

# THE POLICE GENERAL REGULATIONS, 2003

In exercise of powers conferred upon him by section 51 (1) of the Police Act, 2003, the Commissioner for Interior hereby makes the following regulations:-

## Chapter 1

### Preliminary

#### Section 1. Title and Commencement

These regulations may be cited as the Police General Regulations, 2003 and shall come into force on the date of signature.

#### Section 2. Repeal and Savings

- (i) The New Sudan Police General Regulations 1994 are hereby repealed.
- (ii) All acts done or orders issued in accordance with the provisions of the repealed Regulations shall continue in force till repealed or amended in accordance with the provisions of these Regulations.

#### Section 3. Definition

- i) In these regulations the words and expressions used shall have the same meanings assigned to them in Section 4 of the Police Act 2003.
  - a) In these regulations unless the context otherwise requires:-
    - “Act” means the Police Act, 2003.
    - “Private” means any Policeman below the rank of non-commissioned Officer.

## Chapter 2

### Organization

#### Section 4. Police Units

- 1) The Police Forces shall be organized into the following units:-
  - a) The Police General Headquarters (GHQ).
  - b) Directorate of Administration.
  - c) Directorate of Railways and river transport.
  - d) Directorate of Passports, Immigration and Nationality.
  - e) Directorate of Auxiliary Force.
  - f) Directorate of Traffic.
  - g) Directorate of Public Security.

- h) Criminal Investigation Department (CID).
  - i) Directorate of Police College.
  - j) Directorate of Public Relations.
  - k) Directorate of Regional Police Force.
  - l) Directorate of Customs and Excise Police.
- 2) All the enrollments, postings, leaves, promotions, re-engagements and discharges for all other ranks shall be made within each of the units mentioned in the proceeding paragraph. No member of other ranks shall be liable to transfer beyond the unit in which he was enrolled without his consent; provided that the Inspector General shall have the power to transfer any such member to any other unit.
  - 3) The Inspector General shall have the power to dismiss any member of other ranks if he deems necessary for public interest; provided that any aggrieved person may appeal to the Commissioner.
  - 4) The establishment of each unit shall be under the control of the Officer in charge appointed by the Inspector General and shall be subject to orders and instructions of the Inspector General regarding the nature and the extent of employment of the Police, their administration and discipline in his unit. He shall also be responsible to the Inspector General in all matters pertaining to carrying out all preventive and administrative measures in a concerned area

**Section 5. Seniority and Titles of Officers**

- 1) The seniority of Officers and other ranks within the Police Force shall be as follows:-

**a) *Officers.***

- i) Commander (CDR).
- ii) Alternate Commander A\CDR).
- iv) Lt. Col.
- iv) Major.
- v) Captain
- vi) 1<sup>st</sup> Lt.
- vii) 2<sup>nd</sup> Lt.

**b) *Titles of Officers***

- i) Inspector General.
- ii) Deputy Inspector General.
- iii) Assistant Inspector General.
- iv) Directors.
- v) Chief Inspectors.
- vi) Inspectors.

**2) Other Ranks**

- i) R/SM.
- ii) S/M.
- iv) SGT.

- iv) CPL.
- v) L/CPL.
- vi) PVTE.

- 3) The seniority of Officers and non commissioned Officers having the same rank shall be decided according to the date of their appointment. In case of two or more having been appointed to the same rank on the same day, their seniority shall be based on the order in which names appeared in the appointment list.

**Section 6. Qualifications and Conditions of Admission to the Police College**

The qualifications and conditions for admission to the Police College shall be specified by orders made by the Inspector General from time to time.

**Section 7. Appointment of other Ranks as Officers**

- 1) Where it is in the interest of the force, the Inspector General may, through the Commissioner make a proposal to the Chairman to appoint a non-commissioned Officer an Officer, provided that such appointments shall not exceed (20) per cent of the total number of Officers.
- 2) The Non-Commissioned Officer to be appointed as an Officer shall satisfy the following conditions:-
  - a) Should be of a rank of a Sergeant and above.
  - b) Shall not be more than 40 years of age in the month of January following his appointment,
  - c) Should have served for seven years or more.
  - d) Physically fit and of sound mind.
- 3) The Inspector General may dispense with any of the above conditions whenever he deems fit for the interest of the force.

**Section 8. Oath**

Officers shall take oath of allegiance or affirmation on their graduation and commissioning.

## **Chapter 3**

### **Training**

**Section 9. Training of Cadets**

Cadets shall study syllabuses and undergo the prescribed training period in the Police College.

**Section 10. Syllabus Committee**

The Commissioner may form a committee to be called “*The Syllabus Committee*” to give advise concerning:-

- a) The subjects to be taught in the Police College and their distribution during academic years of the training.
- b) Training and refresher courses for Officers and Non-Commissioned Officers in service.
- c) Specify training periods for recruits.

**Section 11. Training of Recruits**

The Officer in charge of the unit shall be responsible to the Inspector General for the full training of recruits and for holding refresher courses for Non-Commissioned Officers in his unit.

**Chapter 4**

**Recruitment**

**Section 12. Qualification for Recruitment**

The Inspector General shall, from time to time, specify conditions to be satisfied by the applicant for recruitment in the other ranks in accordance with the following conditions:-

- a) applicant must be a New Sudan national.
- b) physically fit.
- c) sound mind.
- d) should not have been convicted of an offense connected with dishonesty and moral turpitude.
- e) eighteen years of age or above.

**Section 13. Appointment of Recruits**

- 1) The Officer in charge of the unit may appoint in his unit any one who satisfies the conditions as mentioned in section 12 of this regulations within the limits of his approved force.
- 2) Every recruit shall undergo a training period in a training school or in any other centre as may be prescribed by the Inspector General and he shall during that period be on probation.
- 3) during the probation period the character and antecedents of every recruit shall be verified by reference to:-
  - a) the Central Finger Prints Bureau.
  - b) the local authorities in his County, Payam or Buma.
  - c) place of residence.

- 4) During the probation period the recruit may be dismissed and his finger prints shall be returned to the Central Finger Prints Bureau (CFPB).

**Section 14. Recruits Training Period**

Every recruit shall spend at least 3 months or more in the training centre as may be prescribed by the Inspector General. If the recruit is found to be of good character and satisfactorily improving in all aspects, he may be appointed as a Private.

**Section 15. Musketry**

- 1) All recruits shall be made to fire a recruit's Musketry course on appointment in the Police Force; and thereafter an annual Musketry shall be held.
- 2) Musketry courses shall be held for all the police units in accordance with the instructions to be issued by the Inspector General from time to time. A return shall be submitted at the end of each year by the Officer in charge of the unit, showing the number of recruits and other ranks trained within their grading classified as marksmen, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> class shots together with an explanation of any failure to complete the training. The Officer in charge of the unit may award money and other prizes to the best marksmen.

**Section 16. Appointment Period**

- 1) Successful recruits shall be enrolled, after taking the oath, initially for three years which shall include the probation period.
- 2) Candidates from other ranks selected for service requiring technical training such as armourers, drivers, and the like, shall be enrolled for seven years, and those already in Police Force shall be required to re-engage to complete a period of not less than five years service from the date of last re-engagement.
- 3) Subject to the provisions of subsection 16 (2) the applicant may, if physically fit and recommended by the Officer in Charge, be re-engaged for further periods of two years each.
- 4) Subject to the provisions of subsection (3), the Officer in charge of the unit after seeking consent of the Inspector General may renew the terms of service of any of the other ranks until that person completes effective service of 25 years. The Officer in charge may continue to seek the consent of the Inspector General to re-engage that person within the next five years if it is in the interest of the force, provided that he shall not be allowed to continue in service after he reaches the age of fifty five.

**Section 17. Certificate of Appointment and Constabulary Number**

Every member of other ranks shall, on enrollment be granted a certificate of appointment and shall be allotted a number vacant at that time and such number shall be written as his individual constabulary number in the certificate of appointment which shall be kept by him during the whole period of his service.

**Section 18. Service Roll**

In addition to his certificate of appointment and attestation paper, there shall be maintained for every member of other ranks a service roll and a confidential file. The Officer in charge of the unit shall keep those documents with all particulars fulfilled at all times.

**Section 19. Obedience and Discipline**

All members of the other ranks shall promptly obey all lawful orders from any senior Officer and shall devote all their time to the protection of life, property, prevention and discovery of crimes, keeping of peace, law and order and shall arrest all criminals and apply laws and regulations which is their duty to execute. They shall always carry out their duties without fear, bias, prejudice or dishonest intention and shall be fair and respectful and friendly to the people.

## **Chapter 5**

### **Promotion**

**Section 20. Requirement for promotion**

Promotion from one rank to another shall be by merits, seniority, personal fitness to shoulder responsibility, efficiency and quality of leadership. Should two or more have the same qualities seniority shall take president.

**Section 21. Promotion of Officers and Other Ranks**

- 1) The Inspector General shall constitute a promotion board of three Officers or more to look into all recommendations for promotions so as to assist him in recommending the selection of the appropriate candidates.
- 2) The Officer in charge of the unit shall be responsible for the promotion of the other ranks and he shall constitute a promotion board composed of three Officers or more to give advice on recommendations for promotion.
- 3) The Promotion board constituted under paragraph (1) or (2) of this regulation shall act in accordance with the instructions of the Inspector General.

**Section 22. Seniority List**

The Inspector General on all matters concerning Officers, and the Officer in charge of the unit with regard to the other ranks shall make and keep up to date seniority list showing the seniority of Officers and members of other ranks with dates of their appointments in service and date of last promotion.

## **Chapter 6**

### **Store, Clothing and Equipment**

**Section 23. Quantities and Scales of Armament and Ammunition**

All equipment, armament and ammunition shall be in accordance with the qualities and scales approved from time to time, by the Chairman.

**Section 24. New Uniforms**

New uniforms shall be distributed at fixed intervals in accordance with the standing orders of the unit. The Officer in charge of the unit shall inspect the uniform worn out by the end of the prescribed period at the time of supply of new uniforms. He shall destroy the worn out uniforms and keep in his store the required uniforms approved for his unit.

**Section 25. Responsibility for storage of Equipment**

- 1) All Officers and other ranks in any unit shall be responsible to the Officer in charge of the unit who shall be directly responsible to the Inspector General in all matters concerning storage and distribution of armament and ammunition issued to them.
- 2) The Officer in charge of the unit shall be responsible for all other armament and equipment concerning his unit which is meant for a collective use by his force. He shall keep all armament and other equipment for collective use by his force in good condition and have it inspected periodically according to the Inspector General's instructions, to enable him give reports about its soundness for use.

**Section 26. Return of Equipment in Case of Dismissal**

- 1) Every member of the Police Force shall, on dismissal return all equipment in his custody, including clothes, armaments and ammunition and all the Police properties.
- 2) Every member of the Police Force, shall on termination of his service be given a discharge certificate showing particulars of his service and character, and his certificate of appointment shall be withdrawn.

## Chapter 7

### Approved Unit Establishment

**Section 27. Allotted Force of Unit**

- 1) The Inspector General shall draw a schedule of establishment showing the number of Officers and other ranks allotted to each unit. That schedule shall indicate accurately the permanently allotted force, and an approximate number based on average demand.
- 2) The Officer in charge of the unit shall be responsible to the Inspector General for keeping an adequate establishment in his unit provided that he shall not exceed the approved establishment save with the sanction of the Inspector General.
- 3) The Officer in charge of the unit may, whenever security requirements dictate, allow, temporary increase in one of his stations in return for decreasing the strength in one or more of the other stations of his units.

**Section 28. Allotment of Duties to Police**

- 1) Duties shall be allotted to Police in accordance with section 12 of the Police Act, solely with the objective of preventing and detecting crime and upholding the law. The Police Force shall be used on duties for the performance of which they are vested with the necessary powers under any law. They shall be regarded as a force of professionals and shall not be used for menial work.
- 2) It is the duty of every Policeman to report to the Officer in charge of the unit any commercial or agricultural interests which he may have within the area in which he is serving and he shall not operate without the permission of the Officer in charge of the unit.

**Section 29. Private Service**

- 1) On a written application the Officer in charge of the unit may, on condition that the establishment so permits nominate for the applicant the required number of officers and other ranks for the pertinence of private services in any place within the limits of the unit.
- 2) The Inspector General, in Consultation with the Commissioner shall fix the fees payable for services.



**Section 30. Acceptance of Testimonial or Gratuity**

No Policeman shall accept any testimonial or gratuity whether from state officials. Any person wishing to reward him for services rendered shall apply for the permission of the Officer in charge of the unit to do so; the latter may give or withhold his permission in his discretion. If the acceptance of such a testimonial or gratuity is sanctioned, that award shall be made through the Officer in charge of the entry thereof and shall be made in the service roll as in the case of good reports.

**Section 31. The Police and Prisoners**

Close supervision shall be maintained over the relations between Police and Prisoners whether awaiting trial or already convicted. The Officers in charge of Units who are directly concerned with the investigation of criminal cases or who are employed in guarding or escorting prisoners shall be responsible for preventing such Police from having opportunity to obtain admissions from prisoners by exercise of unlawful pressure.

**Section 32. Police Housing**

- 1) When government houses are not available for married Officers and other ranks, they shall be entitled to housing allowance as prescribed by regulations.
- 2) The government shall maintain messes and bachelor quarters for unmarried Officers and other ranks.

**Section 33. Annual Leave**

- 1) A. Officers may, subject to the requirements of the force, be awarded ordinary annual leaves in accordance with the following schedule:-

<u>Rank</u>	<u>Leave per annum</u>	<u>Maximum Leave</u>
<i>CDR and upward</i>	50 days	70 days.
<i>A\CDR</i>	45 days	60 days.
<i>Lt. Col.</i>	45 days	60 days.
<i>Major</i>	40 days	50 days.
<i>Captain and below</i>	40 days	50 days.

1) **Other Ranks:-**

- a) R\SM of more than 12 years of service

<i>Leave per annum</i>	<i>Maximum Leave</i>
30 days	45 days.
- b) R\SM of 12 years service or less

20 days	30 days.
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- c) Other NCOs and PVT irrespective of their periods of service

15 days	25 days.
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2) Officers or other ranks may be awarded full or partial leave, which may be suspended if necessary in the interest of service.

3) Days for Traveling.

The officer in charge of the unit shall be wholly responsible for prescribing days for traveling which he may define by issuing a local order. Provided that the maximum allowed shall not exceed two weeks and provided further that:-

- a) Days for traveling shall not be granted except once a year.
- b) Days for traveling shall not be granted when traveling by air.
- c) Days of arrival shall not be included in days for traveling.
- d) The Railways and river transport schedules shall be taken into consideration when prescribing days for travel.

**Section 34. Local Leave**

The Officer in charge of the Police unit may, for good reasons, award any Policeman a local leave once or several times provided that it shall not exceed seven days per annum.

**Section 35. Sick Leave**

1) The sick-listed members of the Police Force or those who are injured during performance of duty shall be entitled to:-

- a) free medical treatment.
- b) such sick leave after which duty performance is expected as shall be prescribed by a medical Officer.

2) In all cases of injuries during performance of duty a Board shall be formed for investigation.

3) Any member of other ranks may be discharged if prescribed unfit for service by Medical Commission.

**Section 36. Leave Without Pay**

The Inspector General may award any Policeman leave without pay on written application.

**Section 37. Leave for Study**

The Inspector General may award any Policeman leave for study with or without pay for any period he may prescribe.

## Chapter 8

### Miscellaneous Provisions

#### **Section 38. Penalties of Other Ranks**

- 1) Penalties shall be imposed on members of other ranks according to the provisions of the Police Act, 2003.
- 2) The authority empowered to impose punishment shall give the accused the right of appearing before him in order to answer the charge against him and he shall also have the right to produce evidence in his defense.
- 3) In all cases requiring confirmation by the Inspector General, the authority empowered to impose punishment shall keep a record in which a summary of the evidence produced, the statement of the accused, witnesses and reasons for the finding shall be entered.
- 4) Any punishment imposed on any member of other ranks shall be entered in his service roll.
- 5) On reasonable grounds the Superior Officer may put in solitary confinement in a cell for a period not exceeding 72 hours any member of the Police Force and in such a case he shall report immediately to the Officer in charge of the unit.

#### **Section 39. Pay During Suspension**

- 1) The competent authority may suspend any member of the Police Force by a written order prescribing the date of suspension and the pay if any to which he is entitled under section 39 (2) below.
- 2) Any member of the Police Force when suspended shall be paid his pay or any part thereof during the whole suspension period in addition to forage allowance, provided that competent authority may, if the accusation is serious in his opinion suspend the whole pay other than the forage allowance.

#### **Section 40. Confidential Nature of Records**

Criminal records of accused persons if relating to their criminal history sheets and activities, used by the Police for the prevention of crime shall be confidential.

#### **Section 41. Persons Under Arrest**

- 1) No unlawful arrest shall be exercised by the Police upon any person.
- 2) Any arrested person shall be allowed to communicate with his relatives or a legal advisor, but only under direct Police supervision. Messages shall be conveyed to the arrested person through the Police and interviews shall take place in the presence of a Policeman.

- 3) No threat inducement or torture shall be used against the accused during investigation.

**Section 42. Police Station Diary**

A daily diary shall be kept in every police station. In which shall be recorded the following:-

- a) the name of every person in custody or on bail with date of arrest.
- b) date and hour of every report of an offense with reference to the entry in the register of information.
- c) a note of all property in connection with cases which is brought in custody of the police.
- d) time and particulars of the departure from and return of the Policeman attached to the Police station.
- e) receipt and action taken on all warrants and other orders of courts.
- f) signature of the Police on duty.

**Section 43. Missing Persons and Unclaimed Property**

- 1) It shall be the responsibility of the Police to receive all information about missing persons and to take all necessary measures to trace them by notifying the other Police Units and stations. If found they may be handed to their relatives. It shall also be the responsibility of the Police to place into custody persons of unsound mind and to report to their appropriate authority.
- 2) It shall be the responsibility of the Police to take charge of all unclaimed properties and prepare lists thereof stating the particulars of each case for the Officer in charge of the Police Unit or Station to make any order he deems fit and shall forward it to the County Judge for disposal.
- 3) The Police shall receive any information of lost property and shall take all necessary measures to find the rightful owner as the case may be. And in the case of stolen or lost property the list thereof shall be circulated to other Police Units or Stations.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_ year 2003 A.D

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**CDR. Daniel Awet Akot**  
**Commissioner**  
**Secretariat of Interior**  
**New Sudan**