
POLICE REGULATIONS

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**Subsidiary
1961.12.19**

Regulations made under s.52.

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(1961.12.19)

1.1.1962

Amending enactments	Relevant current provisions	Commencement date
Order of 16.9.1969 regs of 9.9.1969 LN. 1979/013	regs. 3, 18 and 34 reg.2 regs.10, 11 and 13	

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ARRANGEMENT OF REGULATIONS.

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Title.

1. These regulations may be cited as the Police Regulations.

PART I.—RECRUITMENT AND PROBATION.

Physical standard for recruits.

2. The following standard is required for enrolment of recruits for the Police Force:—

- (a) Age: A minimum of eighteen years.
- (b) Height: A minimum of five feet eight inches, or five feet seven inches when the recruit is exceptionally well qualified in other ways..
- (c) Other Dimensions: To be in proportion to the height.
- (d) Eyesight: No spectacles, not less than 75 per cent of normal, no colour blindness, except when recruit is, in the opinion of the Commissioner, exceptionally well qualified in other ways.
- (e) Ears: No undue deafness.
- (f) Feet and legs: Sufficiently developed to cope with long periods of standing.
- (g) Teeth : No gross deficiencies, such as double dentures.

Examination before entry into Force.

3. A recruit shall, before entry into the Force, be required to pass a written educational examination, to be set and marked by the Director of Education or such other person as the Deputy Governor may approve.

Training courses.

4. A probationary constable, during his probationary period, will be required to complete successfully such training courses as may be appointed by the Commissioner, with the approval of the Governor.

Probationary period.

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5. A probationary constable will be on probation for one year after appointment as such, during which period his services may be dispensed with at any time if the Commissioner considers that he is not likely to become an efficient and well conducted constable. If his services are so dispensed with, he will receive one month's notice.

Probationary period may be dispensed with.

6. On the recommendation of the Commissioner, the probationary period can be shortened, extended or dispensed with entirely in the case of any probationary constable.

Passing of examination.

7.(1) A probationary constable will be required to pass an examination to be set and marked by the Commissioner before his appointment as a constable.

(2) If a probationary constable fails to pass the examination within one year of appointment as such, he may, at the discretion of the Commissioner, have his probationary period extended for not more than a further six months, and given a further opportunity to pass the examination during such extension.

First aid and swimming tests.

8. A probationary constable will be required to obtain a First Aid certificate and to pass such swimming test as may be prescribed by the Commissioner before appointment as a constable.

PART II. –PROMOTIONS.

Selection for promotion.

9.(1) All promotions shall be subject to the Governor's approval and will be by selection from among those members of the Force possessing the necessary qualifications.

(2) In the case of promotions to any rank up to and including inspector, no police officer shall be eligible for promotion to any such rank unless he has-

- (a) qualified in First Aid during the preceding three years;
- (b) passed the written police qualifying examination for the rank to be set and marked by the Attorney-General;

(c) passed an oral examination before the Promotion Board.

(3) To pass the written examination referred to in sub-regulation (2)(b), a candidate must have received not less than seventy per cent marks, or not less than sixty per cent marks in the case of the examination for promotion from constable to sergeant.

Eligibility for promotion and qualifying examination.

10.(1) A constable must have at least four years service in the Force before he can be considered for promotion to sergeant.

(2) Any constable may at any time sit for the police qualifying examination for promotion to sergeant.

(3) A constable who has passed the police qualifying examination for promotion to sergeant may at any time thereafter sit for the qualifying examination for promotion to inspector.

Appearance before Promotion Board.

11.(1) The passing of the police qualifying examination makes a constable eligible to appear before the Promotion Board for the rank of sergeant throughout his service as constable.

(2) The passing of the qualifying examination makes a sergeant eligible to appear before the Promotion Board for the rank of inspector throughout his service as sergeant.

Opportunity to better pass marks.

12.(1) All police officers will have the opportunity of bettering their pass marks in the police qualifying examination by taking the examination again.

(2) Police qualifying examinations for promotion will be held annually in or about the month of April. If a police officer passes the police qualifying examination for the same rank more than once, only the highest mark obtained by him in such examination shall be taken into account by the Promotion Board.

Proficiency award.

13. A constable who-

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- (a) has passed the police qualifying examination for promotion from constable to sergeant;
- (b) has obtained at least seventy per cent marks in that examination; and
- (c) has not been promoted beyond that rank within six months of so passing,

may be once granted a proficiency award of £30.

Promotion Board.

14.(1) The Promotion Board shall consist of the Commissioner and not less than two nor more than four police officers (to be appointed by the Commissioner) of the rank of Chief Inspector or above.

(2) The Promotion Board shall only be convened when a vacancy arises.

(3) The Promotion Board shall advise the Commissioner on all promotions in the Force up to and including the rank of inspector.

Method of allotting marks.

15.(1) The method for marking to be followed by the Promotion Board is as set out in Schedule I.

(2) Notes for the guidance of the Promotion Board are set out in Schedule 2.

Special promotions.

16. The Commissioner may, with the approval of the Governor, notwithstanding any provision of these regulations, promote any police officer who possesses special qualifications or marked abilities or exceptional aptitude for special work, irrespective of the length of service of the police officer and whether or not he is qualified by regulations 9 and 10.

Promotion to rank above inspector.

17. Promotion to any rank above that of inspector shall be referred to the Governor, with the recommendation of the Commissioner of Police.

PART III.—DISCIPLINE.

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Disciplinary code.

18. Any member of the Force commits an offence against discipline if he commits one or more of the offences set out below (hereinafter in these regulations referred to as the disciplinary code):-

1. *Discreditable Conduct*, that is to say, if he acts in a disorderly manner or any manner pre judicial to discipline or reasonably likely to bring discredit on the reputation of the Force.

2. *Insubordinate or Oppressive Conduct*, that is to say, if he:-

- (a) is insubordinate by word, act or demeanour; or
- (b) is guilty of oppressive or tyrannical conduct towards an inferior in rank; or
- (c) uses obscene, abusive or insulting language to any other member of the Force; or
- (d) wilfully or negligently makes any false complaint or statement against any member of the Force; or
- (e) assaults any other member of the Force; or
- (f) improperly withholds any report or allegation against any member of the Force.

3. *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, or any provision of any Standing Order or Routine Order, or contravenes any of the following requirements:-

- (a) a police officer shall at all times abstain from any activity which is likely to interfere with the impartial discharge of his duties or which is likely to give rise to the impression amongst members of the public that it may so interfere, and in particular a police officer shall not take any active part in politics;
- (b) the place at which a police officer resides shall be subject to the approval of the Commissioner;
- (c) a police officer shall not, without the previous consent of the Commissioner, receive a lodger in a house or quarters with

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which he is provided by Government or sub-let any part of the house or quarters;

- (d) a police officer shall not wilfully refuse or neglect to discharge any lawful debt.

4. *Neglect of Duty*, that is to say, if he-

- (a) neglects or without good and sufficient cause omits promptly and diligently to attend to or carry out anything which is his duty as a police officer; or
- (b) idles or gossips while on duty; or
- (c) fails to work his beat in accordance with orders, or leaves his beat or other place of duty to which he has been ordered, without due permission or sufficient cause; or
- (d) by carelessness or neglect permits a prisoner to escape; or
- (e) fails, when knowing where any offender is to be found, to report the same, or to make due exertions for making him amenable to justice; or
- (f) fails to report any matter which it is his duty to report; or
- (g) fails to report anything which 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 any prisoner or defendant to a criminal charge; or
- (h) omits to make any necessary entry in any official document or book; or
- (i) neglects, or without good and sufficient cause omits to carry out, any instructions of a Government medical officer or while absent from duty on account of sickness, is guilty of any act or conduct calculated to retard his return to duty.

5. *Falsehood or Prevarication*, that is to say, if he:-

- (a) knowingly makes or signs any false statement in any official document or book; or

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- (b) wilfully or negligently makes any false, misleading or in-accurate statement; or
- (c) without good and sufficient cause destroys or mutilates any official document or record, or alters or erases any entry therein.

6. *Breach of Confidence*, that is to say, if he:-

- (a) divulges any matter which is his duty to keep secret; or
- (b) gives notice directly or indirectly to any person against whom any warrant or summons has been or is about to be issued, except in the lawful execution of such warrant or service of such summons; or
- (c) without proper authority communicates to any person, who is not a member of the Force, any matter connected with the Force; or
- (d) without proper authority shows to any person outside the Force any book or written or printed document the property of the Government; or
- (e) makes any anonymous communication to the Governor, any public officer, the Commissioner or to any superior officer; or
- (f) canvasses any member of the House of Assembly or any public officer with regard to any matter concerning the Force; or
- (g) signs or circulates any petition or statement with regard to any matter concerning the Force except through the proper channel of correspondence to the Commissioner, or in accordance with the constitution of the Police Association; or
- (h) calls or attends any unauthorized meeting to discuss any matter concerning the Force.

7. *Corrupt Practice*, that is to say, if he:-

- (a) receives any bribe; or
- (b) fails to account for or to make a prompt and true return of any money or property received by him in his official capacity; or

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- (c) directly or indirectly solicits or receives any gratuity, present, subscription or testimonial, without the consent of the Commissioner; or
- (d) places himself under pecuniary obligation to any publican or any person who holds a licence concerning the granting or renewal of which the Police may have to report or give advice; or
- (e) improperly uses his character and position as a member of the Force for his private advantage; or
- (f) in his capacity as a member of the Force, writes, signs or gives without the sanction of the Commissioner any testimonial or character or other 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
- (g) without the sanction of the Commissioner supports an application for the grant of a licence of any kind.

8. *Unlawful or Unnecessary Exercise of Authority*, that is to say, if he:-

- (a) without good and sufficient cause makes any unlawful or unnecessary arrest; or
- (b) 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
- (c) is uncivil to any member of the public.

9. *Malingering*, that is to say, if he feigns or exaggerates any sickness or injury with a view to avoiding duty.

10. *Absence without Leave or being late for Duty*, that is to say, if he without reasonable excuse is absent without leave from or is late for parade, court or any other duty.

11. *Uncleanliness*, that is to say, if he while on duty or while off duty in uniform in a public place is improperly dressed or is dirty or untidy in his person, clothing or accoutrements.

12. *Damage to Clothing or other Articles supplied*, that is to say, if he:-

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- (a) wilfully or by carelessness causes any waste, loss or damage to any article of clothing or accoutrement, or to any book, document or other Government property served out to him or used by him or entrusted to his care; or
- (b) fails to report any loss or damage as in the preceding paragraph however caused.

13. *Drunkenness on Duty or Soliciting Drink*, that is to say. If he:-

- (a) without the consent of his superior officer, drinks or receives from any person any intoxicating liquor while on duty; or
- (b) demands or endeavours to persuade any other person to give him or to purchase or to obtain from him, any intoxicating liquor while he is on duty.

14. *Entering Licensed Premises*, that is to say, if without permission he enters-

- (a) while on duty any premises where intoxicating liquor is served, sold, stored or distributed when his presence there is not required in the execution of his duty; or
- (b) any such premises in uniform while off duty.

15. *Lending, Borrowing or Accepting Presents*, that is to say, if he lends money to any superior in rank or borrows or accepts any present from any inferior in rank.

16. *Conviction for a Criminal Offence*, that is to say, if he has been found guilty by a court of law of any criminal offence.

17. *Being an Accessory to a Disciplinary Offence*, that is to say, if he connives at or is knowingly an accessory to any offence against discipline.

18. *Sleeping on Duty*.

19. *Cowardice in the Performance of Duty*.

20. *Smoking while in Uniform whether off or on Duty*.

PART IV.—DEFAULTERS.

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Misconduct report.

19. For any offence against the disciplinary code a police officer will, if considered necessary, be placed on the defaulter's report.

Entries on record.

20. Every punishment will be entered on the defaulter's record sheet.

Defaulter to be served with copy of report.

21. A defaulter shall, when going off duty or if off duty, as soon as practicable, be supplied with written copy of the report preferred against him, which must disclose an offence against the disciplinary code with such details of time and place as will leave him under no misapprehension as to the offence for which he is reported.

Defaulter to be afforded access to reports.

22. The defaulter will be afforded access to all reports and statements relevant to the report against him, as soon as they are prepared. If he so desires, he will be permitted to take copies in his own time. Each folio of a report or statement of which a copy is taken must be marked by him "Copy Taken" and initialled by him to show that he has seen it.

Questions to be answered on report form.

23.(1) The defaulter will be invited to state in writing on a report form whether he admits or denies the charge. He will also be invited to state thereon the names and address of any witnesses to relevant facts whose attendance at the hearing of the case he wishes to secure.

(2) He may be present when the statements of his witnesses are being taken.

Trifling irregularities.

24. Police officers are not necessarily to be reported for trifling irregularities which can often be dealt with by immediate verbal reprimand, brief particulars of which should, at the time, be recorded in the official pocket book of the officer by whom the reprimand is administered. Repeated acts of negligence, although in themselves trifling, must be brought to notice.

Trial of defaulters.

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25.(1) Offences against disciplinary code will be tried by-

- (a) a police officer not below the rank of inspector, appointed by the Commissioner; or
- (b) by the Commissioner alone; or
- (c) by the Disciplinary Board.

(2) The Commissioner shall decide whether the trial of an offence shall be conducted under paragraph (a), (b) or (c) of sub-regulation (1);

Provided that-

- (a) a defaulter may before his trial elect to be tried by the Commissioner alone;
- (b) any case which, if proved, may, in the opinion of the Commissioner, result in the dismissal or termination of service of the defaulter shall be tried by the Disciplinary Board.

Composition and procedure of Disciplinary Board.

26.(1) The Disciplinary Board shall consist of the Commissioner and two other police officers not below the rank of Chief Inspector.

(2) The Commissioner shall be Chairman of the Disciplinary Board.

Other member of Force may assist defaulter.

27.(1) At the trial of an offence against the disciplinary code, the defaulter may be assisted by another member of the Force.

(2) The member of the Force assisting the defaulter or the defaulter may address the Disciplinary Board, the Commissioner or the police officer trying the case, and examine or cross-examine the witnesses.

(3) The defaulter will be permitted to give evidence on his own behalf.

Absence of defaulter.

28. If a defaulter absconds or refuses or neglects without good and sufficient cause to attend the hearing of the charge at the time and place appointed or

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is serving a sentence of imprisonment the case may be decided in his absence.

Drunkenness; attendance of doctor.

29. When a police officer is reported for rendering himself unfit for duty through drink, whether on or off duty, or for drinking on duty, he shall have the right to require that a medical practitioner of his choice shall be called to examine him.

Recording of evidence.

30.(1) The Commissioner and any other police officer, when trying a case against a defaulter, shall record the substance of the evidence in writing.

(2) The Board, when trying a case against a defaulter, shall record the evidence in full.

(3) All records of proceedings and written statements shall be retained for record purposes.

PART V.—APPEALS AND CONFIRMATION OF PUNISHMENT.**Conditions to be complied with.**

31.(1) A police officer who is not satisfied with a decision reached on the trial of any offence against the disciplinary code may, subject to the provisions of this Part, appeal to the next higher authority who may vary the decision or allow or reject the appeal.

(2) Appeals may only be made on the condition that the officer shall have made his whole defence and called all his available witnesses at the original hearing.

(3) Notice of intention to appeal must be given in writing within forty-eight hours of the award of the punishment, stating whether the appeal is against the finding or the punishment or both.

Notice of appeal.

32. On appeal, the appellant shall, within the prescribed time give notice of appeal by serving on the Commissioner a notice in writing of his intention to appeal and of the general grounds of such appeal.

Limits of appeal.

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33.(1) A police officer may, if found guilty of an offence by a police officer other than the Commissioner, appeal to the Commissioner.

(2) A police officer, if found guilty of an offence by the Commissioner or the Disciplinary Board, may appeal to the Governor only if he has been sentenced to dismissal, termination of service, reduction in rank or reduction in rate of pay.

Appeals to Governor.

34. When a member of the Force appeals to the Governor the Commissioner shall forward all records, statements and other papers relevant to the hearing to the Deputy Governor for onward transmission to the Governor.

Confirmation of punishment.

35.(1) Any punishment awarded by a police officer other than the Commissioner shall be subject to the approval of the Commissioner.

(2) Any punishment specified in paragraphs (a) to (d) of section 35 of the Ordinance awarded by the Commissioner or any other police officer or the Disciplinary Board shall be subject to the approval of the Governor.

PART VI.–COMPLAINTS AGAINST POLICE.

Complaints.

36. All complaints against members of the Force will be investigated without delay.

Complaints to be recorded in writing.

37.(1) When a complaint is lodged against a member of the Force it shall be the duty of the officer receiving it to record it in writing.

(2) The officer against whom the complaint is made, will whenever practicable, be permitted to be present while statements are being taken from the complainant.

Investigating officer.

38. In all cases of complaint against a police officer, an investigating officer will be appointed by the Commissioner to enquire into the allegation.

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Complainant to be informed.

39. When the enquiry has been completed the Commissioner will inform the complainant of the result of such enquiry.

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SCHEDULE 1.

Regulation 15.

PROMOTION BOARD.

MARKING SYSTEM.

PART I.

	<i>Maximum marks.</i>
1. Three times the percentage of the best marks obtained in the police qualifying examination	300
2. 10 marks for each year of service in the present rank	100
3. 20 marks for each Commendation in rank held	100
<i>Maximum marks total Part I</i>	500

PART II.

4. Sport, social and other voluntary and welfare and special qualification.	100
5. Discipline, character, leadership and personal qualities	200
6. Answers to questions on police duties	100
<i>Maximum marks total Part II</i>	500
<i>Total</i>	1000

N. B.

- (a) Part I will be completed before the candidate attends for interview as the marks are a matter of fact. Part II is a matter for individual assessment.
- (b) Each of the members of the Promotion Board will complete Part II above individually and the candidate with the highest number of combined marks is successful. The final figure will be divided appropriately so as to be shown as a percentage.

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SCHEDULE 2.

Regulation 15.

NOTES FOR GUIDANCE OF PROMOTION BOARD.

1. DISCIPLINE. (50 marks).

Entries in the officer's misconduct sheet, if made within the last four years in the case of a constable, and since promotion in any other rank, will be taken into account for assessment purposes.

2. This includes the ability to accept as well as exact discipline.

3. Degree of development of a sense of personal responsibility.

4. CHARACTER. (50 marks).

This assessment is intended for the individual's moral character – in particular his behaviour and the degree of respect he earns from private persons as well as members of the Force.

5. LEADERSHIP. (50 marks).

Experience of leadership – i.e. his ability to command and control men in all fields and the degree to which persons will voluntarily follow his lead. .

6. PERSONAL QUALITIES. (50 marks).

Qualities necessary in a police officer not specifically mentioned are listed here for guidance of examining officers:

- (i) sense of duty;
- (ii) initiative;
- (iii) physical toughness;
- (iv) mental alertness;
- (v) tact;
- (vi) kindness and understanding;

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(vii) sense of humour.

N.B.— Details of the marking by the Promotion Board to be forwarded to the Governor with the Commissioner's recommendations in respect of the successful candidates.