



GUIDELINES

**For Discipline (Minor Offences)
In The Nigeria Police Force**

PREPARED BY:
POLICE SERVICE COMMISSION

Police Service Commission

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POLICE SERVICE COMMISSION
Federal Secretariat, Phase 1,
Shehu Shagari Way
Abuja, Nigeria
Tel/Fax: 09-5236510

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Police Service Commission

GLOSSARY

ACSC	Area Command Selection Committee
AIG	Assistant Inspector General of Police
APER	Annual Performance Evaluation and Rating
ASP	Assistant Superintendent of Police
DIG	Deputy Inspector General of Police
DPO	Divisional Police Officer
DSP	Deputy Superintendent of Police
IG	Inspector General of Police
NPF	Nigeria Police Force
PSC	Police Service Commission
SCSC	State Command Selection Committee
NSC	National Selection Committee

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Preface

The return of Nigeria to democratic governance poses new challenges for the Nigeria Police Force. Under successive military regimes, the Police was neglected and in most part became an extension of military authoritarian rule, rather than a civilian-oriented agency. In the process, the personnel policy of the Nigeria Police became shrouded in secrecy, lacking transparency, fairness and representation and thus in dire need of review to bring them in line with the requirements necessary for policing a democratic society.

With the return to democratic civil rule on May 29, 1999, Section 153 (1)(m) of the Constitution of the Federal Republic of Nigeria 1999 as elaborated by Part I of the Third Schedule of the Constitution makes provision for the establishment of a Police Service Commission (PSC) as a Federal Executive Body with powers to appoint persons to offices

(other than office of the Inspector-General of Police) in the Nigeria Police Force and to dismiss and exercise disciplinary control over persons holding any office in the Police Force except the Inspector General of Police.

Similarly, the Police Service Commission (Establishment) Act 2001, which came into force on 4th January, 2001 elaborates the constitutional provisions on which the PSC's establishment is based. Section 6 (1) of the Act provides that the Commission shall among other things be responsible for the appointment and promotion of persons to offices (other than the office of Inspector-General of Police) in the Nigeria Police Force; dismiss and exercise disciplinary control over persons (other than the Inspector-General of Police) in the Nigeria Police Force; and formulate policies and guidelines for the appointment, promotion,

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¹ Representation meaning gender and federal character.

discipline and dismissal of officers of the Nigerian Police Force.

It is against the foregoing background that the Police Service Commission in pursuance of its constitutional and statutory mandate planned the publication of three booklets, each providing guidelines and procedures for exercising the delegated powers of the Commission in its three core function areas: Appointment, Promotion and Discipline in the Nigeria Police.

The objectives of the Guideline series are to:

- Ensure that police appointment, promotion and disciplinary processes are clearly defined, fair and transparent.
- Ensure that appointment and promotion in the Nigeria Police Force are based on merit and equity.

- Promote fair representation of the federal units of Nigeria¹ and gender in the Nigeria Police Force
- Promote professionalism, integrity and high ethical standards among police personnel in Nigeria.
- Ensure that a transparent, open and fair disciplinary mechanism exists within the Nigeria Police Force.

This publication, which is the second in the series focuses on promotion in the Nigeria Police Force. It is divided into three sections. Section I provides for the establishment of Appraisal/Promotion Committees at the Area Command, State and National levels. Section II stipulates the procedures for promotion into the different ranks in the police

¹ Representation meaning gender and federal character.

up the rank of Deputy Inspector General of Police. Section III provides procedure for petitions and appeal.

I believe that if these guidelines are diligently implemented we will have a police force that the Nigerian public will be proud of. The Police Service Commission under my leadership is committed to ensuring their implementation and solicits the support of all stakeholders in policing to make it work.

Chief Simon Okeke, FNIVS, FRICS
Chairman, Police Service Commission

Introduction

The importance of discipline in any organisation cannot be over emphasized. In the Police, discipline is an essential management tool necessary for the proper functioning and good order of the organisation, like any other organisation. It is at the heart of the development and sustainability of the values and ethics of the police profession.

Most times, it is regarded as punishment or penalty but it actually consist of instructing, training and/or teaching. The main purposes of discipline are to facilitate coordination of effort, development of self control and character, fostering of orderliness and efficiency. The level of orderliness that is perceived in the police is

dependent upon the conduct of the police men and women, which in turn, is largely dependent upon how well the supervising officer performs his or her duty. The guideline hopes to achieve and ensure ongoing improvement and attainment of discipline in the Nigeria Police Force.

The guideline on the minor disciplinary process is based on the following principles:

1. Justice and fairness to complainants, personnel of the Nigeria Police Force, and where applicable, victims;
2. Respect for and protection of the dignity and human rights of all persons; and

3. Equality, non-discrimination, and equal protection of the law.

Supremacy of the Constitution and Statutes

The provisions of these Guidelines supplement the provisions of the Constitution of the Federal Republic of Nigeria and of other laws applicable to discipline in the Nigeria Police Force.

Disciplinary Process Does Not Preclude Judicial Review

Nothing in these Guidelines shall preclude or prejudice the rights of any person to apply for judicial protection or redress of their rights in accordance with the Constitution, laws

applicable in the federation or any part thereof,
and the relevant rules of court.

Part I:
Categories Of Minor Offences
Misconducts And Punishments

Categories of offences/misconduct and punishment

Offences¹ or acts of misconduct for which investigative or disciplinary action may be taken against a serving police officer are of two kinds, namely:

- (a) Minor offences/misconduct;
and
- (b) Serious offences/misconduct.

This section will deal solely with minor offences.

Minor Offences/Misconduct

- (a) In these Guidelines, a minor offence or mis-conduct shall include any act, omission or

wrongdoing, the prescribed punishment of which does not, in case of conviction in criminal proceedings, exceed a term of imprisonment for six months.

- (b) Without limiting them, such minor offences/misconduct may include the following:
1. Driving police vehicles when not properly dressed
 2. Riding on the tailboard
 3. Improper dressing

4. Incivility towards the public
5. Lateness to duty
6. Hiding a name-tag or force number
7. Sleeping on duty
8. Malingering
9. Laxity on duty
10. Smoking in prohibited areas and/or while on duty

11. Drinking alcohol while on duty
 12. General misbehaviour at police stations, offices and posts
 13. Disregard for general rules and regulations
- (c) The Police Service Commission or the Inspector-General may extend or supplement the acts or categories of minor offences/misconduct. Where the Inspector-General exercises powers to supplement the categories of minor offences under this paragraph, he shall promptly notify the Police Service

Commission of the exercise of such powers not later than the second working day after adoption of the additions.

Categories of punishment for minor offences/misconduct

- (a) Punishment for minor offences shall include but not limited to:
- Warning
 - Reprimand
 - Minor fines (N5,000 – N50,000)
 - Confinement to barracks
 - Extension of hours on duty
 - Compulsory community service

Part II:
Procedure For Discipline
Disciplinary Procedure For Minor
Offences/Misconduct

Procedure for discipline
**Disciplinary procedure for minor offences/
misconduct**

Superior Police Officers at various command and operational levels of the Nigeria Police Force shall be competent to discipline subordinates for minor offences/misconduct after due investigation. Officers shall keep a log of such offences, of investigation undertaken, and any punishment administered. Summaries of such logs shall be transmitted monthly to the Police Service Commission through the State Command and/or Force Headquarters.