

CHAPTER 150.**POLICE.****POLICE RULES.****ARRANGEMENT OF RULES.****RULES.**

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CHAPTER 150.**POLICE.****POLICE RULES***made by the Governor in Council under section 64.*

P.N.
113 of 1949
74 of 1951
3 of 1955.

1. These rules may be cited as the Police Rules.

Citation.

Duties generally.

2. All police officers shall perform such duties as may be assigned to them by their superiors in police rank, subject to the directions of the Commissioner.

Hours of duty.

3. Every police officer shall carry out all lawful orders and shall at all times punctually and promptly perform all appointed duties and attend to all matters within the scope of his office. Whether a police officer is nominally on, or off duty, his responsibility is the same and he is bound to prevent and detect crime and maintain peace and good order at all times and by all legal means.

Precedence.

4. Junior police officers and constables of the same rank shall take precedence among themselves in accordance with the date of their appointment in that rank:

Provided that in all cases of reduction in rank, the police officer reduced shall, unless otherwise directed by the Commissioner, be placed senior in the rank to which he is reduced.

Badges of rank.

5. The badges of rank of police officers shall be as follows:—

(a) SUPERIOR POLICE OFFICERS

Commissioner	Crossed tipstaves, surrounded by a wreath with a crown above.
Deputy Commissioner	Crossed tipstaves, surrounded by a wreath with two stars above.
Assistant Commissioner	Crossed tipstaves, surrounded by a wreath.
Senior Superintendent	Crown and star.
Superintendent	Crown.
Deputy Superintendent	Three stars.
Assistant Superintendent (including unconfirmed and temporarily appointed officers)	Two stars.
Assistant Superintendent (Cadet, where appointed as such)	One star.

(b) JUNIOR POLICE OFFICERS

Chief Inspector	Three bars.
Inspector	Two bars.
Sub-Inspector	One bar.

(c) CONSTABLES

Sergeant-Major	Crown in wreath.
Sergeant	Three Chevrons.
Corporal	Two Chevrons.

6. Promotions and appointments of Junior Police Officers and constables shall be made by the Commissioner. Promotions and appointments.

7. The following provisions regarding increments of pay shall apply to all police officers other than superior police officers, supernumerary constables and special constables— Increments of pay.

(i) Subject to the provisions of paragraph (viii) of this rule, the incremental date shall be—

(a) in the case of a constable, the date of his enlistment; and

(b) in the case of a junior police officer or non-commissioned officer, the date of his promotion or appointment.

(ii) A police officer holding an acting appointment or an acting rank shall be eligible for an annual increment of salary only in respect of his substantive appointment.

(iii) An increment may be withheld at the discretion of the Commissioner when the police officer has not discharged his duties diligently, efficiently, or with fidelity.

(iv) An increment may be withheld at the discretion of the Commissioner for a period not exceeding one year. On the expiry of such period, the Commissioner may restore the increment and direct whether it shall be regarded as having been “Suspended”, “Stopped” or “Deferred”.

(v) The Commissioner may at any time restore an increment that has been withheld.

(vi) An increment which has been “suspended” shall be payable from the date on which it was originally due.

(vii) An increment which has been “stopped” shall be payable from the date on which it is restored to the end of the current incremental year, and the police officer concerned shall be eligible for a further increment on his usual incremental date.

(viii) An increment which has been “deferred” shall be payable for one year from the date on which it is restored, and at the end of the year the police officer shall be eligible for his next increment, the date of restoration becoming his incremental date for the future.

Good conduct badges and pay.

8. (1) The Commissioner may award a good conduct badge to a constable below the rank of lance-corporal in respect of each two years of satisfactory service, up to a maximum of four badges. The provisions of this sub-rule shall apply to periods of satisfactory service both before and after the coming into operation of these rules.

(2) To every good conduct badge shall be attached good conduct pay at the rate of one penny a day.

(3) Any constable who is punished by two adverse entries in his service record within a period of twelve months shall forfeit the last badge awarded to him.

(4) The Commissioner may, in addition to any punishment imposed on any constable under the Ordinance, or in addition to any penalty imposed by any court of justice, order the forfeiture of one or more good conduct badges.

(5) Any constable who has forfeited any good conduct badge may have such badge restored to him by the Commissioner.

Vacation leave.

9. (a) Subject to the exigencies of the service, the Commissioner shall have power to grant vacation leave on full pay to junior police officers and constables at the following rates in respect of each year's service—

(i) Constable	21 days.
(ii) Non-commissioned officer	30	„
(iii) Junior police officer	45	„

(b) A police officer shall not be eligible for vacation leave in respect of a period of less than one year's service.

(c) For each completed month of service exceeding one year, the Commissioner may grant additional vacation leave *pro rata*.

(d) Vacation leave shall not accumulate in respect of periods exceeding two years' service unless the police officer has applied for leave and such leave has been deferred by the Commissioner.

(e) The Commissioner may at any time in his discretion require a police officer to take such vacation leave as may be due to him.

Leave on urgent private affairs.

10. The Commissioner may, in his discretion, grant leave on urgent private affairs on the following conditions—

(a) When the police officer is eligible for vacation leave, any leave on urgent private affairs for a period not exceeding the period of vacation leave earned shall be on full pay.

(b) All other leave on urgent private affairs shall be without pay.

(c) Leave on urgent private affairs on full pay shall be taken into account in determining eligibility for vacation leave and the amount of such leave which may be granted under rule 9.

11. The Commissioner may grant sick leave as follows—

Sick leave.

(a) A police officer may be granted sick leave on full pay not exceeding six months in the aggregate during any period of twelve months and thereafter sick leave on half pay, providing there is a reasonable prospect of eventual recovery within the total period of leave which may be granted under these rules and subject to a maximum of twelve months' sick leave in any period of four years.

(b) Sick leave may be granted up to one month on the recommendation of the appropriate Government medical officer or dispenser (where no such medical officer is available). If at the end of such period a police officer is still unfit to resume duty, a medical board shall be convened by or on behalf of the Director of Medical Services to ascertain whether he should be invalidated from the service or whether, there being a reasonable prospect of eventual recovery within the period of leave allowed by these rules, he should be granted a further period of sick leave. If at the expiration of the further period of sick leave he is still unfit to resume duty, a further medical board shall be convened in like manner.

(c) Sick leave in excess of twelve months in any period of four years shall be without pay and the period of such leave shall not be reckoned for purposes of increment of pension.

(d) A police officer who is eligible for vacation leave shall be granted such leave on full pay at the end of the period of sick leave on full pay and before being granted sick leave on half pay. Such vacation leave shall not be regarded as a period of sick leave for the purpose of paragraphs (a), (b) and (c) of this sub-rule.

(e) A police officer shall be deemed to be on sick leave for any period during which he is excused duty on medical grounds.

12. Casual leave for periods not exceeding 48 hours may be granted by superior police officers and shall not count against

Casual leave.

vacation leave; such periods of leave shall be limited to six days in any one year.

Travelling time.

13. Travelling time may be granted to police officers who are stationed away from their homes and who spend the whole or part of their vacation leave at their homes. Such travelling time shall not exceed a total of four days in respect of such period of vacation leave and shall not be granted save in respect of vacation leave.

Excess leave.

14. In special circumstances the Commissioner may grant leave in excess of the limits laid down in rules 9 to 12 subject to such conditions as he may, in his discretion, attach.

Discharge on medical grounds.

15. (1) When a police officer is to be discharged during the currency of a term of engagement, or the Commissioner refuses to approve the re-engagement of a police officer on the grounds that he has been pronounced by a medical officer to be physically or mentally unfit for further service he shall be given not less than two months notice and the discharge shall not take effect until the expiry of such notice unless the police officer elects that the discharge shall take effect at an earlier date.

(2) During the period of such notice prior to discharge the police officer shall be deemed to be on leave and shall receive pay in accordance with the provisions of rules 9 and 11:

Provided that he shall receive not less than half pay in respect of any part of such leave.

Offences against discipline.

16. Any police officer below the rank of superior police officer who commits any of the following acts or omissions shall be guilty of an offence against discipline, that is to say—

- (1) insubordination;
- (2) disobedience of lawful orders given him by his superior in rank whether orally or in writing, or by signal;
- (3) disrespect in word, act or demeanour to his superior in rank;
- (4) use of abusive or insulting language to, or quarrelling with any member of the Force;
- (5) oppressive or tyrannical conduct towards an inferior in rank;
- (6) forcing a sentry;

- (7) pawning, selling, giving, lending, losing by neglect, causing wilful damage to, altering without permission, exchanging or failing to report any damage to any of the articles of clothing, arms, accoutrements or necessaries issued to him or to any other police officer, or any Government property;
- (8) inattention or misbehaviour on parade;
- (9) being late for parade;
- (10) parading for duty dirty or untidy in person, arms, clothing or accoutrements;
- (11) drunkenness;
- (12) drinking any intoxicating liquor when on duty;
- (13) entering any place licensed for the sale of intoxicating liquors when on duty except in the execution of his duty;
- (14) removing any armlet or duty badge when on duty or endeavouring at any time to conceal or disguise his number or identity;
- (15) smoking when on duty;
- (16) failure to work a beat properly or irregular conduct on beat or sentry;
- (17) idling or gossiping or sitting or lying down without good cause or sleeping when on duty;
- (18) failure to attend to any reasonable request made to him by any member of the public or lack in civility to any member of the public;
- (19) leaving his beat, point or other place assigned to him without permission or without sufficient and proper reason;
- (20) while being under arrest or in confinement, leaving or escaping from arrest or confinement before being set at liberty by proper authority;
- (21) using unnecessary violence to, or ill-using any person in custody;
- (22) negligently permitting a prisoner to escape;
- (23) neglect of duty;
- (24) when knowing where an offender is to be found, failing to report the same or to exert himself to make the offender amenable to law;
- (25) failure to assist any person injured or taken ill in his presence;
- (26) omission to make any necessary entry in any official document, book or paper;

- (27) making or causing to be made or signing any false statement in any official record or document;
- (28) prevarication before any court or at any enquiry, or before any superior in rank;
- (29) withholding or failing to report promptly any complaint or report against any member of the Force;
- (30) neglecting or refusing to assist in the apprehension of any member of the Force charged with any offence;
- (31) protecting any person not being a police officer from his creditors under pretence of his being a police officer or protecting any police officer in any manner otherwise than is allowed by law;
- (32) making or joining in making any anonymous complaint;
- (33) making any frivolous or vexatious complaint;
- (34) lending money to, or borrowing money from, any member of the Force or becoming security for any member of the Force either directly or indirectly;
- (35) accepting directly or indirectly any gratuity, present, subscription or testimonial without the knowledge and permission of the superior police officer under whom he is serving, or receiving any bribe;
- (36) incurring debt without any reasonable prospect or intention of paying it, or having incurred any debt making no reasonable effort to pay the same;
- (37) divulging any matter or thing which it is his duty to keep secret;
- (38) improperly conveying information directly or indirectly to any person of any warrant or summons which has been issued or is about to be issued against such person;
- (39) communicating to any unauthorised person matters connected with the Force without leave from the superior police officer under whom he is serving;
- (40) being absent without leave;
- (41) malingering or feigning sickness;
- (42) concealing any venereal or contagious or infectious disease, or neglecting or failing to report the fact that he is suffering from such disease;
- (43) gambling or permitting or failing to report gambling in police stations or barracks or in any other premises occupied for the purposes of the Force;

(44) neglecting, failing or refusing to obey the instructions of any medical officer when in hospital or when receiving medical treatment;

(45) committing any act of plunder or wanton destruction of property;

(46) discharging any firearm without just cause;

(47) failing to make or submit any report or return which it is his duty to make;

(48) failing to comply with any rule of the Force or standing order issued by the Commissioner;

(49) any other act, conduct, disorder or neglect to the prejudice of good order and discipline.

and shall suffer such punishment according to the degree and nature of the offence, as may be awarded in accordance with the following provisions.

17. Any police officer charged with committing any offence against discipline may be arrested by any police officer and, pending investigation, be detained at a police station or lock-up. The accused shall be brought before a superior police officer as soon as possible.

Detention
of offenders
against
discipline.

18. (1) A superior police officer may examine into the truth of any charge under rule 16, and, if his decision is against the accused, may impose on him any one or more of the following punishments—

(a) in the case of a junior police officer—

(i) dismissal;

(ii) reduction in rank or grade;

(iii) fine not exceeding five pounds;

(iv) severe reprimand or reprimand:

Provided that a sentence of dismissal or reduction in rank or grade shall require the confirmation of the Governor;

(b) in the case of a constable—

(i) imprisonment for a term not exceeding seven days, subject to confirmation as provided in section 53 of the Ordinance;

(ii) dismissal, subject to the approval of the Commissioner;

(iii) reduction in rank;

Punishment
which may
be awarded.

(iv) forfeiture of one or more good conduct badges and pay;

(v) fine not exceeding two pounds;

(vi) confinement to barracks for any period not exceeding fourteen days with or without punishment drill, extra guards, fatigues or other duty; during this period normal duties shall be carried out in addition to any punishment duties imposed;

(vii) severe reprimand or reprimand;

(viii) admonition, extra drills, parades or fatigues:

Provided that no entry of any punishment under sub-rule (1) (b) (viii) of this rule shall be made in the constable's service record.

(2) All proceedings under sub-rule (1) of this rule shall be reviewed by the Commissioner who may—

(a) confirm the decision and punishment;

(b) set aside the decision and punishment or order a re-examination into the truth of the charge or direct that further evidence be taken by the superior police officer who adjudicated in the first instance or any other superior police officer;

(c) remit, mitigate, increase or alter the punishment to any other punishment which may be imposed for the offence;

(d) where the evidence proves an offence other than that charged and an amendment can be made without injustice, amend the charge and the decision, and impose such punishment in substitution for the punishment imposed at the examination as in his opinion may be appropriate for that other charge and which may be imposed therefor under these rules.

(3) Any one or more entries in a constable's service record, other than entries involving the loss of a good conduct badge, may, by order of the Commissioner, be expunged in recognition of a subsequent specific act of good service.

Appoint-
ment of
Court of
Enquiry.

19. The Commissioner may appoint a Court of Enquiry consisting of one or more superior police officers to enquire into and report to him on any matter affecting the good order and discipline of the Force.

Conviction
in court.

20. A conviction before a court for any offence may, at the discretion of the Commissioner, be recorded as an adverse entry in the service record of the police officer so convicted.

21. Any junior police officer or constable who is absent without leave for 21 days shall have his name struck off the strength of the Force with effect from the first day of such absence. When any police officer whose name has been so struck off returns to duty, the Commissioner may, at his discretion, order his name to be reinstated.

Absence without leave.

22. Every member of the Force who shall be dismissed or cease to hold or exercise his office shall forthwith deliver up to any constable designated by the superior police officer under whom he is serving all the clothing, arms, accoutrements, and Government and Force property which may have been supplied to him or entrusted to his care.

Delivering up of accoutrements and other property when leaving the Force.

23. (1) Whenever any person, not being a member of the Force, finds in any street or other place any property of which the owner is unknown, and brings it to any police station, the Commissioner or the officer-in-charge of such police station shall cause such property to be exposed to view or advertised at such police station for a period of two months. If such property is not claimed by the end of this period it shall be advertised in the *Gazette* to the end that persons having right thereto may claim it in accordance with the provisions of section 39 of the Ordinance. If no person proves his right to the said property within thirty days of the date of advertisement in the *Gazette*, the Commissioner or the officer-in-charge of such police station shall apply to a court of summary jurisdiction for an order to be made in respect of such property under section 39 of the Ordinance.

Disposal of unclaimed property.

(2) Perishable articles or property whose custody involves unreasonable expense or inconvenience shall be disposed of in accordance with section 40 of the Ordinance; in such cases the provisions of the preceding sub-rule relating to advertisement shall apply to such articles of property *mutatis mutandis*.

24. Whenever any member of the Force finds in any street or other place any property of which the owner is unknown, he shall bring it to a police station and the Commissioner or the officer-in-charge of such police station shall deal with such property in the manner provided in the last preceding rule.

Property found by police officers.

25. (1) No canteen or recreation room shall be established without the written authority of the Commissioner.

(2) The senior superior police officer under whose charge a canteen or recreation room is placed shall be responsible to the Commissioner for its good management.

Establishment and good management of police canteen and recreation rooms.

(3) Each canteen shall, under the direction of a superior police officer, be managed by a committee composed of such members of the Force as may be approved by the Commissioner.

(4) All canteen or recreation funds shall be deposited in such bank or savings bank as may be approved by the Commissioner and shall be accounted for by the committee concerned. The disposal of canteen and recreation funds shall be subject to the approval of the Commissioner.

Application
of General
Orders.

26. The General Orders of the Colony of Sierra Leone respecting medical treatment, house allowances, travelling allowances, transport facilities and advances shall be applicable to the Force in so far as they do not conflict with the provisions of the Police Ordinance or of any rule made thereunder.

P.N.
63 of 1950.

POLICE (POLICE FEDERATION) RULES

made by the Governor in Council under sections 58 and 64.

Citation.

1. These rules may be cited as the Police (Police Federation) Rules.

Constitution
of Police
Federation.

2. (1) For the purpose of enabling junior police officers and constables to consider and bring to the notice of the Commissioner and the Government of Sierra Leone all the matters affecting their welfare and efficiency, other than questions of discipline and promotion affecting individuals, there shall be established in accordance with the Schedule to these rules an organisation to be called the Police Federation which shall act as provided in that Schedule.

(2) The Police Federation shall be entirely independent of and unassociated with any body or person outside the Police Force.

r. 2 (1)

SCHEDULE.

CONSTITUTION OF POLICE FEDERATION.

1. The Federation shall consist of all members for the time being of the Police Force below the rank of Superior Police Officer and the Federation shall act through Boards as is hereinafter provided.

THE BOARDS.

2. From the members of the Federation there shall be constituted three Boards—one for constables below the rank of lance-corporal, one for non-commissioned officers and one for junior police officers, each of which groups of police officers is hereinafter referred to as "a rank."

3. Where the number of any rank as aforesaid does not exceed seven, all members of that rank shall form the Board. Where the number of any rank exceeds seven, there shall be elected by the members of that rank from amongst their number a Board consisting of five, or, if the authorised strength of that rank exceeds two hundred, seven members.

4. Members of the Board shall retire on the day prior to the date of election fixed under paragraph 9: Provided that any retiring member shall be eligible for re-election.

5. All members of the Force of each rank shall have the right to vote at the election of the Board for that rank.

6. Each Board shall hold its first meeting after election (hereinafter called "The annual meeting") not later than the 30th day of September.

7. The three Boards or any two of them may by agreement sit together as one Board either for any special purpose or regularly for all purposes of common interest.

8. A Board, in addition to submitting any representation to the Commissioner, may submit it also to the Governor.

ELECTIONS.

9. In August in each year, the Commissioner shall publish in Force Orders a notice for nominations for election to the Boards to be made within fourteen days of the publication of such notice.

10. Every nomination shall be supported by a proposer and a seconder, or otherwise be declared void.

11. At the expiration of the period for nomination, the Commissioner shall cause the names of all candidates for election to be posted at every police station, office and barracks for a period of ten days.

12. After the expiration of the ten days aforesaid, the Commissioner shall fix a date for elections to take place by ballot.

13. Every Police Officer entitled to vote shall have the right to give one vote each for as many candidates as there are vacancies on the Board concerned.

THE POLICE COUNCIL.

14. There shall be established a Police Council for the consideration and discussion of general questions affecting the Police Force, consisting on the one side of not more than four members appointed by the Governor, and on the other of members representing the three Boards.

15. The members of the three Boards shall, at the first meeting of the Boards after the annual elections, choose from among their number representatives to serve on the Council.

16. The representatives of the three Boards shall number as follows—

One Junior Police Officer.

Two Non-commissioned Officers.

Two Constables.

17. Meetings of the Council shall normally be held twice annually, but special meetings may be held, either on the instructions of the Governor, or, on receipt of one month's notice addressed to the Commissioner, by an application supported by not less than two Boards.

18. At every meeting of the Council, the senior official member appointed by the Governor shall officiate as Chairman, and the meeting shall elect a secretary.

19. Minutes shall be kept of every meeting of the Council and shall be submitted for approval at the next meeting of the Council and signed by the Chairman of such meeting.

OFFICERS AND MEETINGS.

20. Each Board shall choose its chairman and secretary from among its own members at its annual meeting.

21. The chairman at any meeting of a Board at which he is present shall have a second or casting vote.

22. A quorum of a Board shall consist of not less than four members.

23. Subject to the provisions of this Schedule, every Board may regulate its own procedure, including the appointment of committees or sub-committees.

24. Boards may hold four quarterly meetings (including the annual meeting), each lasting one day, but additional meetings for any special purpose may be held with the consent of the Commissioner.

25. Minutes of the proceedings of Boards shall be submitted to the Commissioner for his information within three days after each meeting.

26. Except where, in special circumstances, a Police Officer is required for duty for which no substitute is available, leave shall be given for attendance at all meetings duly held and every such attendance shall, as regards allowances and expenses, be deemed to be an occasion of police duty.

P.N.
9 of 1956.

POLICE (SPECIAL CONSTABLES) REGULATIONS

made by the Governor under section 14.

Citation.

1. These regulations may be cited as the Police (Special Constables) Regulations.

Normal duty
to be six
hours a
month.

2. A special constable will ordinarily be required to perform at least six hours duty in each month, and any part of such six hours may be utilised in training the special constable in police duties.

Appoint-
ments to be
made by
Commis-
sioner.

3. Appointments to all ranks of special constables, below the rank of superior police officers, will be made by the Commissioner.

4. (1) A special constable may, in the discretion of the Commissioner, be paid the following rates of pay for each day during which the special constable has been on duty for four hours or more—

	£	s.	d.
Superior police officers	1 0 0
Junior police officers	0 15 0
Other ranks	0 10 0

Rates of pay
for four
hours duty
or more per
diem.

(2) Except as expressly provided in this regulation, a special constable shall not be entitled to any remuneration in respect of his services as such.

POLICE (SPECIAL CONSTABLES) (AUXILIARY POLICE) REGULATIONS

made by the Governor under section 14.

1. These regulations may be cited as the Police (Special Constables) (Auxiliary Police) Regulations.

2. In these regulations—

Definition.

“Auxiliary Police” means special constables enlisted for the South-eastern Province and designated “Auxiliary Police” by the Commissioner.

3. Auxiliary Police will be required to perform the same duties and hours of work as the Sierra Leone Police Force.

Duties and hours of work.

4. Appointments to all ranks of the Auxiliary Police, below the rank of superior police officers, will be made by the Commissioner.

Appoint-
ments to be
made by
Commis-
sioner.

5. Auxiliary Police below the rank of superior police officers will be subject to—

Conditions
of service
and rates of
pay.

(a) the Police Ordinance and the Police Rules;

(b) the same conditions of service, allowances and rates of pay as the Sierra Leone Police Force except that they shall not be entitled to a pension and shall continue to be subject to section 18 of the Police Ordinance.