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THE GAMBIA POLICE FORCE

**STANDARD OPERATIONAL
PROCEDURE
GUIDELINES AND
COMPILATION OF FORCE
STANDING ORDERS**

**Police
Headquarters**
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PREFACE

There have been many useful techniques developed In The Gambia Police Force. Members of the Force throughout the country have found better ways to do their job because they were alert and seeking to improve their methods.

We have accumulated much knowledge In this field; we have made many advances. Unfortunately, we have not yet developed proper methods of passing along these improvements; we have not let others learn from our experience. One of the most usual methods of transmitting and preserving knowledge is to put it into written and practical form.

It is true that there is considerable material on many of the scientific aspects of the field, but far too little on the fundamental methods.

We are to serve the public with the highest standard of service that we can achieve. Therefore to keep strictly to the principles of good policing as defined under the Police Act Section 4 cap 18 Vol. III, I feel sure that these **PROCEDURE GUIDE LINES AND COMPILATION OF FORCE STANDING ORDERS**, will serve the Force for many more years to come.

The code of Police practices and procedures was undertaken in response to a growing desire to have a Police Force that is efficient, effective and loyal and more so, responsive to the needs and aspirations of The Gambian People.

As law enforcement officers, our fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception; the weak against oppression or intimidation; and the peaceful against violence or disorder; and to respect the constitutional rights of all men and to liberty, equality and justice.

The Enthusiasm and commitment manifested by Alhaji F.R.I Jammeh, The Police Adviser for the compilation of this document has highlighted the dynamic nature of our present organization, its willingness to change and its desire to improve the quality of service to our community.

Our ability to provide the quality of service envisaged depends upon the effective support of all Gambians and in order to retain that support we shall continue to make their welfare our highest priority.

It is now the responsibility of all the members of the force to make use of the books so that they can carry out their duties and responsibilities **professionally WITHOUT**

FEAR OR FAVOUR.

INSPECTOR GENERAL OF POLICE

- Arrest
S. 62 (1)
- Search Warrant
S. 62 (2)

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POLICE PROCEDURE GUIDELINES

1. INTRODUCTION

The Force is primarily concerned with better and efficient control system, as the most important facets of appropriate management. In view of the circumstances, the success of the force is much more dependent upon the **qualities of the officers serving at various** professions for better results. To gain good and efficient results as a work force, depends on two important factors: -

1. The integrity of The Gambia Force
2. The willingness of all the members of the Force to work hard for a better operational results.

We are to serve the public with the highest standard of service that we can achieve. Therefore to keep strictly to the principles of good policing as defined under the Police Act Section 4 Cap 18 Vol. III, I feel sure that these guidelines will serve the Force for many more years to come.

The code of "Police Practices and Procedures" was undertaken in response to a growing desire to have a Police Force that is efficient, **effective** and **loyal** and more so, responsive to the needs and aspirations of The Gambian people as they strive to transform this country into a highly developed society by the Twenty-First Century as expressed in our National Mission statement, vision 2020. The desired transformation of our Nation will however not be possible if the law-enforcers are not well equipped to adequately meet the challenges of their profession in this rapid changing world.

Therefore it is hoped that the books and Revised Force Standing Orders will fill the vacuum that had existed since 1965 when Police Officers had to rely mainly on colonial laws

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most of which have become obsolete and no longer relevant to the realities of contemporary Gambia.

Our Society now beset with serious challenges, which threaten our civilized way of life. Foremost among these challenges of course is the threat of crime, over population, environmental pollution and social intolerance.

As a law enforcement Officer, our fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder, and to respect the constitutional rights of all men to liberty, equality and justice.

2. INSTRUCTIONS FOR THE GUIDANCE OF OFFICERS DEALING WITH CORRESPONDENCE ON POLICE DEPARTMENTAL FILES F.S.O. NO. 9

1. Minutes will be written on the minute and continuation sheets to be attached to the left hand side of the file.
2. Minute and continuation sheets are to be numbered serially in blue pencil at the top outer corner.
3. Enclosures will be attached to the right hand side of the file. Each enclosure will be numbered serially in blue pencil at the top outer corner.
4. The enclosure number will be surrounded with a circle drawn with the blue pencil thus (3). Each enclosure will be indexed on the minute sheet by writing the enclosure number in ink, on the left hand side of the sheet and surrounding it with a circle which indicates that the entry on the minute sheet refers to the enclosure bearing the same number.

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5. Minutes are to be written on the minute sheet immediately below the last proceeding minute on the file. When more than one minute is written on any page, such minutes are to be numbered serially, a separate series being started on each new page.

**TRANSFERS AND POSTING OF POLICE PERSONNEL
F.S.O. NO. 11**

1. No inter-divisional transfer will take effect unless authorized in writing by the Inspector General of Police or the Deputy Inspector General of Police.
2. **TRANSFER AND POSTING WITHIN POLICE
DIVISION:**

The Commissioner of Police in charge of **each Police Division** is authorized to transfer personnel within his own Division at will without reference to the Inspector General of Police. But in every instance the Commissioner Administration and the Officer Commanding Finance shall be notified in writing not less than seven days the transfers or new posting take effect.

NOMINAL ROLLS F.S.O. NO. 201 *

1. Nominal rolls will be submitted to **Force Headquarters** quarterly on the 1st day of January, April, July and October, by the following: -
 - a. Divisional Commissioners
 - b. Officer in charge formation
2. Nominal Rolls will be in the following form

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Formation

Nominal Roll At..... 2003

| NO | RANK | NAME | DATE OF ENLJSMENT | DATE OF LAST PROMOTION | DATE POSTED TO THIS FORMATION | HOW EMPLOYED | REM <i>P</i> |
|----|------|------|-------------------|------------------------|-------------------------------|--------------|-----------------|
| | | | | | | | |

Signed

5. POLICE NOTE BOOK F.S.O NO. 203

1. Police Note Books will be carried by all member of the Force whether in **uniform** or in **plain clothes**. In uniform the pocket book will be carried in the **right hand breast pocket** of the **tunic/ shirt**. In plain clothes it will be carried in such a manner that it will not be lost nor observed by any member of the public.
2. All members of the force will see that their name and number is written on the inside of the notebook cover and on the note book itself.
3. One end of the book, the front, will be kept for notes and the other, the back for descriptions of wanted persons, stolen property etc.

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4. Pages are numbered consecutively throughout and in no circumstances will a page or pages be removed.
5. All entries will be made carefully and accurately at the time of the occurrence or if impossible at the time, as soon as possible afterwards.
6. All notes will be written in English but if a member of the Force cannot write in English but can in a local language there is no objection to him writing in that language. Any man wishing to use a local language in his note book will obtain permission in writing from the officer in charge of his Division before doing so.
7. The pages of the book will be ruled on the left hand side with a margin, not more than 1/4 inch wide. Each day will be preceded by a heading showing the day of the week and the date. The time at which each entry is made will be written in the margin and the entry will commence with the place at which it is written.
8. No blank space, erasures, alteration or writing between the lines are permitted.
9. A mistake will be struck out by drawing a single line through the entry.
10. Notebooks when completed will be replaced. Completed books will be retained at the station for a period of three years at the end of which they will be destroyed by burning by the station officer.

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11. Note books will be used for recording details of all items which cannot, or should not be trusted to the memory, and will include notes of the time, place and facts of occurrence, names of offenders, arrests made statements etc.
12. Superior Police Officers, Inspectors and N.C.Os will make an entry in the notebook when Constables are visited on duty.
13. N.C.O's and Constable returning to the station will, before going off duty, produce their note books to the officer in charge or the station officer present, who will examine and initial the book.
14. Superior Police Officers will carry out frequent inspection of note books of all ranks under their command and ensure that these books are being properly maintained
15. When giving evidence in court a police officer must not read his evidence from his notebook but he is permitted to refer to his notes for the purpose of refreshing his memory.

FIRST AID BOXES F.S.O. 202

1. A First Aid Box will be kept in each Police Station and Post.
2. The officer in charge of the station will place a list of the content in an envelope, which will be attached to the outside of the box by string. After checking the contents the box will be sealed and kept in the charge office.

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3. First Aid material will be used as necessary for treating members of the public in cases of emergency but it is not intended that medical attention should be given in cases of normal illness. Such cases should be referred in the normal way to the Hospital or dispensary.
4. A note will be made in the station diary of every occasion where the box is opened and First Aid Equipment expended, giving details of the person concerned, the nature of the injury and the equipment used. A note will be made on the reverse of the list of contents giving the **station diary reference and date, and the equipment used.**
5. Station officers will reseal the box on every occasion after use and will check daily to see that the seal are not broken.
6. Replacement equipment will be asked for quarterly on the 1st of the months of January, April, July and October.

REGISTER OF EXHIBITS- F.S.O NO. 205

1. All Police Stations and Post will maintain a register of **exhibits** in which details of all exhibits coming into the possession of the Police will be recorded.
2. Until such time as registers are printed by the Government Printer a foolscap book will be used and this will be ruled as follows: -
 1. Serial No.
 2. Date.
 3. Reference.

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4. Description of Articles.
 5. How Obtained.
 6. How Disposed of.
 7. Signature of Recipient.
 8. Initial of Station Officer.
3. Exhibits will be kept in a separate store; if this is impossible, in a separate part of the store. They will be arranged methodically and each article will be labeled. The serial number of the exhibit register will be shown on the exhibit label. This register will be liable to Audit.

INSPECTIONS F.S.O NO. 215

1. Superior Police Officers in charge of Division, Formation and section will carry out frequent inspection within their jurisdiction of all stations quarters, offices and stores.
2. Each section will be inspected thoroughly at least once a quarter. In large Formations or Division it may not be possible to carry out a complete inspection at one time owing to the length of time necessary and in such cases the inspection may be carried out piecemeal but it is essential that the inspection cover the whole of the Division or Formation during each quarter.
3. The inspection should cover buildings; stores, cash books, license books, registers, vehicles, procedure and every other matter affecting the security, efficiency and operation of the Division, Formation or Section.
4. The Superior Police Officer carrying out the inspection will record his notes in the Inspection

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Book. After the inspection the Officer in charge of the station will attend to all matters requiring action and will make out **two copies of the inspection notes**. On these he will show what action has been taken by him and after signing and dating will forward the two copies to the Officer in charge of the Division.

5. On receipt of these the Officer in charge of the Division will forward one copy to the Inspector General of Police through the D.I.G and will file the other at his Divisional Headquarters. Before doing this he will record his observations regarding the action taken by the Officer in charge of the station.
6. During the course of inspections obvious cases of inefficiency slackness or neglect of duty by Station Officers or other personnel will be brought to the attention of the Inspector General by separate dispatch under "In confidence" cover. These will subsequently be placed on the personal files of the individuals concerned.
7. In addition to these inspections by Superior Police Officers station officers will carry out similar inspections once a month but will not record notes of these inspections. Books and registers examined by Station Officers, during these monthly inspections will be initialled and dated by them at the time of the inspections immediately following the last entry therein. The initialling and dating by Station Officer will be accepted as evidence that he is satisfied with the correctness of all entries and action taken prior to this entry.

ARREST F.S.O NO 210

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Section 15 the Criminal Procedure Code, to arrest without warrant: Any Police Officer may, without and order from Magistrate and without a warrant arrest: -

- (a) Any person whom he suspects upon reasonable grounds of having committed a cognizable offence, an offence under any of the provisions of Chapter XVII of the Criminal Code or any offence for which under any law provision is made for arrest without warrant;

- (b) Any person who commits a breach of the peace in his presence;

- (c) Any person who obstructs a Police Officer while in the execution of his duty, or who has escape or attempts to escape from lawful custody;

- (d) Any person in whose possession anything is found which may reasonably be suspected to be stolen property or who may reasonably be suspected of having committed an offence with reference to such thing;

- (e) Any person whom hen suspected upon reasonable grounds of being a deserter from the Armed Forces;

- (f) Any person whom he finds in any highway, yard or other place during the night and whom he suspects upon reasonable grounds of having committed or being about to commit a felony;

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- (g) Any person whom he suspects upon reasonable grounds of having been concerned in any act committed at any place out of the Gambia, which if committed in the Gambia, would have been punishable as an offence, and for which he is under the Extradition Act or otherwise liable to be apprehended and detained in Then Gambia;
- (h) Any person having in his possession without lawful excuse, the burden of proving which excuse shall lie on such person, any implement of house breaking;
- (i) Any person for whom he has reasonable cause to believe a warrant of arrest has been issued by a court of competent jurisdiction in the Gambia;
- (j) Any person whom he believes to be bound by any recognizance to appear before any court or any police Officer and whom he believes to be about to leave or is making preparations to leave The Gambia.

BY PRIVATE PERSON

- 1.** Any private person may arrest any person who in his view commits a cognizable offence, or whom he reasonably suspects of having committed a felony.
- 2.** The owner of any property or his servant or persons authorised by him may arrest without warrant any person found committing any offence

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involving injury to the property. He must as soon as possible hand his prisoner over to the police.

3. Powers of Police Officers under the Police Act Cap 18 Vol III.

- (1) Section 28: Conduct of Prosecution: Any Police Officer may conduct in person any prosecution before any court of summary jurisdiction, whether the information or complaint be laid in his name or not.
- (2) Powers to arrest without having warrant in possession- section 29:
Any warrant lawfully issued by a court for apprehending any person charged with any offence may be executed by any Police officer at any time notwithstanding that the warrant is not in his Possession at that time, but the warrant shall, on the demand of the person apprehended, be shown and read to him as soon as practicable after his arrest.

4. MODE OF ARREST

- (i) In making an arrest the Police Officer shall actually touch or confine the body of the person to be attested, unless there is a submission to the custody by word or action.
- (ii) If such person forcibly resists the endeavour to arrest him, or attempts to evade the arrest, the Police Officers may use all means necessary to effect the arrest.
- (iii) Except when the person arrested is in the actual course of the commission of a crime or

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is pursued immediately after escape from lawful custody, the police officer making the arrest shall inform the person arrested of the cause of the arrest.

(e.g. I am arresting you for stealing George Sarr's watch). If the arrest is made under the authority of a warrant the person being arrested shall be notified of the substance of the warrant and if so required shall be shown the warrant as soon as possible.

Any person who has been arrested shall be taken to a Police station.

On arrival at the station the Officer in charge of the station shall at once inquire into the case, and if, when the inquiry is completed, there is not sufficient reason to believe that the person has committed any offence he shall be released forthwith. If the Officer in charge of the station is satisfied that the person arrested has committed an offence he shall be formally charged and placed in the cells or released on bail after 72 hours depending on the nature of the offence. Arrested person will not be kept waiting around in the charge room.

- (vi) Once a person has been arrested he is a prisoner and must be treated as such. The Arresting Officer is responsible for the prisoner until he has been brought to the station and handed over to the Station Officer. The officer in charge of

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the station is responsible for deciding whether there appears to be a **Prima Facie case and if such is the case the prisoner must be placed in cells or released on bail**. Prisoners who are not released on bail will be kept in the cell except when being interviewed or charged or being taken to court.

(Vii) Officers in charge of stations are responsible for reporting to the Magistrate the cases of all persons arrested without warrant, whether such persons have been released or admitted to bail or not.

(Viii) The name of the person making an arrest will be entered in the Crime Complaint Register. Where the arrest is made by a Private Person and the prisoner is subsequently handed over to the police the name of the private person will be shown together with the name of the Police Officer who rearrested him. (e.g. arrested by Kebba Njie re-arrested by 1st class 123 Kebba Ndure).

BAIL BY POLICE

- (a) Where a person has been taken into custody without a warrant for an offence other than an offence punishable with death the Officer in charge the station shall release the person on bail if:
- (i) The accused cannot be brought before court within 72 hours, and.

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- (Ii) The offence does not appear to be of a serious character.
- b. If the offence does not appear to be of a serious character he should be release on bail providing the Officer in charge of the station is satisfied the accused will appear in court.
 - c. If the offence appears to be of a serious character the accused should not be released on bail by the police Similarly if the accused is likely to abscond he should not be released on bail by the police.
 - d. If the offence is one punishable with death the accused shall not be released on bail.
 - e. Where the Officer in charge of the station realizes that the enquiry into the case cannot be completed forthwith he may release the person arrested on bail to appear at the police station at a latter date. A reasonable period should be allowed for completing the enquiries and persons must not be made to report to the police station unnecessarily
 - f. Persons taken into custody with a warrant must be **released on bail if the warrant is endorsed for bail**, and satisfactory sureties come forward, otherwise they must be retained in custody.
 - g. Persons taken into custody must be: -
 - i. Kept in the cell and
 - Ii Brought before court as soon as possible

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6. FAILING TO SURRENDER TO BAIL

- (i) If an accused person who has been released on bail to appear before a court or at a police station fails to appear at the appointed time or place the Surety or Sureties (if there are any) should be sent for immediately and asked to produce the accused.
- (ii) If they are unable to do so a warrant for the arrest of the accused will be sworn before a Magistrate and the Surety or Sureties will be summoned to appear before court to show cause as to why the amount of the recognizance should not be forfeit.
- (iii) All members of the Force must know their powers of arrest and what arrest entails.
- (iv) A man is either arrested or free. Until he has been arrested he cannot be "detained" by Police to facilitate his enquiries though he may volunteer to cooperate.

10. CHARGE OFFICE PROCEDURE F.S.O NO. 211

- 1. Arrival in charge room: On arrival in the charge room, the arresting officer briefly states the nature of the case and introduces the prisoners(s), complainant (if any) and witnesses: e.g.: Sgt. Or Sir, this is a case of stealing, this is the accused and this the complainant".
 - a. Arresting Officer standing near by to the accused to prevent escape.
 - b. Any property seized as subject of the charge handed to the station officer or senior officer then on duty.

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NOTES .MADE BY ARRESTING OFFICER: It is expected that all literate officers would make full use of the Notebook immediately he makes an arrest. If the arresting officer has not completed his note at this stage he should be given the opportunity to do whilst the station officer prepares.

INVESTIGATION OF THE CASE: Arresting Officer now tells the complete story leading to the arrest to the Station Officer or Senior Officer then on duty, in the presence of the prisoner and complainant (if any). Station officer asks question, if necessary, to clear any points in the officer's story. He also questions the complainant (if any) regarding the story.

Having satisfied himself that there was a case against the accused the complainant's particulars should now be taken down by the station officer and the arresting officer also recording them in his notebook together with any reply made by the accused.

STATION OFFICER NOW ENTERS CHARGE IN CRIME REGISTER AND ON CHARGE BOOK

Name and address of prisoners, together with other particulars, occupation, age etc. The arresting officer noting them down in his notebook, Station Officer enters charge on sheet with name of the arresting officer. Care to be taken that the charge is properly framed and the section of the Code correctly quoted.

READING THE CHARGE

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Name of the prisoner is read aloud by the Station Officer (for checking purpose). The charge is then read aloud to the prisoner followed by the words " and on that charge you will be detained (unless admitted to bail) and taken before the Magistrate.

6. CAUTION:

In accordance with Judges Rules No.9 "Do you wish to say anything about the matter? You need not say anything unless you wish but whatever you do say will be taken down in writing and may be given in evidence".

7. RECORD OF REPLY MADE IN ANSWER TO THE CAUTION:

The Station Officer carefully records his reply on the Voluntary statement form and the arresting officer carefully records in his notebook the reply made by the prisoner or no reply as the case may be. Having done so the Station Officer reads the reply aloud to the prisoner and then allow him to sign the form. If the prisoner wishes to write his own voluntary statement this wish should not be denied him.

Arresting officer should then hand his notebook to the Station Officer who initials it after the recorded statement in the presence of the accused.

8. SEARCH AND RECORD OF PRISONERS PROPERTY

Accused is now search. Station Officer decides what property must be returned immediately to the accused. All property retained as exhibits entered on charge sheet and the arresting officer also records it in his notebook.

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To ensure that the entry on the sheet and notebook are identical the Station Officer should call out each item to the arresting officer and the later should repeat his words.

9. IDENTIFICATION OF PROPERTY:

If stolen property comes to Light Complainant should be asked to identify.

10. COMPLAINANT:

Complainant should be told when and where he will be required to give evidence and unless he is required by the C.I.D, or for statement, He can be told to go.

*

11. PRISONER PLACED IN CELLS:

After being questioned regarding sureties for bail, and his fingerprints taken he should be placed in cells.

12 STATION OFFICER CLEARS UP:

Complete charge sheet, crime report, etc exhibits labeled and ready for production in court.

13. C.I.D.:

Where the case present some difficulties or is incomplete owing to lack or absence of witnesses the C.I.D Officer of Serious Crime Unit should be immediately invited to assist. This only applies in cases where the investigation cannot be completed by the Uniform Branch and assistance is felt necessary.

14. PROSECUTION BRANCH

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If a case is reported after closing hours and the Prosecuting Officer is not immediately available, but the case is of a serious nature and involves several witnesses, the Prosecuting Officer should be informed as soon as possible to afford him an opportunity of acquainting himself of the facts before the day following.

11. SUDDEN. UNNATURAL AND ACCIDENTAL DEATH F.S.O NO 212

1. Register: A register of deaths suspected to be due to violence and of all other sudden, unnatural or accidental deaths shall be maintained at every police station.

2. ACTION BY STATION OFFICER

(a) The Station Officer will enter particulars in this register in respect of every case reported to the police, or in which information reaches police, that a person has died, or that a dead body had been found in circumstances giving rise to reasonable suspicion or belief that the death may have been caused by violence, foul play or accident and in cases of death cannot be discovered.

(b) The Station Officer will inform:

- i. The Coroner
- ii. O.C in charge Division
- iii. Where possible obtain assistance of C.I.D. and C.R.O. Photographer.
- iv A written report will be submitted to coroner within 48 hours of first information received.

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POLICE FORM C.19 (SUDDEN DEATH REPORT)

1. The report to the Coroner will be submitted on Police Form C.19 (This is the Sudden Death Report).
2. The report will be made in duplicate. One copy to the Coroner, one copy to be placed in the police case file.

- 3 Complete the original form C.19 Paras 1 to 23 together with copies of statements (Para 10 of 'C.19) and a copy of the Doctor's certificate and submit to Coroner. (Note: Retain the original certificate issued by the Doctor in the police case file. This is contrary to Para 12 of S.D.R.).
4. The duplicate copy of the S.D.R will then be forwarded through the Officer Commanding Division to the Inspector General through the Deputy Inspector General of Police as is done with crime reports.
5. O.C/C.I.D will maintain a Central Register of sudden etc deaths. The details taken from the S.D.R mentioned at IV above will then be entered up in the Central Register and S.D.R returned direct to the Station Officer who originated the report.
6. On receipt of this copy of the S.D.R the Station Officer will place it inside the case file. The case file will bear the station S.D.R number.

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INQUEST The Coroner will inform the Station Officer direct the time, date and place of inquest or whether the inquest has been dispensed with.

PARTICULAR OF REGISTER. The following Information will be recorded in the register of sudden etc deaths: -

- i. Station serial number
- ii. Time and date reported to the police
- iii. Name and address of person from whom report received
- iv. Name, age sex and address of deceased (if known)
- v. Time, Date and Place at which death occurred (if known).
- vi. Action by police, including time and date reported to the coroner, by whom and whether reported personally by telephone or by written report, or radio.
- vii. Crime report, station diary and reference where necessary.
- viii. Result of coroner's verdict is to be taken down in writing from the coroner after inquest and accurately recorded in the words actually used by the coroner.

12. JUDGES RULES (THE GAMBIA1 PART ONE F.S.O. 332

1. The Judges rules give advise on law to deal with suspected and accused persons. If these are not complied with, evidence may not be accepted in court. They are made so that the same procedure is used by all policemen in The Gambia. A suspected person is a person who appears to have committed and offence and maybe reported for summons or arrested.
2. These rules may be cited as the Judge's Rules (The Gambia). It shall be the duty of every person to aid to the best of his ability any police officer charged with the investigation of any crime and to give all information, in his possession to any such police officer.
3. Any police officer in the course of investigation may question anybody whether suspected or not from whom he thinks he may obtained useful information, and may record a statement or statements from any such person.
 - (i) Statement taken by Police Officers, if recorded, may be recorded in **narrative form** or **by question and answer**, in the discretion of the Police Officer taking the statement.

PROVIDED THAT:

- (a) If any person asks for his statement to be recorded by question and answer such statement shall be so recorded, and
- (b) If any person so requests he shall be at liberty to write down his own statement in the language of his choice, but this shall not preclude any police Officer from questioning him on such statement

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and recording any further information obtained thereby.

Subject to paragraph (b) of the provision to paragraph (1) of this rule Police Officers shall record statements in English.

A statement upon its completion shall be read over to the person making it and a note shall be made of any correction or additions made by such person and of the fact that the statement has been read over, and when complete the statement shall be signed or marked by the person making it and by the Police Officer taking it who shall also record the time, date and place when and where the statement was made.

Subject to the provision of any other law in Force any statement taken by any Police Officer from any person who at the time he made the statement was not accused person shall be admissible in evidence if subsequently to the making of the statement the person becomes accused person.

A statement made by an accused person may normally only be admissible in evidence in the case in which he is accused if:

- (a) The Police Officer taking the statement has first cautioned the accused person: or
- (b) If the statement is merely a record of what an accused person may have said spontaneously before a Police Officer had time to caution him, in which case the Police Officer shall note on the record the circumstances and shall invite the accused person to sign such record and shall caution the accused person before recording any further statement from the accused person.

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8. If in the course of his enquiries a Police Officer considers it expedient to inform an accused person of a statement made by any other person, whether accused or not, He shall hand a copy of that statement to the accused person, or if the accused person is unable to read the statement he shall read it over to him without gloss or interpretation, and shall then caution such accused person.

9. Any accused person shall not be questioned when he is making a statement except for the purpose of making clear what he had said. Provided that this rule shall not apply in cases where an accused person is making or is invited to make a statement concerning offences other than that or those in respect of which he is at the time accused.

10. A caution under these rules shall be in the following terms and shall be administered after the Police Officer has explained the matter or circumstances which he is investigating: -

"Do you wish to say anything about the matter?
You need not say anything unless you wish but whatever you do say will be taken down in writing and may be given in evidence".

11. Failure to comply substantially with the provision of rules 4,5,6,7 and 8 of these rules may result in a statement made by an accused person or a person who subsequently becomes an accused person not being admitted in evidence.

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12. Nothing in rules 4,5,6,7,8 or 9 of these rules shall apply in the case of a person who is accused of any offence, other than an offence against the Criminal Code, which is punishable with a maximum of six months imprisonment or less or fine, and in such case provided that it does not conflict with the provision of any other law in Force, a statement taken from such accused person shall be admissible in evidence in whatever circumstance it is made.
13. In these rules "accused person" means subject to the provisions of rules 10 of these rules, a person who has been charged with any offence, whether or not such person is in custody and whether or not he has actually appeared before a court, and "Police Officer" includes any member of the Gambia Police Force and any other Public Officer lawfully charged with the investigation of any crime or offence.
14. The rules of practice promulgated by the Judges in England and known as the Judges Rules shall no longer be followed in The Gambia.

1 -3 II infLES RULES THE GAMBIA-PART TWO FSO 332A

- (1) WRITTEN STATEMENT BY ALLEGED OFFENDERS
 - (i) A written statement made by a person suspected of committing an offence differs from a witness statement in that it must be recorded under caution.
()
CO The statement may be written by the alleged offender. If he cannot write or he would like someone else to write it for him, some other

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person, including a Police Officer may offer to write it. The alleged offender has the choice.

(2) STATEMENTS WRITTEN BY AN ALLEGED OFFENDER

- (iii) If the person making the statement chooses to write it himself he shall be asked to write out the caution in the following terms:
- (iv) "Do you wish to say anything about the matter? You need not say anything unless you wish but whatever you say will be taken down in writing and may be given in evidence"

STATEMENT CONSTRUCTION

- (v) The statement should be given with the written caution and on completing the caution the alleged officer's signature is required.
- (vi) The statement should be written in ink one side of the statement from only
- (vii) The narrative should be written by the person making the statement. The statement should not be paragraphed. The writer not be prompted but material matters may be indicated, i.e. (time, days, place, names).

(4) STATEMENT CONCLUSION

- (vii) On completion of the statement the writer should sign the statement immediately below the narrative.

(5) STATEMENT DICTATED BY ALLEGED OFFENDERS

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- (ix) Where a statement is recorded at dictation by a Police Officer the Officer shall write out the following caution:
- (x) See paragraph (2) (iv) above.

STATEMENT CONSTRUCTION

- (xi) The statement should begin with the written caution and on completion of the caution the alleged offender's signature is required.
- (xii) The narrative should contain: -
 - (a) The exact words used by the person making the statement.
 - (b) No paragraphs
 - © Only those questions which are necessary to make the meaning of words clear to both the maker and writer of the statement.
 - (d) The signature of the alleged offender at the bottom of each page, where the statement consist of more than one page.
 - (e) The signature or Initials of the alleged offender on any correction.

CONCLUSION OF A STATEMENT

- (xiv) When the statement is finish the person making the statement shall be asked to read it and make any corrections, alterations or additions he wishes. He shall then be asked to write and sign or make

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his mark on the following certificate at the end of the statement: -

- (xv) "I have read the above statement and I have been told that I can correct, alter or add anything I wish. This statement is true. I have made it of my own free will".
- (xvi) If the alleged offender refuses to read the statement or to write the certificate or sign it then:-
 - a. In the presence of the alleged offender
 - b. The Senior Police Officer present (Note: under these circumstances if no Senior Officer is present, one should be called).
 - c. Records on the statement what has happened.
- (xvii) If for any reason. The alleged offender does not read the statement, then in addition to the above:
 - i. The Police Officer taking the statement must read it to him
 - ii. He is asked if he wishes to correct, alter or add anything.
 - iii. He is asked if he wishes to sign or make his mark.
 - iv. The Police Officer then certifies on statement what has been done.

STATEMENT BY CO-ACCUSED

(xviii) If at anytime after a person has been charged with or has been informed that he may be prosecuted for an offence, A Police Officer wishes to bring to the notice of that person any written statement made by another person who in respect of the same offence has also been charged or informed that he may be prosecuted, He shall:

(i) Hand to that person a true copy of the written statement.

reply (ii) Nothing shall be said or done to invite any or comment.

(iii) If that person says he would like make a statement in reply or starts to say something he shall be formally cautioned.

9. **ADDITIONAL RECORDS**

- (xix) A full record should be kept: -
- i. Time/Times cautioned given.
 - ii. Time/Times person questioned.
 - iii. Time elected to make statement.
 - iv. Persons present.

- v. Intervals and refreshment taken- (in no circumstances should alcoholic drink be given).
- vi. Time person arrested and/or charges made.

14. **REPORT WRITING Rill FS**

(1) OBJECT

- (a) Police report is an official and confidential document presenting:
 - (i) Facts
 - (ii) In an orderly sequence.

Its' object is to enable the Reporting Officer's Superiors or certain other person to draw conclusion and where necessary order further action.

- (2) Many report forms are locally prescribed and their compilation is the subject of local instruction. (For example, Traffic Accidents reports, application for licenses, fire report etc.).

This instruction is confined to rules, which apply generally to all reports.

(3) **GENERAL RULES**

- (a) When writing a report: -
 - (i) Consult your official note book
 - (ii) Present the facts in their natural sequence

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- (iii) Use plain words.
- (iv) Be correct in Grammar, punctuation and spelling
- (v) Consider the impression your report will make on those read it.

- (b) (i) Avoid slang- unless you are quoting what some one said.

When quoting words used by orders, place them in "Inverted commas". E.g." I am gong: Not he told me he was going.

- (ii) Sign your report legibly with your name, rank and number.

(4) **PRESENTATION OF FACTS**

- a. Where a form requires answers to a questionnaire, answer each question correctly.
- b. Where a narrative is required, the following sequence may apply.

WHEN DID IT HAPPEN?

- (i) Exact time
- (ii) Day
- (iii) Date

© **WHFRE DID IT HAPPEN?**

- (i) Exact Location
- (ii) Name of Street
- (iii) Direction (if applicable)
- (iv) Town, Village, District

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(d) WHO SAW IT HAPPEN?

- (i) Witness (if any), in each case the full name, age, occupation, and address
- (ii) Where was the witness in relation to the act, and what was he doing? Events leading to his (or her) knowledge of what happened.
- (iii) What he (or she) saw or heard and did he (or she) inform the police.

(e) WHO DID IT?

- (i) Full name, age occupation and address. If it is a married woman then also obtain the name address and occupation of her husband.
- (ii) If it is a child or young person obtain name, date of birth name and address of parents or guardian and school.
- (iii) If a motorist obtain particulars of driving license, vehicle registered number, make and class of vehicle, etc. and if he is the driver but not the owner then obtain also the registered owner's name and address.

f. WHAT DID HE (OR *SHE*) DO?

Detailed description of what happened.

g. TO WHOM OR TO WHAT DID IT HAPPEN?

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- i- Name, age, address and occupation of victim, or
- ii. Of Owner of property, or
- iii. Animal injured etc.

h. WHY DID IT HAPPEN

- i. Accidental.
- ii Carelessness.
- iii Malicious.
- iv Natural cause or otherwise.

15. **DESCRIPTION OF PROPERTY**

- 1.** An accurate and intelligent description of property, which has been:

Stolen, missing or believed stolen or lost or found or recovered and requiring an owner:

Property is either: -

- i. Identifiable or
- ii. Non-Identifiable

2. IDENTIFIABLE PROPERTY

This means property, which can be identified by any person who sees it, without further assistance. The identification may be:

- (i) Owner's: Name
- (ii) Laundry mark
- (iii) A Number, etc.

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3. NON IDENTIFIABLE PROPERTY

Is that kind of property which is not so identifiable. In class one we have such property as: -

- (a) Personal Property
- (b) Motor Vehicle
- © Bicycles
- (d) Furniture etc

4. IN CLASS TWO WE HAVE SUCH THINGS AS

- (a) Coin of the realm.
- (b) Mass-Producer articles with no particulars, marks etc.
- © Fruits and vegetables and all perishable good.
- (d) Property, which has not been in the possession, or seen by the loser. (A to D non identifiable properties).

5. AIDS TO DESCRIPTION OF PROPERTY BY PERSONS REPORTING LOSS

- (a) Comparison with similar articles if available
- (b) Catalogues.
- (c) Photographic reproduction of articles and parts There-of.

6. CONCLUSION

The necessity for accurate description of property is of such vital importance that every police officer must remember that possibly on his description as circulated police machinery may be brought into action, involving unnecessary loss of time, expenses, and possibly illegal arrest.

1 ft. LOST AND FOUND PROPERTY

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1. Importance of assisting finder of property to trace owner, loser is at all times rightful owner, and on satisfying finder of his ownership, finder must part with the found property to him. Finder has more right to property found than any person other than the owner. Necessary for loser to prove his ownership.

2. PARTICULARS REQUIRES WHEN REPORTED TO THE STATION OR TO ANY POLICE OFFICER

1. PROPERTY REPORTED LOST

- (a) Name and address of person reporting.
- (b) Name and address of loser (and owner if not the same).
- (c) Time, date and place of reporting
- (d) Time, date and place of loss
- (e) Full description of property lost

3. PROPERTY REPORTED FOUND

- a. Time, date and place of receiving report.
- b. Time, date and place of finding.
- c. Full description of article found.
- d. Name and address of finder.
- e. Name and address of person reporting.
- f. Whether article retained by finder

These particulars also to be noted in the official pocket note book at the time. Check with police officers or station as to whether already lost, notify owner if known. If retained in police possession and owner satisfies as to his ownership

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hand over to him against his receipt. Check contents of purses, handbags etc. in presence of person reporting and get them to initial entry in pocket notebook.

4. ACTION BY POLICE OFFICER RECEIVING REPORT

Having obtained the necessary particulars notify Senior Officer or Police Station as soon as possible for same reason and to enable the Station Officer to complete his register as to the cause of finding the property.

5. PROPERTY IN THE HANDS OF THE POLICE SECTION 37 OF THE POLICE ACT

1. Where any property has come into the possession of the police in connection with any criminal charge or as unclaimed property or property found, or otherwise, a Magistrate may, on application either of a Police Officer or by a claimant of the property either order the delivery of the property to the person appearing to the court to be the owner thereof or if the owner cannot be ascertained make such order with respect to the property as to the court may seem meet.
2. An order under this section shall not affect, the right of any person to take, within six months from the date of possession of the property delivered to any person by virtue of any order made under the provision of Subsection (1) of this Section, but on the expiration of these six months such right shall cease.
3. Such property shall not be sold until it has remained in the possession of the Police for three months.

6. DISPOSAL OF PROPERTY THE OWNER OF WHICH CANNOT BE ASCERTAINED SECTION 38 OF THE POLICE ACT

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Property forfeited to the state, or property or the proceeds of sale thereof, which has come into the possession of the Police in the circumstances mentioned in Section 37 of this Act and as to which no order has been made by a Magistrate, shall if the owner of the property cannot be ascertained be disposed of in accordance with Rule made under the provision of Section 53 of this Act, which refers to powers of the Minister to make rules.

7. NOTE

1. Perishable good should be either sold, given to Hospital, or Institution or returned to the finder within 24 hours at the discretion of the Officer Commanding, or Officer in charge of the Station.
2. Firearms and Ammunitions should be impounded and matter referred to Officer Commanding Division for action.
3. Letter etc to owner or Gambia Postal Services or Posted.
4. Bicycles and property found by police should be sold to highest bidder after tender or at auction.
5. Stress need for checking property handed to the Police as found property in presence of person reporting. Get him to sign entry. Notify station or officer as soon as possible. Do not accept reward on behalf of or any other person obtain possession if possible of these things mentioned i.e. keys, checks etc.

17. **THE USE OF POLICE WHISTLE, TRUNCHEON AND POLICE PUBLICATIONS**

(1) THE USE OF POLICE WHISTLE

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- a. Person Wanted
- b. Details or important crimes
- c. Property to be trace
- d. Persons arrested
- e. Information required
- f. Modus Operandi

2. PUBLICATION OR CIRCULATION: Certain essential considered before circulation:-

- a. Is information genuine?
- b. Can wanted person be identified from description?
- c. Is property identifiable?
- d. Will information assist or prevent crime being committed elsewhere?

3. HOW SHOULD PUBLICATION BE EFFECTED

- a. By telephone;
- b. By wireless, press circulation within the Force; c By Radio;
- d By Crime information over limited area,
- e. Printed publication-Gazette-report etc.

4. TYPES OF PUBLICATION

- a. Local crime information, intended for use within one Division of the Force.
- b. District crime information, often referred to as routes i.e. circulation over limited area.

18. **RELATION BETWEEN THE POLICE AND THE PUBLIC**

1. CO-PARTNERSHIP IN POLICING:

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- (a) Our Partners- The Public
 - i. The masses
 - ii. The public in ground
 - iii. Individuals
- (b) The relationship between partners. Amongst the public there are
 - i. Those favourable disposed toward the Police
 - ii. Those disinterested
 - iii. Those hostile toward the Police
- © Ourselves-Do our partners know us?

2. PUBLICATION RELATIONS-LOCALLY

- (a) The solution of local problems.
- (b) Advice and assistance to public at police station and post.
- © Education of Public.
 - (i) Crime Prevention.
 - (ii) Accident prevention.

3. POLICE AND THE PRESS

- a. What is news?
 - (i) Human interest stories.
 - (ii) Accidents, Fires, Sudden Death etc.
 - (iii) Major Incidents.
 - (iv) Establishing the right contacts.
 - (v) Inspired articles on local problems.

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4. THE POLICE ADOPTED BY THE ADMINISTRATORS OF THE SERVICE

1. PUTTING IT OVER

- a. To the Force.
- b. To the public.

7. DEALING WITH COMPLAINTS

- a. Correspondence
- b. Interviews.

- 3. GENERAL: Special schemes and reports to promote better relationship with public.**

19 FIRES- DUTIES OF POLICE

1. PRECAUTION MEASURES

A Constable must know: -

- a. Name and address of local turncock (if there is one)
- b. Position of principal fire hydrants and where about of water supply, i.e. canals, reservoirs tanks etc.
- c. Telephone numbers of local Fire Service Units/Stations.
- d. Location of useful equipment for emergency use, such as ladders, sacks, sand, tarpaulins, ropes, buckets, tubs.
- e. Where to find and how to handle emergency fire Lighting apparatus.

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POLICE ACTION AT FIRES

- (1) Find if Fire Service has been called- If so by whom, if not do so immediately
- (2) Save Human life
- (3) Save and protect property
- (4) Prevent stealing and save animal life etc
- (5) Facilitate the work of the Fire Brigade and divert traffic where necessary
- (6) Keep record of all important matters
- (7) If building unattended- inform owners
- (8) In large outbreak-ensures Police reinforcement available
- (9) Obtain particulars of householders and other details such as Fire Brigade times of arrival and details etc.

.LOCAL KNOWLEDGE IS THE BASE OF POLICE WORK

- i. The sooner a Constable perfects his local knowledge; the sooner he will be efficient. This knowledge can only be acquired by patience and persistent inquiry, such knowledge should consist of: -
 - a. Information about people and their habits Infor
 - b. Information about premises and their purpose I

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c. General information

(2) **INFORMATION ABOUT PEOPLE AND THEIR HABITS**

(i) A Constable must recognize and be able to approach persons he may require in an official

capacity such as: -

(a) Local Government Officials

(b) Doctors and Senior Government Officials etc.

© Magistrates, Judges, the Coroners, Veterinary Surgeons
Probation Officers, District Nurses and Midwives and
many others.

(2) Similarly, information should be obtained about persons who may be of use during inquiries or who may be concerned in possible offenses: -

- a. Early, late and night workers;
- b. Strangers and new comers;
- c. Bookmakers and runners etc.

The person in charge and the location of premises useful in official matters should be known such as: -

- a. Fire Stations.
- b. Ambulance Station and
Hospital/Health Centers.
- c. School, etc. etc.

Premises useful during inquiries or possibly involved in an offence includes: -

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- a Licensed premises and clubs.
- b. Betting houses and lodging houses.
- c. Dealer's premises, vacant and unoccupied premises and brothels etc.

4. **GENERAL INFORMATION:** This should include a comprehensive knowledge of matters such as the following:

-

- a. Boundaries of the Beat and Section.
- b. The neighbouring Divisions and Force.
- c. River and canals in the District/Division.
- d. Parking places, Local Customs, important telephones and their numbers, location of telephones and local inhabitants.

21 PATROLLING A BEAT-GENERAL STREET OCCURRENCE

1. Great responsibility and very important part of Constable's constructions is his beat or patrol work. He has to act on his own initiative and responsibility. Courtesy and civility renders the task easier. Facilitates the performance of difficult and disagreeable task. Impossible to enumerate the thousand and one different situation, which may arise. Be prepared for an emergency, something of an extraordinary or usual nature.
2. CONDUCT. Always in the eve of the public who will judge you by the way in which you do your job. People relied on Police to set an example. Exhibition of tact. Good tempered forbearance and impartiality will greatly assist you in carrying out your various duties. Don't get excited about tacking it. Expected to put into practice all you have been taught to deal with any possible incident, which may arise.

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3. TWO STAND POINTS

1. The dealing with all police duties likely to occur.
2. The routine duty of patrolling which has to be carried out whether anything occur or not.
 - (a) The first entails active duties- the dealing with emergencies.
 - (b) The second is of a more passive nature- not Dealing with the emergencies themselves, being in a position to deal with anything, which might arise whilst on the beat- routine duties as: -
 - (i) Guarding of the peace;
 - (ii) Servant of the public; and
 - (iii) A means of preventing crime.

3. **USEFULNESS TO THE PUBLIC:** Policeman in uniform is there to be useful to the public in:

- (a) Preventing and detecting crime.
- (b) Protecting life and property.
- © Preserving law and order.
- (d) Aiding those needing aid.
- (e) Affording information as best he can.
- (f) Making himself generally useful.

(4) RIGHTS OF PUBLIC-

All persons have rights and duties, and persons should be able fully to exercise these rights, so far as they do not interfere with the rights of others. Not possible unless there is in existence an adequate system providing for the enforcement of law and order.

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Depends on the conduct of the individual Constable on duty day by day. Placed in authority to project, not suppress.

(5) OCCURRENCES

Crowd should be investigated- find cause and remove abstractions. Fighting or assaults must be stopped. In all cases of offences, names and addresses of offenders to be taken and told will be reported (be decisive and firm, but polite).

(6) CRIME COMPLAINTS

Should be noted, facts ascertained and necessary immediate action taken, vagrants, beggars, and suspicious looking strangers should be supervised, willful damage prevented and offenders dealt with.

(7) OBSERVATION

For anything unusual-pillar boxes, telephone kiosks outdoor automatic machines and other erections. Dangerous building, water and gas escape, sewer gases, electric cables and General Post Office. Drunken persons, obscene and indecent language, prostitutes (fact that woman is known prostitute does not in itself justify police interference).

(8) FIRE (GIVE ALARM')

Send for Fire Brigade, save life, property keep order prevent pilfering etc. Chimney fires (willful accidental). Nuisances (Acts annoying or dangerous to residents and passengers, e.g. depositing rubbish, throwing fireworks, lighting bonfires, playing games etc.)

(9) ANIMALS

(Stray dogs and other animals, injuries to animals).
Case under the disease of animal act (notifiable
diseases property lost and found, and action taken),

(10) STREETS HAWKERS. MUSICIANS. PEDDLERS.

Contraventions of bylaws licensed premises- anything
against proper conduct. Vehicles causing obstructions
and dangerous positions.

fin CONCLUSION

When you have finish your tour of duty you should put
in writing any occurrences or offences, which have
come to your notice during your tour of duty. These
reports will be completed from notes made in your
notebook.

12. AREAS OF BEAT IN BANJUL CITY

BEAT NO.1 Area bounded by Cameron Street at its
junction with Hagan Street along Cameron Street to its
junction with Wellington Street then south along Hill
Street to its junction with Hagan Street then along
north of Hagan Street to is junction with Cameron
Street.

BEAT NO.2 Area bounded by Hill Street at its
junction with Hagan Street then east along Hill Street
to its junction with Wellington Street then south of
Wellington Street to Wilberforce Street to its junction
with Hagan Street then north of Hagan Street.

BEAT NO.3 Area bounded by Hagan Street at its
junction with Blanc Street then west of Blanc Street to

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its junction with Dobson Street then north along Dobson Street to its junction with Hill Street then west of Hill Street to its junction with Hopekinson Street along Hopekinson to its junction with Lasso Wharf/Anglesea Street then along east to Anglesea Street then along east to Anglesea Street junction with Hagan Street, then south of Hagan Street its junction with blanc Street.

BEAT NO.4 Area bounded by Hagan Street at its junction with Anglesea Street then west along Anglesea Street through Lasso Wharf to it junction with Grant Street then north along Grant Street to its junction with Maccarthy Square then south Maccarthy Square along Hagan Street to its junction with Anglesea Street.

BEAT NO.5 Area bounded by Cameron street at its junction with Hagan Street then north along Hagan Street to its junction with Maccarthy Square then east along south of Maccarthy Square to its junction with Russell Street then south through Russell street along Wellington Street to its junction with Cameron Street then along Cameron Street to its junction with Hagan Street.

gEAT NO 6 Area bounded by Maccarthy Square at its junction with Russell Street then east of Maccarthy Square to the Garrison Tennis court then north down the six gun battery to the foreshore then south behind the Printing Department along the back of the Albert Market and the Post Office and the Banjul City Council in o Wellington/Russell Street junction then north

Iqu/re

Street 'o " JUnCM\,n w,th

~~BEAT NO.7~~ Area bounded by Grant Street at- if*c
MaS?Jr MaCCrthy then north ing
accarthy Square through Gloucester Street and

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Independence Drive Road up to its junction with telegraph Road then along Telegraph Road to its junction with Marina Parade then south of Marina Bungalow Road to its junction with Independence Drive Road/Gloucester Street then south through Gloucester Street to its junction with Gant Street.

BEAT NO.9 Area bounded by Spalding Street at its junction with Crab Island then west along the road to the modern school then north along Box Bar to its junction with Box Bar sluice then east along sluice through Primet street to its junction with Llewelyn Street then south through Llewelyn Street along Spalding Street to its junction with Crab Island.

BEAT NO 10 Area bounded by Grant Street at its junction with Albion Place then west along Albion Place through Primet Street through Box-Bar sluice then north along Box Bar Road to its junction with Independence drive Road then east along Independence Drive Road, Gloucester Street, Maccarthy Square to it junction with Grant Street then south through Gant Street to its junction with Albion Place.

BEAT NO. 11 Area bounded by Marina Parade at its junction with Telegraph Road then west along Marina Parade through to the Government quarters out along the edge of the triangle at the Government Cemetery, to its junction with Independence Drive Road then east along Independence Drive Road to its junction with Telegraph Road. The north along Telegraph Road to its junction with Marina Parade.

22. DESCRIPTION OF PERSON

(11 PERSON. The ability to accurately and minutely describe person

how are:

- (a) Suspected
- (b) Wanted
- © Missing
- (d) Found Dead etc.

(2) Is of great importance in Police work, an Officer taking down or giving a personal description must pay attention to:-

- (a) Appearance.
- (b) Distinctive marks etc.
- © Peculiarities.
- (d) Characteristics, habit etc.

(3) WHICH CANNOT BE READILY CHANGED. These must be described in simple yet uniform terms.

(i) APPEARANCE: These will include the following: -

| | | |
|----------|-------------------|-------|
| Height | Build | Nose |
| Hair | Eyes | Mouth |
| Lip, etc | Facial Appearance | |

Complexion
And
condition of
face

(ii) DISTINCTIVE MARKS WILL INCLUDES: -

Scars, Tatoo Marks, Birth Marks and Moles Etc f41

SIZE AND LOCATION SHOULD BE GIVEN

1. PECULIARITIES

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Include things peculiar or unusual, such as:- walk, speech and mannerism.

2. CHARACTERISTICS AND HABITS

These will includes Drinking, smoking, conversational tendencies, type of associates, favorite amusements, hands in pockets, voice tendencies etc. and any other useful information under this heading.

DESCRIPTION OF PERSON:

- (a) Forehead: Receding, bulging, low high, narrow, broad, deep horizontal and wrinkles.
- (b) NOSE: Small, Large, Straight, Jewish, Hooked, Roman Twisted Nose, Dilated Nostrils, and Convex etc.
 - © EAR Small, Large, Protruding, Cauliflower, Lovelese, and Large Lobes
- (d) LIPS Thick. Thin Loose, Hare-Lip Well Shaped, Upper Or Lower Protrudes.
- (e) MOUTH Large, Small, Habitually Open, Close- Shut
- (f) CHIN: Dimple, Clef, Double, Pointed, Round, Protrudes, Recede, Square Jaw
- (g) FACER Round. Oval, Long, Wrinkled, Flabby, Fat, Thin, High Check Bones.
- (h) HEAD: Large, Small, Narrow, Square.
- (i) EYES Colour. cast, Blind Missing, Glass, Red-Rimmed, Long Lashes Wears Spectacles (for

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reading or habitually- horn rimmed, bifocal, shape of lens or frame), eyelids droop.

(j) EYEBROWS. Colour Thick, Thin, Bushy, Sparse, Arched, meet in center.

(k) NECK : Long, Short, Adam Apple, Thick, Thin.

(I) SHOULDERS: slop, Horizontal, Oblique, narrow, Bread, Dropped Right Shoulder, Dropped Left Shoulder.

(m) BUILD: Proportionate, stout, corpulent, heavy, thick set, thin, slim well-built, military bearing, erect, stoops, round shoulder.

(n) HAIR: Colour, Turning Grey, Going Bald, Thick, Straight, Curly, Frizzy, Parted Left or Right, un-parted Brushes Back, Long, Short, Low Cut, Greased, Un-kept.

(6) IDENTIFIABLE PROPERTY

This means property, which can be identified by a person who sees it, without further assistance. This identification may be by-

- (i) Owner's name;
- (ii) Laundry mark;
- (iii) A Number shown on the property.

23. ISSUE AND EXECUTION OF WARRANT

(1) It is sometimes necessary for a Police Officer to be in possession of a written magisterial authority before

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certain lines of action. Such authority knows as a warrant.

(2) A Warrant is a written authority signed by a Justice directing the person for persons to who it is addressed to arrest an offender, to be dealt with according to law, or to commit him to prison, or to search premises to levy distress for the non-payment of a legal penalty, and an order to do something.

(3) How to Obtain: Information in writing and on oath is required to be made before a Justice; before a warrant to arrest and for search can be obtained.

(4) TYPES OF WARRANT

(1) To Arrest:

- (a) For an Offence;
- (b) Non-Appearance- Summons-Bail.

(2) SEARCH

- (a) **Search Premises** **To**
- (b) **Seize Property) Must be in possession of {possession of** **{Must be in**
- © To arrest)** **{person executing**
- {it**

(5) COMMITMENT WARRANTS.

- (1) To commit to Prisons;
- (2) In Default of payment of fine;
- (3) For Non-Payment of civil debt following court order.

(6) DISTRESS WARRANTS: Authorizes the seizure of and sale of goods of a person who has defaulted in payment of legal penalties, payment of certain monies (civil bebt).

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(7) EJECTION WARRANTS: Authorizes the forcible ejection of persons from premises, which they will not vacate willingly. Police present to secure peaceful possession.

(8) WHAT A WARRANT CONTAINS?

- (a) Persons to whom it is directed
- (b) Sets out specific action to be taken
- © Precise offence- date -Act and section
- (d) Endorsement as to bail must not be given unless, warrant says do.
- (e) Signature of justice or issuing authority

(9) WHAT DO YOU DO WITH IT?

- (a) Read it front and back.
- (b) Register it (check with office or station).
- © Execute it.
- (d) Read it to person or persons concerned.
- (e) Do not allow it out of your possession (obvious reasons).
- (f) Strictly observe the direction therein.
- (g) Endure when executed (Time, manner and date of execution).

(!(» GENERAL

A Warrant to arrest for an indictable offence may be granted and executed on a Sunday. Search warrant

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may be granted on Sunday unless prohibited by statute law.

(11) WARRANTS OF COMMITMENT ON CONVICTION AND BENCH WARRANTS-F.S.O 221

(1) On receipt of a warrant the particular contained there in will be entered in the register of warrants.

(2) Each warrants will be enclosed in its own file consisting of a quarto size cover of ordinary lined writing paper. Upon the front of the file will be entered the following particulars:-

- (i) No of Warrants
- (ii) Court of Issue.....
- (iii) Date of Issue.....
- (iv) Defendants Name
- (v) Address.....
- (vi) Station Officers Remarks

(vii) Officer Commanding's Remarks

.....

(vii) Divisional Commissioners' Remarks.

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(3) Paragraphs 6,7,8 will be used when returning AN UNEXECUTED warrant to the Court of issue after a period of 6 month has elapsed.

(4) The inside of the FRONT and BACK COVER and the back of the file will be delineated as follows: -

| DATE | TIME | S.O.'S INSTRUCTIONS | PROCESS SERVER NO RANK NAME | REPORTS |
|------|------|---------------------|--------------------------------|---------|
| | | | | |

(5) Station Officers will carry out a check of all warrants held once a week and issue fresh instructions for execution addressed to a particular Constable. The later will make a brief report on the action he has taken to find the defendant named on the warrant. This report should show: -

- (a) Where he went;
 - (b) Whom he spoke;
 - © The time of his departure from the station;
 - (d) **The time of his return,**
 - (e) Information gleaned as to Defendant's present habit at and work. Name of employer etc.
- (6) Where necessary further pages of the **diary of action** will be added to the file from time to time and **will be stapled to the cover.**

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The execution of Bench Warrant is a simple matter involving the Defendant's/accused's arrest and production before the Court of issue.

Warrants of commitment are a little more complex and the following action must be taken: -

- (i) Read the warrant to the defendant.
- (ii) Inform him your intention to arrest and convey him to prison on named on the warrant unless he is able to immediately pay the fine imposed in full to the Court of issue.
- (iii) Make entry in your Official Notebook of his reply.
- (iv) Where he produces the full amount of the fine take him to the Court of issue and cause it to be paid to the Clerk.

NOTE It is no part of a Constable's duty to receive the fine himself and release the Defendant. It must be paid by the Defendant to the court.

- (v) Where the defendant indicates his ability to pay part of the fine, nevertheless he shall be arrested and conveyed to the Prison named in the warrant.

NOTE: (a) If a Defendant states some relative can produce the total amount of the fine, this should be noted but it is no part of a Constable's duty to go off with him to some place or village to obtain the money.

(b) Warrant of Commitment in respect of Tax and/or Rates shall be dealt with as indicated above. If the amount of the

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tax or rate plus costs etc. can be paid it shall be paid by the Defendant to the Court of issue not the Council or Authority concerned. It is a matter for the Court to relay the money to the appropriate Council or Authority.

(9) Care must be exercised by Police detailed to execute warrants of commitment, they differ from warrants of arrest and search warrants in the following respect: -

- (1) They may not be executed on a Sunday.
- (2) The warrant must be in the possession of the officer executing it.
- (3) The warrant is not valid unless it is signed by the Judge or Magistrate who passed sentence, or by his successor in office.

(10) Station Officer will continue to make the quarterly return of warrant to Force Headquarters through Divisional Headquarters in accordance with Force Stating Order No. 222.

(11) This order is issued to ensure: -

- (a) That full, prompt and decisive execution is taken upon any warrant issued by the court of law.
- (b) That the decisions of courts are not brought into contempt by offenders who seek to avoid payment of fines, rates, taxes etc.
- (c) That Police Constables are fully aware of their responsibilities as officers of the courts, and do not themselves become liable in contempt, abuse of office or wrongful arrest.

- (d) That dentiment is not permitted to delay or pervert the course of justice.
- (e) That warrants are not lost by Police.
- (f) Where it is apparent further retention of an unexecuted warrant is undesirable from an administrative point of view; a decision is made by the responsible officers to return it to the court of issue.
- (g) NOTE: A Warrant may always be re-issued on application.

6. WARRANT-RETURNS TO BE MADE QUARTERLY OF ALL UN-EXECUTED WARRANT REMAINING IN THE HAND OF THE POLICE FSO-222

- (1) A **quarterly return** will be made by the Station Officer at each Police Station and Police Post showing particulars of all warrant remaining **unexecuted** in the **hands of the Police** at such Station or Post.
- (2) The return will be made in duplicate. The original copy will be forwarded to the Inspector General of Police through the Deputy Inspector General of Police and the duplicate copy to the Officer Commanding the Division.
- (3) Un-executed warrants will be listed in three categories: -
 - (a) Warrants of commitment in default of payment of fines.
 - (b) Warrants of arrest in the first instance and Bench Warrants issued by Magistrates.

© Search warrants.

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(4) Particulars of warrants will be shown in the following order: -

- (1) Date of Issue;
- (2) Court and Court reference or number;
- (3) Date received at Police Station making the return and from whom received;
- (4) Police reference number i.e. CCR No; S.O.C.R No.;
- (5) Names and Address of Defendant;
- (6) Offence;
- (7) Reason for non-execution. A Nil return will be made if no warrant remains un-executed.

(5) A statement showing the number of warrants in each of the above categories which have been executed by the Police at the Station or Post making the return during the quarter in respect of which the return is made will be attached to the return.

(6) On the day the return is made **the warrant Register Is To Be Endorsed By The station Officer as Follows: -**

(a) A line will be ruled immediately below the last entry.

(b) Under this line the Station Officer will write the words: "Return of Un-Executed Warrants forwards to Inspector General of Police (Date) as Below"

| A. | B. | C |
|---|---|---|
| (Write number of Warrant in this Category returned | (Write number of warrant in this category returned | (Write number of warrant in this category returned |

As un-executed)

as un-executed)

as un-executed)

- © The Station Officer will sign his name immediately below the figure and then rule a line across the page immediately below his signature.
- (d) The next entry in the register will be made immediately under this line.

24. **POLICE DISCIPLINE CODE**

A. BREACH OF DISCIPLINE SECTION 13 OF THE POLICE ACT.

- (1) Any Police Officer shall be guilty of a breach of discipline if he commits any of the offences specified in the Disciplinary Code contained in the First Schedule to these rules.
- (2) Any Superior Police Officer who commits a breach of discipline or any other offence for which a Public Officer could suffer disciplinary action shall be dealt with in accordance with the Rules and Regulations made there under.
- (3) Any Subordinate Police Officer who commits a breach of discipline may be subject to the power of the Inspector General of Police to be punished in accordance with the Second Schedule to these rules by the appropriate Superior Police Officer specified therein or by a Superior Police Officer senior in rank to such Superior Police Officer.
- (4) Any fines inflicted on any Police Officer under the provision of this rule shall be deducted from his pay and credit to the general revenue of the Gambia.

(5) No Police Officer shall be a member of any Trade Union, and any Police Officer who contravenes this rule shall be guilty of a breach of discipline and be liable to be dismissed from the Force

FIRST SCHEDULE- DISCIPLINARY CODE -7

(1) Discreditable Conduct. That is to say if he acts in a disorderly manner or any manner prejudicial to discipline or likely to bring discredit on the reputation of the Police Force

(2) Insubordination @r Oppressive Conduct: That is to say if he: -

(a) Is subordinate by words, Act or demeanour;

(b) Is guilty of oppressive or tyrannical conduct towards an inferior in rank;

© Uses obscene, abusive or insulting language to any other member of the Forces.

(d) Willfully or negligently makes any false complaint or statement against any member of the force.

(e) Assaults any other member of the Force

(f) Suppresses any complaint or report against any member of the Force or

(g) Is guilty of incivility or oppressive conduct to any member of the Public.

(3) **DISOBEDIENCE TO ORDERS**: That is to say, if he disobey or omits or neglects to carry out any lawful order, written or otherwise.

(4) **NEGLECT OF DUTY**: That is to say, if he: -

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(a) Neglects or omits promptly or diligently to attend to or carry out anything which is his duty as a subordinate officer;

(b) I deles whilst on duties;

© Leaves the place of duty to which he was been ordered without due permission;

(d) By carelessness or neglect, permits a prison to escape;

(e) Fails to report any matter which it is his duty to report, or

(f) Omits to make any necessary entry in an official document or book.

(5) **FALSEHOOD OR PREVARICATION:** That is to say, if He:

(a) Knowingly makes or signs any false statement in any official document or book.

(b) Willfully or negligently makes any false, misleading or inaccurate statement, or

© Destroy or mutilates any official document or record or alters or erases any official entry therein.

(6) **BREACH OF CONFIDENCE.:** This is to say, if He: -

(a) Divulges any matter which it is his duty to keep secret,

(b) Without proper authority communicates to the public, the press or to any unauthorized person any matter connected with the Force;

© Calls or attends, without the permission of the Inspector General of, any meeting to discuss any matter concerning the Force, or

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(d) Signs or circulates any petition statement or communication whether authenticated or anonymous concerning any matter relating to the Force, except through the proper channel of correspondence, to The Inspector General of Police.

(7) **CORRUPT PRACTICES:** This is to say, if he:-

(a) Fail to account for or to make a prompt and true return of any money or property received by him in his official capacity; or.

(b) Directly or indirectly solicits or receives any gratuity, present or subscription without the consent of the Inspector General of Police or

© Improperly uses his character and position as a Police Officer for his private advantage.

(8) **MALINGERING:** That is to say, if he feigns or exaggerates any sickness or injury with a view to evading duty or, while absent from duty on account of sickness or injury, is guilty of any act or conduct calculated to delay his return to duty.

(9) **ABSENT WITHOUT LEAVE:** that is to say, if he absent without leave from or is late for, parade, court or any other duty.

(10) **UNCLEANLINESS.** That is to say, if while on duty, or while off duty in uniform in a public place, He is improperly dressed or is dirty or untidy in his person, clothing or accoutrement.

(11) **DAMAGE TO CLOTHING OR OTHER ARTICLES:** That is to say, if he: -

(a) Willfully or by carelessness cause any waste, loss or damage to any clothing, book, document or

other property used by him in the course of his duties or entrusted to his care, or

(b) Fails to report any such loss or damage, however caused.

(12) **DRUNKENNESS.** That is to say, if while on or off duty, he drinks or solicits any intoxicating liquor, which renders him, unfit for duty.

(13) **LENDING OR BORROWING OR ACCEPTING PRESENTS:** That is to say if he lends money to any Superior or borrows money or accepts any present from any inferior in rank.

(14) **BEING CONVICTED OF A CRIME OR OFFENCE.** That is to say, if he is convicted by a Court of law of a crime or offence.

(15) **BEING AN ACCESSORY TO A BREACH OF DISCIPLINE.** That is to say, if he connives at or knowingly abets any offence or any breach of discipline under this Code.

C. **DISCIPLINARY PROCEDURE F.S.O. NO. 518**

1. When dealing with offences against the Disciplinary Code in orderly room the following procedure will be followed: -

(i) The charge will be read over to the Defaulter by the Adjudicating officer. Care must be taken to ensure that the Defaulter understands the details of the charge.

(ii) The Defaulter should be asked to plead. A separate plea should be taken for each charge.

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(iii) The plea against each charge will be recorded on the charge sheet.

(vi) (a) **ON PLEA OF GUILTY:** The Defaulter will be invited to say anything he wishes by way of extenuation and if the Adjudicating Officer considers it necessary he may ask the Officer preparing the charge for further information regarding the circumstances of the charge.

(b) The Adjudicating Officer will consider the previous records of the Accused and then award punishment.

(c) If the Adjudicating Officer considers that he is unable to award adequate punishment by reason of the serious nature of the charge or the previous record of the Defaulter he will remand the case for sentence by the Inspector General of Police.

(2) . **(a) ON A PLEAS OF NOT GUILT:** The witness against the Officer are called by the Adjudicating Officer; examined by the Defaulter and if necessary re- examined by the Adjudicating Officer upon matters arising out of the cross-examination on such new matter.

NOTE: Questions by the Defaulter to a witness in cross-examination should be put through the Adjudicating Officer and not directly to the witness.

(b) The Defaulter will then be invited to make a statement and may be cross- examined by the Adjudicating Officer upon his statement.

© Witnesses for the Defaulter, if any are then called and may be cross-examined by the Adjudicating Officer upon their statements.

(d) The Adjudicating Officer after hearing all the evidence on both sides decides whether the Defaulter is guilty or not guilty of the charge or charges and records his findings against such charge.

(e) If the finding is guilty the Adjudicating Officer will proceed as in paragraph 4 (B) and (E).

(3) Under normal circumstance no oath is administered to the Defaulter or to the witnesses but if the Adjudicating Officer considers it necessary, in the interest of justice or where serious charges are being dealt with, for evidence to be taken on oath, the proceedings and evidence will be recorded in writing.

(4) In serious cases the Adjudicating Officer should record in writing the salient points of the evidence of the Defaulter and of the witnesses.

(5) Adjudicating Officers should be mindful of their powers and limitations in accordance with the Second Schedule of the Police Rules.

(6) It should be borne in mind that orderly room proceedings do not constitute a Court of law and the Adjudicating Officer is not bound by the Rules of Evidence.

25. **PROSECUTION IN COURT F.S.O. NO. 306**

1. It is the duty of every Police Officer investigating or supervising the investigation of a criminal case or coroner's inquiry to observe the following requirements:-

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(a) BEFORE GOING TO mi IRT

- (1) To see that all **evidence to substantiate a charge** has been recorded.
- (2) To see that the **charge** is correctly made out and forwarded to the Clerk of Courts.
- (3) To see that all witnesses have been **warned, subpoenaed to attend court.**
- (4) To see that all **articles** in evidence are neatly labeled and ready for production in court.
- (5) To ascertain and prepares an **accurate sketch of the scene of crime for production in court.**
- (6) **In non-summary cases,** to prepare an **accurate sketch of the scene of crime for production in court.**
- (7) To see that the accused person (s), if in custody is taken to court with escorts.

(b) ON ARRIVAL IN COURT:-

- (a) To see that all witness are present.
- (b) To see that the accused person, is present, if in custody.

- © To see that the evidence including articles or documents in evidence are ready for presentation to court.

DIIRTNG PROCEEDINGS IN COURTTo present an impartial and accurate account of the case, and to assist the Court in every way.

AFTER PROCEEDING: To report the result of the case and to see that the necessary entries are made correctly in the Charges Book, Crime Register and Case File.

CRIMINAL-SUPERVISION OF CONVICTS ON LICENCE
F.S.O. NO. 304

(1) **Criminals- Supervision of:** It is the duty of every Police Officer in charge of a **Police Station to study and make known to his subordinates,** the **habits, characters and movements of persons** who are known to have criminal **records or reasonably suspected** to be **committing crime.**

(2) A Criminal's register will be maintained at every Police Station in which two or three pages will be allotted to each criminal, residing or working in the Police Station Area. The Following entries in respect of such criminals must includes: -

- i. C.R.O. Number and Photograph;
- ii. Criminal Record (Previous Conviction;
- iii. Present employment, if any,
- iv. Modus Operandi, if know

(3) These entries must be kept up to date by reference to the Officer in charge of the Finger- Print Bureau and by studying the Police Gazette.

(4) **Convicts on License.** The attention of all Officers in charge of Station is drawn to the Convict's License Act, under the Laws of The Gambia. License granted to convicts are filed in the Finger Print Bureau at Police Headquarters Banjul.

(5) Whenever a convict is released on license, he is escorted from the prison to the Finger Print Bureau, where a file is made out containing particulars of his birth place, residence etc. His record of crime and condition of release on license. The convict is then sent with his file under escort

to the Police Station in whose area he is going to live.

- (6) It is the duty of the Officer in charge of the station
- (i) Show the **Convict to all ranks at the station;**
 - (ii) Explain to the Convict the conditions imposed on him by law;
 - (Iii) Given orders concerning the date in each month on which the Convicts is to report each month;
 - (v) See that the **report file** is returned to the **Finger Print Bureau after each report date.**

(7) It is the duty of the Officer in charge of the Finger Print Bureau to check the monthly report files and promptly to return them to the officer in charge of the Station for further report until the Convict's period of release on license finally expires, when the file will be retained in the Finger Print Bureau.

. CRIME INVESTIGATION OF. AND REPORT ON CRIME
STATISTICS F.S.O 305

1. **Grave Crime:** The occupancy of the following types of **grave crimes** shall be **reported at once by telephone, radio or messenger** to the Senior Officer in charge of the **District or Division** to the **Inspector General of Police.**

- (a) Murder)
- (b) Manslaughter) And Attempts

© **All serious crimes, endangering life, Health and property etc.**

(d) **Stealing from the person, involving value of D1000 or more.**

(e) House Breaking, Shop and Store Breaking

(f) Burglary

(g) Rape

(h) Arson

(i) Riot

Any other serious matter out of the ordinary (e.g. Large Fires, Fatal Accidents, suicides).

All such cases will be investigated under the personal supervision of the Officer Commanding the Division or Head of the Serious Crime Unit if required.

Other Crimes. In all other offences against the Criminal Code, it is the duty of the Officer in charge of the Station, or of the Officer specially deputed for crime inquires, personally conduct the investigation. On receipts of information of the **Commission of a crime, a responsible officer** will visit the **scene together with C.I.D personnel attached to the station,** at the earliest opportunity and **will within 24, hours submit to the officer in charge of the Division a crime progress report on the case.**

Registration of Crimes

(a) In addition to the **occurrence book,** a crime register **will be maintained at every Police Station** in which particulars of offenses will be entered as follows:

-

- (a) **Serial number for the year.**
- (b) **Offence and section of the criminal infringed.**
- © **Value of property involved.**
- (d) **Name of complainant.**
- (e) **Name of Accused(s) if known.**
- (f) **Date of offence.**
- (g) **Name of Police Officer investigating.**
- (h) **Progress of case in court.**
- (■) **Result of case in court.**

I On the **first day** of **each quarter**, the **Officer in charge of the station** will summarize the crime entered in the **crime register**, in the form prescribed and will forward, the summary to the Divisional Commander within **seven days** for onward transmission to Force **Headquarters**. The returns for the 2nd 3rd and 4th quarters will include the information contained in previous return for the year, but revised in respect of cases pending in court, under investigation etc.

MINOR AND STATUTORY OFFENCES. On the **first day** of each **quarter** the Officer in charge of the Station will summarize **the minor offences entered in the occurrence book**, in the form similar to the crime summary. The return will be made out in **alphabetical order** of the ordinances of **Act** concerned e.g.

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- (b) **Betting and Gaming (Licensing) Regulations Vol.VIII** - **Cap.85 01.**
- (c) **The Bicycle Regulation Vol. VII** - **Cap.70.06**
- (d) **Children and Young Persons Act** - **Cap.45 Vol. V**
- (e) **City of Banjul Act. Vol. IV** - **Cap. 38.03**
- (f) **Dangerous Drug Act** - **Cap.40.02 Vol.V**
- (9) **The Immigration Act Vol.HI** - **Cap.16.02.**
- (h) **Motor Traffic Act** - **Cap.70.03 Vol.**
- 0) **Vehicle (third party insurance) Vol. VII** - **Cap.70.04.**
- 0) **Lunatics Detention** - **Cap.40.05 Vol.V**
- (k) **Old Metal Dealers Act** - **Cap.91.02.Vol.IX**
- (1) **Pawn Brokers Act** - **Cap 91.03-Vol.IX**
- (m) **Public Order Act** - **Cap.22 Vol. III**

- (n) **Standard of Wrights and Measures Act** - **Cap. 88 Vol. IX**

28 EXHIBITS CARE AND HANDLING OF F.S.O. 303

(1) All Police Officers must be fully instructed in using the greatest care in the **handling and packing** of exhibits, which are likely to become **articles in evidence**.

(2) The following are **brief hints** for **observation** in different types of cases; -

(1) Where latent or visible fingerprints **are suspected**. Lift the articles by the extremities

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and with the tips of the finger. Do not allow it to rub or knock against any other articles.

If it is small enough (e.g. a watch or a piece of jewelry), wrap it in hanger chief.

(2) Clothings. Where blood or **seminal stains are suspected**, lay the **articles out to dry in the shade** (exposure to sun causes decomposition) Fold the clothing loosely with the stains innermost and do not let the package rub or vibrate.

(3) **Fire Arms.** If proof of recent firing is wanted, cork the barrel and do not open the breach of stock. If the firearm is **loaded** be sure that the **Information is passed on the next person handling the weapon.**

(4) Small articles-such as **dust wadding, bullets, a scrapings of finger or toe nails, bits of paper,** etc. must be placed in a clean envelop or match box.

29 DUTY OF POLICE AT FERRIES F.S.O NO. 214

Police on duty at Ferries are responsible for:-

(1) Controlling passengers waiting to embark.

(2) Seeing that passengers embark in an orderly manner.

(3) Where a maximum load is fixed by law, to take action against persons responsible for overloading.

(4) Marshalling vehicles awaiting embarkation and seeing that they embark in the correct order.

(5) Police will not attempt i-n--

(1) Enforce Departmental Rules of the **Gambia Ferry Services** and that of **Gambia Port Authority**, both of which tasks are the responsibilities of **Ferry Crews** and the **Port Officials**.

30 CHARGE SHEET F.S.O. NO. 208

(1) Two copies of the charge sheet will be **completed** and **placed in the case file**. When the Accused appears in Court, one copy will be handed to the Magistrate for his use and the other retained in the case file.

(2) When the case is finally disposed of in Court, the Prosecuting Officer is responsible for seeing that the result of the proceeding and actual offence proved are entered in the appropriate column of the **charge sheet** and **crime register**.

31 FRAMING OF CHARGES F.S.O. NO. 207

(1) **Great care must be taken to ensure that charges are worded properly**. It is important that **each charge contains the particulars of one case only**. Where for example, a number of articles are stolen from the same place on different dates each could constitute a separate case of stealing and consequently a separate charge.

(2) In a recent case on charge was prepared against a man for stealing D300 on 1st March 2002, D1,500 on 30 March, 2002, and D500.00 on 15th May 2002, all from the same person. This should have been **three separate charges** that is: -

Count 1 Stealing D 300.00 on 1st March 2002

Count 2 Stealing D1,500.00 on 30th March 2002

Count 3 Stealing D 500.00 on 15th May 2002

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3. However a number of articles may be listed in the one charge, but only if all the articles were stolen from the same place at onetime. If any difficulty arises over the framing of charge the advice of O.C Prosecution should be sought.

32. **PROCESS BY SUMMON F.S.O. NO. 307**

(1) A printed form of application for summons to Defendant is to issued to all Police Station and Post.

(2) This form will be used in every case in which the Police take proceeding by summons. Forms will be filled in by the Station Officer immediately upon the decision to proceed being taken. The form of application will be lodged with the Clerk to the Court for the District. The date on which the application is so lodged will be recorded on the cover of the case file and on the **Summons Register**.

(3) It will be observe that the names of witnesses are required to be inserted on the same form. Station Officers will ensure that the names of witness whom it is reacquired to summons are inserted on the form before it is lodged with the Clerk of the court. Stations Officers will ensure that application for summons are dealt with by the clerk of the court and the summons issued with reasonable promptitude. Any undue delay will be reported to the officer in charge of the division.

33. **DETENTION AND RELEASE OF PRISONER F.S.O. NO. 209**

1. All Police Stations and Posts will maintain a register entitles "**Detention and Release of Prisoners**" Until such time as the Government Printer is able to supply printed register a foolscap quire book will be used and this will be ruled as followed: -

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Column 1:Name. Age, Sex and Occupation.

Column 2:Address of Prisoner(s).

Column 3:Hour and Date brought to the station.

Column 4:Station Diary reference number.

Column 5:Number, rank and name of Arresting Officer.

Column 6:Whether charged or not- offence.

Column 7:Number. Rank and Name of Officer accepting or refusing charge.

Column 8:Hour and date charged.

Column 9:C.C.R. S.O.C.R Reference Number.

Column 10: Hour and Date released from cells.

Column 11: Hours and Date admitted to bail.

(2) The officer in charge of the Station or Post is responsible for seeing that correct entries are made in the register for each person who is arrested and brought to the station.

The following notes will assist officers when making entries.

(3) Column 1: Entries in respect of each prisoner will be numbered serially throughout the year e.g. 1/2003, 2/2003, 3/2003 and so on.

(4) Column 6: If the person is charged an entry will be made "yes" followed by a brief note of the charge e.g. stealing, assault. If the person is not charged an entry will be made-"No" followed by the reason, e.g. charge refused, false or insufficient evidence etc.

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(5) Column 10 and 11: These may contain one or more entries e.g. it may be necessary to bring a prisoner out of cells for him to attend an identification parade or he may have to appear in court. An entry must be made in column 10 when the prisoner is placed in the cell and on every occasion when he is returned to the cells. Similarly in column 11 an entry must be made on every occasion when he leaves the cells and the reason should be shown.

e.g. 08.30 hours 30/4/2003 taken to court.

11. 30 hours 30/4/2003 Prison.

CASE FILES F.S.O NO. 204

A case file is a complete record showing the history of the case and will include the following:

- (a) Diary of Action. This will show details of all action taken with dates and times. Entries will be made on the file cover and if there is not sufficient space additional sheet of paper will be pasted inside.
- (b) REPORT OF THE Police Officer in charge of the case. This should include precis of the case and relevant information of action taken by him, which can usefully be given by him in evidence.
- (c) Statement of Complainant and witnesses. When the statements are taken a note should be made in the pocket notebook by the officer taking the statements showing the times of starting and finishing.

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(d) Statement made by the accused. If these are to be tendered in evidence, copies must be made and placed in the files.

(e) All other relevant documents. Such as photographs, telegrams, documents, receipts, bail bonds etc.

The contents of the docket should be filed in the following order: -

- (1) Report of the Police Officer in charge of the
- (2) Statement of complainant.
- (3) Statement made by the accused.
- (4) Statement of witnesses.
- (5) Charge sheet (if any).
- (6) Bail Bond.
- (7) Other relevant documents.

Any case where premises covered by a Beat are broken should include a statement from the Constable (s) on duty on the beat.

The Officer in charge of the case is responsible that investigation is carried out of a successful conclusion, and if prima facie evidence of an offence exists, for submitting draft charges through the usual Channel to the Officer entitled to authorize prosecution.

The Officers in charge of Station or Post are responsible for the supervision of ail cases under investigation and must examine all case files weekly and give written directions of action to be taken.

Such directions will be recorded in the diary of action. Case files, which require closing as **undetected**, will be submitted by the Officer authorized, as stated above.

6. Case files may be closed **undetected** only by officers of the rank shown below: -

| | |
|---|---|
| Offences triable by Subordinate Court of 2nd Class: | - Officer Commanding Division notbelow Asst. Supt. of Police |
| Other Offence | - Not below Supt. of Police or Chiefs Supt. and above. |

(7) The Officer **closing the case file**, will record his decision on the **case file and crime complaint register in red ink**.

Cases will not be taken to court or process issued until a responsible Officer has authorized prosecution and defined the charges to be made. This authority will be recorded In the **diary of action in the case file**.

(8) **Officer Commanding Division** will specify in **Divisional Order** which officers are entitled to authorize prosecution, in the light of local conditions, subject to the approval of the **Divisional Commissioner**. They will base on the following principles: -

| | |
|-----------------------|---|
| <u>Offence</u> | <u>Rank of officer authorizing prosecution</u> |
|-----------------------|---|

Triable by subordinate court)

2nd class and intended to be) Not below Inspector retried summarily.)

Other Offence - Not below Asst. Supt of Police.

35 **PRISONERS IN POLICE CUSTODY. CARE OF F.S.O. NO. 202**

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(1) Persons in Police custody shall be brought before a subordinate Court at the earliest time practicable (Section 22 (4) Criminal Procedure Code).

(2) Before being placed in a cell, every Prisoner shall be **search carefully and all articles remove except his wearing apparel.** A Female Prisoner **shall always be searched by a female officer,** who shall remain in charge of the prisoner until produced before court.

(3) All articles of Prisoners property shall be carefully listed in the **Prisoners Property Register,** the prisoner's signature or thumb impression obtained, and the property locked up in safekeeping. Before release on bail, or before being produced in court, signature or thumb impression obtained.

(4) All prisoners in police custody shall be supervised carefully and frequently by the Station Officer or officer in charge for the time being. Particular attention shall be given to **lunatics** in **custody** to see that they do not inflict injuries on **themselves.**

(5) All prisoner in police Custody shall be fed at Government expense as follows: -

Midday meal

Evening Meal

(6) Prisoners may, with the permission of the Officer in charge of the station, obtain their meal from their homes if they so desire.

(7) On being released on bail, or removal to court, all prisoners shall again be searched and the time of release shall be recorded in the **lock-up register.**

(8) No prisoner shall be **handcuffed unless the prisoner's conduct is so violent as to require restraint or he gives**

indication that he may attempt to escape. Handcuffs will at all times be kept **oiled** and in **good condition**.

**CASES OF SERIOUS CRIME-ADVICE OF THE ATTORNEY
GENERAL TO BE SOUGHT F.S.O. NO. 309**

- (1) Every **reported case of serious crime** or of unusual importance or difficulty or which involves complicated facts of laws or serious loss of money or material to Government shall be **submitted** to the **Attorney-General for his advice and assistance before criminal proceeding are commenced** or, in cases when the immediate arrest of the offender has been necessary, as soon as practicable after the arrest has been affected.
- (2) The Officer in charge of Division shall forthwith report such cases to the Commission Crime Management at the same time furnishing a brief written report of all the facts together with copies of statements. In the event of the Officer Commanding the Division not being immediately available the Second in Command or Station Officer shall report direct to the headquarters or to Commissioner Crime Management.
- (3) Every case which appears likely to involve criminal proceedings against a member of the Civil Service (Senior and Junior Service) or a member of the Security Services or Police Force should be reported in like manner.

**RETURN OF PROSECUTIONS AND CONVICTIONS F.S.O.
NO. 310**

- (1) A **return of prosecution and conviction** will be rendered by the Station Officer at every Police Station or Post immediately after each sitting of the Magistrate/ Supreme Courts in the Police Station or Post area. The return will be forwarded

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direct to the **Statistics Office**, Force headquarters Banjul.

(2) **The return of all cases under the Motor Traffic Act and the Motor Vehicle (Third party Insurance) Act and the Regulations** there under will be made separately and forward to the Statistics Office, Force Headquarters Banjul.

(3) Police Form C-13 will be used for the purpose of rendering all returns under this Standing Order.

(4) The return will be made in two parts, a separate form being used for each part as follows: -

(a) Part 1: Containing particulars of all cases in which a conviction has been obtained. In every case in which the Defendant is convicted of any offence which amounts to **felony** or involves fraud or **dishonesty** a set of his/her **Finger Print impression** will be made on the **Finger Print Form C.1/2.**, which will be attached to the return of Prosecutions and convictions to which it relates and forwarded with it to Police Headquarters.

(b) Part II: Containing particulars of all cases:-

(i) In which the defendant has been acquitted and the case dismissed.

(ii) In which the hearing was set for the date in question, but the case has been adjourned either after a part hearing or before any evidence for the prosecution has been heard in the latter case the reason for the adjournment must be stated.

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In the case of Police Station in an area in which there is one Court at which the cases from more than one Police Station or Post are handled, the Station Officer for each of the station or post concerned will render the return of prosecution in respect of all cases which originate in his own station area and which appear on his station records.

Methods of compiling the return and the particulars required to be entered thereon: -

Column 1: Offence stating section and Act

The actual offence with which the Defendant is charged must be shown followed by the Section and the Act on which the charge is based. In cases of stealing the nature of the property stolen and its value must be stated. In cases relating to Motor Traffic the type and registered number of vehicle involved must be included in the offence.

e.g. Stealing by Clerks or Servants, value of property D5,000 Section 258 of the Criminal Code, Cap 10 Vol. III.

Stealing Cattle, value D1,500 Section 255 of the Criminal Code, Cap 10 Vol.III.

e.g. Driving Lorry Reg. No B JL 001A without current driving license, Section 36 of the Motor Traffic Act Cap 70 Vol. VII.

Column 2: Date of Offence

State Date on which the offence was actually committed.

Column 3: Name, Age, and address of Defendant.

The name in which the Defendant is charged to be stated; followed by any known "alias" then his/her age

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using figures only, the address if known or, if none is known state " No fixed abode". In the case of a motor driver, the number of his driving license is to be stated in figures, together with the date and place of issue license given the particulars of the last license issued to him/her and underline the date of issue in red ink. If the defendant has never held a license write the words "No Previous License".

(ii) In every case in which the Defendant (s) has been convicted (Part 1) it will be stated in this column whether: -

(a) The defendant has no known previous record; or

(b) That he has been previously convicted, stating the reference number of his local conviction record and or the Criminal Records Office reference number.

| | | |
|---------------------------------|---------------------|------------|
| e.g Mr. More Green | or Salam | Kumbo |
| Alias Laba | 34 Years | |
| 27 Years no fixed Abode Western | | Division, |
| No Previous Record | The Gambia | |
| | 1 Previous | Conviction |
| | Stealing BK CCR No. | |

113/99.

Column 4. Reference Number.

State the **Crime Complaint Register Number**, or in the case of other offence, the **statutory offenses register number**.

Column 5:

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Arrest or summon with date arrested or summons applied for. If procedure is by summons state the date which you applied to the Court for the summons.

e.g. summons

(14/4/95)

If the Defendant was arrested write the word "Arrested" followed by the date on which the arrest was made. If the Defendant has been granted bail either by the Police or by the Court, write the word "Bailed" in bracket underneath the date on which bail was granted.

e.g. Arrested

or Arrested

(23/8/2002)

(27/8/2002)

(28/8/200 bailed)

Column 6: Dates of Previous Hearings

If the hearing of the case has been spread over more than one sitting **of the court**, here **insert** the **date** on which the Defendant if he was arrested first appeared before the Magistrate and follow this with the date of every subsequent occasion on which he appeared before the case was finally disposed of. If procedure has been by summons, first insert the date for which the summons was returnable, then, the dates which the case is subsequently adjourned or postpone from time to time.

Column 7: Name of Magistrate or J.P This

speaks for it self.

Column 8: Result:-

- (i) In case of conviction state briefly the penalty imposed, e.g. imprisonment, fine or **imprisonment recognizance to be of good behaviour, etc.**

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In the case of dismissal, merely write "Dismissed" In case of adjournment, write the date to which the future hearing has been postponed and, if the hearing of the evidence for the prosecution has not yet commenced state the reason for the adjournment e.g. "Request for Counsel" And "Non-Appearance of witness" etc. As the case may be. If the case has been **part heard insert the words "Part Heard"**.

In the event of a Magistrate or J.P. commenting on a case or criticizing the manner in which the Police have handled it or acted in the course of the investigation, such comment should be brought to the notice of the Officer Commanding Prosecution and Officer Commanding the Division, whether it is adverse or otherwise Police Officers conducting prosecutions will without fail, therefore, take notes of such comments at the time they are pronounced from the bench. From these notes a special report will be written for the full information of the Officer Commanding the Division and such report will be attached to the return of prosecution, which relates to the case, which forms the subject of comment, for onward transmission to Police Headquarters.

PROSECUTIONS OF MEMBERS OF THE CIVIL SERVICE AND GOVERNMENT EMPLOYEES. F.S.O. NO. 312

(1) Attention is directed to General Order Chapter 3: Conduct and Discipline No. 3102.

"The Inspector General of Police, The Registrar of the Supreme Court and Clerks of Subordinate Court will report to the **Permanent Secretary, P.M.O.** and the **Head of the Department concerned**, any case in which a **public officer is charged with a criminal offence**, and the result **of any case arising from such charge**. Where such notification is made, the Heads of Department will take action required by the Act and Regulations".

(2) On the other hand it is important, not only as a matter of courtesy but also for **administrative convenience, that the Inspector General of Police and as well as the Head of the Department should be informed immediately when a member of his staff or an employee in his Department is arrested as well as in every case in which the Police decide to take proceedings by summons against an officer or an employee of any Government Department.**

(3) In every instance in which a Government Officer or employee of Government is arrested and in which it is decided to take proceedings by summons a report will be forwarded immediately to the Deputy Inspector General of Police stating: -

- (a) The name and address of the Defendant.
- (b) The Department by which He/She is employed
- (c) The crime or offence with which He/She has been charged or for which he/she is to be summonsed.
- (d) Date of arrest or date on which the summons is applied for.
- (e) Court and date of appearance.

(4) Upon the case being determined by the Court a further report will be forwarded forthwith to the Deputy Inspector General of Police stating the result of the prosecution. This report will be forwarded without fail irrespective of whether the proceedings result in a conviction or an acquittal.

(5) It is required that prosecution against casual daily paid **labourers. E.g. members of the T.S Road Gangs,** etc. should be reported in accordance with the above

instructions. But in such cases, the Police Officer handling the case should notify the **Foreman of the Gang or the Officer in charge** of the **Maintenance Team** or the Works on which the Defendant is employed of the arrest.

Drivers of Government vehicles which are suspected of being defective in contravention of Motor Traffic Regulations (Re-Construction and Equipment of Vehicles) and condition of driving and use of vehicles:-

(i) I
In all cases in which Government Motor Vehicle is observed to be defective or to be being used in a manner which contravenes the above Regulations, the Driver should in the **first instant be given a formal warning, the defect or contravention pointed out to him (if possible by notice in writing) and directed to report the matter to the Head of Department or other official by whom he is employed or Permanent Secretary.**

(ii) I
In all such cases a report will be made by the Police Officer concerned to his Station Officer who will forward a report on the case to the Officer in charge of the Division. Every such case will be reported by the officer in charge of the Division through the Deputy Inspector General of Police Headquarters Banjul.

(iii) Except in serious cases involving immediate danger to other road users or in which the Driver himself can be regarded as responsible for the contravention on account of his own carelessness or negligence **a summons should not be applied for until the police are satisfied that after due warning the driver continues to use the vehicle without taking**

steps to report the defect and have it remedied.

39. **CRIME-REPORT F.S.O. NO. 315**

The following construction must be carefully adhered to by Station Officers: -

1. At Headquarters **Crime Register is maintain which records all crimes throughout the year committed in all station districts of The Gambia.** This can only be kept correct by recording the information **from the crime report forwarded to the statistics office** Police Headquarters, Banjul. A member of the statistics office staff keeps all such records and it is possible for an up-to-date record of crime to be seen at any time during the year. It is of the utmost importance, therefore, that Station Officer should forward to Headquarters, through the Office Commanding the Division **all crime reports forms within 24 hours of the crime being reported.** This enables a complete record to be sent in cases where persons are arrested and dealt with by the court immediately.

In other cases it enables the crime to be recorded at Headquarters, the report scrutinized by the Officer in charge of the Statistics Office and referred back for result of the court proceedings where a person has been remanded, for further enquiries to be made, and Headquarters advised of the progress in outstanding cases where no arrest has been made.

- (2) Station Officers should realize that **crime reports are for the information of headquarters and on no account are they to be retained at the station or post, crime reports are always to be finally filed at headquarters.**

(3) **Case files remain at the station and crime reports are not to be filed with them on any account.** Case files must in every instance be scrutinized and signed by the Officer in charge of the Division. He is responsible for deciding whether a case can be finally disposed of after the enquiry has been properly dealt with.

(4) An examination of crime report submitted recently reveals that in many instances these are not being completed correctly.

(5) It is important that the information requires under the various headings is supplied.

E.G Item 3 relates to time, date and scene of occurrence.

Time is often omitted when it is not possible to ascertain the exact time when the offence was committed it should be possible to indicate the period which the offence occurred. E.g. Between 18.30 hours on 19/8/2000 and 08.00 hours on 20/8/2000. It is not sufficient to enter "During the night".

(6) Item 5 must contain explanation showing the method used when committing the offence: e.g. Entry was effected by breaking a pane of glass in the front door near the lock, inserting hand and releasing the catch or entry obtained by digging away earth and burrowing under the wall of the house.

40 CRIME REPORTS-PROGRESS OF CASES F.S.O. NO. 316

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- (1) Records in Statistics Office are sometimes incomplete because Stations are not sending information regarding progress of cases.
- (2) In future **crime reports** will be **submitted** in the usual way but these will be followed up by **progress reports**. A specimen of one of these is attached.
- (3) Station Officers will be responsible for seeing that the Officer investigating a crime complete (in duplicate) a progress report every two weeks until the case is disposed of. One copy will be filed in the case docket and the other forwarded through the Officer in charge of the Division to Statistics Officer Police Headquarters.
- (4) When the case is disposed of either through court action closed undected etc a final report will be submitted in a similar way. The same form will be used for **progress and final reports but the heading at the top of the form " PROGRESS" or "FINAL" will be deleted as necessary.**
- (5) A small supply of these forms is being forwarded to all station and posts. When these are exhausted copes will be typed or written as required at station or post until printed forms are available from the Government Printer.

PROGRESS FINAL

REPORT

Division Station C.C.R No

Offence as reported

DETAILS OF ACTION TAKEN SINCE SUBMISSION OF LAST
REPORT

Signature of Station Officer

Remarks by Officer Commanding

41. **COURT PROSECUTION F.S.O. NO. 318**

- (1) At the conclusion of all criminal cases but before sentence is passed i.e. when the Magistrate States that **he finds the accused person guilty and asks whether anything is known, the Prosecuting officer must give the antecedent history of the accused in order to assist the Magistrate to assess the penalty.** In addition to putting in any record of previous convictions he must state all that is known either in favour or against the prisoner e.g. the date and place of birth, single or married, living with his family and helping to support them, record of employment, character etc. the Magistrate can then take every thing into consideration, and in the case an alien, decide whether to make a

recommendation for deportation, before passing sentence on the prisoner.

(2) In all cases where an alien is before the court for a criminal offence the fact he is an alien must be proved to the court either during the hearing of the case or brought to the attention of the Magistrate immediately after the accused has been found guilty, but before sentence is passed. The reason for this is because the magistrate cannot hear evidence after the accused has been sentenced and if a recommendation for deportation is to be made at the conclusion of a case the Magistrate must have heard evidence or accepted the undisputed statement of the Prosecuting Officer that the accused is an alien.

42. **FRUAD ON GOVERNMENT DEPARTMENT F.S.O. NO. 321**

In all cases wherein frauds have been carried out in Government Department in which Government money is involved a report giving brief details of the circumstances is to be sent to the Inspector General of Police, through the Deputy Inspector of Police, by the Officer Commanding the Division or Formation.

43. **CRIME RETURNS-F.S.O. NO. 328**

(1) The **crime returns** now in use at all Station and Post, when submitting quarterly and **yearly returns** should be **compiled accurately**. Station Officers are responsible for compiling and submitting these returns through the Officer in charge of the Division to Statistics Officer, Force Headquarters, Banjul.

(2) **Quarterly returns will be submitted within 7 days of the end of each quarter.**

(3) **Yearly returns will be submitted within 14 days of the end of each year.**

- (4) It is essential that the **returns are accurate**; the following notes will assist Station Officers in completing the forms.

TABLE 1-fAI NUMBER OF CASES

This form is divided into 16 columns.

- (a) Column 1: Show the various types of crimes and relates to the **final classification** e.g. **if a case was reported as rape and subsequently was found to be indecent assault the final classification would be indecent assault and entries on the form would be made against indecent assault.**
- (b) Column 2,3. and 4: In these columns will be entered the appropriate place in column 1, Figures showing the number of cases reported of each type. **Column 2 will always correspond with column 15 from the previous quarter or year.** Similarly column 3 will correspond with column 16 from the previous quarter or year. Column 4 will contain the number of new cases arising during the quarter or year.
- (c) Column 5,6. and 7: Herein entries will be made (under the appropriate heading and against the appropriate place in column 1.) of all cases which are not accepted as true cases. It is emphasized that column 7 is to include only cases where there is insufficient evidence that an offence has been committed. It will not include true cases in which insufficient evidence to prosecute can be found, these cases go in column 14
- (d) Column 8: The total of column 2,3, and 4 less the total of columns 5,6, and 7 will be the total

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of true or accepted cases. Figures for these will appear in column 8 against the appropriate place in column 1.

(e) Column 9 to 16: Show a breakdown of the figures inserted in column 8 the total of these columns must agree with the total in column 8. Any cases, which are incomplete at the end of a quarter or year, will be shown in column 15 and 16 and these figures will automatically become the figures for column 2 and 3 for the next quarter or year.

(f) Column 10: Should include only cases discharged under Section 172 (No case to answer in summary proceedings) and decision at preliminary enquiry not to commit for trial of the criminal prosecution code, cases where the accused person is discharged but the charge is proved are entered under column 13.

TABLE 1 (BY NUMBER OF PERSONS)

Column 1: This related to the **final classification of crime as with table 1 (A).**

Column 2: **This is self-explanatory** and will contain figures showing **the number of persons taken to court for each type of crime.** Some of these may be acquitted or discharged in which case an entry would be made in column 3. Similarly if the Attorney General entered a Nolle Prosequi an entry would be made in column 4.

Note that **column 3 is for persons involved in cases shown in column 10 of table 1 (A).** Persons in cases shown under column 13 of table 1 (a) will be shown in column 14 to 17 of Table 1 (B) as appropriate.

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Column 5 and 6: Show the number of persons convicted. These columns are divided to show the number of **adults** and **juveniles** (Separate entries will be made for male and female). The total of columns 5 and 6 must correspond with the remaining when column 3 and 4 are subtracted from column 2.

eg-

| 1. | 2 | 3 | 4 | 5 | 6 |
|----------|--|---------------------------|----------------|-------------------------|-----------------------------|
| Offence | Total arrested or .summoned to court | acquitted or discharge | Nolle prosequi | total male female | Juveniles male female |
| Stealing | | | | | |
| 1 | 27 | | | | 2 - |
| | 10 | | | | 1 13 |
| | 1 | | | | |

{Column 2 (27) less column 3 (2) = 25 As will be

seen

{ Column 5 (10+1) plus column 6(13+1) = 25

Column 7 to 18 Show a breakdown of the figures inserted in column 5 and 6. The total in these columns must agree with the total of columns 5 and 6. Any cases, which have not been disposed of at the end of the quarter or year, will be shown in column 18.

TABLE II STATUTORY OFFENCES

Column 2: Will show the **total number of offences occurring during the quarter or year.**

Column 3.4. and 5: Show a breakdown of the figures appearing in column 2. Column 4 should be amended to read " Acquitted or discharged.

Column 8 to 17: Show a breakdown of the figures appearing in column 6 and 7. The total in these columns must agree with the total, appearing in columns 6 and 7.

44. INCREMENTS OF SALARY-POLICE OFFICERS OF THE RANK OF SERGEANT AND BELOW - F.S.O. NO. 404

(1) **Police Officer not entitled to draw increment as of right:** Police Officers in receipt of salary on an incremental scale are not entitled to draw any increment as of right, but only by the sanction of the Inspector General of Police. Increments will be awarded annually on the date on which they fall due to Every Police Officer who has performed his duties with diligence, fidelity and honesty and whose record of conduct has been good. Increments may be with held in the case of a Police Officer who has failed to perform his duties in a satisfactory manner or whose record of conduct during the preceding twelve months has been bad.

(2) **INCREMENTAL CERTIFICATES.** In duplicate will be submitted to the Officer in charge of the Division by the Station Officer or Inspector of Station or Branch to which the Police Officer is posted and on the manner in which the officer has performed his duties during the preceding twelve months. The Officer in charge of the Division will if he approves the granting of the increment forward one copy of the certificate to the Force Headquarters so as the to reach Commissioner Administration not less than 21 days before the date on which the increment falls due. The second copy will be file in the record of service.

WITHHOLDING OF INCREMENTS: If for any reason the Officer in charge of the Division is unable to recommend the grant of an increment he should state the period (not exceeding six months) for which he proposes the increment should be withheld and his reason thereof, and forward both copies to the Inspector General of Police through the Deputy Inspector General of Police. The Inspector General of Police or Deputy Inspector General will determine actual period for which the

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increment shall be withheld and may regard it as having been "Suspended: "Stopped" or "Deferred"

SUSPENDED INCREMENT: An increment, which has been "Suspended", is restored with effect from the date on which it became due. The Officer, therefore, suffers no financial loss; in fact the suspension of an increment is not intended as a punishment. Such action may be taken if the officer in charge requires further sufficient time to judge fairly the merits of the Police Officer concerned.

STOPPED INCREMENTS: An increment, which has been "Stopped", is restored with effect from the date on which the period of suspension expires, but the Police Officer's

incremental date remains unchanged. The Police Officer thus loses only the amount of increment which he would have drawn for the period during which it was "Suspended."

"DEFERRED INCREMENT". An increment which has been "Deferred" is restored with effect from the date on which the period of suspension expires and this date then becomes the Police Officer's incremental date.

Thus a Police Officer whose increment is "Deferred" Suffers a continuous loss of pay until he reaches the maximum salary of his scale, and the lower his position on the salary scale the more severe will be the punishment inflicted.

OFFICERS TO HOLD PERIODICAL INTERVIEW WITH A POLICE OFFICER WHOSE INCREMENT HAS BEEN WITHHELD. In every case in which a Police Officer's **increment has been withheld the Officer in charge will hold an interview with such officer during inspection not less than once every month until the increment is**

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restored. The Superior Police Officer will take pains thoroughly to examine each such officer and to ensure that he clearly realizes in what way his work and/or conduct is unsatisfactory and what improvement is required.

(8) QUALIFICATION ROLL TO BE MAINTAINED AT EACH POLICE STATION. POST. BRANCH. OFFICE OR FORMATION F.S.O. NO 404 A

(i) At each Police Station, Post, Branch, Office or Formation, etc, the Station Officer or N.C.O in charge will maintain a qualification roll showing the names and under mentioned particulars of every Police Officer posted for duty at such Police Station, Post, Branch, Office Formation etc.

(1) **Number.**

(2) Rank.

(3) Name.

(4) Date of Posting to Station.

(5) Date of Enlistment.

(6) Incremental Date.

(7) Salary per annum.

(8) Date of last promotion.

(9) Date of expiry of present term of engagement.

(ii) Every such qualification roll shall be revised and brought up to date quarterly on the last days of January, April, July and October in each year.

(9) Police to draw salary at the rates authorized in Force Orders.

Every Police officer shall draw salary at the rate authorized by notification from time to time published in Force Orders. Under no circumstances shall a Police Officer draw an increment of salary until the notification of the award of such increment has been published in Force Orders. Such publication shall be the sole authority for Divisions and Formations, to vary the rate of salary payable to any Police Officer.

- (10) **Inspectors-increments of salary:** The award of increments of salary to Police Officers of the **ranks of Inspectors, Cadet Inspector, Sub-Inspector** shall be governed by **Civil Service** General Orders, which is directly responsible by Force Finance Office.

45 **SALUTING-FORCE STANDING ORDER NO. 503**

(1) Saluting a Superior Officer is a **sign of respect not only to the person concerned, but also to the** office that person occupies and to **his or her service.**

(2) **All ranks of the Police Force, when in uniform, and unless special order are issued to the contrary, will salute the following: -**

H. E The Head of State.

Vice President.

Secretaries of State.

Chief Justice/Judges.

All Commissioners.

Magistrates.

Heads of Security Services.

Commissioned Officers of the Army and Air Force and Navy.

AH Senior Police Officer and Inspectors.

Head of the Civil Service/Secretary General.

Permanent Secretaries.

**Head of Foreign Diplomats and Consul in The
Gambia.**

Head of Government Department.

Justice's of the Peace- (When spoken to by them).

**46. STANDING ORDER FOR POLICE OFFIERS QUARTERD AT
THE BOX BAR BARRACKS F.S.O. NO. 505**

(1) **A Police Officer of the rank of Inspector-** Shall be appointed Officer in charge of Box Bar Barracks, Banjul. The name of the Inspector so appointed shall be notified by publication in Force Orders.

(2) **The Inspector will be responsible for:**

(i) The **maintenance of good conduct and discipline among all Police Officers quartered in the Barracks.**

(ii) The strict compliance with these **standing orders.**

(iii) Seeing that all **police quarters, kitchen, bathrooms, latrines and out building and every part of the barracks compound and the approaches thereto are maintained in a thoroughly clean and orderly state.**

(iv) Reporting all **damage, defects and irregularities** to the Officer Commanding Banjul Division.

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(v) Maintaining and accommodation roll of all quarters occupied by police at the Box Bar barracks showing all occupants.

(3) **Police quarters to be kept clean by occupants.** The Police officer occupying each quarter shall ensure that both he and members of his family keep every part of such quarter and the area immediately adjacent thereto and its approaches in a thoroughly clean and orderly state.

(4) **Police to reside in Barracks.** All Police Officer stationed in Banjul shall, unless granted special permission by the Officer in charge of Banjul Division to reside elsewhere, reside in the Police Barracks.

Each quarter shall be number and police officers shall be allocated to their quarters by the Inspector, in charges barracks. No police officer shall vacate or change the quarters allocated to him without the approval of the Inspector.

(5) **Gate Register.**

(i) Except in the case of police parading for duty every police officer desiring to leave the barracks for whatever purpose shall report himself to the provost Constable at the main gate before leaving the barracks and will ensure that his name is entered in the Gate Register.

(ii) **The Gate Register:-** Shall be maintained by the Provost Sergeant and **Constable** for this purpose as follows:-

(a) **No. Rank and Name.**

(b) Time of Department.

© Time of Return.

(d) Nearest place to be found if required in an emergency, and telephone number if possible.

(iii) **All Police Officers who are off duty will be in barracks, between mid-night and 06.00 hours, unless special permission is obtained from the Officer Commanding Barracks.**

Any Police officer who has obtained such permission must register his where about for that evening in the gate register.

(6) Turn out in emergencies. Whenever it is necessary due to an emergency for police to turn out or stand by, the alarm will be sounded on the siren at Box Bar Barracks. This will be supplemented by the Fire Service Siren.

Upon the alarm being sounded all **Inspectors, NCO and other ranks other than those on duty will immediately dress in uniform (working dress) and fall-n in front of the guardroom at Box Bar.** Personnel who are out of barracks will return to Barracks immediately and do like wise. Excuses for non- attendance will not be accepted.

(7) **Duties of the Provost Sergeant for NCO).** The Provost Sergeant will be responsible to the Officer Commanding Barracks as follows: -

(i) He will be on duty at the Barracks during the day to **supervise and inspect the work performed by the barracks labourers.**

- (ii) He **will supervise all Police fatigues in the barracks and take the extra drill parades of defaulters** when necessary.
- (iii) He shall **report the names of all police officers** residing at Box Bar reporting sick and reassure that the Sick Register is **correctly maintained and submitted to the Officer Commanding Police Clinic and the Officer Commanding Banjul Division**, respectively each morning except Saturday and Sundays.
- (iv) He shall **report all breaches of discipline** to the Inspector in charge of the barracks.
- (v) He will check the Gate Register each morning and carry out spot checks in the evening and report any absentees to the Inspector in charge of the barracks.
- (vi) He shall check all quarters in barracks (excluding Inspectors quarters) at least 2 evening per week, between 23.00 hours and 12 mid-night to ensure that everything is in order.
- (vii) He shall ensure that **No unauthorized persons are sleeping or living in police barracks. A Police Officer will not allow any relative other than his wife, sons and daughters to live in quarters without permission of the Officer Commanding Banjul Division.**

Duties of Provost Constable: All **Provosts Constable** will come under the **control of Officer in charge of the Barracks and the Provost Sergeant**. Their duties will be as follows: -

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- (i) To enter all details of Police Officers leaving or **returning to barracks as outlined in para 5** (Gate Register).
- (ii) **One Provost Constable** will be on telephone duty in the Guardroom at the Barracks Gate and will take all necessary action on receiving phone messages.
- (iii) **To prevent any member of the public or unauthorized persons from entering police barracks or making use of the recreation room, lavatories or bathroom.**
- (iv) Inform the Provost Sergeant or Officer in charge Barrack should **any breach of discipline occur in police barracks.**

**. THE EFFICIENCY BAR EXAMINATION AND
ADVANCEMENT TO 1ST CLASS CONSTABLE F.S.O. 517**

- (1) Every General Duty Constable.- Must pass the **efficiency Bar Examination before he can be advanced to 1st class constable, unless he gain exemption by obtaining grading A or B on a refresher course (F.S.O 706).**
- (2) THE PURPOSE OF THE EXAM is to ensure that a **minimum standard of training in all major types of police duty is** reached by all persons **advanced to 1st Class Constable.** Passing the efficiency bar examination dost not by itself bestow any right to advancement, but without it advancement is not possible.
- (3) Nevertheless Where a Police Constable obtain **particular good results in the efficiency bar examination and is qualified in other ways he may**

be given accelerated promotion to 1st class constable on the strength of the examination.

(4) **Efficiency Bar Examination will be held one a year or more often if necessary at the Police Training School.**

(5) Two types of candidates may sit for the exam:

(1) (a) Normal: All Constables on **maximum scale of a Constable or who can expect to be on maximum scale during the year of the examination.**

(b) All Constables **referred to in one subject on a previous efficiency Bar Examination.**

(2) Accelerated: Constable with more than one year's **service** who are **recommended by Divisional Promotion Boards** for accelerated **promotion** and who have not had the opportunity to attend a refresher course.

f6~> THE SYLLABUS OF THE EXAMINATION IS AS FOLLOWS: -

| A. | Part 1 | (Written |
|--------------------------------------|------------------------------|-----------------|
| Examination | Time | Marks |
| Paper No. 1 Police Duties | 1½ Hours | 100 |
| Paper No.2 (A) Report Writing | ½ Hour | 40 |
| (B)Other Acts | 1 Hour | 60 |
| Paper No.3 Evidence | 1 Hour | 50 |
| Paper No.4 Criminal Law | 1½ Hour | <u>100</u> |
| Total = | | 350 |
| B. | <u>Part 11: (Foot Drill)</u> | <u>Marks</u> |
| (a) | Turn out | 20 |

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| | |
|---------------------------------------|-----------|
| (b) Squad Drill | 2 |
| © Rifle Drill | 0 |
| (d) Individual or sentry drill | 20 |
| | <u>20</u> |

| C. <u>Part 111 (Riot Drill)</u> | Marks |
|--|-----------|
| (a) Turnout and personal equipment | 10 |
| (b) Action as member of Baton section | 20 |
| T/S Section | 20 |
| Rifle Section | <u>20</u> |
| | Total= 70 |

D. Part IV (Interview and Record')
100

(Including musketry qualification) Grand Total =
600

(7) Part 1 Written Examination: **Papers will be set and marked by the Officer Commanding the Police Training School assisted by his Second in Command with such other Field Officers as he thinks fit.**

(8) Part 11.111 and IV: These will be conducted and **marked by a Board of three officers** (at least two of whom shall be supervisor Police Officers) appointed by the Inspector General of Police. Its Senior Member shall not be below the **rank of Chief Superintendent.**

(9) Special Cases

(a) **Drivers:** will take Parts 11,111 and IV and may take part 1 or a test in **driving and maintenance conducted by a Board of Officers appointed by the Inspector General of Police.**

| | |
|------------------------------------|-----|
| Women Police Constables will take: | |
| Part 1 | 300 |
| Part 11 | 40 |
| Part IV | 100 |
| Total = | 440 |

© **Bandsmen** will take Part 11,111 and IV and plus a musical proficiency test conducted by a Board of Officers and one Field Officer (200 marks)

(10) **PREPARATION:** Officers will advise their men concerning what and how to stud for the examination.

(11) **CANDIDATES:** will be responsible for the cleanliness of the arms and accoutrement they carry on parade. They will be given access to them in advance for this purpose.

(17) **A POLICE CONSTABLE:** Is expected to qualify on the open range before being advanced to 1st class constable. Exemption may be granted by the Inspector General of Police if recommended by Divisional Promotion Board.

£13) **RESULTS:** The results of **efficiency bar exams showing order of merit and pass or failure will be published in Force Order,**

(14) **IF A CANDIDATES FAILS IN ONE SUBJECT:** Only he will be "Referred" in that subject and may take that subject only on the next occasion.

(151) **IF A CANDIDATE FAILS IN TWO OR MORE SUBJECTS:**
He must take the whole examination again.

(161) THE INSPECTOR GENERAL OF POLICE: Will decide whether the **marks of any candidate (whether entered under part '1' or '11' of para (6) are sufficient outstanding to deserve immediate promotion to 1st class constable.**

(17) **OTHER CANDIDATES:** Who **pass the exam but are not accelerated under para 16 will, subject to good work and behaviour, be advanced to 1st Class Constable after serving 12-months on maximum scale of a constable.**

Except that: Following each efficiency bar exam the Inspector General of police will consider the case of all Police Constables who have passed on earlier efficiency Bar Exam but have not yet gained advancement to 1st class constable. If any such Constable get very good marks in a previous Examination (though not so outstanding as to justify acceleration at the time) and has since served with more than average merit, so as to obtain as strong recommendation from his Divisional Promotion Board, he may at any time be accelerated by the Inspector General of Police to 1st Class Constable.

48. **TRAINING-REFRESHER COURSE F.S.O 704**

(1) **OBJECTS:** Refresher Courses at the Police Training School have two main purposes: -

(i) To improve the standard of the individual and collective training of N.C.Os and Constables.

(ii) To provide when necessary one riot unit which can be used to reinforce divisions or for a protected stand-by without either disrupting the normal police duties of divisions or calling out the police Intervention Unit or the Gambia National Army.

(2) Training: Training on Refresher Course will be directed to the following ends: -

(a) **SYLLABUS:** (i) To increase the smartness, physical fitness and alertness of N/C.Os and men.

(ii) To increase their knowledge and understanding of all-important part of police duties.

(Iii) To improve: (a) Discipline

(b) Leadership

© **Esprit De corps**

(iv) The **block program** and syllabus will be decided by the Deputy Inspector General on the advise of the Officer Commanding the Police Training School and the Police Adviser.

(v) After each course the suitability of the syllabus will be reviewed by the Commander Police Training School in consultation with the Police

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Adviser and any changes though desirable will be submitted to the Inspector General of Police for approval.

- (vi) Training time lost through mobilization or stand-by will be added to the end of the course.

METHODS! The **Policy** concerning **methods of training** will be as follows: -

- (i) Instruction will as far as possible be practical.
- (ii) Student (who will themselves have varying amount of police experience) will participate actively in instructional periods (e.g. discussion, demonstration, practical problem schemes).
- (iii) Use be made where possible of good outside lecturers, specially Superior Police Officers.

As part of collective training, Internal Security Schemes outside barracks will be arranged as follows: -

- (i) Two exercise of half of whole day.
- (ii) One exercise involving at least two successive nights out of Barracks on patrol within Brikama and Kanifing Division areas.

N.C.O.'s and POTENTIAL NCOs will be given extra tuition in leadership and man management.

Composition: In view of Para 1 (ii), the composition of each course will correspond to the organization of a **riot**

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unit, but suitable Constables and Corporals may be used in place of men of the next senior rank.

- (7) Selection: NCOs to attend refresher course will be selected in Force Headquarters.
- (8) Normally Constables: Will be selected by Divisions in accordance with a quota allocated to them by Force Headquarters. At times However, Individual Constables will be nominated by Force Headquarters.
- (9) NCOs and Constables: Who have recently attended a long course at the Training School will not be selected unless there are special reasons.
- (10) Constables: Will not (save in exceptional circumstances) be sent on refresher course within two years of passing out as recruits.
- (11) The following types of Constables: Are suitable for selection:
- (i) Potential Corporals;
 - (ii) Constables on maximum who cannot pass their efficiency Bar Examination;
 - (iii) Constables considered suitable for acceleration to 1st class Constable (even if less than two years out of Police Training School).

(12) SUBJECT TO PARA: 8-10 Any Constable may **be nominated with a view to increasing his professional ability or shaking him up.**

(13) Results: Results will be published in Force Orders showing marks gained and grading viz: -

A = Outstanding

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B = Above Average

C = Average D =

Below Average F =

Failed

(141) The Grading Will not necessarily corresponds exactly with the examination results. The examination result reflects the actual tests conducted on the course. The grading is an **attempt to assess the whole of a man's value as a Police Officer, including specialist training, character, reliability, experience, loyalty to the Force and leadership.**

(15) The examination results and grading on refresher course will be the most important factor considered by Promotion Boards when making or recommending promotion to Corporal, Sergeant and Inspector.

(16) A Police Constable who is graded A or B: **On a Refresher Course is exempted from taking the efficiency bar examination.**

(171) A Police Constable who attains exceptionally: Good marks on a **Refresher Course and is otherwise suitable may be given by the Inspector General of Police immediate acceleration to 1st Class Constable.**

49. **ROAD ACCIDENT REPORTS-POLICE FORM 7.23 F.S.O. NO. 811**

(1) Police Form 7.23 will be used as the standard case file when submitting Road Accident Reports. The road accident report form is a file cover containing 4 pages.

(a) Para 1: The Accident reports number: Will be taken from the serial number of the Station

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Traffic Accident Register, which will be maintained at each Station or Post.

Para 2: Details of **Persons killed or Injured:**
Strike out the word "Killed" if no fatal accident has occurred. Strike out the word "injured" where a fatal accident has occurred. When a person has been killed and others injured strike out the word "OR" and incident the word "AND".

Para 3: Story of Accident:

- (i) This will be a brief precise of the main facts concerning the accident and is submitted by the Station Officer.
- (ii) Cause of Accident: Brief facts as to cause of accident will be written and should also include extracts from the remarks column of the **vehicle test charts** (which are themselves enclosures contained within the file). Also include comments as to state of road surface, weather condition and lighting condition at the time of the accident.

Para 4: Directions Of Officer in charge

- (i) These will normally be directions to the Traffic Inspector or Station Officer but when necessary, comments to either

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Officer in charge Traffic Unit or
Commissioner in charge of the Division
will be written in this space.

(ii) Offences: These particulars will not be written in this space until the Traffic Inspector or Officer in charge of the Division or otherwise has approved. Recommendations of offence committed should be made at the end of the Station Officer's report.

Procedure:

A. The Mobile Traffic Unit and Division

- (i) All enclosures such as statement of witnesses, plans photographs and other documents will be pierced by a circular hold, one half inch from the edge of the top left corner of each enclosure. Each enclosure will then be clearly marked in **blue pencil** showing its reference number at the right hand corner of the enclosure, as is done in **crime case files**.
- '(ii) The enclosure will be held together by marks of green tag faster inside the file on the right hand side of the corner.
- (iii) The Station Officer will forward the file direct to the Officer in charge or Mobile Traffic Officer when the accident is a minor one for action.

In the case a major or serious accident it will be forward first to the Station Officer for his comments before forwarding to the Officer Commanding the Unit or Division.

-) LIST OF ENCLOSURES AND EXHIBITS. The Station Officer will prepare a list of enclosures and exhibits. This will become sheet **No.1**, which will be filled on the left hand side of the file, held by the green tag. This is most important as it will be noted that no particulars of witnesses have been provided for on pages 1 to 4 on the 7.23.
- I The Traffic Officer will put up his covering report and recommendation on a separate sheet. This will be the last sheet filed as an enclosure in the file (on the right hand side) and it will contain either instructions or queries returned to the Station Officer prior to the Traffic Officer submitting the file complete with his covering report to the Divisional Commander or Officer in charge of the Unit.

Station Officer and Traffic Officers **are held responsible for the compiling and submission of all traffic accident reports from their District and Stations. These reports will be submitted in a neat and accurate manner.**

The overall responsibility however, lies clearly with the Traffic Inspector or Officer who must supervise and instruct at all levels, the procedure in submitting these reports.

The Division and Mobile Units.

The Station Officer or Mobile Traffic Officer is responsible for the investigation and preparation of traffic accident reports and will submit them direct to the Officer in charge of the Division through the Divisional Commander, as far as is

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possible the procedure will be the sale as outlined above.

(3) Road Traffic Accident Register.

A register of Road Traffic Accident shall be maintained at each Police Station and Post containing the following particulars: -

- 0) **Station register serial number.**
- (ii) **Time, date and place of accident.**
- (iii) **Registration Number of Vehicles involved.**
- (iv) **Names and Addresses of Drivers.**
- (v) **Names and addresses of Injured Persons.**
- (Vi) **Crime Case Reg. S.D and other x reference numbers.**

(4) Traffic Accident Report Returns.

(a) All Station Officers and Traffic Units **will submit to the Statistics Office each month.** The following returns:-

| Station Month | Number of Accidents Reported | Number of Persons/ Injured | | |
|------------------|------------------------------------|----------------------------|-------------|-------|
| | | Killed | Seriou s | Minor |
| | | | | |
| | | | | |

- b. **Quarterly Returns:** All Station Officers and Traffic Unit Commanders will submit to the Statistics Office, **each quarter, the road traffic offences returns; special attention is drawn to the last column, number 16 to 18 (B) under the heading "Accident"**.

FATAL TRAFFIC ACCIDENT F.S.O. NO. 812

- (1) (i) The Mobile Traffic Officers will investigate all fatal traffic accidents occurring within Banjul and Kanifing Divisions.
- (ii) Station Officer will therefore in the case of fatal traffic accident in addition to informing all persons outlined in Para 2 (B), contact the Officer Commanding the Division or Formation at once.
- (iii) The Traffic Officer will carry out the procedure exactly as outlined in Part (A) but will use the Traffic Form T.23 as a case file in the initial stages of the investigation. The form C.19 will also be used as an enclosure but will be forwarded to the two officers concerned.
- (iv) The Traffic Officers or Station Officers will ensure that **fatal traffic accidents are registered as follows: -**
- (a) In the Station S.D.R Register
 - (b) In the Station Traffic Accident Register
- © **In the traffic Headquarters .S.D Register.** In **the case file will be number with the** Station S.D.R Register Number.
- (2) **MOBILE TRAFFIC UNITS AND DIVISION.** The Station Officer will be responsible for investigation

and the procedure will be carried out as far as possible as outlined in Para 1 above. The Statistics Office need not be informed, but a **quarterly return of all fatal accidents occurring in the divisions will be submitted to the statistics office, Police Headquarters. Banjul. Note:** Police Form T.23 is road accident report. 1.

50. METHOD OF IDENTIFICATION Identification^ an accused person or suspect is done on the following: -

- (1) **Identification Parade.**
- (2) **By Photographs.**
- (3) **By Finger Prints.**
- (4) **Modus Operandi.**
- (5) **Hand Writing.**

(2) The Use of Photographs in Criminal Investigation

- (a) To establish Identity of an unknown person who has committed an offence;
- (b) To trace a criminal whose identity is known.

(3) **Photographs shown to witness.** When photographs are shown to witnesses for an **identification of an accused person or suspect** the following conditions must be observed:

- (1) Photographs must **not be shown to witnesses if the suspect is in custody or can be traced immediately and put up for identification.**
- (2) **A single photograph must not be used,** but when loose ones are used, **ten to twelve similar photographs bearing no names or marks, should be placed for**

inspection. No attempt should be made to influence the witnesses.

Photographs should be shown to one witness at a time.

When there is more than one witness, the remaining witnesses should not be allowed to see the photographs

When the person identified by photograph is put up for identification, all the witnesses including any who have seen the photographs should be called to identify him.

The fact that photographs have been used should never be mentioned in evidence, except in answer to questions in cross-examination

Photographs attached to **descriptive forms must not be used C.R.O. can supply loose photographs.**

All photographs shown should be preserved for production in court if necessary. If a photograph is produced in court, so far as is possible, prevent the Magistrate or Jury, knowing it is a Police or Prison photograph.

IDENTIFICATION PARADE. When it is necessary **to hold an identification parade of an accused person or suspect,** the following **direction should be carefully observed:-**

- (1) Strict fairness to the accused person or suspect, but also ensure that the ability of the witness to identify the accused is adequately tested.
- (2) Officer conducting the parade to be made conversant with full circumstances of the case and supply with names and address of the witnesses.

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(3) Investigating Officer to be present but must not take any part. He must note everything that transpires.

(4) Good light is essential, and unauthorized persons to be excluded, proceeding not to be hurried.

Suspects or Accused Person. Suspect or accused person to be inform that: -

(a) He will be placed among a number of other persons as far as possible of similar age, height, general appearance and class of life, for identification by witnesses,

(b) He may stand in any position he chooses and change his position after each witness has left.

© He may object to any of the participants, or the arrangements made and that any such objection should be made to the officer conducting the parade;

(d) He may have a Solicitor or friend present at the identification, but it must be distinctly understood that such person may not in any way interfere by action or words with the proceedings;

(e) No intimidation as to his identity will be given to the witnesses;

(f) If the suspect desires the attendance of a friend or Solicitor the necessary arrangements must be made;

(g) No exchange of clothing or any other acts tending to change appearance of the suspect to be permitted;

(h) As far as possible, prevent the person forming the parade from being aware of the suspect put up for identification.

Number Forming the Parade

(i) If only one suspect, 8 or more

(ii) If two suspects of roughly similar appearance and class of life, at least 12.

(Iii) If two suspects of dissimilar appearance (or more than two suspects, separate parades, will be held for each and different people to be used.

Witnesses.

(a) Witnesses to be treated with patience.

(b) The witnesses must not be allowed to see the person before he is put up for identification.

© They should be introduced to the parade one at a time, and they must be allowed to hear the person speak.

(d) After a witness has attended the parade, he should be escorted to another part of the premises.

(e) After the parade the Officer who conducted the parade will make a full report and also thank those who has performed it.

(f) The Officer in charge of the case to take statement from the witnesses concerned.

SEARCHING PERSONS AND PREMISES

1. Eersons: Persons are searched according to circumstances as follows: -

- (a) **Before arrest;**
- (b) **On arrest;**
- © **At the Police Station;**
- (d) **At the Court.**

Before Arrest: There is no general power to search, but it takes place either: -

- (a) With the **consent of the suspect,**
- (b) By **specific statutory authority** or **by virtue of some search warrant.**

On Arrest: There is **power to search a prisoner when arrested lawfully,** in particular to **discover evidence on the following circumstances:-**

- (a) To discover evidence in connection with the crime committed.
- (b) The accused person may be in possession of dangerous drugs or house braking implement or any other thing, in which there is danger that evidence may be disposed of on way to the station.
 - © To take from the accused or prisoner anything with which **he might harm the arresting officer, in resisting the arrest.**
- (d) To **obtain evidence in connection with any other crime.**

- U** (e) In suspecting that he may be in possession of any **firearms or other weapons and likely to do danger to the arresting officer of himself.**
- jj**

(

(4) REASON FOR SEARCH AT POLICE STATION.

- (1) To take from prisoner or accused person anything with which he might harm himself or other or damage property.
- (2) To obtain evidence in connection with the charge or any other crime.
- (3) To provide safe custody for prisoners own property.
- (4) To enable police to satisfy the Magistrate as to prisoner's ability to pay a fine, from the amount discovered in his possession at the time.
- (5) **Search at Police Station** should be in the presence of a witness. The search should be through systematic and unhurried. Remember over coat, and similar clothings deposited quietly in corner of Charge Office by the accused at the time of arrival at the station. Examine correspondence and diary addresses, telephone numbers, etc, may be helpful.
- (6) **Premises:** There is no general power to search premises without warrant, although it is the almost invariable police practice to do so when someone is in custody for an offence and the search is likely to yield useful result. In such case the occupier's consent is obtained.

RETENTION OF ARTICLES OR DOCUMENTS SEIZED.

- (1) Upheld the **right to search a prisoner;**
- (2) Upheld the right **to take and detain property in possession of a prisoner, likely to be useful in evidence against him or anyone else;**
- (3) Laid down that the interest of your office (that material evidence be preserved) will excuse the otherwise unlawful seizure of articles or documents in possession or under the control of a person arrested, if subsequently it should appear that they are in fact, evidence of a crime committed by anyone else;
- (4) That the police are entitled to retain articles or documents seized until the conclusion of the case in which they are material.

AT COURT: Magistrate's Court which has convicted an offender has power to order him to be searched and to apply money found to satisfy any sum payable in consequence of the conviction unless satisfied that the money found does not belong to him or that the loss of the money would be more injurious to his family than his detention.

TAKING STATE OF ACCUSED. SUSPECT AND WITNESS.

- (1) Under the Judges Rules there is no objection to a Police Officer, endeavoring to discover the author of a crime putting questions to any person, whether suspected or not, from whom he thinks useful information can be obtained. It is therefore desirable that: -
 - (a) A suspect should be questioned as he may be able to clear himself.

(b) His answers be recorded in writing. The stage at which a suspect should be questioned is a matter for the Investigating Officer to decide.

STATEMENT UNDER CAUTION: THE JUDGES RULES

STATE:-

(a) When a Police Officer makes up his mind to charge a person with a Crime he must first caution before asking any questions.

(b) Caution: The caution should be written at the top of the statement form at the commencement of the statement and then signed by the person about to make statement.

© **Actual Words:** Statement must be written in actual words of the maker and must never be translated into official vocabulary. Nothing is worse and nothing throws more doubt upon the reliability of a statement than words being used which anyone with the slightest degree of intelligence can appreciate could never have uttered by the witness e.g. a nine years girl would never say "he attempted to have unlawful carnal knowledge of me" She has no idea of the meaning of that expression; She would use basic words. It must be clearly understood that the **actual words must be recorded.**

) **Signing:** Besides signing below the caution the maker is required to sign at the bottom of each page and at the end of the statement and he must initial all alteration. Before signing he must be afforded the opportunity of reading the statement himself or have it read to him and he must understand that by signing he acknowledges it to be correct.

Pocket Book Entry: Record in your Pocket Note Book the time and date when the statement started and finished.

(5) **Custody of Statements:** Original statements must never, except when tendered in court, be allowed to leave the possession of the Police. It is necessary to forward statements for information to Prosecuting Officers or Legal Adviser, copies only should be distributed.

(6) **Negative Statements:** Never overlook the value of negative statements. A denial of knowledge of certain facts or of being at certain place may later in the light of other statement or evidence, prove the guilty or innocence of a suspect.

(7) **Statements Recorded by Iterpreters:** Where **A Statement is recorded in English by a Police Officer who does not understand the language of the maker and finds it necessary to use an interpreter it will be admitted in evidence if: -**

(a) **The recorder swears that he wrote the statement down accurately and that he correctly read back the statement for re-interpretation to the accused, And**

(b) The Interpreter is called as a witness to prove that:

(i) He interpreted correctly, and

(ii) The maker understood what was being said
and

(iii) He interpreted the statement back to the maker after it was recorded.

(8) **Taking Statement of Witnesses.** The significant difference between the method of taking statement of suspects and witnesses is that the former is cautioned while the latter is not. Secondly the former is being

questioned as to his involvement in a fact in issue or case reported while the later is being questioned as to what he knows of the incident which the later is being questioned as to what he knows of the incident which will be useful to police investigation and subsequent prosecution.

General Hints:

(a) When a Police officer is asking questions of a suspect, he **must not try to obtain a confession** of guilt. It is better to try to get information which will assist the Police to continue enquiries and so obtain witnesses and real evidence: which in fact, are better liked by the Courts **than confessions obtained under duress.**

(b) The act of interrogation is a thing, which can only be attained after much practice and careful study of human nature.

© The first essential is to make the right approach to the person being questioned.

It is useless to begin by being a bully. Obviously, if the suspect is a low type and used to hard life, then bullying him will yield better result. On the other hand if he is educated, he will at once know that your approach is a sign of your lack of education, and thus will not respect you.

(d) Interrogation should begin by telling the person about the case you are investigating. The answers received must be carefully noted on paper or memorized as a first measure. The next step is to ask questions about the facts you already possess, making the most of this knowledge and then recording the statements.

(10) **Statement Taking.** Is a recording of facts as to what a person saw, heard or smelt etc. or a written record of the information a person can give concerning a matter under policy enquiry. It may be one of the two kinds, Depending on the person from whom it is taken: -

- (a) From a person who is a witness;
- (b) From a person who is an alleged offender,

fill Reason Whv Statements are Taken.

(a) To gather all information from the witness as soon as possible, statements should contain all witnesses can say even though part of it is hearsay and cannot be given in evidence. Cross- Examination of witness is based on hearsay.

(b) To convey all available information to Police Authority (i.e. Superior Police Officer etc.).

- © To determines what action shall be taken. In some cases Instructions are laid down that before any action is taken the full facts must be submitted thus enabling the Higher Authority to determine the issue.

(d) T
o assist in the examination of witnesses at Court. Prosecution Counsel or Solicitor conducts the examination OF WITNESSES FROM STATEMENTS SUPPLIED BY THE POLICE.

(e) T
o justify the action taken by the police. If Police entertain, consider favourably, any doubt re-integrity, honesty, of any complaint, no matter how trivial, insignificant, the case person endeavouring to use police as debt collectors etc.

12. Case in which Statement must be taken

(a) In all important or serious cases, including all allegation of Indecency.

(b) In all important cases thought petty. It merely means statement must be taken in every case where there is likely to be publicity, however minor or simple it may be.

© Where there is likely to be a conflict of evidence.

(d) In cases involving complaints against police. If it is an allegation or crime or refers to a C.I.D. Officer, statement should be taken by Senior Police Officer at the station immediately.

(e) Where the witness may be interfered with or got at by any other person connected with the matter on floor. If Police have any suspicion that a witness is not straight-forward, or likely to testify at court something entirely different from the verbal statement he originally made.

13. **JUVENILES: NOT TRIABLE IN OPEN COURT.**

Statements from Juveniles should always be **recorded in the presence of a parent or guardian to clear any doubtful points of intimidation.**

14. **WOMAN:** When recording a statement **from a woman** always do so in the **present of a witness or preferable have it done by a woman police officer.**

15. Types of Statements: The types of statements taken by the Police are as follows: -

- (1) **Ordinary Statement**
- (2) **Cautionary Statement**
- (3) **Voluntary Statement**

(4) Dying declaration (need not be on oath)

(5) Deposition (must be on oath and must be taken by a Justice). It is made by an injured person unable to attend court and in the presence of the accused.

(16) Points to Note. When recording a statement, the facts should be written down in sequence of events as follows: -

(a) The identifying particulars of the person making it, i.e. name, address, occupation, age, sex, etc

(b) The question "Are you likely to be at the same address within the next four months?" and made a note of same.

© When recording a statement, see that no other person is present. It should be recorded in private and out of hearing distance.

(d) Get the gist of the story before you start to write. Listen to the whole story verbally first.

(e) Record the statement exactly as is given to you by the person making it.

(f) When a person is making a **statement incriminating himself, apply the caution at once, and make a record of same.** No questions must be asked after the caution have been administered. Should it be necessary to caution a person during the making of an ordinary statement, the caution should be written in as part of the statement, as administered and the person invited to sign it before the statement is proceeded with.

(g) If a person prefers to write his own statement he should be allowed to do so, if sufficiently educated, and should be supplied with writing

material. **The Officer's note at the end of the statement should then show that the person wrote out the statement in the Officer's presence and that he read it over to the person making it.**

(h) After the statement has been written down the person should be allowed to read it and alter it if he wishes. Statement should also be read over to him and he should be asked to sign it and to initial each page, and every alteration.

(i) The Officer taking the statement should, **immediately below the signature, write and sign a note that the statement was taken by him and read over to the person, and if it be the case, that the person has himself read it. The note should be signed by any other officer present when the statement is taken.**

NIGHT INSPECTIONS- F.S.O. NO. 217

(1) The Station Officer Banjul Police Station will prepare each month a **ROSTER OF INSPECTORS and NCOs** will carry out **inspections during the hours of darkness in the City of Banjul area.**

(2) All **men on the beats will be visited** and also Banjul Police Station. During the visits to Stations **full inspections will not be carried out but Inspecting Officers should check the Station Diary and Crime Register to acquaint themselves with the recent occurrences in the areas.**

(3) Two visits of inspection will be carried out- **one before and one after midnight.**

(4) Inspecting officers **will record their activities in the Book, which will be kept for this purpose in Banjul Police Station. The Station Officer, Banjul Police Station will submit this book to the Officer**

in charge of the City of Banjul as 8.30 a.m. each morning.

- (5) Uniform will be worn by all Inspecting Officers.
- (6) If an Officer is unable to carry out his inspection on the appointed day through sickness or for any other reason he will be responsible for arranging for another Officer to carry out his inspection.

. DUTY OFFICER-FORCE STANDING ORDER NO. 217A

- (1) **A MONTHLY ROSTER WILL BE MAINTAINED.** This will be drawn up by the Deputy Inspector General of Police and will set out the dates for which officers are responsible.
- (2) All Superior Police Officers, up to the and **including the rank of Chief Superintendent, Superintendent, Assistant Superintendent, Chief Inspectors, and certain Inspectors will carry out the role of duty officer.**
- (3) The tour of duty will commence at 1700 hours and terminate 0700 hours the following morning.
- (4) A Duty Officer **will remain during this tour of duty in his residence or quarter except when he is called out to deal with an incident or when on patrol. He is not expected to remain awake during the whole of the tour of duty.**
- (5) There is no objection to duty officers making mutual arrangements to change the days for which they are detailed but it will be the responsibility of the duty officer detailed to see that a relief has been arranged and to notify the Information Room in advance of any change.

RESTRICTED

(6) The Inspector or N.C.O. in charge of the information room **will obtain and maintain a Notice Board showing the name of the duty officer of the day, his telephone number and place of residence.**

(7) In the event of an incident arising which personnel on duty are unable to deal with or where further instructions are required, the matter will be reported to the Duty Officer. If he is unable to deal with the matter the advice of the Officer in charge of the Banjul Division may be sought. If necessary the Deputy Inspector General of Police or the Inspector General should be notified.

(8) During his tour of duty the Duty Officer will visit at least two of the places shown on the attached list and at least once a month the visits will be made after midnight by each officer.

(9) Brief details of the visit will be recorded in a special Foolsap Book, which will be maintained at each station. This book will be entitled "Duty Officers Visiting Book." In addition the Duty Officer will forward to the Commissioner of Administration details of the visits carried out by him as shown on the specimen below.

(10) Visit will be carried out in officer's own vehicles or where an officer does not own a vehicle in the patrolling W/T Land Rover or Pick-Up.

(11) Every Superior Police Officer and Inspector whether Duty Officer or not must inform the information room (if living in Box Bar Barracks) of his whereabouts at all time outside of office hours.

(121 Place of Visit)

- (1) **Banjul Police Station.**
- (2) **Box Bar Guard Room and Armory.**
- (3) **Denton Bridge Traffic Post.**
- (4) **Bakau Police Station.**
- (5) **Kairaba Police Station.**
- (6) **Kotu Police Station.**
- (7) **Serre Kunda Police Station.**
- (8) **Bundung Police Station.**
- (9) **Yundum Police Station.**
- (10) **Public meeting (if one is in session).**

13. DUTY OFFICER REPORT

Name of OfficerDate.....

Place visited with times (e.g. Bakau Police Station 22.05 hrs

Yundum Police Station 24.30 hours).

Incidents. (E.G. Nothing to report or Const 206 Brown, found asleep on duty at Bakau Police Station- O/C Division being informed).

(Note-A lengthy report is not required).

Duty Officer

55. **HANDING OVER AND TAKING OVER OF DUTY POSTS**
F.S.O. NO. 16

RESTRICTED

A Police Officer taking over a post, Station, Division or Formation or any other duty posts will complete and sign, in duplicate, a handing-over certificate in the form given at appendix "A" to this order.

The Police Officer relinquishing the duty post will endorse the handing over certificate and will prepare handing-over notes to brief the relieving police officer upon all matters requiring attention when he assumes his new duties.

One copy of the handing-over certificate and notes will be sent by the police Officer taking over to his immediate Senior Commanding Officer, e.g. Posts Stations to Divisions, Divisions and Formation/Duty Posts to Force Headquarters. One copy of each of these certificate and notes will be filed in the office in which the changeover takes place.

On a changeover all accounts will be balanced and the accounts will be signed by both the outgoing and incoming Police Officers.

Shortly before a change of command the outgoing Police Officer will, when ever possible, carry out a full inspection of the posts, Stations or Division concerned. This will ensure that the condition of the post station or division concerned. This will ensure that the condition of the post, station or division can be fairly assessed in the Handing-Over Notes.

In the case of Divisions the Officer in charge may appoint a responsible Police Officer under his command to check items of the handing-over certificate, thus relieving him of this duty. The selected Police Officer will endorse at the foot of the handing-over certificate: -

"I certify that I have checked items..... of this certificate and have satisfied myself as to their accuracy (except as shown in the attached statement)."

(7) Police officers handing over and taking over should ensure that the provisions of Financial Instructions and General Orders on these subjects are strictly complied with, particularly those relating to stores.

(8) As S.P.O. Handing over a Division to a Police Officer who will **draw acting allowance must not do so until two days before his departure from the Station**

(9) At least one month before due to hand over to another police officer the police officer relieving a duty post will ensure that he has a stock of appendices to this order available.

APPENDIX'A' F.S.O NO 16

HANDING OVER CERTIFICATE

To

Certified that I have this day taken over the post of

..... From That I have satisfied myself as to the completeness and accuracy of the following items and that there were no deficiencies or surpluses, except as shown in the attached statement.

(N.B delete and initial any of the following which are not applicable).

- 1. (a)Records of all cases pending investigation
- or
- awaiting trial and all exhibits these being: - C.C.R
- No

| | | |
|---------|----------------|----|
| | C.C.R NO | |
| C. | C.R | No |
| | C.C.R NO | |

(b) "I have summarized in case diaries all action taken and outlined the next and further steps to be carried out by investigating officers".

You will note that C.C.R Nos are investigations conducted by me personally and these are now handed to you for completion"

Officer Handing Over Top

secret, Secret, Confidential and Open Files.

Other records, including Regulation, General Orders, Financial Instructions, Police Standing Orders and Laws of The Gambia.

Information money account.

Imprest account, including cashbook, cash in hand and bank.

Vote Charge Book.

License, Permit, Receipt and Other Revenue Account Books and Registers including Counter Foils not destroyed on instructions of Audit Department.

Outstanding Bills and Vouchers

Property shown in the Lost, Stolen and recovered property Registers.

. (a) Records and stores on change.

(b) The following arms and ammunition:

11. Records of stocks of petrol, oil and lubricants on charge.
12. Inventory of vehicles and vehicles tools and spares
13. Inventory of office furnitures, equipment and Books.
14. Canteen and Sports fund accounts, including cash and stores equipment etc, on charge, and the relevant Records.
15. Duplicate keys in respect of the "Armory" Arms Racks, original key in respect of all safes, stores, cabinets and rooms used for the safe custody of public money, stores, documents and other valuables.

56. **SUPERVISION-POLICE TRANSPORT F.S.O. 800.**

1. Supervision. Superior Police Officers in charge of Divisions are responsible for vehicles allocated to their Divisions. The Force Transport Officer is responsible for all vehicles not allocated to Divisions/ Superior Police Officers should ensure that vehicles allocated to them are: -

- (a) **Property cleaned and maintained;**
- (b) Used only for essential purposes.

2. **M.T. INSPECTOR**

RESTRICTED

- (a) The M.T Inspector is responsible to the Force Transport Officer **for the efficient rung of the workshop and for the discipline and welfare of Fitters and Drivers in Banjul and Kanifing Divisions.**
- (b) He will **supervise maintenance tasks being carried out daily except Sundays at 07.30 hours in accordance with F.S.O. Nos. 801 and 802.**
- © He will check daily the record of runs performed in every Vehicle Logbook against the Transport Diary in the charge office.
- (d) He will ensure that no Police Vehicle under F.T.O.'s control leaves the Transport Yard without his authority.
- (e) He will be responsible for the security of Police Vehicles in the Garage and M.T. Yard.
- (f) He will visit the Garage and M.T Yard at least once before and once after midnight each week and will record such visit in the Station Diary.
- (g) He will prepare **the Driver Duty Roster, securing its approval by Force Transport Officer and publishing it to the Drivers.**

M.T. SERGEANT OR SENIOR DRIVER. Senior Driver refer to the Senior N.C.O or Constable employed as a Driver in any Station out Banjul.

- (a) He will be responsible to the M.T Inspector or Station Officer for the discipline, welfare and kit of all Police Drivers at his Station.
- (b) He will ensure that Drivers are kept fully occupied when not engaged on driving duties.

© He will be responsible for the **maintenance tasks being carried out daily except Sunday at 17.30 hours in accordance with Force Standing Orders Nos. 801 and 802.**

(d) He will ensure that all **Drivers report defects or damage before leaving duty and will notify the M.T Inspector or Station Officer** any defects or damage forthwith.

(e) He will ensure that **Vehicle Logbooks are properly maintained and that records of all runs are entered.**

WORKSHOP INSPECTOR/ SERGEANT

(a) The workshop Inspector or Sergeant is responsible to the F.T.O or the M.T Inspector for the Discipline of Fitters in the Workshop.

(b) He, with the assistance of fitters under him, will during the period of daily maintenance assist in remedying minor faults or defects.

© He will keep a record of vehicle in workshop in which the following details are entered: -

- (i) **Date vehicle taken into workshop.**
- (ii) **Vehicle Registration Number.**
- (iii) **Summary of Work to be done.**
- (iv) **Date work completed.**
- (v) **Drivers signature when taking over vehicle on completion of repairs.**
- (vi) **Remarks column.**

This record system will be run on a **monthly basis and a new page will be started at the beginning of each month. An entry will be made on the new page in respect of vehicles received during the previous month and for which repairs were not completed, stating the reason in the remarks column.**

(d) He will keep a book of daily record or work done with the following headings: -

- (i) **Date.**
- (ii) **Vehicle Registration Number.**
- (iii) **Work Done.**

This **record system must be run on a day-to-day basis** and a line must be drawn across the page at the end of each day.

6. DRIVERS

(a) Every Driver is all times, while on duty responsible for the safe custody of his vehicle, equipment, fuel and oil.

(b) Drivers must not use their vehicles for unauthorized journey. For the purpose of this order "**Unauthorized Journey**" Means a journey, which has not been authorized by a Police Officer of the rank of Sub- Inspector and above.

© Every Police Driver is responsible to the M.T **Sergeant or Senior Driver for the daily performance of maintenance tasks and for the General cleanliness of his vehicles.**

(d) Before using a vehicle the Driver will satisfy himself that it is in proper working order and that the bodywork, fittings and other instruments are undamaged.

RESTRICTED

Any damage and or defect not previously reported would be shown to the Transport Sergeant or Senior Driver who will follow the procedure laid down.

(e) On his return from a journey the driver of a vehicle must leave it ready for use by replenishing the petrol, oil and water if necessary.

(f) Before leaving his Station, a Driver must report at the Charge Office and a record of the following details will be entered in the Transport Diary by the Station Diary Clerk:-

(i) Vehicle Registration Number.

(ii) Name and Number of the Driver.

(iii) Speedometer Reading.

(iv) Destination.

(v) Authority for Journey

(vi) Time Journey Started.

(g) On returning at the end of a journey, the Driver will report the following, which will be recorded in the same transport diary closing the journey under the following headings:-

(i) Time returned.

(ii) Speedometer Reading.

(h) Every Driver will enter details for each journey in the Vehicle Logbook which entry should tally with those in the Transport Diary.

(i) It is the duty of every Driver to get details of repairs done and any replacement made to his

vehicle entered in the Vehicle Record Book by the Workshop Sergeant/Inspector.

- (j) Every Police Driver must report immediately on returning to Station **any damage or defect on his vehicle to the Transport Sergeant or Senior Driver.**
- (k) Drivers must not permit any **unauthorized person to drive a police vehicle.**

7 PASSENGERS:

- (a) **No unauthorized passenger is permitted to be carried on police vehicle "Unauthorized Passenger" is defined as any person other than: -**
 - (i) **Member of the Police Force on duty.**
 - (ii) **Wives, children and servants of members of the Police Force when required to travel on police transport e.g. on transfer.**
 - (iii) **Guest of Government or other person concerned in a police investigation or witnesses etc.**
 - (iv) **Other persons on the authority of a Superior Police Officer.**
- (b) **Passengers on police vehicle will not stand, or sit on tailboards or sides. Seats provided must be used and where no seats are available, passengers will sit on the floor.**
 - © The **Senior NCO or Constable in a police vehicle will be responsible for all aspects of discipline.**
- (d) Under no circumstance will passengers on police vehicles exceed the number stated below.

RESTRICTED

- (i) Riot or 5 Ton Truck- Driver and 36 Passengers.
- 00 Bedford Prison Van- Driver and 15 Passengers.
- (iii) Pick-Up Driver and 12 Passenger.
- (iv) Land Rover Station Wagon- Driver and 10 Passengers
- (v) Land Rover Pick-Up- Driver and 10 Passengers.
- (vi) Passenger will not be carried on Force Motor -Cycles.

8. ACCIDENTS Any accident, as a **result of which damage or injury is caused to any person, vehicle, animal or property must be reported as soon as possible to the nearest** Police Station or Police Officer as soon as possible thereafter to the Transport Sergeant or Senior Driver. The vehicle or vehicles involved will not be moved from the site without the permission of a police officer unless the safety of other road users requires it or unless the accident is of a trivial nature or unless circumstance are such that the vehicle or vehicles concerned are to be used for conveying injured persons to a place for medical attention. Any other accident, however trivial, will be reported to the transport sergeant or senior driver.

The name and addresses of persons involved in an accident and of material witnesses should be noted and reported. Any damage caused to a police vehicle will be reported to the Inspector General of Police.

- (i) **In Banjul and Kanifng Division within 12 hours.**
- (ii) **Outside Banjul within 24 hours.**

57. **VEHICLE SERVICE TASK F.S.O. NO. 801**

TASK 1

- (1) Check engine oil level and top up if necessary.
- (2) Inspect oil level in gearbox and transfer box (if Land Rover) and top up as necessary
- (3) Inspect back Axle and top up if necessary.
- (4) Check oil in steering box and top it if necessary

TASK 2.

- (1) Check master cylinder and top up (within suitable brake fluid) as necessary.
- (2) Check shock absorbers and top up (with shock absorber oil) if necessary and tighten securing bolts.
- (3) Lubricate all grease nipples
- (4) Check on shackle pin securing bolts or plates and tighten where necessary.

TASK 3

- (1) Inspect wheel nuts for tightness Occasionally remove nuts and grease studs.
- (2) Clean springs and inspect for broken leaves then smear with burn oil (This is not applicable to springs fitted with gaiters).
- (3) Inspect and tighten if necessary, silencer and exhaust pipe brackets.

RESTRICTED

- (4) Inspect Dynamo and starter mounting bolts or clips and tighten where necessary.

TASK 4

- (1) Clean off grease or oil from high tension (H.T) leads and ensures that they are free from hot parts of the engine and that they do not rub to cause break in insulation.
- (2) Test windscreen wiper for satisfactory working.
- (3) Examine radiator for leaks and report if found leaking.

TASK 5

- (1) Clean holes In battery plugs.
- (2) Clean Battery terminals and smear with Vaseline or light grease.
- (3) Top up battery with distilled water to correct level, then clean and dry top of cells.
- (4) Clean down Engine with dry mutton cloth.

TASK 6

- (1) Check tyre pressure including spare wheel, Inflate spare wheel to same pressure as rear wheel.
- (2) Remove all flints stones and nails from all tyres.
- (3) Check tools and report deficiencies.

58 MOTOR CYCLE SERVICE TASK F.S.O. 801A.

TASK NO.I:

- (1) Top up engine oil - if necessary.

(2) Check for leaks and report.

(a) Tank (petrol).

(b) Taps and unions

© Petrol Pipes.

(d) Oil Pipes.

TASK NO.2:

(1) Check carburetor air cleaner for looseness and tighten if necessary.

(2) Remove sparking plug and inspect, then clean and reset to correct gap.

TASK NO.3:

1. Remove battery then: -

(a) Top up with distilled water to correct level.

(b) Clean holes in battery plugs and replace plugs ensuring that rubber washers are replaced.

© Dry and clean top of battery.

(d) Clean and slightly smear with light grease the battery cradle.

2. Clean battery terminals, smear lightly with light grease and tighten down.

TASK NO.4:

(1) Ensure freedom of action of all return springs.

(2) Lubricate brake pedal.

RESTRICTED

- (3) Check for loose spokes and report if any found slack
- (4) Test for wheel rock on bearings and report.
- (5) Lubricate wheel bearings.

TASK NO. 5:

- (1) Check Tyres:-
 - (a) For pressure and inflate to correct pressure
 - (b) Remove flints nails and stones and examine for bad cuts
- © Check gearbox and top up with oil as necessary.

TASK NO.6:

- (1) Lubricate all nipples.
- (2) Check all tools and report deficiencies.

59. TRANSPORT SECTION F.S.O. NO 802.

1. The following is the sequence of action, which must be taken when a driver discovers a defect on his vehicles: -

- (a) The Driver will report any defect on his vehicle to the duty transport Corporal/Sergeant who must check the vehicle, in the presence of the Driver, and satisfy himself that the defect does exist.

RESTRICTED

The corporal or sergeant will then report to the transport inspector who will immediately the report is received, check the vehicle and will open a job card, in duplicate instructing the work shop inspector or sergeant to carryout repairs enumerated thereon.

(i) The original job card is for Workshop use and the duplicate is retained by the Transport Inspector in a file Specially opened for records purpose.

(ii) On the duplicate copy will be entered spare parts issued and actually used on the job. Any spare part issued and not used will be returned to store and the Inspector Transport will see that this process is properly carried out.

To enable full control on the issue and use of spare parts require for a job the following procedure must be used: -

(i) A list of spares required to carry out the job will be prepared by the workshop Inspector or Sergeant and will submit it to the Transport Inspector for approval by the F.T.O before the M.T Storekeeper can issue

(ii) The Force Transport Officer **will verify that such spares are actually needed bearing in mind that some units can be repaired rather than replaced.**

(d) Immediately the vehicle enters the workshop for repairs the following will be done:-

RESTRICTED

(i) All tools and equipments will be removed from the vehicle and taken over and kept locked in a Box. This is done in the presence of the Driver.

(ii) Inspector, Transport Section, will then recorded details on the **vehicle state board in he workshop and he will also see that entry is made on the Workshop Record Book.**

DURING REPAIRS

(a) The Driver of the vehicle will if strength of M.T Personnel permits, assist in the workshop.

(b) The Transport Inspector will make periodical checks on the progress of work and will report to Force Transport Officer immediately a problem likely to cause delay in the progress of repairs arises.

3. When a job is completed the workshop Inspector/Sergeant will report the fact to the transport Inspector so that: -

(a) The Transport Inspector can test the vehicle and ensure that defects have been remedied.

(b) The Transport Inspector must, before releasing the vehicle, report to Force Transport Officer that repairs have been successfully carried out.

© F.T.O will, if he thinks it necessary, check the vehicle or approve its release.

(d) When the vehicle is released, the Transport Inspector will instruct the Transport Sergeant to hand over and refit all tools and equipment.

4. Immediately a vehicle leaves the workshop the Transport Sergeant will instruct the Driver **to wash and polish it.**

5. The Transport Inspector **will then cost the spares used and finally close the job card before sending the file to the Force Transport officer for information.**

60. **USE OF POLICE TRANSPORT F.S.O. NO. 803**

(1) Attention is drawn to Force Standing Order No. 800.

(2) Except in an emergency, no journey may be made without the authority of an officer of the rank of subinspector or above.

(3) Authority for routine journey, which are made regularly, should be given in Divisional Orders.

(4) The Officer **authorizing the journey will sign the Transport Diary before the vehicle leaves its station.**

(5) It is of no value to write the words "Duty" in the column "Authority for journey: in the transport diary. **The precise duty will be shown e.g. "Collect Rations" visit accident"**

61. **COMPLAINTS AND PETITONS F.S.O. 515**

A. **Bv Member of the Force**

(1) It is the right of any **Member of the Force to see his Superior and to lay his complaint or request or whatever it may be before him. This report will not be denied to any man.**

RESTRICTED

Any Member of the Force who has just cause of complaint may address himself through his N.C.O. Station Officer. If the Station Officer of the complainant's station or post cannot deal with the complaint, either as specifically stated in orders or regulations of the Force or otherwise, he will refer it to the Officer Commanding the Division Provided that if the member is aggrieved at or dissatisfied with the decision of the station officer he may request to be taken before a Superior Police Officer.

If a Member desires an interview with his Station Officer or Superior Police Officer he will address his request through the Station Officer for the member to appear before the Officer concerned. If the reasons for the interview are personal or confidential it will not be necessary for the member concerned to disclose them to the Station Officer. Every such request must be granted.

Where a member is aggrieved at or dissatisfied with the decision of a Superior Police Officer touching a complaint made by him, he will be at liberty to address his complaint in writing to his O.C Division or to the Inspector General of Police through the O.C Division.

Every Station Officer or Superior Police Officer will forward to the O.C Division or Inspector General of Police as the case may be every complaint so made under Para 4 with his remarks; **Provided that any complaint couched in improper language will be referred back to the complainant.**

No subordinate member of the Force may address the inspector General of Police, any other Superior Police Officer, or any Government Official direct on any matter pertaining to the Force or to a Member of the **Force. Sending a duplicate copy of a petition direct to the Inspector General of Police or to any Other Authority is**

contrary to good order and discipline. Petitions forwarded by Members of the Force through improper channels will be disregarded except as evidence in disciplinary proceeding under this F.S.O. against their originators.

(7) Any member of the Force has a right to be taken before any Inspecting officer who is visiting his station or Post so that he may make his complaint or request verbally instead of writing. All such complaints must however be previously referred to the Officer Commanding his Station or Post.

(8) All member of the Force must understand that, in **preferring complains against their Superiors, they will expose themselves to severe penalties if their complaints should prove, upon investigation, to be groundless or vexatious, or inspired by personal or any other motives rather than a natural desire to redress an injustice.**

(9) Great latitude is to be given to any man who, thinking himself aggrieved, wishes to appeal to Higher Authority, though it is an officers' duty to point out to the complainant the danger of preferring a groundless or frivolous complaint, yet if he persists his complaint, whatever it may be, is to be forwarded to Higher Authority, provided it is couched in proper language.

(10) No Police Officer is permitted to complain on behalf of or in collusion with another, nor is any member to write for, or dictate to another any complaint to which he is not himself a party. This order, however, does not preclude a Commanding Officer from submitting to Higher Authority on behalf of his men suggestions, observations, explanations or representations on behalf of serving members of the Force on matters pertaining to service in the Force will not be entertained and

disciplinary action may be taken against the offending member of the Force concerned.

B. **BY THE PUBLIC**

(11) When a petition, complaint or letter which needs a reply is received from a member of the Public and is referred to a member of the Force for report, such a member will, in reporting to a Superior Authority, in addition to setting out the actual facts of the case as known to or ascertained by him, invariably conclude with a recommendation of the answer which he considers should be given to the petitioner.

The answered recommended will not always be the reply which may be ultimately sent, but the habit of submitting a definite recommendation as to the reply advised is a sound one and good training and necessitates every point raised in the petition, complaint or letter being carefully studied so that the reply suggested covers every point raised. It is essential, in order to obviate correspondence and prevent papers having to be sent back for further report, that members of the Force should go into each point raised and see that the report and the reply recommended cover them all.

C. **RELATIONS WITH BODIES OUTSIDE THE FORCE**

(12) Members of the Force are strictly prohibited from interfering **with members of other public departments in the execution of their duties; and they are not to enter into angry discussion, or to indulge in useless recrimination if charged by persons with neglect of duty, or other conduct, on their own part.** In the event of any member of the force having cause of complaint either on public or private grounds against any official person, such complaint is to be made in writing and submitted to his Superior Officer, through the usual

channels, who will submit the complaint to the Inspector General of Police, for transmission, if appropriate, to the Head of the Department concerned.

(13) It is an offence against discipline for Members of the Force to address applications for scholarship, courses of study, etc., direct to Government. Such application must be forwarded

62. **POLICE STATION- GRADINGS AND RECORDS KEPT**

(1) Police officers are classified as follows: -

- (a) Police Station: This is a Station with a permanent personnel establishment of more than 24. It shall be commanded, subject to the control of the officer in charge to the District or Police Division of which it forms a Sub-Division, by an Officer of not below the rank of Assistant Superintendent or Inspector. The Officer Commanding a Police Station shall be designated the officer in charge of the Police Station or the Station Officer.
- (b) Police Post: It is a Formation with a permanent personnel establishment of less than 13 but more than 4. It is commanded, subject to the control of the Officer in charge of the Police Officer of not below the rank of Sergeant or Corporal. The Officer in charge of a Police Post shall be so designated.
- © Village Police Post: This is a Formation with a permanent personnel establishment of 4 or less. It is commanded, subject to the control of the officer in charge of the Police Station

or Police Post of which the village Police Post forms a Sub-Division, by a Police Officer of the rank of Corporal or by a First Class Constable with not less than **five years of service**. The Officer in charge of a Village Police Post shall be so designated.

RECORD KEPT:

AT THE POLICE STATION:

- (a) **Crime Complaint Register (C.C.R).**
- (b) **Statutory Offences Register (S.O.C.R).**
- © **REGISTER of Exhibits.**
- (d) **Register of Found Property.**
- (e) **Register of Lost Property.**
- (f) **Detention and Release of Prisoners Register.**
- (g) **Sudden, Unnatural and Accidental Deaths. Register.**
- (h) **Arms and Ammunition Register.**
- (i) **Fatal Traffic Accident Register.**
- (j) **Register of Firearms License.**
- (k) **Duty Roster Book.**
- (I) **Criminal-Supervision of Convicts on License Register.**
- (m) **Warrant Register.**
- (n) **Station Dairy.**
- (o) **Return of Prosecution Book.**

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- (p) **Traffic Branch List of Convictions Register.**
- (q) **Memorandum Police Book T.P 5- Driving License.**
- ® **Memorandum Police Book T.P 6-Insurance,**
- (s) **Police Inspection Book.**
- (t) **Prisoner's Property Book.**
- (U **Qualification Roll Register.**
)

AT POLICE POST

- (a) **Duty Roster Book.**
- (b) **The Station Routine Diary.**
- © **Qualification Roll Register.**
- (d) **C.C.R Register.**
- (e) **S.O.C.R Register**
- (f) **Register of Exhibits.**
- (g) **Register of Found Property.**
- (h) **Fatal Traffic Accident Register.**
- (0 **Firearms Register for Licenses.**
- (3) **Arms and Ammunition Register.**
- (k) **Register of Lost Property.**
- (1) **Detention and Release of Prisoners Register.**
- (m) **Prisoners Property Book.**
- (n) **Police Inspection Book.**

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(o) **Warrant Register.**

(p) **Sudden Unnatural and Accident Deaths Register.**

3. POLICE FORMS AND RECORDS OF INCIDENTS

(a) **The Register of Fires and Other Incidents.**

(b) **The Medical Report Book.**

© **Voluntary Statement Forms.**

(d) **Cautionary Statement Forms.**

(e) **Statement of Witnesses Forms.**

(f) **Crime Report Forms.**

(g) **Return of Prosecution Forms.**

(h) **Nominal Roll Forms.**

(i) **Recognizance Condition for Appearance
Forms.**

(j) **Extract of Police Record of Accident Forms,**

(k) **Extract of Police Crime/Fire Forms.**

63 .THE STATION DIARY F.S.O. NOL. 227

(1) A Station Diary (Police Book G.P 11) will be kept in every Police Station and Post.

(2) Its object is to keep an accurate record of all happenings in the Station or Post.

(3) It must be **kept neatly.**

(4) The person responsible for making entries (except as shown in 24, 35 and 36 below) is the Dairy Keeper. A Dairy keeper will be on duty at all times when the Station or Post is open.

(4A) The Station Officer and the Senior N.C.O or Literate Member of the Force on duty in the station at any time are responsible that this duty is correctly performed by the Dairy Keeper.

(5) The Dairy Keeper will be selected by the Station Officer (at Banjul Police Station or Post by the Officer in charge relief) for his ability to keep **a neat, well- written and accurate Dairy with correct spelling. He must have had at least one year's experience on General Duty after leaving the Training School.**

(6) As soon as a **new dairy is taken into use the name of the Station/Post and the date of the first entry will be printed neatly on the front cover and all pages will be serially numbered. The date on which the previous dairy ended will also be entered on the front cover of the old diary.**

(7) At midnight of each day a **red ink line** will be drawn across the page after the last entry.

(8) The new day and date e.g. " Thursday 30th October 2003" will be written underneath the Red Line and also on the top of all subsequent pages relating to that day.

(9) Entries will be made in **the Station Dairy of all incidents and events of police interest, for example:**

- (i) **Complaints from the public.**
- (ii) **Reports by the Public or Police.**

(iii) **Action by Police Officers, including assumption of and departure from duty arrival at and departure from the station (giving reason).**

(iv) **Particulars of property handed to the Police.**

(v) **Visit to Prisoners in cells.**

(vi) **Lectures and parades held at the Station.**

(10) Every entry will be signed at the time it is made by the person making it.

(11) **Column 1: Serial Number-** Entries will be numbered serially each day. They will be referred to in the form: So **14** of **3rd Feb 2003**".

(12) **Column 2: Cross Reference:** In this column must be recorded the station diary reference of any **Previous or subsequent entry dealing with the same subject.**

(13) **THE PURPOSE OF CROSS REFERENCE IS TO ENABLE AN N.C.O or officer** checking an entry to easily trace back how the incident or complaint started by referring to the open figures in column 2, and trace its progress forward by referring to the figures in column 2 in brackets.

(14) Therefore whenever an entry is made which is connected with an earlier entry the following action will be taken:

(i) In column 2 of the current entry will be shown the station dairy reference to the earlier entry, and

(ii) In column 2 at the earlier entry will be shown (In brackets) the station dairy reference of the current entry.

(15) Thus in example shown at appendix "A".

(16) **Column 3: Time-** This relates to the time at which the entry is made. Attention is drawn to the correct method of expressing time.

(17) If the event recorded took place at a different time from the time of the entry in column 3, the time of the event will be recorded in the text of the entry (see example at appendix "A").

(18) If the difference in time calls for an explanation the reason should be stated after the entry "Delaved Entry Dairy Keeper not informed by CdI. 1473 Camara F."

(19) **Column 4: Subject-** The subject heading should be brief but as informative as possible e.g. "Departure" "Traffic Accident" "Handing Over" "Complaint of Stealing" "Arrest" "Visit" "M.T. Movement".

(20) **Column 5 Particulars-** This column is the most important. The entry must be brief and clear. Do not include long lists (of for example, property, taken over or items of stolen property, which are recorded in order records or registers.

(21) The Station Dairy will merely show the reference (e.g. CCR, SOCR, Inventory, Prisoners lock up register) where the full details will be found.

(22) This is particularly important when entering change of relief and complaints.

(23) Change of reliefs will be entered by the Inspector, NCO or 1st Class Constable in command of the relief as follows: -

(15) (16) 0700 HANDING OVER I have handed over the Station (Post) to Sgt 4567 A. Mousa together with (1) all items of property shown on the Inventory Board less one hurricane lamp deficient and 1 pair Hand Cuffs with P.C 987 on escort (S.D 19 of 13/2/2003), but plus 1 drum white lime (2) Prisoners Yaya Darboe and John Charles and their property) Prisoners property register Nos. 19/2003 and 20/2003) (3) keys per key register entry No.....(add and number any other items taken over). J Brown Inspector of Police.

(16) (15) **TAKING OVER:** I have taken over from Inspector J. Brown the Relief Commander the Station/Post with properties and Prisoners as listed at S.D No 15 above. My relief consists for 1 Sgt., 4 CpIs and 14 Constables posted as shown in the Station Duty Roster.
Sgd. A Musa Sergeant.

(24) These entries will be made personally by the officer N.C.O or 1st Class Constable in charge relief and not by the Dairy Keeper.

(25) The Dairy Keeper will also sign these entries, "Handing and "Taking Over" These signatures are evidence that

their own duties have been correctly handed and taken over.

(26) Complaints will be recorded on the following lines: -

31-21 35 **Insulting Behaviors**- Nancy Collings of 1 Grant Street Complaint that she was insulted by one Alfa Touray of Marine Department inside her compound about minutes ago.

Or

16-09-35 **Shoo Breaking** - George Farouk of 29 Cameron Street report that when he arrived at his shop at 0700 hours this morning the door had been broken open and many goods including bales of cloth had been stolen.

(27) Complaints will be entered in Red Ink.

(28) As soon as possible after the entry of a complaint will be made the entry of the action taken by the Police. This will also be in Red Ink.

(29) If the complaint is refused over the counter by the Senior Officer on duty the entry will read as follows: -

33-31 21.50 **Police Action**. Complaint of insulting behaviour by Nancy Collins refused civil by Sgt. 4567 A Musa. Informed that civil remedy available through Magistrate's Court if desired.

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(30) If the complaint is not refused over the counter the Station Diary will show whether the case is being dealt with by Serious Crime Unit (CID) or the station and the name of the officer detailed to take charge of the investigation. For example:-

INSPECTION

| | | | | | |
|----|----|------|------------------|---|--------------------------------------|
| 19 | 16 | 0945 | Police Action | Complaint of shop breaking by George Farouk handed over to CID- Inspt. Blake S in charge of case PC 49 Dibba C. | CCR/51/2003 Inspt. S Blake |
|----|----|------|------------------|---|--------------------------------------|

(31) Column 6: Remarks. The reference to the CCR, SCCR Traffic Accident Register etc. on which the case is dealt with will be shown boldly in column 6 (Observations).

(32) These other registers will be entered by the appropriate officer without delay and the CCR etc. Reference in column 6 of the Station Diary will run strictly in numerical order.

(33) In addition column 6 will be used for remarks by the Station Officer or Superior Police Officers.

(34) Immediate action will be taken by the person concerned on any such remarks in column 6.

(35) Daily Entries. At least once every 24 hours the Station Officer will read all entries in the Station Diary for that day and himself make an entry in Red Ink in Column 5 as follows: -

"I have checked all entries from (12th of March 2003) to date and have noted in column 6 all errors and omission on which action is to be taken. B Jeng (SIP)"

(36) Also every 24 hours an entry will be made in red ink by the Station Officer or a responsible Inspector or NCO detailed by him that he has personally checked the arms and ammunition on charge to the Station or Post and that they are corrpt to scale (or not, as the case may be).

(37) **General: No Blank spaces or lines may be left in a Station Diary.** The writer's signature will appear immediately after the last word of the entry in column 5 (particulars).

(38) **Erasures will be made by drawing a single straight line through the mistaken word (s).**

(39) **Red Ink will be used for the following entries only: -**

- (i) **Straight Line Dividing Days.**
- (ii) **Complaints or Arrests.**

- (iii) **Police Action on (II).**
- (iv) **Station Officers Daily Entry (Para 35).**
- (v) **Daily Entry Re Security of Arms and Ammunition (Para 36).**
- (vi) **Entries by Commissioner of Police or Senior Superintendent of Police/ Other SPOS at their discretion.**

APPENDIX *A" TO F.S.O No. 227

| 1 | 2 | 3 | 4 | 5 | 6 |
|-----|------|------|--------------|--|----------------|
| 15 | (16) | 0700 | Handing Over | I have handed over the station to Sgt. 4567 A. Musa together with (1) all items of property shown on Inventory Board Less one Hurricane lamp deficient and one pair of Handcuffs with PC 987 on escort (SD.19 of 13 th February 2003) but plus one Drum white Lime (2) Prisoners Yaya Darboe and John Charles and their property (Lock-Up or Prisoners Property Register Nos. 19 and 20/2003 (3) key per key Register (Sgd) J. Brown Inspt. PC 606 B. Jobarteh. | |
| 16. | (15) | 0701 | Taking Over | I have taken over from Inspector Brown the Station with property and Prisoners as listed at SD No 15 above. My relief consists of 1 Sgt, 2 CpIs. And 14 Constables posted as shown In Station Duty Roster. 1234 A Musa Sgt. PC 70711 Jaqne. | |
| 17 | | 0705 | Departure | Inspector Brown, CpI 999 Jobe and Istcc 606 Jobarteh left for quarters | |
| 23 | (24) | 0755 | Stealing | Saloum Camara of No.I Dobson Street Banjul City reported his transistor radio H.M.V No WH 825R stolen from his shop window last night value D200 P.C 707 Jagne E | CCR No 44/2003 |

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| | | | | | |
|----|------------------|-------|--------------------|---|----------------------|
| | | | | | |
| 24 | (23) (30) | 0803 | Police Action | Complaint of stealing by Saloum Camara handed over to CID D/Cpl IIII B Sambou in charge of case PC 707 1 Jagne | D/Cpl 1111 B. Sambou |
| 25 | | 0810 | Vault | Sgt. 1234 A Musa visited vault correct PC 707 I Jagne | |
| 26 | 28 | 0815 | Complaint Re Cash | Roka Samba of No.I Sam Jack Terrace complaint that he had paid D150 to one Mullie Jallow (Tailor) to sew his cloth two months ago but cannot get his cloth back PC 707 E Jagne. | |
| 27 | 44 of 12/2003 | 0817 | Police Bail | Momodou Sanyang surrendered to Police Bail Case S.O.C.R No 15/2003. PC 707 E Jagne. | |
| 28 | (26) | 0822 | Police Action | Complaint of Roker Samba re cash D150 refused civil By Sgt Musa. Complainant informed of civil remedy PC 707 E Jagne. | |
| 29 | | 0830 | Prisoner's Meals | Mrs. Fatou Bah of 29 Lancaster Street Banjul brought meals for two prisoners handed over to Yaya Darboe and John Charles in he cells PC 707 E Jagne. | |
| 30 | (23) (24) | 09.15 | Recovered Property | D/Cpl. 1111 B Sambou brought in one Radio found in drain in Allen Street Banjul City of believed property of Saloum Camara PC 707 E Jagne. | |

63. COMMISSIONER OF POLICE CRIME MANAGEMENT FSO NO. 301

(1) The Commissioner of Police Crime Management is the **Principal and expert Advisor to the Inspector General of Police on all matters concerning the investigation of crime and will be responsible for the formulation of policy in all matters concerning the investigation of**

crime. He will also be responsible for the Criminal Record Office and the production of crime figures.

(2) **Officers in charge of Divisions will be responsible for the proper investigation of crime occurring within the Division and such investigations will normally be carried out by members of its own staff.**

(3) **Officers in charge of Divisions may call on the Commissioner of Police Crime Management for assistance in the investigation of any case which is**

(1) **serious, (2) difficult, (3) likely to involve a lengthy investigation.**

64. **FINGER PRINT AND PHOTOGRAPHIC BUREAU F.S.O NO. 302**

(1) **General: The Officer-In-Charge is responsible for the safe custody of all materials, articles and records in the Bureau. He shall report promptly to the Commissioner of Police Crime Management any fresh indents or replacement required for the Bureau.**

(2) Finaer Print Records

(a) See the provision of Finger Prints Act Cap 20.02 Vol. III.

Finaer Print Act:

(i) Any Member of the Police Force acting on the orders of an Officer in charge of a Police Station,
Post or of an Inspector in charge of a Crime Section, may order to be **taken the fingerprints of any person in lawful custody for any offence which amounts to felony or involve fraud or dishonesty.**

(ii) T
he **fingerprints shall be made by rolling the fingers and thumps on an inked plated and then on a printed from (Police Form 40). As many impressions may be taken as may be required.**

(iii) T
he person whose fingerprints are taken shall, if able to write, **sign the Form in the space provided immediately after the rolled impression has been taken of the right forefinger on rear of the Form.**

(iv) If any such person when required to do so by an officer in charge of a Police Station or Post, **refuses to have his finger prints taken or to sign the finger print form, he shall be liable to a fine not exceeding one hundred Dalasis or to imprisonment for a term not exceeding one month, and after conviction, reasonable force may be used to take his finger prints.**

(1) After ordering the fingerprints of any accused person to be taken the Officer in charge of a Police Station or Post shall forward the Fingerprint Form for report to the officer in charge of the Finger Print Bureau.

(2) On receipt of a Fingerprint Form in the Bureau, the Officer in charge will cause the prints to be classified and search to be made in the collection of Fingerprints. The result of the search will be communicated by telephone, fax or verbally to the officer in charge of the Police Station or Post Concerned.

(3) If the result of the search is positive (i.e. proof is obtained of a previous criminal record) the Officer in charge of the Bureau shall issue a certificate on Form 'B' as provided in the Act and shall forward the certificate to the Officer in charge of the Police Station or Post for production in court.

(4) If the result of the search is negative (i.e. No previous convictions traced) the Officer in charge of the Bureau shall place the finger print form in a "Pending File" until the accused is either convicted and the form entered in the main collection, or acquitted, and the form destroyed in the presence of the accused if he so wishes.

(5) It is the **duty of the Police Officer prosecuting in every case of felony, or any case involving fraud or dishonesty to ensure that the Officer in charge of the Finger Print Bureau is informed of the result of case in court. This procedure is particularly important when accused person is sentenced to a fine and is not admitted to prison.**

C. (i) **The Officer in charge of the Fingerprint Bureau shall take all reasonable precautions to ensure that fingerprint forms of convicted persons:-**

(a) Are accurately classified;

(b) Accurately filed according to classification;

© Preserved carefully against damage.

(ii) The **Classification Index Number will be entered on a Nominal Card bearing the full name; aliases and address of convict and filed in a nominal card index system.**

3. PHOTOGRAPHIC RECORDS.

(1) When a prisoner is admitted to goal, he shall be sent to the **Fingerprint Bureau for photographing. His photograph will be taken and a criminal record number assigned. The negative of the photograph will be filed according to the serial number of the year and the same number entered in the nominal card bearing the convict's name and finger print classification.**

(2) The officer in charge will keep a Register of all other photographs taken by the Bureau, such as scenes of crime accident etc.

(3) A serial number for the year will be assigned to each "Job" entered in the Register and will be endorsed on the negative and back of every print taken from a negative.

(4) **Finaer Print Appliances:** Officers in charge of Stations or Post are responsible **for ensuring that rollers and slabs are kept clean and polished after use.**

65 FRAUDS ON GOVERNMENT DEPARTMENT F.S.O. NO. 321

In all cases wherein **frauds have been carried out in Government Department in which Government money is involved a report giving brief details of the circumstance is to be sent to the Inspector General through the Commissioner of Police Crime Management.**

66. EXTRACTS OF RECORDS ON BRAKING OFFENCES AND FIRES-FSO 331

(1) An extract of a Police or Fire Service **Report or Record in respect of braking offences or fire may, on written application, be supplied to Insurance Companies or their representatives who have**

indemnified the property involved or Heads of Governments in charge of the property concerned.

(2) The extract will only contain the particulars necessary to complete Form GPF X2, set out at Appendix 'A' to this order.

The extract will not include the names and address of witnesses or the result of any police action taken where proceedings are under consideration or where proceedings have been instituted.

(3) No opinion opposing blame, negligence, complicity, fault or culpability shall be stated, though the charge and names of person convicted in a court of law may be shown where such is directly connected to the crime or fire.

(4) **A fee will be charged for the supply of each extract, provided that no fee will be charged to a Government Department, Official receipt will be issued for all fees collected and a return will be submitted at the end of each month to Force Headquarters giving details and the numbers of Treasury Receipts against which such money was paid to the Treasury.**

(5) Information contained in a GPF X2 will be compiled in duplicate at the Station or Post in whose area the incident occurred. Both copies will be sent to the Divisional Headquarters where a file will be kept headed "Extracts of Police Records of Breaking or Fire"/ The original will be countersigned by the Divisional Commissioner of Officer in charge and dispatched or handed to the applicant along with a receipt for the fee, the copy will be initialed and filed.

(6) The originals and duplicates of any extracts issued free to any Government Department will be marked in Red Ink " Free Issue- Government Department.

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GPFX2

APPENDIX'A'F.S.O. NO 331

EXTRACT OF POLICE REPORT ON CRIME/FIRE

- 1.** Crime Register/Fire Report No
- 2.** Enquires Reference No
- 3.** Date of Crime/Fire Place..... Approx Time...
- 4.** Description of Crime/Fire
occurred

Action taken by occupants/owners

5. Whether Condition at Time

6. Type of property broken, stolen or burn and value
declared at
time

Paper currency involved Foil, strip traced (fire)

7. Names and Address of Persons
Reporting

8. Dates and Time

9. Type of lock or fastening to building if
broken

10. Entrance
Gained Through.....

11. Outline of Police/Fire Service Action
Taken

12. Result

Counter Signed Signed

Commissioner/CSP/SP of Police... Rank...
..... Division Headquarters Station

Place..... Date

Date

67. THE FINANCE OFFICE F.S.O NO 403.

(1) Police Personnel of **all ranks are forbidden to attend in person at the Finance Office to make application regarding difference in salary, pay** and allowances, advances, stores etc.

(2) Any **application regarding the above shall be made in writing** and **forwarded through the Superior Officer of Police** in charge of the Division or Branch.

68 SCALE OF ARMS AND AMMUNITION F.S.O. 407

- (1) The scale of arms and ammunition within the Force is shown on the inventory of Station Post or Unit.
- (2) All rifles must be complete with bayonet, scabbard and sling
- (3) All Stations, Post and Units having arms on charge will be responsible for maintaining a supply of pull thought, flanelette (4x2) and Rifle oil.
- (4) New Ammunition received from store will be taken into reserve, the oldest ammunition in stock will be used for Annual Musketry.
- (5) Ammunition for Annual Musketry will be kept in the Force Headquarters stores or Armory at Box Bar Barracks.

69 MOVEMENT OF POLICE RIFLES F.S.0 NO. 412

- (1) **No rifle will be moved from the Station or Post to which it is allocated without the personal knowledge and authority of the Officer in charge of the Division.**
 - (2) Officers in charge of Divisions will maintain a Register of Rifles on charge to the Division showing: -
 - (a) **Breech Number.**
 - (b) **Bolt Number.**
- © Station to which allocated.**
- (3) Station Officers will maintain a similar Register as in paragraph 2 at their Stations or Posts and **will submit a quarterly return on the 1st day of January, April, July and October giving particulars of: -**

- (a) **All Rifles at the Station or Post.**
- (b) **All Rifles on charge to the Station or Post but which are not there at the time of the return, stating the reason.**

© **Nature of defects (if any).**

- (d) **This return will be submitted to the Officer in charge of the Division with a copy to the Inspector General of Police.**

(4) The Commissioner Admin will maintain a file of returns from Station Officers through Divisional Commissioners and will check the returns against the master list and notify the Inspector General and DIG forthwith of any discrepancy.

(5) Should it be necessary for a rifle to be move from one Division to another, e.g. To Box Bar Armory for repairs, such movement will only take place with the knowledge and personal consent of the Officers in charge of the dispatching and receiving Divisions.

(6) All such movement as in Paragraph 5 will be accompanied by a written notification of the movement of the rifle. This notification will be signed by the Officer in charge of the Division dispatching the rifle and will include details of:-

- (1) **The breech number and bolt number;**
- (2) **The name of the person in whose charge the rifle is placed during delivery; and**
- (3) **Reason for movement.**

(7) The Officer in charge of the receiving Division will acknowledge receipt of the rifle by written notification to the Officer in charge of the

dispatching division. If such acknowledgement is not received forthwith the Officer in charge of the dispatching division will enquire immediately into the reasons.

(8) During the time the rifle is with a Division (other than the one to which it is on charge) the officer in charge of that Division will be responsible for the same custody of it and will maintain a Record Book showing: -

- (a) **Date of receipt;**
- (b) **Particulars of the rifle;**
- © **Reason for possession of it;**
- (d) **Division to which allocated;**
- (e) **Progress of repairs etc.;**
- (0) **Date of dispatch and by whom;**
- (g) **Quarterly returns of rifles belonging to Other Division held on the 1st day of each quarter will be sent as in Para 3.**

(9) All movement of rifles as in paragraph 5-8 will be notified to the Inspector General of Police.

(10) Rifles to be used for drill parades will be issued by the person in charge of the Armory/Station to individuals under the supervision of the Inspector or NCO in charge of the parade. No rifles will be issued out until all personnel taking part in the parade are assembled. Under the command of the parade commander, persons on parade will then form into single file and each man will be issued with a rifle. A similar procedure will be adopted for returning the rifles to the Armory. No parade will be dismissed until the Inspector or NCO in charge

of the parade is satisfied that all rifles have been returned.

(11) Rifles cleaning parades, will be conducted in a similar manner to paragraph 10

(12) Rifles require for escort duties, guard or piquets will be issued individually to members of the guard. The Armory Keeper or Station Officer will maintain a Duplicate Book in which will be entered: -

(a) Date and time of issue.

(b) Person to whom issued.

© Particulars of the rifle.

(d) Purpose for which issued.

The person receiving will sign in the Duplicate Book for the rifle (Thumb print will be used in cases of illiteracy). Both copies of the entry will remain in the Duplicate Book until the rifle is returned when the Armory Keeper/Station Officer will endorse both copies showing the date of return of the rifle and Affix his signature or thumb Print. The top copy of the entry will then be handed to the person returning the rifle.

PROMOTION F.S.O. NO. 500

The procedure, which governs promotion in the force, is as follows: -

PART 1: ALL FORMATIONS EXCEPT POLICE BAND

(1) To 1st class constable (a) Normal

A Constable will be promoted to 1st class constable after

serving for 12 months on the maximum salary of his scale provided that:-

- (i) He has successfully passed
 - (a) Efficiency Bar Examination or
 - (b) A refresher course with grading 'A''B' or'C'
- (ii) His conduct and character are satisfactory and a credit to the Force

B. ACCELERATED

A Constable one or more years' service may be promoted to 1st class constable provided that: -

- (i) He has successfully passed
 - (a) A Refresher Course with grading 'A' or 'B' or
 - (b) Has obtained particularly good result in the Efficiency Bar Examination.
- (ii) His conduct and character are exemplary and a credit to the Force
- (iii) He is **strongly recommended for accelerated promotion by his Divisional Promotion Board.**
- (iv) The Inspector General of Police is satisfied that acceleration

over his seniors is justified in the interest of the Force.

2. **TO CORPORAL;** (0 When vacancies are announced

Divisional Promotion Board will be held.

(ii) Divisional Promotion Boards consists of the Divisional Commissioner of Police (as Chairman) all Other Divisional S.P.Os, and Two Senior Inspectors of the Divisions appointed by he Divisional Commissioner.

(iii) Divisional Promotion Boards may recommend any Constable in the Division but they are required to consider the claims or: -

(a) **All Constables who have passed a Refresher Course or promotion course.**

(b) **All Constables Senior to the Junior Constable whom it is desired to recommend.**

(iv) All constables recommended by Divisional Promotion Boards will be considered by the Force Promotion Board.

(v) The Force Promotion Board consists of the Inspector General of Police as Chairman, D.I.G, Divisional Commissioners of Police, Senior Superintendent and any other officer coopted by the Inspector General of Police.

(vi) Promotion to Corporal will be made by the Force Promotion Board from among Constables who have: -

(a) **Passed a refresher course or**

(b) **Passed a promotion course;**

3. **TO SERGEANT.**

Promotion to Sergeant will be made by the Force Promotion Board from among Corporals who have passed:-

(a) A refresher course with grading 'A' or 'B' or

(b) A Promotion Course

© The claim of all Corporal Senior to the Junior Corporal Promoted will be considered.

PART II: POLICE BAND

(1) The Band Promotion Board consists of the:-

(a) **The Inspector General of Police;**

(b) **Deputy Inspector General of Police;**

© **Director of Music;**

(d) **Bandmaster;**

(e) **Any other person co-opted by the Inspector General of Police.**

(2) To 1st Class Constable, (a) **Normal:**

A Constable will be promoted to 1st Class Constable after serving for 12 months on the maximum salary of his scale provided that:

- (i) He is **proficient on his instrument and successfully passes the proficiency examination for the Band,** and
- (ii) **His conduct and character are satisfactory and he is a credit to the Force.**

B. ACCELERATED

A Constable with one or more years service may be promoted to 1st class constable provided that: -

- (i) He is proficient on two or more instruments.
- (ii) His conduct and character are exemplary and in credit to the Force.
- (iii) He is strongly recommended by the Band Master for accelerated promotion.
- (iv) The Inspector General of police is satisfied that acceleration over his seniors is justified in the interest of the Force.

3. TO CORPORAL:

- (i) Promotions **to fill vacancies for CpI. Will be made by the Band Promotion Board.**
- (ii) Selection will be made from 1st class constable who:
 - (a) Are proficient on two or more instruments.
 - (b) Are capable of instructing in theory and practice
 - © Have suitable character and powers of leadership.

(iii) The Board will consider the claims of all 1st Class Constable Senior to the man whom it is proposed to promote.

4. TO SERGEANT.

Promotion to Sergeant will be made by the Band Promotion Board among Corporals.

PART 111: TO SUB-INSPECTOR

(i) When facilities exist all candidates for promotion **to Sub-Inspector will attend a promotion course.**

(ii) The Force Promotion Board **will consider the claims of all persons who are suitably qualified.**

PART IV:

(1) TO INSPECTOR AND CHIEF INSPECTOR: The Force Promotion Board will consider the claims of all persons who are SUITABLY qualified. When facilities exist all candidates for promotion to Inspector/Chief Inspector will attend a Promotion Course.

(2) TO GAZETTED RANK. The Inspector General of Police may consult such Officers **as he thinks fit before tendering his advise to the Public Service Commission.**

When facilities exist all candidates for promotion to Assistant Superintendent will attend a promotion course, and the Force Promotion Board will consider the claims of all persons who are SUITABLY qualified.

(3) Nothing in this order shall prevent the Force Promotion Board from making recommendations to fill posts for which specialist qualifications are required even if they do not comply with paragraphs above.

(4) The Inspector General of Police shall not be bound by the opinion of the Force Promotion Board concerning the promotion of an individual member of the Force to any rank up to that of Chief Inspector, but may promote or refuse to promote by virtue of the statutory power vested in him by Rule 8 of the Police Rules.

"PROMOTION SUBORDINATE POLICE OFFICERS"The promotion of Police Officers to any rank up to that of Chief Inspector shall be made by the Inspector General in accordance with the Standing Orders of the Force.

(5) In addition to the above arrangements, **in order to ensure that the merits of individuals are not overlooked Divisional Promotion Boards will in future interview all members of the Division at least once a year.**

71. DISCHARGE CERTIFICATES fPOLICE FORM C18^ F.S.O. 504

(1) Unused discharged, a certificate will be kept in the safe of Commissioner Administration.

(2) When a member of the Force is discharged, **a certificates will be PREPARED in duplicate by the Commissioner** Admin, registered in register kept by him, and serially numbered.

(3) Character on discharge will be entered by the Commissioner.

(4) The original will be handed to the Discharged Officer, who will sign the register to acknowledge receipt.

(5) The duplicate will be filed in his personal file.

(6) Discharge certificate will not be issued to replace those lost or destroyed Deformed certificates may

be renewed with the approval of the Inspector General or Commissioner Admin. The old one will be destroyed before the replacement is issued.

m DISCHARGE CERTIFCATES RULES 22 OF THE POLICE
RULES CAP 18 VOL. III

(1) Subordinate Police Officers who have served for more than twelve months shall be granted certificate on their discharge in accordance with their conduct during their period of service.

(2) **Discharge certificates shall state the date of enlistment and the date and reason of discharge, and in describing conduct, the following terms shall be employed: -**

- (a) **Exemplary.**
- (b) **Very Good.**
- (c) **Fair.**
- (d) **Indifferent.**
- (e) **Bad.**

(3) **Persons dismissed from the Force shall not be entitled to a certified of discharge.**

72. ANNUAL LEAVE- PREPARATION OF LEAVE ROSTERS
F.S.O. NO. 506.

(1) In order to ensure that every Member of the Force is able to take the annual leave to which he is entitled each year without undue interruption of the routine of Police Station, Post and other Formations, a **leave roster for each year is to be prepared by the Station**

Officer as each Police Station, the C.I.D and the Officer in charge of Other Formation or Branches. Rosters will be prepared in January of each year and suitable arrangement must be made for the performance of the duties of those who are absent on leave. Roster will be submitted to the Officer in charge of the Division or Formation for approval.

(2) Not more than **one tenth of a Formation's strength may be granted leave at the same time without permission from Force Headquarters.**

(3) In the Territorial Division, as far as is possible, Stations should be maintained at full strength **during the Trade Season and leave should be arranged to take place immediately at the end of the Trade Season.** Leave application in respect of all those who it is proposed should take their annual leave during January should be forwarded to the Commissioner Admin not later than 31st October in the previous year.

(4) Subject to the exigencies of the service, the vacation leave of Superior Police Officers shall be the equivalent of those applicable to other public officers, and shall be subject to the provisions of any General Orders, Instructions or Regulations from time to time in Force. (Rule 10- Police Rules Cap 18).

(5) Subject to the exigencies of the service, vacation leave may be granted to Subordinate Police Officers as follows, and such vacation leave shall otherwise be governed by the provisions of any General Orders, Instructions, or Regulations from time to time in force and applicable generally to the Public Service (Rule II of Police Rules Cap 18 Vol. III).

Chief Inspector - 25 Working Days.

Inspector)

Sub-Inspector)

Sergeants) - 20 Working Days.

Other Rank)

73. **SERVICE IN OUTSTATIONS F.S.O. NO. 511**

(1) Subject to the exigencies of the service and the needs of economy and administrative efficiency, the **normal tour of duty for Officers, NCOs and Men serving in Police Stations and Posts outside Banjul will be two years.**

(2) **Station Officers at outstations will indicate by a note in red ink on all nominal rolls submitted under Force Standing Order No. 201 those men who have completed 21 or more months continuous service outside Banjul.**

(3) Commissioner Admin will draw the attention of the Inspector General of Police to all those so marked. A decision will then be made concerning their relief.

(4) A note will make on all copies of Force Standing Order No. 201 drawing attention to this F.S.O.

74. **GRATUITIES F.S.O. NO. 512**

Paragraph 7 of the FIRST SCHEDULE of the DISCIPLINARY CODE reads as follows: -

"A Police Officer commits a breach of discipline if he directly or indirectly solicits or receives any gratuity present or subscription without the consent of the Inspector General of Police"

If any member of the Force if offered a present or donation from any person he should decline it as courteously as possible giving an explanation the fact

that he s not permitted to accept such things. If for any reason it is impossible to refuse, the facts should be reported to the Inspector General of Police through the DIG as soon as possible.

RE-ENGAGEMENT AND RETIREMENT-POLICE ACT CAP 18
VOL.III SECTION 12.

(1) **Constables will submit their application for re-engagement to Force Headquarters, through their Divisional Commissioners and Officers in charge of Formation and Units, 4 months before the date of completion of their engagement.**

(2) **Constables who, for personal reasons, do not wish to re-engage, shall likewise notify Force Headquarters through their Divisional Police Officers, 4 months before the date of completion of their engagement.**

(3) When informed that a Constable is retiring for the following reasons: -

- (i) **Age Limit;**
- (ii) **Non- Re-Engagement;**
- (iii) **Discharge on Medical Grounds;**
- (iv) **Discharge On Other Grounds Or That He Has Died.**

The Officer in charge Personnel and Career Development Unit will make a note to such effect showing the individual's "Due **Out Date**" **Upon the Service Register envelope in red ink**, He will then forward the personal file and service register to the Officer Commanding Finance with a minute detailing all relevant factors and a request for necessary action in regard to the individual's pension and/or gratuity.

(4) On receipt of such Constables' personal files, the O/C Finance will take all necessary steps to compile his pension and/or gratuity papers. In the case of retirement for reason of age limit or now reengagement, these papers will be forwarded to the Deputy Inspector of Police not less that **one month before the individual's "Due Out Date"**. In any of the other circumstances the papers will be completed and forwarded to the DIG if possible before the individual leaves the Force.

76 **KIT INSPECTION F.S.O. NO. 600**

(1) **Kit inspection shall be held once per quarter at every Police Station Post and other Formation. At such kit inspection every Police Officer of the rank of Station Sergeant and below shall produce every item of uniform, equipment accouterments and necessaries, which have been issued to him.**

(2) Kits will be laid in accordance with **force kit plate applicable to the Formation concerned.**

(3) Records of issues and Inspections of uniform clothing, equipment etc.-Police Form A-9. This Form will be completed in duplicate in respect of every Police Officer of the rank of Sergeant Major and below on the occasion when the first issue of uniform and equipment is made to him. The original copy of each Form 1-9 shall be retained at Police Station/Post at which the police officer is stationed and the duplicate copy retained by the storekeeper at the police stores at Kanifing.

(4) Particulars of kit Inspection and of re-issues of articles to be recorded on Police Form A-9 at every kit inspection the Inspector or Station Officer shall record the particulars of each article found in the Police Officer's possession as well as of articles deficient or requiring replacement upon the original copy of police

form A-9 will be forwarded to the O/C Finance at Force Headquarters who will arrange replacement. All such issues shall be recorded upon the original and the duplicate copies of Police Form A-9. The original copy will then be returned to the Station Officer at the Police Station at which the Police Officer concerned is stationed.

POLICE OFFICERS PROCEEDING ON TRANSFERS.

Every Police Officer of the rank of Sergeant Major or below shall before proceeding on transfer produce his kit for inspection by the Station Officer who shall complete the original copy of the officer's Form A-9. Arrangement shall then be made for the O/C Finance to replace all articles found deficient or requiring replacement. **On arrival at the new Station the Officer will produce his kit for inspection by the Station Officer who shall verify that the kit is complete. Any deficiency shall be reported forthwith to the O/C Finance.**

Police Officers proceeding on transfer from Banjul Police Station or from Police Headquarters who are in possession of rifle sling, bayonet frog, ammunition pouch, pull through, etc. shall surrender all such articles to the Police Stores before departure for the new station.

The NCO or Police Constable concerned will initial his original Form A-9 every time that: -

- (i) His Kit is checked.
- (ii) A new issue is made to him.

When an article is condemned as unserviceable, it will be handed in at the same time the replacement is issued. All unserviceable kit so handed in will be burnt or otherwise destroyed at the first opportunity.

11. THE POLICE ACT CAP. 18 VOL III.

(1) PART IV- POWERS OF POLICE OFFICER

- (a) **CONDUCT OF PROSECUTION SECTION 28:** Any Police Officer may conduct in person any prosecution before any court of summary jurisdiction whether the information or complaint be laid in his name or not.
- (b) POWER TO ARREST WITHOUT HAVING WARRANT IN POSSESSION SECTION 29. Any warrant lawfully issued by a court for apprehending any person charged with any offence may be executed by any Police Officer at any time notwithstanding that the warrant is not in his possession at that time, but the warrant shall, on the demand of the person apprehended, be shown and read to him as soon as practicable after his arrest.
- (c) Service of Summons Section 30: Any criminal summons lawfully issued by a court may be served by any police officer at any time during the hours of daylight:

Provided that in cases where a police officer has reasonable cause to believe that a person is evading service such summons may be served at any time.
- (d) POWERS TO TAKE FINGERPRINT SECTION 31. Any Police Officer may exercise all or any of the powers conferred upon an authorized officer by the Finger-Print Act.
- (e) POWER TO BOARD VESSELS TO OBSERVER, ETC. SECTION 32. Any Police Officer shall have power by virtue of his office to enter, at all times when on duty, with such other members of the Force as he shall think necessary, as well by night as by day, into

and upon every ship, boat or other vessel, not being then actually employed in the service of the State, lying in water of the River Gambia, and into every part of every such vessel, for the purpose of inspecting, and upon occasion directing, the conduct of any Police Officer who may be stationed on board of any such vessels and of inspecting and observing the conduct of all other persons who shall be employed on board of any such vessel in or about the loading or unloading there of, as the case may be and for the purpose of taking all such measures as may be necessary for providing against fire and other accidents and preserving peace and good order on board of any such vessel, and for the effectual prevention or detection of any felonies or misdemeanours.

POWERS TO BOARD VESSELS AND ARREST PERSONS SUSPECTED OF FELONY SECTION 33. Any Police Officer, having just cause to suspect that any felony has been or is about to be committed in or on board of any ship, boat or other vessel lying in the waters of the River Gambia or within any of the territorial water of The Gambia, such ship, boat or other vessel not being then actually employed in the service of the state, may stop, enter into and search, at all times, as well by night as by day, every such ship, boat or other vessel, and therein take all necessary measures for the effectual prevention or detection of any such felony and take into custody all persons suspected of being concerned therein, and also take charge of all property suspected to have been stolen, smuggled or in any way liable to forfeiture or arrest under the Customs Act or other law, Act or regulation for the time being in Force within The Gambia.

POWERS AS TO TRAFFIC SECTION 34

(1) The Superior Police Officer in charge of any Police District or Division may make such orders as he thinks fit for the temporary direction and parking of any vehicular traffic, which includes cycles, Hand Carts or any animal drawn vehicle.

(2) (a) Any superior Police Officer may at any time, if he considers it necessary or expedient in the interest of preserving the public peace or of the prevention or detection of crime, erect or place or cause to be erected or placed barriers in or across any road or street or in any public place in The Gambia in such manner as he may think fit.

(b) Any Police Officer may take all reasonable steps to prevent any vehicle being driven past any such barrier, and any driver of any vehicle who fails to comply with any signal of a Police Officer requiring such driver to stop such vehicle before reaching any such barrier shall be guilty of an offence and, on summary conviction therefore by a Magistrate, be liable to a fine not exceeding five hundred dalasis or to imprisonment for a term not exceeding five hundred dalasis or to imprisonment for a term not exceeding twelve months or to both such fine and imprisonment.

© No Police officer shall be liable for any loss or damage resulting to any vehicle or for any injury to the driver or any other occupant of such vehicle as a result of the driver of such vehicle failing to obey any police officer acting under the provision of paragraph (b) of this Sub- section.

(d) **POWERS AS IDLE AND DISORDERLY PERSONS**
SECTION 35. Any person conducting himself in such manner in any public place, street or highway, as to cause an obstruction or annoyance to the public, may be moved on by any Police

Officer or arrested and taken before a magistrate and on summary conviction shall be liable to a fine not exceeding fifty dalasis.

- (e) **POWERS TO STOP AND DETAIN SECTION 36.** Any Police Officer may stop, search or detain any vessel, Boat, Aircraft or vehicle in or upon which there shall be reason to suspect that anything stolen or unlawfully obtained may be found and also any person who may be reasonably suspected of having in his possession or conveying in any manner anything stolen or unlawfully obtained, and may seize such thing.

PART V. PROPERTY IN THE HANDS OF THE POLICE

fa) COURT MAY MAKE ORDERS WITH RESPECT TO PROPERTY IN POSSESSION OF POLICE SECTION 37:

- (1) Where any property has come into the possession of the police in connection with any criminal charge or as unclaimed property or property found, or otherwise, a Magistrate may, on application either of a police officer or by a claimant of the property, either order the delivery of the property to the person appearing to the court to be the owner thereof, or if the owner cannot be ascertained, make such order with respect to the property as to the court may seem meet.
- (2) Any order under this section shall not affect the right of any person to take, within six months from the date of the order, legal proceedings against any person in possession

of the property delivered to any person by virtue of an order made under the provisions of subsection (1) of this section, but on the expiration of those six months such right shall cease.

- (3) Such property shall not be sold until it has remained in the possession of the police for three months.

Provided that, where the property is a perishable article or where its custody involves unreasonable expense or inconvenience, it may be sold at any time but in such case the proceeds of sale shall not be disposed of until such proceeds have been in the possession of the Police for six months.

DISPOSAL: OF PROPERTY THE OWNER OF WHICH CANNOT BE ASCERTAINED SECTION 38.

Property forfeited to the state, or property or the proceeds of sale thereof, which has come into the possess of the police in the circumstances mentioned in section 37 of this Act and as to which no order has been made by a Magistrate, shall if the owner of the property cannot be ascertained, be disposed of in accordance with rules made under the provision of Section 53 of this Act.

PART VI: OFFENCES BY POLICE OFFICERS:

- (a) MUTINY DESERTION AND OFFENCES SECTION 39

(1) Any Police Officer who:-

- (a) Beings, raises, abets countenances or incites mutiny or causes or joins in any sedition amongst the members of the Force; or

(b) Coming to the knowledge of any actual or intended mutiny, rebellion or insurrection, does not without delay give information thereof to a Superior Police Officer or to a Justice of the Peace;

Shall on conviction on information, be liable to imprisonment for a term of three years.

(2) Any Police Officer who:-

(a) Causes or joins in any disturbance whatsoever;

(b) Being at any assemble tending to riot, does not use his utmost endeavour to suppress the same;

© Strikes or offers any violence to his Superior Officer, such officer being in the execution of his duty; or

(d) Deserts, attempts to desert, aids or abets the desertion of any police officer, from the Force.

Shall on conviction before a Magistrate, be liable to a fine of five hundred dalasis or to imprisonment for a term of six months or to both such fine and imprisonment.

(3) Any Police Officer may be proceeded against for, and convicted of, desertion, without reference to

the time during which he may have been absent from the Force.

Provided that a Police officer shall not be convicted as a deserter or of attempting to desert unless the Magistrate is satisfied that there was an intention on the part of such Officer either not to return to the Force or to escape some particular duty.

Upon reasonable suspicion that any person is a deserter, any Police Officer may apprehend him and forthwith bring him before a court having jurisdiction in the place wherein he was found and such court may deal with the suspected deserter or remand him to a court having jurisdiction in the place from which he has deserted.

OBTAINING ADMISSION INTO THE FORCE BY FRAUD SECTION.

Any person who, on enlistment to the Force knowing the same to be false, gives any answer to any question set out in the attestation paper signed by him, shall on conviction before a Magistrate, be liable to imprisonment for a term of six months.

RETURN OF ARMS. UNIFORMS AND EQUIPMENT AND PENALTY FOR FAILURE TO DO SO SECTION 41.

(1) Subject to the rules of the Force, any Police Officer who ceases to belong to the force shall deliver up any arms, uniforms and other equipment supplied to him by Government of The Gambia at such time and place, and to such person, as the Inspector General of police shall direct.

(2) If any Police officer fails so to produce, or to account satisfactorily for the absent of, any arms, uniform or equipment so supplied to him, he shall,

on conviction before a Magistrate, be liable to pay the value of such arms, uniform or equipment and such value shall be recoverable by distress.

(3) If any such failure to produce or to account for satisfactorily is, in the opinion of a Magistrate, willful, the Police Officer, in addition to being liable for the payment of the value of such arms, uniform or equipment, shall on conviction be liable to imprisonment for a term not exceeding one month.

fm POWER TO SUMMON WITNESSES TO INQUIRIES
SECTION 49.

(1) Every Superior Police Officer empowered to inquire into offences created by any Rules or Standing Orders made under the provisions of this Act, by any Police Officer, shall, in any matters touching such inquiries, be vested with all the powers of a Magistrate as to the summoning and enforcing the attendance and examination of witnesses and calling for documents in any matter before him.

(2) In every such inquiry, where witnesses are examined on oath or affirmation, the proceedings and evidence shall be recorded in writing.

78. CRIMINAL PROCEDURE CODE CAP 12.01 VOL. III.

(a) ARREST. HOW MADE SECTION 8.

(1) In making an arrest the Police Officer or other person making the same shall actually touch or confine the body of the person to be arrested, unless there be a submission to the custody by word or action.

(2) If such person forcibly resists the endeavour to arrest him, or attempts to evade the arrest, such Police Officer or other person may use all means necessary to effect the arrest.

(3) Nothing in this Section contained shall be deemed to justify the use of greater force than was reasonable in the particular circumstances in which it was employed or was necessary for the apprehension of the person.

(b) . SEARCH OF PLACE ENTERED BY PERSON SOUGHT TO BE ARRESTED SECTION 9.

(1) If any person acting under a warrant of arrest, or any Police Officer having authority to arrest, has reason to believe that the person to be arrested has entered into or is within any place, the person residing in or being in charge of such place shall, on demand of such person acting as aforesaid or such police officer, allow him free ingress thereto and afford all reasonable facilities to search therein for the person sought to be arrested.

(2) If ingress to such place cannot be obtained under Subsection:

(i) Of this Section, it shall be lawful in any case for a person acting under a warrant, and in any case in which a warrant may issue but cannot be obtained without affording the Person to be arrested an opportunity to escape, for a Police Officer to enter such place and search therein for the Person to be arrested, and, in order to effect an entrance into such place, to break open any outer or inner door or window of any house or place, whether that of the person to be arrested or of any other person, or otherwise effect entry

into such house or place, if after notification of his authority and purpose, and demand of admittance duly made, he cannot otherwise obtain admittance.

BOWER TO BREAK OUT OF HOUSE. ETC. FDR PIIRPncF OF
LIBERATION SECTION m

Any Police Officer or other person authorized to make an arrest may break out of any house or place in order to liberate himself or any other person who having lawfully entered for the purpose of making an arrest is detained therein.

NO UNNECESSARY RESTRAINT SFCTION TT

The person arrested shall not be subjected to more restraint than is necessary to prevent his escape.

NOTIFICATION OF SUBSTANCE OF WARRANT SECTION

Except when the person arrested is in the actual course of the Commission of a Crime or is pursued immediately after escape from lawful custody, the Police Officer or other person making the arrest shall inform the person arrested of the cause of the arrest, and if the Police Officer or other person is acting under the authority of a warrant, shall notify the substance thereof to the person to be arrested and, if so required, shall show him the warrant.

SEARCH OF ARRESTED PERSONS SECTION 13^

(1) Whenever a person is arrested by a Police Officer or a Private Person, the Police Officer making the arrest or to whom the Private Person makes over the person arrested, may search such person, and place in safe custody all articles other than necessary wearing apparel found upon him.

Providing that whenever the person arrested can be legally admitted to bail and bail is furnished, such person shall not be searched unless there are reasonable grounds for believing that he has about his person any: -

- a. **Stolen articles;**
- b. **Instruments of violence;**
- c. **Tools connected with the kind of offence which he is alleged to have committed; or**
- d. **Other articles which may furnish evidence against him in regard to the offence, which he is alleged to have committed.**

(2) All searches shall be made with strict decency and **whenever it is necessary cause a woman to be searched; the search shall be made by another woman.**

(3) **The right to search an arrested person does not include the right to examine his private person.**

(4) Notwithstanding the other provisions of this Section, any Police Officer or other person making an arrest may in any case take from the person arrested any offensive weapons which he has about his person.

(5) Where any property has been taken under this section from a person charged before a court of competent jurisdiction with any offence, a report shall be made by the Police to such court of the fact of such property having been taken from the person charged and of the particulars of such property, and the court shall, if of opinion that the

property or any portion thereof can be returned consistently with the interest of Justice and with the safe custody of the person charged direct such property, or any portion thereof, to be returned to the person charged or to such other person as he may direct.

(6) Where any property has been taken from a person under this Section, and the person is not charged before any court but is released on the ground that there is no sufficient reason to believe that he has committed any offence, any property so taken from him shall be restored to him.

ARRESTED PERSONS TO BE TAKEN AT ONCE TO A POLICE STATION SECTION 14.

Any person who is arrested, whether with or without a warrant, shall be taken with all reasonable dispatch to a Police Station, or other place for the reception of arrested persons, and shall without delay be informed of the charge against him. Any such person whilst in custody shall be given reasonable facilities for obtaining legal advice, taking steps to furnish bail, and otherwise making arrangements for his defence or release.

ARREST BY POLICE OFFICER WITHOUT WARRANT SECTION 15.

Any Police Officer may, without an order from a Magistrate and without a warrant, arrest: -

(a) Any person whom he suspects upon reasonable grounds of having committed a cognizable offence, an offence under any of the provisions of chapter XVII of the Criminal Code or any offence for which under any law provision is made for arrest without warrant;

Any person who commits a breach of the peace in his presence;

Any person who obstructs a Police Officer while in the execution of his duty, or who has escaped or attempts to escape from lawful custody;

Any person in whose possession anything is found which may reasonably be suspected to be stolen property or who may reasonably be suspected of having committed an offence with reference to such thing.

Any person whom he suspects upon reasonable grounds of being a deserter from the Armed Forces;

Any person whom he finds in any highway, yard or other place during the night and whom he suspects upon reasonable grounds of having committed or being about to commit a felony;

Any person whom he suspects upon reasonable grounds of having been concerned in any act committed at any place out of The Gambia which, if committed in The Gambia, would have been punishable as an offence, and for which he is under the Extradition Act or otherwise liable to be apprehended and detained in The Gambia;

Any person having in his possession without lawful excuse, the burden of proving which excuse shall lie on such person, any implement of house breaking;

Any person for whom he has reasonable cause to believe a warrant of arrest has been issued by a court of competent jurisdiction in The Gambia;

(j) Any person whom he believes to be bound by any recognizance to appear before any court or any Police Officer and whom he believes to be about to leave or is making preparations to leave The Gambia.

(i) ARREST OF VAGABONDS. ETC. SECTION 16.

Any Officer in charge of a Police Station may in like manner arrest or cause to be arrested: -

(a) Any person found taking precautions to conceal his presence within the limits of such station under circumstances which afford reason to believe that he is taking such precautions with a view to committing a cognizable offence;

(b) Any person within the limits of such Station who has no ostensible means of subsistence or who cannot give satisfactory account of himself.

PROCEDURE WHEN OFFICER IN CHARGE OF POLICE STATION DEPUTES SUBORDINATE TO ARREST WITHOUT WARRANT SECTION 17.

In any case where power of arrest without a warrant is vested solely in an Officer in charge of a Police Station, such officer may cause the arrest to be effected (otherwise than in his presence) by any officer subordinate to him by delivering to the officer required to make the arrest an order in writing specifying the person to be arrested and the cause for which the arrest is to be made.

REFUSAL TO GIVE NAME AND RESIDENCE SECTION 18

(1) When any person who, in the presence of a Police Officer, has committed or has been accused of

committing a non-cognizable offence refuses on the demand of such officer to give his name and residence, or gives a name or residence which such officer has reason to believe to be false, he may be arrested by such officer in order that his name or residence may be ascertained.

(2) When the true name and residence of such person have been ascertained he shall be released on his executing a recognizance, with or without sureties, to appeal before a magistrate if so required.

Provided that if such person is not resident in the Gambia the recognizance shall be secured by a surety or sureties resident in The Gambia.

(3) Should the true name and residence of such person not be ascertained within twenty-four hours from the time of arrest, or should he fail to execute the recognizance or, if so required, to furnish sufficient sureties, he shall forthwith be taken before the nearest Magistrate having jurisdiction.

ARREST BY PRIVATE PERSON SECTION 19.

Any Private Person may arrest any person who in his view commits a cognizable offence, or whom he reasonably suspects of having committed a felony.

ARREST BY OWNERS OF PROPERTY SECTION 20.

Persons found committing any offence involving injury to property may be arrested without a warrant by the owner of the property or his servants or persons authorities by him.

DISPOSAL OF PERSON ARRESTED BY PRIVATE PERSON SECTION 21.

- (1) Any private person arresting any other person without a warrant shall without unnecessary delay make over the person so arrested to a Police Officer, or in the absence of a Police Officer shall take such person to the nearest Police Station.
- (2) If there is reason to believe that such person comes under the provisions of Section 18 of this Code, a Police Officer shall re-arrest him.
- (3) If there is reason to believe that he has committed a non-cognizable offence, and he refuses on the demand of a police officer to give his name and residence, or gives a name or residence, which such officer has reason to believe to be false, he shall be dealt with under the provision of Section 18 of this Code. If there is no sufficient reason to believe that he has committed any offence he shall be at once released.

BAIL OF PERSON ARRESTED WITHOUT A WARRANT
SECTION 22.

- (1) When any person has been taken into custody without a warrant for an offence other than an offence punishable with death, the Officer in charge of the Police Station or other place for the reception of arrested persons to which such person is brought shall at once inquire into the case, and if, when the inquiry is completed, there is no sufficient reason to believe that the person has committed any offence he shall be released forthwith.
- (2) If upon such inquiry there is reason to believe that the person arrested has committed an offence, and

if the offence does not appear to be of a serious nature, such Officer may, and shall, if it does not appear practicable to bring such person before an appropriate Subordinate Court within twenty-four hours after he was taken into custody, release the person on his executing a recognizance, with or without sureties for a reasonable amount, to appear before a subordinate court at a time and place named in the recognizance.

(3) If, on a person being so taken into custody as aforesaid, it appears to the Officer aforesaid that the inquiry into the case cannot be completed forthwith, he may release the said person on his entering into a recognizance, with or without sureties for a reasonable amount, to appear at such police station and at such times as are named in the recognizance, unless he previously receives notice in writing from the officer of police in charge of that police station that his attendance is not required, and any such recognizance may be enforced as if it were a recognizance conditional for the appearance of the said person before a subordinate court for the place in which the police station named in the recognizance is situate.

(4) Where any person so taken into custody as aforesaid shall be retained in custody, He shall be brought before a subordinate court at the earliest time practicable, whether or not the police inquiries are completed.

POLICE TO REPORT APPREHENSIONS SECTION 23.

Officers in charge of Police Stations shall report to the nearest Magistrate the cases of all persons arrested without warrant within the limits of their respective Stations whether such persons have been admitted to bail or not.

(q) OFFENCE COMMITTED IN MAGISTRATES PRESENCE SECTION 24.

When any offence is committed in the presence of a Magistrate within the local limits of his jurisdiction he may himself arrest or order any person to arrest the offender, and may thereupon, subject to the provisions herein contained as to bail, commit the offender to custody.

® ARREST BY MAGISTRATE SECTION 25.

Within the local limits of his jurisdiction any Magistrate may arrest or direct the arrest in his presence of any person whose arrest upon a warrant he could have lawfully ordered if the facts known to him at the time of making or directing the arrest had been stated before him on oath by some other person.

(s) RECAPTURE OF PERSON ESCAPING SECTION 26.

If a person in lawful custody escape or is rescued, the person from whose custody he escape or is rescued may immediately pursue and arrest him in any place in The Gambia.

(t) PROVISIONS OF SECTIONS 9 AND 10 TO APPLY TO ARRESTS UNDER SECTION 26-SECTION 27.

The provisions of Sections 9 and 10 of this Code shall apply to arrest under Section 26 of this code although the person making any such arrest is not acting under a warrant and is not a Police Officer having authority to arrest.

(u) ASSISTANCE TO MAGISTRATE OR POLICE OFFICER SECTION 28.

Every person is bound to assist a Magistrate or Police Officer reasonably demanding his aid: -

- (a) In the taking or preventing the escape of any other person whom such Magistrate or Police Officer is authorized to arrest;
- (b) In the prevention or suppression of a breach of the peace, or in the prevention of any injury attempted to be committed to any telegraph or public property.