



GUIDELINES

For Appointment In
The Nigeria Police Force

PREPARED BY:
POLICE SERVICE COMMISSION

Police Service Commission

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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, 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

¹ Representation meaning gender and federal character.

in the police 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 purpose of these guidelines are to promote the creation and maintenance of a professional police workforce in Nigeria, which is capable of delivering an effective and efficient service that meets the needs of the public; and to encourage and recruit the best applicants through the three entry levels: Constables, Cadet Inspector and Cadet Assistant Superintendents. The means of doing this includes:

- Developing effective and accountable administrative and selection procedures and monitoring them to ensure that the composition of the Nigeria Police Force continues to reflect the diversity of the Nigeria

population and adheres to the Federal Character Principle.

- Advertisement of all recruitments into the Nigeria Police in the national and regional print and electronic media.
- No job applicant will be treated less favourably than another on the grounds of sex, marital status, race, colour, ethnic origin, religion, politics, age, social position, or is disadvantaged by conditions or requirements which cannot be shown to be justified.
- Encouragement of the enlistment of more women into the Nigeria Police Force by ensuring that a minimum of

10 percent of the police workforce is comprised women..

- In our search for the best applicants the police shall endeavour to reach all sections of our community. This includes people from minority ethnic communities and women, all of whom will be given the opportunity to compete equally based on their abilities.
- Ensuring that complaints in respect of the procedure are heard and acted upon, and to ensure that people who feel aggrieved have enough confidence in the system to make that complaint.

The Police Service Commission shall be the sole issuing authority of recruitment forms and other recruitment materials. It shall also supervise the issue of service numerals (police numbers) for all serving police personnel in Nigeria. In the implementation of these guidelines Merit shall be 85% and shall be based on Federal Character Principles as established by the Federal Character Commission; Special quota for women shall be 10%. Discretion shall constitute 5%.

SECTION I
RECRUITMENT SELECTION
COMMITTEES

Police Service Commission

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Recruitment Selection Committees

There shall be established three selection committees for recruitment into the Nigeria Police Force:

- An Area Command Selection Committee (ACSC)
- A State Command Selection Committee (SCSC)
- A National Selection Committee (NSC)

1.1.1 Area Command Selection Committee (ACSC)

Composition of ACSC

- **Area Commander as Chairperson.**
- All Divisional Police Officers (DPOs) in the Area Command.
- Senior Police Officers drawn from the Divisions to be nominated by the Area Commander.
- Two Members from the Zonal office of the PSC where the Area Command is located.
- community members, of whom at least one should be a woman, nominated by the PSC after full

consultation with the communities in the Area Command, to serve on a voluntary basis for a single term of three years².

- There shall be a secretary to the Committee, who is not a member of the Committee who shall be appointed by the Chairperson.

Functions of ACSC

- a) To receive applications for recruitment from the Divisional Commands and conduct initial screening of all applications for recruitment into the Nigeria Police Force.

- b) To make recommendations on suitable candidates to the State Command Selection Committee.
- c) To perform other functions related to recruitment that the SCSC may assign to it.

Meetings of the ACSC

The ACSC shall meet at least once a year. Two-thirds of the Committee's membership shall form the quorum for such meetings. The recommendations of the Committee shall be countersigned by all the members present at the meeting and forwarded to the State Selection Committee.

1.1.2 State Command Selection Committee (SCSC)

Composition of SCSC

- State Commissioner of Police as Chairperson
- All Area Commanders in the State Command
- 3 Divisional Police Officers, one from each Senatorial Zone of the State nominated by the State Commissioner of Police
- 2 Members of the public nominated by the PSC, of whom at least one should be

a woman, to serve on a voluntary basis for a single term of three years.

- 2 members from the PSC
- There shall be a secretary to the committee, who is not a member of the Committee, who shall be appointed by the Chairperson.

Functions of SCSC

- a) To consider recommendations from the ACSC.
- b) To conduct all tests and interviews of persons applying to join the Nigeria Police Force.

- c) To make recommendations on selected short-listed candidates to the National Selection Committee.
- d) To perform other functions related to recruitment that the NSC may assign to it.

Meetings of the SCSC

The SCSC shall meet at least once a year. Two-thirds of the Committee's membership shall form the quorum for such meetings. The recommendations of the Committee shall be countersigned by all the members present at the meeting and forwarded to the National Selection Committee.

1.1.3 National Selection Committee (NSC)

Composition of NSC

- Inspector General of Police as the Chairperson.
- 2 representatives of the Police Service Commission.
- 1 Deputy Inspector General of Police appointed by the IG.
- 2 Assistant Inspectors General who are in charge of zonal commands, appointed by the IG.

- 3 representatives of civil society organisations nominated by the PSC, of whom at least one should be a woman, to serve on a voluntary basis for a single term of three years.
- There shall be a secretary to the Committee, who is not a member of the Committee, appointed by the Chairperson.

Functions of NSC

- Advise the Police Service Commission on the personnel requirements of the Nigeria Police Force.

- Review all short-listed candidates from State Command Selection Committees and make recommendations to the Police Service Commission for approval.

Meetings of the NSC

The NSC shall meet at least once a year. Two-thirds of the Committee's membership shall form the quorum for such meetings. The recommendations of the Committee shall be countersigned by all the members present at the meeting and forwarded to the Police Service Commission for approval.

PART II
RECRUITMENT REQUIREMENT
AND PROCEDURE

Recruitment Requirement and Procedure

There shall be three entry ranks in the Nigeria Police Force, namely Constable, Cadet Inspector and Cadet Assistant Superintendent of Police. All other ranks (except the position of Inspector General of Police) shall be attained through promotion.

2.1 Recruitment of Constables

To qualify for recruitment as a constable into the Nigeria Police Force a candidate must satisfy the following requirements:

- Be a citizen of Nigeria.

- Be between 18 and 25 years of age at the time of recruitment.
- Have an ‘O Level’ certificate or its equivalent with at least five papers passed at credit level including English Language in not more than two sittings.
- Be certified mentally and physically fit by a Police Medical Doctor/Government medical practitioner.
- Must not have any previous criminal record.

- Present two verifiable references from any of the following: community leaders/local government chairpersons/heads of educational institutions attended/present or past employers.

Physical requirements

- Be not less than 1.67 metres in height for men and 1.63 meters for women.
- Must not have less than .87 metres expanded chest measurement (for men).

Additional qualifications

- Previous community work will be an advantage.

Interview process

- Aptitude test
- English language test
- Oral interview
- Physical fitness and medical test

Recruiting authority

- Initial screening shall be conducted by the Area Command Selection Committee.
- Further screening, tests and oral interviews shall be

conducted by the State
Command Selection
Committee.

- Final selection of candidates and issue of provisional letters of appointment shall be made by the Police Service Commission.
- Final approval and issue of letters of appointments shall be done by the Police Service Commission.

2.2 Recruitment of Cadet Inspectors

This is the status assumed by civilians or selected qualified members of the Rank and File, while undergoing

training in the Police Academy for the post of Inspector. To qualify for appointment as a Cadet Inspector a candidate must satisfy the following conditions:

- Be a citizen of Nigeria.
- Be between 18 and 28 years of age at the time of appointment.
- Have a minimum educational requirement of Ordinary National Diploma (OND), National Certificate of Education (NCE) or their equivalent.

- Candidates must show capacity and willingness for further academic and professional training.
- Be certified mentally and physically fit by Police Medical Doctor/ Government medical practitioner.
- Must not have any previous criminal record.
- Present two verifiable references from any of the following: community leaders/local government

chairpersons/heads of educational institutions attended/present or past employers.

Physical requirements

- Be not less than 1.67 metres in height for men and 1.63 meters for women.
- Must not have less than .87 metres expanded chest measurement (for men).

Additional/specialized qualifications

- Specialized skills like driving, computing etc. are an advantage.

Interview process

- Aptitude test
- English language test
- Oral interview & written test
- Physical fitness and medical test

Recruiting authority

- Initial screening of applicants shall be conducted by the Area Command Selection Committee.
- Further screening, tests and interviews would be conducted by the State Command Selection Committee.

- Final selection of candidates and issue of provisional letters of appointment shall be done by the Police Service Commission.
- Final approval and issue of letters of appointments shall be done by the Police Service Commission.

2.3 Recruitment of Cadet Assistant Superintendents of Police

This is the status assumed by civilians and selected qualified members of the Rank and File and Inspectors while undergoing

training for the post of Assistant Superintendent. Candidates for appointment to the rank of Cadet Assistant Superintendents of Police must satisfy the following conditions:

- Be a citizen of Nigeria.
- Be between 21 and 28 years of age at the time of appointment.
- Have a Bachelors Degree, Higher National Diploma (HND) or their equivalent.
- Candidates must show capacity and willingness for further academic and professional training.

- Be certified mentally and physically fit by Police Medical Doctor /Government medical practitioner.
- Must not have any previous criminal record.
- Present two verifiable references from any of the following: community leaders/local government chairpersons/heads of educational institutions attended /present or past employers.

Physical requirements

- Be not less than 1.67 metres in height for men and 1.63 meters for women.
- Must not have less than .87 metres expanded chest measurement (for men).

Additional/specialized qualifications

- Computer literacy is an added advantage.

Interview process

- Aptitude test
- English language test
- Oral interview and specialized written test

- Physical fitness test and medical test

Recruiting authority

- Initial screening of applicants shall be conducted by the Area Command Selection Committee.
- Further screening and interviews by the State Command Selection Committee.
- Final selection of candidates and issue of provisional letters of appointment shall

be made by the Police Service
Commission.

Final approval and issue of letters of
appointments shall be done by the
Police Service Co.