



# **GUIDELINES**

**For Promotion In  
The Nigeria Police Force**

**PREPARED BY:  
POLICE SERVICE COMMISSION**

*Police Service Commission*

First Published in 2006 by:  
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*Police Service Commission*

## **GLOSSARY**

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

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## **Acknowledgement**

The Police Service Commission (PSC) is grateful to groups and individuals that supported it in the production of these Guidelines on Promotion in the Nigeria Police Force.

Firstly, we thank the CLEEN Foundation and Open Society Justice Initiative (OSJI) for their immense support in the development of the draft and publication of this booklet. Of particular mention are their consultant, Prof. Okechukwu Ibeanu and staff, Kemi Asiwaju and Maxwell Kadiri.

Secondly, the inter-agency collaboration and cooperation between the Nigeria Police Force led by Mr. Sunday Ehindro, the Inspector General of

Police, the Police Performance Monitoring Unit of the Ministry of Police Affairs, the National Assembly, civil society groups under the umbrella of the Network on Police Reform in Nigeria (NOPRIN) contributed a lot in shaping the content of publication.

Finally, the Commission is grateful to its members and staff, particularly the internal committee set up by the Commission to review and come up with a final draft of the guidelines, which was led by Alhaji Ahmadu Rufai Mohammed MON, an honourable member of the Commission and Prince Emmanuel Ibe who served as secretary to the committee.

## **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 4<sup>th</sup> 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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<sup>1</sup> 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 Nigeria<sup>1</sup> 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

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<sup>1</sup> 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**

On the job promotion is one of the ways through which every corporate organisation rewards its workforce. When promotions are given to deserving individuals based on merit and a procedure that is open and transparent, it encourages hard work and healthy competition in the workplace. However, when promotion processes and procedures are fundamentally flawed, opaque and absurd, most of the benefits turn into deficits and threats to the progress of the organisation. When people who work in an organization face situations where those whom they know are either not as hard working or knowledgeable on the job as they are frequently promoted or rewarded ahead of them, the tendency for them to lose interest and commitment to the job becomes high.

These guidelines for promotion are based on the following principles:

- Merit
- Recognition of a hierarchy
- Decentralization
- Regularity (annual)
- Committee-based (establishment of Appraisal and Promotion Committees)
- Fairness
- Openness (a candidate is entitled to request the details of his/her appraisal)
- Provide opportunities for redress
- Federal Character Principles as established by the Federal Character Commission shall be reflected in promotions and must be strictly adhered to in the promotion of all Senior Ranks Officers in the Nigeria Police Force.

Forms for appraisal (APER) shall be issued and controlled by the Police Service Commission through its zonal and national offices. Every officer shall complete an APER form every year, whether he/she is due for promotion or not. Copies of every officer's completed APER forms shall be sent to the Promotions Registry of the PSC every year. Forms of rank and file officers within the Area Command, State Command and the Force Headquarters must be endorsed by the most senior officer in the Area Command, State Command or the Force Headquarters, as it may be applicable.

## **2.2 Establishment of Appraisal/ Promotion Committees**

There shall be established by the PSC three levels of appraisal/promotions committees as follows:

### **2.2.1 Area Command Appraisal/ Promotion Committee**

#### *a) Membership*

- Area Commander as Chairperson
- All Divisional Police Officers as members
- At least one representative of the PSC
- 2 persons of integrity from the community appointed by the PSC.
- A clerk to be appointed by the Area Commander (chairperson) to record proceedings.

#### *b) Functions*

- Review appraisal forms for rank and file and inspectorate



- cadre officers for promotions.
- Assess rank and file and inspectorate cadre officers for promotion.
- Make recommendations on rank and file and inspectorate cadre officers for promotions to the State Command Promotion Committee.

### **2.2.2 State Command Appraisal/ Promotion Committee**

#### *a) Membership*

- State Commissioner of Police as Chairperson
- All Area Commanders
- 5 most senior officers of the State Command other than Area Commanders

- 2 representatives of the PSC
- 3 persons of integrity from the community appointed by the PSC
- A clerk to be appointed by the Commissioner of Police to record proceedings

b) *Functions*

- Review appraisals and make recommendations for promotion of rank and file and inspectors to the National Appraisal Promotion Committee. Review appraisal forms of senior officers for promotion from the rank of Assistant Superintendent of

Police (ASP) to Deputy Superintendent of Police (DSP).

- Make recommendations on promotion of senior officers from the rank of Assistant Superintendent of Police (ASP) to Deputy Superintendent of Police (DSP) to the National Promotion Committee.

### **2.2.3 National Appraisal / Promotion Committee**

#### *a) Membership*

- Inspector-General of Police as Chairperson
- 2 staff of the directorate cadre in the PSC

- All DIGs
- 2 AIGs in charge of zonal commands
- Force Secretary to act as the secretary of the Committee, although (he/she is not a member of the Committee).

b) *Functions*

- Review the recommendations from the State Appraisal/Promotion Committee on promotions of rank and file and inspectors.
- Forward a comprehensive list of the rank and file and inspectors recommended for promotions to the PSC.

- Review appraisals and make recommendations for promotion of senior police officers from the rank of Deputy Superintendent of Police upwards to the State Appraisal/Promotion Committee.
- Review appraisal forms of other senior officers from the rank of Assistant Superintendent of Police (ASP) to Deputy Superintendent of Police (DSP).
- Make recommendations to the PSC.

## **2.3 Promotion procedure**

### **2.3.1 (a) Constable to Corporal**

*Criteria:*

- Minimum of three years as a confirmed Constable
- All candidates for promotion from constable to corporal must successfully complete a one month constable promotion course
- Good Annual Performance Evaluation Report (APER) over a period of three years
- Successful completion of Development Course, Refresher Course or Detective Course
- The candidate must not have any pending disciplinary case or

complaints/petitions of gross misconduct such as human rights violations, torture, extra judicial execution or rape etc **provided that** a candidate who is cleared of any disciplinary charge may be considered for promotion which shall put him at par with other colleagues of the same seniority if they have been completed.

- The candidate must not have any entry in their personnel records, of major punishment within the 12 months preceding the commencement of the Corporal Promotion Course

*Procedure*

- Candidate completes an annual appraisal (APER) form and submits it to his/her head of unit/section who assesses same based on criteria to be established by the PSC.
- Assessments by heads of unit/section are submitted to the Divisional Police Officer for endorsement and forwarded to the Area Command Appraisal/Promotion Committee.
- Area Command Appraisal/Promotion Committee assesses and recommends candidates selected for promotion to the State Appraisal / Promotion Committee.



- State Appraisal Promotion Committee recommends candidates selected for promotion to National Appraisal/ Promotion Committee.
- National Appraisal/ Promotion Committee recommends candidates selected for promotion to the Police Service Commission.

**(b) Corporal to Sergeant**

*Criteria:*

- Minimum of three years as a confirmed Corporal.
- All candidates for promotion from corporal to sergeant must successfully complete the necessary promotion course.

- Good Annual Performance Evaluation Report (APER) over a period of three years
- Successful completion of Corporal Promotion Course, Refresher Course or Detective Course.
- The candidate must not have any pending disciplinary case or complaints or petitions of gross misconduct such as human rights violations, torture, extra judicial execution or rape etc **provided that** a candidate who is cleared of any disciplinary charge may be considered for promotion which shall put him at par with other colleagues of the same seniority if they have been completed.

- The candidate must not have any entry in their personnel records of major punishment within the 12 months preceding the commencement of the Corporal Promotion Course.

***Procedure***

- Candidate completes an annual appraisal (APER) form and submits it to his/her head of unit/section for assessment based on criteria to be established by the PSC.
- Assessments by heads of unit/section are submitted to the Divisional Police Officer for endorsement and forwarding to the

Area Command Appraisal/  
Promotion Committee.

- Area Command Appraisal/  
Promotion Committee assesses  
and recommends candidates for  
promotion to the State  
Appraisal/Promotion  
Committee.
- State Appraisal/Promotion  
Committee recommends  
candidates for promotion to the  
National Appraisal / Promotion  
Committee.
- National Appraisal/Promotion  
Committee recommends  
candidates for promotion to the  
Police Service Commission.

### 2.3.2 (a) Sergeant to Inspector of Police

#### *Criteria:*

- Minimum of three years as a confirmed Sergeant.
- Successful completion of three months Inspector's Promotion course and the Non Commissioned Officer development course.
- Good Annual Performance Evaluation Report (APER) over a period of three years
- The candidate must not have any pending disciplinary case or complaints / petitions of gross misconduct such as human rights violations, torture, extra judicial execution or rape etc **provided that** a candidate who is cleared of any

disciplinary charge may be considered for promotion which shall put him at par with other colleagues of the same seniority if they have been completed.

- The candidate must not have any entry in their personnel records of major punishment within the 12 months preceding the commencement of the Inspector Promotion Course

*Procedure:*

- Candidate completes an annual appraisal (APER) form and submits it to his/her head of unit/section based on criteria to be established by the Police Service Commission.

- Assessments by heads of unit/section are submitted to the Divisional Police Officer for endorsement and forwarding to the Area Command Appraisal Committee.
- Area Command Appraisal/Promotion Committee assesses and recommends to the State Appraisal /Promotion Committee.
- State Appraisal Promotion Committee recommends to National Appraisal Promotion Committee after evaluating the APER forms and self-appearance of the candidate before it.

- National Appraisal Promotion Committee recommends to Police Service Commission.

**(c) Inspector to Assistant Superintendent of Police II**

***Criteria:***

- Minimum of three years as a confirmed Inspector
- Must have completed the prescribed ASP promotion course and attained a pass mark of at least 60% at the concluding examination
- Successful completion of an Inspector's Development Course or the Inspector's Detective Course



- Good Annual Performance Evaluation Report (APER) over a period of three years
- Candidates in specialist branches must obtain grades A or B in their specialist field and A, B or C in knowledge of general duties
- The candidate must not have any pending disciplinary case or complaints or petitions of gross misconduct such as human rights violations, torture, extra judicial execution or rape etc **provided that** a candidate who is cleared of any disciplinary charge may be considered for promotion which shall put him at par with other colleagues of the same seniority if they have been completed.

- The candidate must not have any entry in their personnel records of major punishment within the 12 months preceding the commencement of the necessary Promotional Course.
- Additional qualification (at least basic entry qualification for post ASP)

***Procedure:***

- Candidate completes an annual appraisal (APER) form and submits it to his/her head of unit/section who assesses based on criteria to be established by the Police Service Commission

- Assessments by heads of unit/ section are submitted to the Divisional Police Officer for endorsement and forwarding to Area Command Appraisal Promotion Committee
- Area Command Appraisal Promotion Committee assesses and recommends to the State Appraisal Promotion Committee
- State Appraisal Promotion Committee recommends to National Appraisal / Promotions Committee after evaluating the APER forms and self-appearance of the candidate before it.
- National Appraisal Promotion Committee recommends to Police Service Commission

- Police Service Commission conducts oral and/or written interview before approval of promotion

**(d) Assistant Superintendent of Police II to Assistant Superintendent of Police I**

*Criteria:*

- Minimum of three years in the rank of ASP II
- Good Annual Performance Evaluation Report (APER) over a period of three years
- Must have passed the prescribed confirmation examination
- Failure to pass confirmation examination for 3 consecutive

sittings will attract automatic termination of appointment (for direct entrants) while force entrants in this position will revert to their former ranks

- The candidate must not have any pending disciplinary case or complaints or petitions of gross misconduct such as human rights violations, torture, extra judicial execution or rape etc **provided that** a candidate who is cleared of any disciplinary charge may be considered for promotion which shall put him at par with other colleagues of the same seniority if they have been completed.

- The candidate must not have entry of major punishment within the 12 months preceding the commencement of the necessary Promotional Course

***Procedure:***

- Candidate completes an annual appraisal (APER) form and submits it to his/her head of unit/section who assesses based on criteria to be established by the PSC
- Assessments by heads of unit/section are submitted to the State Commissioner of Police for endorsement and they are then forwarded to the State Appraisal Promotion Committee (SAPC)

- State Appraisal Promotion Committee assesses and recommends to the National Appraisal / Promotions Committee
- National Appraisal Promotion Committee recommends to PSC
- PSC conducts oral and/or written interview before approval of promotion

**Assistant Superintendent of Police I  
to Deputy Superintendent of  
Police**

***Criteria:***

- Minimum of three years as a confirmed ASP I

- Must have completed and passed the prescribed ASP – DSP promotion course
- Must have attended and passed ‘A’ course or Detective course with a score of at least 60%
- Good Annual Performance Evaluation Report (APER) over a period of three years
- Candidates in specialist branches must obtain grades A or B in their specialist field and A, B or C in their knowledge of general duties
- The candidate must not have any pending disciplinary case or complaints/petitions of gross misconduct such as human rights violations, torture, extra judicial



execution or rape etc **provided that** a candidate who is cleared of any disciplinary charge may be considered for promotion which shall put him at par with other colleague of the same seniority if they have been completed.

- The candidate must not have entry in their personnel record of major punishment within the 12 months preceding the commencement of the 'A' or Detective course

***Procedure:***

- Candidate completes an annual appraisal (APER) form and submits it to his/her head of unit/section who

assesses based on criteria to be established by the PSC

- Assessments by heads of unit/section are submitted to the State Commissioner of Police for endorsement and forward to the State Appraisal Promotion Committee (SAPC)
- State Appraisal Promotion Committee assesses and recommends to National Appraisal / Promotions Committee
- National Appraisal Promotion Committee recommends to PSC
- PSC conducts oral and/or written interview before approval of promotion

**(d) Deputy Superintendent of Police to Superintendent**

***Criteria:***

- Minimum of three years on the substantive rank of DSP
- Must have completed and passed the prescribed ASP – DSP promotion course
- Must have attended and passed ‘A’ course or Detective course with a score of at least 60%
- Good Annual Performance Evaluation Report (APER) over a period of three years with classification in categories A or B
- Candidates in specialist branches must obtain grades A or B in their

specialist field and A, B or C in their knowledge of general duties

- The candidate must not have any pending disciplinary case or complaints/petitions of gross misconduct such as human rights violations, torture, extra judicial execution or rape etc **provided that** a candidate who is cleared of any disciplinary charge may be considered for promotion which shall put him at par with other colleagues of the same seniority if they have been completed.
- The candidate must not have any entry in their personnel record of major punishment within the 12 months preceding the

commencement of the 'A' course  
or Detective course

- Subject to availability of vacancy

***Procedure:***

- Candidate completes an annual appraisal (APER) form and submits it to his/her head of unit/section who assesses based on criteria to be established by the PSC
- Assessments by heads of unit/section are submitted to the State Commissioner of Police for endorsement and forward to the State Appraisal Promotion Committee (SAPC)
- State Appraisal Promotion Committee assesses and

recommends to National Appraisal / Promotions Committee

- National Appraisal Promotion Committee recommends to PSC
- PSC conducts oral and/or written interview before approval of promotion

**(e) Superintendent of Police to Chief Superintendent of Police**

***Criteria:***

- Minimum of three years on the substantive rank of SP
- Must have completed and passed the prescribed DSP - SP promotion course

- Must have attended and passed 'B' course or Advanced Detective course with a score of at least 60%
- Must have attended and passed the Intermediate Command Course (ICC)
- Good Annual Performance Evaluation Report (APER) over a period of three years with classification in categories A or B
- Candidates in specialist branches must obtain grades A or B in their specialist field and A, B or C in their knowledge of general duties
- The candidate must not have any pending disciplinary case or complaints/petitions of gross misconduct such as human rights

violations, torture, extra judicial execution or rape etc **provided that** a candidate who is cleared of any disciplinary charge may be considered for notional promotion which shall put him at par with other colleagues of the same seniority if they have been completed.

- The candidate must not have any entry in the personnel records of major punishment within the 12 months preceding the commencement of the 'B' or Advanced Detective course
- Subject to availability of vacancy



***Procedure:***

- Candidate completes an annual appraisal (APER) form and submits it to his/her head of unit/section who assesses based on criteria to be established by the PSC
- Assessments by heads of unit/section are submitted to the State Commissioner of Police for endorsement and forwarded to the State Appraisal Promotion Committee (SAPC)
- State Appraisal Promotion Committee assesses and recommends to National Appraisal /Promotions Committee
- National Appraisal Promotion Committee recommends to PSC

- PSC conducts oral and/or written interview before approval of promotion

**2.3.3 (i) Chief Superintendent of Police to Assistant Commissioner of Police**

***Criteria:***

- Minimum of three years on the substantive rank of CSP
- Must have completed and passed the prescribed promotion course
- Must have attended and passed 'B' course or Advanced Detective course with a score of at least 60%
- Must have attended and passed the Intermediate Command Course (ICC)

- Good Annual Performance Evaluation Report (APER) over a period of three years with classification in categories A or B
- Candidates in specialist branches must obtain grades A or B in their specialist field and A, B or C in their knowledge of general duties
- The candidate must not have any pending disciplinary case or complaints/petitions of gross misconduct such as human rights violations, torture, extra judicial execution or rape etc **provided that** a candidate who is cleared of any disciplinary charge may be considered for promotion which shall put him at par with other

colleagues of the same seniority if they have been completed.

- The candidate must not have any entry in his personnel record of major punishment within the 12 months preceding the commencement of the 'B' or Advanced Detective course
- Subject to availability of vacancy

***Procedure:***

- Candidate completes an annual appraisal (APER) form and submits it to his/her head of unit/section who assesses based on criteria to be established by the PSC
- Assessments by heads of unit/section are submitted to the State

Commissioner of Police for endorsement and forwarded to the State Appraisal Promotion Committee

- State Appraisal Promotion Committee assesses and recommends to the National Appraisal Promotion Committee which in turn recommends to the Police Service Commission
- Police Service Commission conducts oral and/or written interview before approval of promotion

**(ii) Assistant Commissioner of Police to Deputy Commissioner of Police**

***Criteria:***

- Minimum of three years on the substantive rank of ACP
- Must have attended and passed 'C' course with a score of at least 60%
- Good Annual Performance Evaluation Report (APER) over a period of three years with classification in categories A or B
- Candidates in specialist branches must obtain grades A or B in their specialist field and A, B or C in their knowledge of general duties
- Must have attended and passed ACP – DCP promotion interview

- The candidate must not have any pending disciplinary case or complaints/petitions of gross misconduct such as human rights violations, torture, extra judicial execution or rape etc **provided that** a candidate who is cleared of any disciplinary charge may be considered for promotion which shall put him at par with other colleague of the same seniority if they have been completed.
- The candidate must not have entry in his or her personnel record of major punishment within the 12 months preceding the commencement of the 'C' course
- Subject to availability of vacancy

***Procedure:***

- Candidate completes an annual appraisal (APER) form and submits it to State Commissioner of Police or Zonal Commander as applicable, who conducts the initial assessment and recommends to the SAPC
- SAPC appraises and recommends to National Appraisal Promotion Committee National Appraisal Promotion Committee appraise and recommends to PSC after evaluating the APER forms and self-appearance of the candidate before it.
- PSC conducts oral and/or written interview before approval of promotion.



**(iii) Deputy Commissioner of Police to Commissioner of Police**

- Minimum of three years on the substantive rank of DCP
- Must have attended and passed 'C' course with a score of at least 60%
- Good Annual Performance Evaluation Report (APER) over a period of three years with classification in categories A or B
- Must have attended and passed DCP – CP promotion interview
- The candidate must not have any pending disciplinary case or complaints/petitions of gross misconduct such as human rights violations, torture, extra judicial execution or rape etc **provided**

**that** a candidate who is cleared of any disciplinary charge may be considered for promotion which shall put him at par with other colleague of the same seniority if they have been completed.

- The candidate must not have any entry in his personnel record of major punishment within the 12 months preceding the commencement of the 'C' course
- Subject to availability of vacancy

***Procedure***

- Candidate completes an annual appraisal (APER) form and submits it to State Commissioner of Police, who conducts the initial

assessment and recommends to the SAPC

- SAPC appraises and recommends to National Appraisal Promotion Committee
- National Appraisal Promotion Committee appraises and recommends to the Police Service Commission after evaluating the APER forms and self-appearance of the candidate before it.
- PSC conducts oral and/or written interview before approval of promotion.

**(iv) Commissioner of Police to Assistant Inspector –General of Police**

When vacancies occur in the Force establishment for the appointment of Assistant Inspectors – General of Police, the Commission may select suitable candidates from amongst the Commissioners of Police for promotion to the rank of Assistant Inspector of Police

***Criteria:***

- Be of the rank of Commissioner of Police
- Be of unquestionable integrity, professionally knowledgeable, zealous and efficient in the discharge of his or her duties

- Good Annual Performance Evaluation Report (APER) over a period of three years with classification in categories A or B
- Have attended and passed the National War College Course or the National Institute for Policy and Strategic Studies (NIPSS) course or any other course commensurate with the said courses
- Failure to pass the National War College or the National Institute for Policy and Strategic Studies courses would result in compulsory retirement
- Must have consistently demonstrated high leadership quality drive and commitment to or

the ideals of effective and efficient democratic policing.

- The candidate must not have any pending disciplinary case or complaints / petitions of gross misconduct such as human rights violations, torture, extra judicial execution or rape etc **provided that** a candidate who is cleared of any disciplinary charge may be considered for promotion which shall put him at par with other colleagues of the same seniority if they have been completed.

***Procedure***

- Candidate completes an annual appraisal (APER) form and submits

it to Assistant Inspector General of Police for endorsement

- The Assistant Inspector General of Police forwards the appraisal form to the National Appraisal Promotion Committee
- National Appraisal Promotion Committee appraises and recommends to Police Service Commission after evaluating the APER forms and self-appearance of the candidate before it.
- Police Service Commission conducts oral and/or written interview before approval of the promotion.

(v) **Assistant Inspector-General of Police  
to Deputy Inspector-General of  
Police**

***Criteria:***

- Be of the rank of Assistant Inspector General of Police
- Be of unquestionable integrity, professionally knowledgeable zealous and efficient in the discharge of police duties
- Good Annual Performance Evaluation Report (APER) over a period of three years with classification in categories A or B
- Have attended and passed the National War College Course or the National Institute for Policy and Strategic Studies (NIPSS)



course or any other course  
commensurate with the said  
courses

- Failure to pass the National War College or the National Institute for Policy and Strategic Studies courses or any other course commensurate with the said courses would result in compulsory retirement
- Must have consistently demonstrated high leadership quality drive and commitment to or the ideals of effective and efficient democratic policing.
- The candidate must not have any pending disciplinary case or complaints/petitions of gross

misconduct such as human rights violations, torture, extra judicial execution or rape etc **provided that** a candidate who is cleared of any disciplinary charge may be considered for promotion which shall put him at par with other colleagues of the same seniority if they have been completed

***Procedure:***

- Candidate completes an annual appraisal (APER) form and submits it to the Inspector General of Police for endorsement
- The Inspector General of Police forwards the appraisal form to the National Appraisal Promotion Committee

- National Appraisal Promotion Committee appraises and recommends to Police Service Commission after evaluating the APER forms and self-appearance of the candidate before it.
- Police Service Commission conducts oral and/or written interview before approval of promotion.

#### **2.3.4 Promotion in Exceptional Cases**

Recommendations for promotion to higher ranks in the police force in exceptional cases shall be based on:

***Criteria:***

- Exceptional performance

- Gallantry and bravery
- Exceptional service to the community

***Procedure***

- Recommendations for special promotions in such circumstances shall be made to the Police Service Commission through the State Appraisal Promotions Committee and the National Appraisal Promotions Committee as appropriate.
- There shall not be more than one Special Promotion (promotion in exceptional circumstances) for any one officer within a three year period.

## **2.4 Petitions and Appeals**

### **2.4.1 Conditions for appeal**

Officers aggrieved in matters of appraisal and promotion may petition the Police Service Commission.

Conditions that may warrant appeals/petitions include:

- Denial of opportunity to apply for promotion
- Overstaying on a rank
- Unduly long appraisal process
- Denial of request to see details of appraisal
- Victimization in assessment

#### **2.4.2 Appeals procedure**

An aggrieved officer shall:

- Complete an appeal \ petition form in quadruplicate and forward same to the Police Service Commission through the Chairpersons of the various appraisal committees as applicable.
- A copy of the petition shall also be sent to the Police Service Commission as an advance copy.