

(7) The territorial boundaries of the area of responsibility of a police post or a village police post shall be determined by the commissioner of police for the police area command, acting with the approval of the Inspector-General.

9. The Inspector-General may, in respect of police divisions and of police operational formations subordinate to a police province where he is of the opinion that it is necessary for the efficient policing of an outlying area to transfer such area from the area of responsibility of one operational police formation to another, make such adjustment to the territorial boundaries of the police formations concerned as may be necessary to effect the transfer.

Adjustment of police territorial boundaries.

10. The Inspector-General shall publish the description of the territorial boundaries of police divisions, police districts and police stations in the *Gazette*.

Police territorial boundaries to be published in the *Gazette*.

### *Command of the Force*

11.—(1) The command of the Force shall be exercised by the Inspector-General.

Command of the Force.

(2) The Inspector-General shall in the performance of his duties be assisted by the deputy Inspector-General.

12. A police area command shall be commanded by the commissioner of police for the area command.

Command of police area command.

13.—(1) A police province shall be commanded, subject to the control of the commissioner of police for the area command of which the police province forms a division, by an officer of not below the rank of superintendent of police.

Command of police province.

(2) The superior police officer commanding a police province shall be designated the Provincial Police Officer.

14.—(1) A police division shall be commanded by a superior police officer of not below the rank of assistant superintendent of police, who shall be designated the Divisional Police Officer.

Command of police division.

(2) The Divisional Police Officer, shall be subject to the control of—

(a) the Provincial Police Officer, where the police division commanded forms part of a police province, or

(b) the commissioner of police for the area command, where the police division commanded does not form part of a police province.

15.—(1) A police district shall be commanded by an officer not below the rank of inspector.

Command of police district.

(2) The police officer commanding a police district shall be designated the District Police Officer.

16.—(1) Each police station shall be commanded, subject to the control of the officer in charge of the police district or police division of which it forms a sub-division, by an officer of not below the rank of sub-inspector.

Command of police station.

(2) The officer commanding a police station shall be designated the Officer in Charge of the Police Station or the Station Officer.

Command  
of police  
post.

17.—(1) A police post shall be commanded, subject to the control of the officer in charge of the police station of which the post forms a sub-division, by a police officer of not below the rank of corporal.

(2) The officer in charge of a police post shall be so designated.

Command  
of village  
post.

18.—(1) A village police post shall be commanded, subject to the control of the officer in charge of the police station or police post of which the villager police post forms a sub-division, by a police officer of the rank of corporal or by a police constable with not less than 5 years service.

(2) The officer in charge of a village police post shall be so designated.

#### *Situation of Police Headquarters, etc.*

Situation  
of head-  
quarters.

19.—(1) The headquarters of each police area command shall be situated in the capital town of the state which it polices.

(2) The headquarters of a police province shall be situated in the town in which the administrative headquarters of the province is situated.

(3) The headquarters of a police division shall be situated in such place as the Inspector-General acting with the prescribed approval, shall direct.

(4) The headquarters of a police district shall be situated in such place as the Inspector-General, acting with the prescribed approval, shall direct.

Situation  
of police  
station.

20. A police station shall be situated in such place as the Inspector-General, acting with the prescribed approval, shall direct.

Situation of  
police post  
and village  
post, etc.

21.—(1) A police post shall be situated in such place as the Inspector-General, acting with the prescribed approval, shall direct.

(2) A village police post shall be situated in such place as the commissioner of police for the area command acting with the approval of the Inspector-General, shall direct.

(3) In this regulation and in regulations 8, 19 and 20, "prescribed approval" means the approval of the Head of the Federal Military Government.

#### *Grading of Police Stations and Posts*

Grading of  
police  
station and  
posts.

22.—(1) The grading of formations, performing the functions of police stations or posts shall be as provided in paragraph (2) below.

(2) A formation with a permanent personnel establishment—

(a) of more than 14, shall be graded as a police station ;

(b) of less than 13 but more than 3, shall be graded as a police post ; and

(c) of 3 or less, shall be graded as a village police post.

Prescribed  
authority  
for setting  
up and  
closure of  
police  
formations.

23. The prescribed authority for

(a) the setting up of new police provinces, districts and divisions, and for the closure of police provinces, districts and divisions ;

(b) the setting up of new police stations and new police posts, and for the regrading of police stations and police posts, and for the closure of police stations and police posts ;

(c) generally for the setting up of new police formations and the closure of, or the disbandment of such formations ; and

(d) the fixing of personnel establishments for police formations ;  
shall be the Head of the Federal Military Government, acting with the advice of the Nigeria Police Council.

24. The setting up of, the regrading of and the closure of any of the formations mentioned in regulation 23 shall be published in the Gazette.

Regrading of formation to be published in the Gazette.

### *Police Mobile Force*

25. A police mobile force shall be established and maintained to act as a police striking force in the event of riots or other serious disturbances occurring within the Federation.

Establishment of police mobile force.

26. The police mobile force shall be constituted, armed and equipped as the Head of the Federal Military Government, acting with the advice of the Nigeria Police Council, shall direct.

Arming and equipping of police mobile force.

27. The police mobile force shall be controlled by the Inspector-General, and shall be classified as formation of Force Headquarters.

Control of police mobile force.

28. Every member of the Force is liable for service with the police mobile force for a total period of service not exceeding 36 months.

Service in the police mobile force.

### *Motor Traffic Divisions*

29. For the better control of motor traffic, the Inspector-General may, acting with the prescribed approval, establish a motor traffic division for duty within the area of responsibility of a police province or a police division.

Establishment of motor traffic division.

30. The functions of a motor traffic division shall include

(a) the co-ordination of police traffic control duties in the area of responsibility of the motor traffic division ;

(b) the advising of local authorities on the setting up of physical aids to traffic control ;

(c) the preparation of the plans of scenes of motor traffic accidents and the testing for road-worthiness of motor vehicles involved in accidents ;

(d) subject to the approval of the Inspector-General, the investigation and prosecution of motor traffic offences, and

Functions of motor traffic division.

(e) the maintenance of motor vehicle traffic statistics.

31. The command of a motor traffic division shall be vested in a superior police officer, who shall be subject to the control of the Commissioner of Police for the area command or such other officer as the Inspector-General may direct.

Command of motor traffic division.



### *Organisation of Subordinate Headquarters*

Organisa-  
tion of  
subordinate  
head-  
quarters  
formations.

32. The organisation of subordinate police headquarters formations shall follow the departmental pattern of organisation established in Force Headquarters in pursuance of regulation 33 with such modifications as are necessary having regard to the seniority of the formation.

### PART III.—ORGANISATION OF FORCE HEADQUARTERS

Inspector-  
General to  
establish  
"A", "B",  
"C", "D",  
etc.  
Depart-  
ments in  
Force Head-  
quarters.

33. The Inspector-General may establish within the framework of Force Headquarters the following Departments, namely :—

- (a) "A" Department (Administrative) consisting of
  - (i) Administrative Branch ;
  - (ii) Secret Registry Branch ;
  - (iii) Personnel Branch ; and
  - (iv) Welfare Branch :
- (b) "B" Department (Operations) consisting of
  - (i) Operations Branch ;
  - (ii) Traffic Branch ;
  - (iii) Force Signals Branch ;
  - (iv) Force Mechanical Workshops (Transport) Branch ;
  - (v) Force Marine Branch ; and
  - (vi) Force Animals Branch :
- (c) "C" Department (Supply and Works) consisting of
  - (i) Supply Branch ; and
  - (ii) Works Branch :
- (d) "D" Department (Criminal Investigations) consisting of
  - (i) Investigations Branch ;
  - (ii) Technical Aids to Investigation Branch (C.I.D.) ;
  - (iii) C.I.D. Training Branch ;
  - (iv) Interpol Bureau ;
  - (v) Fingerprints Branch ; and
  - (vi) Central Registry of Offenders :
- (e) "E" Department (Special Branch) consisting of
  - (i) Investigations Branch ; and
  - (ii) Technical Aids to Investigations Branch (S.B.) ;
- (f) The Force Training Department.

Command  
of Force  
Head-  
quarters  
Depart-  
ments.

34. The Inspector-General shall assign

- (i) the command of "E" Department (Special Branch) to a commissioner of police ;
- (ii) the command of "D" Department (Criminal Investigations) to a deputy commissioner of police ;
- (iii) the command of "A" Department (Administration) and "C" Department (Supply and Works) each to a staff officer of the rank of assistant commissioner of police or above.

35. The Inspector-General shall assign to a commissioner of police the duty of co-ordinating the work of—

- (a) "B" Department (operations);
- (b) "C" Department (Supply and Works); and
- (c) Force Training School.

Duty of co-ordinating the work of Force Headquarters Departments.

36. Subject to the authority of the superior police officer to whom the command of a Department is assigned in pursuance of Regulation 34 each branch of a Department shall be commanded by a police officer of the rank of inspector or above.

Command of a branch of Force Headquarters Department.

37. For the purpose of control and administration, the Inspector-General may in his discretion classify any particular police formation as a Force Headquarters formation and a police formation so classified shall be under the direct operational control of the Inspector-General.

Inspector-General may classify any police formation as Force Headquarters formation.

#### PART IV.—APPOINTMENTS—SUPERIOR POLICE OFFICERS AND INSPECTORS

##### *Appointment of Superior Police Officers*

38. The types of appointment that may be made to the pensionable establishments of the superior police officers of the Force are as follows, that is to say—

Types of appointments.

(a) a general duties appointment to the rank of assistant superintendent of police on trial of a member of the Force Inspectorate;

(b) a general duties appointment by direct entry to the rank of assistant superintendent of police on probation of a cadet assistant superintendent of police who has successfully completed a police training course;

(c) a technical duties appointment to the rank of assistant superintendent of police on probation of

(i) a member of the Force Inspectorate, or

(ii) a direct entry appointment; and

(d) a general duties or technical duties appointment, in a rank and on terms of service to be specified by the Police Service Commission, of an officer transferred from the public service of the Federation or the public service of a state.

39. When vacancies in the establishment of assistant superintendents of police cannot, by reason of unavailability of suitable candidates, be filled by promotions from within the Force, the Inspector-General shall so inform the Federal Establishment Secretary, and may request him to arrange for the posts to be filled by direct entry.

Direct entry appointments.

40.—(1) In the event of there being no suitable indigenous candidates for appointment to a particular duty post, the Inspector-General may request the Federal Establishment Secretary to fill the post by direct entry of an overseas officer on contract terms.

Recruitment of Overseas officers on contract terms.

(2) The appointment of officers on contract terms, shall be held against vacancies in the pensionable establishments of the Force.



*Qualifications and Conditions of Service, Cadet A.S.Ps.*

Appointment as cadet ASP restricted to general duties officers.

Qualifications.

41. The appointments of cadet assistant superintendents of police shall be restricted to trainees destined for general duties appointments in the Force.

42.—(1) The general qualifications required of a male or female candidate for appointment as a cadet assistant superintendent of police (general duties) are as follows :—

*Age*—not below 23 years or above 28 years ;

*Physical fitness*—must be certified by a Government Medical Officer as being physically and mentally fit for service in the Force ;

*Education*—must be in possession of a pass degree from a university recognised by the Federal Ministry of Education ;

*Character*—must be exemplary ;

*Financial Status*—must be free from pecuniary embarrassment.

(2) A male candidate shall be not less than 5' 6" in height and shall have an expanded chest measurement of not less than 34".

(3) A female candidate shall be unmarried, and shall be not less than 5' 4" in height.

*Qualifications Required of Technical Officers*

Qualifications for appointment as ASP(V.I.O.).

43.—(1) The qualifications required of a candidate for a probationary appointment as an assistant superintendent of police (vehicle inspection officer) are as follows :—

*Age*—not less than 25 years ;

*Physical fitness*—must be certified by a Government Medical Officer as being physically and mentally fit for service in the Force ;

*Education*—must have been educated to the standard of the West African School Certificate, or its equivalent.

(2) Subject to the provisions of paragraph (3) below, a candidate is required to be in possession of one or more of the following certificates :—

(a) City and Guilds Motor Vehicle Technicians Certificate ;

(b) City and Guilds Motor Vehicle Mechanics Certificate ;

(c) the National or the Higher National Certificate in Mechanical Engineering ;

(d) Membership of the Institute of Motor Industry ;

(e) Diploma in Automobile or Agricultural Engineering ;

(f) Diploma of the Chelsea College.

(3) A candidate who has held the rank of Staff Sergeant Artificer or above, or Engine Room Artificer (Nigerian Navy), may be considered as having complied with the requirements of paragraph (2) above.

44.—(1) The qualifications required of a candidate for a probationary appointment as an assistant superintendent of police (workshops) are as follows :—

Qualifications for appointment as ASP (Workshops).

*Age.*—not less than 28 years ;

*Physical Fitness.*—must be certified by a Government Medical Officer as being physically and mentally fit for service in the Force ;

*Education.*—must be in possession of the West African School Certificate or General Certificate of Education (Ordinary Level).

(2) A candidate is required to have served a recognised apprenticeship, and to have had at least seven years post apprenticeship experience in the motor trade with a reputable firm, or a Government department, or public corporation, or the Armed Forces, and in addition, subject to the provisions of paragraph (3), below must be in possession of one or more of the following certificates or diplomas :

- (a) City and Guilds Certificate in Motor Vehicle Electricians' Work ;
- (b) City and Guilds Certificate in Motor Vehicle Technicians' Work ;
- (c) City and Guilds Certificate in Motor Vehicle Electricians' Work and in Motor Vehicles Technicians' Work ;
- (d) Ordinary National Certificate in Mechanical Engineering ;
- (e) Associate Membership of the Institute of the Motor Industry.

(3) A candidate who has had at least 10 years post apprenticeship experience may be considered for appointment even if he does not have any of the certificates or diplomas specified in paragraph (2) above.

45.—(1) The qualifications required of a candidate for a probationary appointment as an assistant superintendent of police (stores) are as follows :—

Qualifications for appointment as ASP (Stores).

*Physical Fitness.*—must be certified by a Government Medical Officer as being physically and mentally fit for service in the Force ;

*Education.*—must be in possession of the West African School Certificate, or the General Certificate of Education (Ordinary Level).

(2) A candidate is required to have a thorough knowledge of stores accounting procedures, and to have served for not less than seven years in a stores branch of a Government department, or public corporation or to have served as a Regimental Quartermaster.

46.—(1) The qualifications required of a candidate for a probationary appointment as an assistant superintendent of police (works) are :

Qualifications for appointment as ASP (Works).

*Physical Fitness.*—must be certified by a Government Medical Officer as being physically and mentally fit for service in the Force ;

*Education.*—must be in possession of the General Certificate of Education (Ordinary Level) with a pass in English Language, plus Advanced Level passes in any two of the following subjects—

History, Geography, Mathematics, Economics, British Constitution, British Economic History, any non Nigerian Language, or any science subject.

(2) The candidate is required to be in possession of a building construction or a civil engineering qualification obtained in any of the following institutions :

- (a) College of Technology, Yaba ;
- (b) the Hammersmith School of Building, London, the Battersea Polytechnic, London, Brixton School of Building, London ; or
- (c) any other college or polytechnic in the United Kingdom or elsewhere which offers courses in Building Construction and Civil Engineering and is recognised by the Federal Ministry of Education.

(3) A candidate who has held the post of Works Superintendent or its equivalent in a Government department or public corporation, may be considered for appointment even if he does not possess any of the qualifications specified in paragraph (2) above.

#### *Appointment of Cadet Sub-Inspectors (Direct Entry)*

Qualifications for appointment as cadet sub-inspectors.

47.—(1) The general qualifications required of a male or female candidate for appointment as a cadet sub-inspector of police are as follows :—

*Physical Fitness.*—must be certified by a Government Medical Officer as being physically and mentally fit for service in the Force ;

*Education.*—must be in possession of

(a) a General Certificate of Education with passes at the Ordinary Level in at least four subjects including English Language and Mathematics, or

(b) the West African School Certificate, with credits in at least four subjects, including English Language and Mathematics.

*Character.*—must be exemplary.

*Financial Status.*—must be free from pecuniary embarrassment.

(2) A male candidate shall be not less than 5' 6" in height, and shall have an expanded chest measurement of not less than 34".

(3) A female candidate shall be unmarried, and shall be not less than 5' 4" in height.

Appointment of cadet sub-inspector on probation.

Accelerated promotion.

48. A cadet sub-inspector who has successfully concluded the prescribed training course may be appointed by the Police Service Commission to the rank of sub-inspector on probation.

49.—(1) A cadet sub-inspector under training who has displayed the qualifications required of a superior police officer, may, at the conclusion of his training course, be appointed by the Police Service Commission to the rank of acting assistant superintendent of police.

(2) An acting assistant superintendent of police so appointed shall be posted in the first instance to the staff of the Police College Ikeja for a period of four months, and, at the end of this period, to a duty post anywhere in the Federation for a maximum period of six months.

(3) At the conclusion of the six month period, providing that his services and conduct have been satisfactory, he may become eligible for consideration by the Police Service Commission for appointment to the rank of assistant superintendent of police on probation.

*Conditions of Service of Cadet Officer*

50.—(1) On appointment, a cadet officer may be required to undergo a training course of 12 months duration to include :

Training  
courses.

- (a) six months basic training in law and foot drill ;
- (b) two weeks attachment for training in practical police work at a police station ;
- (c) one month leadership and citizenship training course at a recognised centre ;
- (d) one month first aid lay lecturers course ;
- (e) three months advanced training in law, foot drill, and the duties of his future substantive rank ;
- (f) a final period of attachment to a police formation for further training in practical police work, of a duration to be determined by the Inspector-General.

(2) A leave period of not more than 14 days duration may be granted at the discretion of the Inspector-General at the conclusion of the six months basic training period.

51. The Inspector-General may, with the approval of the Police Service Commission, extend for a maximum period of three months the training period of any cadet police officer who has not reached the required standards at the completion of the twelve months training course, but who shows promise of attaining such standards after a limited period of further training.

Extension  
of training  
course.

52. The general service conditions attached to the appointment of cadet police officers are that the cadet officer—

General  
service  
provisions.

- (a) shall be amenable to Force discipline and to the provisions of all rules, regulations and orders governing the Force ;
- (b) shall be required, during the period of training, to take up residence in one of the Police Officers' Messes of the College ;
- (c) shall not be entitled, in regard to members of his family, to any travelling or subsistence allowance, or to any government accommodation, during the training period.

53. A cadet assistant superintendent of police who has completed a police training course, but who has not been accepted by the Police Service Commission for appointment to the rank of assistant superintendent of police on probation, may, on the recommendation of the Inspector-General, be offered by the Police Service Commission the alternative post of cadet sub-inspector on probation.

Offer of  
alternative  
appointment.

54.—(1) The services of a cadet officer may be terminated by the Police Service Commission at any time during the training period on any grounds that may be deemed sufficient by the Commission to justify such termination of appointment.

Termination  
of appoint-  
ment.

(2) Cadet officers whose services are so terminated will normally be given one month's notice in writing, or if the circumstances warrant it, one month's salary in lieu of notice.

55.—(1) A cadet officer may resign his appointment at any time during the training period.

Resignations.

(2) A cadet officer who resigns during the training period, may be required to refund all or part of the transportation expenses incurred by Government on his appointment.

Interview of cadet officer for appointment.

56. A cadet officer who has successfully concluded the training course, shall be interviewed by the Police Service Commission, for final consideration for appointment to probationary rank.

Probationary period (general duties officers).

57. A general duties police officer serving on probation shall be required to serve for a minimum period of three years from the date of first appointment to his cadet or his probationary rank whichever is the earlier, before becoming eligible for confirmation in his appointment.

Probationary period (Technical duties officers).

58. An assistant superintendent of police on probation (technical duties) who is appointed on probation after a period of service on temporary terms, may become eligible to be confirmed in his appointment on completion of three years total service.

Extension of probationary period.

59. In special circumstances, on the recommendation of the Inspector-General, the Police Service Commission may grant an extension of the probationary period of any individual officer, with or without incremental penalty as the Commission shall direct.

Confirmation of officers on probation.

60. An officer serving on probation may, on completion of the probationary period, be confirmed in his appointment and made substantive in rank by the Police Service Commission if

(a) his service and conduct have been in every way satisfactory, and

(b) he has obtained, or has been exempted by the prescribed authority from obtaining, the requisite pass in the prescribed examinations.

Resignation—officers on probation.

61. A police officer serving on probation who holds a direct entry appointment, and who resigns during the probationary period, may be required to refund any outfit allowance paid to him, and all or part of the expenses incurred by Government in the transportation of himself, his family and his loads on first appointment.

Termination of probationary appointments.

62.—(1) The services of a police officer serving on probation may be terminated by the Police Service Commission at any time during the probationary period on any grounds that may be deemed sufficient by the Commission to justify such termination of appointment.

(2) A police officer serving on probation whose services are to be terminated, shall be given one month's notice in writing, or, if the circumstances warrant it, one month's salary in lieu of notice and such officer shall, provided that such termination of services is not on the grounds of misconduct, be entitled to the payment, at the rates laid down by General Orders, of travelling allowance for the journey from the place of his last duty station to his recognised home town.

Offer of alternative employment.

63.—(1) In lieu of termination of service, a general duties assistant superintendent of police on probation, may, on the recommendation of the Inspector-General, be offered by the Police Service Commission continued employment in the Force as a cadet sub-inspector on probation.

(2) An officer accepting such alternative appointment, shall enter the salary scale of his new appointment at the point he would have reached had he commenced his services in that appointment, and may become eligible for confirmation in his new appointment on completion of three years total service.



### *Conditions of Trial Period of Service of Assistant Superintendents*

64. An assistant superintendent of police on trial, after a period of twelve months' service in that rank, may be made substantive in his rank by the Police Service Commission if

Confirmation of A.S.P.s on Trial.

(a) he has obtained or has been exempted by the prescribed authority from obtaining, the requisite pass in the prescribed examination for superior police officers, and

(b) his service and conduct as an assistant superintendent of police on trial have been satisfactory in every way, and

(c) at the date of his appointment to the rank of assistant superintendent of police on trial, he had not less than five years' continuous service in the Force.

65. An assistant superintendent of police on trial, who fails to qualify for confirmation in his appointment, shall revert to the rank, and to the point in the salary scale, that he would have attained in the course of normal advancement had he not been promoted assistant superintendent of police on trial.

Reversion in rank of A.S.P. on trial.

### **PART V.—ENLISTMENT, RANK AND FILE**

66. Subject to any necessary delegation of powers by the Police Service Commission and subject to the control of the Inspector-General, the officers responsible for the enlistment of recruit constables to the Force shall be—

Recruitment officers.

(a) the Commandant, Police College Ikeja hereinafter called the Recruitment Officer, South, in respect of candidates from the Southern States; and

(b) the Commandant, the Police College Kaduna hereinafter called the Recruitment Officer, North, in respect of candidates from the Northern States.

67.—(1) Only citizens of Nigeria shall be accepted for enlistment.

(2) The qualifications of a male candidate seeking enlistment in the Police Force as a recruit constable shall be as follows:

Qualifications for enlistment.

*Age.*—not less than 19 nor more than 25 years of age;

*Height.*—not less than 5' 6" in height;

*Chest Measurement.*—not less than 34" when fully expanded, and having an expansion of not less than 2";

*Physical fitness.*—must be certified by a Government medical officer as being mentally and physically fit for service in the Force;

*Education.*—must be in possession of a Secondary School Leaving Certificate (Middle IV);

*Character.*—must be of good character and must not have been convicted of any criminal offence (other than any offence which the Inspector-General accepts as being of a minor nature);

*Financial status.*—must be free from any pecuniary embarrassment.

68. A candidate for enlistment suffering from any one of the abnormalities or deformities listed below shall not be accepted for enlistment:

Deformities and abnormalities to be a bar to enlistment.

(a) impediment in speech;

(b) gross malformation of teeth or jaw preventing proper mastication of food;

- (c) knock knees ;
- (d) bow legs ;
- (e) bent knees ; *i.e.*, knees which cannot be straightened when standing at attention ;
- (f) flat feet ;
- (g) bent arms, *i.e.*, arms which cannot be straightened at the elbow ;
- (h) deformed hands, or hands which cannot perform the full functions of the hand ;
- (i) defective eyesight, or squint eyes ;
- (j) amputation of any member.

Entrance  
examina-  
tion.

69. A candidate for enlistment in the Force shall, except as hereinafter provided, be required to obtain a pass in the entrance examination prescribed for recruit constables.

Entrance  
examina-  
tion  
syllabus.

70.—(1) The entrance examination shall consist of a written examination in the following subjects :

- (a) English
- (b) Simple Arithmetic
- (c) Dictation
- (d) General Knowledge.

(2) The entrance examination shall be conducted in the English Language.

#### *Enlistment Procedure*

Candidates  
to apply to  
PPO in first  
instance.

71. An intending candidate for enlistment in the Force is required to apply in the first instance to the Provincial Police Officer in charge of the province in which the applicant resides, for a copy of the prescribed Application to Enlist Form, which shall be completed by the applicant and returned to the Provincial Police Officer.

Provincial  
Police  
Officer to  
interview  
applicants.

72.—(1) On receipt of a completed Application to Enlist Form, the Provincial Police Officer shall, if he considers the information in the application form to be satisfactory, arrange to interview the applicant.

(2) The applicant shall be required to bring with him to the interview the following personal documents :

- (a) certificate or certificates of education ;
- (b) Birth certificate, or other documentary evidence of date of birth ;
- (c) the originals of his testimonials as to character ;
- (d) three passport size photographs of himself ; and
- (e) any other documents relevant to his application.

PPO to  
inform  
candidates  
who are not  
to be called  
for interview.

73.—(1) Where the Provincial Police Officer does not intend to interview an applicant on the grounds that *prima facie* from the particulars in the application form the applicant is unsuitable for enlistment, or that there are no vacancies at the time in the Force establishment, he shall inform such applicant in writing that his application is not to be proceeded with ; but an applicant who is *prima facie* suitable may be informed that his application may receive consideration at a later date if and when vacancies occur.

(2) Particulars of any such action taken shall be endorsed on the applicant's Application to Enlist Form, which shall be retained for record purposes.

74.—(1) An applicant who is found unsuitable for enlistment by a Provincial Police Officer after interview shall be informed in writing by the Provincial Police Officer that his application is not to be proceeded with.

Rejection of a candidate after interview by PPO.

(2) The reasons for the rejection of the applicant shall be endorsed on the applicant's Application to Enlist Form.

75.—(1) The Provincial Police Officer shall maintain a Provincial Recruits Register, in a form to be prescribed by the Inspector-General, in which shall be entered the full particulars of candidates for enlistment deriving from the province.

PPO to maintain Provincial Recruits Register.

(2) A photograph of the candidate shall be affixed against the relevant entry at the time the entry is made.

76.—(1) If satisfied after interview that an applicant is suitable for consideration for enlistment, the Provincial Police Officer shall forward the candidate's Application to Enlist Form to the appropriate Recruitment Officer, together with a photograph of the candidate endorsed with the candidate's name and Provincial Recruits Register serial number.

Application to Enlist Form to be forwarded to Recruitment Officer.

(2) Immediately on the despatch of the documents specified in paragraph (1) of this regulation, the Provincial Police Officer shall check on the bonafides of the character referees named by the candidate, and shall request the referees to furnish references.

77. For the purposes of this Part "Provincial Police Officer" means the superior police officer in charge of a police province or a police division, and "police province" includes a police division.

Definition of Provincial Police Officer.

#### *Force Entrance Examination—Procedure*

78.—(1) Entrance examinations for applicants for enlistment shall be held by Provincial Police Officers on the first working day of every month, save that when this day falls on a Saturday or on a Monday, the next Tuesday shall be fixed as the examination day.

Holding of entrance examination.

(2) The papers for the entrance examination shall be set by the responsible Recruitment Officer, who shall forward the papers under registered cover to Provincial Police Officers in good time for the examination.

(3) The Provincial Police Officer, or a superior police officer appointed by him, shall be responsible for invigilating each entrance examination held in the province.

(4) Recruitment Officers shall be responsible for marking the worked papers of the entrance examinations set by them.

79. Recruitment Officers may give directions to the Provincial Police Officers within their jurisdiction as to the number of candidates that may be permitted to sit any particular entrance examination, and may specify by name the candidates who shall be permitted to sit the examination.

Recruitment Officers may select candidates for entrance examination.

80. A candidate on presenting himself for an entrance examination, shall, before entering the examination room, have his identity checked and his fingerprints recorded on Form CRO 21A.

Candidates to be finger-printed.



Notification of failure at the examination.

81. In the case of a candidate who fails to pass the entrance examination the Recruitment Officer shall make an appropriate endorsement on the candidate's Application to Enlist Form and shall return the form to the Provincial Police Officer concerned, who shall notify the candidate in writing of his failure to pass the examination.

Recruitment Officer to maintain Recruits Control Register.

82. The Recruitment Officer shall maintain a Recruits Control Register in a form to be prescribed by the Inspector-General, in which shall be entered the particulars of each candidate deriving from his recruitment area who has passed the entrance examination, and a copy of the photograph of the candidate affixed against the relevant entry.

Notification of success at the examination.

83. Recruitment Officers shall forward to the Provincial Police Officers concerned the names of the candidates who have passed the entrance examination, together with their Application to Enlist Forms suitably endorsed.

Medical examination for candidates.

84.—(1) On the receipt of a notification that a candidate has passed the entrance examination, the Provincial Police Officer shall arrange for the candidate to be examined by a Government Medical Officer.

(2) For the purpose of making his report the Medical Officer shall be supplied with the prescribed Attestation Form (POL Form A1) intended to be applied for the use of the candidate and to which a photograph of the candidate has been affixed and shall be requested to make his report on the candidate on the prescribed form (POL Form A/1/1) which is appended to the prescribed Attestation form.

Attestation of candidates.

85. Subject to the candidate having passed the medical examination, and further subject to his character referees and references having both proved satisfactory, the Provincial Police Officer shall attest the candidate in the prescribed form.

Rejection by PPO of candidates.

86. A candidate for enlistment whose character referees or reference prove unsatisfactory, or who fails to pass the medical examination or fails to answer satisfactorily the questions put to him on attestation, shall have his application rejected by the Provincial Police Officer.

PPO to forward candidates' records to Recruitment Officer.

87. In respect of a candidate whom the Provincial Police Officer finds suitable for final consideration for enlistment, the Provincial Police Officer shall forward to the Recruitment Officer concerned the following documents relating to the candidate :—

- (i) Application to Enlist Form
- (ii) Attestation Form and Medical Report
- (iii) Form CRO 21A, and
- (iv) Character references.

Finger-prints search.

88.—(1) The Recruitment Officer, on receipt of Form CRO 21A in respect of any candidate shall be responsible for forwarding the form to the Central Criminal Registry for search.

(2) Subject to the provisions of Regulation 67 (2) if the candidate is found to have a criminal record, his application to enlist shall be rejected.

Call up of candidates.

89. Recruitment Officers shall be responsible for the arranging for the call up for service of attested candidates deriving from their areas of responsibility, who are prima facie suitable for consideration for enlistment.

90. An attested candidate, called up for enlistment, shall be provided by the Provincial Police Officer with a free travel warrant from the candidate's place of residence to the recruitment reporting centre, and the candidate shall be required to sign an agreement that he will proceed to the centre named in the warrant for the purpose of the enlistment.

Candidate to be provided with free travel warrant to reporting centre.

91. On a candidate for enlistment presenting himself before the Recruitment Officer, the Officer shall after satisfying himself as to the identity of the candidate, interview such candidate with a view to assessing his suitability for enlistment in the Force.

Identity check at interview of candidate by Recruitment Officer

92. The Recruitment Officer, or a superior police officer appointed by him, shall read over to each candidate selected for enlistment the questions and answers given by the candidate in his prescribed Attestation Form, and shall then—

Administration of Declaration on Oath, Preliminaries.

(a) require the candidate to re-affirm that the answers to the questions are true ;

(b) repeat the warning to the candidate concerning false statements made on attestation ;

(c) inform the candidate (where evidence of date of birth is other than by Birth Certificate), that the age stated by him on the Attestation Form must remain unaltered during the period of his service with the Force ;

(d) inform the candidate that the address given in the Attestation Form shall, for the purposes of leave, be considered to be his home town, and that home town address must remain unaltered during the period of his service with the Force ;

(e) explain to the candidate the terms of enlistment and of re-engagement ;

(f) inform the candidate that after attestation he shall forthwith take up residence at the Police College, or at such other training centre as may be directed, to commence his training period ;

(g) inform the candidate that he may be posted for service anywhere in Nigeria after training as a police constable ;

(h) inform the candidate of his liability to taxation, and that tax will be deducted from his salary at source.

93. The Recruitment Officer, on approving a candidate for enlistment as a recruit constable, shall himself administer, or nominate a superior police officer to administer the Police Declaration to the recruit constable.

Administration of Police Declaration.

94. Immediately after the administration of the Police Declaration, the Recruitment Officer shall approve the candidate for service as a recruit constable.

Approval for service.

#### *Procedure on Rejection of Candidate*

95.—(1) Should the Recruitment Officer find, for any reason, that a candidate is not suitable for enlistment, the Recruitment Officer shall reject such candidate.

Rejection of candidate by Recruitment Officer.

(2) The Recruitment Officer shall inform such rejected candidate, in writing, that his enlistment is not to be proceeded with, but shall not be required to state any specific reason for the rejection of the candidate.

(3) The reason for the rejection of a candidate shall be endorsed on the candidate's Application to Enlist Form.

Issue of free travel warrant to rejected candidate.

96. The Recruitment Officer shall issue to a rejected candidate, in cases where the journey requires it, a free travel warrant to enable the candidate to return to his home.

Recruitment Officer to advise I.G. of rejection of candidate.

97. The Recruitment Officer shall forward to the Inspector-General, for such action as the Inspector-General may deem fit, the Attestation Form and the Application to Enlist Form of any candidate for enlistment rejected by him, and shall state the reason for such rejection.

### *Training of Recruit Constables*

Training courses for recruit constables.

98. A recruit constable shall, subject to the provisions of these regulations, be required to undergo a Recruits Training Course at a Police College of between three months and six months duration, as the Inspector-General shall direct.

Extension of training courses.

99. The Commandant of a Police College may, at his discretion, if he considers it desirable or necessary in the case of any individual recruit constable, extend the training period of such recruit constable for a period not exceeding three months.

### *Appointment of Constables*

Appointment to rank of constable.

100.—(1) On a recruit constable satisfactorily completing his training course, he shall be required to repeat the Police Declaration before the Recruitment Officer who shall then formally appoint the recruit constable to the rank of constable.

(2) A record of the appointment shall be endorsed on the prescribed Application to Enlist Form.

Allocation of Force Numbers.

101. Each constable, on first appointment to that rank, shall be allocated a Force Number by the Inspector-General.

Terms of service.

102. A member of the Rank and File shall be enlisted into the Force for an initial period of three years and subject to satisfactory conduct and service, may be re-engaged for periods of 6 years up to a total of 21 years service. Thereafter and subject to conditions hereinafter specified he may be allowed to continue service until he is 55 years of age.

Service Records.

103. On the posting of a newly appointed constable, the following Service Records of such constable shall be prepared or obtained by the Recruitment Officer, and forwarded under registered cover to the headquarters of the police area command in which such constable is to serve, namely—

- (a) Attestation Form
- (b) Master Service Record Card
- (c) Duplicate Service Record Sheet
- (d) The Service Register
- (e) Last Pay Certificate
- (f) Finger Print Form
- (g) Character References.

*Varying or Dispensing with Prescribed Qualifications*

104. The prescribed qualifications required of a candidate for enlistment in the Force may be varied or dispensed with in the degree prescribed in these regulations, with or without exemption from the entrance examination, in respect of enlistments to :

Prescribed qualifications may be varied or dispensed with.

(a) the General Duties Branch of the Force, only if a shortage of suitable candidates of the required standards is sufficiently acute to necessitate the lowering of recruit standards ;

(b) the Criminal Investigation Branch or the Special Branch of the Force, if the candidate is especially qualified by a knowledge of languages, or other special knowledge relating to the work of the Criminal Investigation Department or the Force Special Branch ;

(c) the Technical Branch of the Force, if the candidate is in possession of qualifications of a technical nature relating to a duty or duties of the Technical Branch ;

(d) the Police Band, if candidate has a knowledge of, or aptitude for music, and is, in the opinion of the Director of Music, likely to become an efficient bandman.

105. In any case where it is required that the prescribed qualifications be varied or dispensed with in respect of any candidate for enlistment or where it is required to exempt any candidate from the entrance examination, the authority of the Inspector-General shall be obtained before enlistment may be proceeded with.

Inspector-General's authority required for dispensing with prescribed qualifications.

106. Any member of the Rank and File of the Force in respect of whom the prescribed qualifications required for candidates for enlistment in the Force are varied or dispensed with on enlistment shall be classified as a sub-standard entrant to the Force.

Sub-standard entrants.

107. A sub-standard entrant to the Force shall not be transferred from the duty post to which he was enlisted to any other post in the Force except with the express approval of the Inspector-General, and any such transfer shall be subject to such conditions regarding seniority and pay as the Inspector-General may direct.

Sub-standard entrants not to be transferred.

*General Provisions*

108. A Recruitment Officer or Provincial Police Officer shall not be obliged to state to any applicant or to any person representing any applicant the reasons for the rejection of any application for enlistment in the Force, or to enter into any correspondence with any applicant or with his representative on the subject of any rejected application.

Reasons for rejection of application to enlist need not be given.

109. A candidate who has been unsuccessful in the entrance examination, may, on application, sit for the examination again after the lapse of a minimum period of six months, provided that the maximum number of times that any one candidate may sit for the examination shall not exceed two.

Unsuccessful candidates may reat the entrance examination.

*Discharge of Recruit Constables*

Termination of service of recruit constable.

110. Subject to any necessary delegation of powers by the Police Service Commission, the Commandant of a Police College may terminate at any time during the training period the services of any recruit constable under his command whose standard of work or conduct is such that he is, in the opinion of the Commandant, unlikely to become an efficient police constable.

Inspector-General to be informed of reason for discharge.

111.—(1) In the event of a recruit constable being discharged from the Force for any reason before completing his training, the Recruitment Officer shall advise the Inspector-General of such discharge.

(2) The records of service of such recruit constable shall be forwarded to Force Headquarters for retention.

*Enlistment of Women Police*

Qualifications for women candidates for enlistment in the Force.

112. The prescribed qualifications for a woman candidate seeking enlistment in the Police Force shall be as follows :—

*Age.*—not less than 19 years and not more than 25 years of age ;

*Height.*—not less than 5' 4" in height ;

*Physical Fitness.*—must be certified by a Government Medical Officer in the prescribed Form as being not pregnant, and as being physically and mentally fit for service in the Police Force ;

*Education.*—must be in possession of a Secondary School Leaving Certificate (Middle IV) ;

*Character.*—must be of good character and must not have been found guilty of any criminal offence (other than any offence which the Inspector-General accepts as being of a minor nature) ;

*Financial Status.*—must be free from any pecuniary embarrassment ;

*Marital Status.*—must be unmarried.

Enlistment procedure.

113. The provisions of these regulations governing the enlistment procedure for recruit constables shall apply to the enlistment of recruit women police constables except in the following particulars :

(a) Form CRO 21B shall be used for the fingerprinting of women candidates, and

(b) the medical examination of women candidates shall take place at the Police College immediately prior to enlistment.

Interviewing of women candidates for enlistment.

114.—(1) Women candidates for enlistment in the Force shall in every case be interviewed by the interviewing officer in the presence of a suitable female person, who shall be, in every case where this is practicable, a woman police officer.

(2) The Senior Woman Police Officer, Force Headquarters, shall in every case be present at the initial interview afforded by the Recruitment Officer, South to women candidates for enlistment drawn from the Southern States.

(3) The Senior Woman Police Officer, Northern Area Commands, shall in every case be present at the initial interview afforded by the Recruitment Officer, North to women candidates for enlistment drawn from the Northern States.

(4) Interviewing officers shall bring to the attention of women candidates for enlistment into the Force the provisions of these regulations governing the duties of women police, and the miscellaneous conditions of service attaching to women police.



### *Duties of Women Police*

115. Women police officers shall as a general rule be employed on duties which are connected with women and children, and shall be particularly employed in the following duties :

General duties of women police officers.

- (a) investigation of sexual offences against women and children ;
- (b) recording of statements from female witnesses and female accused persons and from children ;
- (c) attendance when women or children are being interviewed by male police officers ;
- (d) the searching, escorting and guarding of women prisoners in police stations, and the escorting of women prisoners to or from police stations ;
- (e) school crossing duties ;
- (f) crowd control, where women and children are present in any numbers.

116. Women police officers recruited to the General Duties Branch of the Force may, in order to relieve male police officers from these duties, be employed in any of the following office duties, namely—

Employment of women police in offices.

- (a) Clerical duties ;
- (b) Telephone duties ;
- (c) Office orderly duties.

### *Women Police—Miscellaneous Conditions of Service*

117. A woman police officer shall not be called upon to drill under arms or to take part in any baton or riot exercise.

Women police not to drill under arms.

118. A woman police officer who is desirous of marrying must first apply in writing to the commissioner of police for the area command in which she is serving, requesting permission to marry and giving the name, address, and occupation of the person she intends to marry. Permission will be granted for the marriage if the intended husband is of good character.

Women police to apply for permission to marry.

119. A married woman police officer shall not be granted any special privileges by reason of the fact that she is married, and shall be subject to posting and transfer as if she were unmarried.

No special privileges to be granted to married women police.

120. A married woman police officer who is pregnant may be granted maternity leave in accordance with the provisions of General Orders.

Maternity leave.

121. An unmarried woman police officer who becomes pregnant shall be discharged from the Force, and shall not be re-enlisted except with the approval of the Inspector-General.

Pregnancy of unmarried women police.

122. A woman police officer whilst in uniform shall not—

- (a) wear face powder or lipstick, or wear nail varnish except those of a neutral colour, or
- (b) wear any article of jewellery other than a wedding ring, or an engagement ring or a wristwatch, or

Women police not to wear jewellery, etc. on duty.



(c) dress her hair in such fashion that it falls over the uniform collar; the hair, if long, is to be pinned or plaited over the top of the head, or if worn in short plaits, the plaits are to be tucked under the uniform cap.

### *Enlistment of Constable Drivers*

Enlistment  
procedure  
and quali-  
fications  
required.

123.—(1) The provisions of these regulations governing the enlistment procedure for recruit constables shall apply to candidates for enlistment as recruit constable drivers subject to the following modifications, namely—

(a) the candidate shall not be required to pass the prescribed entrance examination but the officer competent to select the candidate for enlistment shall satisfy himself that the candidate's standard of literacy is such that he is able to maintain a vehicle log book correctly;

(b) the candidate shall be in possession of a current unendorsed driving licence, and shall be required to pass the driving test prescribed by the Force Transport Officer as a first preliminary before being further considered for enlistment.

(2) A recruit constable driver enlisted in accordance with the provisions of this regulation shall be rated as a sub-standard entrant to the Force.

Training  
course.

124. A recruit constable driver shall be required successfully to undergo a three-month training course in drill and general police duties at one of the Police Colleges in order to qualify for appointment as a constable driver.

Recruit  
constables  
may be  
enlisted as  
constable  
drivers.

125.—(1) A recruit constable undergoing training at a Police College, who for any reason fails to qualify for appointment as a constable, may be appointed as a constable driver if—

(a) he has completed not less than three months training as a recruit constable;

(b) his conduct during the training period has been satisfactory;

(c) he has successfully passed the driving test prescribed by the Force Transport Officer, and

(d) he has obtained a driving licence, if not already licensed to drive.

(2) A constable driver so appointed shall be rated as a sub-standard entrant to the Force.

### *Police Constable Bandsmen*

Enlistment  
procedure.

126. The enlistment procedure for candidates for enlistment in the Police Band shall be as for recruit constables, except that the duties performed by a Provincial Police Officer in respect of the enlistment of recruit constables shall be performed by the Director of Music.

Action by  
Station  
Officer.

127. In cases where a candidate applies to enlist in the Police Band, the Station Officer to whom the application is made in the first instance shall request the applicant to complete the Application to Enlist Form and shall forward the form when completed to the Director of Music, Police College, Ikeja.

Initial  
interview.

128. The Director of Music shall himself arrange initially to interview each candidate for enlistment in the Police Band, and after satisfying himself that the candidate has the requisite knowledge of music, or the aptitude to acquire such knowledge, and is in other respects eligible for enlistment, shall recommend his enlistment as a recruit constable bandsman to the Recruitment Officer, South.

129. A recruit constable bandsman shall be required to undergo an initial three-month training period at the Police College, Ikeja, during which period he shall be instructed in drill and general police duties.

Initial  
training  
period.

130. On the satisfactory completion of his first three months training period, a recruit constable bandsman shall be admitted to the School of Music, where he shall be instructed in music, and in such other subjects as the Director of Music may direct.

Admittance  
to School of  
Music.

*Re-engagement and re-enlistment of members  
of the rank and file*

131. The prescribed authority—

Re-engage-  
ments.

(a) for the re-engagement for a further period of service in the Force of a member of the rank and file, or

(b) for the authorising of the continued service in the Force of a member of the rank and file,

shall be the commissioner of police for the area command in which the member of the rank and file is serving.

132. A serving member of the rank and file shall be required to give notice to the prescribed authority of his intention to re-engage for a further period of service in the Force, or to apply for continued service, or of his intention not to re-engage or not to apply for continued service as the case may be, at least 6 months prior to the completion date of his current period of engagement, and it shall be the duty of the prescribed authority to remind in writing such member of the Rank and File of this responsibility at least 8 months prior to such completion date.

Notice of  
intention  
to re-engage  
or not to  
re-engage.

133. When a notice of intention to re-engage for further service is received and such re-engagement is approved by the prescribed authority, the re-engagement formalities shall be completed as soon as is practicable after such approval has been given.

Completion  
of re-engage-  
ment for-  
malities.

134. A member of the rank and file may only be re-engaged for further service in the Force if—

Conditions  
of re-engage-  
ment.

(a) he has completed his enlistment period or has completed a first or second period of re-engagement ;

(b) his standard of work and conduct has been satisfactory ; and

(c) he is physically and mentally fit for a further period of service in the Force.

135. There shall be no penalty attached for failure on the part of any member to notify his intention to re-engage or not to re-engage for further service, or for failure to give such notification or to make such application within the prescribed period but such failure shall be deemed to be notice of intention not to re-engage or not to continue in the service as the case may be.

Failure to  
apply for re-  
engagement  
or continued  
service.

136. A member of the rank and file who has been accepted for re-engagement for a further period of service in the Force shall be required—

Pol. Form  
A/1/7 to be  
completed on  
re-engage-  
ment.

(a) to complete the prescribed re-engagement agreement form (Pol. Form A/1/5, A/1/6, or A/1/7 ; according to length of service) in the presence of a superior police officer, who shall be witness ; and

(b) to repeat the Police Declaration (Pol. Form A/1/3) made by him on enlistment, before a superior police officer, who shall certify in the space provided on the re-engagement form that the Declaration has been repeated.

Conditions  
of continued  
service.

137.—(1) The conditions under which services of a member of the Rank and File may be continued in the Force are :—

(a) that he shall have completed 21 years service, or shall have reached the age of 45 years, and

(b) that he shall be physically and mentally fit, and

(c) that he shall be able to carry out efficiently the duties relating to his rank.

(2) A member of the rank and file applying for continued service in the Force shall not be required to be medically examined as a condition of the approval of his continued service.

Action in  
case of  
continued  
service not  
formally  
authorised.

138.—(1) In the event that subsequent to the expiry of his enlistment period or of his re-engagement period, a member of the rank and file is for any reason not formally re-engaged or approved for further service, yet continues to serve in the Force, the following action shall be taken immediately on the discovery of the fact of such continued service :—

(a) the member shall be requested forthwith to make application to the prescribed authority for re-engagement or for continued service, or to notify such authority of his intention not to re-engage or continue in the service (if such application or notification has not already been submitted);

(b) should the member apply for re-engagement or for continued service, and such application be approved by the prescribed authority, such member shall be re-engaged or his continued service approved forthwith, and such re-engagement or continued service shall take effect from the day after the expiry of his enlistment or last re-engagement period, as the case may be;

(c) should the member apply for re-engagement or for continued service and such application be rejected by the prescribed authority, the member shall have the right to appeal against such rejection to the Inspector-General;

(d) where the member does not intend to re-engage or fails to submit his application to re-engage on being requested to do so, he shall forthwith be discharged from the Force.

(2) Subject to there being no mis-representation or fraud, any period of service not formally authorised by the prescribed authority, shall be deemed to be an extension of the enlistment or last re-engagement period as the case may be, and shall be deemed to be for all purposes service in the Force, and the laws, regulations, orders and other instructions governing the conditions of service of members of the Force shall be applied in respect of such service, as if such service had been formally authorised.

Re-engage-  
ment of  
constables  
after  
discharge.

139. If a constable who has been honourably discharged from the Force offers to re-engage within six months of having received his discharge, he shall, if his offer of service is accepted, on re-engagement be entitled to enter the salary scale of constables at the incremental point he had reached at the time of his discharge.

140. If a non-commissioned officer who has been honourably discharged from the Force offers to re-engage within six months of having received his discharge, he shall, if his offer of service is accepted, on re-engagement be entitled to the rank which he was holding at the time of his discharge, save that if there is no vacancy in the establishment of that rank at the time he re-engages, he shall be required to serve in such subordinate rank as the prescribed authority shall direct until such time as a vacancy occurs in the establishment of his previous rank.

Re-engagement of NCOs after discharge.

141. Any ex-member of the Force who has been discharged from the Force for a period exceeding six months and who applies for re-enlistment to the Force, shall subject to his being accepted for service, be re-enlisted in the Force in accordance with the procedures laid down for the enlistment of recruit constables.

Re-engagement of ex-member of the Force in certain cases.

142. For the avoidance of doubt the provision of the Act and these regulations relating to re-engagements for further service of enlisted members of the Force shall apply to enlisted members of the Technical Branches of the Force.

Re-engagement of members of the Technical Branch.

## PART VI—PROMOTIONS

### *General Duties Branch*

143. Promotions to the different ranks of the General Duties Branch of the Force shall be made subject to the following general considerations :

Principles governing promotions.

(a) fitness of the individual for the vacancy required to be filled, including physical fitness, knowledge of the duties of the appointment, general capability, training, experience, and the capacity for the proper control, direction and superintendence of subordinates, and

(b) the degree of efficiency, intelligence, zeal and good conduct, hitherto displayed in the performance of the duties, and

(c) seniority in rank.

144.—(1) Subject to satisfactory service, an assistant superintendent of police may be advanced by annual increments through the Long Grade salary scale to the last segment of that scale.

Advancement of ASPs through the Long Grade salary scale.

(2) An assistant superintendent of police promoted to the rank of deputy superintendent of police shall if he has not already by length of service reached this point in the Long Grade salary scale, be advanced to the first point in scale B 3 in the Long Grade salary scale, and shall thereafter, subject to satisfactory service, and subject to his not being further promoted, be advanced by annual increments to the last segment of the Long Grade salary scale B.

145. A deputy superintendent of police promoted to the rank of superintendent of police shall if he has not already by length of service reached this point in the Long Grade salary scale, be advanced to the first point on scale B 4 in the Long Grade salary scale, and shall thereafter, subject to satisfactory service, and subject to his not being further promoted, be advanced by annual increments to the last segment of the Long Grade salary scale.

Advancement of SPs through the Long Grade salary scale.

### *Force Inspectorate*

146.—(1) As and when vacancies occur in the Force establishment of sub-inspectors, the Inspector-General may select suitable candidates from within the non-commissioned officer cadres of the Force for promotion to the rank of sub-inspector.

Selection of candidates for promotion.

(2) A candidate to be eligible for selection shall be of exemplary character and must—

(a) be of the rank of full corporal or above ; and

(b) be in possession of at least a Standard VI or Primary VI School Certificate.



Promotion  
Courses  
and  
Selection  
Board.

147.—(1) A candidate selected for promotion in accordance with regulation 146 shall attend a three months' Sub-Inspectors' Promotion Course and shall at the conclusion of the course appear before a Sub-Inspectors' Promotions Selection Board convened by the Inspector-General for a final assessment of the candidate's fitness to hold inspectorate rank.

(2) The Commandant of the Police College shall at the end of each Sub-Inspectors' Promotion Course submit to the Selection Board his written assessment of each candidate. The Commandant shall be available for consultation with the Selection Board in respect of any particular candidate but shall not take part in the Selection Board's assessment or recommendations.

Composition  
of Selection  
Board.

148. The Sub-Inspectors Promotions Selection Board shall consist of five superior police officers and shall be constituted as follows :—

(a) the Commissioner of Police, Force Headquarters who shall be chairman ;

(b) one assistant commissioner of police who shall be deputy chairman ;

(c) two chief superintendents one of whom must be from the police area command in which the candidate for selection is serving who shall be members ; and

(d) one superintendent who shall be a member and be the recording officer.

Candidates  
to be pro-  
moted on  
probation  
only.

149. A candidate promoted to the rank of sub-inspector shall remain on probation in that rank for three years and may by order of the Inspector-General be reverted to his former rank at any time during the three years if his work proves unsatisfactory.

Confirma-  
tion  
examina-  
tions.

150. A sub-inspector on probation shall not be confirmed in that rank unless, during the probation period he passes the Inspectorate Confirmation Examination :

Provided that—

(a) a sub-inspector on probation who has reached the age of 40 years prior to his appointment to that rank ; or

(b) a sub-inspector on probation who is a member of one of the technical branches of the Force, that is to say—

(i) Signals ;

(ii) Vehicle Inspection ;

(iii) Workshops ;

(iv) Launch Crews ;

(v) Artisans ;

(vi) Force Band ;

may be exempted from the examination.

Recom-  
mendations  
at the  
conclusion  
of probation  
period.

151. At the conclusion of a sub-inspector's three years probationary period, the commissioner of police for the police area command in which the sub-inspector is serving shall submit to the Inspector-General a report on the sub-inspector's work together with a special recommendation that the sub-inspector—

(a) be confirmed in rank, or

- (b) have his probation period extended for a stated number of months, or  
(c) be reverted to his former rank.

152. Only one period of extension of the trial period in respect of a sub-inspector may be granted and at the end of such period the appropriate commissioner of police shall make a final recommendation as to the sub-inspectors fitness for confirmation in rank.

Extension of trial period.

153. A sub-inspector on trial who is reverted to his former rank before his promotion to the inspectorate rank shall re-enter the incremental scale of his former rank at the point he would normally have reached had he remained in that rank.

Reversion to previous rank.

154. The Inspector-General shall publish every promotion to, confirmation in and reversion from the rank of sub-inspector in the Gazette.

Promotions, confirmations and reversion to be published in Gazette.

155.—(1) As and when vacancies occur in the Force establishment of the different grades in the inspectorate rank (including the rank of chief inspector), the Inspector-General may advance suitable candidates from the rank of substantive sub-inspector to those grades.

Advancement to other grades in the Force inspectorate.

(2) Such advancement shall be made on merit only and shall not be dependent on any stipulated period of service in any particular grade.

(3) The Inspector-General shall publish every advancement in the Gazette.

### *Rank and File*

156. Subject to any necessary delegation of powers by the Police Service Commission, the incremental advancement of constables, the appointment, incremental advancement and promotion of non-commissioned officers (other than members of the Force Inspectorate) shall be made by the commissioner of police for an area command in respect of members of the Rank and File of the area command of which the commissioner has command.

Incremental advancement and promotion of members of the Rank and File.

157.—(1) Accelerated advancement within the constable grade may be awarded by the commissioner in cases of exceptional merit in accordance with the following:

Accelerated advancement in certain cases.

*From NP2—£174 p.a. to £201 p.a.*

After a minimum period of 12 months on the initial salary scale

*From NP2—£201 p.a. to £219 p.a.*

After a minimum period of 6 months on the lower rank

*From NP2—£219 p.a. to £240 p.a.*

After a minimum period of six months on the lower rank

(2) For the avoidance of doubt it is hereby declared that advancements may be awarded to the salary points specified from points higher than the lowest quoted (for example, from NP2—£180 p.a. to £201 p.a. or from £207 p.a. to £219 p.a.) but not to any point between those quoted (for example, from NP2—£180 p.a. to £201 p.a. or from £213 p.a. to £231 p.a.).



Promotions to be on area command basis and against vacancies in area command establishment.

General principles governing promotion of members of Rank and File.

Special qualifications for promotion.

Promotion to the rank of corporal.

Accelerated promotion to the rank of corporal.

Probation for 6 months on promotion.

Probation for 6 months on promotions of corporal to sergeant.

Reversion in rank for inefficiency.

Reduction in rank of NCO on ground of misconduct; reinstatement.

158. Promotion to the rank of non-commissioned officer and promotions within the rank of non-commissioned officer shall be made on an area command basis and all such promotions within an area command shall be made against the individual vacancies in the separate establishments of the non-commissioned officers of the area command.

159. In making selections for promotions to, or within the non-commissioned ranks of the Force the commissioner shall pay regard to seniority in service and to good conduct but the commissioner shall give preferment to personnel who have manifested superior intelligence, zeal and initiative in the discharge of their duties, irrespective of their position in the seniority list. Seniority, unless combined with merit, efficiency and undoubted suitability for promotion, shall not constitute a claim for promotion.

160. The special qualifications required for promotion to non-commissioned rank are—

(a) aptitude for command, professional knowledge and a good educational standard; and

(b) good conduct, temper and manners and the display of habitual courtesy towards the general public.

161. Subject to regulation 162 and except with the express approval of the Inspector-General, no constable shall be promoted to the rank of corporal unless he has served for a minimum period of 5 years in the rank of constable.

162. A constable who has passed the West African School Certificate Examination or the General Certificate of Education Examination (Ordinary Level) in English and Mathematics, and in not less than two additional subjects, shall be eligible for consideration for promotion to the rank of corporal after he shall have served for not less than two years from the date of appointment as a recruit constable.

163. A constable promoted to the rank of corporal shall be required to serve a probationary period of six months in the rank of corporal before he is eligible for confirmation in that rank.

164. A corporal promoted to the rank of sergeant shall be required to serve a probationary period of six months in the rank of sergeant before he is eligible for confirmation in that rank.

165. A non-commissioned officer on probation who is found unsuitable to hold his rank on the ground of inefficiency shall be reverted to his substantive rank, and in determining his position in the seniority list of that rank, his period of service in the probationary rank shall count as service in his substantive rank.

166.—(1) A non-commissioned officer who is reduced in rank on the ground of misconduct shall be placed on the top of the seniority list of the rank to which he is reduced, but shall be required to serve for at least one year in that rank before he shall be eligible for consideration for promotion.

(2) The Inspector-General may, as a reward for gallantry or other distinguished police service at any time order the reinstatement of any officer reverted in accordance with paragraph (1) above to the rank previously held.

167. Rank and File Interview Boards shall be established in every subordinate formation commanded by a superior police officer, and such Boards shall interview, twice annually, every non-commissioned officer and constable of the formation for the purpose of assessing—

Rank and  
File  
Interview  
Boards.

(a) the suitability for promotion of each such non-commissioned officer, and

(b) the suitability for accelerated advancement within the constable scale or the promotion in rank of each such constable.

168. A Rank and File Interview Board shall consist of—

Composition  
of  
Rank and  
File  
Interview  
Boards.

(a) the superior police officer in charge of the formation who shall be chairman ;

(b) a senior member of the Inspectorate of the formation ; and

(c) a senior non-commissioned officer of the formation.

169. A Rank and File Interview Board is required to classify those interviewed into one of the following categories, namely—

Classification  
of  
candidates  
for advancement  
or  
promotion.

(a) *Non-commissioned officers* :

(i) suitable for immediate promotion ;

(ii) not yet suitable for promotion ;

(iii) not suitable for promotion.

(b) *Constables* :

(i) suitable for promotion ;

(ii) suitable for accelerated advancement in the constable scale ;

(iii) suitable for routine advancement in the constable scale.

170. The chairman of a Rank and File Interview Board shall complete duplicate Interview Board Reports (Pol. Form A66) in respect of each member of the Rank and File interviewed by the Board and send one copy to the area command headquarters for retention.

Rank and  
File  
Interview  
Board  
Reports.

171.—(1) The chairman of a Rank and File Interview Board shall maintain separate Merit Lists, the names in each list to be arranged in order of merit of—

Rank and  
File  
Promotions  
Merit Lists.

(a) constables assessed by the Board as suitable candidates for accelerated advancement within the constable scale, and

(b) constables and non-commissioned officers assessed by the Board as suitable for promotion, and shall submit such lists to the commissioner of police for the area command, as and when called upon to do so by the commissioner.

(2) Merit Lists shall be reviewed and brought up-to-date after each sitting of the Board.

172. In cases where it is desired by the officer in charge of a formation to make an immediate recommendation on the grounds of meritorious service for—

Special  
recom-  
mendation  
for promo-  
tion.

(a) the accelerated advancement within the constable scale, or

(b) for the promotion of any member of the rank and file,

such recommendation shall be supported by a completed Interview Board Report (Pol. Form A66) and shall be forwarded through the proper channels to the commissioner of police for the area command at the time the recommendation is made, and independently of the submission of the merit lists referred to in regulation 171.

N.C.Os —  
Promotions  
Selections  
Boards.

173. The commissioner of police for an area command for the better selection of the most suitable for promotion of the candidates listed by Rank and File Interview Boards, shall convene Non-Commissioned Officers Promotions Selection Boards, which shall be held under the chairmanship of an officer not below the rank of assistant commissioner, to assess the suitability of the candidates for promotion from—

- (a) the rank of constable to the rank of corporal, or
- (b) the rank of corporal to the rank of sergeant.

Interview  
Board  
reports.

174. The chairman of a Non-Commissioned Officers Promotions Selection Board shall complete an Interview Board Report (Pol. Form A66) in respect of each candidate interviewed by the Board.

### *Promotion Courses*

Selected  
candidates  
to attend  
promotion  
courses.

175. Any constable or non-commissioned officer selected by a Non-Commissioned Officers Promotions Selection Board as being suitable for promotion in rank, shall be required to attend a promotion course of one month's duration at a Refresher Course School before finally being considered for promotion by a Non-Commissioned Officers Promotions Selections Board, to be held under the chairmanship of the deputy commissioner, or in his absence, assistant commissioner.

Exemptions  
to rules  
governing  
promotion  
to corporal  
and ser-  
geant.

176.—(1) The rules governing the promotions to corporals and sergeants shall not apply to specialists, that is to say, members of the Special Branch, C.I.D., Force Signals Branch, and technicians.

(2) The personnel mentioned in paragraph (1) above shall, when vacancies occur, be assessed purely on their ability within their own specialist or technical spheres save that where an individual is promoted within the non-commissioned officer ranks as a specialist or technician and then transferred to general duties that individual may be required to attend a course of instruction at one of the Refresher Course Schools or at a Police College before assuming duty.

Instruction  
Staff may be  
exempted  
from  
attending  
Refresher  
Course  
School.

177. The commissioner of police for an area command may at his discretion exempt instructional staff at Police Colleges or Refresher Course Schools from attending the promotion courses at a Refresher Course School.

## **PART VII.—THE TECHNICAL BRANCHES OF THE FORCE**

### *General*

Technical  
branches of  
the Force.

178. The following shall be classified as the technical branches of the Force, that is to say,—

- (i) the Force Mechanical Workshops (Transport) Branch ;
- (ii) the Force Marine Branch ;
- (iii) the Force Supply Branch ; and
- (iv) the Force Works Branch.

Functions  
of the Force  
Mechanical  
Workshops  
Branch.

179.—(1) The Force Mechanical Workshops Branch shall be responsible for the maintenance and repair of the mechanisms and coachwork of the vehicles of the Force Transport Fleet.

(2) The officer in charge of the Force Mechanical Workshops Branch shall be designated the Force Workshops Officer.

180.—(1) The Force Marine Branch shall be responsible for the navigation and the maintenance and repair of the mechanisms and hulls of the craft of the Force Water Transport Fleet.

Functions of the Force Marine Branch.

(2) The Officer in charge of the Force Marine Branch shall be designated the Force Marine Officer.

181.—(1) The functions of the Force Supply Branch are —

Functions of the Force Supply Branch.

- (a) the indenting for supplies for the Force ;
- (b) the taking on charge and the safe custody of supplies purchased for the Force ;
- (c) the distribution of supplies purchased for the Force ;
- (d) the maintenance and repair of Force armaments ;
- (e) the manufacture of clothing for the Force ;
- (f) the repair of boots and shoes issued as articles of uniforms to members of the Force ;
- (g) the repair of Force saddlery, and the maintenance of farrier services for police service horses ;
- (h) the manufacture and repair of minor articles of wooden furniture, including police notice boards and sign boards, for the use of the Force.

(2) The Officer in charge of the Force Supply Branch shall be designated the Force Supply Officer.

182.—(1) The functions of the Force Works Branch are —

Functions of the Force Works Branch.

- (a) the erection, subject to the approval of the Permanent Secretary to the Ministry of Works, of specified permanent and semi-permanent buildings for the Force ;
- (b) the maintenance of Force Buildings, and
- (c) the administration of Force Buildings.

(2) The Officer in charge of the Force Works Branch shall be designated the Force Works Officer.

### *Qualifications for appointment into the Technical Branches*

183. The technical qualifications required of a candidate for enlistment as a Launch Quartermaster are—

Launch Quartermaster.

- (i) four years experience as an Able Seaman, and
- (ii) possession of the prescribed Quartermaster certificate of competency.

184.—(1) An essential qualification for appointment to or for promotion to the rank of Launch Master, Class II, is possession of the prescribed Rivermasters Certificate.

Launch Masters.

(2) Launch Quartermasters who are eligible for promotion to the rank of Launch Master, Class II, shall be selected for such promotion on the basis of experience and merit.

185. A Launch Master, Class I or Launch Chief Master subject to his work and conduct being of the standard required shall be eligible for consideration for promotion to the rank of assistant superintendent of police (Marine Branch).

ASP (Marine Branch).

186. The technical qualifications required for a candidate for enlistment as a Launch Engineer, Grade III, are —

Launch engineer, Grade III.

- (a) education to the standard of Primary VI ;
- (b) four years apprenticeship as a Marine Fitter ; and

(c) possession of the prescribed Certificate of Competency as Marine Engineer.

Promotions  
of Launch  
Engineers.

187. The promotion of Launch Engineers, Grade III through the grades of Launch Engineer to Senior Launch Engineer shall be dependent upon experience and merit.

Promotion  
of Launch  
Engineers  
to Assistant  
Workshops  
Officer.

188. A Launch Engineer in possession of the qualifications prescribed for an Assistant Workshops Officer shall be eligible for consideration for promotion to that rank.

Police  
craftsmen.

189. The technical qualifications required of a candidate for enlistment as a Police Craftsman are, in his particular trade or craft, —

(a) a period of apprenticeship approved by the Ministry of Labour, or

(b) successful completion of a three and a half year course of instruction at a Government trade school or other technical college, or institute approved by the Ministry of Labour, and

(c) possession of a Ministry of Labour Class II Trade Test Certificate.

Promotion of  
craftsmen  
to Assistant  
Foreman.

190. The promotion of Police Craftsman to the rank of Assistant Foreman, Grade II, shall depend on merit and experience :

Provided that no Craftsman shall be promoted to the rank of Assistant Foreman or above unless he is in possession of a Ministry of Labour Class I Trade Test Certificate.

Advance-  
ment of  
Assistant  
Foreman  
(Crafts-  
man).

191. The advancement of an Assistant Foreman, Grade II to the rank of Assistant Foreman, Grade I, shall, subject to his having the qualifications required of a Craftsman, be automatic on completion of 4 years service as an Assistant Foreman, Grade II.

Promotion  
to Foreman.

192. The promotion of Assistant Foreman, Grade I, to the rank of Foreman shall depend on merit and experience.

Promotion  
to Assistant  
Workshops  
Officer.

193. A foreman or Assistant Foreman in possession of the qualifications prescribed for the post of Assistant Workshops Officer shall be eligible for consideration for promotion to the rank of Assistant Workshops Officer.

Police  
Artisans.

194. The technical qualifications required of a candidate for enlistment as a Police Artisan are the possession of a Ministry of Labour Class III Trade Test Certificate in his particular trade or craft.

Promotion  
of Police  
Artisan to  
Assistant  
Foreman,  
Grade II.

195.—(1) The promotion of Police Artisans to the rank of Assistant Foreman, Grade II, shall depend on merit and experience :

Provided that no Police Artisan shall be promoted to the rank of Assistant Foreman unless he is in possession of a Department of Labour Class II Trade Test Certificate.

(2) A Police Artisan promoted to the rank of Assistant Foreman, Grade II shall be placed on a salary scale to be determined by the Federal Establishment Secretary.



196. No Police Artisan shall be promoted above the rank of an Assistant Foreman, Grade II except with the approval of the Federal Establishment Secretary.

Police Artisans : limitation of promotion.

### *Enlistment to the Technical Branches of the Force*

197.—(1) An applicant for enlistment into any of the technical branches of the Force shall be required to enlist in the Force in the first instance as a recruit constable, and be required to undergo a training course of not less than three months duration in drill and general Police duties at one of the Police Colleges.

Enlistment procedure.

(2) The procedure for the enlistment of personnel for the technical branches of the Force shall as far as possible be the same as that for the enlistment of recruit constables.

(3) On completion of the training course referred to in paragraph (1) above, providing that his work and conduct have been satisfactory, the applicant may be appointed as a member of Police Technical Branch in the trade or craft, and in the grade appropriate to his trade or craft qualifications such appointment to take effect from the date of first enlistment.

198. A member on first appointment to a Technical Branch of the Force, shall be entitled to the award of incremental credits in respect of any previous experience in his trade or craft, in accordance with the Ministry of Establishment rules governing incremental credits for newly appointed personnel of the technical grades of the public service.

Incremental credits for new appointment to a Technical Branch.

### *Supplemental*

199. A member of a Technical Branch of the Force shall have the same powers, privileges and immunities as any other member of the Force and shall be subject to the same code of discipline as is applicable to members of the General Duties Branch of the Force who are his equivalent in rank.

Powers, privileges and immunities.

200. A member of a Technical Branch of the Force shall not be employed on any duties not directly connected with his particular trade or craft.

Duties.

201. Without prejudice to the provisions of regulation 262, for pension and gratuity purposes and for purposes of discipline, a member of a Technical Branch in receipt of a salary equivalent to that of a member of the General Duties Branch of the Force shall be deemed to hold equivalent rank with such member of the General Duties Branch.

Equivalent police ranks.

202.—(1) Where a member of the rank of Launch Master, Class II/ Launch Engineer, Grade II or above is found guilty of any disciplinary offence, the competent authority may order his reduction in rank :

Discipline, Launch Masters/Engineers.

Provided that no Launch Quartermaster/ Launch Engineer shall be reduced in grade as a result of any disciplinary proceedings.

203.—(1) Where a member of the rank of Assistant Foreman, Grade II or above is found guilty of any disciplinary offence, the competent authority may order reduction in rank—

Discipline, Workshops Personnel.



(a) to Craftsman, Grade I, in the case of a member holding Craftsman qualification, or

(b) to Artisan, Grade I, in the case of a member holding Artisan qualifications :

Provided that no Craftsman or Artisan shall be reduced in grade as the result of any disciplinary proceedings.

Salary on demotion of member of a Technical Branch.

204. In the event of a member of a Technical Branch being reduced in rank, he shall enter the salary scale applicable to the rank to which he is demoted at the point in the scale commensurate with his total service in the Force.

Appointments of Assistant Workshop Officers : Qualifying periods of Service.

205.—(1) A person who has successfully completed a course of training at a Government trade school or other recognised technical school, or who has successfully completed an apprenticeship approved by the Ministry of Labour, may be considered for appointment as an Assistant Workshops Officer, if at the time the appointment is under consideration—

(a) he has been actively employed in his trade for the previous 4 years, and

(b) he has been in possession of a Ministry of Labour Class I Trade Test Certificate for a period of not less than 2 years.

(2) A person who has not successfully completed a training course at a Government trade school or other recognised technical school and has not served a recognised apprenticeship may be appointed an Assistant Workshops Officer if he has been actively employed in his trade during the 9 years immediately preceding the time he is being considered for the appointment and has been in possession of a Ministry of Labour Class I Trade Test Certificate for not less than 2 years.

#### PART VIII.—ESTABLISHMENT AND FUNCTIONS OF POLICE COLLEGES, ETC.

##### *Police College Ikeja*

Establishment of the Police College Ikeja.

206. The Police College, Ikeja shall be established as the principal police training college of the Force, and shall be classified as a formation of Force Headquarters.

Functions of Police College Ikeja.

207. The functions of the Police College Ikeja include :—

(a) the training of all recruit constables enlisted for service who are ordinarily resident in one of Southern States ;

(b) the training of all direct entry superior police officers and cadet sub-inspectors ;

(c) the advanced training of superior police officers and inspectors ;

(d) the holding of promotional courses for inspectors and senior non-commissioned officers ;

(e) the training of police drivers, police signals (wireless telegraphy) personnel, and police telephone operators ;

(f) the training of approved students from other police forces.

208. The superior police officer in charge of the Police College Ikeja shall be designated the Commandant, Police College Ikeja.

Command  
of Police  
College  
Ikeja.

209. The Commandant of the Police College Ikeja shall perform the duties of Police Recruitment Officer in respect of candidates for enlistment from the Southern States.

Police  
Recruit-  
ment  
Officer.

### *Police College Kaduna*

210. The Police College Kaduna shall be established as the Police Training College for the Northern States and shall be classified as a formation of Force Headquarters.

Establish-  
ment of the  
Police  
College  
Kaduna.

211. The functions of the Police College Kaduna include—

Functions  
of the  
Police  
College  
Kaduna.

(a) the training of all recruit constables enlisted for service who are ordinarily resident in the Northern States, and

(b) the holding of promotional courses for non-commissioned officers and constables of the Northern States.

212. The superior police officer in charge of the Police College Kaduna shall be designated the Commandant, Police College Kaduna.

Command of  
Police  
College  
Kaduna.

213. The Commandant of the Police College Kaduna shall perform the duties of Police Recruitment Officers in respect of candidates for enlistment from the Northern States.

Recruit-  
ment  
Officer.

### *Refresher Course Schools*

214.—(1) The Inspector-General may in his discretion establish a police refresher course school in each area command.

Establish-  
ment of  
refresher  
course  
schools.

(2) A police refresher course school shall be classified as a police command headquarters formation of the area command in which it is established.

215.—(1) The functions of a police area command refresher course school are to provide advanced training courses and promotional courses for selected non-commissioned officers and constables serving in the police area command.

Functions  
of refresher  
course  
schools.

(2) It shall not be the function of a police refresher course school to provide a striking force recruited from the personnel attending courses at the school, but the commissioner of police for the area command may, in times of unrest, deploy the personnel attending the school for the performance of such duties as he may deem fit.

216. The number of police students attending courses at any refresher course school shall normally not exceed 130.

Number of  
students at  
refresher  
course  
school.

217. The command of a refresher course school shall be vested in a superior police officer.

Command  
of refresher  
course  
schools.

## PART IX—ESTABLISHMENT OF POLICE BANDS AND CORPS OF DRUMS

Establishment of Central Police Band.

218.—(1) There shall be established for the Force a Police Central Band which shall be classified as a Force Headquarters formation.

(2) The Inspector-General shall nominate a superior police officer to be President of the Police Central Band.

(3) The command of the Police Central Band shall be vested in a Director of Music.

Establishment of Police Area Command.

219.—(1) There shall be established in each police area command (excepting the Lagos State Area Command) a police band or corps of drums.

(2) A police band or corps of drums shall be classified as a Police Headquarters formation of the police area command in which it is established.

(3) The commissioner of police for the area command shall nominate a superior police officer to be President of the police band or corps of drums.

(4) The command of a police band shall be vested in a Bandmaster.

Function of police bands.

220. The function of a police band or corps of drums is to provide appropriate music at police functions and at official functions, and to give public band concerts for furtherance of good relations between the police and the public.

Private engagement of services of police band or corps of drums.

221.—(1) Subject to the provisions of this regulation and save that the President of a police band or corps of drums shall have the first call on the services of the band or corps of drums, the services of a police band or corps of drums shall be available for engagement by a private individual, club, society or organisation on a fee paying basis.

(2) The maximum number of hours for any one engagement shall be five.

(3) No engagement which requires a police band or corps of drums to continue to play after 2 a.m. shall be accepted.

(4) The maximum number of engagements permitted to any one private individual, club, society or organisation in any one year shall be four.

Power to refuse application for engagement.

222. The President of a police band or corps of drums may refuse any application for the engagement of the services of the band or corps of drums and shall not be required to give any reason for the refusal to the person who made the application.

Force Band Fund.

223. There shall be established a Force Band Fund which shall be administered by the Commissioner of Police, Force Headquarters.

Band (Engagement Fees) Fund.

224. The President of each band or corps of drums shall establish and administer a Band (Engagement Fees) Fund.

Administration of Force Band Fund and Band (Engagement Fees) Fund.

225. The Force Band Fund and the Band (Engagement Fees) Fund shall be administered in accordance with rules made by the Inspector-General.

226. The fees to be charged for private engagements are as follows :—

(a) in respect of the Police Central Band, or a section thereof, seven guineas per hour or part thereof ;

(b) in respect of a police band or corps of drums, or a section thereof, five guineas per hour or part thereof.

227.—(1) In addition to the engagement fee, an additional fee of two shillings per mile (the mileage to include the return journey) shall be charged in respect of each police vehicle used for the transportation of the band or corps of drums to the place of the engagement.

(2) The fees charged in accordance with this regulation shall be paid into the Revenue of the Federation.

228. No fees shall be charged for official functions, and the President of the band or corps of drums may at his discretion waive the fees in respect of engagements by organisations whose aims are of a charitable nature.

229. (1) Subject to the provision of regulations 225, the fees earned by the Police Central Band in respect of engagements shall be distributed on 1st January and 1st July each year as follows :—

(a) to the Force Band Fund 20 per cent ;

(b) to the Director of Music 20 per cent ;

(c) to bandsmen of the Central Band 60 per cent ;

(2) Subject to the provisions of regulation 225, the fees earned by a police region band or corps of drums shall be distributed on 1st January and 1st July each year as follows :—

	Per cent
(a) to the Force Band Fund .. .. .	30
(b) to the Bandmaster .. .. .	10
(c) to the bandsmen of the police region band or corps of drums .. .. .	60

(3) The amount to be paid to an individual bandsman by virtue of paragraph (1) or (2) of this regulation shall be determined by the President of the band or corps of drums having regard to the rank of the bandsman and the service rendered by the bandsman.

### *Nigeria Police School of Music*

230. There shall be established a Nigeria Police School of Music for the training of police bandsmen.

231. Subject to the authority of the Inspector-General the control and administration of the Nigeria Police School of Music shall be vested in the Director of Music.

232. It shall be the function of the Nigeria Police School of Music to prepare student bandsmen for the examination held under the auspices of the Royal School of Music or any other examination that may be specified by the Inspector-General.

233. The number of student bandsmen undergoing instruction at the school at any one time shall be as fixed by the Inspector-General.

Fees for private engagements.

Transport fees.

Waiving of fees.

Distribution of fees.

Establishment of Nigeria Police School of Music.

Director of Nigeria Police School of Music.

Functions of the Nigeria Police School of Music.

Number of bandsmen.

## PART X.—THE POLICE STATION

*Functions and Organisation*

Functions  
of the police  
station.

Cap. 154.

234. The Police Station is the principal operational formation of the Force, and the primary functions (exercisable within the limits of the police station area of responsibility) of the police station are :—

- (a) to carry out the general duties of the Force as specified in the Police Act ;
- (b) to create and maintain good relations with members of the public ;
- (c) to create and to maintain permanent records of action taken to implement measures for the prevention of crime, for the preservation of law and order, and for the protection of property ;
- (d) to create and to maintain permanent records of action taken in the detection of crime and the apprehension of offenders, that is to say, the record of—
  - (i) complaints made of the commission of criminal offences,
  - (ii) the particulars of persons arrested, and the reasons for their arrest, and
  - (iii) the particulars of criminal and other proceedings taken against individuals in the enforcement of the law ;
- (e) to create and maintain permanent records of every incident reported (i.e., accident, fire, flood, or other acts of God.)

Setting up  
of mobile  
police sta-  
tions.

235. In order to extend regular police coverage and facilities to remote communities, mobile police stations may be set up, accommodated, and operated in police motor vehicles or police launches, or in other conveyances specially equipped for the purpose.

*Records to be kept at Police Stations, etc.*

Crime  
Prevention  
Records,  
Criminal  
Records,  
Minor  
Offences  
Records,  
etc.

236. For the purposes of these regulations—

- (a) "Crime Prevention Records" mean the police station records of all beats and patrols duties performed, and of special duties performed, for the prevention of crime, the preservation of law and order, and the protection of property ;
- (b) "Criminal Records" mean the police station records—
  - (i) of offences against the law (other than minor offences) reported to the police station ;
  - (ii) of police action taken for the detection and apprehension of the offenders ; and
  - (iii) of the judgements and sentences passed by the courts on such offenders, and
  - (iv) of acquittals and discharges ;
- (c) "Minor Offences Records" mean the police station records of reports received in the police station—
  - (i) of offences for which the penalty provided by the law does not exceed imprisonment for more than 7 days or a fine of £5, and
  - (ii) of offences against the motor traffic laws, and
  - (iii) of offences against any bye-law,
 and the police station records of police action taken for the detection of offenders, and of judgements and sentences passed by the courts on offenders, and of acquittals and discharges ;



(d) "Incidents Records" mean the police station records of accidents, floods, fires, or other acts of God occurring within the police station area of responsibility, which affect, or may affect the life, health or well being of any member of the public, and the records of the police action taken in respect of such incidents and of the police assistance given to the victims of such incidents.

237. The Crime Prevention Records of the Police Station shall be maintained in the following Registers, namely,—

- (i) The Duty Roster ;
- (ii) The Station Routine Diary ;
- (iii) The Register of Habitual Criminals ;
- (iv) The Register of Persons Sentenced to Police Supervision.

Police  
Station  
Crime  
Prevention  
Records.

238. The Criminal Records of the Police Station, shall be maintained in the following Registers, namely,—

- (i) The Station Crime and Incidents Diary ;
- (ii) The Register of Arrests (Persons Newly Apprehended) ;
- (iii) The Register of Sudden and Unnatural Deaths ;
- (iv) The Charge Register (of Felonies and Misdemeanours) ;
- (v) The Register of Simple Offences (offences punishable with imprisonment for not more than 6 months) ;
- (vi) The Register of Court Exhibits ;
- (vii) The Register of Lost, Stolen, and Recovered Property ;
- (viii) The Register of Warrants of Arrests ;
- (ix) The Register of Court Processes ;
- (x) The Register of Missing Persons.

Police  
Station  
Criminal  
Records.

239. The Minor Offences Records of the Police Station shall be maintained in the following Registers, namely,—

- (i) The Station Minor Offences Diary ;
- (ii) The Register of Minor Offences ;
- (iii) The Register of Motor Traffic Offences ;
- (iv) The Register of Lost, Stolen and Recovered Bicycles ;
- (v) The Register of Court Processes.

Police  
Station  
Records of  
motor  
traffic  
offences,  
and offences  
against  
bye-laws.

240. The Incidents Records of the Police Station shall be maintained in following Registers, namely,—

- (i) The Register of Road Accidents ;
- (ii) The Register of Fires and Other Incidents ;
- (iii) The Medical Report Book.

Police  
Station  
Records of  
Incidents.

241. The Registers of Record to be maintained at a Police Post shall be as follows :—

- (i) The Duty Roster ;
- (ii) The Station Routine Diary ;
- (iii) The Station Crime and Incident Diary ;
- (iv) The Register of Arrests ;
- (v) The Register of Court Exhibits ;
- (vi) The Register of Lost, Stolen and Recovery Property.

Registers of  
Record,  
police post.



Registers of Record, village police post.

242. The Registers of Record to be maintained at a village Police Post shall be as follows :—

- (i) The Duty Roster ;
- (ii) The Station Routine Diary ;
- (iii) The Station Crime and Incident Diary ;
- (iv) The Register of Arrests.

Inspector-General may order additional records to be kept.

243.—(1) The Inspector-General may, if in his opinion such action is warranted, instruct that Registers of Records additional to those described in regulations 237 to 242 shall be maintained by Police Stations, or by other police formations.

(2) The nature of any such additional Registers of Records, and the instructions for their maintenance, shall be published in Force Orders.

### *Control of Police Stations*

Station Officer 2 i/c.

244.—(1) The Police Officer next in seniority to the Station Officer shall be second in command to the Station Officer and shall be designated the Station Officer 2 i/c.

(2) The Station Officer 2 i/c is deputed to act for the Station Officer in the event of the Station Officer's absence or incapacity.

(3) All matters of importance dealt with by the Station Officer 2 i/c in the absence of the Station Officer shall be referred to the Station Officer on that officer's return.

Assistant Station Officer.

245.—(1) There shall be appointed in each Police Station in which the volume of administrative work warrants such an appointment, a non-commissioned officer to assist the Station Officer in his administrative duties.

(2) Such non-commissioned officer shall be designated the Assistant Station Officer.

Assistant Station Officer to act for Station Officer.

246.—(1) In the event of the absence from the police station of both the Station Officer and the Station Officer 2 i/c, the Assistant Station Officer shall act for the Station Officer.

(2) All matters of importance dealt with by the Assistant Station Officer whilst acting for the Station Officer, shall be referred to the Station Officer or to the Station Officer 2 i/c, dependent upon which of the two officers is the first to return to the Police Station.

Senior NCO or constable to act as Station Officer.

247. In a police station in which there is no establishment for the duty post of Assistant Station Officer, in the event of the absence from the police station of both the Station Officer and the Station Officer 2 i/c, the responsibility for acting for the Station Officer shall devolve upon the most senior non-commissioned officer or constable present in the police station.

### *Administrative Organisation*

Police station administrative organisation.

248. The administrative organisation of a police station shall follow the departmental pattern of organisation established in the Provincial Police Headquarters, subject to the following modifications :—

(a) the work of 'A' and 'C' Departments shall be merged, and shall be designated Station Administrative Duties ;

(b) the work of 'B' Department shall be designated Station Executive Duties, and shall include the investigation and prosecution of minor offences, and the performance of the station Charge Room Duties.

249. The Station Officer shall exercise direct control over the Station Administrative Duties and Station Executive Duties.

250. The Station Officer 2 i/c shall be responsible to the Station Officer for the performance of the duties of officer in charge of Station Crime Duties.

251. A non-commissioned officer shall be appointed to perform the duties of Minor Offences Officer.

### *The Charge Office*

252.—(1) There shall be established in each Police Station an office to be designated the Charge Room which shall be the Police Station centre for

(a) the lodgement of complaints or of information by members of the public concerning criminal or other matters ;

(b) the reception of arrested persons and the recording of the particulars of such persons ;

(c) the reception of persons reporting to the Police Station under the terms of a court sentence of police supervision, and the recording of the reporting of such persons ;

(d) the execution of warrants, and the service of summonses or other court processes ;

(e) the control of the police station personnel performing Beats and Patrols duties ;

(f) the recording of the particulars of the Beats and Patrols Duties, Special Duties, and other duties performed by the personnel of the police station ;

(g) the recording of the withdrawals of and return of arms and ammunition charged to the police station.

(h) the recording of such other matters as may be required by Force Standing Orders or other instructions.

(2) The duties performed by the personnel employed in the Charge Room shall be designated Charge Room Duties.

(3) The Charge Room shall be open to the public throughout the 24 hours of the day.

(4) The Charge Room shall be staffed by the following officers :—

(a) a non-commissioned officer, who shall be in command of the Charge Room, and who shall be designated the Charge Room Officer ;

(b) where necessary, an Assistant Charge Room Officer or Officers, and

(c) a Station Writer or Writers, who shall be responsible for the maintenance of the Charge Room Records, and

(d) such other personnel as are detailed to stand by as available for duty.

(5) The Charge Room shall be staffed by the personnel of the station on a rotation basis, and the personnel allocated duty posts in the Charge Room

Control of station administrative and executive duties.

Station Officer 2 i/c to be Station Crime Duties Officer.

Appointment of Minor Offences Officer.

Establishment of Station Charge Room.

shall assume the responsibilities of such duty posts at the commencement of a tour of duty, and shall relinquish the responsibilities of such posts to the officers to whom the duty posts are handed over at the conclusion of the tour of duty.

## PART XI.—FORCE ORDERS AND INSTRUCTIONS

### *Nature and Form of Force Orders*

Nature of  
Force  
Orders.

253.—(1) The Inspector-General may promulgate Force Orders and Force Administrative Instructions for the control, guidance, and information of members and such Orders and Instructions may be complementary to but shall not supersede any law, regulation or Standing Orders governing the Force, or any provision of General Orders, Financial Instructions or other instructions issued by or on behalf of Government.

Form of  
Force  
Orders.

254. Force Orders shall be issued in the following form :—

(i) *Part I (a) Administration*

in which shall be promulgated orders and instructions governing the organisation, administration, duties and operational control of the Force ;

(ii) *Part I (b) Supplements*

in which shall be promulgated Government Circulars which contain instructions for the Force, and Force Administrative Instructions ;

(iii) *Part II (Personnel)*

in which shall be promulgated individual service items relating to members of the Force ;

(iv) *Part III—Notifications*

in which shall be promulgated notifications of matters of general interest to the Force for the information of members of the Force ;

(v) *Part IV—Appendices*

in which shall be promulgated

(a) the distribution of superior police officers throughout the Force ;

(b) the results of confirmation examinations (superior police officers and inspectors) ;

(c) the allocations of Force Numerals ;

(d) notice of the taking on the strength of the Force of police horses and police dogs, and the identification numbers allocated to each ;

(e) notice of the removal from the Force of police horses and police dogs ;

(f) notice of inter-provincial transfers of police horses and police dogs ;

(g) other matters requiring to be promulgated which cannot properly be included in *Parts I, II or III*.

Police  
Orders.

255.—(1) The commissioner of police for a police area command may promulgate Police Orders for the control, guidance, and information of the members serving under his command and such Police Orders may be complementary to but shall not supersede any orders issued by the Inspector-General.

(2) Police Orders shall be promulgated in a form to be prescribed by the Inspector-General.

Police  
Formation  
Orders.

256.—(1) The officer in command of any subordinate police formation of a police area command may issue Formation Orders for the control and guidance of the members of the formation and such Formation Orders shall be confined

to instructions governing the duties of members of the formation, and may be complementary to but shall not supersede any orders issued by superior authority.

(2) Formation Orders shall be promulgated in a form to be prescribed by the Inspector-General.

## PART XII.—THE RANKS OF THE FORCE, INSIGNIA OF RANK, PRECEDENCE, AND UNIFORMS

### *Rank of the Force and Insignia*

257.—(1) The different ranks of superior police officers of the Force, the precedence, and the insignia of each of such rank, shall be as prescribed below :—

Ranks and  
Insignia  
of Rank.

Inspector-General	.. the device of the Federation, a star, and crossed tipstaves surrounded by a laurel wreath.
Deputy Inspector-General and Assistant Inspector-General	.. the device of the Federation, and crossed tipstaves surrounded by a laurel wreath.
Commissioner	.. the device of the Federation, and crossed tipstaves surrounded by a laurel wreath.
Deputy Commissioner	.. a star, and crossed tipstaves surrounded by a laurel wreath.
Assistant Commissioner	.. crossed tipstaves surrounded by a laurel wreath.
Chief Superintendent	.. the device of the Federation and a star.
Superintendent	.. the device of the Federation.
Deputy Superintendent	.. three stars arranged vertically.
Assistant Superintendent (Substantive rank)	.. two stars arranged vertically.
Assistant Superintendent (on probation or trial)	.. one star.
Cadet Assistant Superintendent	.. one star surmounting a white band on the shoulder strap.

(2) The different ranks of the Force Inspectorate, the precedence, and the insignia of each such rank, shall be as prescribed below :—

Chief Inspector	.. four horizontal bars arranged vertically.
Inspector	.. three horizontal bars, arranged vertically.
Sub-Inspector (Substantive rank)	.. two horizontal bars, arranged vertically.
Sub-Inspector (On probation)	.. one horizontal bar.
Cadet Sub-Inspector	.. one horizontal bar surmounting a white band on the shoulder strap.

(3) The different ranks of the non-commissioned officer of the Force, the precedence, and the insignia of each such rank shall be as prescribed below :—

Sergeant	.. three chevrons, worn points down.
Corporal	.. two chevrons, worn points down.

Rank to denote duties in certain cases.

258. To denote their duties, inspectors, non-commissioned officers and constables shall have prefixed to their rank, in the case of members of—

(a) the Criminal Investigation Branch and the Special Branch, the word "Detective";

(b) the Signals Branch, the word "Signals";

(c) a Police Band or Corps of Drums, the word "Band".

Ranks of workshop personnel.

259. The different ranks of police artisans employed in workshop duties, the precedence, and the insignia of each such rank, shall be as prescribed below :—

Assistant Workshops Officer, Grade I	..	four horizontal bars arranged vertically.
Assistant Workshops Officer, Grade II	..	three horizontal bars arranged vertically.
Assistant Workshops Officer, Grade III	..	two horizontal bars arranged vertically.
Assistant Workshops Officer, Grade IV	..	one horizontal bar.
Police Artisan, 1st Class	...	three metal chevrons, worn with points up.
Police Artisan, 2nd Class	..	two metal chevrons, worn with points up.
Police Artisan, 3rd Class	..	one metal chevron, worn with point up.

Ranks of Launch Quartermasters.

260. The different ranks of police artisan employed as Police Launch Quartermasters and Police Launch Engineers, the precedence, and the insignia of each such rank, shall be as prescribed below :—

Senior Launch Quartermaster	..	four horizontal bars arranged vertically.
Senior Launch Quartermaster Launch Engineer, Grade II	.. ..	three horizontal bars arranged vertically.
Senior Launch Quartermaster Launch Engineer, Grade III	.. ...	two horizontal bars arranged vertically.
Senior Launch Quartermaster Launch Engineer, Grade IV	.. ..	one horizontal bar.
Launch Quartermaster Launch Engineer, Class I	.. ..	3 metal chevrons, worn with points up.
Launch Quartermaster Launch Engineer, Class II	.. ..	2 metal chevrons, worn with points up.
Launch Quartermaster Launch Engineer, Class III	.. ..	1 metal chevron, with point up.

Police Artisans to wear craft emblems.

261.—(1) Police Artisans shall wear beneath the metal chevrons indicating rank, a badge or emblem indicative of the craft or trade followed.

(2) The badge or emblem shall be of a design to be prescribed by the Inspector-General.



262. For pension purposes, and except where expressly otherwise provided, generally for the purposes of these regulations—

(a) an Assistant Workshops Officer, or a Senior Launch Quartermaster or a Senior Launch Engineer, of the grade—

- (i) Grade I, shall be deemed to hold the rank of chief inspector ;
- (ii) Grade II, shall be deemed to hold the rank of inspector ;
- (iii) Grade III, shall be deemed to hold the rank of sub-inspector ;
- (iv) Grade IV, shall be deemed to hold the rank of sub-inspector on probation ;

(b) a police artisan—

(i) if his salary does not exceed the maximum of the salary scale provided for a constable, shall be deemed to hold the rank of constable ;

(ii) if his salary is equivalent to the salary received by a corporal, or that received by a sergeant, shall be deemed to hold the rank of corporal or sergeant, as the case may be.

Police artisans and general duties personnel ; equivalent ranks.

### *Significant Uniforms and Undress Uniforms*

263.—(1) The significant uniforms of the Force shall be of a design to be prescribed by the Head of the Federal Military Government, acting with the advice of the Police Council.

Significant Uniforms of the Force.

(2) Undress uniforms for members shall be as prescribed by the Inspector-General.

264. Orders of Dress, and Dress regulations, shall be promulgated by the Inspector-General in Force Orders.

Order of Dress and Dress regulations.

265. The badge of the Force shall be the figure of an elephant facing left, having as background two batons intersecting, the point of intersection being in the centre of and slightly above the ridge of elephant's back ; mounted on the point of intersection of the batons, the figure of an eagle, under the device, a scroll with the legend The Nigeria Police.

Badge of the Force.

266.—(1) Superior police officers and inspectors, assistant workshops officers and senior launch quartermasters, and senior launch engineers, shall wear the insignia of their rank on both shoulder strap of the uniforms.

Wearing of Insignia of Rank.

(2) The insignia of rank of non-commissioned officers and police artisans shall be worn on the upper right sleeve of the uniform.

### **PART XIII—FORCE ANIMALS**

#### *Police Service Horses*

267. The superior police officer appointed in charge of police service horses shall be designated the Force Equitation officer.

Force Equitation Officer.

268. There shall be established a Force Equitation School.

Establishment of Force Equitation School.

269. The functions of the Force Equitation School shall be as follows :—

(a) the training of selected personnel in equitation and horsemastership, and

Functions of Force Equitation School.

(b) the breaking and training of young horses for service with the Force.

**Training of Police Service Horses.**

**270.** Police Service Horses are to be trained with particular regard to their familiarisation with—

- (a) metalled roads ;
- (b) vehicular traffic and people in crowds ; and
- (c) smoke and noise occasioned by the discharge of firearms.

*Police Camelry Corps*

**Police Camelry Corps.**

**271.** The Inspector-General may, with the approval of the Head of the Federal Military Government, establish a Police Camelry Corps.

*Police Service Dogs*

**Classes of Police Service Dogs.**

**272.** The classes of Police Service Dogs that may be employed for service with the Force are as follows :—

- (a) General Purposes (GP Dogs)
- (b) Narcotics Detection (ND Dogs)
- (c) Guard (Security) (S Dogs).

**The Force Dogmaster.**

**273.** The superior police officer appointed in charge of the Police Service Dogs shall be designated the Force Dogmaster.

**Police Service Dog Handlers.**

**274.—(1)** The police officers responsible for the operation of Police Service Dogs shall be designated Police Dog Handlers.

**(2)** A Police Dog Handler engaged in operational duties shall, unless otherwise directed by the Force Dogmaster, be responsible for the care and operations of one Police Service Dog only.

**Establishment of Force Police Service Dog Training Centre.**

**275.** There shall be established a Force Police Service Dog Training Centre.

**Functions of Force Police Service Dog training centre.**

**276.** The functions of the Force Police Service Dog Training Centre shall be as follows :—

- (a) the training of Police Service Dogs ;
- (b) the training of Police Dog Handlers, and
- (c) the breeding, from approved strains, of dogs for service with the Force.

**Force Service Dog Establishment.**

**277.** The Force Police Service Dog Training Centre shall have a Dog Establishment which shall consist of such number of dogs in each of the following categories as the Inspector-General may from time to time direct :—

- (a) Dogs under training as Police Service Dogs ;
- (b) Bitches for breeding purposes ; and
- (c) Young Dogs (young progeny of bitches maintained for breeding purposes).

**Police Kennels.**

**278.** The accommodation provided for Police Service Dogs shall be designated Police Kennels.

**Police Kennel men.**

**279.—(1)** Police constables (whether regular police constables or supernumerary constables) to whom the duties of maintaining Police Kennel are assigned shall be designated Police Kennelmen.

**(2)** The Force personnel establishment of Police Kennelmen shall be as approved by the Inspector-General.

280. It shall be the responsibility of the Force Dogmaster to see that Police Service Dogs are inoculated against rabies—

- (a) on reaching the age of six months ; and
- (b) thereafter annually on the anniversary of the first inoculation.

Police Service Dogs to be inoculated against rabies.

### *Purchase of Force Animals*

281. The Inspector-General, or such other officer as may be nominated by the Inspector-General for that purpose, shall be responsible for the purchase of animals for service with the Force.

Inspector-General to be responsible for purchase of Force animals.

282. Horses for service with the Force shall be purchased in Nigeria.

Horses to be purchased in Nigeria.

283. A horse to be purchased for service with the Force shall—

- (a) in conformation, be with plenty of bone, have good feet and a short strong back ;
- (b) be not less than three nor more than five years old ;
- (c) be not less than 15.1 hands in height ; and
- (d) be of a tractable disposition.

Principal requirements of a horse to be purchased for the Force.

284. Dogs for service with the Force may be purchased in Nigeria or overseas.

Dogs may be purchased in Nigeria or overseas.

285.—(1) Subject to paragraph (2) of this regulation, purchases of dogs for service with the Force shall be confined to the following breeds, that is to say :—

Breeds of dogs to be purchased.

- (a) Doberman Pinscher ;
- (b) German Shepherd Dog (Alsatian) ;
- (c) Labrador.

(2) The Inspector-General may, if satisfied that a proposed breed of dog has proved its usefulness in any police force, add that breed of dog to the list mentioned in paragraph (1) of this regulation.

286.—(1) A dog to be purchased for service with the Force shall—

Requirement of dogs to be purchased for service with the Force.

- (a) be not less than 3 months nor more than 12 months old ; and
- (b) be of a tractable disposition.

(2) No dog that shows any evidence of nervousness, sickness, or bad temper shall be purchased for service with the Force.

287. No animal shall be purchased for service with the Force unless certified as fit by a veterinary officer.

Veterinary officer's certificate of fitness.

### *Identification of Service Animals*

288. An identification number shall be assigned for each animal purchased for service with the Force.

Identification Numbers for Force Animals.

Manner of affixing identification Number.

Disposal of service animals.

Veterinary officer's report if Force animal dies.

Power to order inquiry into cause of death of force animal.

Duties of the Inspector-General.

Nigeria Police Annual Report.

Orders relating to duty post not specified in regulations or standing orders.

Duties of Deputy Inspector-General.

289.—(1) Each Police Service Horse shall have its Identification Number branded on the near forefoot.

(2) The Force Dogmaster shall maintain record of the nose print of each Police Service Dog at the Force Dog Training Centre.

290.—(1) The Inspector-General may authorise the disposal of any Police Service Animal for any of the following reasons :—

(a) failing to respond to training ;

(b) proving unsatisfactory for any reason after having been posted for operational duties ; or,

(c) by reason of age being unsuitable for further use with the Force.

(2) The method of disposal shall be as directed by the Inspector-General.

291. If any Police Service animal dies as a result of any accident or from natural causes, a report from a veterinary officer certifying the cause of death shall be obtained by the police officer to whose care the animal is assigned.

292. In every case of serious injury to, or death of, a Police Service animal (other than death from natural causes), the Inspector-General shall cause an inquiry to be made into the cause and circumstances surrounding the injury or death.

#### PART XIV—DUTIES OF OFFICERS

293.—(1) The Inspector-General shall be charged with the supreme command of the Force and with the maintenance of public safety and public order.

(2) The Inspector-General shall keep the Head of the Federal Military Government fully informed on the state of public security in the Federation.

294.—(1) The Inspector-General shall in January each year make a survey of all aspects of the work and activities of the Force performed or carried out during the period, 1st January to 31st December of the previous year and the information obtained from the survey shall be embodied in a report to be designated the Nigeria Police Annual Report.

(2) The Inspector-General shall submit the Nigeria Police Annual Report to the Head of the Federal Military Government for approval and, on receiving the approval, shall publish the Nigeria Police Annual Report as an official publication.

295. Where the duties of a police officer holding a particular duty post are not prescribed by these regulations or laid down in standing orders, it shall be the duty of the Inspector-General to prepare, or cause to be prepared, detailed orders governing the duties of that duty post.

296.—(1) The Deputy Inspector-General is the second in command of the Force, and shall act for the Inspector-General in the Inspector-General's absence from Force Headquarters.

(2) When acting for the Inspector-General, the Deputy Inspector-General shall be guided by the following :—

(a) all matters involving any change in Force policy shall be held in abeyance pending the Inspector-General's return, or, if the matter is urgent, referred directly to the Inspector-General for instructions ;

(b) all matters of importance dealt with by the Deputy Inspector-General during the Inspector-General's absence shall be referred to the Inspector-General on his return.

Duties of Assistant Inspector-General.

297.—(1) The Assistant Inspector-General shall be subordinate in rank to the Deputy Inspector-General but shall be senior to all Commissioners.

(2) The Assistant Inspector-General shall act for the Inspector-General in the absence of both the Inspector-General and the Deputy Inspector-General and when so acting the provisions of sub-paragraphs (a) and (b) of paragraph (2) of regulation 296 shall with any necessary modification apply to him.

298. The general duties of officers controlling Force Headquarters Departments are :—

General duties of officers controlling Departments.

(a) the direction, supervision, and co-ordination of the work of the Branches of their respective Departments ;

(b) the standardisation throughout the Force of the procedures relating to their respective Departments ;

(c) the methodical review of all Standing Orders, Force Orders and other Force Instructions relative to the work of their respective Departments, and the submission to the Inspector-General for approval of such additions or amendments to such orders as they may from time to time consider necessary.

299. The duties of the officer in charge of the Force Central Criminal Investigation Department subject to the control of the Inspector-General shall include—

Duties of the officer in charge of the Force Central C.I.D.

(a) the overall direction and co-ordination of measures for crime prevention in the Federation ;

(b) the overall direction of the conduct of criminal investigations, and of the police prosecutions of offenders in the Federation ;

(c) the maintenance of the Force Modus Operandi Index ;

(d) the maintenance of the List of Deportees ;

(e) the publication of the Police Gazette, containing information regarding wanted persons, missing persons, and lost, stolen or recovered property ;

(f) the examination of Disputed Documents ;

(g) the compilation of Force Criminal Statistics ;

(h) the direction and control of the Nigeria National Central Bureau of the International Criminal Police Organisation (INTERPOL) ;

(i) subject to the direction of the Inspector-General, the supervision of the Force C.I.D. Training School for the training of selected Force personnel in Criminal investigation duties.

Duties of Commissioner, Special Branch.

300. The duties of the Commissioner, Force Special Branch subject to the control of the Inspector-General, shall include—

(a) the organisation and implementation of measures for the collection of security intelligence, that is to say, of intelligence, concerning the security of the state and the maintenance of public order ; and

(b) the detection and apprehension of persons suspected of or guilty of acts of subversion or acts of sabotage against the state, and of persons who are suspected of or are guilty of acts of espionage.

Duties of Commissioner of Police for an area command.

301.—(1) The Commissioner of Police for a police area command, subject to the control of the Inspector-General, shall be charged with the command and administration of the area command to which he is appointed, and with the maintenance of Force discipline in the area command.



(2) The Commissioner of Police shall be directly responsible to the Inspector-General for the preservation of the peace, the prevention and detection of crime, the prosecution of offenders, and for law enforcement generally in the area of responsibility of the police area command.

(3) The Commissioner of Police shall be responsible for ensuring that the Inspector-General is immediately informed of the commission of any serious offence within the police area command, and of the apprehension of, or the occurrence of, any major disturbance of the peace within the area command.

(4) The general duties of the Commissioner include :—

(i) the co-ordination of the police work of the police provinces or police divisions of the area command ;

(ii) the ensuring that the laws and the orders and instructions governing the Force are properly observed in all the formations of the area command ;

(iii) the ensuring that Force returns and statistical reports called for by the office of the Inspector-General are submitted punctually and in the correct form ;

(iv) the control and supervision of the supernumerary constables employed in the area command, and subject to any necessary delegation of powers by the Police Service Commission, the enlistment of such supernumerary constables ;

(v) the control of the area command special constabulary detachments ;

(vi) subject to any necessary delegation of powers by the Police Service Commission, the appointing of the special constabulary superior police officers and inspectors for service in the area command ;

(vii) the regular inspection at six months intervals of each Police Headquarters formation in the area command, and the visiting at least once in every 12 months of every police station and police post in the area command ;

(viii) the preparation and the forwarding to the Inspector-General on the due date, of confidential reports on the work and conduct of the superior police officers and inspectors under his command ;

(ix) the recommending, to the Inspector-General, in recognition of outstanding services, of area command personnel for the award of medals, decorations, commendations and monetary awards, and the awarding to personnel of Commissioner's commendations ;

(x) the re-engagement and the approving of the continued service of members of the Rank and File serving under his command ;

(xi) subject to any necessary delegation of powers by the Police Service Commission, the maintenance of the area command establishments of non-commissioned officers at the approved level by promotions from within the ranks of the members of the Rank and File serving in the police area command ;

(xii) subject to the instructions of Inspector-General, the direction of the postings and transfers within the area command of the superior police officers and inspectors under his command ;

(xiii) the postings and transfers within the area command of members of the rank and file serving in the area command ;

(xiv) subject to any necessary delegation of powers by the Police Service Commission, and acting in accordance with the powers conferred upon him by any such delegation, adjudication of disciplinary offences, and of appeals against disciplinary convictions and punishments, and the review of disciplinary convictions and punishments ;

(xv) the scrutiny and annotation of all petitions addressed through him to the Inspector-General ;

(xvi) the approval, subject to the exigencies of the service, of leave applications submitted by superior police officers and inspectors of the area command, and the maintaining of records of leave granted ;

(xvii) the forwarding to the Inspector-General, for the computation of gratuities and of pensions, of the relevant documents in all cases of discharge from the Force of members of the rank and file serving in the area command ;

(xviii) the supervision of the Police Area Command Refresher Course School, and the selection of personnel for attendance at the promotional and refresher courses held at the school, and the supervision of the drawing up of the training syllabuses for such promotional and refresher courses ;

(xix) the systematic instruction of the junior officers under his command in their professional duties, and the ensuring that facilities are granted to such officers to prepare for the prescribed examinations.

302. A commissioner of police for a police area command shall not leave the locale of his police area without first obtaining the permission of the Inspector-General.

Commissioner to report movements.

(2) A commissioner, when proceeding on duties that will necessitate his absence from his Headquarters for more than 24 hours, shall report in advance his proposed itinerary to the Inspector-General.

303.—(1) The Provincial Police Officer, subject to the control of the Commissioner, shall be charged with the direction and administration of the police province command, and the maintenance of Force discipline in the police province.

Duties of Provincial Police Officer.

(2) The Provincial Police Officer shall be directly responsible to the Commissioner of Police for the area command for the preservation of the peace, the prevention and detection of crime, the prosecution of offenders, and law enforcement generally in the police province.

304.—(1) the Provincial Police Officer shall, where this is required by Force Instructions, give immediate and direct information to the Inspector-General of the commission of criminal offences within the police province, or the occurrence of major disturbances in the police province.

Provincial Police Officer to report to I.G. and to Commissioner the commission of offences.

(2) The Provincial Police Officer shall give immediate information to the Commissioner of Police for the police area command of the commission of any serious offence in the police province, and of the apprehension of, or the occurrence of, any major disturbance of the peace within the police province.

305. The general duties of a Provincial Police Officer include—

(i) the acquiring of a thorough knowledge of the topography of the province ;

(ii) the co-ordination of the police work of the police districts and divisions of the police province, and the direction and general supervision of the executive police duties of the police provinces ;

(iii) the direction and supervision of the Police Province Motor Traffic Division ;

(iv) the regular inspection of the Police Province Headquarters, and the inspection, at least once every three months, of each police station and post under his command ;

(v) the maintenance of good relations with the public and the ensuring that the personnel under his command adopt a civil attitude in their dealings with the public ;

General duties of Provincial Police Officer.

(vi) the enquiry into complaints against the police ;

(vii) the maintenance of good relations with the administrative officer in charge of the province and with other province administrative officers, and with the members of the province judiciary ;

(viii) the ensuring that the laws, and the orders and Instructions governing the Force are properly observed in all formations of the police province ;

(ix) the ensuring that Force Returns and statistical reports called for by Force instructions are submitted punctually and in the correct form ;

(x) the implementation of the provisions of Force Instructions governing the provincial recruitment of constables for the Force ;

(xi) the maintenance of the Records of Service of members under his command ;

(xii) by personal contact, the acquiring of a thorough knowledge of the character and qualities of each officer, inspector and non-commissioned officer under his command, and, as far as is practicable, of each of the members of the rank and file serving under his command ;

(xiii) the preparation of and the forwarding to the Commissioner on the due date of confidential reports on the work and conduct of the superior police officers and inspectors under his command ;

(xiv) the interviewing at intervals of six months of each member of the rank and file under his command, and the entry into the member's confidential record of an appraisalment of the work and conduct of such member ;

(xv) the making of recommendations, as and when called for by the Commissioner, for the promotion of members of the rank and file serving under his command ;

(xvi) the recommending to the Commissioner on the due date of the re-engagement and the approving of continued service of members of the rank and file serving under his command, or, in proper case, the non re-engagement or the withholding of approval for continued service ;

(xvii) for the further training in police duties of all members of the police province, the organising in each formation of the provincial command of courses of regular and systematic lectures on subjects connected with police duties generally, and on the laws, orders and instructions governing the Force ;

(xviii) the control of the police province stores, and indents for stores, and the inspection of stores allocations made to the police province ;

(xix) the regular inspection of the arms and ammunition on charge to the police province ;

(xx) the ensuring that each member of the rank and file under his command is properly clothed and equipped in accordance with the clothing and equipment scales laid down in Standing Orders ;

(xxi) subject to any necessary delegation of powers by the Police Service Commission, and acting in accordance with the powers conferred upon him by any such delegation, the adjudication of disciplinary offences and of appeals against disciplinary convictions and punishments ;

(xxii) the scrutiny and annotation of all petitions submitted by members, and addressed through him to superior authority ;

(xxiii) the approval, subject to the exigencies of the service, of applications for annual and earned leave submitted by members of the rank and file serving in the police province, and the maintaining of a record of all leave granted ;

(xxiv) the supervision of police province inspectors messes, and of canteens and recreation rooms for members of the rank and file ;

(xxv) the recommending to the Commissioner, in proper case, of the payment of compassionate grants to members of the police province or to their dependants and of other grants that may properly be made from the Police Reward Fund ;

(xxvi) the control and supervision of the supernumerary constables employed in the police province ;

(xxvii) the raising, the organisation and the supervision of the police province special constabulary detachment ;

(xxviii) subject to any necessary delegation of powers by the Police Service Commission, the appointment of the constables and non-commissioned officers of the police province special constabulary detachment.

306. A Provincial Police Officer shall not leave the locale of his police province without first obtaining the permission of the Commissioner.

Absence of  
Provincial  
Police  
Officer from  
province.

307. A Provincial Police Officer when proceeding on duties that will necessitate his absence from his Headquarters for more than 24 hours shall report in advance his proposed itinerary to the Commissioner.

Absence of  
Provincial  
Police  
Officer  
from Head-  
quarters.

308.—(1) A station officer shall, subject to the control of the District or Divisional Police Officer, be charged with the direction and administration of the police station, and with the maintenance of the discipline of the personnel of the police station.

Duties of  
Station  
Officer.

(2) The Station Officer shall be directly responsible to the District or Divisional Police Officer for the preservation of the peace, the prevention and detection of crime, and law enforcement generally in the Police area of responsibility.

309. The Station Officer shall give immediate information to the District or Division Police Officer of the commission of any serious offence in the police station area of responsibility, and of the apprehension of, or the occurrence of, any disturbance of the peace within the Police Station area of responsibility.

Station  
Officer to  
report  
offences to  
District or  
Divisional  
Police  
Officer.

310. The general duties of the Station Officer include :—

(i) the acquiring of a thorough knowledge of the topography of the police area of responsibility and of leading personalities in the police station area ;

General  
duties of  
Station  
Officer.

(ii) the setting up, and the personal supervision of an efficient beats and patrols system covering the police station area of responsibility and the enforcement of crime prevention measures generally ;



(iii) the direction and supervision of the police station traffic duties ;

(iv) the setting up of the Police Station Information and Map room ;

(v) the institution of adequate police arrangements to ensure the enforcement of law and order in the law courts situated in the police station area of responsibility, and to ensure the safe custody of the prisoners appearing before the courts ;

(vi) the performance of such duties in connection with the control of aliens resident in the station area as may be required of him by the Chief Aliens Officer ;

(vii) subject to necessary authorisation by a superior police officer, the performance of the duties of a superior police officer in respect of persons subject to police supervision under the provisions of the Prevention of Crimes Act and the Prevention of Crimes Regulations.

(viii) the ensuring that any person in police custody in the police station who is arrested without warrant is brought, if it is possible to do so, before a Magistrate within 24 hours of the arrest having been effected, or failing this, as soon after the expiry of that period as is practicable ;

(ix) the supervision of the conduct of all identification parades held in connection with the police station investigations ;

(x) the personal preparation of all special, progress, or final reports called for in connection with serious criminal offences under personal investigation by him ;

(xi) the scrutiny of all charge sheets in respect of serious offences prepared by the police station for lodgement in the courts ;

(xii) the prosecution of serious criminal offences committed in the police station area ;

(xiii) in cases where the offender in a criminal offence is unknown, the referring of the case file to the District or Divisional Police Officer for closure as undetected ;

(xiv) the supervision, as directed by the District or Divisional Police Officer, of the supernumerary constables employed in the police station area ;

(xv) the supervision of the police duties and of the training of members of the special constabulary attached to the police station ;

(xvi) the maintenance of good relations with the general public, and the ensuring that all members of the public having business in the police station are courteously received and that their business is promptly attended to ;

(xvii) the taking of proper action in cases of complaints against police ;

(xviii) the reporting to the District or Divisional Police Officer the particulars of any claims against police lodged in the police station ;

(xix) the forwarding to the District or Divisional Police Officer the full facts of the case should a legal action be brought against any member of the rank and file under his command, in respect of any act done in the performance of such member's official duties ;

(xx) the acquiring of a thorough knowledge of the character and potentialities of the personnel serving under his command, and of the family commitments of such personnel ;



(xxi) the ensuring that each member of the rank and file under his command is interviewed by the Provincial Police Officer at six monthly intervals, and the records of such interviews are inserted in the confidential record of the man interviewed ;

(xxii) subject to any necessary authorisation, the adjudication of disciplinary cases in accordance with the powers conferred upon officers of his equivalent rank by these regulations ;

(xxiii) the recommending to the District or Divisional Police Officer for approval, subject to the exigencies of the service, of applications for annual leave submitted by members of the rank and file serving under his command ;

(xxiv) the approval, in accordance with the provisions of these regulations of applications for casual leave submitted by members of the rank and file serving under his command ;

(xxv) the keeping of careful check on the sickness rate of the members of the rank and file under his command, and the informing of the medical authorities and the District or Divisional Police Officer in cases where the sickness rate is abnormally high, or when outbreaks of infectious or contagious diseases occur ;

(xxvi) the supervision of the police station canteen and recreation room ;

(xxvii) the disbursement of the salaries and allowances of the members of the rank and file of the police.

311. The Station Officer shall carry out the following inspection duties :—

Station  
Officer  
inspection  
duties.

(i) at least once in the morning and once in the afternoon of each day, the scrutiny of the following Police Station Registers :—

- (a) the Crime and Incidents Diary ;
- (b) the Routine Diary ;
- (c) the Register of Arrests ;
- (d) the Charge Register ;

(ii) at least twice per week, the inspection of the operation of the police station Day Beats and Patrols system ;

(iii) at least twice per week, once before midnight, and once after midnight, the inspection of the operation of the police station Night Beats and Patrols systems ;

(iv) on each Wednesday or each week, the inspection of the arms and ammunition on charge to the police station ;

(v) on each Saturday of each week, the full inspection of the police station ;

(vi) at least once every month, the full inspection of each police post and village police post of the police station ;

(vii) at least once every month, the inspection and the signing of the Police Note Books of each member of the police station.

312. The Station Officer when proceeding on duties that will necessitate his absence from his police station for more than 24 hours shall report in advance his proposed itinerary to the District or Divisional Police Officer.

Station  
Officer  
to report  
absence from  
station.

Station Officer not to leave locale of station area without permission.

Training duties of Station Officer.

313. The Station Officer shall not leave the locale of his police station area of responsibility without first obtaining the permission of the District or Divisional Police Officer.

314. The Station Officer shall—

(1) for the further training in police duties of the members of the rank and file under his command, organise courses of regular and systematic lectures on—

- (a) general police duties ;
- (b) the laws, orders and instructions governing the Force ;
- (c) the state of crime in the station area and in the area command generally ;
- (d) matters of general police interest in the area command and in the Federation ;
- (e) the responsibilities of all police officers in regard to the collection of intelligence of criminal and subversive activities ;

(2) by personal instruction, ensure that the personnel of the police station are fully acquainted with—

- (a) the description and habits of
  - (i) persons on the Police Station Wanted Persons and Missing Persons Lists ;
  - (ii) persons on the Police Station Registered Bad Character List ;
  - (iii) the police supervisees reporting to the police station ;
- (b) the particulars of property lost, stolen or recovered in the station area, and
- (c) information published in the Police Gazette.

Drill parades and riot drill.

315. The Station Officer shall hold regular drill parades for the personnel of the police station, and regular exercises in the drills laid down in the Riot Drill Manual.

Duties of Administrative Officer.

316. Subject to the direction of the Station Officer, the duties of the member appointed to assist the Station Officer in his administrative duties include—

- (i) the publication each Saturday at 1200 hours of the Station Duty Roster, detailing the routine duties to be performed by the personnel of the Police Station during the week following ;
- (ii) the ensuring that the volumes of the laws, and the copies of the Orders and Instructions governing the Force on charge to the station are maintained in an up-to-date condition ;
- (iii) the preparation and promulgation of such formation Routine Orders as may be required for the efficient operation of the Police Station command ;
- (iv) the safe custody of found property delivered to the police station and the taking of proper measures to trace the owners of such property ;
- (v) the disposal, in accordance with the directions of the courts, of unclaimed property held in safe custody ;

(vi) the maintenance of a Police Station Registry in conformity with Force instructions ;

(vii) the ensuring that Force Returns and Statistical Reports called for by Force Instructions are submitted punctually and in the correct form ;

(viii) the maintenance of the Service Registers of the members serving in the police station ;

(ix) the control of the police station stores and the preparation of the police station requisitions for stores ;

(x) the control of the police station armoury.

317. Subject to the direction of the Station Officer, the duties of the officer appointed second in command of the Police Station shall include—

(i) the perusal and appreciation of every complaint lodged at the police station in respect of the commission of criminal offences ;

(ii) the taking of proper action in respect of complaints lodged at the police station regarding the commission of criminal offences in places outside the police station area of responsibility ;

(iii) the refusal of complaints connected with criminal offences when it is apparent that no public interest will be served by further enquiry ;

(iv) the personal investigation of all serious criminal offences, and the general direction of the investigation of all other criminal offences which are committed in the police station area of responsibility ;

(v) the rigid observance, and the enforcing of the rigid observance by members of the police station, of the Judges Rules in the interrogation of suspected and accused persons ;

(vi) the referring promptly to the District or Divisional Crime Officer when advice or assistance is required in the investigation of any criminal offence ;

(vii) the authorisation, in accordance with the provisions of the Act of the release on bail of persons arrested without warrant ;

(viii) the signing of all charges emanating from the police station for lodgement in the courts ;

(ix) the prosecution of criminal offences committed in the police station area.

Crime  
Duties of  
Officer 2 i/c  
of police  
station.

318. The duties of the Charge Room Officer include—

(i) the prompt reporting to the Station Officer, or to the Officer in charge of Station Crime Duties, any matters occurring during his tour of duty that require to be brought to the notice of such officers ;

(ii) the maintenance of the discipline, and the supervision of the work of the Station Writers, and of such other personnel as are employed in or are on duty in the Charge Room ;

(iii) the courteous reception of all members of the public visiting the Charge Room, and the courteous removal of members of the public who have no business in the Charge Room ;

(iv) the ascertaining from persons wishing to make a complaint, or to report an incident, the nature of and the details of the complaint or incident ;

(v) the causing the Station Writer to enter, in concise language, into the Station Crime and Incidents Diary the details of every complaint made and incident reported ;

Duties of the  
Charge  
Room  
Officer.

(vi) the refusal of complaints in which no public interest will be served by further enquiry, and the making in his own handwriting a record of such refusals in the Station Crime and Incidents Diary ;

(vii) the referring promptly to the Station Officer of all complaints made against the police ;

(viii) the referring promptly to the Station Crime Duties Officer of all complaints concerning the commission of criminal offences which require further investigation ;

(ix) the enforcement of the Police Orders governing the security of the police station ;

(x) the maintaining up-to-date of the Charge Room Arms and Ammunition Tally Board ;

(xi) the inspection, and the full briefing as to the duties to be performed, of personnel leaving the police station on beats and patrols duties, or other duties, and the ensuring—

(a) that such personnel are properly dressed and equipped, and are in possession of their Police Note-Books, and

(b) that a proper record is made in Station Routine Diary of any special tasks allotted, and of any arms, ammunition or other special equipment issued to individual personnel, and

(c) that a proper record of the time of departure on duty of beats and patrol personnel is made in the Station Routine Diary ;

(xii) the inspection of police personnel returning to the police station from beats and patrols duties, or other duties, and the ensuring that entries are made in the Station Routine Diary recording the return and the time of return of such personnel from duty ; of the return by such personnel of any arms, ammunition or other special equipment ; and of other routine matters that require to be made the subject of a permanent record ;

(xiii) the ensuring that arrivals in and departures from the police station of persons under arrest, together with the name and other particulars of the prisoners' escort or escort commander, are duly entered in the Station Crime and Incidents Diary ;

(xiv) the searching of male prisoners in the presence of the prisoners' escort or escort commander (if the escort is male), and the obtaining of the signature, as witness to such search, of such escort or escort commander ;

(xv) the arranging for the searching of female prisoners, and child prisoners (of either sex) by a woman police officer, or other suitable female person, and whenever this is practicable, the arranging for a suitable female person to witness each such search ;

(xvi) the ensuring that when a newly apprehended person is brought to the police station that—

(a) a report of arrest is made by the officer making the arrest, and that such report is made at the time of the arrival of such police officer at the police station ;

(b) particulars of the arrests are entered in the Police Station Register of Arrests ;

(c) the report of arrest is forwarded immediately it is completed to the Officer in charge of the Station Crime Duties ; and

(d) in cases where the offence in respect of which the arrest was made is registered in the Station Charge Register, the Charge Register serial number is cross-referenced to the relevant Register of Arrests serial number ;

(xvii) the maintenance of the Police Station Register of Arrests ;

(xviii) in the absence of the Station Officer or the Station Officer 2i/c the granting of Police bail to persons arrested without warrant, and who are charged with minor offences.

319. The Charge Room Officer shall not leave the Police Station precincts during his period of duty, and shall not leave the Charge Room except where his duties as Charge Room Officer require that he absents himself from the Charge Room for short periods, or where he is properly relieved of his duties as Charge Room Officer.

Charge Room Officer not to leave Charge Room.

320. The Station Writer shall be seated at the Charge Desk in the Charge Room, in a position immediately opposite to the Police Station main entrance.

Station Writer to be seated at Charge Desk.

321. The primary duties of the Station Writer are to maintain the following Police Station Registers of Record :—

Duties of Station Writer.

(a) The Duty Roster,

(b) The Crime and Incidents Diary, and

(c) The Routine Diary.

322. Police officers shall perform such duties as may be assigned to them by the Inspector-General, or by an officer authorised by the Inspector-General in that behalf.

Duties generally.

323. Every police officer is required to use his best endeavours to uphold the good name of the Force, and to further good relations with the public.

Furtherance of the good name of the Force.

324. The standards of conduct required of a police officer are that he shall

Standards of conduct of police officers.

(a) offer prompt obedience to lawful orders ;

(b) be determined and incorruptible in the exercise of his police duties ;

(c) have a strict regard to the correctness of his general behaviour ;

(d) take a proper pride in his appearance both in uniform and out of uniform.

325. A police officer is required to have a thorough understanding and knowledge of the laws, and of police orders and instructions, and to develop the attributes of

The attributes of a police officer.

(a) efficiency and thoroughness through meticulous attention to details in the performance of his duties ;

(b) courtesy, forbearance and helpfulness in his dealings with members of the public ;

(c) tact, patience and tolerance, and the control of his temper in trying situations ;

(d) integrity, in refusing to allow religious, racial, political, or personal feelings, or other considerations to influence him in the execution of his duties ;



(e) impartiality, in the avoidance of feelings of vindictiveness, or the showing of vindictiveness towards offenders ;

(f) strict truthfulness in his handling of investigations, and in the giving of evidence.

Liability  
for misuse  
of powers.

326. In the individual exercise of his powers as a police officer, every police officer shall be personally liable for any misuse of his powers, or for any act done in excess of his authority.

Police  
officers  
to study  
first aid.

327. Every police officer shall acquire a sound working knowledge of First Aid, and shall be required to obtain a pass in one of the recognised examinations in that subject.

Duties of  
superior  
police officers  
generally.

328. Superior police officers are required—

(a) by systematic study, to acquire a thorough knowledge of the laws of the Federation, and of the regulations, orders, and instructions governing the Force, and of General Orders, Financial Instructions, and Government circulars ;

(b) by continued application, to perfect themselves in every aspect of their executive and administrative duties ;

(c) to maintain the closest supervision of the manner in which the personnel under their command exercise their powers and discharge their duties ;

(d) by the institution of systematic courses of lectures, to secure the further training in police duties of the personnel under their command ;

(e) to give meticulous attention to the carrying out of their duties of inspection ;

(f) to maintain the closest possible contact with the members of the Force under their immediate command, and, as far as possible to make themselves fully acquainted with the character and ability, and the personal problems, if any, of each individual, and to encourage in each individual, the growth of a proper spirit of discipline, and of loyalty and service to the Force.

Superior  
police  
officer to  
report if  
incapacitated  
for duty.

329. Whenever a superior police officer is unable to perform his duties through illness or any other cause for a period in excess of 24 hours, a report on the nature of the such officer's incapacity together with the estimated duration, shall be submitted, in the case of a commissioner to the Inspector-General, and in the case other superior police officers, to the Commissioner of Police in charge of the area command.

Duties of  
inspectors  
and non-  
commissioned  
officers  
generally.

330. Inspectors and non-commissioned officers are responsible for the good order and discipline of the personnel under their command, and are required—

(a) to exercise effective supervision over the duties performed by the personnel under their command, and to instruct and guide them where necessary ;

(b) to take such immediate action as is required in cases of offences against discipline, and to report the details of such cases promptly to a superior authority, and

(c) to maintain a proper relationship with their subordinates by not habitually associating with them in off-duty hours, or allowing them undue familiarity.

331.—(1) A constable shall be responsible for the proper discharge of the duties that are assigned to him.

Duties of constables.

(2) A constable shall report promptly to his superiors—

(a) any circumstances that appear to affect the public peace or safety, and

(b) anything that is likely to produce danger or public inconvenience, or that may concern the Force.

(3) When on duty, a constable shall not, except in the course of his duty, enter into conversation with any person.

(4) A Constable shall, when asked any information as to his name, number, or station by a person on a reasonable occasion, forthwith give that information and in so doing shall be deemed to be acting in the course of his duty for the purposes of paragraph (3) of this regulation.

(5) The provisions of regulation 330, with the necessary adaptations and modifications, shall apply to a constable who has the control or supervision of any police officers.

332. Every police officer shall carry out all lawful orders and shall at all times punctually and promptly perform all appointed duties and attend to all matters within the scope of his office.

Obedience to orders.

333. Notwithstanding the provisions of the foregoing regulations of this Part of these regulations, a police officer shall perform such duties as may be assigned to him by his superiors in police rank subject to the directions of the Inspector-General.

Duties generally.

334. A police officer shall be liable to be posted for duty anywhere in Nigeria.

Duty postings.

335. A police officer shall ordinarily be required to perform eight hours duty in every period of twenty-four hours save that if the exigencies of the service permit, one twenty-four hour period in every one week shall be set aside as a rest period.

Hours of duty.

336. Whether a police officer is nominally on or off duty, his responsibility is the same and he is bound to prevent and detect crime and maintain peace and good order at all times and by all legal means.

Police officer's responsibility when off duty.

## PART XV—CODE OF CONDUCT

337.—(1) (a) Any police officer who—

Complaint of grievances and wrongs.

(i) thinks himself wronged by any other police officer, or

(ii) thinks that he has just cause to complain of any matter may make a complaint in writing to his immediate superior police officer.

(b) Any police officer on being asked by a superior police officer if he has any complaint to make may make a complaint orally to the superior police officer.

(2) (a) A superior police officer to whom an oral or written complaint is made shall cause such complaint to be inquired into and may, if on inquiry he is satisfied of the justice of the complaint so made, take such steps as may

be within the scope of his authority to remedy the matter complained of. In any other case he shall forward the complaint and his report thereon to the Inspector-General who may give such directions as he deems fit.

(b) Where a superior police officer is of the opinion that the subject-matter of an oral complaint falls outside his scope of authority he shall direct the police officer making the complaint to reduce his complaint into writing and on the receipt of the written complaint the superior police officer shall forward the complaint together with his report thereon to the Inspector-General who may give such directions as he deems fit.

(3) (a) Any police officer who feels himself wronged by his superior police officer either—

(i) in respect of the matter of a complaint not being redressed, or

(ii) in respect of any other matter  
may complain to the Inspector-General.

(b) Every such complaint shall be in writing and shall be forwarded by the police officer complaining through his superior police officer except where the superior police officer through whom the complaint should be sent refuses or unjustifiably delays to forward it.

(4) Any police officer who in making a complaint of any alleged wrong or grievance knowingly makes any false statement affecting the character of any other police officer or knowingly suppresses any material facts shall be deemed guilty of an offence against discipline.

Conduct of  
police officers  
generally.

338. A police officer shall not conduct himself in such manner as to bring his private interests into conflict with his public duties or in such manner as is likely to cause a suspicion in the mind of any reasonable person that he has—

(a) allowed his private interests to come into conflict with his public duties, or

(b) used his public position for his private advantage.

Receiving  
or giving of  
presents  
prohibited.

339.—(1) A police officer may not receive presents (other than gifts from close personal friends or relatives) whether in the shape of money, goods, free passages or other personal benefits, and may not give such presents.

(2) For the purposes of these regulations, a present received by any member of the immediate family of a police officer shall be deemed to be a present received by the police officer.

Gifts from  
subordinates.

340.—(1) Save as provided in paragraph (2) below, a police officer shall not receive any token from a subordinate in rank, or from any association or group of police officers junior to himself in rank but he may accept an address from such an association or group on the occasion of his retirement if the address is not enclosed in a receptacle of value.

(2) The Inspector-General may grant permission for subscriptions by police officers for the purpose of making a presentation to a brother police officer on the occasion of his retirement and the retiring police officer may accept any gift bought with the proceeds of the subscription.

Gifts to be  
surrendered  
to Account-  
ant-General  
in certain  
cases.

341.—(1) Notwithstanding the provisions of regulations 339 and 340, if the circumstances are such that it would be discourteous or embarrassing to the donor to refuse a present the receipt of which is prohibited by these regulations, the present may be formally accepted, but shall be surrendered forthwith to the Accountant-General together with a report of the circumstances of the presentation.

(2) In the event of the present being given by or on behalf of a foreign government, the Accountant-General may arrange for a return present to be given at government expense.

(3) The disposal of any present surrendered in accordance with paragraph (1) above shall be at the discretion of the Accountant-General.

342. A police officer may not promote or encourage the raising of funds to mark public approbation of a police officer's conduct, but where such funds are spontaneously raised by persons outside the Force they may be dedicated to public purposes and connected with the name of the police officer whose conduct has merited such proof of public esteem.

Memorial funds.

343.—(1) A police officer may not, except with the prior permission of the Inspector-General, accept entertainment of any kind from any association with which he is in contact by reason of his official duties.

Acceptance of entertainment.

(2) Save as provided in paragraphs (3) and (4) of this regulation, a police officer shall not accept entertainment of any description offered in his honour by a police officer subordinate to himself in rank, or by the members of any club, institute or association, where membership is to any considerable extent composed of police officers subordinate to himself in rank.

(3) A police officer proceeding on leave prior to retirement may, with the prior approval of the Inspector-General, be permitted to attend a function given in his honour.

(4) A police officer may be given permission by a commissioner of police to accept inexpensive entertainment from brother police officers on his departure from his duty station on transfer or on vacation leave.

344.—(1) A police officer may not lend money at interest, whether on mortgage or otherwise, nor guarantee nor stand surety for money lent at interest.

Lending money at interest prohibited.

(2) Nothing in this regulation shall be deemed to prevent members of registered co-operative societies or approved benefit societies from standing as sureties for loans made by the societies, nor shall be deemed to prevent any officer from placing money in a deposit account in any bank or in the Post Office Savings Bank.

345. No police officer may borrow money from, or in any other way place himself under a pecuniary obligation—

Borrowing etc. prohibited.

(a) to any person, who is in any way subject to his official authority, or who resides or possesses land or carries on business within the local limits of such authority, or

(b) to any person with whom he has official dealings :

Provided that the provisions of this regulation shall not apply to borrowing from banks, insurance companies, co-operative societies, building societies, or to the making of a hire purchase agreement.

346.—(1) The serious financial embarrassment of a police officer from whatever cause shall be regarded as necessarily impairing the efficiency of the police officer and may render him liable to disciplinary action.

Serious financial embarrassment.

(2) For the purposes of these regulations—

(a) a member shall be deemed to be seriously financially embarrassed—

(i) if at any given time the total of his unsecured debts and liabilities exceed the sum of three times his monthly emoluments ; or

(ii) if as a judgment debtor he fails to settle the debt within 14 days of the date of the judgment ;

(b) the following individual forms of debt shall not be considered as amounting to serious financial embarrassment, that is to say—

(i) sums borrowed on the security of land charged or mortgaged where the holding of the land had been duly reported and the total amount owing does not exceed the value of the land ;

(ii) bank overdrafts ;

(iii) sums borrowed from insurance companies on the security of policies ;

(iv) sums borrowed from the Government or from co-operative societies, if repayments are not overdue ;

(v) sums outstanding on goods subject to hire-purchase agreements ;

(vi) bills for ordinary household expenditure if not more than one month old.

Serious financial embarrassment to be reported to the Inspector-General.

347.—(1) A police officer on finding that the sum total of his debts amounts to serious financial embarrassment as defined by regulation 346 shall forthwith report the full details of his financial embarrassment to the Inspector-General.

(2) Any police officer who fails to disclose that he is seriously financially embarrassed as required by paragraph (1) above shall be deemed to have committed an offence against discipline.

Serious financial embarrassment to be a disqualification for promotion.

348. A police officer who is seriously financially embarrassed shall be disqualified for promotion during the period he is so embarrassed.

Outside employment, etc.

349.—(1) Except where he is expressly authorised in writing by the Government to do so, no police officer shall—

(a) take part directly or indirectly in the management or the proceedings of any commercial, agricultural, public utility or industrial undertaking ;

(b) function as an executor, administrator or receiver ;

(c) as an expert, furnish for any person or agency any report ;

(d) undertake for reward any work for any private individual, firm or company.

(2) Except insofar as may otherwise be prescribed, any sum received by any police officer by way of remuneration for rendering any of the services mentioned in paragraph (1) above shall be paid into the Revenue on deposit, pending the decision of the Government as to the proportion, if any, which may be received by the police officer personally.

Petition writing.

350. No police officer shall receive any payment for the writing of any petition.

Investments owned by police officers.

351.—(1) A police officer shall, on his first appointment disclose to the Inspector-General the particulars of any investments owned by him whether held in his own name or in the name of other persons or otherwise held.



(2) A police officer shall on making any new investment disclose the fact to the Inspector-General.

(3) The Inspector-General may require any police officer at any time to submit full information of any investments held by him or by any member of his immediate family.

(4) The Police Service Commission may call upon any police officer to divest himself of any one or all of his investments.

352.—(1) Except with the prior approval of the Government no police officer shall institute any legal proceedings in his own personal interest in connection with matters arising out of his public duties.

Institution of  
legal  
proceedings.

(2) A police officer who receives notice of the intended institution of legal proceedings against him in a matter arising out of his public duties shall immediately report the matter to the Inspector-General for instructions.

353. A police officer on vacation leave or on leave prior to retirement shall continue to be bound by these regulation and by orders applicable to his appointment, and in particular shall not accept any private employment for reward without previously obtaining the sanction of the Government.

Conduct on  
leave.

## PART XVI.—DISCIPLINE

### A.—Superior Police Officers

354.—(1) Superior police officers in addition to the code of conduct set out in Part XV of these regulations shall where applicable be subject to the discipline prescribed by chapter 4 of General Orders for officers holding offices in the public service of the Federation save that where provisions are made in respect of the same matter by both the said chapter 4 of General Orders and Part XV of these Regulations the provisions of Part XV of these Regulations shall apply.

proceedings  
against  
superior  
police  
officers.

(2) Where a superior police officer is charged with any misconduct contrary to the provisions of Part XV of these Regulations or of Chapter 4 of General Orders, the conduct of any disciplinary proceedings shall be in accordance with the rules specified in Chapter 4 of the General Orders and the competent authority shall be the Police Service Commission of the Federation.

### Part B.—Officers other than Superior Police Officer

355. Any inspector, non-commissioned officer or constable (hereinafter in this part called a junior officer) who, by reason of any act or omission—

Offences  
against  
discipline.

(a) is guilty of any of the offences set out in Schedule 1, or

(b) is guilty of any violation of the provisions of the code of conduct, shall be deemed to be guilty of an offence against discipline.

356. A junior officer who is guilty of an offence against discipline shall be liable to any of the following punishments, that is to say—

Punishments  
that may be  
imposed.

(a) Dismissal;

(b) Reduction in rank;

(c) Withholding or deferment of increment;

(d) Reprimand;

(e) Fine not exceeding £5;

(f) Confinement to barracks for any number of days not exceeding 14 days ;

(g) Fatigues or other duties or punishment drill not exceeding a total of ten separate hours.

Competent authority.

357. The competent authority for the exercise of disciplinary control shall be the Police Service Commission.

Powers of delegated officers.

358.—(1) Subject to any delegation of powers by the competent authority, the powers of superior police officers and inspectors to exercise powers of disciplinary control in cases of offences against discipline shall be in accordance with Schedule 2.

(2) A superior police officer or inspector to whom powers to exercise disciplinary control have been delegated shall, in any case of an offence against discipline in which he is required to adjudicate, be termed the delegated officer.

Liability of officers to prosecution undiminished.

359. Nothing in these regulations shall affect or diminish the liability of any member of the Force—

(a) to prosecution before a court of summary jurisdiction for any offence against the Police Act ; or

(b) to prosecution before any court of justice for any crime.

#### *Reporting of Offences*

Reporting of offences.

360.—(1) It is the duty of every superior police officer, inspector and non-commissioned officer to report promptly (unless he is satisfied that it has already been reported by some other member of the Force) every case which comes to his knowledge of any offence against discipline by any police officer under his direction and superintendence.

(2) It is the duty of every police officer to report promptly (unless he is satisfied that it has already been reported by some other police officer) every case which has come to his knowledge of any act of misconduct or of any offence against discipline by any police officer, no matter his rank.

(3) If any report made in pursuance of the foregoing provisions of this regulation appears to have been made from malice or ill-will and without good and sufficient reasons or grounds the police officer making such report shall be deemed to be guilty of an offence against discipline.

Officers to whom reports are to be made.

361.—(1) A police officer reporting an alleged offence shall do so in writing to the officer in charge of the formation in which he is serving or, if the conduct of that officer is the subject of the report, to a superior police officer senior in rank to the officer whose conduct is the subject of the report.

(2) A report in respect of an offence against discipline by a junior officer shall be transmitted to the officer in charge of the police district or police division in which the offence is alleged to have been committed.

(3) Where a report is made in the first instance by a police officer junior in rank to an officer in charge of a police station, the officer in charge of the police station shall forward the report together with a memorandum containing such observations (if any) as he may think relevant to the case to the officer in charge of the police district or police division as the case may be.

(4) On the receipt of the report referred to in the foregoing provisions of this regulation the officer in charge of the police division or police

district may make such preliminary inquiries and require such further information concerning the subject matter of the report as he may deem fit.

(5) If the officer in charge of the police district or police division requires from the alleged offender any report or explanation concerning the offence alleged to have been committed by him, such report or explanation as the alleged offender may make shall not if a formal charge of the alleged offence is afterwards made against him, be received or referred to in evidence during a summary investigation of the charge unless the alleged offender himself desires it or refers to the contents of it, in which case the whole of the report or explanation may be received in evidence :

Provided that if the officer in charge of the police division or district when asking for the report or explanation expressly states that the alleged offender is not bound to make a report or explanation and that if he does so any statement he may make may be used as evidence, then any report or explanation he may make may be received in evidence on the summary investigation of the formal charge.

362. If after preliminary investigations made in pursuance of regulation 361, the officer in charge of the police district or division is—

(a) of the opinion that there is not sufficient ground to make a formal charge of an offence he shall make a minute to that effect on the papers on which the offence was first reported and shall take no further action ; or

(b) in doubt whether or not a formal charge should be made he shall send the papers with his comments thereon to his immediate superior.

Result of preliminary inquiries and action taken to be endorsed on report.

363. Notwithstanding the provisions of regulations 361 and 362 the Inspector-General may direct any superior police officer or inspector to make preliminary inquiries into any offence against discipline.

Inspector-General may direct any superior police officer or inspector to conduct preliminary inquiries.

### *Making of Charges*

364.—(1) When a competent delegated officer is satisfied that there are reasonable grounds to suspect that an offence against discipline has been committed by a junior officer—

Offences against discipline.

(a) he may report the matter through the proper channels to the Inspector-General, with a recommendation that the proceedings in respect of the alleged offence be instituted before a Magistrate, or

(b) he may make at once, or direct some other members under his command to make, a formal charge of the alleged offence against the alleged offender, with a view to its summary investigation under these regulations, or

(c) if he is of the opinion that the matter is of a nature which might be adequately dealt with by an admonishment, and the alleged offender admits the facts, he may admonish the offender without further action.

(2) The Inspector-General, on receipt of a recommendation framed in accordance with paragraph (1) (a) of this regulation, may—

(a) recommend to the competent authority that the proceedings in respect of the alleged offence be instituted before a Magistrate, or

(b) require the delegated officer making the recommendation to conduct the prescribed summary investigation into the offence, or

(c) appoint another competent delegated officer to conduct the prescribed summary investigation into the offence.

Powers of competent authority.

365. Whenever it comes to the knowledge of the competent authority from any source whatever that there are reasonable grounds to suspect that any junior officer has committed any offence against discipline, the competent authority may do one or more of the following, that is to say—

(a) suspend the alleged offender from duty pending determination of the matter ;

(b) authorise or direct a charge to be made under these regulations against the alleged offender ; and

(c) if the offender has admitted any offence against discipline reported, punish the offender with any of the punishment set out in regulation 356 without making any formal charge against him.

### *Summary Investigations*

Summary investigation.

366. A summary investigation of any offence against discipline committed by a junior officer shall be conducted by a delegated officer in one of the ways set forth in the following regulations.

Conduct of summary investigations in certain cases.

367.—(1) When any junior officer—

(a) has been convicted of any offence before any court, or

(b) has had an order made against him by any court of justice for the payment of money or for doing or refraining from doing any act, or

(c) has had judgment given against him in any action in any court of civil jurisdiction—

the delegated officer may procure from the appropriate court a certificate of any such conviction, order or judgment or a duly certified copy of such conviction, order or judgment.

(2) Upon it appearing to the delegated officer from the matter set forth in any such certificate or certified copy thereof that a junior officer has been guilty of misconduct or is unfit to continue as a member of the Force, the delegated officer may call upon the junior officer to show cause why he should not suffer one or more of the punishments set out in regulation 356 and, in the event of the junior officer being unable to show cause why he should not be punished, the delegated officer may order that he suffer one or more of the punishments set out in the said regulation 356.

(3) When any offence against discipline is to be summarily investigated, the summary investigation in cases not coming within the provisions of paragraph (1) above shall be conducted in the manner prescribed in regulation 368 or as near thereto as circumstances permit.

Form of memorandum.

368.—(1) A police officer authorised or directed to make a charge in respect of an offence against discipline may make it in writing by memorandum in the following form, or to take like effect :—

Memorandum to (here state number rank and name)

Take notice that you are charged under (here insert the appropriate provision of these Regulations under which the junior officer is charged), in that





date of the ending of any period of postponement or adjournment granted at the request of the junior officer charged.

(9) Any summary investigation not completed within the period prescribed by paragraph (8) above shall be void and the police officer charged shall be deemed to be acquitted of the charge or charges made.

Conduct of  
summary  
investigation.

369. The summary investigation into an offence against discipline shall be conducted in accordance with the following :—

(1) The delegated officer shall select most convenient place for the hearing of the charge but generally the place selected shall be in the police district or division in which the police officer charged is serving.

(2) The room or place in which the proceedings are conducted shall be termed the Orderly Room and the proceedings shall be termed Orderly Room proceedings.

(3) During the course of Orderly Room proceeding the term "defaulter" shall be applied to the junior officer charged.

(4) An Orderly Room shall in no case be deemed to be a court of law and during Orderly Room proceedings the defaulter shall be subject to the same authority and the same discipline as any other junior officer.

(5) Except where the appropriate authority directs to the contrary, a person not connected with the proceedings shall not be admitted into the Orderly Room unless the delegated officer is satisfied that there is good and sufficient reason to admit such person.

(6) In any Orderly Room proceedings the defaulter shall be entitled to make his own defence but shall not be entitled to be represented by any person whatsoever.

(7) The delegated officer may, if he considers it necessary in the interest of justice, give advice to the defaulter on any matter concerning procedure.

(8) The delegated officer may require any police officer to attend Orderly Room proceedings for the purpose of being examined as a witness and it shall be the duty of the police officer so required to attend.

(9) The delegated officer may request any person to attend the proceedings and give evidence or to produce any document likely to prove material to the investigation.

(10) The defaulter may apply to the delegated officer to arrange for the attendance at the proceedings of any person and if the delegated officer is satisfied that the person is likely to give material evidence on behalf of the defaulter, the delegated officer shall make such arrangements as may be within his power for the attendance of the desired witness.

(11) A charge against one or more defaulters may be investigated during the same Orderly Room proceedings either together or separately.

(12) If a defaulter having had due and reasonable notice of the time and place appointed for the investigation does not appear, the delegated officer may after considering any ascertainable circumstance of the absence proceed with the investigation or adjourn it to some future date.

(13) If the defaulter is present, the delegated officer shall state the substance of the charge to him and shall ask him if he admits the truth of the charge.

(14) If the defaulter admits the truth of the charge, it shall not be necessary to take evidence in support of the charge, and the delegated officer shall record a finding of guilty in respect of the charge admitted.

(15) If the defaulter does not admit the truth of the charge or he refuses to answer to the charge or if he refuses to admit or deny the truth of the charge, the delegated officer shall proceed to hear the evidence in support of the charge and the evidence of the defaulter and his witnesses, if any.

(16) If any objection is taken for any alleged defect therein either in substance or in form or if objection is taken for variance between the charge and the evidence adduced at the hearing the delegated officer shall make such order for the amendment of the charge as appears to him to be desirable in the interest of justice :

Provided that if any variance appears to the delegated officer to be such that the defaulter has been thereby deceived or misled, he may, and at the request of the defaulter, shall adjourn the proceedings to some future date.

(17) The delegated officer at any time during the proceedings for sufficient reason may either at the request of the defaulter or of his own motion adjourn the proceedings from time to time.

(18) If the nature of the charge is such that in the event of a finding of guilty the punishment awarded may amount to a reprimand or a fine of more than £2, or a more severe punishment, the delegated officer shall take notes in writing of the oral evidence or so much thereof as he considers material ; in other cases the delegated officer shall record a short precis of the evidence only :

Provided that the delegated officer may either at his own discretion or at the request of the defaulter record the evidence of the defaulter or of any particular witness in full. Such evidence shall then be signed by the defaulter or the witness, as the case may be, and countersigned by the delegated officer.

(19) The delegated officer shall himself conduct the examination of the witness in support of the charge, and of the defaulter and his witnesses.

(20) The delegated officer may recall any witness at any time during the proceedings.

(21) The rules as to admissibility of evidence shall as far as possible be those followed by civil courts in the Lagos state.

(22) The defaulter may cross examine any witness giving evidence in support of the charge and may address any question to a witness for his defence :

Provided that if the defaulter addresses any irrelevant, impertinent or intemperate questions to a witness the delegated officer may disallow such questions and may direct that any further cross examination of or any questions to the witness shall be directed through him and such direction shall be recorded by the delegated officer.

(23) Any evidence given in any language not understood by the defaulter shall be interpreted to him.

(24) If after hearing the evidence in support of the charge the delegated officer is of the opinion that there is insufficient evidence to support the charge, he shall dismiss the charge ; otherwise he shall call on the defaulter for his defence.

(25) If called upon for his defence, the defaulter may give evidence and may call any witness to give evidence on his behalf.

(26) In the event of the defaulter declining to give evidence on his behalf, or remaining silent, the delegated officer shall record a finding of guilty.

(27) After the taking of the evidence is concluded the delegated officer shall, if he considers the charge on the evidence adduced to be not proven, record a finding of not guilty and shall dismiss the charge; if he considers the charge proven he shall record a finding of guilty.

(28) After recording a finding of guilty, the delegated officer shall invite the defaulter to tender any statement he may wish in extenuation of the offence, and any statement so tendered shall be recorded in writing—

(a) if the evidence in defence to the charge is recorded in writing, or

(b) if the defaulter has admitted the truth of the charge and the punishment that may be awarded is a reprimand or a fine of £2 or a more severe punishment.

(29) After considering the statement, if any, made by the defaulter in extenuation of the offence, the delegated officer shall, subject to provisions of sub-paragraph 30 award one or more of the punishments he is empowered to award.

(30) If the delegated officer is of the opinion that the facts disclosed in support of the charge or charges merit a more severe punishment than he is empowered to award, he shall forward the investigation papers together with his findings and comments to a delegated officer, his superior in rank, for adjudication.

(31) Where a delegated officer receives for adjudication from a delegated officer his subordinate in rank, the papers of an investigation into an offence against discipline, he may—

(a) if in his opinion he is not empowered to award the punishment merited by the offence or offences proved, refer the investigation papers for adjudication to a delegated officer his senior in rank, or

(b) call upon the delegated officer who conducted the investigation to state his reasons for recording a finding of guilty against the defaulter charged, and if after considering the reasons stated he is not satisfied as to the legality or the correctness of the finding, he may—

(i) alter or reverse the finding;

(ii) refer the case back to the delegated officer for further evidence to be taken; or

(iii) instruct a competent delegated officer his subordinate in rank (other than the subordinate officer who conducted the investigation) to conduct a new investigation into the offence or offences charged.

### *Punishment*

Notification  
of punish-  
ment to the  
defaulter.

370. When a delegated officer makes any award of any punishment to a defaulter he shall at the time of the award serve a written notice of such award on the defaulter in the following form, or like effect—

Take notice that you have been found guilty of the following offence (or offences) against discipline.....

*(here state the offence or offences)*

The punishment(s) awarded you in respect of the offence (or offences) is .....

*(here state the punishment or punishments)*

the effective date of the punishment(s) is the.....day of .....

19 .....

You are advised that you have the right to appeal against the finding, or against the punishment(s). Any such appeal must be lodged in the prescribed form before me within seven days of the receipt by you of this notice.

Signed.....

Delegated Officer.....

Rank.....

Date.....

371.—(1) Subject to paragraph (2) below, any punishment awarded in respect of any offence against discipline shall take effect from the date the punishment is awarded.

Effective date of punishment.

(2) Where the punishment awarded to a junior officer in respect of any offence against discipline is dismissal, the dismissal shall have effect on the date when the award of that punishment is brought to his notice, or (if it is the earlier) the date on which notice of that award is served on him by post at his last known address and is thereafter presumed to have been duly delivered.

372. It shall be the responsibility of the delegated officer awarding a punishment in respect of an offence against discipline by a junior officer to ensure that the particulars of the punishment awarded are published in Force Orders :

Records of punishment to be published in Force Orders.

Provided that the record of any punishment entailing confinement to barracks, fatigues, other duties or punishment drill shall not be required to be published in Force Orders.

373. The record of any punishment awarded to a junior officer and published in Force Orders shall be entered in the junior officer's Record of Service.

Punishment to be entered in Service Records.

374. Any one or more punishment entries in the Record of Service of a junior officer may, by order of the Inspector-General, be expunged in recognition of a subsequent specific act of good service or of bravery.

Inspector-General may order removal of punishment entries from Record of Service.

### *Appeals against Punishment*

375. The appellate authorities for appeals against the findings and punishment awarded by delegated officers in respect of offences against discipline shall be in accordance with schedule 2.

Appellate authorities.

Right of  
appeal.

376.—(1) A junior officer found guilty of and awarded any punishment in respect of any offence against discipline, shall have the right to appeal against any such finding or punishment to the competent appellate authority.

(2) Any such appeal shall be lodged by the junior officer with the delegated officer who awarded the punishment within seven days of the receipt by the junior officer of notification of the punishment.

(3) The appeal shall be attached to the notification of punishment and shall be in the following form or like effect—

I, .....  
(here state number, rank and name),

stationed at .....  
(here state formation at which stationed),

having been punished as stated in the attached Notification of Punishment, hereby appeal against.....

(here state if the appeal is against the finding, or the punishment, or both)

The grounds on which I make my appeal are .....  
(here state clearly and concisely the grounds of the appeal).

Signed .....

Date .....

(4) The delegated officer who awarded the punishment, on receipt of the notice of appeal, shall forward the appeal together with the investigation papers and his comments to the competent appellate authority.

Power of  
appellate  
authority.

377. A competent appellate authority shall within the limits of its power have the powers to increase, confirm, reduce or annul any punishment imposed in respect of any offences against discipline, and may—

(a) deal with the appeal with or without hearing the appellant in person ;

(b) refer the papers back to the delegated officer who conducted the investigation for further evidence to be taken ;

(c) order that a new investigation be made by another competent delegated officer.

### *Review of Punishments*

Review of  
summary  
investigation.

378. The Inspector-General, or subject to the control of the Inspector-General, an appellate authority competent to deal with an appeal against the offence or the offence charged, may call for and review any summary investigation into an offence against discipline for the purpose of verifying the correctness, or propriety of any finding or award of punishment. On reviewing such summary investigation the reviewing authority may—

(a) refer the papers back to the delegated officer who conducted the investigation for further evidence to be taken, or

(b) order a new investigation to be made by another competent delegated officer, or

(c) confirm, reduce or annul any punishment imposed.



*Supplemental*

379.—(1) When it appears likely that a charge in respect of an offence against discipline will, if proved, render the junior officer charged liable to the punishment of dismissal or reduction in rank, or when the nature of the charge against the junior officer is such that his continuing to perform duty may be prejudicial to the public interest, or prejudicial to the investigation into the charge, the competent authority shall forthwith order such junior officer to be interdicted from duty.

Interdiction  
from duty.

(2) A junior officer charged with a criminal offence, if not already interdicted from duty in accordance with the provisions of paragraph (1) above, shall be interdicted from duty by the competent authority from that date on which he is sent for trial.

(3) A member interdicted under the provision of paragraphs (1) and (2) above shall remain interdicted from duty until the charges against him, including any appeal, are finally disposed of.

(4) In the event of the junior officer being acquitted of the charges laid against him, he shall forthwith be released from interdiction.

380. The powers, privileges and immunities vested in a junior officer shall, in the case of an interdicted member, be held in abeyance during the period of his interdiction but he shall continue to be subject to the same authority and discipline as if he had not been interdicted.

Powers,  
privileges  
etc. of  
junior officer  
during inter-  
diction.

381.—(1) A junior officer interdicted from duty shall not be entitled to receive more than half pay in respect of any period during which he is interdicted from duty.

Pay during  
period of  
interdiction.

(2) If the proceedings taken against an interdicted junior officer

(a) do not result in conviction, he shall be entitled to the full amount of the pay which he would have received if he had not been interdicted from duty;

(b) result in his reduction in rank, he shall receive the full amount of the pay, up to the date on which his reduction in rank becomes effective, which he would have received if he had not been interdicted or reduced in rank;

(c) result in his dismissal from the Force, he shall not be entitled to any compensation for any deprivation of pay incurred during the period of his interdiction.

382.—(1) No pay shall accrue to any junior officer in respect of any day during which he is absent without leave, or is undergoing any sentence of imprisonment.

Absence  
without  
leave—pay to  
be forfeited.

(2) For the purposes of these regulations any period of absence, or imprisonment if not less than six consecutive hours duration and not more than 24 hours shall count as one day and if any such period of absence exceeds twenty-four hours every period of twenty-four hours or part thereof making up the total period of absence, shall be reckoned as one day.

## Desertion.

383.—(1) Any junior officer who is absent without leave for twenty-one or more consecutive days shall be deemed to be guilty of the offence of desertion and shall be dismissed from the Force as a deserter.

(2) The deserter's name shall be struck off the Force nominal roll as from the first day of such desertion.

(3) A deserter who returns and applies for reinstatement in the Force may be re-instated if the Inspector-General considers his explanation for his absence satisfactory.

## Continual misconduct.

384.—(1) When the previous record of a junior officer against whom charges of offences against discipline have been proved indicates continual misconduct and complete unfitness for the Police service, the punishment to be awarded shall be dismissal.

(2) In the case of a member holding a rank above that of constable, when unfitness to hold the rank held is established, but not complete unfitness for the Police service, the punishment to be awarded shall be reduction in rank.

## Damage to or loss of equipment.

385.—(1) If any junior officer makes away with or is concerned in making away with (whether by pawning, selling, destruction or otherwise howsoever), loses by neglect, or wilfully or negligently damages any arms, accoutrements, clothing or other necessities issued for the use of the Force, he may, in addition to any other punishment, be ordered to make good the amount of such loss or damage by surcharge.

(2) The amount of any surcharge imposed in accordance with the provisions of sub-paragraph (1) of this regulation may be recovered by stoppages from the offender's pay.

(3) If any junior officer wilfully or negligently damages any vehicle, craft or property issued for the use of the Force whether or not committed to his charge, he may, be ordered to make good such damage by surcharge.

(4) The amount of any surcharge imposed in accordance with the provisions of sub-paragraph (3) of this regulation may be covered by stoppages from the offender's pay.

## Fines and stoppages.

386.—(1) All fines, stoppages for loss of or damage to clothing and equipment and damage to vehicles, craft or property, or pay forfeited, may be deducted at source from the pay of the junior officer who has incurred the liability.

(2) All stoppages for loss of or damage to clothing and equipments vehicles or craft, or damage to property, or pay forfeited, shall be paid into revenue.

(3) All fines imposed in respect of any offence against discipline shall be paid into the Police Reward Fund.

## Delivering up of accoutrements and other property when leaving the Force.

387. Every member of the Force who is dismissed from or ceases to hold or exercise his office, shall forthwith deliver up to the superior police officer under whom he is serving, all the clothing, accoutrements and other Government or Force property which may have been supplied to him or entrusted to his care and should he fail to do so shall be liable, on conviction by a court of summary jurisdiction, to a term of imprisonment not exceeding six months.

388.—(1) Subject to the provisions of paragraph (4) below, where a delegated officer is satisfied that the junior officer charged before him with an offence or offences against discipline cannot, by reason of the gravity of the offence or by reason of a series of previous serious offences against discipline committed by such junior officer, adequately be punished by the imposition of any punishment allowed by these regulations, the delegated officer may, by a written complaint under his hand and on the approval of the Police Service Commission, charge the member with the offences committed before a court of summary jurisdiction.

Grave offences or series of serious offences against discipline.

(2) Where the commission of previous offences against discipline constitutes an aggravation of the offence charged, the particulars of such previous offences shall be admitted as evidence.

(3) A junior officer charged before the court under the provisions of paragraph (1) of this regulation shall be liable on conviction to a fine of £50 or to imprisonment for a term not exceeding six months, or to both such penalties.

(4) No junior officer shall be charged before a court in respect of any offences against discipline for which he has already been punished under the provisions of these regulations or any other law.

#### PART XVII.—MISCELLANEOUS PROVISIONS

389. The salaries to be paid to members of the Force other than members of the Technical Branches of the Force shall be in accordance with such salary scales as may from time to time be authorised by the Federal Executive Council and any progression through these salary scales shall be by way of annual increments in accordance with the provisions of General Orders.

Salaries of general duties police officers.

390. The salaries to be paid to members of the Technical Branches of the Force shall be in accordance with such salary scales as may from time to time be authorised by the Federal Executive Council for members of the technical grades of the Government service and progression through these salary scales shall be governed by the rules which govern the progression through the salary scale of members of the technical grades in Government service generally.

Salaries of technical officers.

391. Members of the Force shall be entitled to sick leave, casual leave, annual leave and leave allowance in accordance with the provisions of General Orders relating to those entitlements :

Leave provisions.

Provided that

(a) in the event of a member's annual leave being curtailed or postponed by reason of the exigencies of the service, he shall not thereby forfeit any leave entitlement ;

(b) notwithstanding any provisions of General Orders or any other Orders or Rules, in the event of a member being prevented by reason of the exigencies of the service from taking annual leave in any one year his leave entitlements shall be carried forward to the year following ; and

(c) should the exigencies of the service require that a postponed or curtailed leave entitlement in respect of annual leave be taken in two leave periods in any one year, leave travelling allowance shall be paid in respect of the two leave periods but leave travelling allowance shall not be granted more than twice in any two-year period of service.

Medical  
Boards.

392.—(1) Every member of the Force shall submit himself to be examined by a Government Medical Officer, or by a Government Medical Board, whenever he is required to do so by superior authority.

(2) When a member of the Force has been instructed to submit himself for examination by a Medical Board with a view to his retirement, he shall

(a) be exempt from further duty pending the decision of the Medical Board; and

(b) if certified by the Medical Board as unfit to perform his duties, be exempt from further duty pending the determination of the matter by the appropriate authority.

Master  
Records of  
Service.

393.—(1) There shall be maintained in the office of the Inspector-General

(a) a master Record of Service of each superior police officer and inspector serving in the Force;

(b) a Nominal Roll, in order of Force Numbers, of every non-commissioned officer and constable serving in the Force, and

(c) a record of all past members of the Force.

(2) There shall be maintained in the office of a Commissioner for a police area command, a master Record of Service of all non-commissioned officers and constables serving in the police area command.

Records of  
of Service  
Non-com-  
missioned  
officers and  
constables.

394.—(1) The Records of Service in respect of each non-commissioned officer and constable of the Force shall be compiled in the following manner:—

(i) Surname and Christian names;

(ii) Force Number;

(iii) date of birth;

(iv) place of birth;

(v) date of appointment to different ranks or attainment of different grades;

(vi) special ability or trade before joining Force;

(vii) date of marriage, to whom married;

(viii) names of children;

(ix) appointments held;

(x) salary changes;

(xi) leave;

(xii) medical;

- (xiii) transfers ;
- (xiv) disciplinary offences and punishments ;
- (xv) convictions by any court ;
- (xvi) awards for bravery ;
- (xvii) awards and commendations for good service.

(2) The Inspector-General may, in his discretion make any addition to the records enumerated in paragraph (1) of this regulation.

395. Any Force Number previously allocated to a promoted or discharged member of the Force shall not be re-allocated to any other member until the period of one year has elapsed subsequent to the relinquishment of the number by the previous holder.

Re-allocation  
of Force  
Numbers.

396.—(1) The CRO 21A Forms or CRO 21B Forms, as the case may be, of enlisted members shall be retained as integral part of such members' Record of Service.

CRO Forms.

(2) The CRO Forms of unsuccessful candidates for enlistment and of discharged enlisted members shall be retained by the Inspector-General for record purposes.

397.—(1) Every member of the Force shall be issued with a Warrant Card in the prescribed form, appropriate to the appointment held.

Warrant  
Cards.

(2) Every Warrant Card issued shall be signed for by the recipient in a Register of Warrant Card Issues.

398.—(1) A non-commissioned officer or constable on his discharge from the Force shall be furnished with a Certificate of Discharge by the Inspector-General, in which shall be set out the particulars of service and the character rating of discharged member.

Discharge  
Certificates.

(2) The character ratings which may be given in any Certificate of Discharge shall be confined to the following :

- (i) exemplary ;
- (ii) excellent ;
- (iii) very good ;
- (iv) good ;
- (v) fair.

(3) No Certificate of Discharge shall be furnished to any person who has been dismissed from the Force or has resigned or withdrawn from his duties otherwise than as authorised.

(4) The Discharge Certificate shall be in a form to be prescribed by the Inspector-General.



Arms for the Force.

399. Members of the Force shall be issued with such fire-arms and ammunition, and such other weapons of offence or defence as may be authorised by the Head of the Federal Military Government, acting with the advice of the Police Council.

Transfer from the General Duties Branch to the Technical Branch.

400.—(1) A member of the General Duties Branch who is in possession of the qualifications required for the post of Launch Quartermaster/Launch Engineer or Craftsman or Artisan may be transferred to the Police (Technical) Marine Branch or the Police (Technical) Workshops Branch as a Launch Quartermaster/Launch Engineer or Craftsman or Artisan as the case may be.

(2) The point of entry in the appropriate salary scale of a member transferred in accordance with the provision of paragraph (1) above shall be determined by the Federal Establishment Secretary.

Sale of unclaimed property.

401.—(1) Any goods and chattels, the property of a person unknown, which have lawfully come into the possession of any member of the Force and in respect of which no court order under the provisions of the Act has been made and which remain unclaimed for a period of six months, shall be sold by public auction on the direction of a chief superintendent of police subject to a notice of such sale having been previously published three times in the Gazette.

(2) In the case of unclaimed saleable goods of a perishable nature, a chief superintendent may order that the goods be sold forthwith.

(3) In the case of unclaimed goods or chattels which are of a perishable or of a non-perishable nature, and in which the opinion of a chief superintendent are unsaleable, the chief superintendent in his absolute discretion may order that the goods or chattels be handed over to any person in charge of any charitable institution, or alternatively that they be destroyed.

(4) The proceeds of the sale of any unclaimed property, after deduction of any reasonable costs incurred in the sale thereof, shall be disposed of in accordance with the order of a court having the necessary jurisdiction.

(5) Subject to any order made by any court under Part VI of the Act, sales of unclaimed property in the possession of the police may be conducted under such conditions and at such places as the chief superintendent ordering the sale shall direct.

Register of unclaimed property.

402.—(1) A Register of Unclaimed Property shall be maintained for each police station in which Register shall be recorded the details of all unclaimed property handed in at the police station, and the particulars of disposal of such property.

(2) The Register shall be maintained in a form to be prescribed by the Inspector-General.

Police Reward Fund. 1958 No. 33.

403. The Police Reward Fund shall be administered in accordance with the provisions of the Finance (Control and Management) Act 1958.

404.—(1) Subject to the approval of the Head of the Federal Military Government, the Inspector-General may appoint a superior police officer to act as Aide-de-Camp to the Head of the Federal Military Government.

Appointment  
of Police  
Aide-de-  
camp.

(2) Subject to the approval of the Military Governor of a state the Inspector-General may appoint a superior police officer to act as Aide-de-Camp to the Military Governor.

405. The forms contained in schedule 3 shall be used in cases to which they are applicable and may be modified as directed by the Inspector-General to meet other cases.

Forms.

## SCHEDULES

### SCHEDULE 1

Reg. 355

#### OFFENCES AGAINST DISCIPLINE

A member of the Force who commits any of the following acts or omissions shall be guilty of an offence against discipline :

(a) ABSENCE from duty or being late for duty without leave or reasonable excuse.

(b) BREACH OF CONFIDENCE, that is to say, if he—

(i) divulges any matter which is his duty to keep secret ;

(ii) gives notice, directly or indirectly to a person against whom a warrant or summons has been or is about to be issued, except in the lawful execution of that warrant or service of that summons ;

(iii) without proper authority, communicates to the public press, or to an unauthorised person, any matter connected with the Force ;

(iv) without proper authority shows to a person outside the Force any book or document the property of the Government or of the Force.

(c) CORRUPT PRACTICE, that is to say, if he—

(i) seeks by influence to obtain promotion or other advantage in the Force ;

(ii) receives a bribe ;

(iii) fails to account for or to make proper true return of any property received by him in his official capacity, or fails to account satisfactorily if called upon by the Inspector-General to do so, for any property in his possession or received by him otherwise than in his official capacity ;

(iv) directly or indirectly solicits, accepts or receive a gratuity, present, reward subscription or testimonial without the approval of the Inspector-General ;

(v) places himself under a pecuniary obligation to a person who is directly or indirectly interested in any premises licensed for the sale of liquor, or who holds a licence concerning the granting or renewal or which the police may have to make a report or give evidence ;

(vi) improperly uses his character and position as a member of the Force for his private advantage ;

(vii) in his capacity as a member of the Force, signs, writes or gives without the approval of the Inspector-General, any testimonial of recommendation with the object of obtaining employment for any person or of supporting an application for the grant of a licence of any kind ; or

(viii) without the approval of the Inspector-General supports an application for the grant of a licence of any kind ;

(d) DAMAGE TO CLOTHING OR OTHER ARTICLES supplied to him, that is to say, if he—

(i) wilfully or negligently causes any waste, loss or damage in respect of any article of clothing or accoutrement or in respect of any book, document or other property of the Government or of the Force issued to him, used by him or entrusted in his care ; or

(ii) fails to report any loss or damage to clothing or other articles supplied to him, however caused ;

(e) DISCREDITABLE CONDUCT, that is to say if he—

(i) acts in a disorderly manner ; or

(ii) assaults a member of the Force ; or

(iii) acts in any manner prejudicial to discipline or unbecoming of a member of the Force ;

(f) DISOBEDIENCE to ORDERS, that is to say if he disobeys or without good and sufficient cause omits or neglects to carry out any lawful order written or otherwise ;

(g) DRUNKENNESS, that is to say, if he is unfit for duty through drinking intoxicating liquor ;

(h) DRINKING OR SOLICITING DRINK ON DUTY, that is to say if he—

(i) without the consent of his superior officer, drinks, or receives from any person, any intoxicating liquor while he is on duty or brings liquor into barracks ; or

(ii) demands or endeavours to persuade any person to give him or to purchase or obtain for him any intoxicating liquor whilst he is on duty ;

(i) ENTERING whilst on duty any premises for the sale of liquor or where liquor is stored and distributed ;

(j) KEEPING A HOUSE FOR THE SALE OF LIQUOR in his own or in any other name or directly or indirectly interested in such house ;

(k) FALSEHOOD OR PREVARICATION, that is to say, if he—

(i) knowingly makes or signs a false statement in an official document or book ;

(ii) wilfully or negligently makes any false, misleading or inaccurate statement ; or

(iii) without good and sufficient cause, destroys or mutilates an official document or record or alters or erases any entry therein.

(l) INSUBORDINATE OR OPPRESSIVE CONDUCT, that is to say, if he

(i) is insubordinate by word or demeanour ;

(ii) is oppressive or tyrannical in his conduct relating to an inferior in rank ;

(iii) uses obscene, abusive or insulting language to a member of the Force ;

(iv) wilfully or negligently makes a false complaint or statement against an inferior in rank ;

(m) MALINGERING, that is to say, if he feigns or exaggerates any sickness or injury with a view to evading duty ;

(n) NEGLECT OF DUTY, that is to say, if he—

(i) neglects, or without good and sufficient cause omits promptly and diligently to attend to or carry out anything which is his duty as a member of the Force ;

(ii) withholds a complaint or report against a member of the Force ;

(iii) idles or gossips while on duty ;

(iv) fails to work his beat in accordance with orders, or sleeps on beat or other duty, or leaves his beat, point or other place of duty to which he has been ordered without due permission or sufficient cause ;

(v) by carelessness or neglect permits a prisoner to escape ;

(vi) fails, when knowing where an offender is to be found, to report his knowledge or to make due exertions for making him amenable to justice ;

(vii) fails to report any matter which is his duty to report ;

(viii) fails to report anything that he knows concerning a criminal charge, or fails to disclose any evidence which he or any person within his knowledge, can give for or against a prisoner or defendant to a criminal charge ;

(ix) omits to make an entry in an official document or book ; or

(x) neglects, or without good and sufficient cause, omits to carry out any instructions of a police medical officer, or, while absent from duty on account of sickness does any act which is calculated to retard his return to duty.

(o) IMPROPER CONDUCT, that is to say if he—

(i) lends money to a superior in rank or borrows money from an inferior in rank ;

(ii) fails to pay a lawful debt ;

(iii) carries on any trade, business or profession or accepts any other paid employment without proper authority ; or

(iv) without proper authority, possesses a fire-arm for his own protection or uses a fire-arm when on duty ;

(v) makes an anonymous communication to the Inspector-General or to a superior police officer ;

(vi) without proper authority, canvasses the Inspector-General or any superior police officer or other servant of the Government with regard to any matter concerning the Force ; or

(vii) signs or circulates a petition or statement with regard to any matter concerning the Force except through the proper channel of correspondence to the Inspector-General ;

(p) **UNCLEANLINESS**, that is to say, if he, while on duty or off duty in uniform in a public place, is improperly dressed or is dirty or untidy in his person, clothing or accoutrements ;

(q) **UNLAWFUL OR UNNECESSARY EXERCISE OF AUTHORITY**, that is to say, if he—

(i) without a good and sufficient cause makes an unlawful or unnecessary arrest ;

(ii) uses any unnecessary violence to any prisoner or other person with whom he may be brought into contact in the execution of his duty ;  
or

(iii) is uncivil to a member of the public.



# SCHEDULE 2

Reg. 358

## PUNISHMENTS—POWERS OF OFFICERS TO AWARD AND TO WHOM AWARDED

<i>Officers Delegated</i>	<i>Rank(s) of Member(s) to whom Punishment(s) may be awarded</i>	PUNISHMENTS THAT MAY BE AWARDED (THE PUNISHMENTS THAT MAY BE AWARDED BY THE OFFICER DELEGATED IN COLUMN (1) OF THE SCHEDULE ARE INDICATED BY ASTERISKS IN COLUMNS (3) TO (12) OF THE SCHEDULE)										<i>Appellate Authority for Appeals Against Finding(s) and or Punishment(s) awarded by Officer Delegated in Column (1) of the Schedule</i>
		<i>Dismissal</i>	<i>Reduction in Rank</i>	<i>Withholding or Deferment of Increment</i>	<i>Severe Reprimand</i>	<i>Fine Not Exceeding £5</i>	<i>Fine Not Exceeding £3</i>	<i>Fine Not Exceeding £2</i>	<i>Reprimand</i>	<i>Confinement to Barracks for period Not Exceeding 14 days</i>	<i>Fatigues or Other Duty or Punishment Drill Not to Exceed 10 Separate hours in all</i>	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
INSPECTOR-GENERAL	Inspectors, Sergeants and Corporals	*	*	*	*	*			*			POLICE SERVICE COMMISSION
	Constables and Recruits	*		*	*		*		*	*	*	
DEPUTY INSPECTOR-GENERAL, ASSISTANT INSPECTOR-GENERAL AND COMMISSIONERS	Inspectors		*	*	*	*			*			INSPECTOR-GENERAL
	Sergeants and Corporals	*	*	*	*	*			*			
	Constables and Recruits	*		*	*		*		*	*	*	
DEPUTY COMMISSIONERS	Inspectors			*	*	*			*			DEPUTY INSPECTOR-GENERAL, ASSISTANT INSPECTOR-GENERAL AND COMMISSIONERS
	Sergeants and Corporals		*	*	*	*			*			
	Constables and Recruits	*		*	*		*		*	*	*	

**SCHEDULE 2—continued**

<b>Officers Delegated</b>  (1)	<b>Rank(s) of Member(s) to whom Punishment(s) may be Awarded</b>  (2)	<b>PUNISHMENTS THAT MAY BE AWARDED</b> <b>(THE PUNISHMENTS THAT MAY BE AWARDED BY THE OFFICER DELEGATED</b> <b>IN COLUMN (1) OF THE SCHEDULE ARE INDICATED BY ASTERISKS IN</b> <b>COLUMNS (3) TO (12) OF THE SCHEDULE)</b>										<b>Appellate Authority for Appeals Against Finding(s) and or Punishment(s) awarded by Officer Delegated in Column (1) of the Schedule</b>  (13)
		<i>Dismissal</i> (3)	<i>Reduction in Rank</i> (4)	<i>Withholding or Deferment of Increment</i> (5)	<i>Severe Reprimand</i> (6)	<i>Fine Not Exceeding £5</i> (7)	<i>Fine Not Exceeding £3</i> (8)	<i>Fine Not Exceeding £2</i> (9)	<i>Reprimand</i> (10)	<i>Confinement to Barracks for period Not Exceeding 14 days</i> (11)	<i>Fatigues or Other Duty or Punishment Drill Not to Exceed 10 Separate hours in all</i> (12)	
<b>ASSISTANT COMMISSIONERS</b>	<b>Inspectors</b>								*			<b>DEPUTY COMMISSIONERS</b>
	<b>Sergeants and Corporals</b>			*	*	*			*			
	<b>Constables and Recruits</b>			*	*		*		*	*	*	
<b>CHIEF SUPERINTENDENT</b>	<b>Inspectors</b>								*			<b>ASSISTANT COMMISSIONERS</b>
	<b>Sergeants and Corporals</b>				*	*	*		*			
	<b>Constables and Recruits</b>			*	*		*		*	*	*	
<b>SUPERINTENDENT</b>	<b>Sergeants and Corporals</b>								*			<b>CHIEF SUPERIN- TENDENTS</b>
								*	*			
	<b>Constables and Recruits</b>							*	*	*	*	

**SCHEDULE 2—continued**

<i>Officers Delegated</i>  (1)	<i>Rank(s) of Member(s) to whom Punishment(s) may be Awarded</i>  (2)	PUNISHMENTS THAT MAY BE AWARDED (THE PUNISHMENTS THAT MAY BE AWARDED BY THE OFFICER DELEGATED IN COLUMN (1) OF THE SCHEDULE ARE INDICATED BY ASTERISKS IN COLUMNS (3) TO (12) OF THE SCHEDULE)										<i>Appellate Authority for Appeals Against Finding(s) and or Punishment(s) awarded by Officer Delegated in Column (1) of the Schedule</i>  (13)
		<i>Dismissal</i> (3)	<i>Reduction in Rank</i> (4)	<i>Withholding or Deferment of Increment</i> (5)	<i>Severe Reprimand</i> (6)	<i>Fine Not Exceeding £5</i> (7)	<i>Fine Not Exceeding £3</i> (8)	<i>Fine Not Exceeding £2</i> (9)	<i>Reprimand</i> (10)	<i>Confinement to Barracks for period Not Exceeding 14 days</i> (11)	<i>Fatigues or Other Duty or Punishment Drill Not to Exceed 10 Separate hours in all</i> (12)	
DEPUTY SUPERINTENDENT AND ASSISTANT SUPERINTENDENT	Corporals								•			SUPERINTENDENTS
	Constables and Recruits							•	•	•	•	
MEMBER OF THE INSPECTORATE AUTHORISED IN WRITING IN THAT BEHALF BY A CHIEF SUPERINTENDENT	Constables and Recruits									•	•	DEPUTY SUPERIN- TENDENT AND ASSISTANT SUPERIN- TENDENTS

SCHEDULE 3  
FORMS

Reg. 405

## Form

1. — Register of Arrests (Persons newly apprehended).
2. — Station Crime and Incidents Diary.
3. — Sudden and Unnatural Deaths Register.
4. — Charge Register (Felonies and Misdemeanours).
5. — Court Exhibits Register.
6. — Lost, Stolen and Recovered Property Register.
7. — Warrants of Arrest Register.
8. — Court Processes Register.
9. — Missing Persons Register.

B 237



Day ..... Formation ..... Date .....

[illegible]

### SUDDEN AND UNNATURAL DEATHS REGISTER

.....POLICE STATION

[illegible]

**FORM 4**[illegible]



[illegible]



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## WARRANTS OF ARREST REGISTER

[illegible]

## COURT PROCESSES REGISTER

.....POLICE STATION

Register S/No.	Particulars of Court of Origin			Nature of Process	Person on whom Process is to be Served		Particulars of Court Proceedings		Date Received in Police Station	Particulars of Execution		Date Returned to Court of Origin	Remarks
	Name of Court	Court Ref. No.	Date of Issue		Name and Address, Sex, Age and Occupation	Reasons for Attendance at Court	Name of Accused and Statement of Offence	Date of Hearing		Executed By	Date Executed		

## MISSING PERSONS REGISTER

Police Gazette References	
Publication	Cancellation

.....POLICE STATION

## DESCRIPTION OF MISSING PERSON

1. Full Name and Aliases.....  
.....
2. Sex.....
3. Age.....
4. Tribe.....
5. Religion.....
6. Last Known Address.....  
.....
7. Occupation.....
8. Passport/Travel Certificate Number.....
9. Dress.....
10. Height.....
11. Weight.....
12. Description of hair.....
13. Forehead.....
14. Eyes.....

## PARTICULARS OF PERSON REPORTING

Name.....

Sex, Age, Tribe and Religion.....

Relationships with Missing Person.....

Address.....

Occupation.....

## POSSIBLE REASONS FOR DISAPPEARANCE

## IF FOUL PLAY SUSPECTED.....

## MOVEMENTS OF MISSING PERSON

Place where and Date last seen.....

15. Eyebrows.....  
16. Face and Tribal Marks.....  
17. Nose.....  
18. Lips and Mouth.....  
19. Teeth.....  
20. Speech.....  
21. Chin.....  
22. Neck.....  
23. Ears.....  
24. Arms, Wrists and Hands.....  
25. Build and Torso.....  
26. Legs and Feet.....  
27. Walk.....  
28. Habits and Mannerisms.....  
29. If any Police Record.....

Places frequented.....

Last Place of Employment.....

### RESULT OF SEARCH

Where found.....

Circumstances.....

Disposal of Case.....

Criminal Records References.....

MADE at Lagos this 22nd day of April 1968.

**MAJOR-GENERAL Y. GOWON**  
*Head of the Federal Military Government,  
Commander-in-Chief of the Armed Forces,  
Federal Republic of Nigeria*