

LNP DUTY MANUAL

EFFECTIVE DATE:

1 APRIL 2008

PREFACE

LIBERIA NATIONAL POLICE [“LNP”] ESTABLISHMENT AND AUTHORITY

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PREFACE

The Duty Manual of the Liberia National Police, hereafter referred to as the Duty Manual, provides the overriding framework and guidance to ensure effective force functioning. The Duty Manual reaffirms the force commitment to the impartial and effective delivery of police service, the adherence of members of the Liberia National Police to the Code of Conduct, the effective management and administration of the force, fair and transparent human resource management and development, with a perspective toward gender mainstreaming; and the adherence to the basic principles of human rights for law enforcement officers, and the rules, regulations and laws of Liberia. The Duty Manual reinforces the professional execution of lawful duties, the efficient rendering of police service in a manner consistent with the Laws of Liberia and service delivery that is free from corrupt practices. Each member of the Liberia National Police regardless of position or authority shall have a working knowledge of the Duty Manual.

The Duty Manual is subject to periodic review and continual updating through issuance of standing orders to reflect reform and restructuring initiatives in support of strengthening the LNP; and to legitimize remedial or prescriptive changes of force operation consistent with the Laws of Liberia and aimed at increasing force efficiency and effectiveness; including the reinforcement of fair, transparent and accountable practices in the areas of command, control, human resource development, officer welfare, discipline, and force administration. The Duty Manual shall serve as the primary guidance for every member of the Liberian National Police, and each member regardless of rank and position shall have a working knowledge about its functions and duties and discharge their duties to the best of their capabilities.

The Duty Manual represents a collaborative process under the discretion of the Inspector General of Police whom convened a Duty Manual Review Committee, Chaired by the Liberia National Police; with membership including the Liberia National Police, United Nations Police Advisors, members of Liberia National Law Enforcement Association (LINLEA) and the Centre for Criminal Justice Research and Education/CCJRE. The Committee draft was then submitted to the United Nations Police Commissioner for review for compatibility with United Nations principles for human rights in law enforcement and essential United Nations human rights and final submission for consultation with the Minister of Justice and the Inspector General of the Liberia National Police

ESTABLISHMENT AND AUTHORITY:

Whereas the Republic of Liberia, in Section 180, Chapter 13, Sub-Chapter "A" of the Executive Law in the Liberian Code of Law Vol. 11 of 1956 and revised under Section 22.70 of the Same Executive law of 12th June 1975, established a National Police Force in the Ministry of Justice;

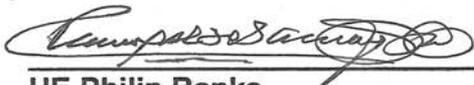
Whereas Article VIII of the 18 August 2003 Accra Comprehensive Peace Accord called for the immediate restructuring of the Liberia National Police, emphasizing democratic values, a respect for human rights, and a non-partisan approach to duty and the avoidance of corrupt practices;

Whereas, the Government of Liberia remains committed to the reform and restructure the Liberia National Police, assisted by the United Nations Mission in Liberia and other International partners; and reinforced through UN Security Council resolution(s) and bi-lateral arrangements;

Whereas, the Liberia National Police as set forth in the 8 November 2004 LNP Reform and Restructuring: Strategic Development Plan identified core areas in need of urgent reform, restructuring and development;

The Liberia National Police Duty Manual, shall guide all tasks undertaken within the Ministry of Justice jurisdiction pursuant to the administration and operations the Liberia National Police, and National Police Training Academy. The Duty Manual provides the basic framework of authority and to provide members of the LNP a clear guide to duties and responsibilities and required standards of conduct and behaviour. This Duty Manual enters into force on this day, 1 April 2008.

Authorized:

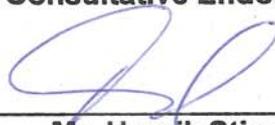


HE Philip Banks
Minister of Justice



Ms. Beatrice Muna Sieh
Inspector General, LNP

Consultative Endorsement:



Mr. Henrik Stiernblad
Acting UNPOL Commissioner

CHAPTER ONE

1.0 CHAPTER ONE: PRINCIPLES, ETHICS, And AUTHORITIES: To ensure that the management and administration and operational behaviours of members, of the Liberia National Police and National Police Training Academy; whereby members shall mean those employees whom are “sworn” and/or hold legally appointed positions of rank; are consistent with the aims of this Duty Manual and are based on principles of democratic policing in line with the Laws of Liberia. As “Sworn” officers hold rank and rank authorities, they shall be required to pledge through oath and signature to the “accession to office on appointment and enrolment upon employment with the force [see Annex One].

Chapter One – Section One

1.1. LIBERIA NATIONAL POLICE CORE PRINCIPLES: Through the non-arbitrary performance of duty and with a respect for human rights, all Members of the LNP that through valid employment hold rank shall without favour or prejudice and in accordance with the Laws of Liberia perform their sworn duties to maintain law and order in partnership with communities to ensure a sustained delivery of police service to the public. As recommended in the 2004 Policing Charter introduced by the LNP to pave the way to peace, social stability and economic development, the LNP shall:

- Restore police primacy and create a stable environment;

- Maintain law and order;

- Preserve and enhance internal security;

- Protect lives and property;

- Adopt a professional orientation that emphasizes democratic values and respect for human rights and dignity;

- Responds to community needs and promotes community participation in policing;

- Avoids corrupt practices

Chapter One – Section Two

1.2 LIBERIA NATIONAL POLICE ETHICAL AND LEGAL CONDUCT

1.2.1 Members of the Liberia National Police shall exercise their duties and authorities to serve mankind; to protect and safeguard lives and property; including the protection of the rights of the innocent, weak and all vulnerable groups; to maintain public order and the general welfare of communities; and to respect the Constitutional rights of all people to liberty, equality, and justice.

1.2.2 Members of the LNP shall serve as model citizens, maintaining an unsullied private life as an example to all; obeying the laws of Liberia and the rules and regulations of the Liberia National Police.

1.2.3 Members of the LNP shall remain courageous and composed in the face of danger, scorn, or ridicule; never losing sight of the need for legality, necessity, non-discrimination, proportionality and humanity.

1.2.4 Members of the LNP shall be honest in thought and deed in both official and private activities; including in confidence any matter or material known or likely to be regarded as confidential in nature.

1.2.5 Members of the LNP shall never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions; holding no compromise for crime and committed to the relentless prosecution of criminals.

1.2.6 Members of the LNP shall enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities; nor shall any member of the Liberia National Police use his/her badge or position for personal gain.

1.2.7 Members of the LNP shall accept their position of public trust and remain true and dedicated to the police service and communities; recognizing their badge of office as a symbol of public faith, and accept this responsibility as the highest ethics of their chosen profession in law enforcement.

1.2.8 Members of the LNP shall uphold the Constitution of Liberia.

1.2.9 Members of the LNP shall ensure that the policies, procedures and practices of the LNP reflect the spirit and intention and the Government of Liberia's National Security Policy and legal requirements that may be a result of a modified National Security Sector Architecture.

Chapter One – Section Three

1.3 LIBERIA NATIONAL POLICE VISION AND VALUES: To provide an effective, efficient and professional police service which is community based and adheres to the principles of democratic policing based on the values of honor, integrity, courage, loyalty, respect, impartiality, compassion, discipline, excellence and avoidance of corrupt practices; with a professional orientation that reinforces commitment to democratic values, a respect for human rights and a non-partisan approach to duty.

Chapter One – Section Four

1.4 LIBERIA NATIONAL POLICE: RANK AUTHORITIES: With respect to the Republic of Liberia, in Section 180, Chapter 13, Sub-Chapter “A” of the Executive Law in the Liberian Code of Law Vol. 11 of 1956 and revised under Section 22.70 of the Same Executive law of 12th June 1975, a National Police Force was established in the Ministry of Justice. The National Police Force is headed by a Director (hereafter referred to as Inspector General of Police), who is appointed by the President with the advice and consent of the Senate. Bearing in mind the legal creation of the Liberia National Police and noting that the Government of Liberia remains in a continuing process to reform, restructure and rebuild the overall security sector in Liberia; the following provides guidance on the current rank and rank authorities of sworn and appointments [Presidential with consent of Senate] of members of the Liberia National Police:

1.4.1 DIRECTORATE AND SENIOR/EXECUTIVE COMMAND STAFF:

1.4.1.1 Inspector General of Police:

This rank confers the authorities of senior executive member of the Liberia National Police. The Inspector General is *accountable to Ministry of Justice in the fulfilment of*

Constitutional and other legal authorities granted to the national police force in Liberia.

The Inspector General shall be responsible for the operational direction and control of the Force and shall provide to the Minister upon request verbal or written reports on any matter within the Inspectorate General's responsibility. Administrative arrangements required to support the Force, shall be determined by the Inspector General after consultation with the Minister. Unless otherwise provided by the Constitution, any act or function that may be lawfully done, ordered or performed by the Inspector General may with his/her authority be done, ordered or performed by a Deputy Inspector General. The Inspector General may issue operational and administrative orders consistent with the Constitution and relevant laws in Liberia or any other internal regulation(s) that serve for the general control, direction, order and information of the Force. The Inspector General shall have the overall command over any person holding or acting in any position within the Force, and within the established framework for disciplinary investigations and adjudications shall have the authority to remove and exercise disciplinary control over any person holding or acting in any position within the Force.

1.4.1.2 Deputy Inspector General of Police:

This rank confers a *director level* executive management and command authority. The Deputy Inspector General is *accountable to and representative of the office and authority of the Inspector General, and engages force development through the strategic planning and management.*

The Deputy Inspector General shall systematically monitor, command, and control the force to ensure operational and administrative expediency and professionalism, the incorporation of community relations into strategic planning and management and operations; fairness and transparent human resource management, modern and progressive force training, records maintenance, force auditing, inspectional and disciplinary oversight, legally accepted financial and logistical practices, and other duties deemed necessary for the efficient and effective management of the force as prescribed by the Inspector General or other legal and competent authority and that fall within the legal jurisdiction and authority of the Liberia National Police.

1.4.1.3 Commissioner

This rank confers a *director level* management and command authority. The Commissioner is accountable to superiors and in expert capacity, he/she is responsible for *force management, command and control and strategic development within the Liberia National Police* to ensure the proper strategic development, policy development and management relative to the enforcement of laws and ordinances, the preservation of public peace; the prevention, detection and investigation of criminal offences, the arrest of offenders, the protection of the rights of persons and properties, the preservation of public order and performance other duties as prescribed by competent authority and that fall within the legal jurisdiction and authority of the Liberia National Police.

The Commissioner holds a directorate command position and at an executive level performs duties to ensure that through force strategic and policy development the Liberia National Police fulfils legal obligations and reflects the overall national security policies for Liberia. The Deputy Commissioner shall work in accordance with the Liberia National Police department rules and regulations, general and special orders, and receives assignments and instructions from officers of higher rank.

1.4.1.5 Deputy Commissioner

This rank confers a senior level management and command authority. The Deputy Commissioner is accountable to superiors and in management, expert or staff officer capacity, he/she is responsible for *management, command and control at a divisional level within the Liberia National Police* to ensure the proper strategic development, policy development and management relative to the enforcement of laws and ordinances, the preservation of public peace; the prevention, detection and investigation of criminal offences, the arrest of offenders, the protection of the rights of persons and properties, the preservation of public order and performance other duties as prescribed by competent authority and that fall within the legal jurisdiction and authority of the Liberia National Police.

The Deputy Commissioner participates in the strategic and policy development the Liberia National police to ensure the organization fulfils legal obligations for service delivery, institutes best practices, audit and control, disciplinary and conduct oversight commensurate with positional scope of work. The Deputy Commissioner shall work in accordance with the Liberia National Police department rules and regulations, general and special orders, and receives assignments and instructions from officers of higher rank.

1.4.1.6 Assistant Commissioner

This rank confers a senior level management and command authority. The Assistant Commissioner is accountable to superiors and in a supervisory, staff officer or expert capacity, he/she is responsible for *direct command and control of Liberia National Police regional or divisional commands* to ensure the proper management relative to the enforcement of laws and ordinances, the preservation of public peace; the prevention, detection and investigation of criminal offences, the arrest of offenders, the protection of the rights of persons and properties, the preservation of public order and performance other duties as prescribed by competent authority and that fall within the legal jurisdiction and authority of the Liberia National Police.

The Assistant Commissioner participates in the strategic development of the Liberia National police, including service delivery, best practices, audit and control, disciplinary and conduct oversight, and the develop and implementation of policies and procedures, commensurate with positional scope of work. The Assistant Commissioner shall work in accordance with the Liberia National Police department rules and regulations, general and special orders, and receives assignments and instructions from officers of higher rank.

1.4.2: MID-LEVEL COMMAND, CONTROL, MANAGEMENT, ADMINISTRATION, and SUPERVISION:

1.4.2.1 Chief Superintendent

This rank confers a mid-level management and command authority. The Chief Superintendent is accountable to superiors and in a supervisory, staff or expert

capacity, he/she is responsible for *direct command and control of Liberia National Police county or sectional commands* to ensure the proper management relative to the enforcement of laws and ordinances, the preservation of public peace; the prevention, detection and investigation of criminal offences, the arrest of offenders, the protection of the rights of persons and properties, the preservation of public order and performance other duties as prescribed by competent authority and that fall within the legal jurisdiction and authority of the Liberia National Police.

The Chief Superintendent provides point of service delivery, exercises direct supervision and performance evaluations of subordinate personnel; and participates in the strategic development and implementation of policies, procedures and best practices, and inspections within the designated positional scope of work. The Chief Superintendent Commissioner shall work in accordance with the Liberia National Police department rules and regulations, general and special orders, and receives assignments and instructions from officers of higher rank.

1.4.2.2 Superintendent

This rank confers a mid-level management and command authority. The Superintendent is accountable to superiors and in a supervisory, staff officer or expert capacity, he/she is responsible for *direct supervisory or specialist command of Liberia National Police sub-divisions* relative to the enforcement of laws and ordinances, the preservation of public peace; the prevention, detection and investigation of criminal offences, the arrest of offenders, the protection of the rights of persons and properties, the preservation of public order and performance other duties as prescribed by competent authority and that fall within the legal jurisdiction and authority of the Liberia National Police.

The Superintendent provides point of service delivery, exercises direct supervision and performance evaluations of subordinate personnel; and participates in the strategic implementation of policies and procedures, organizational management, and inspection and control within designated positional scope of work. The Inspector shall work in accordance with the Liberia National Police department rules and regulations, general and special orders, and receives assignments and instructions from officers of higher rank.

1.4.2.3 Chief Inspector

This rank confers a mid-level management and command authority. The Chief Inspector is accountable to superiors and in a supervisory, staff officer or expert capacity, he/she is responsible for *direct supervisory duties to ensure the proper management of Liberia National police sectional units, or operational and administrative command of detachments or details* relative to the enforcement of laws and ordinances, the preservation of public peace; the prevention, detection and investigation of criminal offences, the arrest of offenders, the protection of the rights of persons and properties, the preservation of public order and performance other duties as prescribed by competent authority and that fall within the legal jurisdiction and authority of the Liberia National Police.

The Chief Inspector provides point of service delivery, exercises direct supervision and performance evaluations of subordinate personnel; and participates in the strategic develop and implementation of policies and procedures, organizational management, and inspection and control within designated positional scope of work. The Chief Inspector shall work in accordance with the Liberia National Police department rules and regulations, general and special orders, and receives assignments and instructions from officers of higher rank.

1.4.2.4 Inspector

This rank confers a mid-level management and command authority. The Inspector is accountable to superiors and in a supervisory or expert capacity, he/she is responsible for duties to ensure the *proper shift management of Liberia National police operations and administration* relative to the enforcement of laws and ordinances, the preservation of public peace; the prevention, detection and investigation of criminal offences, the arrest of offenders, the protection of the rights of persons and properties, the preservation of public order and performance other duties as prescribed by competent authority and that fall within the legal jurisdiction and authority of the Liberia National Police.

The Inspector provides point of service delivery, exercises direct supervision and performance evaluations of subordinate personnel; and participates in the strategic

implementation of policies and procedures, organizational management, and inspection and control within designated positional scope of work. The Inspector shall work in accordance with the Liberia National Police department rules and regulations, general and special orders, and receives assignments and instructions from officers of higher rank.

1.4.3 LINE OFFICER SUPERVISION, SPECIALIST, GENERALIST (Non-Commissioned Officers):

1.4.3.1 Sergeant

This rank confers a direct supervisory responsibility to assign, review and participate in the work of law enforcement staff related to the enforcement of laws and ordinances, the preservation of public peace; the prevention, detection and investigation of criminal offences, the arrest of offenders, the protection of the rights of persons and properties, the preservation of public order and performance other duties as prescribed by competent authority and that fall within the legal jurisdiction and authority of the Liberia National Police. The Sergeant provides point of service delivery and exercises direct supervision and performance evaluations of subordinate personnel engaged in investigation, patrol, traffic, records, crime prevention and detection, community policing, or other sectional police supervision as directed. The Sergeant shall work in accordance with the Liberia National Police department rules and regulations, general and special orders, and receives assignments and instructions from officers of higher rank.

1.4.3.2 Corporal

This rank confers a supervisory or specialist level of responsibility and work performance related to the enforcement of laws and ordinances, the preservation of public peace; the prevention, detection and investigation of criminal offences, the arrest of offenders, the protection of the rights of persons and properties, the preservation of public order and performance other duties as prescribed by competent authority and that fall within the legal jurisdiction and authority of the Liberia National Police. The Corporal provides point of service delivery and exercises supervisory responsibility for the assignment and supervision of a small group of Patrolmen or civilian personnel in the activities of a specialized police unit

or specialized function, such as training, personnel, or a police communications center. The Corporal shall work in accordance with the Liberia National Police department rules and regulations, general and special orders, and receives assignments and instructions from officers of higher rank.

1.4.2.3 Patrolman (hereafter referred to as Patrol Officer)

This rank confers a generalist level of responsibility to enforce laws and ordinances, preserve the public peace, prevent and detect crime, arrest offenders, protect the rights of persons and properties, preserve public order and perform other duties as prescribed by competent authority and that fall within the legal jurisdiction and authority of the Liberia National Police. The Patrolmen provides point of service delivery and shall work in accordance with the Liberia National Police department rules and regulations, general and special orders, and receives assignments and instructions from officers of higher rank.

CHAPTER TWO

2.0 CHAPTER TWO: LNP STANDARD OF CONDUCT, PRESCRIBED DUTIES AND RESPONSIBILITIES: To ensure the Liberia National Police perform their duties in a manner representative of and responsible and accountable to the community and government as a whole.

Chapter Two - Section One:

2.1 LEGAL FUNCTIONS AND DUTIES OF MEMBERS OF THE LNP: Section 180 of Chapter 13 sub chapter “A” of the Executive Law in the Liberian Code of Law Vol. 2 of 1956 established in the Liberia National Police revised under Section 22.70 of the Same Executive law of 12th June 1975, the following shall be the major functions of the Liberia National Police, Republic of Liberia:

2.1.1 Major Functions:

- 2.1.1.1 The preservation of peace;
- 2.1.1.2 The protection of life, limb and property;
- 2.1.1.3 The recovery of lost and stolen property;
- 2.1.1.4 The arrest of violators of the law

- 2.1.1.5 The prevention and detection of crime
- 2.1.1.6 The enforcement of all laws and ordinances
- 2.1.1.7 Testifying in court

2.1.2 Defending and Upholding the Laws of the Republic: All Members of the LNP shall defend and uphold the laws of the Republic of Liberia.

2.1.2.1 By virtue of their employment and/or appointment requiring adherence to this Duty Manual, any act or omission by any member of the Liberia National Police that constitutes a violation of any national statute, ordinance, rule, regulation, policy or procedure; shall be considered as an act of misconduct to be investigated and that may result in disciplinary action and/or criminal charges, and/or possible termination.;

2.1.2.2 By virtue of their employment and/or appointment requiring adherence to this Duty Manual, any act or omission by any member of the Liberia National Police that constitutes a violation of any rule, regulation, policy or procedure of the Liberia National Police; shall be considered as an act of misconduct to be investigated and that may result in disciplinary action and/or criminal charges, and/or possible termination.;

2.1.3. Protection of Human and Legal Rights of Person

2.1.3.1 By virtue of their employment and/or appointment requiring adherence to this Duty Manual, all Members of the LNP shall ensure that the human and legal rights of all persons shall be protected at all times;

2.1.3.1.1 Any act or omission that indicates discriminatory conduct shall be considered as an act of misconduct to be investigated and that may result in disciplinary action and/or criminal charges, and/or possible termination.;

2.1.3.2 Members of the LNP shall at all times be mindful of this duty imposed upon them by law and their duty to serve all communities, provide protection of all people against illegal acts and in dispensing of duties without discrimination based on gender, race, religion, color, sex, creed, association or affiliation;

2.1.3.2.1 Any act or omission that indicates discriminatory conduct shall be considered as an act of misconduct to be investigated and that may result in disciplinary action and/or criminal charges, and/or possible termination.;

2.1.3.3 Neither serving Members of the LNP nor persons seeking application for employment with the Liberia National Police shall be appointed, demoted, dismissed, deployed or otherwise favored or punished because of gender, race, religion, color, sex, creed, association or affiliation.

2.1.3.2.1 Any act or omission that indicates discriminatory conduct shall be considered as an act of misconduct to be investigated and that may result in disciplinary action and/or criminal charges, and/or possible termination.;

2.1.3.4 LNP Command, Management and Supervisors of the Liberia National Police shall develop human resource policies and training policies that shall be free from any form of discrimination in recruitment, hiring, assignment, promotion and discipline and that ensure fairness among various groups.

2.1.3.4.1 Any abuse of position or authority by a member of the Liberia National Police based on a discriminatory act or omission; or to facilitate such an action shall be considered as an act of misconduct to be investigated and that may result in disciplinary action and/or criminal charges, and/or possible termination.;

2.1.4 Rendering Assistance

2.1.4.1 All Members of the LNP shall be duty bound to render assistance to any citizen and consider appropriate special measures for persons in need of service or whom otherwise are in the charge or custody of the police; with emphasis on women, children, juveniles, persons with disabilities and/or illness, the elderly, and any other group requiring special treatment for the sustainment of their basic human rights.

2.1.4.1.1 Any abuse of position or authority by a member of the Liberia National Police based on a discriminatory act or omission; or to facilitate such an action shall

be considered as an act of misconduct to be investigated and that may result in disciplinary action and/or criminal charges, and/or possible termination.;

2.1.4.1.2 Command and supervisory officers shall establish administrative mechanisms to expedite the investigatory process and that emphasize legal safeguards, support mechanisms of coordination with relevant social agencies, and that protect the confidentiality of information in accordance with the Laws of Liberia.

2.1.4.2 All Members of the LNP shall be duty bound to make a proper report of all criminal offenses reported, observed, investigated, observed, or otherwise brought to their official attention; supervisors may use their discretion to direct the preparation of such a report by a subordinate, however, all reports must be prepared without undo delay.

2.1.4.2.1 Any act or omission shall be considered as an act of misconduct to be investigated and that may result in disciplinary action and/or criminal charges, and/or possible termination;

2.1.4.3 When informed or when it comes to the attention of any member of the Liberia National Police of a civilian complaint against another member of service; he/she shall be duty bound to make an immediate proper report that shall be submitted through channels to the LNP Police Standards and Practices Section;

2.1.4.3.1 Any act or omission shall be considered as an act of misconduct to be investigated and that may result in disciplinary action and/or criminal charges, and/or possible termination;

2.1.5 : Pre-Trial Arrest, Pre-Trial Detention and Protection of Persons in Custody

2.1.5.1 All Members of the LNP have a responsibility to protect the lives of all persons held under detention and/or in custody;

2.1.5.2 No citizen of Liberia shall be subjected to arbitrary arrest, preventative detention or any other detention not authorized in the law by law the Liberia National Police;

2.1.5.3 Detention will not be used by LNP Command, Management and Supervisors of the Liberia National Police as a punitive disciplinary measure against Members of the LNP for non-criminal offenses;

2.1.5.4 All Members of the LNP shall ensure that any custody and/or arrest is in conformance with the Constitution of the Republic of Liberia, emphasizing Articles 11 (a) and (c); Article 20 (a), and Article 21 (a), (b), (c), (e), (f), and (g), that address the fundamental rights of all persons in Liberia [See Annex One: LNP Operations Manual: Policy on Pre-Trial Detention of Criminal Suspects or Accused Persons].

2.1.5.5 All Members of the LNP shall ensure that in the case of any arrest or custody, that all persons appear before a competent court as soon as possible and within a period not exceeding 48 hours of arrest or custody;

2.1.5.6 LNP Command, Management and Supervisors shall issue and enforce standing orders on arrest, custody and detention procedures; ensure the development and implementation of standardized practices and recording of arrest and detention information reflective of the laws and procedures of Liberia;

2.1.5.7 LNP Command, Management and Supervisors shall as a matter of routine and as required by this Duty Manual, debrief arresting officers and check arrest and detention records for accuracy, conformity with the laws of Liberia and completeness; and ensure a continual presence and monitoring of detention facilities;

2.1.5.8 Any member of the LNP having knowledge of procedural and/or Duty Manual violations with regard to custody, arrest and detention must immediately report such incidents to a supervisor; and the supervisor shall direct a preliminary investigation be launched without delay; with the findings forwarded through channels to the Police Standards and Practices Section at LNP Monrovia HQ;

2.1.6 Duty to Comply:

2.1.6.1 All members of the Liberia National Police are duty bound to familiarize themselves and comply with all rules, regulations, policies, procedures, manuals, bulletins, standing orders or any other official document issued by or at the discretion of the Minister of Justice, or the Inspector General of Police or his/her designee, including the Duty Manual;

2.1.6.2 All Members of the LNP may be called for duty at any time when necessary regardless of his/ her regular assigned duty hours and must report for duty on time at the prescribed hour.

2.1.6.3 All Members of the LNP shall conduct themselves at all times, whether on or off duty, in a manner which would not publicly discredit the force or any member thereof and which would not impair force operations.

2.1.6.4 All Members of the LNP shall politely furnish his or her name and badge number upon the request of any person unless such creates a risk of injury, prevent the immediate protection of life, limb or property, creates diminished capacity to effect a lawful arrest, or otherwise creates an interference or disruption of an ongoing police operation; it is required to carry badge and identification card at all times.

2.1.6.5 All Members of the LNP shall be responsible to maintain equipment to which they are provided and/or assigned by competent authority; and such equipment must be used in accordance with prescribed rules and regulations, policies and procedures, manuals, bulletins, standing orders or any other official document issued by or at the discretion of the Minister of Justice, or the Inspector General of Police or his/her designee, including the Duty Manual;

2.1.6.6 Any member of the Liberia National Police in possession of unauthorized property shall be subject to disciplinary investigation, and in the case of unauthorized weapons, or that uses authorized equipment in an unauthorized

manner, shall be subject to disciplinary investigation and possible criminal charges and termination;

2.1.6.7 Members of the LNP are responsible for the security and safekeeping of all official property issued; whether such property is assigned on a temporary or permanent basis;

2.1.6.8 In the case of uniforms and personal gear and uniform accoutrements, Members of the LNP shall promptly report through channels the circumstance and extent of the deficiencies, including a request for either repairs or replacement to the LNP HQ Chief of Logistics; or the officer may submit a request to repair or replace the item at his/her own expense – provided the replacement item meets the specifications as set forth in the LNP Rank and Uniform Policy;

2.1.6.9 In the case of damage or maintenance to department owned property other than uniforms and personal gear and uniform accoutrements, the member of the Liberia National Police assigned to the equipment shall be responsible and submit through channels the circumstance and extent of the deficiencies;

2.1.6.9.1 It is forbidden to alter, repair or in any way change, add to, or remove any parts or accessories from Department-owned property; or use said property for other than official duties.

2.1.6.9.2 Any officer observing the occurrence of damage to LNP property; shall report the circumstances to their immediate supervisor; whom shall initiate a preliminary investigation to determine if disciplinary action is required. Details shall be forwarded through channels to LNP Police Standards and Practices Unit and a copy to the LNP HQ Logistics.

2.1.6.9.3 In cases involving the loss of Department-owned property, such losses will be reported as soon as practicable; and the officer may be subject to disciplinary action.

2.1.6.9.4 In addition to possible disciplinary action, a member of the Liberia National Police may be subject to provisions of restitution for lost, damaged or destroyed equipment if negligence on the part of the member is determined.

2.1.6.10 The possession, use, carry, operation or command and supervisory oversight of Liberia National Police property remains is limited to Members of the LNP and when required by policy, procedure or other binding arrangements or agreements, possesses the necessary training, licensing or certifications to possess, use, carry or operate, or command said equipment.

2.1.6.10.1 It is forbidden for non-LNP employees to possess, use, carry, operate or command LNP assets and facilities, unless legally authorized under the Laws of Liberia (Ministry of Justice, General Services Administration) or under valid legal order to meet imminent threats to security.

2.1.6.10.2 Private vehicles shall not be used for official duties of Members of the LNP unless authorized by the Inspector General of Police or the Minister of Justice; and to which there shall be no expectation of compensation or benefit;

2.1.6.11 Confidential information, or information to which a member of the Liberia National Police should reasonably assess as confidential, shall not be shared with the public, media or other than competent legal authorities without the written consent of the Inspector General of Police or Minister of Justice;

2.1.6.12 All LNP Commanders, Management and Supervisors shall be subject to supervisory accountability for the actions of subordinates if the superior knew or should have know of acts, omissions or facilitation that constitutes a violation of any section of this Duty Manual, including section 3.1.1; or that constitutes a crime or fosters a climate of corrupt practices; and they fail to take remedial and required action.

2.1.6.13 Members of the LNP shall not be disciplined or prosecuted for refusing an unlawful superior order; and obedience to superior orders shall not be a defense for violations committed by any member of the Liberia National Police.

Chapter Two - Section Two: General Conduct, Uniform and Appearance;

2.2.1 Members of the LNP shall be supervised with command level discipline administered in accordance with policies and procedures for an violations observed by any ranking officer within a command; with notification of violation and dispensation of penalty maintained in the members personnel record for a period of one year from date of infraction. Any instance of 3 or more infractions pertaining to Chapter Two, Section Two in a one year period shall be deemed misconduct with request of LNP HQ level disciplinary proceedings and investigation to be invoked.

2.2.2 Members of the LNP shall be at their assigned duty station and ready for work promptly at the beginning of each working day and remain at their duty station or assignment as required except during authorized breaks;

2.2.3 Members of the LNP shall minimize personal contacts, in person or by telephone during working hours, focusing on official duties;

2.2.4 Members of the LNP assigned to staff and/or office duties shall be responsible for his/her office and will ensure that the office is kept in a clean and orderly manner.

2.2.5 Dancing while being in uniform is prohibited with the exception of national function/ ceremony.

2.2.6 Members of the LNP are not permitted to smoke or chew gum while on duty.

2.2.7 Official Uniform and Gear: Uniforms worn shall be in accordance with the LNP Uniform and Rank Police to ensure uniformity and identification with the aim of reducing potential for corruption and impersonation, and instilling public confidence and trust through the professional appearance and consistently recognizable uniform standards for LNP throughout Liberia; and to enhance officer safety and performance;

2.2.7.1 Uniform Condition: Members of the LNP shall in accordance with their rank and duty assignment, wear the respective uniform as prescribed in 2.2 above. Members shall ensure that and be responsible for all items used or worn as part of the uniform as well as any other issue equipment. All shirts, jackets and trousers shall be pressed; all leather gear, footwear, belt buckles, cap and shirt badges, cap bands and articles of insignia shall be highly polished.

2.2.7.1.1 Badge and Identification Card: Members of the LNP are required to carry at all times, and if in uniform display LNP issued badges and identification cards.

2.2.7.2 Uniform Alignment: When the uniform is worn, the shirt button flap shall be aligned with the zipper flap over the trousers. The equipment belt buckle shall be centered on the zipper flap of the trousers.

2.2.7.3 Uniform Wear Prohibited: With the exception of time spent traveling to and from work, members of the LNP shall not wear the uniform while off duty; nor shall an member be allowed to make or order any other uniform that is not consistent with the LNP Uniform and Rank Policy or as officially directed by the Inspector General of Police; including covering of the uniform.

2.2.7.4 Unauthorized Articles: The wearing of any item of clothing or equipment that is not prescribed in 2.2 above; or not specifically authorized herein, or by the Inspector General of Police or his designee shall be deemed unauthorized and the member of the LNP in possession or wearing such an item may be subject to disciplinary action.

2.2.7.4.1 Notebook and Pen/Pencil: All members of the LNP are required to carry on their persons a pocket notebook and pen/pencil whether on/off duty.

2.3.7.5 Unauthorized Objects: Items such as keys, matches, papers, etc. shall not be attached to, visible, protruding or creating a bulge in the pocket areas or any portion of the uniform; other than items officially required for the performance of duties.

2.2.7.6 Care and Maintenance: Each member of the Liberia National Police shall be responsible for the care and maintenance of uniforms and related issue equipment. If an officer loses, misplaces and or through neglect, damages the uniform or other items, the officer will be responsible for the dollar value for repair or replacement of same.

2.2.7.7 Suspension from Duty: Any member of the Liberia National Police whom is suspended is forbidden to wear the uniform or equipment or carry such equipment. Upon being notified of suspension, an officer shall immediately surrender the badge, identification card to Deputy Inspector General of Police Administration whom will authorize the safekeeping of such. Suspended members who are in possession of a firearm, the firearm will be immediately returned to the LNP armory for safe keeping.

2.2.7.8 Termination, Retirement or Resignation from Service: In the event that a member of the LNP is terminated, resigns or retires, the officer is obligated to return the entire uniform inventory as well as any other issued items. All such items will be returned clean, dry cleaned if necessary, and in good repair. Allowances will be made for normal wear and tear.

2.2.7.9 Issuance of Uniforms and Equipment: Issuance and distribution of uniforms and equipment must be in accordance with guidelines and procedures established in the LNP uniform distribution plan, with a full record and accounting of all issuances maintained at LNP HQ, and shall serve a matter of record open to inspection and for assistance pursuant to investigations.

2.2.8 Personal Appearance: Unless expressly authorized by the Inspector General of Police, Members of the LNP shall when on duty be clean, well groomed and attired in appropriate uniform or clothing pursuant to their assigned duties.

2.2.8.1: Jewelry: While wearing the uniform short sleeve shirt, no jewelry shall be worn around the neck which would normally be visible due to the open collar.

2.2.8.2 Hair Standards-Male Employees: The hair shall be kept hair properly trimmed; specifically, the hair shall be at least moderately tapered, shall not extend

below the top of the shirt collar nor cover any portion of the ear. Sideburns shall not extend below or beyond the corners of the mouth nor over the defined line of the upper lip. Members shall be clean shaven and beards will only be permitted for documented medical reasons or when required by the nature of the assignment.

2.2.8.3 Hair standards- Female Employees: The hair will be cut, styled or worn so that when standing, looking straight ahead, the hair will not extend more than three inches below the bottom of the collar in the back. Depth of hair may not exceed two (2) inches at any point. Ponytails may be worn but may not extend more than three (3) inches below the bottom of the collar.

2.2.8.1 Maintenance of Hair: Discretion shall be used in the dyeing of hair so as not to be offensive to the general public. The bulk or length of the hair will not interfere with the wearing of all issued headgear, shall be arranged in a manner that presents a neat, well groomed appearance; and shall not flare out over the ears or protrude onto the forehead below the headband.

2.2.8.2 Wearing of Wigs: are acceptable if they meet the prescribed requirements for hairstyles. Items used to hold the hair in place will be concealed as much as possible and will be black or midnight blue, or a color and style the blends with the hair and provided such does not impede on the members safety or capacity to perform lawful duties. Decorative ribbons or bows will not be worn.

2.2.9 Makeup: Female officers may use makeup provided such use is conservative. The use of makeup by female officers, both uniformed and plainclothes, will be conservative

CHAPTER THREE

3.0 LNP PROHIBITED CONDUCT: By virtue of their employment and/or appointment any act or omission by any member of the Liberia National Police that by use of their official position results in personal benefit or constitutes a prohibited conduct contained in this section, or that constitutes a crime shall be deemed to have committed a serious breach of conduct resulting in an immediate investigation that may result in disciplinary action, suspension, and/or criminal charges, and/or

possible termination.; violations of this section must be reported for disciplinary investigation and proceedings through channels to the Police Standards and Practices Section.

Chapter Three – Section One

3.1 PROHIBITED CONDUCT – GENERAL PROVISIONS: To hold accountable all officers, including commanders, managers, supervisors, whether employed or appointed, whose acts or omissions constitute prohibited conduct as such undermines public trust in the Liberia National Police and the effectiveness of force command and control;

3.1.1. Members of the LNP shall refrain from using their power, position, or authority to engage, facilitate or otherwise be party to the collection of debts or repossession of property other than just debts owed to or property owned by the employee;

3.1.2 Members of the LNP shall not use any part of the police uniform, credentials or authority will be used for the purpose of monetary gain, collection of debts, repossession of property, or any other benefit for personal gain;

3.1.3 Members of the LNP shall not initiate or influence or otherwise foster or facilitate a monetary arrangement between a person charged with or suspected of a criminal offense and the person who had suffered by his or her act.

3.1.4 Reports of individual or unit cowardice, or failure to obey lawful orders and duties shall be investigated and may result in disciplinary action and/or criminal charges, and/or possible termination.

3.1.5 Reports of excessive or unwarranted use of force shall be investigated and may result in disciplinary action and/or criminal charges, and/or possible termination.

3.1.6 Members of the LNP shall not direct, engage or facilitate any act or omission with the intention of creating a malicious prosecution against any person.

3.1.7 Members of the LNP shall not engage in conduct that may be viewed as ridicule, taunt, or belittlement of any individual or group, or that has as its intent the inciting of a person or group to commit an act(s) of violence;

3.1.8 Members of the LNP shall not make arrests, use physical force, or use their power and authority to resolve personal quarrels or disputes with persons, groups and family members; unless there is a grave and imminent danger to self or others that in accordance with the Laws of Liberia and LNP policies and procedures on the use of force,

3.1.9 Circumstances requiring police intervention should be immediately reported and official complaint made, with written notification of facts and circumstances forwarded through channels to the Inspector General of Police;

3.1.10 Members of the LNP shall not engage in or interfere in any criminal offense involving the employee or the employee's family.

3.1.11 Members of the LNP shall not engage in the act of sleeping on post. This act is deemed unsafe for the protection of life, limb and property of self and others whom one is sworn to protect.

3.1.12 After being officially informed of an assignment and/or duty, a member of the Liberia National Police shall not engage in the conduct considered as desertion of post; in that he/she is found to be absent from his/her assigned area, is found in another locality other than assigned area, failed to report or appear at assigned area, and the cause of such discrepancies is not related to the necessity for an immediate police action.

3.1.13 A member of the Liberia National Police shall be considered negligent in the performance of required duties and/or insubordinate when upon being given an order, directive or assignment, refuses or fails or neglects to perform such a task; or with intent performs such a task improperly, unsatisfactorily or in a manner that is in conflict with the order or directive.

3.1.14 A member of the Liberia National Police shall be considered as absent without leave ["AWOL"] when he/she fails to report for duty after four or more hours of scheduled tour of duty; or when he/she fails to report for duty for a full day or more without a tangible justification.

3.1.15 A member of the Liberia National Police shall not engage in off-duty employment without prior request and authorization from the Inspector General of Police or competent authority.

3.1.16 A member of the Liberia National Police shall not engage in any conduct that may be viewed as an employer/employee, advisory, or volunteer relationship, whether paid or unpaid for services to insurance agencies, private security guard services, collection agents, private attorneys and/or bail bond agencies.

3.1.18 Drinking alcoholic beverages or being under the influence of intoxicants while on duty will be prohibited, nor shall any member of the LNP shall keep intoxicants for personal use in or upon the grounds of any Liberia National Police or Liberia government owned or managed facility; nor shall any intoxicant for personal use be transported or possessed in an official vehicle of the Liberia National Police. Consuming alcohol is not permitted when on-duty and engaged in authorized lunch break or rest periods

3.1.20 Any act of sexual harassment or any other act of harassment based on a person's race, color, religion or national origin wherein such an act would create an intimidating, hostile, or offensive working environment is prohibited.

3.1.21 A member of the Liberia National Police shall not engage in any conduct that may be considered as improper behavior or unprofessional behavior; with such considered to be any behavior that is in conflict with the provisions and intentions of the Duty Manual.

Chapter Three – Section Two

3.2 PROHIBITED CONDUCT - ACTS OF CORRUPTION: To hold accountable all officers, including commanders, managers, supervisors, whether employed or appointed, whose acts or omissions constitute corrupt practices, possible criminality or whose acts or omissions serves to undermine public trust in the Liberia National Police;

3.2.1 Acts of Corruption: Any member of the Liberia National Police shall be subject of an immediate investigation when it is alleged that a corrupt practice has occurred that constitutes a crime under Chapter 12 of the Penal Code of Liberia: Offenses Against Government Integrity; or any other Chapter and Section of the Penal Code in which an act or omission for benefit, favor or consideration is committed by a member of the Liberia National Police; and noting the following acts considered as serious misconduct and cause for immediate suspension:

3.2.2.1 Gifts: The receiving of gifts or monetary awards by any member of the Liberia National Police is strictly prohibited; and may be subject to disciplinary inquiry, criminal charges and/or termination;

3.2.2.2 Bribes: Agreeing, accepting, soliciting of monetary or other benefit in exchange for official consideration in the performance of duties shall be considered gross misconduct requiring immediate investigation and possible criminal charges, and/or termination; Including receiving a bribe from the bondsmen of the arrestee, receiving money from Lawyer in the interest of the arrestee, riving and/or taking money and/or item for promotion, deployment, assignment, or other employment benefit or perceived benefit; .

Chapter Three – Section Three

3.3 ABUSE OF POWER AND AUTHORITY: Any member of the Liberia National Police shall be subject of an immediate investigation when it is alleged that a corrupt practice has occurred that constitutes a crime in his/her position or authority as a member of the Liberia National Police was used as an enabler to act or omit for the purpose of personal benefit or gain, or the personal benefit or gain of others; and shall be considered as serious misconduct and cause for immediate suspension:

3.3.1 Misuse of the Badge/Office: Members of the LNP shall not use his/her office, authority, uniform or badge to obtain benefit, including admission into places where entrance is restricted to payment; or the demand of free meals, items, or transportation from commercial establishments, businesses or private individuals; .with an exception the use of government sponsored public transportation;

3.3.2 Misappropriation of Property and/or Evidence: Members of the LNP shall not acquire for personal gain any money, article or item, regardless of value that constitutes evidence, or comes into the possession of the officer for safekeeping including property belonging to criminals, suspects, victims, complainants or found property. In all cases, members of the LNP are required to adhere to rules and regulations, policies and procedures, and other guidelines on the handling of evidence and property.

3.3.4 False Testimony: Any member of the Liberia National Police who shall give false testimony in any hearing held by a court of Law, LNP or MoJ officials pursuant to an official criminal or disciplinary investigation, or any other legal body to whom as a member of the LNP one is compelled to give statement under law shall considered as having allegedly committed an act of perjury an will be suspended and investigated accordingly.

3.3.5 Misuse of Official Equipment: All Members of the LNP shall be held accountable for the proper use, maintenance and care of all LNP property including but not limited to uniforms and personal equipment, vehicles, office equipment and supplies; facilities and grounds.

3.3.5.1 No member of the Liberia National Police shall permit any non-authorized member or civilian to use or possess LNP property.

3.3.5.2 LNP vehicles shall not be used for other than official duties and the transport of non-LNP personnel, for other than official acts shall is forbidden; this includes passengers with an “observer” status that has not been pre-approved by the Inspector General of Police. Such does not apply for the official transport of

prisoners, detainees, arrestees, victims, witnesses or other persons in need of legitimate and legally permitted LNP assistance.

3.3.5.3 LNP vehicles shall be assigned and log books maintained that records the operator (“driver”) assigned, official duty assignment, start and ending mileage, start and ending fuel levels, noted deficiencies, and the transport of non-LNP personnel; and said operator shall be responsible for the security and upkeep of the vehicle during his/her tour or assignment as responsible for the vehicle.

3.3.5.4 LNP vehicles shall not be used for other than official purposes and must remain at the operational disposal of the force at all times; and it shall not be permitted for any vehicle assigned to an individual to “overnight” at other than an LNP facility without the explicit order of the Inspector General of Police; as such would be considered “personal use.”

3.3.5.5 LNP vehicles may be used to transport members of the Liberia to and from the residence to their place of assignment, or from an LNP facility to a place of assignment provided such does not impact on LNP operational capacities.

3.3.5.6 LNP vehicles must be registered and insured in accordance with the laws of Liberia and may be driven only by licensed Members of the LNP. Operators must drive in accordance with the traffic laws of Liberia and may not use their position for privilege or benefit, including illegal parking.

3.3.5.7 Mechanical repairs to an assigned vehicle will only be performed by garage personnel or by personnel at businesses contracted by the department for such.

CHAPTER FOUR

4.0 CHAPTER FOUR: LNP USE OF FORCE AND FIREARMS: With note of continuing limitations and requirements as set forth by United Nations Security Council Resolutions 1521 and 1683 with reference to LNP armory, use of force and firearms standards and regulations for the importation and inventorying of weapons; members of the LNP shall be guided by the Laws of Liberia; Members of the LNP

shall be guided by the Liberia National Police Use of Force Policy signed into force on 10 April 2005, and the Liberia National Police Firearms and Other Weapons Policy that entered into force on 10 April 2005; the LNP armory procedures and any subsequent Standing Orders issued.

Chapter Four – Section One:

4.1 Improper Use of Firearm: It shall be a serious violation for a member of the LNP to discharge his/her firearm, or possess said firearm in a manner that is not consistent with the LNP Use of Force Policy, the LNP Firearms and Other Weapons, the Laws of Liberia, and UN Security Council Resolutions relevant to the importation, possession and use of weapons in Liberia.

CHAPTER FIVE

5.0 CHAPTER FIVE: LNP ADMINISTRATION AND MANAGEMENT:

Administrative guidance for the efficient administration, management, supervision and force planning and development with respect to human and material/logistical/financial resources and facilities management and for the assurance of observance of all orders, proper performance of duty and maintenance of discipline, and force staffing.

Chapter Five – Section One

5.1 Scheduled Tours of Duty: The Liberia National Police operate on a three shift, seven day a week cycle, 365 days per year. Members of the LNP are required to work not less than 40 hours per week. A shift is comprised of a tour of duty that covers a minimum period of 8 consecutive hours on 5 consecutive days in a 7 day cycle; thereby affording 2 regular days off per 40 hour work cycle. Operational units are required to work on a rotating schedule of shifts and days off to ensure 24x7 coverage; the shifts should routinely change and officers must be readily available to work when called upon on their regular days off or when shifts are rescheduled to meet operational requirements or staffing shortages as directed by respective commanders or supervisors.

5.1.1 Authorized breaks: During an assigned tour of duty, Members of the LNP shall be granted a basic lunch period of 30 minutes in duration and the immediate supervisor shall determine this schedule; and two relief periods per tour of duty, not to exceed 15 minutes per period.

Chapter Five – Section Two

5.2 Duty Rosters: All commands are required and shall prepare in advance and maintain and update weekly duty rosters that include postings for all members of the command. They Roster cycle shall be 0001 hours Monday through 2400 hours Sunday. Such rosters shall be made readily available for inspection and verification by competent authority.

Chapter Five – Section Three

5.3 Leave: All Members of the LNP are entitled to leave and shall be granted such in accordance with the needs of the service. At no time shall any command, including all HQ's be at a level of operability under 75% of authorized strength due to the granting of leave requests. Leave application shall be made through channels and in accordance with procedure.

5.3.1 Scheduled Day(s)-Off: All Members of the LNP shall be entitled to 2 scheduled days off in each 7 day work cycle pursuant to 5.3 above.

5.3.2 Annual Leave: Annual leave shall be accrued as follows:

7.5 days accrued per sixth months of service for members with more than 6 months of service but not exceeding 48 months of service; not to exceed more than 20 days at any given time accrued on record;

15 days accrued per sixth month of service subsequent to completion of 48 months of service; with not more than 25 days leave accrued on record;

Excess days accrued over and above aforementioned limits shall be forfeited at the end of each annual fiscal cycle (End of June of the respective year).

5.3.3 Extended Sick Leave: Any member of the Liberia National Police reporting sick shall be granted a sick leave with pay for not more than 24 weeks provided such necessity is verified prior to the granting of such by medical certificate for extended

illness or injury. Should a member require sick leave in excess of 24 weeks or the pattern of sick leaves indicates a chronic absence from duty, such officer shall be required to undergo medical examination that may result in retirement or dismissal from service, based on legality of circumstance.

5.3.4 Short-term Sick Leave: Short-term sick leave shall be deemed as 5 days or less and shall be granted upon request and verified upon return through presentation of medical certificate. More than 3 short-term sick leaves per fiscal year shall be deemed excessive and a medical examination shall be required to be undertaken at the expense of the officer prior to any further granting of any subsequent sick leaves for a period of 1 calendar year from the end of the 3rd leave.

5.3.5 Maternity Leave: Female members of the Liberian National Police shall be granted upon request maternity leave of not less than two months and not more than three months with pay. Annual leave may be coupled with maternity leave.

5.3.6 Emergency Leave: It shall be binding for all Members of the LNP to granted Emergency Leave with pay for the period of not less than one weeks and not more than one month to attend the death of an immediate family member; or other circumstance that in accordance with the Laws of Liberia and that has the consent of the Inspector General of Police.

5.3.7 Study Leave: Any member of the Liberia National Police who wishes to advance him/herself abroad at an accredited law enforcement or academic institution in a relevant field for the advancement of his/her competencies as a member of the Liberia National Police; shall be granted an unpaid leave of absence provided:

He/she has completed not less than five years of service with the LNP;

He/she submits to the Inspector General of Police a written request, accompanied with the 1-20 Form and other relevant documents verifying the acceptance and scholarship; accompanied by two letters of recommendation from other than Members of the LNP or Ministry of Justice; and gains written approval

from the Inspector General of Police acknowledging the verification of the facts and circumstances;

He/she as a prove record of solid performance free from disciplinary action or pending disciplinary or criminal investigation;

He/she must submit two letters of recommendation from outstanding personalities outside the police bureau;

He/she must sign an indemnity bond binding him/her to serve the Liberia National Police for a period of not less than four years upon completion of studies or voluntary repatriation;

The period of study and indemnification must not exceed requirements of retirement;

The duration of study leave must not exceed four years;

5.3.8 Official Holiday: Members of the LNP shall perform duties in accordance with provisions of 5.3 and as part of normal roster and rotations; regardless of holiday. LNP Commanders may allow for discretionary adjustments to scheduled duty rosters to accommodate officers provided adjustments between members are voluntary and such does not impact on the operational efficiency of the command, section or unit.

Chapter Five – Section Four

5.4 Pension, health, medical and welfare: Members shall participate and receive when eligible and as legally permitted through contractual or governmental arrangement due pension, health, medical and/or welfare benefits. In accordance with Laws and Regulations of Liberia, the LNP Administration or competent authority shall ensure that all members, equipment and facilities are covered under legally required mechanisms to address risk management concerns and such policies or arrangements are kept current.

Chapter Five – Section Five

5.50 Payroll Management and Salary Disbursement: In accordance with the Ministry of Finance and Central Bank of Liberia's procedure for the expeditious payment of salaries throughout Liberia, the Liberia National Police shall ensure that the Ministry of Finance is provided no later than the 5th day of every calendar month,

an updated payroll listing and covering sheet validating any and all changes in members rank and deployment status; and/or any other issue that has implications for the timely and accurate disbursement of payments. Proper records of personnel changes, payroll deductions and withholding taxes and fees shall be maintained.

Chapter Five – Section Six

5.6.1 Dismissal; Resignation, Retirement: Members of the LNP shall be guided by the 23 October 2004 policy on “Dismissal, Resignation and Retirement Regulations; and any subsequent Standing Orders on Dismissal, Resignation, and Retirement.

5.6.2 Internal Vacancies: Vacancies for posts as per establishment and considered as lateral movements shall be advertised through official bulletin and open application from all members of the LNP shall be considered for candidacy and selection based on competencies in satisfaction of published requirements and qualifications as defined in the official bulletin. Female candidates are encouraged to apply. A systematic description of posts, pre-requisite competencies, tasks and complexity of tasks, level of required qualification, and number of positions shall be maintained and updated when necessary by LNP HQ administration; including posts of the National Police Training Academy and specialized LNP sworn positions.

5.6.3 Promotion: Promotion shall apply to vertical movement to fill vacancies in rank and be merit based; with consideration given to professional competencies and qualifications determined through an application, testing and selection process; with due consideration given to candidates years in service, performance evaluation reports, service and disciplinary records, National Police Academy and other recognized training and education, attendance records, and alignment with national policies on gender representation and the sustainment of a national composition throughout all levels of LNP membership. Rank vacancies are determined by shortfalls in strength of authorized, budgeted positions of rank.

5.6.4 External Recruitment: The LNP shall maintain a rolling recruitment to fill force vacancies within the budgeted authorized force strength; with any personal eligible to apply for candidacy for selection provided the person:

1. Must be a citizen of Liberia;
2. Must be at least 18 years of age; but have not yet reached the age of 30 year;
3. Must have passed high school education or West African Examination Council or equivalent.
4. Must be physically fit and mentally competent;
5. Must have an exemplary employment record if currently or previously employed;
6. Must have not been previously dismissed from the police or any statutory security agency on substantive disciplinary grounds;
7. Must have a clean criminal record (excluding minor traffic violations) and should not be facing any criminal charges, or subject to any investigation of war crimes, crimes against humanity or any crime that violate International Human rights Conventions.
9. Any person accepted to be a member of the police and was holding a post in a political organization must relinquish his/her post.

Applicants are subject to background investigation and selection process pursuant to LNP Recruitment Procedure Policy; that contains procedure for application and processing. Females are encouraged to apply to achieve gender requirements reflective of national policies on gender.

5.6.5 Deployment and Re-Deployment: All deployments and re-deployments of personal and changes in assignment require an official order; with any deployment, re-deployment or change of assignment having payroll implications treated in accordance with section 5.50 of this Duty Manual. LNP County Commanders and Zone Commanders have the discretion for lateral changes within their commands, however, formal notification must be given to the member and an immediate notification made to LNP HQ Directorate – Administration. Similarly, any transfers of personnel must officially communicated through channels to the receiving and supplying command prior to the movement of personnel(s).

5.7 Off-Duty Employment: Members of the Liberia National Police may engage in off-duty employment subject to the following limitations: such employment shall not interfere or be in conflict with the member's employment and official duties with the LNP; the members has submitted a written request for off-duty to the Inspector

General of Police through channels and such request has received the approval of the Inspector General; the type of employment does not constitute employment in any capacity with insurance agencies, private guard services, collection agent, private attorney and/or bail bond agencies.

5.8 Facilities, Asset, Logistics Management: Members of the LNP Administrative Directorate, including members as required by rank, post or assigned duties; shall be responsible for material, facilities and property shall be accountable and responsible for LNP property and supplies and shall maintain appropriate records to reflect current inventories, distribution, and condition and security of all material, property and facilities; and the expenditure of consumable items and fuel. Such also may include providing for a safe working environment, supervision of vehicle maintenance, warehouse stores, maintaining of adequate levels of spare and replacement equipment, inventory control and inspections, review of loss/damage reports, and any other duties required by post or assignment.

5.9 Fiscal Management: Members of the LNP Administrative Directorate, including members as required by rank, post or assigned duties; shall ensure transparent and accountable fiscal management of LNP administration, operations, planning and budgeting; and that all financial transactions are in accordance with legally prescribed rules, regulations and directives of the Government of Liberia.

5.10 Training and Development: The National Police Training Academy operates under the auspices of the Ministry of Justice; is charged with the process of assuring through training the human resource development of all members of the LNP through basic, specialized and management training. The Commandant of the NPTA shall coordinate an engage in consultative process with the LNP Inspector General of Police and Deputies to ensure that the needs of the LNP are being met through academy and in-service training, and all training is recorded in each member's personnel records.

5.11 Non-monetary Internal Awards and Recognition: The Police Standards and Practices in consultation with LNP HQ Administration shall be responsible for acknowledgement of members exceptional and meritorious duties above and

beyond the call of duty through the issuance of a letter of commendation to be held on record in member's personnel folders. The procedure includes a nomination and details of the facts and circumstances provided by member's immediate supervisor to the Police Standards Section, a verification of the facts by Police Standards Section, and the determination that such facts justify the commendation; the act must be over and above normal policing duties, displays a high level of integrity, courage, and understanding of the laws of Liberia, and/or prevented grave injury to others.

5.8 Supplemental Education: The LNP encourages members to continue with education, and when such does not interfere with the good order and operations of the LNP, may accommodate the member through changes in tours of duties or assignment. However, attendance is not permitted during scheduled working tours.

CHAPTER SIX

6.0 CHAPTER SIX: LNP DISCIPLINE PROCESS: Ensuring adherence to discipline through the enforcement of administrative procedures and investigation into all allegations or suspicions of misconduct, ill-discipline and/or criminality shall be a matter of routine and formality within the Liberia National Police to whom no member shall be immune. The LNP shall implement a multi-pronged approach of supervision, inspection and investigation. Members of the LNP accused shall be afforded due process including the right to appeal internally within the LNP for other than offenses that through investigation require the filing of criminal charges. All complaints alleging police misconduct; and any incident of either an administrative or criminal nature that is subject to disciplinary review shall be investigated by the LNP Professional Standards Division, whom shall provide the Inspector General of Police and Minister of Justice with weekly summary reports of case load and case status.

Chapter Six – Section One:

6.1 Disciplinary/Investigative Process: LNP Professional Standards Division shall investigate complaints, rumors, and allegations of police misconduct

against members of the LNP that comes to notice; and any administrative violation that does not fall within the purview of a command level discipline and adjudication; or any other matter determined by the Minister of Justice, the Inspector General of Police, or their designees.

6.1.1 Upon the receipt of a complaint, the complaint shall be recorded and a file open, and a case officer designated. Preliminary investigation shall begin without delay, with suspected serious administrative violations, misconduct or allegations of criminal activity requiring immediate launching of preliminary investigation. The Head of the Professional Standards Division shall inform the Inspector General of Police the receipt of serious complaints with a brief synopsis of allegation and actions undertaken within 24 hours of the receipt of the complaint and launching of preliminary investigation.

6.1.2 Investigators will compile all investigated files in accordance with procedures laid out in the standard operating procedure of the Section and submit same through channels for referral to the Solicitor General if criminality is suspected and be guided appropriately. Upon receipt of a case file from the Solicitor General where a ruling has been obtained for criminal action; the Head of LNP Police Standards shall prepare for the arrest of the member involved.

6.1.3. In the case of non-criminal cases, Head of Professional Standards Division will direct the filing of internal disciplinary charges and submit them to the Inspector General of Police whom will dispense appropriate penalty unless charges constitute serious administrative violation and/or non-criminal misconduct.

6.1.4 In the case of administrative violation and/or non-criminal misconduct, the member will be notified of the charges, and a review board constituted for full panel hearing and disposition of penalties, in accordance with the penalty in Annex 3.

Chapter Six – Section Two

6.2 Members Rights/Obligations: If at any point during an administrative investigation, it appears that a member of the department has violated or may have

been involved in the violation of criminal law, the administrative investigation will cease and the criminal case will continue. Internal Affairs has the authority to investigate criminal allegations against Members of the LNP.

6.2.1 Upon determination that a member of the LNP may have committed a crime, the member shall:

- Appraised of the allegation of criminal conduct and that he/she is under investigation; and informed of his her rights; including the right to counsel and that counsel may be present at subsequent interviews;
- That the member shall with immediate effect be suspended from duty; without pay pending the official filing of criminal charges;
- That upon the filing of criminal charges, the suspension shall be without pay;
- That should criminal charges not be filed within 30 calendar days from the notification of the investigation; the member shall be returned to a non-operational duty post pending completion of the case;

6.2.2 Members Obligation to Cooperate: All members of the LNP are duty bound to answer questions, render material and relevant statements to or comply with orders from a competent authority during an administrative investigation and the failure to do so is grounds for disciplinary action up to and possibly including termination.

Chapter Six – Section Three

6.3.1 Classification of Violations/Penalties: Since the purpose of discipline is to correct inappropriate behavior, this penalty schedule is intended to assist supervisory personnel within the Liberia National Police deal with violations of the Department Code of Conduct. Henceforth, and with immediate effect, all supervisors must adhere to the guidelines established by this schedule when determining appropriate disciplinary measures to ensure consistency in the dispensation of findings and penalties. In the cases of violations that do not constitute serious misconduct or criminal activity, supervisory and command discretion and authority is reinforced. With regard to dispensation of penalty the range of penalties allows for

consideration of aggravating factors such as intent, and also mitigating factors, such as prior work record. .

CHAPTER SEVEN:

7.0 CHAPTER SEVEN: LNP POLICIES, PROCEDURES AND OFFICIAL DIRECTIVES, RECORD MAINTENANCE AND REPORTING REQUIREMENTS:

With the administrative oversight of the Minister of Justice, the Inspector General of Police shall ensure that official written policies, procedures, directives and instructions be prepared and distributed to all members of the LNP to ensure that all personnel are officially notified of such, including assignments.

Chapter Seven – Section One

7.1 All LNP commands and substantive sections shall ensure that all policy and procedural manuals are amended and updated in accordance with amending general and standing orders, and that all official manuals and directives are stored in a secured location.

Chapter Seven – Section Two

7.2 All members of the LNP shall be responsible for personal knowledge of and compliance with the Duty Manual, policy and procedural manuals, general orders, administrative orders, special orders, personnel orders, training bulletins, information updates, standing orders and all other official written directives of the Minister of Justice or Inspector General of Police, or their designees.

Chapter Seven – Section Three

7.3 Section Chiefs shall provide to the Inspector General of Police on an annual basis through Directorate Heads annual reports related to the implementation and execution of their plan of work for that calendar year no later than end November of the respective year.

7.3.1 The Inspector General of Police shall ensure that an LNP annual report, including crime statistics is compiled and presented through the Minister of Justice,

government on an annual basis ending 31 December of the respective calendar year.

CHAPTER EIGHT

8.0 DISCLOSURE OF INFORMATION: Members of the LNP shall be guided by the principles of confidentiality and public disclosure in accordance with the Laws of Liberia and that is consistent with the LNP Policy for the Dissemination of Public Information to print and Broadcast Media; and specific areas included in Chapter Eight – Section One, Two, and Three.

Chapter Eight – Section One

8.1 All confidential information obtained and/or received by members of the Liberia National Police shall be kept ever secret unless revelation is necessary in the performance of their duty in accordance with the Law Enforcement Code of Ethics.

Chapter Eight – Section Two

8.2 Members of the Liberia National Police who give false testimony in any hearing held by a court of Law, Inter-Bureau Investigation, Court Marshall or Official Investigation of any sort shall be suspended and investigated without delay on a charge of Perjury and conduct unbecoming an officer.

Chapter Eight – Section Three

8.3 No member of the LNP shall intentionally withhold information relating in any way to actual or suspected criminal activity when such information might prevent the commission of a criminal act, facilitate an ongoing investigation, or deter the apprehension of an offender; such will be considered as a possible criminal offense of obstruction of government by a public servant and hindering law enforcement; among other possible charges.

CHAPTER NINE

9.0 CHAPTER NINE: COURT APPEARANCES: Members of the LNP are duty bound to appear in court as required and shall extend full cooperation to official judicial bodies with the aim of through honesty and integrity, providing of accurate testimony leading to the effective prosecution of offenders.

Chapter Nine – Section One

9.1 Responsibilities: All members of the LNP shall avail themselves in accordance with Liberia Criminal Procedural Rules and Regulations, standing orders and any other legal directives and orders to be present and testify in any criminal court or before any Grand Jury when officially notified to appear.

9.1.1 Notice to Appear: Official notice to appear in or before any criminal court or grand Jury within Liberia will include legal subpoena, posted docket list, or any form of written or verbal notice from any such court of Grand Jury.

9.1.2 Unable to Answer Notice: Any employee who is unable to answer an official notice to appear in court due to illness, conflicting court schedules, vacations, etc. shall, at the earliest possible time, contact the courts, Grand Jury, or County Attorney's office and seek to be excused. In order to safeguard against possible misunderstandings, it is recommended that an employee make not of the person's name by whom he or she has been excused from court along with the date and time contact was made with that person. In event that an employee will not be able to appear in court and circumstances make it impossible for the employee to personally contact the court or CA's office, he or she will make the situation known to a supervisor who will make all necessary notifications.

Chapter Nine – Section Two

9.2 Interference with Court: No member of the Liberia National Police Department shall knowingly interfere with the efficiency or integrity of the administration of neither criminal justice nor, having knowledge of such interference; fail to report same to competent supervisory authority.

9.2.1 Failure to Appear: Unexcused failure to appear in court may subject an employee to contempt of court charges as well as disciplinary action and possible suspension.

9.2.3 Leaving Court: No member of the LNP shall leave a court or witness room before being officially excused without first obtaining permission to do so from the prosecuting attorney

CHAPTER TEN

10.0 RESTRICTIONS ON MEMBERSHIP AND ENGAGEMENT WITH POLITICAL AND OTHER ORGANIZATIONS: To reinforce the commitment of the Liberia National Police to deliver a non-partisan approach to policing.

10.1: Non-Participation in Political Activities: By virtue of membership in the Liberia National Police, and in affirming commitment and independence in serving the community at large, no member of the LNP shall an active role in the organizing, non-official securing or holding of executive position in any political party or organization; however, he/she may freely exercise his/her right to case vote in an official election in Liberia.

10.1.2 Participation in Organizations and Associations: By virtue of membership in the Liberia National Police, and in affirming commitment and independence in serving the community at large, no members of the LNP shall join or be affiliated with any organization, association, movement, group, that has as its foundations a policy of advocating, endorsing, or committing or otherwise supporting acts of force or violence or that has as its fundamental purpose the aim of denying their constitutional rights; or that engages in conduct to alter or effect government policy through illegal and unconstitutional means.

10.1.2.1 Prior to membership or affiliation, the LNP member must, through channels provide details of the organization or association including members

defined role/affiliation to the Inspector General of Police, for authorization. Such membership or affiliation cannot be for accruing of personal profit or gain.

10.1.3 Memberships in Labor Organization: Any member of the Liberia National Police may join, organize, or maintain membership in any labor organization. Such membership shall not allow any member special privileges outside the scope of his/her normal duties and assignments nor shall any employee engage in the activities of any labor organization while on duty or in any official property of the Liberia National Police.

10.1.3.1 This restriction includes such activities as union solicitation, labor union meetings, and distribution of union literature or use of official bulletin boards or use of official bulletin boards for labor union purposes.

10.1.3.2 Members of the LNP are restricted from participating both on and off duty, or in their capacities as members of any organization, association or labor union from engaging in any violent or illegal protest or demonstration, nor shall an employee act as spokesman, representative, or agent for any group engaged in or planning to engage in any such demonstration; the purpose of which may not be to alter or effect government policy through illegal and unconstitutional means.

ANNEX ONE: OATH OF OFFICE
ACCESSION TO OFFICE ON APPOINTMENT
AND ENROLLMENT

I on appointment as a member of the Liberian National Police, do solemnly state that I shall without fear or favour –

- be faithful and bear allegiance to Liberia;
- defend and uphold the Constitution of Liberia;
- observe and enforce all laws and regulations of Liberia, and rule made;
- preserve the peace, internal security and maintain law and order;
- investigate any offence or alleged offence;
- protect life, limb and property;
- to the best of my skill and knowledge, discharge all police duties in an ethical correct manner, respect for human rights and faithfully according to law;
- shall abide by the provisions of the laws governing the administration of the Liberian National Police, and any regulations or standing orders or code of conduct or rules made there under and obey any lawful code, orders or instructions issued in pursuance of the said legislation or standing orders.

* I swear that the contents of this declaration are true, **SO HELP ME GOD.**

* I truly affirm that the contents of this declaration are true. **I DO.**

.....
SIGNATURE OF MEMBER

SWORN BEFORE ME THIS DAY OF20..... AT

.....

.....
MINISTER OF JUSTICE
REPUBLIC OF LIBERIA

(PLEASE PRINT)

FULL NAMES

BUSINESS ADDRESS

* Delete the words not applicable

ANNEX TWO: SCHEDULE OF STANDING ORDERS AND OFFICIAL DIRECTIVES

This Annex shall be updated monthly by LNP Administration to ensure uniform application of policy, procedures, orders and other directives necessary for the good order of the LNP administration and operations. All units and commands are responsible to update the Duty Manual and annexes as required.

Title	Type of Order	Date Entered Int Force/Issued	Date Rescinded
Duty Manual	Administrative Guidelines	1984	
UNMIL/NTGL MoU	Agreement on Cooperation	11 Sept. 2004	
LNP Strategic Development Plan	Guidance	7 Jan. 2004	
Policy on Pre-trial Detention	Internal LNP Policy	20 Feb. 2005	
Gender Policy	Internal LNP Policy	21 Feb. 2005	
Policing Charter	Internal LNP Policy	21 Feb. 2005	
Community Policing	Internal LNP Policy	21 Feb. 2005	
Training Policy	Internal LNP Policy	21 Feb. 2005	
Policy on Pre-trial Detention	Internal LNP Policy	21 Feb. 2005	
Dismissal, Resignation, Retirement	Internal LNP Policy	21 Feb. 2005	
Recruitment Procedure Policy	Internal LNP Policy	21 Feb. 2005	
LNP Uniform and Rank Policy	Executive Order #7 of 2005	12 Jul. 2005	
Firearms and Other Weapons Policy	Internal LNP Policy	04 Oct. 2005	
Use of Force Policy	Internal LNP Policy	04 Oct. 2005	
Vehicular Towing Policy	Internal LNP Policy		
Policy for Policing of Demonstrations, Marches or Other Circumstances of Lawful or Spontaneous Public Assemblies	Internal LNP Policy	07 May 2007	
Manpower Establishment, Deployment and Development Plan	Framework of manpower and structure of LNP	05 Dec. 2006	
LNP Deployment Implementation Plan	Internal Procedural Guidance	10 Apr. 2007	
Policy and Procedure for Uniform and Personal Equipment Inventor and Distribution	Internal LNP Policy and Procedural Guidance	11 Apr. 2007	
Policy for the Dissemination of Public Information to Print and Broadcast Media	Internal LNP Policy	07 May 2007	
LNP Standard Operational Procedural Manual	Interim in place pending comprehensive development of procedures		
LNP Patrol and Shift Supervision Manual(s)	Not developed		
LNP Directorate and Sectional Operational Manual(s)	Not developed		

ANNEX THREE: SCHEDULE OF DISCIPLINARY PENALITES

Description and Category of Penalties

Since the purpose of discipline is to correct inappropriate behavior, this penalty schedule is intended to assist supervisory personnel within the Liberia National Police deal with violations of the Department Code of Conduct. Henceforth, and with immediate effect, all supervisors must adhere to the guidelines established by this schedule when determining appropriate disciplinary measures.

The goal of the Penalty Schedule is to establish consistent disciplinary procedures throughout the Department. Determining the appropriate disciplinary measure or combination of measures requires that supervisors make use of their common sense, knowledge of departmental procedure, and empathy when considering each individual case. The range of appropriated discipline for each category of offense specified by the schedule allows a supervisor to take into account aggravating or mitigating factors. Aggravating factors include: intent, personnel record; truthfulness; and acknowledgement of error/'mistake by employee.

While it is true that each incident must be treated individually, the disciplinary ranges specified by the Penalty Schedule must be used except in cases of extreme extenuating circumstance.

Meanwhile, to ensure disciplinary consistency, a review board will adjudicate each case. For Category A violations, the board will be made up of the immediate supervisory officer, the immediate supervisor's supervisor, and an officer of the same rank as the immediate supervisory officer. For Category B violations, the board will be made up of the area commander and two of the commander's immediate subordinates (one of whom supervised the subject personnel). For category C violations, the board will be made up of the appropriate deputy chief or commander, the area commander, and a commander from another area. For Category D violations, the board will be made up of three deputy chiefs or commanders, chosen on a rotating basis. The findings of these boards will be forwarded to commanding officers and Internal Affairs for training and review. The

findings of Category C and D boards will also be forwarded to the Police Director (Inspector General of Police) for review.

Section 1:

Category A

- Minor rules violation.

These are handled at unit, depot, section, or county level, typically by Lieutenants (Inspectors) or Sergeants.

- Any three “A” violations in one year escalates the third and any additional violations to Category B.
- No appeal
- Disciplinary Range

Training
Education
Counseling
Peer Mediation
Restitution
Oral Reprimand
Written Reprimand

Section 2:

Category B

- More severe rules violation or escalated “A” violation
- Handled at area level by affected Commander
- Any three “{B}” violations in three years escalate the third and additional violations to Category “C”
- Disciplinary Range

Training
Education
Counseling
Restitution
Written Reprimand
Up to 5 days suspension without pay

Section 3:

Category C

- Major rules violation or escalated “B” violation.
- Investigation handled by Internal Affairs.
- Same or similar misconduct within five years escalates the second violation to Category D.
- Disciplinary range

Training

Education

Counseling

Fitness for duty evaluation

Transfer

Restitution

Written Reprimand

Up to 10 days suspension

Demotion

Termination

Section 4:

Category D:

- Serious rules violation (including but not limited to criminal violations) or escalated “C” violation.
- Investigation handled by Internal Affairs.
- Category D violations are a permanent part of an officer’s record and are always considered if further serious violations occur.
- Disciplinary range

Training

Education

Counseling

Fitness for duty evaluation

Transfer

Restitution

More than 10 days to indefinite suspension

Demotion

Termination

Violations by Category:

Chapter 2:

Section 1:

Category A

- Failure to Act Courteously
- Any unexcused absence
- Financial Obligations
- Punctuality
- Failure to observe city limits
- Failure to give name or other information
- Neatness and attire
- Failure to maintain proper radio communications
- Failure to observe residency policy
- Failure to complete official reports
- Failure to observe publicly posted information
- Failure to report change in personal status
- Participating in political activities while on duty
- Failure to observe uniform restriction
- Unnecessary use of vehicle emergency equipment
- Abuse of sick time

Section 2:

Category B

- Failure to maintain impartial attitude
- Any unexcused absence in excess of 5 days
- Sleeping on duty
- Unauthorized off duty employment
- Posting bail
- Unauthorized inventory and processing of property
- Participating in a strike, demonstration, or slowdown
- Accepting gifts
- Soliciting business, intra department
- Suggesting bondsmen or attorneys

- Failure to report firearm discharge
- Not Attending court
- Making unauthorized public statements
- Rough or careless handling of city or department property
- Unauthorized passengers
- Feigning illness or injury

Section 3:

Category C

- Lewd/Obscene conduct
- Failure to report information concerning criminal activities
- Lack of truthfulness
- Any unexcused absence in excess of 10 days
- Consorting
- Neglect of Duty
- Failure to report improper conduct
- Failure member under investigation
- Leaving duty assignment
- Insubordination
- Intimidation
- Harassment
- Soliciting gratuities
- Unnecessary display of firearms
- Personal use of city or department property
- Unauthorized operation of department vehicles

Section 4:

Category D

- Disobedience
- Possession of Narcotics
- Unnecessary force
- Careless handling of firearms
- Possessing unauthorized weapons
- Failure to report to duty

ANNEX FOUR: ADMINISTRATIVE FORMS

The administrative forms referred in this Duty Manual shall be compiled and distributed by the LNP Administration to ensure uniform compliance with respective sections and procedures contained therein.

ANNEX FIVE: DEFINITIONS

1. ACCOUNTABILITY - the quality or state of being accountable; an obligation or willingness to accept responsibility or to account for one's actions
2. BADGE – metal shield worn on the left chest of the uniform, signifies authority
3. CARRY - to get possession or control of
4. COMMAND - to direct authoritatively; order 2: to exercise a dominating influence over; have command of: as a: to have at one's immediate disposal b: to have military command of as senior officer
5. DISCIPLINE - 1: training that corrects, molds, or perfects the mental faculties or moral character 2: a rule or system of rules governing conduct or activity
6. DISCREDIT THE FORCE - to deprive of good repute; disgrace
7. DOCUMENT - an original or official paper relied on as the basis, proof, or support of something 2 a: a writing conveying information
8. EQUIPMENT - the set of articles or physical resources serving to equip a person or thing: as (1): the implements used in an operation or activity
9. FIREARM – 1: a weapon from which a shot is discharged by gunpowder —usually used of small arms; 2: all arms of precision of any nature
10. LAWFUL ARREST – 1: seize; capture; *specifically*: to take or keep a person in custody by authority of law; 2: the taking of a person into custody in order that he may be forthcoming to answer for the commission of an offense
11. OFFICIAL DOCUMENT – prescribed or recognized as authorized document,
12. OFFICIAL DUTY - obligatory tasks, conduct, service, or functions that arise from one's position
13. POSSESSION - the act of having or taking into control
14. PRESCRIBED HOURS - to specify with authority the time for a purpose
15. PRIVATE VEHICLE - a means of carrying or transporting people or objects that is not owned by a government entity or company; (i) any contrivance, whether or not self-propelled, which is designed for the transportation or carriage of persons or things on land, except those which are confined to tracks or rails; (ii) any horse or draft animal or beast of burden, whether mounted or led; and (ii) any tractor or other farm or industrial equipment or machinery when moving under its own power
16. PROPERTY - something to which a person or business has a legal title;
17. REASONABLY – a: being in accordance with reason; b: not extreme or excessive; c: moderate, fair; d: having the faculty of reason; e: possessing sound judgment
18. STANDING ORDERS - a specific rule, regulation, or authoritative direction issued
19. SUPERVISORY - an administrative officer in charge of a unit or operation

20. UNAUTHORIZED ARTICLE - a non-approved item, as in clothing item
21. UNIFORM - dress of a distinctive design or fashion worn by members of a particular group and serving as a means of identification
22. USE - to put into action or service
23. VIOLATION - an infringement of the rules or regulations or public law
24. WEAPON - something (as a club, knife, or gun) used to injure, defeat, or destroy

ANNEX SIX: ACRONYMS

D/IGP - Deputy Inspector General of the Liberia National Police

IGP – Inspector General of the Liberia National Police

LNP – The Liberia National Police

MoJ – The Ministry of Justice of the Republic of Liberia

MoU – Memorandum of Understanding signed in September 2004 between the National Transitional Government of Liberia and the United Nations Mission in Liberia on the training, reform and restructuring of the Liberia National Police, and

NPTA – The Liberia National Police Training Academy

UNMIL – The United Nations Mission in Liberia

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Changes made to the LNP Duty Manual after signature before publication:

Page No.	Modification
1	Picture of LNP Director badge enlarged
2	Annex Two title changed from "POLICISES AND PROCEDURES " to "AND OFFICIAL DIRECTIVES" Annex Six title added "ACRONYMS"
3	Paragraph 3, "at" deleted
6	Section 1.2.3, "side" changed to "sight"
7	Section 1.4.1.1, "accountability" changed to "accountable"
8	Section 1.4.1.1, second paragraph "as" deleted Section 1.4.1.2, "accountability" changed to "accountable"
9	Section 1.4.1.3, "accountability" changed to "accountable" Section 1.4.1.5, "accountability" changed to "accountable"
10	Section 1.4.1.6, "accountability" changed to "accountable" Section 1.4.2.1, "accountability" changed to "accountable"
11	Section 1.4.2.2, "accountability" changed to "accountable"
12	Section 1.4.2.3, "accountability" changed to "accountable" Section 1.4.2.4, "accountability" changed to "accountable"
13	Section 1.4.2.3, "accountability" changed to "accountable" Section 1.4.2.4, "accountability" changed to "accountable"
14	Chapter Two title "LNP STANDARD OF CONDUCT" added
16	Section 2.1.4.1 an extra space was deleted from between "LNP" and "shall"
23	Numbering of Section "2.2..7.4.1" changed to "2.2.7.4.1"
31	Section 4.0, line 3 "amoury" changed to armory"
39	Section 6.0 & 6.1 "Police Standards and Practices Section" changed to "Professional Standards Division"
40	Section 6.1.1& 6.1.3 "Police Standards and Practices Section" changed to "Professional Standards Division"
40	Section 6.1.1 An space was removed from between "The" and "Head", as well as between "complaints" and "with"
40	Section 6.1.2 "Section" changed to "Division"
40	Section 6.1.3 "on" changed to "of" and "them" and "the" added at end of line 2 Section 6.1.4 "serious" deleted, "trial" replaced with "review" and ", in accordance with penalty in Annex 3." Added to end of sentence.
41	Section 6.2.1 added "6.2.1", second bullet "with" changed to "without"
42	Section 7.3.1 "to" deleted from second line
43	Hard return added to bottom of page to move title to next page
44	"CHAPTER NINE" added to top of page
47	ANNEX ONE picture of OATH OF OFFICE deleted and replaced with typed text
49 – 53	ANNEX THREE replaced with new text (page 49 to 53)
55 – 56	ANNEX FIVE – definitions added
57	ANNEX SIX - ACRONYMS added
58	Changes made to the LNP Duty Manual after signature before publication