



2002

**ANNUAL
REPORT**

**POLICE
SERVICE
COMMISSION**

FORWARD

It is a source of joy, honour and privilege for me to present the Annual Report of the Police Service Commission for the year 2002, the first since our inauguration in November 2001, and also since the restoration of democratic rule.

The Report highlights the activities, achievements and problems of the Commission since its inception.

The Commission had barely settled down when it was confronted with Police strike. To address one of the key grievances of the Police, a service wide promotion exercise was undertaken by the Commission. In this exercise alone, over 27,338 were promoted thereby raising the morale of the officers and men of the Nigeria Police who had stagnated for over 15 years without promotion.

The Commission sat 14 (fourteen) times at its Ordinary Meetings and set up Committees to formulate guidelines on appointment, promotion and discipline in the Nigeria Police Force, and delegated some aspects of its powers of recruitment promotion and discipline to the Inspector General of Police.

The discharge of our duties despite obvious constraints has been made pleasant and less onerous by the Secretary and his team of dedicated and loyal staff.

Chief S. N. Okeke, **FNIVS, FRICS**
Chairman, PSC.

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1.0 INTRODUCTION

- 1.1. This report highlights, the activities of the Police Service Commission and its achievements during the preceding year 2002.
- 1.2. The Police Service Commission was established in accordance with the provisions of Section 153(1) sub-Section (m) of the 1999 Constitution of the Federal Republic of Nigeria, which is also amplified by the Police Service Commission (Establishment) Act 2001 that clarified the workings of the Commission. The Commission was inaugurated on 28th November 2001 by Chief Olusegun Obasanjo, President, Commander-in-Chief of the Armed Forces of the Federal Republic of Nigeria.

2.0 MEMBERSHIP OF THE COMMISSION

- 2.1. Paragraph 29 of Part 1 of Third Schedule of the 1999 Constitution stipulates that the Commission is to comprise of a Chairman and not less than seven members and not more than nine. At present it has seven members made up of the Chairman, two (2) permanent members and four (4) part-time members, and a Secretary who is a Federal Permanent Secretary.
- 2.2. The Chairman is the Chief Executive. A retired Justice of the Supreme Court and a retired Police Officer in the rank of Assistant Inspector General of Police are the two permanent members. The four (4) part-time Commissioners represent the interests of women, the Nigerian Press, Non-Government human rights organization in Nigeria and the organized Private Sector. This arrangement is in line with the stipulations of paragraph 2(1) of Part I of the Police Service Commission Act of 2001.
- 2.3. The Management of the Commission is headed by the Secretary of the Commission. He is a Federal Permanent Secretary, and is the administrative head and the Accounting Officer. He is under the general direction of the Commission through the Chairman.

3.0 POWERS AND FUNCTIONS OF THE POLICE SERVICE COMMISSION

- 3.1. The Commission is charged with the responsibility of providing appropriate manpower for the Nigeria Police Force. Such dedicated and motivated manpower that will achieve an efficient, disciplined and effective Police Force for the Country.

3.2. The functions of the Commission have been outlined in paragraph 30 of Part 1 of the Third Schedule of the 1999 Constitution; while detailed functions are listed and explained in paragraph 6 of Part II of the Police Service Commission Act of 2001.

These functions include:

- a) Appointment and promotion of persons to offices (other than the office of the Inspector-General of Police) in the Nigeria Police Force;
- b) Dismissal and exercising disciplinary control over persons (other than the Inspector-General of Police) in the Nigeria Police Force;
- c) Formulate policies and guidelines for the appointment, promotion, discipline and dismissal of officers of the Nigeria Police Force;
- d) Identify factors inhibiting or undermining discipline in the Nigeria Police Force;
- e) Formulate and implement policies aimed at the efficiency and discipline to the Nigeria Police Force;
- f) Perform such other functions which in the opinion of the Commission are required to ensure the optimal efficiency of the Nigeria Police Force; and
- g) Carry out such other functions as the President may, from time to time, direct.

4.0 ORGANISATIONAL STRUCTURE

4.1 The organizational structure of the Commission is stipulated in paragraph 9 of Part III of the Police Service Commission (Establishment) Act 2001. The Commission is composed of five (5) Departments and three (3) Units. These Departments are:-

- (a) The Department of Administration and Personnel Management;
- (b) The Department of Investigations
- (c) The Department of Finance and Supplies;
- (d) The Department of Planning, Research and Statistics; and
- (e) The Department of Legal Services;

While the Units are:

- (i) Press & Public Relations
- (ii) Internal Audit; and
- (iii) Protocol Unit.

5.0 DUTIES OF THE DEPARTMENTS AND UNITS

5.1 Department of Administration and Personnel Management

5.1.1 This Department is responsible for the personnel administration matters of members of the Nigeria Police Force as well as the personnel issues of the staff of the Police Service Commission. The Department is sub-divided into four divisions. The divisions are:

- (a) Division of Personnel Management of the Commission
- (b) Division of Police Recruitment & Appointments
- (c) Division of Police Promotions
- (d) Division of Police Discipline.

5.1.2 The Division of Personnel Management of the Commission deals with all matters affecting the staff of the Commission, which include their appointments/recruitments, postings, promotions, discipline, staff welfare and training. The Division is also in charge of running the registries of the Commission.

5.1.2(a) The Commission continued to suffer from lack of experienced staff that would effectively man its five Departments. The Office of the Head of the Service of the Federation posted several officers to the Commission. This has helped immensely in enhancing the staff strength of the Commission and in facilitating effective take-off and in performance of duties.

5.1.2(b) The Attorney General of the Federation had also deployed two legal officers to the Commission.

5.1.2(c) The Accountant General of the Federation released eight officers to the Commission before the Commission was granted self-accounting status in January 2003.

5.1.2(d) A substantial portion of the workforce of the Commission comprises staff temporarily brought from the Ministry of Police Affairs, the Office of the Secretary to the

Government of the Federation, the Police Force Headquarters as well as Youth Corps members and students on industrial attachment.

5.1.2(e) Paragraph 10 (3) (a) under Part IV of the Police Service Commission Act grants the Commission powers to employ its staff. Recruitment has, however, not started as personnel budget approval as well as clearance to recruit have not yet been granted by Government.

5.1.3. Division of Police Recruitment & Appointments deals with all matters relating to entry into the Nigeria Police Force.

5.1.3(a) The Inspector-General of Police in the exercise of powers delegated to him by the Commission organizes recruitment of about 3,500 youths as rank and file into the Nigeria Police Force every month Government has approved the continuation of this exercise until when the Force is 400,000 strong.

5.1.3(b) The Commission, with the technical assistance of Force Headquarters, undertakes recruitment of diploma and degree holders as Cadets Inspector and ASPs. They are trained in Kano Police College for a period of eighteen (18) months and then deployed to the field. A total number of 469 Cadets ASP and 413 Cadet Inspectors were recruited in July, 2002 . The next batch of Cadets will be recruited in January 2004. In each batch of intake of this cadre of officers about 10 diploma holders and 10 degree holders are selected from each State of the Federation and the F.C.T. This brings to total of about 370 Cadet Inspectors and 370 Cadets ASP per intake. About 25 to 30% of the intake is selected from the existing rank and file of the Force.

5.1.3(c) The Division also processes application for voluntary retirement of Police officers who served the statutory 35 years of service or reached the age of 60 years which ever came earlier. The Commission so far has considered and approved applications for voluntary retirement submitted by senior Police officers as follows:

RANK	COMPULSORY RETIREMENT	VOLUNTARY RETIREMENT	TOTAL
DIGs	8	Nil	8
AIGs	3	4	7
CPs	1	7	8
DCPs	Nil	11	11
ACPs	Nil	30	30
CSPs	Nil	58	58
SPs	Nil	100	100
DSPs	Nil	85	85
ASPs	Nil	145	145
TOTAL	12	440	452

5.1.4 The

Division of Police Promotions handles the promotions of officers of the Nigeria Police Force. Since the inauguration of the Commission in November 2001 up to December, 2002, 9651 police officers were promoted as analyzed in the following table: -.

Promotions to the post indicated November, 2001 to December, 2002									
ASP	DSP	SP	CSP	ACP	DCP	CP	AIG	DIG	TOTAL
5110	1923	1408	671	305	141	68	18	7	9651

Promotion of officers to the rank of Inspector and below is delegated to the IGP. The table below indicates that 61,556 junior police officer personnel were promoted in the period November, 2001 to December, 2002

Promotions November, 2001 to December, 2002			
DPL	SGT	INSPR	TOTAL
38457	18346	4753	61,556

5.1.5 The Division of Police Discipline processes disciplinary matters of members of the Nigeria Police Force. Disciplinary cases take some long time to conclude, as they have to be treated at different Command levels before the Commission considers them. Many cases do not reach the Commission and are concluded with recommendations of the Force Disciplinary Committee and the approval of the

Inspector General of Police. The conclusion of such cases involves exonerations, letters of advise, admonitions and warning. Cases involving reductions in rank, retirements and dismissals are referred to the Commission. Disciplinary cases for rank and file and inspectors are all considered and disposed off by the Inspector General of Police.

5.1.6 Disciplinary cases of senior Police Officers considered in the year 2002 are summarized as follows: -

1.(a) Dismissals involving	ASP – SP	-	-	-	18
(b) Dismissals involving	CSP & above	-	-	-	3
2. Compulsory retirement	ASP – SP	-	-	-	18
3. Reduction in rank	ASP – SP	-	-	-	3
4 (a) Severe reprimand involving	ASP – SP	-	-	-	36
(b) Severe reprimand involving	CSP & above	-	-	-	8
5. Reprimand	ASP – SP	-	-	-	24
6. Warning letters	ASP & above	-	-	-	14
7. Letter of advice	ASP & above	-	-	-	8
8. Admonition letter	ASP & above	-	-	-	7
9. Exoneration	ASP & above	-	-	-	19

	TOTAL	=			<u>158</u>

Department of Investigations

Investigations Department is charged with the responsibility of analyzing and investigating appeals and petitions from Policemen on matters relating to appointments, promotions, and discipline in the Force; as well as anomalies and injustices allegedly committed; and complaints from the members of the Public.

5.2.1 **The Commission received a total number of 414 (four hundred and fourteen) appeals for from SPOs and other rank and file as tabulated below:**

AIGs	CPs	DCPs	ACPs	CSPs	SPs	DSPs	ASPs	INSP.	RANK & FILES	TOTAL
1	1	5	4	17	9	37	50	90	200	414

This Department liaises with the Legal Department in respect of suits instituted by aggrieved Police officers, retired officers or members of the Public. The Department also prepares and presents briefs on investigations into complaints and appeals from aggrieved Police officers on the application of disciplinary rules and procedures.

5.3 Department of Finance and Supplies

- 5.3.1 Within the period under review the accounts and finance of the Police Service Commission were handled by the Office of the Secretary to the Government of the Federation. Information on the accounts, fund-inflows and disbursements are therefore to be obtained in the audited Books of Accounts of the SGF's office.
- 5.3.2 The machinery for establishing a self-accounting status for the Commission was pursued at the office of the Accountant General of the Federation (AGF). The AGF noted the state of the Commission provided facilities and full complements of the Accounts Staff and in January, 2003, the Commission achieved the self Accounting status.
- 5.3.3 The Department is responsible for the receipt and custody of budgetary funds and any other funds received by the Commission. It also manages the disbursement of funds of the Commission whenever expenditures are approved, and coordinates the preparation and defense of Annual Budgets (Overhead, Personnel and Capital Expenditure Budgets). This department is responsible for procurements for the Commission and also handles the custody of the items procured in its Stores. In addition the Department manages the fleet of the Commission's vehicles, and other Capital Assets of the Commission. For effective performance the Department was sub-divided into the followings: - Accounts, Budget, and Supplies Sections.
- 5.3.4 The Cash Office in the Department maintains a Cash Float of N500,000.00 (five hundred thousand Naira only) for payment of Vouchers whose value do not exceed N50,000.00. In addition, limited amounts are kept in the offices indicated below for urgent expenses. The offices and the corresponding amount are as follows: -

5.3.5

(i)	Office of the Chairman	N150,000.00
(ii)	Office of full-time Commissioner I	N20,000.00
(iii)	Office of full-time Commissioner II	N20,000.00
(iv)	Office of the Secretary	N50,000.00

5.3.5. Budget Section

5.3.5(a) The Budget Section is responsible for drawing up the annual financial plans of the Commission and coordinating budget implementation. To perform this role the Division carries out the following duties: -

- (i) Aggregation and review of the annual estimates of Departments, to build up a comprehensive budget proposal for the Commission.
- (ii) Pursuit and collection of budgetary warrants and AIEs for the Commission.
- (iii) Submission of periodic budgetary returns on expenditure on Overhead Votes, Personnel Cost Votes and Capital Expenditure Votes to the Budget Office, the Office of the Accountant –General of the Federation and the National Assembly.

5.3.5(b) Overhead, Personnel and Capital estimates for year 2003 were prepared with focus on projects and programmes that would facilitate and promote the discharge of statutory functions and responsibilities of the Commission. The text was submitted to the Budget Office and National Assembly late last year. The summary of the estimates is as follows: -

(i)	Personnel Cost Estimates	N81,761,374.20
(ii)	Overhead Cost Estimates	N42, 000,000.00
(iii)	Capital Expenditure Estimates	N630, 000,000.00

5.3.6. Supplies Section

5.3.6(a) The Supplies Section is charged with responsibilities for procurement of office furniture and office equipment, stationary and general stores. The Section

is responsible for the purchases of the Commission either through issuance of LPOs or job orders (for credits purchases) or by direct cash purchases from shops or open market.

5.3.6(b) The Section was able to purchase capital items, like vehicles, office and household furniture and equipment when the take-off grant of the Commission was released in December, 2002. The purchases and programmes carried out included: -

(i)	Renting of Residential accommodation and Purchase of Generating Sets for the houses of the Chairman / Commissioners and Secretary	N25,000,000
(ii)	Furnishing of Offices	N16, 388,500
(iii)	Furnishing of Residential Accommodation	N25,551,000
(iv)	Purchase of Vehicles	N48,568,106
(v)	Purchase of Office equipment	N5,527,400
(vi)	Rehabilitation of Staff quarters	N10,510,000

5.3.7 The Transport Section is responsible for the administration and maintenance of the fleet of vehicles owned by the Commission. The Section is manned mainly by Driver/ Mechanics. With recent purchases of vehicles the Commission now has a fleet of 22 vehicles made up of 20 cars and 2Nos. 15 Seater Toyota Buses.

5.4 Department of Planning, Research & Statistics

The Department is structured into two main Divisions (a) Planning and Monitoring Division and (b) Research & Statistics Division. It performs the following functions: -

- (i) Preparation of the Commission's Development Plans, Programmes and Projects (medium and perspective);
- (ii) Monitoring and Evaluation of Projects to be undertaken by the Commission;

- (iii) Operating and Maintenance of the Secretariat of the Ministerial Tenders Board of the Commission.
- (iv) Preparation of Annual Reports of the Commission;
- (v) Liaison with National Planning Commission on Project Monitoring
- (vi) Co-ordination of Joint Commissions between Nigeria and friendly countries;
- (vii) Organizing Seminars/Workshop relating to Police Matters;
- (viii) Collection, processing and collating of data and statistics relating to the Commission;
- (ix) Liaison with relevant International and local organizations as UNDP, EU, etc in respect of sponsorship/donation for programmes and activities of the Commission;
- (x) Co-ordination of the Commission's activities;
- (xi) Processing of applications for foreign travels by Commissioners and staff.

5.5 Department of Legal Services

5.5.1 The Legal Services Department performs the following functions:-

- (i) Provides legal advice and interprets the provisions of the Commission and other relevant statutory enactments in so far as they relate to appointment, promotion and discipline of Police officers;
- (ii) Undertakes litigation activities involving the Commission;
- (iii) Vetting and drafting of Contract Agreements and other legal documents between the Commission and third parties; and
- (iv) Researching into activities over which the Commission has jurisdiction.

5.5.2 Law Books and Law Reports

There is no Law Library at present, while the existing Reference Section has only Laws of the Federation and some few Law Reports especially Nigerian Weekly Law Reports. There are few Law Books which are not very relevant and which may not adequately help the Unit in performing its duties effectively and efficiently.

5.5.3 Court Matters

The Commission has about 50 (fifty) pending court cases in various courts across the Country. In addition, there are several pending files awaiting legal advice.

6.0 Other Units

6.1 Press and Public Relations Unit

This Unit performs the role of publicizing the activities of the Commission. It is also responsible for projecting of the image of the Commission. The head of the Unit doubles as the Press Secretary to the Honourable Chairman and Public Relations officer of the Commission. At present the Unit is poorly manned as no postings were made to the Commission by the Federal Ministry of Information. The Press and Public Relations officer also deals with all media and public enquiries. He coordinates the Commission's media outreach programme including press releases, press invitation, press interviews, documentaries, spotlights and radio advertisements.

6.2 Internal Audit Unit

This Unit renders monthly, quarterly, half yearly and yearly reports to the Chairman and the Accountant-General of the Federation. The Unit provides a complete and continuous audit of the accounts and records of revenue and expenditure, plant, allocated and unallocated stores. It also ensures that all the controls put in place by government/management are observed and that all rules and regulations, guidance/procedural circulars, public service rules are strictly adhered to. Furthermore, the Unit is mandated to highlight and report on any anomaly or irregularity discovered during the course of audit operations.

7.0 CONSTRAINTS

7.1 As a newly created Agency the Commission is facing many constraints. The principal obstacles are: -

- 7.2. The Commission continues to suffer from lack of experienced staff for the five Departments stipulated in the Police Service Commission Act. At present, there are only five (5) Secretarial staff in the Commission. This delays the production of drafts and other documents, thus, adversely affecting the work of the Commission. The problem of inadequate staff equally hampers the rapid take over of all the personnel management works of the Nigeria Police Force from the Force Headquarters.
- 7.3 Another serious constraint encountered by the Commission is the absence of adequate office accommodation. Although the Commission was allocated 25 rooms at the Federal Secretariat Complex Phase 1, which were vacated by the National Boundary Commission, these are hardly enough for the staff expected to handle the schedule of the Commission when it becomes fully operational. Again, the 25 rooms presently allocated are widely separated from one another such that contact even between officers within one Department is made with difficulty. This situation is made worse as there is no telephone links.
- 7.4 The space allocated to the Commission by the Head of Service at Phase III of the Federal Secretariat Complex has been partitioned into 18 rooms. However, the rooms are yet to be occupied, as the contractor refused to handover the keys or vacated the premises and piled up his equipment and materials in the rooms ostensibly because of the outstanding contract bills yet to be settled by Government. This underlies the cry of the Commission to acquire its own office block where all the staff and the Commissioners will be accommodated under one roof, for improved productivity.
- 7.5 Funding remains one of the major constraints of the Commission. The Commission has continued to function with just little funds. Most important office equipment and consumables required for the day-to-day running of the Commission are in short supply.
- 7.6 The Legal Department lacks a functional library and practice books to deal effectively with the several suits at the various Divisions of the Federal High Courts and Courts of Appeal.

7.7 Processing of petitions by aggrieved Police officers who allege injustices visited on them by the application of disciplinary rules and procedures take some long time to conclude as they have to be treated at different command levels before they are considered by the Commission.

8.0 ACHIEVEMENTS

8.1 The problems enumerated above, more or less challenged the Commission to swing into immediate action by reviewing the backlog of outstanding promotions of officers and men of the Nigeria Police Force. For about one and a half decade, the members of the Force had stagnated without promotions. It was with this in mind that the Commission undertook the unenviable exercise of promoting officers and men in January 2002. The exercise was indeed a morale booster to Nigeria Police Force and was generally commended by Nigerians. Since then promotion exercises continued regularly at all levels

8.2 Another achievement is the provision of framework that now allows more recruitments and consequential expansion of the Force at the cadet officer corps level as well as at recruits level.

8.3 The Inspector-General of Police in exercise of powers delegated to him by the Commission organized recruitment of about 3,500 youths as rank and file into the Nigeria Police Force every month. This, together with recruitment of cadets (every 1½ years), is expanding the Force rapidly. Government has approved the continuation of these exercises until the Force reaches a strength of 400,000.

8.4 Other highlights of the Commission's achievements include the followings:

- Re-organization and restructuring of the DIG Cadre of the Nigeria Police Force to reflect geo-political zones of the country
- Setting up of two Committee which worked efficiently and effectively on
 - Guide lines for the Promotion and Appointments in the Nigeria Police Force.

- Guide lines for disciplinary matter in the Nigeria Police Force.

8.5 The Commission played significant role in curtailing the first ever police strike in Nigeria through promotions carried out and the drive to re-orientate and re-invigorate the work force of the Nigeria Police Force.

8.6 At the International level, the Chairman participated in the Global Seminar on Civilian Oversight of the Police, held in Los Angeles, USA and presented papers that evoked considerable positive reactions both in USA and many other countries with the support of Ford Foundation and Vera Institute.

9.0 CONCLUSION

9.1. The Police Service Commission has now taken off fully, in spite of the problems enumerated above. However, it is expected by all that the Commission will bring the desired improvement in the efficiency, effectiveness and friendliness of men and women in the Nigeria Police Force. The officers, and rank and file in the Force now appreciate the Commission as a ray of hope for an improvement in their living standards and conditions of work, which had declined severely in the last two decades.

9.2. With the co-operation of the Force Headquarters, men and women of the Force, the Commission will do its best in improving the decency standards of the workforce of the Nigeria Police, and consequently raise the standard of performance of the Force.

**FEDERAL SECRETARIAT COMPLEX,
POLICE SERVICE COMMISSION,
ABUJA.**

 JUNE 2003