COUNCIL OF MINISTERS REGULATION No. 268/2012

COUNCIL OF MINISTERS REGULATION TO PROVIDE
FOR THE ADMINISTRATION OF FEDERAL POLICE
OFFICERS

This Regulation is issued by the Council of Ministers
pursuant to Article 5 of the Definition of Powers and
Duties of the Executive Organs of the Federal Democratic
Republic of Ethiopia Proclamation No.691/2010 and
Article 27(1) of the Ethiopian Federal Police Commission
Establishment Proclamation No. 720/2011.

PART ONE
GENERAL

1. Short Title
This Regulation may be cited as the "Federal Police
Officers Administration Council of Ministers
Regulation No. 268/2012".

2. Definitions
In this Regulation unless the context requires
otherwise:
1/ "Proclamation" means the Ethiopian Federal
Police Commission Establishment Proclamation
No. 720/2011;
i) is not a member of any political organization;

h) has completed at least tenth grade;

j) has the physical fitness and health required to be a police officer;

k) has no criminal record;

l) passes the entrance exam;

may be recruited as police officer.

2/ Notwithstanding sub-article (1) (i) of this Article, a person who has completed at least 6th grade may be recruited from a region or pastoral community having shortage of educated persons and that deserves special support.

3/ Without prejudice to the provisions of sub-article (1) of this Article, recruitment of police officers shall take into account the representation of nations, nationalities, peoples and gender.

4/ Without prejudice to sub-article (1) of this Article, the Commission may issue directive on selection criteria for various police professions.

5. Basic Police Education and Training

1/ Every police recruit shall take basic police education and training and pass examination before being employed as a police officer.

2/ The Commission shall provide any police recruit participating in basic police education and training with:

   a) food, lodging, training uniform, stationeries and pocket money;
   
   b) necessary medical treatment in case of illness or accident;
   
   c) free legal service through the assignment of its lawyer or the hiring of the service of an advocate in the case of any liability that may arise in connection with his practical training.
2/ The assignment of a police officer holding a senior management post or the transfer of such police officer from one sector of the Commission to another, from regional police to the Commission or vice versa, or from another government institution to the Commission or vice versa, or from the Commission to a continental or international organization shall be decided by the Commissioner General.

3/ The assignment or transfer of a police officer, holding a junior or middle level management post, within a sector of the Commission shall be decided by the head of the sector.

4/ The assignment of a police officer holding a junior or middle level management post or the transfer of such police officer from one sector of the Commission to another, from regional police to the Commission or vice versa, or from another government institution to the Commission or vice versa shall be decided by the head of the Commission's human resource sector.

5/ Notwithstanding the provision of sub-article (1), (3) and (4) of this Article, the Commissioner General may, where necessary, reduce or extend the power given to heads of sectors of the Commission to recruit, assign or transfer police officers or centralize such power.

10. Transfer or Acting Assignment

1/ The Commission, whenever necessary, may transfer any police officer to another similar position of an equal grade and salary or from one place of work to another place of work.

2/ Notwithstanding the provisions of sub-article (1) of this Article, the Commission may, in the case of compelling circumstances, assign a police officer to a position of higher grade in acting capacity for not more than six months without increment of salary.

3/ Where it is proved by a medical certificate that the nature of the work or the place of work a police officer assigned is not suitable because of his health problem:
a) he shall be transferred to another available vacant position or place of work with the same grade; or

b) shall be transferred to a lower grade where a vacant position of the same grade is not available and if he is willing; provided, however, that if he is not willing to be transferred to the lower grade, his service shall be terminated.

4/ Where a police officer holding a managerial post is absent from work, he may delegate a subordinate, who is next to him by seniority, for not more than three months.

5/ Where a police officer who has delegated a subordinate in accordance sub-article (4) of this Article absents himself for more than three months, the head of the sector may extend the delegation and allow the delegated police officer to get benefits resulting from the position.

6/ Where a position of a police officer is cancelled, he shall be transferred to a vacant position of similar grade available in the Commission or, where there is no vacant position of similar grade, he shall be transferred to a position of lower grade without reducing his salary; provided, however, that where he is not willing to be transferred to a position of lower grade, his service shall be terminated.

11. On Job or Off Job Education and Training

1/ Any police officer shall be given on job or off job education and training which qualifies him for the duty he is assigned for.

2/ The police officer shall be obliged to serve:

a) for a period equivalent to the time he spent for attending on job education training; or

b) for a period equivalent to double the time he has spent for attending off education or training.
PROMOTION IN RANK AND ASSIGNMENT TO POSITION

12. Objective
The objective of promotion in rank or assignment to a position shall be:
1/ to staff the Commission with the necessary manpower at all ranks and positions; and
2/ to motivate police officers and thereby improve performance of the Commission.

13. Promotion in Rank

1/ Any police officer shall, unless subjected to prohibitive conditions, be eligible for rank promotion if the period of stay stipulated in the Annex hereto is completed and he has registered satisfactory performance.

2/ Without prejudice to sub-article (1) of this Article, promotion shall be acquired through:
a) competition with respect to the ranks from Deputy Sergeant to Chief Sergeant;
b) competition, examination and training with respect to the ranks from Chief Sergeant to Assistant Inspector, from Inspector to Chief Inspector and from Commander to Assistant Commissioner.

3/ A police officer shall be promoted to a rank next to his present rank.

4/ Notwithstanding the provisions of sub-article (1) and (3) of this Article:
a) any police officer who has registered outstanding achievement of heroism or performance or exceptional creativity may be entitled to accelerated promotion;
b) a police officer holding any lower rank may compete for the rank of Assistant Inspector if he meets the eligibility criteria and passes the selection exam.

5/ The fact that a police officer has graduated from an accredited educational or training institution in any field related to police service may not entitle him to rank promotion; provided, however, that certain points may be given to it when he competes for promotion.
6/ Promotion in rank may not entitle to assignment to a position, except to the benefits accorded to the rank.

14. Assignment to a Position

1/ Any police officer may, unless subjected to conditions prohibiting assignment to positions, compete for a vacant position available in the Commission.

2/ Any police officer may compete only for a position one step higher than the position he holds; provided, however, that he may be allowed to compete for a two steps higher position where it is authorized by the Management Committee of the Commission on the basis of his proven exceptional professional competence.

3/ Assignment to a position shall be granted if a candidate meets the educational qualification, performance level, ethical behavior and period of service required for the position and passes the examination offered as may be necessary.

4/ Assignment to a position may not entitle to promotion in rank, except to the salary and benefits accorded to the position; provided, however, that it shall be considered as one factor in competing for promotion in rank.

15. Conditions Entitling Preference in Promotion or Assignment to a Position

1/ Where police officers compete as candidates for promotion in rank or assignment to a position score equal results, preference shall be given on the basis of seniority.

2/ Where candidates for promotion in rank or assignment to a position score equal results and have the same level of seniority, preference shall be given to police officers from regions and pastoral communities entitled to affirmative support and to female police officers to select the final candidate.
16. **Conditions Prohibiting Promotion and Assignment to Positions**

A police officer may not be eligible to compete for promotion in rank or assignment to positions where:

1/ he has one or less than one year to retire unless his service is extended in accordance with this Regulation;

2/ he was subjected to a disciplinary penalty in accordance with this Regulation and the record period has not barred by limitation; or

3/ he was convicted and sentenced by a competent court of law for commission of a crime, and two years have not lapsed after completion of the penalty.

17. **Revocation of Promotion and Assignment to a Position**

A promotion in rank or an assignment to a position obtained on the basis of fraudulent evidence or granted in contravention of the law shall, without prejudice to disciplinary and criminal liability, be revoked at any time.

18. **Power to Approve and Revoke Promotion in Rank**

1/ A promotion in rank from Assistant Commissioner up to Commissioner shall be approved by the Minister of Federal Affairs upon the recommendation of the Commissioner General.

2/ A promotion in rank from Assistant Sergeant up to Commander shall be approved by the Commissioner General.

3/ Revocation of any promotion shall be decided by the body having the power to approve such promotion.

4/ The Commissioner General may, as necessary, delegate his powers to approve and revoke promotions under this Article to other officials of the Commission.

19. **Rank Insignia**

Each police officer shall wear a rank insignia with his uniform indicating his being a police officer and the level of his rank.

20. **Promotion Committee**

The Commission may, by directive, establish a promotion committee or where necessary more than one committees to select and recommend candidates for promotions in ranks and assignments to positions.
21. Salary Scale

1/ The Commission shall study and submit to the Ministry salary scale applicable to police officers and implement same upon approval by the government.

2/ The Commission shall, where necessary, review the salary scale and submit to the Ministry by taking into account economic changes and other factors taking place in the country and implement same upon approval by the government.

3/ The salary scale shall consist of the base and ceiling salaries for each job position, as well as steps which indicate periodical salary increments.

22. Payment of Salary

1/ Any police officer shall be paid his salary at the end of every month.

2/ Unless the situation dictates otherwise, salary shall be paid on working day and at the place of work.

3/ Notwithstanding sub-article (2) of this Article, payment of salary may be effected through a bank selected by the Commission.

4/ Unless ordered by a court of law, salary shall be paid to a police officer in person or to a person delegated by him.

23. Salary Increment

1/ A police officer whose performance evaluation result is satisfactory or above shall be entitled to salary increment every two years in his present rank.

2/ The salary step increment to be given to a police officer pursuant to sub-article (1) of this Article shall vary depending on the result of his performance evaluation as determined by directive of the Commission.

3/ A police officer whose performance evaluation result is unsatisfactory may not be entitled to salary increment.

4/ A police officer promoted in rank shall be entitled to get the base salary of the new rank; provided, however, that where the existing salary exceeds or is equal to the base salary of his new rank, he shall be entitled to get a one step salary increment.
5/ A police officer assigned to a higher position shall be entitled to get the base salary of the new position; provided, however, that where the existing salary exceeds or is equal to the base salary of his new position, he shall be entitled to get a one step salary increment.

24. Attachment and Deduction of Salary
1/ The salary of a police officer may not be attached, deducted or set off except in accordance with the law, the order of a court or the written agreement of the police officer.
2/ The total amount of money that may be deducted from the monthly salary of a police officer pursuant to sub-article 1) of this Article may not exceed one-third of his gross salary.

25. Allowances and Benefits
1/ The Commission shall conduct and submit to the Ministry studies on the types and amounts of ration, allowances and other benefits and implement same upon approval by the government.
2/ Any allowance or benefit may be given to police officers if it is necessary to effectively carry out the functions of the Commission.
3/ Police officers having the same rank and level of responsibility shall receive the same amount of allowance and benefit.

26. Uniform and Equipment
1/ Police officers shall be provided with the necessary uniforms, for duty and ceremony, and equipment.
2/ The colors of uniforms for duty and ceremony as well as the kinds of uniforms and equipment to be issued to police officers at every level of ranks shall be determined by directive to be issued by the Commission.

27. Emblem and Badge
1/ The Commission shall have emblem signifying respect for law, enforcing law and serving the people.
2/ The emblem of the Commission may be used on police officers' identity cards, caps, uniforms, police vehicles, and on any other place determined by the Commission.
3/ Sectors of the Commission may, in addition to the emblem of the Commission, have their own emblems depending on the nature of the services they provide.
4/ Each police officer shall be issued with a badge which describe his role.
5/ The colors, type and use of emblem and badge shall be determined by directive to be issued by the Commission.

28. Identification Number and Identity Card
1/ Any police officer shall have an identification number and an identity card issued by the Commission.
2/ The identification number of a police officer shall be affixed conspicuously on the upper front left side of his uniform.
3/ The identity card of a police officer shall contain the emblem of the Commission and the photograph, full name, department, responsibility, rank, blood type and the identification number of the police officer.
4/ Any police officer shall show his identity card while enforcing the law.

PART FIVE

WORKING HOURS AND VARIOUS LEAVES

29. Regular Working Hours
1/ The police service of the Commission shall be delivered 24 hours a day and seven days in a week, including holidays, without interruption.
2/ The regular working hours of a police officer shall be eight hours a day; provided, however, that when situation compels, he may be ordered to work over-time.
3/ A police officer who has worked over-time shall be granted compensatory time off.
4/ Notwithstanding sub-article (3) of this Article, the Commission may issue directive on payment of over-time for certain duties.

30. Principles of Annual Leave
1/ The purpose of annual leave is to enable a police officer to get rest and resume service with renewed strength.
2/ A fresh recruit may not be entitled to annual leave before serving for 11 months.
3/ There may be no payment in lieu of annual leave.
31. Duration of Annual Leave

1/ A police officer who has served for one year shall be entitled to 20 working days of annual leave.

2/ A police officer who has served for more than one year shall be entitled to one working day additional leave for each year of service; provided, however, that the total number of days of annual leave may not exceed thirty working days.

3/ A service rendered in another government office shall be considered for computation of leave in accordance with this Article.

32. Manner of Granting Annual Leave

1/ Annual leave shall be granted within the budget year in accordance with a schedule prepared on the basis of the human resource deployment plan of the Commission and, in as much as possible, by taking into account the preference of the police officer.

2/ A police officer shall be entitled to advance payment of his monthly salary at the time of taking his annual leave.

3/ Annual leave may be granted on a piece meal basis if the police officer requests and his immediate supervisor agrees.

4/ A police officer who has taken annual leave in accordance with sub-article (1) of this Article and who has resigned before the end of the budget year shall be liable to pay back the salary received while on leave in proportion to the period not served.

33. Postponement of Annual Leave

1/ Where it is not possible to grant annual leave within the same budget year due to compelling circumstances, the immediate supervisor of a police officer may postpone the annual leave for up to two budget years; provided, however, that the accumulated annual leave shall be granted to the police officer within the third budget year.

2/ Notwithstanding sub-article (1) of this Article, the Commissioner General may, in exceptional circumstances, suspend the granting of annual leave until the situation is normalized.

3/ A police officer who is on annual leave may be re-called to duty and his unused leave be postponed if the situation compels to do so.

4/ A police officer who is re-called to duty pursuant to sub-article (3) of this Article shall be paid for his transport expenses and per-diem.
34. Unused Annual Leave

1/ Notwithstanding the provision of sub-article (3) of Article 30 of this Regulation, payment shall, on the basis of calculating only the working days, be effected in lieu of unused annual leave due to termination of service or annual leave postponed in accordance with sub-article (1) of Article 33 of this Regulation and that cannot be granted in the third budget year.

2/ Sub-article (1) of this Article may not apply to a police officer who is transferred to another government office, provided, however, that the unused annual leave shall be transferred to the said government office.

35. Maternity Leave

1/ A pregnant police officer shall be entitled to paid leave:
   a) for medical examination in relation to her pregnancy as recommended by a physician; or
   b) for rest before delivery if recommended by a physician.

2/ A pregnant police officer shall be entitled to a period of 30 consecutive days of prenatal leave with pay preceding the presumed date of her confinement and a period of 60 consecutive days of maternity leave after her confinement.

3/ If the pregnant police officer delivers before the completion of prenatal leave which is granted in accordance with sub-article (2) of this Article, the unused prenatal leave will be granted after her confinement.

4/ If the pregnant police officer does not deliver on the presumed date, the leave days subsequently taken before her confinement shall be replaced by the annual leave she is entitled to within the budget year or that of the following budget year if no annual leave is left within the budget year.

5/ The police officer shall be entitled, where recommended by a physician, to sick leave in accordance with Article 36 of this Regulation if she becomes sick after completion of her maternity leave provided under sub-article (2) of this Article.

6/ A police officer shall be entitled to a paternity leave with pay for five working days at the time of the delivery of his wife.
36. Sick Leave

1/ Any police officer shall be entitled to sick leave, when recommended by a physician, where he is unable to work due to sickness.

2/ The duration of sick leave to be granted to a police officer in accordance with sub-article (1) of this Article may not exceed eight months with in twelve months or twelve month with in four years, whether counted consecutively or intermittently starting from the first day of sickness.

3/ Sick leave to be granted in accordance with sub-article (2) of this Article shall be with full pay for the first six months and with half pay for the next two months.

4/ The time limit provided under sub-article (2) of this Article may not apply to HIV/AIDS positive police officers.

5/ Where a police officer is absent from duty due to sickness, he shall, as soon as possible, notify to his immediate supervisor unless prevented by force majeure.

37. Leave Due to Employment Injury

1/ A police officer who has sustained an employment injury shall be entitled to injury leave with pay until he recover to resume work or until it is medically certified that he is permanently disabled.

2/ A police officer, who is on injury leave, may be suspended from receiving payment where he:

(a) refuses or neglects to submit himself to medical examination or, in any way intentionally obstructs or unnecessarily delays such examination;

(b) does not follow-up his medical treatment properly to intentionally retard his recovery; or

(c) violates the medical directive issued by the Commission.

3/ As soon as the circumstances that occasioned the suspension pursuant to sub-article (2) of this Article ceases, the payment shall recommence provided, however, that there may be no entitlement to back-pay for the period of suspension.

4/ The provisions of this Article shall also be applicable to a recruit police trainee.
38. Leave for Personal Matters

1/ Any police officer shall be entitled to five working days leave with pay when he celebrates his marriage.

2/ Any police officer shall be entitled to mourning leave with pay for three consecutive days in the event of the death of his spouse, descendant, ascendant or any other relative up to the second degree by consanguinity or affinity and may be given additional leave for the time spent on travel depending on the distance of the mourning place.

3/ Any police officer who seats for examination in relation to his part time education shall be granted exam leave with pay, upon production of evidence from the institution where he attends.

39. Special Leave with Pay

Any police officer shall be entitled to special leave with pay where:

1/ he is summoned by a court of law or any other competent authority, for the time utilized for that purpose; or

2/ he attends education offered at home or abroad according to the Commission's plan.

40. Special Leave without Pay

Any police officer may be granted special leave without pay in accordance with directive to be issued by the Commission and upon production of sufficient grounds if such leave does not adversely affect the interests of the Commission.

PART SIX
MEDICAL AND OTHER BENEFITS

41. Medical Service

1/ Any police officer shall have the privilege to get free medical service for himself and his family members in the Commission's medical institutions.

2/ Where the medical service to be provided to a police officer or member of his family is beyond the capacity of the Commission's medical institutions, it shall be offered by another public medical institution on the basis of a referral arrangement.

3/ Where the medical service to be provided to a police officer is beyond the capacity of the Commission's medical institutions as well as that of other public medical institutions, as ascertained by the Medical Board of the Federal Police Referral Hospital, it shall be offered by a local private medical institution at the cost of the Commission.
42. Housing and Transport Services

1/ The Commission shall provide housing, transport, water and electric power supply services to police officers to the extent possible.

2/ Police officers who have to be stationed at camps due to the nature of their duties shall be provided, free of charge, with dwelling units and the supply of water and electricity.

3/ The provision of housing and supply of water and electricity to a police officer shall cease following termination of his service; provided, however, that the police officer or his family, as the case may be, shall be entitled to such benefits up to:

   a) two years after termination of his service due to his sacrifice on duty;
   b) one year after termination of his service due to retirement;
   c) one month after termination of his service due to any other reason.

43. Funeral Service

1/ Where a police officer dies as a result of employment injury, the funeral expense shall be covered by the Commission; and the funeral ceremony shall be conducted with honor depending on his police rank.

2/ Without prejudice to the provisions of sub-article (1) of this Article the funeral ceremony of a senior police officer shall be conducted with honor.
PART SEVEN
ETHICS, USE OF FORCE AND DUTIES OF POLICE OFFICERS

44. Ethical Principles

Every police officer shall adhere to the following ethical principles:

1/ in accordance with the powers and responsibilities given to him:
   a) respect and protect the rights of nations, nationalities and peoples without discrimination on the account of race, gender, religion, language, color, political outlook, wealth, birth or any other ground;
   b) respect and protect the Constitution and international human right conventions ratified by Ethiopia and other laws;
   c) resolutely combat all criminal activities and refrain from involving in such activities.

2/ discharge his duties with consideration, modesty, patience and great care;

3/ avoid frequenting indecent places and preserve his personal and institutional reputations;

4/ be a role model in respecting working hours;

5/ without prejudice to the provision of the relevant law, observe the secrecy of classified information relating to the security of the country and the people;

6/ refrain from disclosing information concerning the operations, deployment, and equipment of the police and any other similar police information to any person except authorized by the competent official or the person should have access to such information because of the nature of his duty;

7/ inform in writing to his superior any conflict of his interest or that of a person related to him by consanguinity or affinity with his responsibility; and discharge his responsibilities in a manner that could avoid the conflict of interest when so directed by his superior;

8/ perform his duties to the best of his knowledge and ability;
9/ execute any lawful order given to him by his superior;
10/ respect the top management;
11/ avoid working under being lobbied by others, and refrain from lobbying others;
12/ refrain from using his authority and honor to secure undue advantage for himself or for others;
13/ refrain from taking a present or any other benefit directly or indirectly from any person for the service he has delivered or expected to deliver in relation to his duties;
14/ refrain from collecting any contribution in the absence of authorization by the appropriate higher official.

45. Use of Force

1/ A police officer may use proportionate force when faced with clear resistance in discharging his duties and where other options are not available.

2/ A police officer may use firearms pursuant to sub-article (1) of this Article only where other measures short of firearms are insufficient to:
   a) protect his own life or the life of others from death or from grave bodily injury;
   b) apprehend a dangerous criminal suspect or to restrain a suspect or convicted prisoner from escaping.

3/ A police officer who has used firearms pursuant to sub-article (2) of this Article shall:
   a) help the injured person to get emergency medical treatment; and
   b) forthwith submit a report of the incident to the concerned higher official.

46. Handling and Use of Resources

1/ Any police officer shall have the duty to properly handle government resources assigned to him to discharge his duties and use them only for their intended purposes.

2/ Without prejudice to the provision of sub-article (1) of this Article, any level management shall have the duty to follow up and supervise the handling and use of resources.
3/ A police officer shall be liable for the damage or loss of resources assigned to him to discharge his duties if the damage or the loss has resulted from his intentional or negligent act.

47. Engagement in Another Work

1/ Any police officer may not engage in any other work which may impair his service or be in conflict or inconsistent with his professional duties.

2/ Without prejudice to the provision of sub-article (1) of this Article, a police officer may, after informing the Commission, engage in another work during his leisure time.

48. Submission for Medical Examination

1/ Any police officer shall, except for HIV/AIDS test, submit himself for medical examination when required by the Commission for good cause related to his duties.

2/ The cost of medical examination to be carried out in accordance with sub-article (1) of this Article shall be covered by the Commission.

49. Uniform

1/ Any police officer shall:

   a) wear his clean and complete uniform while on duty and put his rank insignia on the uniform; or

   b) wear clothes provided as a replacement if not required to wear uniform due to his position of assignment.

2/ Any police officer may not lend his uniform to other persons.

3/ Any police officer may not wear jewelry, except marriage ring, with his uniform.

50. Persons to be Treated with Care

Any police officer shall have the duty to treat children, women, senior citizens and disabled persons with care not to affect their feelings.

51. Liability

Any police officer shall be liable for the damages caused as a result of his decision or action in violation of the law.
PART EIGHT

DISCIPLINARY MEASURES AND GRIEVANCE PROCEEDURE

52. Objectives of Disciplinary Penalties
The objectives of disciplinary penalties shall be to rehabilitate a delinquent police officer when he can learn from his mistakes and become dependable police officer or to discharge him if he becomes recalcitrant.

53. Simple Disciplinary Offences
A police officer who has committed any of the following shall be guilty of simple disciplinary offence:

1/ failure to wear complete uniform with the insignia of rank, badge or identification number;
2/ failure to salute a police officer higher than his rank;
3/ demoralize or harass subordinates;
4/ failure to give due respect to, tease or intimidate a superior;
5/ not to be on duty while being in the work place;
6/ chat in a group during working hours;
7/ failure to notify a breach of discipline by a police officer to the appropriate unit while being aware of the offence;
8/ failure to keep his personal hygiene;
9/ being present at an indecent place while wearing his uniform;
10/ firing arms by negligent handling;
11/ being absent from duty for not more than seven consecutive days without good cause or permission;
12/ tardiness or leaving office early;
13/ mistreat customers through procrastination;
14/ failure to discharge ones responsibility to take disciplinary measure or institute disciplinary charge;
15/ committing any other offence of similar gravity with the offences specified under this Article.

54. Grave Disciplinary Offences
A police officer who has committed any of the following shall be guilty of grave disciplinary offence:

1/ repeatedly committing a simple disciplinary offence more than two times;
2/ undermining one's duty by being disobedient, negligent or tardy or by non-observance of working procedures;
3/ participating in activities which destabilize the unity of police officers;
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4/ deliberately obstructing work or collaborating with others in committing such offence;
5/ being absent from work without good cause for more than seven consecutive days;
6/ instigating or involving in physical violence at the place of work;
7/ neglecting one's duty by being alcoholic or drug addict;
8/ committing acts contrary to public morality in working place or elsewhere;
9/ engaging in other income generating activity by producing false sick leave;
10/ giving statement to mass media on the affairs of the Commission without any authorization from the appropriate body;
11/ preaching religion, playing religious songs or teachings or posting religious pictures at the place of work;
12/ refusing to submit oneself to medical examination relating to work, with the exception of HIV/AIDS;
13/ obstructing court proceedings by failing to observe any court order;
14/ giving or lending uniform, emblem, identity card, badge or weapon to a person not entitled;
15/ mishandling or missing a weapon one is armed with;
16/ intimidating colleagues, superiors or civilians by using weapons;
17/ inflicting bodily injury, death or property damage by a bullet fired from negligently mishandled firearm;
18/ disregarding violation of laws and failure to discharge one's duties;
19/ failure to assist a police officer injured on duty or pick up the body of sacrificed police officer, where there is possibility to do so without exposing oneself to danger;
20/ committing an act of human right contravention or performing an act or rendering a decision contrary to the Constitution;
21/ disappearing from duty or abandoning a guard post;
22/ committing sexual harassment in working place or elsewhere;
23/ accepting, giving or soliciting a bribe;
24/ to commit theft, breach of trust or fraudulent acts in the working place or elsewhere;
25/ intentionally or negligently causing damage on the property of the Commission;
26/ abusing one's power;
27/ disclosing classified information;
28/ hiding, transferring to any other person, forging, destroying or damaging documents of the Commission or a customer;
29/ submitting false credential or certificate of experience during or after employment;
30/ committing or attempting to commit fraudulent acts by using the stamps, titers or printed header documents and forms containing the emblem of the Commission or identity cards;
31/ becoming a member of any political party or participating in campaigning for or against a political party; or
32/ committing any other offence of similar gravity with the offences specified under this Article.

55. Simple Disciplinary Penalties
1/ Any police officer who commits any of the offences specified from sub-article (1) to (10) of Article 53 of this Regulation or any other similar offence for the first time shall be subject to oral reprimand.

2/ Any police officer who commits:
   a) the same offence for the second time after being penalized pursuant to sub-article (1) of this Article; or
   b) any of the offences specified from sub-article (11) to (14) of Article 53 of this Regulation or any other similar offence for the first time;
shall be subjected to written warning.

56. Rigorous Disciplinary Penalties
1/ Any police officer who commits any of the offences specified from sub-article (1) to (12) of Article 54 of this Regulation or any other similar offence for the first time and found guilty upon conducting disciplinary proceedings shall be subject to a fine up to one month salary.
A police officer may be suspended from duty where it is presumed that he could obstruct the investigation he was conducting.

The unreasonable action of a police officer and the withholding of his salary pursuant to sub-article (1) of this Article may last for a period not exceeding two months.

a) the same offence for the second time after having been penalized pursuant to sub-article (3) of Article 40 of this Regulation or any other similar offence for the first time;

b) any of the offences specified in sub-articles (3) and (4) of Article 40 of this Regulation or any other similar offence.

Any police officer who commits:

- any of the offences specified in sub-articles (5) to (9) of Article 40 of this Regulation or any other similar offence;

- any of the offences specified in sub-articles (10) to (19) of Article 40 of this Regulation or any other similar offence;

- any of the offences specified in sub-articles (20) to (31) of Article 40 of this Regulation or any other similar offence.

A police officer who has been dismissed in accordance with sub-article (2) of this Article shall be reinstated to his previous rank and salary upon completion of the penalty period and found guilty upon conducting disciplinary proceedings shall be subject to penalities:

- a) the same offence for the second time after having been penalized pursuant to sub-article (2) of this Article.

- b) any of the offences specified in sub-articles (3) to (19) of Article 40 of this Regulation or any other similar offence.
3/ Where a police officer is suspended from duty he shall be served with a suspension letter stating the grounds and duration of his suspension.

4/ Unless a decision of dismissal is rendered against an accused police officer, the salary withheld at the time of suspension shall be paid to him without interest.

58. **Power to Suspend from Duty**

The power to suspend a police officer in accordance with Article 57 of this Regulation lies in:

1/ a higher official having the rank from Chief Inspector up to Commissioner, where the rank of the accused is from Constable up to Chief Sergeant;

2/ the Deputy Commissioner General, where the rank of the accused is from Assistant Inspector up to Inspector;

3/ the Commissioner General, where the rank of the accused is from Chief Inspector up to Commissioner.

59. **Taking Disciplinary Measures**

1/ A disciplinary measure against a police officer who is found guilty of a simple disciplinary offence shall be taken by the immediate supervisor of the police officer.

2/ A disciplinary measure against a police officer who is found guilty of a grave disciplinary offence shall be taken, upon the recommendation of a disciplinary committee, by the head of the sector in which the police officer is assigned.

3/ Any police officer accused of grave disciplinary offence shall be served with a disciplinary charge stating the particulars of the offence and shall be given sufficient opportunity to defend himself.

4/ The disciplinary committee, established at the level of a sector, upon establishing guilt after examining the charge, the defense statement of the accused and documentary and witness evidences of the parties, shall submit to the head of the sector its recommendation on the imposition of appropriate penalty in accordance with Article 56 of this Regulation.

5/ Disciplinary penalty may be imposed irrespective of any court proceeding or decision.
6. Right of Appeal

1/ A police officer against whom a simple disciplinary penalty is imposed may, if he is aggrieved by the decision, appeal to the next higher official. A police officer dissatisfied with the decision made on appeal may again appeal to the next official in the hierarchy; and the decision at this level shall be final.

2/ A police officer against whom a rigorous disciplinary penalty is imposed may appeal to the Commission's Disciplinary Appeal Committee.

3/ A police officer who is dissatisfied by the decision of the Disciplinary Appeal Committee may appeal to the Commissioner General. The decision of the Commissioner General shall be final.

4/ Any appeal under this Article shall be lodged within fifteen days as of the date of receipt of the decision.

61. Period of Limitation

1/ A simple disciplinary penalty may not be imposed against a police officer, unless such measure is taken within six months from the date the commission of the offence is known.

2/ No disciplinary charge shall be brought against a police officer who has committed a grave disciplinary offence, which also entails criminal liability, unless such charge is brought within the limitation period of prosecution provided in the Criminal Code for such criminal offence.

3/ No disciplinary charge shall be brought against a police officer who has committed a grave disciplinary offence, which does not entail criminal liability, unless the disciplinary charge is brought within one year from the date the commission of the offence is known.

4/ Any concerned police officer who fails, irrespective of the period of limitation under this Article, to:

   a) impose a disciplinary penalty within one month from the date he is aware of the commission of a simple disciplinary offence; or

   b) institute a disciplinary charge within three months from the date he is aware of the commission of a grave disciplinary offence; shall be guilty of a disciplinary offence under sub-article (14) of Article 53 of this Regulation.
5/ The period spent for investigation of a disciplinary offence shall be excluded for computation of the time limit under sub-article (4) of this Article.

62. **Disciplinary Record**

A disciplinary penalty imposed on a police officer shall be cited as a record:

1/ up to one year from the date of imposition, if it is a simple disciplinary penalty; or

2/ up to two years from the date of imposition, if it is a rigorous disciplinary penalty.

63. **Disciplinary Committees**

1/ A disciplinary committee shall be established at the level of each sector to examine charges of grave disciplinary offences and to recommend the imposition of penalties.

2/ The Commission's Disciplinary Appeal Committee shall be established to examine and decide on appeals against rigorous disciplinary penalties.

3/ A sector disciplinary committee shall have three members, including the chairperson, and a secretary to be designated by the senior management of the Commission and two other members to be elected by police officers.

4/ The Commission's Disciplinary Appeal Committee shall have five members, including the chairperson, and a secretary to be designated by the Commissioner General.

5/ The designation and election of members of committees under sub-article (3) and (4) of this Article shall consider gender composition.

6/ The rules of procedures of sector disciplinary committees and the Commission's Disciplinary Appeal Committee shall be determined by directive to be issued by the Commission.

**PART NINE**

**TERMINATION OF SERVICE**

64. **Resignation of a Police Officer**

1/ Any police officer may resign after having completed his seven years compulsory service and by giving a two-month advance notice in writing.
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65. Termination on Grounds of Illness or Employment

I/ The service of any police officer who is unable, as confirmed by a medical board, to resume work after completing his sick or employment injury leave shall be terminated.

2/ Where the resignation notice is submitted at the time when a state of emergency has been declared and he is on special mission, his resignation may not be accepted until the state of emergency is lifted or the special mission is completed; provided, however, that the two months notice period shall commence to count after the state of emergency is lifted or the special mission is completed.

3/ The resignation shall be deemed to have been accepted unless the Commission decides otherwise on the basis of the provisions of sub-article (2) of this Article within the notice period.

4/ A police officer who has terminated his service in contravention of the provisions of sub-article (1) or (2) of this Article shall be criminally liable.

5/ Without prejudice to the provisions of sub-article (4) of this Article, a police officer who has resigned before having completed his seven years compulsory service shall pay back the portion of the cost of his basic police education and training corresponding to the remaining balance of the compulsory service period.

6/ Where a police officer who has received off job education or training submits notice of resignation before the completion of the service period required under this Regulation, he shall pay back the portion of his education or training cost corresponding to the remaining balance of the required service period.

7/ Where a police officer who has received on job education or training submits notice of resignation before the completion of the service period required under this Regulation, he shall pay back half of the portion of his education or training cost corresponding to the remaining balance of the required service period.
2/ A police officer whose service has been terminated in accordance with sub-article (1) of this Article shall be entitled to the benefits provided for under the relevant provisions of the pension law.

3/ Where an employment injury sustained by a recruit police trainee results in his discharge due to his permanent incapacity, as certified by medical board, he shall be entitled to payment of his one year’s training allowance and transport cost.

66. Termination on Grounds of Inefficiency
1/ Any police officer whose performance evaluation of two successive years is below satisfactory, despite exerting all his knowledge and ability to accomplish his work shall be discharged.

2/ Notwithstanding sub-article (1) of this Article, a police officer who scored high performance evaluation results for the last five successive years may not be discharged on grounds of inefficiency unless his performance evaluation result becomes below satisfactory for the following three successive years.

3/ The termination of service under sub-article (1) or (2) of this Article shall be effected by giving a one month advance notice to the police officer where he is unable to improve his performance at least within a year after:
   a) obtaining training required to improve his skills; or
   b) being transferred to another suitable position of an equivalent grade.

67. Termination on Disciplinary Grounds
The service of any police officer shall be terminated upon final decision of penalty imposing dismissal on the ground of disciplinary charge involving grave disciplinary offence in accordance with the relevant provisions of this Regulation.

68. Retirement
1/ The service of a police officer shall, unless extended in accordance with sub-article (2) of Article 17 of the Proclamation and Article 71 of this Regulation, be terminated on the last day of the last month in which he attained the retirement age.

2/ A police officer shall be notified of his retirement in writing six months prior to his retirement and shall be entitled to paid leave for the last two months.
69. Termination upon Death
1/ The service of any police officer shall terminate upon his death.
2/ Where the service of a police officer is terminated upon his death, the full salary of the month in which he died shall be paid to his registered spouse or in the absence of such spouse to his legal heirs.
3/ Without prejudice to the provisions of the relevant pension law, survivors of a deceased police officer shall be entitled to a lump sum payment of:
   a) his 12 months' salary where he has sacrificed his life while on duty; or
   b) his six months' salary where he has died of other causes.

70. Certificate of Service
A police officer shall be provided with a certificate of service showing the type and duration of his service and his salary when he so requests at any time during his service tenure or after its termination.

71. Extension of Service
The service of a police officer may be extended beyond the age of retirement in accordance with sub-article (2) of Article 17 of the Proclamation where:
1/ his qualification, knowledge, special skill, experience and capability is found to be critical to the Commission;
2/ it is ascertained impossible to replace him by another police officer through promotion, assignment, transfer or recruitment;
3/ he is proved medically fit for service;
4/ he has agreed to the extension of his service; and
5/ the extension is approved by the Commissioner General.

72. Return to Service
Where a police officer who has resigned in accordance with this Regulation applies to return to service and where his re-engagement meets the human resource needs of the Commission, he may be allowed to return to service subject to his fulfillment of the requirements stipulated under paragraph (a), (b), (d), (e), (h), (j) and (k) of sub-article (1) of Article 4 of this Regulation.
73. **Police Officer Accused of an Offence**

1. Where a police officer is accused of an offence due to an act committed with a view to discharging his duties, the Commission shall:
   a) provide the police officer with free legal service through the assignment of its lawyer or the hiring of the service of an advocate until the final disposal of the case by the court of law;
   b) act as a guarantor to secure the release of the police officer on bail;
   c) place the police officer on his duty and pay his salary while attending the trial proceedings upon release on bail;
   d) pay transportation cost and per diem to the police officer to appear before the court, if the court is far from the working place by more than five kilometers;
   e) pay the police officer his salary until the final disposal of the case by the court if he is denied release on bail;
   f) place the police officer on his duty where he is released upon acquittal or withdrawal of the charge;
   g) where the police officer is convicted and sentenced for a period not exceeding five years, allow him to resume his duty after serving the sentence; provided, however, that unpaid salary during the sentence period may not be claimed;
   h) where the police officer is convicted and sentenced, by final court decision, to imprisonment for a period exceeding five years, terminate his service as of the date of the court decision.

2. Without prejudice to the disciplinary measures to be taken in accordance with this Regulation, if any police officer is accused of an offence due to the commission of an act not related to the discharging of his duties:
PART TEN
RECORDS OF POLICE OFFICERS

74. Personnel Records

1/ The Commission shall have the responsibility to keep personnel records containing all relevant information regarding each police officer.

2/ A police officer shall have the right to access to all information contained in his personnel records or to have a copy thereof.

3/ No person except those ordered by law or authorized by appropriate officials of the Commission or the administrative staff shall have access to the personnel records of a police officer.

4/ It is prohibited to deposit any documentary evidence in the personnel records of a police officer without his knowledge.

5/ Any police officer shall:

a) submit evidence of his marriage or divorce to his unit when he concludes a marriage or divorce;

b) notify to his unit the birth or adoption of a child or death of his family member.
75. **Statistical Data**

1/ The Commission shall:
   a) organize central human resource data base;
   b) implement standardized human resource management information system;
   c) collect and compile statistical data relating to police officers for appropriate use.

2/ Any sector of the Commission shall have the obligation to submit human resource information timely to the central data base.

76. **Performance Evaluation**

1/ The objective of performance evaluation shall be to:
   a) enable police officers to discharge their duties in the required volume, quality, speed and cost;
   b) enable to identify the strength and weakness of police officers and thereby to implement appropriate capacity building programs based on plans;
   c) enable police officers to improve their performance by enhancing their self-motivation;
   d) enable to provide incentives to police officers based on the results; and
   e) enable the management body to make administrative decisions based on tangible information.

2/ Performance evaluation shall be carried out in a transparent manner with the participation of the concerned bodies and the police officer.

3/ A report sent to the Commission by an institution in which a police officer is attending education or training shall be taken as performance evaluation report.

**PART ELEVEN**

**POLICE AWARDS**

77. **General**

The objectives of awarding prizes shall be to ensure the success of the mission of the Commission through encouraging police officers with outstanding achievements and long years of service.

78. **Types of Police Awards**

1/ Police awards shall be the following:
   a) Medal of Heroism 1st Rank;
   b) Medal of Heroism 2nd Rank;
   c) Medal of Heroism 3rd Rank;
   d) Medal of Distinguished Labour;
   e) Medal of Police Service 1st Rank;
f) Medal of Police Service 2nd Rank;
g) Medal of Police Service 3rd Rank; and
h) Police Service Ribbon.

2/ The shape, color and substance of the awards referred to in sub-article (1) of this Article shall be determined by directive to be issued by the Commission.

79. **Medal of Heroism 1st Rank**

1/ The Medal of Heroism 1st Rank is an award that may be bestowed upon a police officer, team or unit that has, beyond the call of ordinary duty, achieved unparalleled feats of bravery.

2/ A police officer awarded with the Medal of Heroism 1st Rank shall:

a) be entitled to a lump sum payment of Birr 20,000 and 25% salary increment; where he is sacrificed his survivors shall be entitled to payment of Birr 25,000;

b) receive a certificate signed by the President of the Federal Democratic Republic of Ethiopia.

3/ A team or unit awarded with the Medal of Heroism 1st Rank shall be entitled to a lump sum payment of Birr 20,000 and a certificate signed by the President of the Federal Democratic Republic of Ethiopia. Every police officer who is a member of such team or unit shall be entitled to a 25% salary increment.

80. **Medal of Heroism 2nd Rank**

1/ The Medal of Heroism 2nd Rank is an award that may be bestowed upon a police officer, team or unit that has, beyond the call of ordinary duty, achieved very commendable feats of bravery.

2/ A police officer awarded with the Medal of Heroism 2nd Rank shall:

a) be entitled to a lump sum payment of Birr 15,000 and 20% salary increment; where he is sacrificed his survivors shall be entitled to payment of Birr 20,000;

b) receive a certificate signed by the Commissioner General.

3/ A team or unit awarded with the Medal of Heroism 2nd Rank shall be entitled to a lump sum payment of Birr 15,000 and a certificate signed by the Commissioner General. Every police officer who is a member of such team or unit shall be entitled to a 20% salary increment.
81. Medal of Distinguished Labour

A police officer awarded with the Medal of Distinguished Labour shall:

a) be entitled to one step promotion to a rank and salary increment.

b) receive a certificate signed by the Commissioner General. Every police officer who is a member of such team or unit shall be entitled to a 15% salary increment.

c) be entitled to a lump sum payment of an amount equivalent to his four months' salary.

82. Medal of Heroism

A team or unit awarded with the Medal of Heroism shall:

a) be entitled to one step promotion in rank and 20% salary increment where he dies in the line of duty. A police officer who is a member of such team or unit shall be entitled to a 15% salary increment.

b) receive a certificate signed by the Commissioner General. Every police officer who is a member of such team or unit shall be entitled to a 15% salary increment.

83. Federal Nechit Gazela

The Medal of Heroism 3rd Rank is an award that may be bestowed upon a police officer for not less than twenty five years of service, for having performed extraordinary by any police officer of not less than twenty five years of service.

A police officer who is a member of such team or unit shall be entitled to a 15% salary increment.
84. Medal of Police Service 2nd Rank

1/ The Medal of Police Service 2nd Rank is an award that may be bestowed upon any police officer who is reputed for his spotless record of conduct and police discipline and has served as a police officer for not less than twenty years.

2/ A police officer awarded with the Medal of Police Service 2nd Rank shall be entitled to a lump sum payment of an amount equivalent to his three months' salary.

85. Medal of Police Service 3rd Rank

1/ The Medal of Police Service 3rd Rank is an award that may be bestowed upon any police officer who is reputed for his spotless record of conduct and police discipline and has served as a police officer for not less than fifteen years.

2/ A police officer awarded with the Medal of Police Service 3rd Rank shall be entitled to a lump sum payment of an amount equivalent to his two months' salary.

86. Ribbon of Police Service

The Ribbon of Police Service shall be awarded to each police officer of the Commission every ten years for service given being loyal to the Constitution.

87. Awarding Ceremony and Wearing of Medals and Ribbons

The awarding ceremony and wearing of Medals and Ribbons provided under this Regulation shall be prescribed by directive to be issued by the Commission.

88. Deprivation of Medals and Ribbons

An awardee of a medal or ribbon shall be deprived of the medal or ribbon where:

1/ it is discovered that the award granted on the basis of false evidence; or

2/ the awardee has been convicted by a court for a crime of outrage against the Constitution or the constitutional order, treason, terrorism, drug trafficking or any other similar crime.
89. Posthumous Award of Medals

1/ The appropriate medal shall be registered in the name of a police officer who dies after having accomplished a deed which qualifies for the award of a medal in accordance with this Regulation.

2/ The medal shall be given to his spouse; in default of a spouse, to his eldest descendant; in default of descendant to his heir under the relevant law of succession.

3/ A posthumous promotion of rank may as well be registered in the name of a sacrificed police officer in whose name a Medal of Heroism is registered pursuant to sub-article (1) of this Article.

PART TWELVE
MISCELLANEOUS PROVISIONS

90. ‘Grievance Handling Procedure

The Commission shall establish grievance handling procedure to properly address complaints of police officers.

91. Physical Exercise and Sport Competition

The Commission shall create conditions to enable police officers to participate in physical exercises and sport competitions.

92. Relationship with Public

Any police officer shall have the duty to:

1/ in his relations with the public, respect the tradition, culture, beliefs and identity of the community; and

2/ in attending public holidays, wear his uniform and maintain law and order.

93. Prohibition

No police officer may:

1/ participate in a strike;

2/ conduct or participate in a demonstration;

3/ be a member or supporter of any political organization or oppose any political organization;

4/ conduct political agitation openly or covertly;

5/ agitate for or against any political organization or person campaigning for election, or carry or use in any place the emblem of any political organization or any sign it uses for election campaign.
8. Any police officer shall have the right to vote in any election conducted by government; provided, however, that if he intends to compete for election, he has to resign from his position subject to the relevant provisions of this Regulation.

2. A police officer who has resigned from his position to compete for election may not be re-employed as a police officer irrespective of winning or losing the election.

94. Participation in Election

95. Power to Issue Directive

The Commission may issue directives necessary for the implementation of this Regulation.

96. Repealed and Inapplicable Laws

1/ The Federal Police Administration Council of Ministers Regulation No. 86/2003 is hereby repealed.

2/ No regulations, directives or customary practices, in so far as they are inconsistent with this Regulation, shall be applicable in respect of matters covered by this Regulation.

97. Effective Date

This Regulation shall come into force on the date of publication in the Federal Negarit Gazette.

Done at Addis Ababa, this 19th day of November, 2012.

HAILEMARIAM DESSALEGN

PRIME MINISTER OF THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
## ANNEX

### PERIOD OF STAY FOR PROMOTION IN RANK

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<thead>
<tr>
<th>Levels of Ranks</th>
<th>Police Rank</th>
<th>Period of Stay (Years)</th>
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<tr>
<td><strong>Junior Level Rank</strong></td>
<td>Constable</td>
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<td>Assistant Sergeant</td>
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