MINISTRY OF HOME AFFAIRS

TANZANIA POLICE FORCE

POLICE GENERAL ORDERS

THE POLICE GENERAL ORDERS

INTRODUCTION

This is the Second edition of the Police General Orders. The first edition was produced in 1961 and has been in use since then.

It will be noted that the structure of these General Orders is different from the previous edition. This has been necessitated by the fact that a lot of development has taken place in the area of policing. In our work now we are confronted with new legislations almost every day. There have also been changes in the way government finances are disbursed and procurement matters are handled as well as the fact that the country is now practising multi-partism in which case members of the Tanzania Police Force are no longer expected to be members of any political party. In the area of international law on policing a series of developments have taken place and some of these developments have been reflected in these Orders based on the extent our domestic laws and Constitution have taken them into account. Here, special regard has been given to the spirit of the UN Basic Principles on the Use of Force and Firearms by Law Enforcement Officials 1990 and UN Code of Conduct for Law Enforcement Officials 1979. In this regard, some General Orders have been modified to match with the prevailing reality and to allow flexibility to accommodate the changes that have been referred to above. The revision of these General Orders has also taken into account various Government directives on the administration of the Force in the country.

PURPOSE OF THE GENERAL ORDERS

This document sets forth the General Orders of the Force. They are issued pursuant to the authority granted to the Inspector General of Police under Section 7(2) of the Police Force and Auxiliary Services Act Cap. 322 R. E. 2002. The directives contained in these General Orders help guide the Force personnel in carrying out their duties and responsibilities as members of the Force. Each member is expected to follow the directives set forth in these General Orders, although it is understood that these General Orders cannot regulate conduct in every situation that may arise in the course of policing. Judgment and discretion must be prudently applied. Each directive issued supersedes all conflicting prior policies and orders published by the Force.

KNOWLEDGE OF THE GENERAL ORDERS

Every member is responsible for becoming aware of, understanding, and following the General Orders and other directives of the Force. Through its training programme, the Force will endeavor to increase the knowledge and understanding all members have of such directives. Members of the Force are expected to consult these General Orders when questions arise regarding execution of police work.

DISCREPANCIES IN ORDERS OR DIRECTIVES

All members are obliged to comply with these General Orders. Any member who believes a discrepancy exists in these General Orders or any other Force Orders or

directive, or who has a question about any aspect of a responsibility or guideline, shall bring the matter to the attention of a supervisor for resolution, guidance or clarification.

ISSUE OF COPIES OF GENERAL ORDERS

Copies of General Orders shall be issued as prescribed in Para 5 of P.G.O. No. 22. The copies of the General Orders remain the property of the Force. Any loss of a copy of the General Orders or a part of it will be reported to the member's immediate supervisor.

Members, who are issued copies of these General Orders, are responsible for maintaining their copies in a good condition and in a secure place. The General Orders shall be updated periodically by including new provisions or by revising or rescinding existing provisions as may be published in the Force Orders from time to time. As changes or additions to these General Orders are made and distributed, members shall promptly update their copies of the General Orders. The updating of the General Orders shall be done pursuant to Paras 6 to 8 of P.G.O. No 22.

REVIEW AND REVISION OF THE GENERAL ORDERS

Any member can propose a change to these General Orders. The proposed change must be made in writing, preferably in the format of the existing General Orders. The proposal should be routed through the official channels of communication in the Force. A team assembled by the Inspector General shall review the proposed change. The team may also act on its own initiative to propose a change to these General Orders. When the team's review is complete, the team shall recommend to the Inspector General whether the proposed change be adopted and what wording the proposed change should have.

The policy and planning section of the Force shall coordinate the development of new directives, conduct periodic General Orders review and recommend updates, cause the distribution of new or amended directives, and maintain the official publications of the Force. The Police College and Training Schools will be responsible for providing or coordinating sufficient training to ensure an understanding of the existing P.G.O or new or amended General Orders. Changes to the General Orders shall be distributed as soon as possible.

NUMBERED SECTIONS

Directives contained in these General Orders are grouped together by category and function. Orders in a section are assigned paragraph numbers to index the information that makes up the specific General Order. There are fifteen sections grouped as follows - Force organization, Force administration, training on arms, parades and drills, complements, discipline and conduct, fiscal management, buildings and quarters, stores, communications and Force transport, staff welfare, crime and investigation, police duties – general, police bail and bond, prisoners management and supervision of offenders, traffic law enforcement, political affairs and democratic activities, and prosecutions.

RELATION TO OTHER OFFICIAL PUBLICATIONS

Members are expected to know, understand and follow other official Force publications, including Force Orders, Standing Orders, or any other publication of a directive nature. Members are expected to keep themselves current on all directives issued by the Force that affect them.

GENERAL CONDUCT

The General Orders dictate discipline and good conduct. No member of the Force shall act or behave in such a manner as to dishonor or disgrace him/herself in any way that can be associated with the Force.

PERFORMANCE OF BASIC DUTIES

These orders underpin the requirement that Members perform their basic duties and take appropriate action to preserve the public safety, prevent crime, detect and arrest law violators, protect life and property and enforce the laws in effective and efficient way. Members should do so to the best of their ability and in accordance with Force policies, procedures and orders. Performance standards are based on the following thresholds:

A. MAINTENANCE OF WORK COMPETENCY. All members shall maintain competency to properly perform their duties. Members are expected to know and enforce laws as their duties dictate.

B. PERFORMANCE OF BASIC DUTIES IN A COMPETENT MANNER. Members shall perform their assigned duties in a competent manner. Incompetence may be demonstrated by

i. lack of knowledge of the laws to be enforced;

ii. lack of knowledge or an unwillingness to perform assigned tasks;

iii. the failure to conform to work standards;

iv. the failure to take appropriate action in response to a crime, incident or disorder; or

v. a written record of repeated infractions of policies, procedures, or orders.

USE OF DISCRETION

Common sense and reasonableness shall guide a member's use of discretion when the use of discretion is appropriate. A member must be faithful to applicable laws, the oath of office, the code of ethics, and the Force's mission, goals and objectives in exercising discretionary judgment.

CONCLUSION

It is my belief that, as members of the Force, we must utilise our decisive strength and major resources in fulfilling our objectives. It is crucial to note that the primary emphasis of General Orders is on promoting ethical behaviour consistent with the mission, vision

and objectives of our Force. It recognises the Force is a field full of complexities, which frequently present members of the Force with difficult theoretical, practical and ethical decisions. Thus the General Orders are intended to guide all members of the Force in situations where the right course of action may not always be clear.

It is in this regard that the following ethos will guide the Force in its work:

i. INTEGRITY - Members will always maintain personal integrity in all that they do, at work and at home.

ii. EXCELLENCE - Members will always pursue excellence for themselves and the Force.

iii. FAIRNESS - Members will always treat all persons fairly.

iv. PRIDE - Members will take pride in themselves, the Force and their profession and shall always maintain their honour.

v. HONESTY - Members will always be honest; honest to themselves, to their supervisors and to the public.

vi. SERVICE - Members will always endeavour to provide the highest level of service.

vii. COMPASSION - Members will always be compassionate.

It is my sincere hope that these General Orders will keep our behaviour in check, keep us away from career and professional problems and guide us towards making our mission, vision and objective a reality.

These General Orders come into force forthwith.

SAID ALI MWEMA

INSPECTOR GENERAL OF POLICE

DAR ES SALAAM

2006

SECTION 1

FORCE ORGANIZATION

Nos. 1 – 30

P.G.O. No.	Title
1.	Basic Principles Guiding the Force
2.	Constitution, Administration and Duties of the Force
3.	Organisation-Command Structure
4.	Organisation – Titles and Abbreviations of Officers
5.	Organisation – Titles and Abbreviations of Stations and Units
6.	Establishment and Strength of the Force
7.	Organisation – Zanzibar command
8.	Criminal Investigation Department – Constitution, Organisation and Duties
9.	Police Medical Unit - Constitution, Organisation and Duties
10.	Field Force Unit – Constitution and Duties of
11.	Railways Police-Constitution, Organisation and Duties
12.	Crime Intelligence Unit -Constitution, Organisation and Duties
13.	Marine Police – Constitution, Organisation and Duties
14.	Band unit- Constitution, Organisation and Duties
15.	Dog and Horse Unit – Constitution, Organisation and Duties of
16.	Air Wing Unit – Constitution, Organisation and Duties
17.	Airports Police Unit– Constitution, Organisation and Duties
18.	Traffic Police Unit – Constitution, Organisation and Duties
19.	Organisation – Stations and Units – Classification of
20	Mobile Police Stations
21.	Establishments Maintenance UnitsTradesmen
22.	Orderlies – Gazetted Officers
23.	Organisation – Orders
24.	
25.	
26.	
27.	
28.	
29.	
30.	

BASIC PRINCIPLES GUIDING THE FORCE

Basic Principles:-

1 (a) The Force has its origin in the Constitution of the United Republic of Tanzania 1977, Cap. 2 R.E. 2002 and is constituted under section 3 of the Police Force and Auxiliary Police Services Act, Cap 322 R.E. 2002 for the preservation of peace, the maintenance of law and order, the prevention and detection of crime, the apprehension and guarding of offenders and the protection of property in Tanzania.

(b) The Force is a union establishment and has mandate throughout Tanzania

(c) All police officers are required to operate on the principle that Tanzania is a democratic country and is governed by the principles of the rule of law. This principle should form the basis of any action by any member of the Force.

(d) The following principles which are outlined in details in these Orders are meant for the general guidance of all ranks. Every officer is required to familiarise himself with the provisions of these orders. It is the responsibility of every Commanding Officer and every senior officer to ensure that all members under their charge are properly instructed on them.

Operative Principles

2. Every member of the Force is duty bound at all times to respect rights and freedoms as laid down in the Constitution of the United Republic of Tanzania 1977, Cap. 2 R.E. 22002 and the Constitution of Zanzibar 1984 (together hereinafter referred to as the "Constitutions" and any other legal instruments in force. Any deviation from that principle by any police officer against any person cannot be accepted except where:

(a) that person infringes the fundamental rights and freedoms of others; and

(b) it is the only way to protect the fundamental rights and freedoms of others.

Even in such exceptional cases a police officer should ensure that such infringement of those rights and freedoms is kept to a minimum.

3. Every member of the Force should take note that laws and regulations change from time to time and therefore every effort must be made to promptly update oneself with such legal development in the country particularly those that which affects their day to day activities. The Police headquarters will to the extent possible ensure Commanding Officers are adequately updated on all legal developments in the country that affect police work.

Independence within the criminal justice system

4. Every member of the Force is required to take note of the principle of the independence of the judiciary in the execution of his duties. The observation of the existing demarcation of the responsibilities of the three main branches of the state helps to sustain harmony and avoid unnecessary conflicts between the Force and other Government functionaries.

5. The execution of any orders of superiors in the Force and the Government must at all times scrupulously respect the independence and impartiality of the Judiciary which includes the prosecution system. Any lawful decisions of the Judiciary shall not be objected to or their execution obstructed in any way.

6. The Force is vested with some limited number of quasi-judicial powers. Such powers include the compounding of some offences, admitting suspects to police bond, issuing of warnings and notifications to traffic offenders, revocation of lawfully issued permits or licences such as arms licences and driving licences. In exercising these powers every care should be taken as decisions made thereunder may be contestable in legal proceedings. The legal rights and remedies available to people affected by the exercise of the police quasi-judicial powers should be adequately protected.

7. Every member of the Force should desist from any attempt of turning a police facility into a personal facility. Detentions of persons in police facilities shall always be in accordance with the laws. Persons convicted of offences and sentenced to imprisonment shall be taken immediately to the nearest prisons facility.

Operational Independence - Fundamental Principles

8. Police officers at all levels shall be guided by the laws in their performance of their duties. Undue influence, political, religious or otherwise should not be allowed in police decisions as these may have an adverse effect in delivering justice. Every police officer is encouraged to perform his/her duties without fear or favour when performing within the limits of the laws.

9. Successful police performance requires the cooperation of other police stakeholders who include other Government Departments, Non-Governmental Organisations, organised and non-organised communities, societies and individuals. Every police officer should work toward the promotion and sustenance of this necessary cooperation without compromising the expected quality of his/her performance.

10. Commanding Officers, Senior Officers and all members of the Force should conduct themselves in a manner that commands due respect of all others outside the Force. Every member should thrive at ensuring that all members of the community value him/her and the Police Force in general as the appropriate deliverer of justice amongst members of the community.

11. Every member should aim at strict adherence to the guidelines propounded in these Orders and others which may issue from time to time to ensure the integrity of the member him/herself and of the Force in general. In particular all corrupt practices and any abuse of power are strictly prohibited.

12. Confidentiality of informers and crime information is the essence of the public's confidence in cooperating with the police in the maintenance of law and order. No police, the world over has ever been able to achieve much without properly endorsing this most important public's confidence in its members. Commanding Officers and all senior officers should endeavour at ensuring the observation of this integral principle of police work.

Guiding principles regarding police action

13. Protection of life and property is the essence of the Force and this is realised through the enforcement of the laws of the land without any discrimination. It is therefore the responsibility of every member to guarantee members of the community of their equality before the law irrespective of life status socially, politically or economically by treating every person with due dignity and respect.

14. Objectivity in police action should always be a guiding lead to any member as it ensures fairness and impartiality. Any decision for police action by any member should be reasonable and should avoid being carried away by any discriminatory factor such as nationality, tribe or ethnic origin, political opinion, colour, sex, race, language, religion, or social status.

15. Torture and any inhuman or degrading treatment to any person by any member of the Force under any circumstances is totally intolerable. In any dealings with the public every member should accord the deserving respect and dignity as required by the circumstances.

16. The use of force by any member of the Force will only be acceptable to the extent considered necessary to achieve a legitimate objective. Every member shall therefore apply force in performing his duties only when absolutely necessary and only to the extent needed to attain the lawful objective.

17. Corruption is opposed to justice and is totally intolerable in the Force. Every member is required to desist from corrupt acts and must resist and oppose all forms of corruption by any member of the Force. It is the responsibility of every member to reveal to his superior any suspect corrupt behaviour by any member of the Force.

18. Every member in the performance of his duties has a specific responsibility toward vulnerable groups of the community. These groups include children, women, disabled and the old. Extra care shall be exercised in handling police matters affecting these groups and assistance shall be offered to them to the extent possible.

Specific cases - Police investigations

19. The purpose of police investigations is generally to unveil all facts relating to information of a reported or imminent crime incidence for appropriate decision and action. Civil matters are not a concern of the Force unless they are a crime incidence appendage and as such civil matters should not be subject for police investigations. In some cases police are directed by courts of law to oversee the execution of a court order or decree arising out of civil matters to ensure law and order. In any case, civil matters brought to police for investigative action shall courteously be redirected to the courts where remedies can be obtained. Every member of the Force should therefore desist from involving in investigations in civil matters.

20. The guiding principle in all police investigations should be the presumption of innocence. Basing police investigations on any other presumption will normally not lead to uncovering the truth of the matter under investigations and hence the delivery of appropriate justice.

21. Crimes are actions defined as such by the laws. Police investigations must adhere strictly to the relevant laws. It is emphasised that wherever police investigations involve the vulnerable groups of the community the applicable laws should strictly be adhered to.

22. Interviews and interrogation of witnesses, suspects and accused persons shall be carried out in strict compliance to the relevant guidelines in these orders. It is hereby empasised that records of all such interviews and interrogations should be appropriately kept.

23. Rights and specific privileges of witnesses, suspects and accused persons shall at all times be protected.

24. Every member shall render any necessary support and assistance to victims of crimes.

25. Any needs for translators and interpreters arising during police investigations shall be adequately addressed.

Specific cases - Arrest/ deprivation of liberty by the police

26. Arrests involve the deprivation of a person’s freedom and liberty and as such shall be carried out with all due care and diligence. All guidelines relating to arrests stipulated in these orders shall be strictly adhered to.

27. Every member shall observe the right of an arrested person being informed of the reasons for his/her arrest in a clear language subject to obtaining circumstances.

28. The safety of person under the custody of police is the responsibility of the arresting officer and any other officer under whose charge the arrested person is placed.

29. The rights of communication of an arrested person as detailed in these orders shall be strictly observed by all members of the Force

Specific cases - Respect for private life and other rights

30. Members of the Force are strictly prohibited from infringing any person's rights to private and family life including homes and correspondences. Infringement of this right is only acceptable where there exist specific lawful grounds and even in such cases it is emphasised that the infringement must be kept to a minimum.

31. The rights of an individual include his personal data and as such the collection, storage and use of such data by any member of the Force shall be limited to what is necessary for the attainment of specific lawful objectives.

32. Every members of the Force shall at all times respect an individual's right to freedom of opinion, conscience, expression, peaceful assembly, movement and peaceful enjoyment of property. Infringement of these rights will be acceptable only in specific legitimate circumstances laid down in the laws and amplified by these orders.

Specific cases - Use of Firearms

33. The use of firearms tends to conflict with the essence of the Force of protection of life. It is for this reason that every member of the Force is called upon to attain the highest degree of proficiency in the use of firearms and the orders regulating such use.

34. It is the responsibility of every Commanding Officer and senior officers to ensure members under their charge are appropriately instructed of correct use of arms in the performance of police duties.

CONSTITUTION, ADMINISTRATION AND DUTIES OF THE FORCE

Constitution of the Force:-

1. The Force is constituted under section 3 of the Police Force and Auxiliary Services Act, Cap. 322 R.E. 2002.

Command of the Force:-

2. (a) The Force is under the control and direction of the Inspector General whose powers are prescribed in the Police Force and Auxiliary Services Act, Cap. 322 R.E. 2002, and other relevant legislation.

(b) The Inspector General is assisted in his duties by Commissioners who are appointed for specific functions in the Force. Any act which may be done, ordered or performed by the Inspector General may, subject to the orders and directions of the Inspector General be done or performed by any of the Commissioners.

Organisational Duties and Responsibilities:-

3. The Inspector General is the utmost head of the Force responsible for the administration, superintendence, control and direction of the Force in the whole of Tanzania.

4. All Commissioners are responsible to the Inspector General for the following:-

(a) The efficient administration and management of the Force, (including discipline and the welfare of all Members of the Force) according to the Constitution, laws and regulations of the land;
(b) The efficient operations and training in the Force;
(c) Criminal investigations and related matters;
(d) The efficient administration and management of the Force matters relating to Zanzibar; and
(e) Any other matters that may be assigned to them by the Inspector General through relevant instruments.

5. (a) Regional and Unit Commanders are responsible to the Inspector General as follows:-

(i) For the efficient administration and management of their commands, according to the Constitution, laws and regulations, of the Force in the Region or Unit.

(ii) For the efficiency and administration, the discipline and the welfare of all members of the Force in the Region or Unit.

(iii) For the efficient application of the directions contained in the laws of Tanzania (Mainland and Zanzibar) in particular the Police Force and Auxiliary Services Act, Cap. 322, Criminal Procedure Statutes, Evidence Statutes, Police Force and Prisons Service Commission Act, Cap. 241 R.E. 2002 and all Regulations, Orders and circulars issued thereunder such as the Police Force Service Regulations, Police General Orders, Fiscal and Procurement laws and regulations made there under, and other directions as they are given from time to time.

(iv) For the maintenance of close liaison with Regional Commissioners and other Regional Government Officials, and to render all assistance possible to Officers in Charge of stations and Units in his Region.

(v) For keeping the Inspector General fully and immediately informed of all matters of special interest.

(vi) On the whole, for coordination of all matters relating to the Force in their respective Regions or Units.

(vii) As accounting officers, for proper accounting of all police finances in their respective Regions or Units.

(b) The Inspector General may appoint Deputy Regional or Unit Commanders to assist Regional and Unit Commanders in the execution of their duties. A Deputy Regional or Unit Commander shall be responsible to the respective Regional or Unit Commander for the assignments given to him from time to time by the concerned Regional or Unit Commander.

6. All Police Officers Commanding Districts and specialised Units are responsible to the Regional Police Commander as follows:-

(a) For the efficient administration and management, according to the Constitution, laws and regulations of the Force in their respective Districts and Units;

(b) For the efficiency and administration, the discipline and the welfare of all members of the Force in the Districts and Units.

(c) For the efficient application of the directions contained in the laws of Tanzania (Mainland and Zanzibar) in particular the Police Force and Auxiliary Services Act, Cap. 322, Criminal Procedure Statutes, Evidence Statutes, Police Force and Prisons Service Commission Act, Cap. 241 and all Regulations, Orders and circulars issued thereunder such as the Police Force Service Regulations, Police General Orders, Fiscal and Procurement laws and regulations made there under, and other directions as they are given from time to time;

(d) For the maintenance of close liaison with Government Officials in their respective areas of jurisdiction, and to render all assistance possible as may be required;

(e) For keeping the Regional Police Commander fully and immediately informed of all matters of special interest;

(f) In particular, the Officers in Charge, Districts, for the coordination of all matters relating to the Force in their respective Districts; and

(g) To be accounting officers of all police finances in the respective Districts and Units.

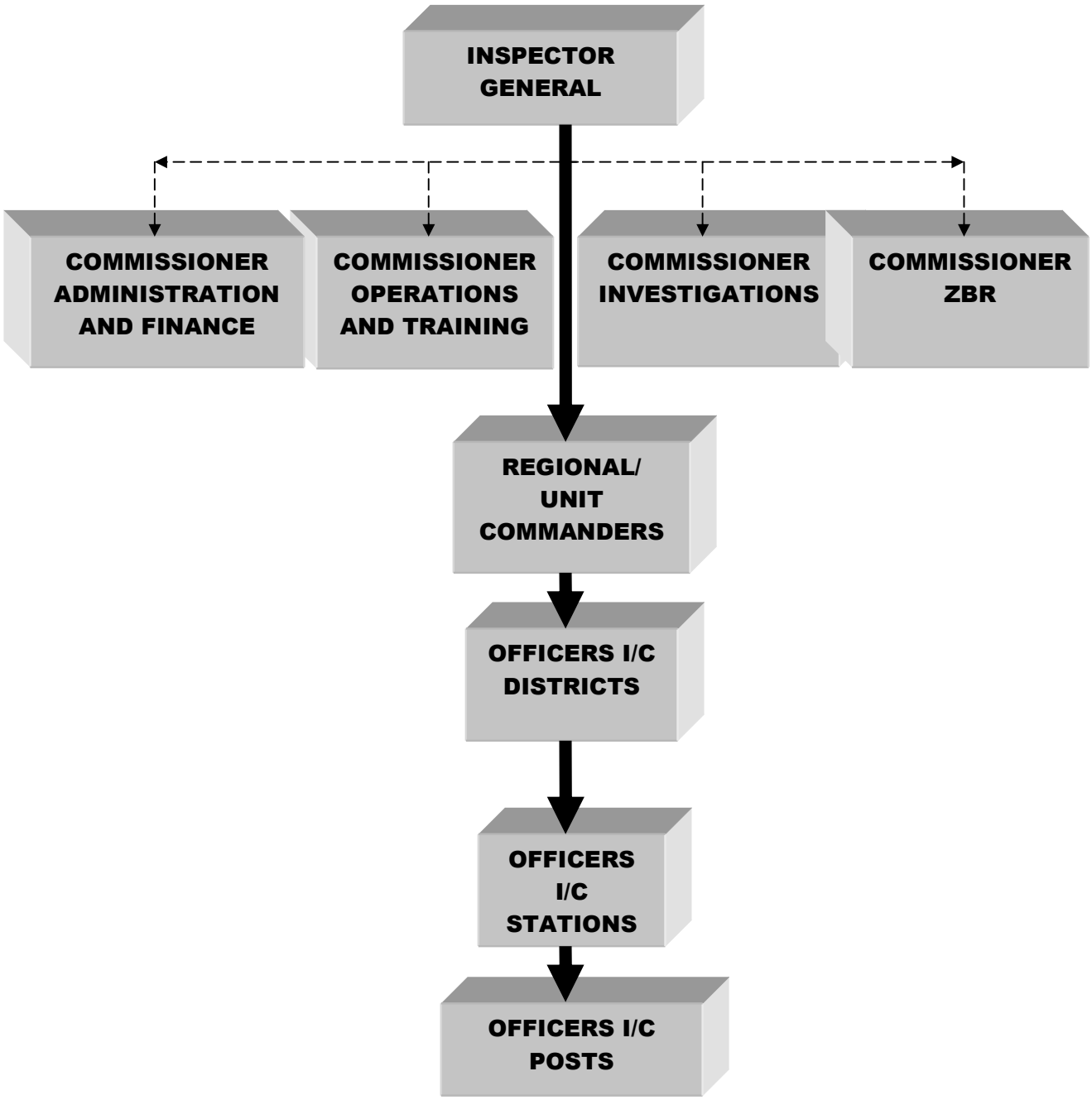
7. All Police Officers in charge stations are responsible and accountable to their respective Officer Commanding District for efficient and effective administration of matters relating to the Force in their respective areas of jurisdiction

8. All Officers in Charge Police Posts are responsible and accountable to their respective Officer Commanding Station for efficient and effective administration of matters relating to the Force in their respective Police Posts jurisdiction.

9. The organisational chart for the Force is included in this order as Appendix “A”.

APPENDIX “A”
To P.G.O No. 2

ORGANISATIONAL CHART



ORGANISATION-COMMAND STRUCTURE

1. (a) The Force is divided into the following 45 main police "Commands":-

COMMAND	**COMMAND**
Police Headquarters	Arusha Region
Zanzibar Police	Dar es Salaam (Region) Special Zone
Criminal Investigation Department	Dodoma Region
Police Training School Moshi	Iringa Region
Police College Dar es Salaam	Kagera Region
Field Force Unit	Kaskazini Pemba Region
Signals Unit	Kaskazini Unguja Region
Traffic Unit	Kigoma Region
Airports Police Unit	Kilimanjaro Region
Air wing Police Unit	Kusini Pemba Region
Police Vehicles Maintenance Unit	Kusini Unguja Region
TRC Police Unit	Lindi Region
TAZARA Police Unit	Manyara Region
Stock Theft Prevention Unit	Mara Region
Police Medical Unit	Mbeya Region
Police Dog and Horse Unit	Mjini Magharibi Region
Police Main Stores	Morogoro Region
Marine Police Unit	Mtwara Region
Police Band Dar es Salaam	Mwanza Region
	Pwani Region
	Rukwa Region
	Ruvuma Region
	Shinyanga Region
	Singida Region
	Tabora Region
	Tanga Region

(b) The Command structure chart of the Force is presented in Appendix "B" to this order.

2. All Regional Commands will be sub-divided into Police districts, as shown in Appendix "A". Unless otherwise stated, Police Districts will have the same boundaries as administrative Districts.

3. Police Districts which are made up of two or more administrative Districts (or areas), may further be divided into Police Sub-Districts, each of the latter corresponding to one administrative District (or area).

4. Each Police District and Sub-District will in turn be divided into Station Areas; each controlled by a Police Station. The boundaries of Station Areas will be laid down in Station Standing Orders.

5. (a) Each of the main commands listed in paragraph 1 of this Order will be controlled by a "Commanding Officer" (*Note – Commanding Officer is a descriptive term not a title.)*

(b) The Commanding Officers in charge of Regional commands will be known as Regional Police Commanders and will be assisted by Staff Officers.

(c) Each Police District and Police Sub-District will normally be commanded by a Gazetted Officer known as O/C. District (O.C.D.) and O/C. Sub – District (O.C.S.D.).

6. Subject to specific General Orders dealing with the overall command of the C.I.D., Field Force Unit, etc., each Commanding Officer, O/C. District, O/C. Sub-District and O/C. Station will be held responsible for all aspects of Police work within his command.

APPENDIX "A"
(To P.G.O. No.3)

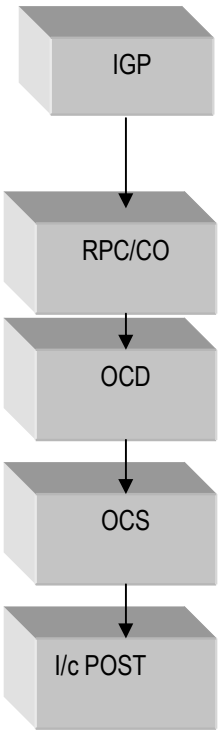
COMMAND	POLICE DISTRICT
Arusha Region	Arusha
	Arumeru
	Monduli
	Ngorongoro
	Karatu
Dodoma Region	Dodoma
	Mpwapwa
	Kondoa
	Kongwa
	Dodoma Rural
Ilala Region	Kati
	Kariakoo
	Buguruni
	Ukonga
Iringa Region	Iringa
	Ludewa
	Makete
	Mufindi
	Njombe
Kagera Region	Bukoba
	Ngara
	Karagwe
	Biharamulo
	Muleba
Kaskazini Pemba Region	Wete
	Micheweni
Kaskazini Unguja Region	Kaskazini A
	Kaskazini B
Kigoma Region	Kigoma,
	Kasulu,
	Kibondo
Kilimanjaro Region	Moshi,
	Rombo,
	Hai,
	Same,
	Mwanga
Kinondoni	Osterbay
	Kawe
	Magomeni
	Kimara
Kusini Pemba Region	Chake Chake
	Mkoani
Kusini Unguja Region	Kati
	Kusini
Lindi Region	Lindi,
	Nachingwea,
	Kilwa
	Liwale
Manyara Region	Babati
	Hanang'
	Kiteto

	Mbulu
	Simanjiro
Mara Region	Musoma
	Tarime
	Serengeti
	Bunda
Mbeya Region	Mbeya
	Ileje
	Rungwe
	Chunya
	Mbozi
	Kyela
	Mbarali
Mjini Magharibi Region	Mjini
	Magharibi
Morogoro Region	Morogoro
	Kilosa
	Kilombero
	Ifakara [Ulanga]
Mtwara Region	Mtwara
	Masasi
	Newala
	Tandahimba
Mwanza Region	Mwanza [Nyamagana and Ilemera]
	Ukerewe
	Magu
	Geita
	Sengerema
	Kwimba
Pwani Region	Kibaha
	Kisarawe
	Bagamoyo
	Mafia
	Rufiji
	Mkuranga
Rukwa Region	Sumbawanga,
	Mpanda
	Nkasi
Ruvuma Region	Songea
	Mbinga
	Tunduru
	Namtumbo
Shinyanga Region	Shinyanga
	Bariadi
	Maswa
	Kahama
	Meatu,
	Bukombe
Singida Region	Singida
	Manyoni
	Iramba
Tabora Region	Tabora
	Nzega,
	Sikonge

Tanga Region	Urambo Igunga Tanga, Korogwe, Lushoto Muheza Pangani
Temeke	Handeni Chang'ombe Mbagala Kigamboni

APPENDIX "B"
To P.G.O. No. 3

COMMAND STRUCTURE CHART



ORGANIZATION - TITLES AND ABBREVIATIONS OF OFFICERS

1. The following standard officers' titles and abbreviations will be used throughout the Force in routine correspondence when attached to a signature:

ABBREVIATION	FULL VERSION
A/Insp	Assistant Inspector
ACP	Assistant Commissioner
Ag	Acting (to prefix rank abbreviation)
ASP	Assistant Superintendent
CO/FF	Commanding Officer, Field Force
C/PC	Commandant Police College
C/PTS	Commandant, Police Training School
CA	Chief of Administration
CDP	Chief of Development Planning
CF	Chief of Finance
CI	Chief of Inspections
CMDT	Chief of Manpower Development and Training
CO	Commanding Officer
CO TR	Command Officer Traffic Unit
COP	Chief of Operations
CP	Commissioner
CP (A&F)	Commissioner (Administration and Finance)
CP (O&T)	Commissioner (Operations and Training)
CP (ZBR)	Commissioner (Police Zanzibar)
Cpl	Corporal
CPR	Chief of Public Relations
CRO	Charge Room Officer
CSO	Chief Signal Officer
DCI	Director, Criminal Investigation
DCP	Deputy Commissioner
Det	Detective (to prefix all detective ranks up to and including Inspector)
DHM	Dog and Horse Master
DM	Director of Music
Drv	Driver (to prefix rank abbreviation)

FCA	Force Chief Accountant
FDS	Force Driving School
FTO	Force Transport Officer
GO	Gazetted Officer
Insp	Inspector
O/C ADU	Officer in Command Anti-Narcotics Unit
O/C CID	Officer in Command District C.I.D.
O/C CIU	Officer in Command Crime Intelligence Unit
O/C FF	Officer in Command Field Force Unit
CO/ FB	Officer in Command Forensic Bureau
O/C MT	Officer in Command Transport Branch
O/C P	Officer i/c. Police Post
O/C RCIU	Officer in Command Regional Crime Intelligence Unit
O/C RFF	Officer in Command Regional Field Force Unit
O/C RP	Officer in Command Regional Railways Police Unit
O/C TRC	Officer in Command Tanzania Railways Corporation Police Division
O/C RSTPU	Officer in Command Regional Stock Theft Prevention Unit
O/C TAZARA	Officer in Command TAZARA Police Unit
OCD	Officer in Command District
OCS	Officer in Command Station
OCSD	Officer in Command Sub District
PC	Constable
QM	Quartermaster
RCO	Regional Crime Officer
RPC	Regional Police Commander
RSM	Regimental Sergeant Major
RSO	Officer in Command Regional Signals
RTO	Officer in Command Regional Traffic
S/Sgt	Staff Sergeant
SACP	Senior Assistant Commissioner
Sgt	Sergeant
Sig	Signaller (to prefix rank abbreviation)
SO (A)	Staff Officer Administration
SO (B)	Staff Officer (Buildings)
SO (CID)	Staff Officer (Criminal Investigation Department)
SO (CPU)	Staff Officer (Crime Prevention Unit)
SO (D)	Staff Officer (Development)

SO (I)	Staff Officer Inspection
SO (M)	Staff Officer Mgambo
SO (O)	Staff Officer (Operations)
SO (P)	Staff Officer (Personnel)
SO (PHQ)	Staff Officer (Headquarters)
SO (PR)	Staff Officer Public Relations
SO (RPR)	Staff Officer Regional Public Relations
SO (S)	Staff Officer (Sports)
SO (T)	Staff Officer (Training)
SP	Superintendent
SSP	Senior Superintendent
STPO	Stock Theft Preventive Officer
STPU	Stock Theft Preventive Unit
WP	Woman Police

Note: Regional, District, Sub-District or Station abbreviations will be added in brackets at the end of the Officer in Command, viz.:

(a) RPC. (T) = Regional Police Commander, Tanga

(b) OCD. (KOR) = Officer in Command Korogwe District

(c) OCS. (HA) = Officer in Command Handeni Police Station.

(d) RCO (T) = Officer in Command Tanga Regional C.I.D.

(e) RFF (T) Officer in Command Tanga Field Force Unit.

(f) OCRP (T) Officer in Command Tanga Railways Police Unit.

(g) RSO (T) Officer in Command Tanga Regional signals

(h) RCIU (T) Officer in Command Tanga Region Crime Intelligence Unit.

(i) RTO (T) Officer in Command Traffic, Tanga.

Note: "Commanding Officer" is a descriptive term, not a title.

ORGANISATION – TITLES AND ABBREVIATIONS OF STATIONS AND UNITS

1. The following standard titles and abbreviations for Police Stations and Units will be used throughout the Force:-

(a) **UNITS**

NAME	**ABBREVIATION**
Band	B.
Central	C.
Crime Intelligence Unit	C.I.U.
Criminal Investigation Department	C.I.D.
Criminal Investigation Department Headquarters	C.I.D. H.Q.
Dar es Salaam	DSM
Dodoma	DOM
Dog Section	D.S.
Field Force	FF
Field Force Units	FFU.
Force Driving School	F.D.S.
Forensic Bureau	F.B.
General Duties Branch*	GD
Iringa	IRA
Kagera	KGR
Kaskazini Pemba	KAS(P)
Kaskazini Unguja	KAS(U)
Kigoma	KGM
Kilimanjaro	KRO
Kusini Pemba	KUS(P)
Kusini Unguja	KUS(U)
Lindi	LND
Manyara	MYR
Mara	MRA
Mbeya	MBY
Mjini Magharibi	MJN(M)
Morogoro	MRG
Mtwara	MTR
Mwanza	MWZ
Police College	PC

Police District	D
Police Headquarters	PHQ
Police Main Stores	P.M.S.
Police Station	PS
Police Sub-District	S.D.
Police Training School	P.T.S.
Pwani	PWN
Quartermaster	QM
Railways Division	R.D.
Regional Command	RegCom
Rukwa	RKW
Ruvuma	RVM
Shinyanga	SHY
Signals Unit	SIGS
Signals Unit Headquarters	SIGS. H.Q.
Singida	SGD
Stock Theft Prevention Section	S.T.P.U.
Tabora	TBR
Tanga	TNG
TAZARA	TZR
Traffic Unit	Tr.D.
Transport Branch	M.T.B.
Zanzibar	ZBR
Zanzibar Police Headquarters	ZBR(PHQ)

NOTE: The General Duties Branch of the Force consists of all ranks wearing uniform and engaged on police general duties. It does not include the Field Force and other specialized branches, which have their own titles.

(b) **STATIONS**

FULL NAME	**ABBREVIATION**
Airport, Arusha	AAR
Airport, Chake Chake	ACH
Airport, Dar es Salaam	MNIA
Airport, Dodoma	ADO
Airport, Kilimanjaro	KIA
Airport, Mtwara	AMT
Airport, Mwanza	MWA
Airport, Zanzibar	AZB
Amani	AMN
Arusha	ARS
Babati	BAB
Bagamoyo	BAG
Basuto	BST
Bayagu	BYG
Bereko	BRK
Biharamulo	BIH

Bisumwa	BIS
Bomang'ombe	BOM
FULL NAME	**ABBREVIATION**
Borega	BRG
Borogonja	BGJ
Bububu	BUB
Buck Reef	BRF
Bugarama	BGA
Buguruni	BUG
Buhemba	BUH
Bukene	BUK
Bukima	BKA
Bukoba	BKB
Bukoli	BKO
Bukombe	BKE
Bukumbi	BKM
Bulamba	BUL
Bumbwini	BUM
Bunazi	BUN
Bunda	BND
Busangi	BUS
Busisi	BSS
Butiama	BUT
Butundwe	BNW
Bwanga	BWA
Central P.S., Dar es Salaam	CDS
Chake Chake	CHC
Chake Chake (District)	CHK
Chala	CAA
Chalinze	CHL
Chang'ombe	CHA
Chato	CHT
Chikuyu	CKY
Chimala	CHI
Chipogoro	CHP
Choma	CHM
Chunya	CHU
Chuo Kikuu Dar es salaam	CHD
Chwaka	CHW
Dabalo	DBL
Dodoma	DOM
Dumila	DUM
Dunga	DUN
Fuoni	FUO
Gairo	GAI
Gamasara	GAS
Geita	GET
Gingiliani	GIN
Gonja	GOJ
Halungu	HAL
Handeni	HAN
Haneti	HAT
Heka Azimio	HAZ
Himo	HIM
Ibaga	IBG
Iboja	IBJ
Ifakara	IFA
Igalula	IGL
Igirubi	IGR
Igogo	IGO
Iguguno	IGG
Igunga	IGU
Igurusi	IGS
Ihanja	IHJ
Ikungi	IKG
Ikwiriri	IKW
Ilala	ILA
Ileje	ILE
Ilongero	ILO
Ilula	ILL
Inyala	INY
Inyonga	ING
Iramba	IRA
Iringa	IRI

Isaka	ISK	Kegonga	KEA
Iselamagazi	ISE	Kengeja	KEG
Isenye	INE	Kenkombyo	KYO
Itigi	ITG	Kenyana	KYA
Kabanga	KBG	Kiabakari	KRI
Kagunga	KGG	Kiagata	KGA
Kagwe	KWE	Kibakwe	KKW
Kahama	KAH	Kibalisa	KBS
Kakonko	KAK	Kibara	KBR
Kalango	KAL	Kibaro	KRO
Kalema	KLM	Kibaya	KIB
Kaliua	KAU	Kibiti	KBT
Kalya	KAA	Kibondo	KBO
Kamachumu	KAM	Kidatu	KDT
Kamsamba	KSM	Kigamboni	KGM
Kanyigo	KGO	Kigeraetuma	KRM
Kara	KRA	Kigogo Ferry	KGF
Karagwe	KAR	Kigoma	KIG
Karatu	KRT	Kigoma (Kati)	KGT
Karumwa	KRU	Kigwe	KIW
Kasamwa	KSW	Kijingu	KIJ
Kasanga	KSG	Kijitonyama	KJT
Kaseya	KSY	Kilimarondo	KRN
Kashasha	KHH	Kilimatinde	KLT
Kaskazini A	KSA	Kilombero	KOE
Kaskazini B	KSB	Kilosa	KIL
Kasulu	KAS	Kilwa – Kivinje	KLK
Kasumulu	KSL	Kilwa – Road	KLR
Kate	KAE	Kimali	KLI
Katesh	KTS	Kimamba	KIM
Kati	KAT	Kingolwira	KWR
Katoro	KTR	Kintinku	KIN
Katumba	KTU	Kiomboi	KIO
Katunguru	KTG	Kipeta	KPE
Kaunda	KDA	Kirongwe	KIE
Kawe	KAW	Kirumba	KIR
Kayisho	KAO	Kisaki	KIK

Kisanga	KSN	Mabandampakani	MBP
Kisarawe	KIS	Machochwe	MCC
Kisesi	KSE	Madaba	MDD
Kishanje	KJE	Madema	MAD
Kisorya	KSR	Madibira	MDR
Kiwira	KWI	Mafia	MAF
Kogaja	KJA	Mafinga	MFA
Komaswa	KWA	Maganzo	MGZ
Konde	KOD	Magharibi	MGH
Kondoa	KON	Magomeni	MAG
Kongwa	KNG	Magu	MGU
Korogwe	KOR	Magugu	MGG
Kusini	KUS	Mahembe	MHB
Kwamtoro	KTO	Mahenge	MHE
Kwimba Ngudu	KWN	Mahonda	MAH
Kyaka	KYK	Mahurunga	MHR
Kyela	KYL	Mahuta	MHT
Laela	LAL	Maili Moja	MMO
Lalago	LGO	Majengo	MAJ
Lamadi	LDI	Majimoto	MTO
Lindi	LIN	Makambako	MKO
Lionjo	LJO	Makanda	MKD
Litembo	LTE	Makele	MKL
Liuli	LIL	Makongorosi	MSI
Liwale	LWL	Makunduchi	MAK
Lizabon	LIZ	Makuyu	MYU
Loliondo	LOL	Malampaka	MLK
Longido	LON	Malangali	MGL
Lugalo	LUG	Malindi	MAL
Lukumbule	LLE	Malinyi	MNY
Lunguru	LRU	Malya	MYA
Lunguya	LGU	Manda	MDA
Lupembe	LPE	Mandawa	MDW
Lusewa	LWA	Mang’ula	MLA
Lushoto	LUS	Mangaka	MKA
Lwangwa	LGW	Manyoni	MAN
Mabanda Mjini	MMJ	Manyovu	MYV

Masasi	MSS	Misungwi	MIS
Masumbwe	MSW	Mjini	MJN
Maswa	MAS	Mkoani	MKN
Matamba	MAM	Mkoani (District)	MND
Matarawe	MRW	Mkokotoni	MKT
Matayi	MYI	Mkuu Rombo	MKR
Matemanga	MTE	Mkuyuni	MYN
Matombo	MAT	Mkwajuni	MNI
Matongo	MGO	Mlandizi	MLZ
Mavota	MAV	Mlimba	MLB
Mazizini	MAZ	Mlowo	MWO
Mbamba Bay	BAY	Mombo	MOM
Mbarali	MBL	Monduli	MDL
Mbekenyera	MYE	Morogoro	MOR
Mbeya	MBE	Mose	MOE
Mbinga	MBI	Moshi	MOS
Mbingu	MBG	Mpanda	MPA
Mbozi	MBZ	Mpuyi	MPY
Mbulu	MBU	Mpwapwa	MPW
Meatu	MEA	Msamala	MSM
Mererani	MER	Msimbazi	MSZ
Mfenesini	MFE	Mtama	MTM
Mgambo Kigoma	MKG	Mtambile	MTA
Mgandu	MDU	Mtera	MTR
Mgango	MGN	Mtibwa	MBW
Mgeta	MGT	Mtimbira	MTI
Mgololo	MLO	Mtimko	MIO
Micheweni	MCH	Mtitu	MTT
Mikese	MKS	Mto Mara	MMA
Mikindani	MIK	Mtowisa	MWS
Mikumi	MKI	Mtukula	MKU
Milepa	MLP	Mtwara Kati	MTW
Milola	MLL	Mufindi	MUF
Mingoyo	MIN	Muganza	MUZ
Minziro	MRO	Mugeta	MUT
Misasi	MSA	Mugoma	MGM
Mishamo	MSO	Mugumu	MUG

Muhange	MGE	Nduguti	NDT
Muhenze	MZE	Newala	NEW
Muheza	MUH	Ngambo	NGB
Muhoro	MUO	Ngamiani	NGM
Muhukuru	MRU	Ngamu	NAU
Muhutwe	MUE	Ngara	NGR
Muriti	MRI	Ngare, Nairobi	NNB
Murongo	MUR	Ngare, Nanyuki	NNK
Murusagamba	RUS	Ngasamu	NSA
Murutunguru	UTU	Ngerengere	NGE
Musoma	MUS	Ngorongoro	NGO
Muyama	UYA	Ngudu	NGU
Mvomero	MVO	Nguliati	NGI
Mwadui	MWD	Nguruka	NGK
Mwamapalala	APA	Njombe	NJM
Mwampembe	MPE	Nshamba	NSH
Mwanakwerekwe	MWK	Nyakabindi	NDI
Mwandiga	IGA	Nyakahanga	AHA
Mwanga	MWG	Nyakahura	URA
Mwanza	MZA	Nyakalilo	AKO
Mwanza North	MWN	Nyakanazi	AZI
Mwera	MWE	Nyamilembe	NLM
Mwese	MSE	Nyamongo	NMG
Mwimbi	MWI	Nyamswa	AMS
Mzumbe	MZU	Nyamwaga	NYW
Nachingwea	NAC	Nyang'wale	AGW
Nalasin	NAL	Nyangae	NYA
Namabengo	NAM	Nyantira	NTI
Namanyere	NMN	Nyaronga	NYR
Namasi	NSI	Nyegezi	NYZ
Namtumbo	NTM	Nyumba ya Mungu	NYM
Nanga	NGA	Nzega	NZG
Nanyamba	NAY	Nzela	NLA
Nasa Darajani	NDJ	Ol Moloq	OLM
Nata	NAT	Oldonyo Olobaiye	OLO
Ndago	NDG	Oldonyo Sambu	OLS
Ndanda	NDD	Omukariro	OMU

Oyster Bay	OYB	Sitakishari	STS
Paje	PAJ	Songea	SON
Pangani	PAN	Songea Bus Stand	SBS
Panyakoo	PAO	Songwe	SGW
Peramiho	PER	STAMICO	STA
Puge	PUE	Suguti	SGI
Robanda	ROA	Sumbawanga	SUM
Rongai	RGA	Sumve	SVE
Rua Mchanga	RUA	Sungwizi	SZI
Ruaha Mbuyuni	RUM	Tabora	TAB
Ruangwa	RUN	Tanga	TAN
Rubale	RUB	Tarakea	TKE
Ruhembe	RHE	Tarime	TAR
Rulenge	RLE	TAZARA – Dar es salaam	TPG
Runzewe	RZW	TAZARA – Makambako	TMK
Rusumo	RUU	TAZARA – Mbeya	TMB
Rutamba	RUT	TAZARA – Mlimba	TML
Same	SAM	Tegeruka	TEG
Sangamwalugesha	SLU	Traffic Dar es salaam	TRD
Sanya Juu	SJU	Traffic Malindi	TRM
Sanza	SAZ	TRC, Bukoba	RBK
Sao Hill	SAH	TRC, Dar es Salaam	RDS
Sapiwi	SAP	TRC, Kemondo Bay	KEM
Saragana	SAR	TRC, Moshi	RMS
Selander Bridge	SLB	TRC, Mwanza	RMZ
Sengerema	SEN	TRC, Tabora	RTB
Sepuka	SEP	TRC, Tanga	RTN
Seronera	SER	Tukuyu	TUK
Shelui	SHE	Tumbi Kibaha	KBH
Shinyanga	SHI	Tunduma	TDM
Shirati	SRT	Tunduru	TUN
Shirati Marine	SMR	Turiani	TUR
Sigunga	SUG	Ujiji	UJJ
Sikonge	SKG	Ukerewe	UKW
Simbo	SIM	Ukiriguru	UKI
Singida	SGD	Ukumbisiganga	UKA
Sirari	SIR	Ulyankulu	ULY

Unguja Ukuu	UKU	Utegi	UGI
Urafiki	URK	Utete	UTE
Urambo	URM	Uvinza	UVZ
Usa River	USR	Vwawa	VWA
Usenya	USE	Wazo Hill	WZO
Usoke	USK	Wete	WET

Note. The General Duties Branch of the Force consists of all ranks wearing uniform and engaged on police general duties. It does not include the Field Force and other specialised branches which have their own titles.

2. These abbreviations will be used in correspondence and in conjunction with file reference numbers.

ESTABLISHMENT AND STRENGTH OF THE FORCE

1. The authorised establishment of each Police formation is approved and published by the Inspector General.

2. Commanding Officers shall maintain the strength of each Unit as near as possible to its authorised establishment, at the same time bearing in mind the need to use their resources to the best advantage. Strength may not exceed establishment, except for short periods, without reference to the Inspector General.

3. Commanding Officers may not transfer Inspectors who have been Gazetted as Officers in Command without reference to the Inspector General (except, of course, in emergency) but are otherwise free to arrange transfers within their commands of all grades of General Duties Inspectors and Rank & File.

4. (a) All ranks below Gazetted Officer shall remain on the strength of the Command to which they were last posted until transferred, retired, dismissed or discharged.

(b) All officers below the rank of Gazetted Officer who are on vacation, on leave prior to retirement, on prolonged sick leave or on courses of instruction shall remain on the strength of the Command to which they are posted.

5 Monthly Manpower Returns (PF. 191) are required from the following Stations and Formations:-

RETURN REQUIRED FROM	**RETURN TO INCLUDE**	**ORIGINAL TO IGP AND COPY TO**
Police HQ.	All ranks	-
D.C.I.	All ranks C.I.D. HQ. Including Forensic Bureau	-
Director of Music	All ranks	-
COs. Police College, P.T.S. Moshi	Return A: P.T.S. Staff including Band and Dog and Horse Sections.	
	Return B: All ranks under training, both recruits and personnel on courses.	D.C.I.
CO. TRC Police, CO. TAZARA Police and CO. Airports	Return A: All ranks excluding C.I.D. personnel.	
	Return B: C.I.D. personnel of all Units	D.C.I.
All R.P.C's	Return A: All ranks excluding C.I.D. personnel.	
	Return B: All C.I.D. personnel	D.C.I.
All O.C. Districts	All ranks of A,B, and C stations including signals excluding CID and FF	CSO and FF where applicable
All O/C. F.F. units`	All ranks in the Field Force personnel Unit	-
All Regional/unit C.I.D. Officers	All CID personnel of the region/unit.	D.C.I and RPCs concerned
C.S.O	All ranks including signals personnel	-
Commissioner (ZBR)	Return A – All ranks in the ZBR (PHQ) including Signals, FF , P.T.S, All ranks in the Regions in Unguja and Pemba	
	Return B – CID personnel and all ranks under training at P.T.S.	D.C.I.
Quartermaster, PMS	All ranks	-

RETURN REQUIRED FROM	**RETURN TO INCLUDE**	**ORIGINAL TO IGP AND COPY TO**
All COs specialised Units	All ranks	-

6. All casualties will be reported on Monthly Manpower Returns, with full particulars of each casualty for publication in Force Orders without further reference to the reporting officer.

7. (a) All information required on this Return shall be entered under the appropriate headings. Casualties for whom no appropriate headings exist will still be shown on the Manpower Return with full particulars, for example: -

(i) E. XXX Police Constable Driver John ceased to draw Driver's Allowance when proceeding on leave, with effect from 1st January 2004.

(ii) E. YYY Police Constable George interdicted from duty on half pay (authority Inspector General's letter E.YYY/25, dated 1st February 2004).

(b) In addition, notification of departures on leave and courses during the month on the reverse of the form should include, under the column "**Reasons**", the period of leave granted and whether or not transport assistance was utilised. Any incomplete or incorrect information supplied on the Manpower Returns, in so far as casualties are concerned, will be ignored and will not be published in Force Orders.

8. This Return will include the total number of all ranks serving in each Station or Unit at 0800 hours on the first day of each month.

9. This return shall be sent direct to the Inspector General and to Commanding Officers detailed in paragraph 5, above. The Inspector General's copy will reach Police Headquarters not later than the fifteenth of each month.

ORGANISATION – ZANZIBAR COMMAND

1. The Command in Zanzibar shall be under the Commissioner (ZBR).

2. The Commissioner (ZBR) shall be responsible to the Inspector General:

(a) For the efficient administration and management of the Force in Zanzibar, according to the Constitution, laws and regulations of the land, and in all matters that may be assigned to him by the Inspector General.

(b) For the efficiency, administration, discipline and the welfare of all Members of the Force stationed in Zanzibar.

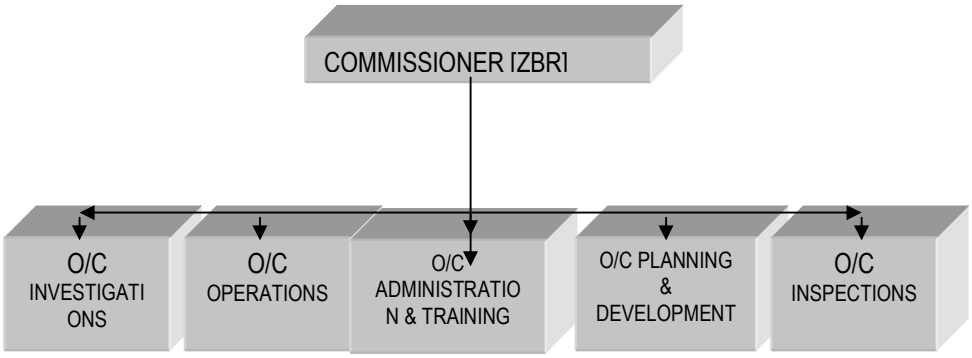
(c) For keeping the Inspector General fully and immediately informed of all matters of importance and special interest in the implementation of the police work in Zanzibar.

3. All officers in charge of Investigations, Operations, Administration and Training, Planning and Development, Inspections, and Staff Officer (PHQ) in Zanzibar, are responsible and accountable to the Commissioner (ZBR).

4. The organisational structure for the command in Zanzibar is presented in Appendix "A" to this order.

APPENDIX "A" TO PGO NO 7

ORGANISATIONAL CHART FOR THE ZANZIBAR POLICE HEADQUARTERS



CRIMINAL INVESTIGATION DEPARTMENT – CONSTITUTION, ORGANISATION AND DUTIES

Constitution

1. The Commissioner in charge of investigations otherwise referred to as the Director of Criminal Investigation shall be the overall in charge of the CID and related matters.

2. (a) The Deputy Director of Criminal Investigations (ZBR) shall report to the Director of Criminal Investigation through the Commissioner (ZBR) on all matters relating to CID (ZBR).

(b) All Regional Crime Officers shall report to the Director of Criminal Investigation on all matters relating to the CID in their respective regions provided that Regional Crime Officers (ZBR) will channel their reports through the Commissioner (ZBR).

General Responsibilities of the C.I.D

3. The following shall be the general responsibilities of the C.I.D:-

(a) The prevention of crime.

(b) The efficient investigation and detection of serious crime and incidents;

(c) The collection and collation of all information regarding crime in Tanzania so that the Inspector General and the government in general may be kept informed in all matters of criminal interest;

(d) The maintenance of close and effective liaison with all branches of the Force, in particular, with the General Duties Division;

(e) The maintenance of criminal records and statistics; and

(f) The provision of advice and assistance in all investigations giving rise to difficulty or doubt and seeking legal advice as may be necessary.

Organisation

4, (a) The C.I.D. is divided into the following main Divisions

(i) C.I.D. Headquarters with the following Divisions/sections: -

- Offences against security of the state and Public tranquillity – [X Section]
- Offences against person – [Y section]
- Offences against property – [Z section]
- The Administration and Finance
- Legal and Research Section

(ii) The Forensic Bureau

(iii) Arms Management and Registry.

(iv) Regional C.I.D. Units.

(v) Divisional C.I.D. Units namely Railways (TAZARA and TRC) and Airports.

(vi) District C.I.D. Units.

(b) The organisational chart of the CID is represented in this order as Appendix "A".

Duties and Responsibilities of the Director of Criminal Investigation

5. Subject to the general directions of the Inspector General, the Director of Criminal Investigation is responsible for the following duties: -

(a) The organisation and administration of the C.I.D, which shall include the appointment, posting and transferring of all C.I.D. personnel within Tanzania, the submission of recommendations for their promotion, their specialist training, and for the general efficiency of criminal investigation work.

(b) Informing the Inspector General and the Government in general of all matters of criminal interest.
(c) By regular inspections, ensuring that the highest standards of efficiency in the prevention and detection of crime and the collection of criminal intelligence are maintained by C.I.D. Units and personnel.
(d) Ensuring that the work and responsibilities of C.I.D. Units and personnel and specialised branches of the C.I.D. are properly governed by the General Orders.
(e) Ensuring that the C.I.D. cooperates to the fullest extent with the General Duties Division of the Force, the National Security Service, the Director of Public Prosecutions and other Government Departments.
(f) The compilation and collation of criminal statistics and returns as may be required from time to time.
(g) Providing general assistance, guidance and advice in all matters relating to the prevention and detection of crime and particularly in cases where expert opinion is sought on forensic, fingerprints, ballistics, document and physical examinations, legal advice and the framing of charges.
(h) The supervision or the taking over of the investigation of serious, important and political crimes and inquiries within Tanzania, either upon the direct instructions of the Inspector General or at his own discretion.
(I) Direct liaison with the Director of Public Prosecutions in legal matters.
(j) The dissemination of criminal intelligence to C.I.D. Units as may be necessary.
(k) The maintenance of close contact with the C.I.D. of the Police Forces of neighbouring territories and Interpol members to ensure maximum co-operation with them
(l) The control and administration of the Anti Narcotics Unit in matters concerning measures to combat drug trafficking and abuse.
(m) The notification of the arrest of any national of a foreign State to the appropriate local Consular Officer.
(n) All matters in connection with mutual assistance in criminal matters, extradition, expulsion and deportation.
(o) The supervision and control of all licensed general dealers in second – hand goods and scrap metals.
(p) The administration of the Central Arms Registry.
(q) The supervision control and licensing of sweepstakes, lotteries and public collection within Tanzania.

(r) The control and allocation of criminal investigation funds (P.G.O.**133**).

Duties and Responsibilities of O/C Regional C.I.D. Units

6 Subject to the general direction of the Director of Criminal Investigation, O/C. Regional C.I.D. Units (R.C.O.) are primarily and directly responsible to their Regional Commanders for all matters relating to criminal investigation within their Regions, and particularly for the efficient investigation of those crimes listed in Appendix "A". They will carry out such investigations as may be ordered by their Regional Commanders for the proper maintenance of law and order, and all duties which they may be called upon to perform will be carried out as directed by their Regional Commanders and undertaken in their name. O/C. Regional C.I.D. Units will be responsible for the following duties:-

(a) Exercising direct charge of all C.I.D. personnel in their region.
(b) The organisation and efficiency of all C.I.D. personnel and Units in their regions by regular inspections and visits, such inspections to be performed quarterly.
(c) The personal supervision of all criminal investigation into serious crimes within the Region, and they will themselves visit the scenes of all-major offences and incidents.

(d) Keeping their Regional Commanders fully informed in all matters of criminal interest affecting their regions.
(e) Maintaining close liaison with the Director of Criminal Investigation on all criminal matters of a serious nature.
(f) Providing assistance, guidance and advice to District Units and Police Stations in all matters relating to the prevention and detection of crime.
(g) The training of C.I.D. personnel and the organisation of refresher courses based on the syllabus approved by the Inspector General
(h) Ensuring general compliance by all C.I.D. Units with the procedures and requirements laid down in P.G.Os, and particularly in the following: -
  (i) No. 40 Criminal Investigation Department – Maintenance of Records
  (ii) No. 41 Criminal Statistics.
  (iii) No. 227 Investigation Charges.
  (iv) No. 229 Investigation Exhibits.
  (v) No. 230 Investigation Fingerprints.
  (vi) No. 231 Investigation Identification by Photographs.
  (vii) No. 232 Investigation Identification Parades.
  (viii) No. 233 Investigation Missing Persons.
  (ix) No. 235 Investigation Scenes of Crime sections.
  (x) No. 236 Investigation Statements
  (xi) No. 238 Investigation Wanted Persons.
  (xii) No.286 Case Files and Minor Offence Dockets Preparation of
  (xiii) No. 311 Reports Immediate Action on Receipt of
  (xiv) No. 358 Supervision of Habitual Criminals on Court Order.
  (xv) No. 359 Supervision of Habitual Criminals Without Court Supervision Order.
(i) The control and allocation of Regional C.I. funds supplied to them for the purchase of criminal information and the maintenance of accounts and records in accordance with P.G.O. 133.
(j) The prompt submission of all returns listed in appendix "B" as required by Police General Orders.
(k) Direct liaison with State Attorney where posted locally.

Duties and Responsibilities of O/C. District C.I.D. Units

7. In precisely the same manner as O/C. Regional C.I.D. Units (R.C.O.) are responsible to their Regional Commanders for all matters relating to criminal investigation within their Regions, so are O/C. District C.I.D. Units responsible to their O/C. District for all similar matters and for the performance of the same duties within their Districts. In addition, they will be responsible for the following:-

(a) Personal visits to the scenes of all serious crimes and incidents occurring in the District.
(b) The preparation of first Crime Reports (PF. 4) for submission to Regional Headquarters in accordance with paragraph 9 of P.G.O. 311.
(c) The close control and supervision of the day to day duties of detective staff.
(d) The prompt submission of all returns listed in Appendix "B" as required by Police General Orders.

Divisional C.I.D. Units – Railways and Airports

8. (a) Subject to the general directions of the Director of Criminal Investigation, the officers in charge of the C.I.D Units of the Railways Units (TAZARA Police and Tanzania Railways Corporation Police) and Airports Police are responsible to their Unit Commanders for all matters relating to criminal investigation within their Units, and in particular for the efficient investigation of offences against the laws controlling the Railways Units (TAZARA Police and Tanzania Railways Corporation Police) and Airports. These Units are empowered to conduct and pursue investigations into offences relating to their Units throughout

Tanzania and, through the Director of Criminal Investigation, application may be made by Regional Commanders for their specialised services in the Airports, etc. located in their commands.

(b) District C.I.D. Units will normally investigate serious crimes on trains and railway property occurring in their area, such as serious assaults against the person and other crimes not directly related to railway or airport operations, but the assistance of the Airports, Railways Units (TAZARA Police and Tanzania Railways Corporation Police) C.I.D. Units may be sought and involved in serious cases.

(c) Personnel of the Airports, Railways Units (TAZARA Police and Tanzania Railways Corporation Police) C.I.D. Units will maintain the closest liaison with Regional and District C.I.D. Units when engaged in investigations into airports or railways offences in their respective areas and will ensure that all information they may obtain on other criminal matters is passed to the respective C.I.D. Unit.

Duties and Responsibilities of the O/C. Forensic Bureau.

9 Subject to the directions of the Director of Criminal Investigation, the O/C. Forensic Bureau, is responsible for the efficient organisation and administration of the Bureau established for the maintenance of Territorial criminal records, and will be responsible for the following duties: -

(a) The classification, filling and maintenance of impressions in-
  (i) the Main Fingerprint collection
  (ii) the Single Fingerprint collection; and
  (iii) the Scenes of Crime collection.

(b) The searching of fingerprint records to trace criminal antecedents (P.G.O. No. 230)

(c) The examination of articles at or brought from scenes of crime and the identification of marks found at scenes of crime (P.G.O.) Nos.229 and 235).

(d) The examination of arms, armunitions, explosives, arsenals, drugs, toxic and biological substances used in the commission of offences.

(e) The preparation of evidence involving fingerprints, typewritten, hand-written and other exhibits submitted for expert examination.

(f) Photography for all police purposes including the maintenance of up-country dark rooms and the training of personnel for this purpose.

(g) The issue of identity cards on police supervisees and the maintenance of a territorial index on supervisees and habitual criminals (P.G.O. Nos. 358 and 359).

(h) The maintenance of indexes respecting stolen property.

(i) The maintenance of records of wanted and missing persons (P.G.O. No. 238).

(j) The preparation of the Police Gazette and its supplements.

(k) The compilation of crime statistics (P.G.O. No. 41) and returns (Appendix "C"), and the upkeep of crime maps and charts.

(l) The organisation, administration and staffing of up-country scenes of crime sections (P.G.O. No.235).

(m) The custody and maintenance of Police Museum exhibits.

(n) The maintenance of records in computer section.

(o) Such other duties as the Director of Criminal Investigation may from time to time direct.

Duties and Responsibilities of O/C. Scenes of Crime Sections

10. Scene of Crime Sections shall be attached to Regional C.I.D. Units to assist in the investigation of serious crime. The in charge of each Scene of Crime Section is responsible to the O/C. Forensic Bureau for the technical efficiency of the Section and works under the local directions of the Regional C.I.D. Officer. Scenes of crime sections will:-

(a) accept articles submitted for examination which have been found at scenes of crime;
(b) take possession of all portable articles bearing finger, palm or foot impressions found at scenes of crime;
(c) photograph all non-portable articles bearing marks or finger, palmer or foot impressions;
(d) ensure that finger, palm or foot impressions are efficiently photographed and that four prints of each mark photographed are prepared;
(e) maintain a Scenes of Crime Register (PF. 129) and enter relevant particulars therein in numerical and chronological sequence;
(f) ensure the safe custody of all articles and exhibits taken over and submit to the evidence section. An Exhibits Register (PF.16) will be maintained wherein descriptions of such articles will be entered in terms of P.G.O. No. 229;
(g) maintain an index of photographs for each mark processed, bearing relevant references;
(h) take all elimination prints;
(i) eliminate innocent prints and forward copies of all marks not eliminated to the Forensic Bureau with a completed copy of PF. 118 within 48 hours of visiting the scene of crime;
(j) compare all outstanding marks on record with fingerprints received on PF. 15 and enter particulars of each set of prints so compared in the Scenes of Crime Register;
(k) file PF. 15 when endorsed with C.R.O. number, in the two-handed system collection;
(l) forward all identified marks or prints to the Forensic Bureau, for confirmation of comparison as may be necessary;
(m) follow the procedure as laid down in P.G.O. No. 229 where cases are required to be proved in court;
(n) be responsible for the maintenance of Dark Rooms used by them and the safe custody of cameras and other equipment on charge;
(o) maintain a Stores Ledger for all equipment on charge;
(p) submit a monthly return to reach the O/C., Forensic Bureau not later than the fourth of the succeeding month, giving summary of the work carried out by the Section.

Duties and Responsibilities of O/C X – Offences against security of the state and public tranquillity

11. Subject to the directions of the Director of Criminal Investigation, the O/C X is responsible for the following:-

(a) The efficient organisation and investigation of offences against security of the state and public tranquillity including terrorism.

(b) The efficient organisation and administration of the Crime Intelligence Unit, Crime Statistics, the National Central Bureau [Interpol], the Anti-Narcotics Unit and the Anti-smuggling Unit.

Duties and Responsibilities of O/C Y – Offences against Persons

12. Subject to the directions of the Director of Criminal Investigation the O/C Y is responsible for the following: -

(a) The efficient organisation, administration and investigation of offences against persons which offences include all homicides, sexual offences and witchcraft.

(b) The investigations of all complaints against Police.

Duties and Responsibilities of O/C Z – Offences against Property

13. Subject to the directions of the Director of Criminal Investigation the O/C Z is responsible for the following:

(a) The efficient organisation, administration and investigation into all offences against property. These offences including frauds, robberies, motor vehicle thefts, house breaking, malicious damages to property and stock thefts.

(b) The investigation of money laundering and international financial crimes and matters connected to mutual assistance in criminal matters and crime proceeds.

Duties and Responsibilities of the O/C. Arms Management and Registry

14. The O/C. Arms Management and Registry shall administer the Registry established to control the licensing of firearms within Tanzania. He shall be responsible to the Director of Criminal Investigation on all matters relating to arms licensing and registration. His duties shall be as follows: -

(a) The maintenance of all arms registry records.

(b) The supervision of arms licensing in Tanzania.

(c) The preparation and distribution of the Arms Black List.

(d) The supervision of matters concerning private arms warehouses, private warehouse lists lost, stolen and unclaimed firearms.

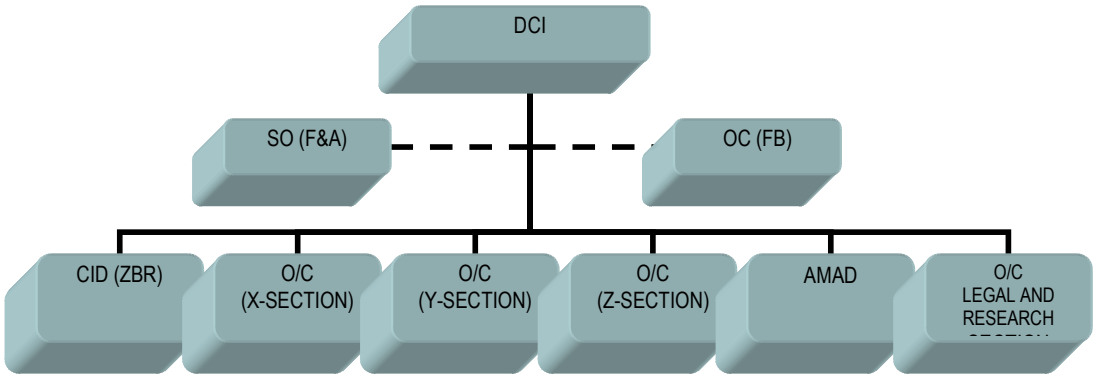
(e) The preparation of Monthly, Quarterly and Annual Reports concerning arms licensing for submission to the Director of Criminal Investigation.

(f) Direct liaison with the Small Arms Control Units for purposes of controlling proliferation of small arms in the country.

Use of the C.I.D.

15. It is the duty of the C.I.D. to investigate all serious crime listed in Appendix "C" together with any other investigations, which cannot be satisfactorily investigated by the General Duties Branch of the Force. As a general rule, all minor crimes shall be handled by the General Duties Branch and should not be referred to the C.I.D. unless there are special reasons for doing so. O/C. District and Stations must decide without delay whether any report should be passed to the C.I.D. for investigation and whether any cases which have been investigated unsuccessfully by the General Duties Branch should be referred to the C.I.D. for further investigation or closed undetected.

ORGANISATIONAL CHART OF THE CID



APPENDIX "B" (TO P.G.O. No. 8)

C.I.D. RETURNS

Return	Interval	By whom submitted	Date to be submitted
Progress Reports	Monthly	Districts to Regions	1st of each month.
		Region to C.I.D. HQ.	7th of each month.
		Forensic Bureau to C.I.D. HQ.	7th of each month.
C.I.F. Returns	Monthly	Regions to C.I.D. H.Q.	7th of each month.
Crime Statistics	Quarterly	District to Regions	5th of succeeding month
		Regions to C.I.D. HQ.	7th of succeeding month
Annual Statistics	Annually	Districts to Regions	7th January.
		Regions to C.I.D. HQ.	7th January.
		Forensic Bureau to C.I.D. HQ.	7th January.

APPENDIX "C"
TO P.G.O. No. 8

SERIOUS CRIME AND INCIDENTS WHICH ARE THE RESPONSIBILITY OF THE REGIONAL AND DISTRICT C.I.D. OFFICERS TO INVESTIGATE

1. All civil disturbances, inter-racial or religious conflicts.
2 All cases of major political or public significance.
3. All offences, which by law require the sanction of the Director of Public Prosecutions to prosecute.
4. Any criminal cases in which an important political personality is an accused or suspect.
5. All criminal cases involving Members of Parliament.
6. All cases destined for trial by the High Court
7. Incidents where police have had cause to discharge firearms or tear smoke to restore order.
8. All serious criminal offences committed by foreigners or juveniles.
9. Theft of arms and ammunition and explosives.
11, Serious assaults on members of the Force, including rescues of prisoners from Police, Prisons or other lawful custody.
12 All cases under section 5 and 6 of the Public Order Act Cap. 385 R.E. 2002.
13. Sabotage.
14. All criminal cases in which members of the Police Force are accused.
15 All cases under the Trades Unions Act, Cap. 244 R.E. 2002.
16. Rape
17. Arson
18. Robbery with violence
19. All unnatural offences in which more than one race or juveniles are concerned.
20. Malicious damage, i.e. damage that seriously interferes with, or which is likely to interfere with, any public service
21 Serious thefts in which Government or diplomatic mission servants are suspects.
22 Forgeries of a serious nature.
23 All cases under the Prevention of Corruption Act, Cap. 329 R.E. 2002.
24 Thefts of postal matter and Post Officer frauds.
25 Coining offences.
26 All serious breakings.
27 All cases under Sections 41 and 42 of the Police Force and Auxiliary Services Act, R.E. Cap. 2002.
28 Any other serious or important cases which in the opinion of the O/C Regional or District C.I.D. require investigation including all cases as may be directed by the Director of Criminal Investigation.

POLICE MEDICAL UNIT - CONSTITUTION, ORGANISATION AND DUTIES

Constitution

1. The CO. Police Medical Unit shall be the overall in charge of the Police Medical Unit.

2. The Officer in Charge Police Medical Services (ZBR) shall report to the CO. Police Medical Unit through the Commissioner (ZBR) on all matters relating to Police Medical Services (ZBR).

General Responsibilities of the Police Medical Unit

3. The following shall be the general responsibilities of the Police Medical Unit::-

(a) provision of medical services to the members and other units of the Force, and where need be, to the members of the public in need of such services particularly in emergency cases;

(b) supply of medical facilities to stations and units as the case may be and to ensure that such facilities are utilised in accordance with the laid down procedures;

(c) to propose to the Inspector General appropriate health policy for the Force and to supervise it once promulgated;

(d) to promote awareness amongst members of the Force on issues of medical importance such as prevention and treatment of infectious and contagious diseases and care of persons so affected;

(e) the maintenance of health records and statistics for the Force;

(f) participate in activities relating to disaster management and rescue operations; and

(g) liasing with other health organs such as the Ministry of Health and World Health Organisation on matters relating to research and development in the health sector.

Organisation

4. (a) The Police Medical Unit is divided into the following main sections all under the Police Medical Unit Headquarters -

(i) Regional Police Medical Units for mainland and

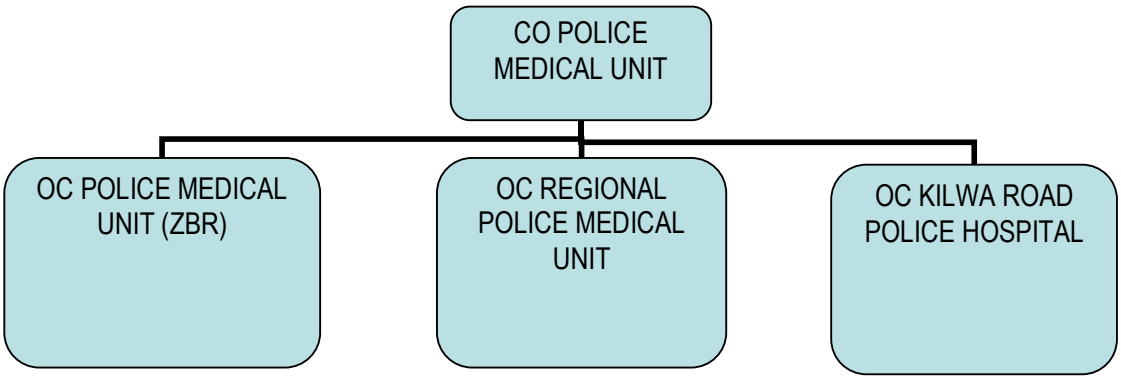
(ii) Police Medical Unit (ZBR-PHQ)

(iii) Kilwa Road Police Hospital

(b) The organisational chart of the Police Medical Unit is represented in this order as Appendix “A”.

5. The Inspector General shall appoint a number of officers to assist in the management of the Medical Units depending on the need for such appointments.

ORGANISATION CHART OF THE POLICE MEDICAL UNIT



FIELD FORCE UNIT – CONSTITUTION AND DUTIES OF

1. The Field Force Unit is the branch of the Force, which is specially trained and equipped to deal with emergencies and field operations in support of the General Duties Police.

2. (a) Field Force Units, each with an establishment of 1 Gazetted Officer, 1 Inspector, 1 Staff Sergeant, and 60 Rank & File (including Drivers and Signallers) are distributed as hereunder: -

PLACE	NO. OF UNITS
Dar es Salaam	12
Unguja Mjini Magharibi	4
Kusini Unguja	1
Kaskazini Pemba	2
Kusini Pemba	2
Arusha	3
Dodoma	3
Singida	2
Sumbawanga	2
Bukoba	3
Songea	2
Mtwara	2
Morogoro	3
Tanga	2
Mbeya	2
Kigoma	3
Iringa	2
Tabora	2
Lindi	1
Moshi	2
Mwanza	4
Musoma	4
Manyara	2
Shinyanga	2
Pwani	1

(b) The Field Force Unit, Ukonga, will also provide an operational reserve if so required.

3. The Headquarters of the Field Force Unit is at Police Headquarters. All candidates for Field Force duties will be trained at the Police Training School Moshi, before posting to Regional Units.

4. The Field Force Unit is under the general direction and command of the CO. Field Force Unit, who is responsible to the Inspector General for: -

(a) the general supervision and administration of all Field Force Units;

(b) the provision and implementation of specialised training programmes, with particular emphasis on Field Force Unit requirements (i.e. Riot Drill, Field Craft, etc;)

(c) the issue of comprehensive Standing Orders covering all Unit routine duties;

(d) all transfers in accordance with P.G.O. No.59, paragraph 5 (e).

5. Regional Units are under the full operational control of Regional Commanders, who are also directly responsible for the efficiency and good discipline of the Units serving under their command.

6. All correspondence between the CO. Field Force Unit, and O/C. Regional Field Force Units will be routed via Regional Commanders. The latter are responsible for keeping the CO. Field Force Unit fully informed of all matters of interest affecting their Units.

7. Regional Commanders should make full use of their Field Force Units in support of General Duties personnel. Long distance patrols, bad character raids, and various types of field operations are all suitable Field Force duties.

8. A standing reserve of 25 per cent of Unit establishment shall always be maintained in barracks to deal with sudden emergency calls and Regional Commanders are responsible to ensure that this reserve is increased to a level commensurate with the general security situation prevailing in their respective Regions at any given time. At the same time, Field Force personnel should not be kept unnecessarily in barracks on full training schedules.

9. Field Force Units will always operate under the direct command of their own officer, but the latter shall be subject at all times to: -

(a) all orders issued by Regional Commanders or by other officers acting on behalf of Regional Commanders;

(b) the orders of the senior officer present, provided that such orders do not conflict with instructions already issued by the Regional Commander.

10 Field Force personnel may not be “borrowed” for beat duty or other routine jobs normally performed by General Duties personnel, but may be used under their own officers for specific Unit commitments, including the policing of a section of town if General Duties Constables are in short supply.

11. The normal period of duty in the Field Force Unit for members of the Rank & File is three years, but this may be exceeded or reduced at the discretion of the Inspector General.

12. Members of the Rank & File will not normally be permitted to serve in the Field Force Unit during their first contract, but this rule may be relaxed from time to time on the instructions of the Inspector General.

RAILWAYS POLICE-CONSTITUTION, ORGANISATION AND DUTIES

General

1. In this Order Railways Division refers to both the Tanzania Railways Corporation (TRC) Police Unit and Tanzania Zambia Railways Authority (TAZARA) Police Unit.

Command

2. The COs, Railways Division will normally command the Dar es Salaam Unit of their respective commands, but may be required by the Police Headquarters to support the Regional Police Commander, in time of serious unrest or emergency.

3. Regional Commanders will exercise direct control over Railways Units in their Regions, subject to the following general administrative duties, which will still be the responsibility of the COs Railways Division: -

(a) General duty policy for Railways Police personnel in their commands;

(b) Arrangements for postings, leave and transfers in their commands;

(c) Investigation of railways cases and incidents in their commands.

4. (a) Regional Commanders and O/C. Districts will be responsible for the conduct of Railways Police work and for the discipline and direct administration of Railway Police personnel posted to their areas. They will exercise supervision to ensure that they are discharging their duties efficiently and are continuously engaged in safeguarding the interests of the Railway Administration. Inspections of Railway Police Units will be carried out regularly in accordance with P.G.O. No. 47. O/C. Districts will deal with pay and accounts affecting Railway Police Units and will include Railway Police personnel in their welfare organisation.

(b) COs Railways Division shall regularly provide Regional Commanders and O/C. Districts in their respective areas with full information on all important matters affecting Railways Division personnel serving under their commands.

Duties and Responsibilities

5. The duties and responsibilities of the Railways Divisions are as follows: -

(a) The security and protection of (T.R.C. and TAZARA) property and the investigation of crime reported thereon.

Note: The responsibility for policing T.R.C. and TAZARA residential areas and the investigation of offences in such areas rests with the District Police.

(b) Enforcement of law and order in trains and Railway Stations.

(c) Escorts for T.R.C. and TAZARA cash and all explosives when moved on T.R.C. or TAZARA rails or other road services; and

(d) Security patrols on passengers, cargo, mail and mixed trains.

Railways Organisation and Police Areas

6**.** (a) The T.R.C. system is divided into four sectors for purposes of police control and O/Cs TRC Police will be responsible for policing as follows: -

(i) Dar es Salaam - Central Line: Dar es Salaam to Dodoma and Singida;

(ii) Tabora - Central Line: Itigi – Kigoma; Tabora – Shinyanga and Kaliua – Mpanda;

(iii) Mwanza - Mwanza – Shinyanga (excluding Shinyanga);

(iv) Tanga - Tanga – Moshi – Arusha.

(b) The TAZARA system is divided into four sectors for purposes of police control and O/Cs TAZARA Police will be responsible for policing as follows:-

(i) Dar es salaam: Dar es salaam (Pugu) – Kisaki;

(ii) Mlimba: Kisaki – Msolwa;
(iii) Makambako: Msolwa – Uyole Mbeya;
(iv) Mbeya: Uyole Mbeya - Tunduma

Investigation of Railway Offences

7. (a) All reports of offences, accidents and incidents (including discrepancy reports) occurring on the railway system will be dealt with according to P.G.O. No. 309, irrespective of whether or not Railway Police personnel are established at the place where such report is received. Railway Police, where present, will normally carry out the investigation under the direction and supervision of the O/C. District.

(b) Reports on all cases of level-crossing accidents will be sent to Railways Division at Dar es Salaam. The payment of accident report fees (vide P.G.O. No. 292, paragraph 9) is waived in the case of the Railways. Traffic accident files compiled in such cases will be forwarded to Railways Division, upon the completion of the proceedings.

CRIME INTELLIGENCE UNIT: CONSTITUTION, ORGANISATION AND DUTIES

General

1. The Director of Criminal Investigation is responsible to the Inspector General or, in his absence, to the officer performing the duties of Inspector General, for the efficient administration, organisation and function of the Crime Intelligence Unit, including the administration, development, direction and overall supervision of police and civilian staff employed within Crime Intelligence Unit at the C.I.D. Headquarters and Crime Intelligence Units throughout Tanzania. The Director of Criminal Investigation will also be responsible for the dissemination of intelligence to the Inspector General himself and on the Inspector General's behalf to such officers of the Government of Tanzania and of other Governments as may be required or as the Inspector General may direct.

2. The Director of Criminal Investigation will keep the Inspector General informed of all reports, correspondence and any other matter, which the Director of Criminal Investigation may asign or otherwise disseminate on the Inspector General's behalf.

3. Regional and District Units of Crime Intelligence Unit will be under the direct command of the Director of Criminal Investigation and will keep their Regional Crime Officers and O/C. CIDs informed of all intelligence, including matters of a criminal nature, affecting the security of their areas of responsibility.

4. (a) Both the Officer i/c of Intelligence Unit at the CID Headquarters and the O/Cs. Intelligence Units are responsible for ensuring that Regional Crime Officers are kept fully informed of all Crime Intelligence Unit operations and other important matters affecting their respective areas. The following particular actions will be taken to achieve this: - (i) All incoming security correspondence addressed to O/C Regional Crime Intelligence Units shall be referred without undue delay by the latter on Regional Crime Intelligence Unit files to the Regional Crime Officers for information and comment.

(ii) All out-going reports and assessments from O/C. Regional Crime Intelligence Units to Crime Intelligence Unit at the C.I.D. Headquarters shall be routed through Regional Crime Officers, in order that they may comment thereon if they so desire before onward despatch to Crime Intelligence Unit at the C.I.D. Headquarters. All such comments will be sent to Crime Intelligence Unit at the C.I.D. Headquarters with the report to which they refer.

(iii) Reports from Zanzibar will be routed through the Commissioner (ZBR).

(b) Regional Crime Officers are responsible for ensuring that there is no delay in the passage of Crime Intelligence Unit papers through their offices.

5. Detailed instructions for the reporting of intelligence in accordance with paragraph 4, above, will be issued by the Director, Criminal Investigation Department from time to time.

6. Without prejudice to paragraph 3, above, Regional Crime Officers are authorised to give such orders to Regional Crime Intelligence Unit Officers as may appear to be urgently necessary and such orders shall be obeyed by all such Crime Intelligence Unit Officers. Regional Crime Officers will be responsible for informing the Director, Criminal Investigation Department, as soon as possible, of the nature of the orders given and the reason, which made it necessary for the orders to be given.

7. The Director of Criminal Investigation, acting on behalf of the Inspector General, shall be authorised to issue any necessary orders or instructions to Regional Crime Intelligence Unit Officers and, if necessary, to amend or countermand orders already issued by Regional Crime Officers to such Crime Intelligence Unit Officers; in every case such orders or instructions will be routed through the Regional Crime Officers concerned. Regional Crime Officer shall, in every case, ensure that such orders are passed on to the Crime Intelligence Unit officers concerned and are obeyed by them.

MARINE POLICE – CONSTITUTION, ORGANISATION AND DUTIES

Constitution and Boundaries

1. (a) The Tanzania Police Marine is a Unit under the Tanzania Police Force.

(b) The extent of Police Marine Unit jurisdiction is in respect of internal and territorial waters of the United Republic of Tanzania together with the contiguous zone from the territorial waters.

(c) The territorial waters to which the marine has jurisdiction is shown in Appendix A to this Order.

Main Duties and Responsibilities

2. The Unit shall have the following main duties and responsibilities:-

(a) To patrol the Tanzania territorial waters.

(b) To support other Police operations within the territorial waters.

(c) To carry out rescue operations in the territorial waters.

(d) To ensure security and protection of Government properties under its charge.

Organisation

3. The Commanding Officer Marine Unit shall be responsible to the Inspector General and will normally command the Dar es Salaam unit of the Marine Police.

4. (a) Regional Commanders will exercise direct control over marine units in their regions except on technical issues and postings and transfers of the Unit's personnel which shall be the responsibility of the Commanding Officer Marine Unit.

(b) Financial arrangements in relation to marine unit personnel shall be in accordance with orders issued by the Inspector General from time to time.

5. Officers in charge Marine in the regions shall provide Regional Commanders and O/C Districts in their respective areas with full information on all important matters connected to Marine Police Unit personnel serving under their command. They shall be staff officers to the Regional Police Commanders in marine issues and to the Commanding Officer in technical issues.

6. (a) With exception of Dar es Salaam and Zanzibar, Regional Police Commanders, Officer Commanding Districts (OCDs) and OC Marines will be responsible for the conduct of Marine Police work and for the discipline and direct administration of Marine Police personnel posted to their areas. They will exercise supervision to ensure that they are discharging their duties efficiently and effectively.

(b) Inspection of Marine Police Units will be carried out regularly in accordance with PGO No.47.

(c) O/C Districts will deal with pay and accounts relating to Marine Police units.

(d) Marine Police personnel welfare and canteen will be the responsibility of the Regional Police Commanders.

Organisation of Marine Police Units

7. Marine Police Units will be organized as follows:-

(a) Indian Ocean – Dar es Salaam, Zanzibar, Mtwara and Tanga

(b) Lake Victoria – Bukoba, Shirati and Mwanza

(c) Lake Tanganyika – Kigoma and Kipili

(d) Lake Nyasa - Itungi Port

8. Marine Units will be composed of the following sections:-

(a) Navigation
(b) Engineering
(c) Scuba Diving

9. (a) The navigation section will be composed of the Captain, Navigators, Seamen, Gunners, Painters, Radar operators and Technicians.

(b) The Captain shall be responsible as follows:-

(i) The in charge of the boat irrespective of his rank and seniority and that it is prohibited for any other officer to interfere in any way with the technical operations of the vessel.

NOTE: - An officer senior in rank to the Captain in a police vessel shall be in charge of disciplinary issues only.

(ii) Coordination of vessel communications

(c) Navigators shall be responsible to the Captain for sailing the vessel;

(d) The leading seaman (Bousin) will be answerable to the Captain and responsible for the following:-

(i) the in charge of all daily duties performed in the boat;
(ii) supervision of the general cleanliness of the vessel;
(iii) ensuring adequate assistance to the navigators in steering the vessel;
(iv) supervision of the guns and their cleanliness;
(v) detailing personnel to perform look out and anchorage duties;
(vi) coordination of the rank and file and officers aboard the vessel
(vii) boat guns drills and training;
(viii) seamanship training.

10. The in charge of the engineering section, which includes engineers, caterers, and electricians, shall be responsible for the following:-

(a) preparation of the engines before sailing;
(b) checking of the sailing worthiness of the vessel;
(c) reporting to the boat Captain once satisfied that the engines are ready for sailing;
(d) ensuring cleanness of the engines; and
(e) ensuring adequate catering and first aid services in the vessel.

11. Marine divers shall be answerable to the Captain and their responsibilities will include:

(a) rescue operations;
(b) checking the sailing worthiness of the boat;
(c) in charge of the swimming operations; and
(d) training of new sailors employed in the Unit and other non-swimmers.

Food and Rationing

12. (a) Food shall be prepared by qualified cooks under the supervision of the Chief Engineer.

b) The cooks to be employed in vessels must posses recognised awards from recognized Institutions.

(c) The food supplied will be as prescribed by the Inspector General based on maritime guidelines.

13. Catering in a vessel shall include dry ration for emergency purposes at appropriate scales in accordance with maritime guidelines.

Marine Boat Operations

14. (a) A Marine Boat will be involved in major operations or long safari only under the Sailing Order (P.F. 222) signed by the Commanding Officer Marine in Dar es Salaam or

Regional Police Commanders in the Regions and that the Inspector General shall be informed of the operations and safaris immediately.

(b) An operation is considered to be major if the coverage of the operation goes beyond 12 nautical miles from the sea baseline.

(c) The sailing order for a Marine boat sailing in ordinary patrols and emergency operations will be signed by the CO. Marine.

Recruitment

15. Personnel to be recruited in the Marine Unit shall be those trained in the following fields of specializations:-

(a) Seamanship and gunnery
(b) Navigation
(c) Marine Engineering
(d) Scuba Diving
(e) Electricity
(f) Boat Building
(g) Radar Technicians
(h) Radar Operation
(i) Painting
(j) Catering.

Allowances

16. Marine personnel of all ranks are entitled to professional allowance to be paid to professionals and trade pay to artisans at rates to be prescribed by the Inspector General from time to time and promulgated in Force Orders.

General Matters

17. The Commanding Officer Marine Unit shall ensure that police boats under his charge are dry docked for inspection of the parts under water and other repairs at least once in every six months.

APPENDIX 'A'
To P.G.O. No. 13

TERRITORIAL SEA AND CONTIGUOUS ZONE
(Territorial Sea and Exclusive Economic Zone Act Cap. 238 R.E. 2002)
SECTION 1
GENERAL PROVISIONS

Article 2
Legal status of the Territorial Sea, of the air space over the Territorial Sea and of its bed and subsoil

1. The sovereignty of a coastal State extends beyond its land territory and internal waters and, in the case of an archipelagic State, its archipelagic waters, to an adjacent belt of sea, described as the territorial sea.

2. This sovereignty extends to the air space over the territorial sea as well as to its bed and subsoil.

3. The sovereignty over the territorial sea is exercised subject to this Convention and to other rules of international law.

SECTION 2
LIMITS OF THE TERRITORIAL SEA
Article 3
Breadth of the territorial sea

Every State has the right to establish the breadth of its territorial sea up to a limit not exceeding 12 nautical miles, measured from baseline determined in accordance with this Convention.

Article 4
Outer limit of the territorial sea

The outer limit of the territorial sea is the line every point of which is at a distance from the nearest point of the baseline equal to the breadth of the territorial sea.

Article 5
Normal baseline

Except where otherwise provided in this Convention, the normal baseline for measuring the breadth of the territorial sea is the low-water line along the coast as marked on large scale charts officially recognised by the coastal State.

Article 6
Reefs

In the case of islands situated on atolls or of islands having fringing reefs, the baseline for measuring the breadth of the territorial sea is the seaward low-water line of the reef, as shown by the appropriate symbol on charts officially recognised by the coastal State.

Article 7
Straight baselines

1. In localities where the coastline is deeply indented and cut into, or if there is a fringe of islands along the coast in its immediate vicinity, the method of straight baseline joining appropriate points may be employed in drawing the baseline from which the breadth of the territorial sea is measured.

2. Where because of the presence of a delta and other natural conditions the coastline is highly unstable, the appropriate points may be selected along the furthest seaward extent of the low-water line, notwithstanding subsequent regression of the low-water line, the straight

baseline shall remain effective until changed by the coastal State in accordance with this Convention.

3. The drawing of straight baseline must not depart to any appreciable extent from the general direction of the coast, and the sea areas lying within the lines must be sufficiently close to the land domain to be subject to the regime of internal waters.

4. Straight baseline shall not be drawn to and from low-tide elevations, unless lighthouses or similar installations which are permanently above sea level have been built on them or except in instances where the drawing of baseline to and from such elevations has received general international recognition.

5. Where the method of straight baseline is applicable under paragraph 1, account may be taken, in determining particular baseline, of economic interests peculiar to the region concerned, the reality and the importance of which are clearly evidenced by long usage.

6. The system of straight baseline may not be applied by a State in such a manner as to cut off the territorial sea of another State from the high seas or an Exclusive Economic Zone.

Article 8
Internal waters

1. Except as provided in Part IV, waters on the landward side of the baseline of the territorial sea form part of the internal waters of the State.

2. Where the establishment of a straight baseline in accordance with the method set forth in article 7 has the effect of enclosing as internal waters areas which had not previously been considered as such, a right of innocent passage as provided in this Convention shall exist in those waters.

Article 9
Mouths of rivers

If a river flows directly into the sea, the baseline shall be a straight line across the mouth of the river between points on the low-water line of its banks.

Article 10
Bays

1. This article relates only to bays the coasts of which belong to a single State.

2. For the purposes of this Convention, a bay is a well-marked indentation whose penetration is in such proportion to the width of its mouth as to contain land-locked waters and constitute more than a mere curvature of the coast. An indentation shall not, however, be regarded as a bay unless its area is as large as, or larger than, that of the semicircle whose diameter is a line drawn across the mouth of that indentation.

3. For the purpose of measurement, the area of an indentation is that lying between the low-water mark around the shore of the indentation and a line joining the low-water mark of its natural entrance points. Where, because of the presence of an island, an indentation has more than one mouth, the semicircle shall be drawn on a line as long as the sum total of the lengths of the lines across the different mouths. Islands within an indentation shall be included as if they were part of the water area of the indentation.

4. If the distance between the low-water marks of the natural entrance points of a bay does not exceed 24 nautical miles, a straight baseline of 24 nautical miles, a closing line may be drawn between these two low-water marks, and the waters enclosed thereby shall be considered as internal waters.

5. Where the distance between the low-water marks of the natural entrance points of a bay exceeds 24 nautical miles, a straight baseline of 24 nautical miles shall be drawn within the bay in such a manner as to enclose the maximum area of water that is possible with a line of that length.

6. The foregoing provisions do not apply to so-called "historic" bays, or in any case where the system of straight baseline provided for in article 7 is applied.

Article 11

Ports

For the purpose of delimiting the territorial sea, the outermost permanent harbour works which form an integral part of the harbour system are regarded as forming part of the coast. Off-shore installations and artificial islands shall not be considered as permanent harbour works.

Article 12

Roadsteads

Roadsteads which are normally used for the loading, unloading and anchoring of ships, and which would otherwise be situated wholly or partly outside the outer limit of the territorial sea, are included in the territorial sea.

Article 13

Low-tide elevations

1. A low-tide elevation is a naturally formed area of land which is surrounded by and above water at low tide but submerged at high tide. Where a low-tide elevation is situated wholly or partly at a distance not exceeding the breadth of the territorial sea from the mainland or an island, the low-water line on that elevation may be used as the baseline for measuring the breadth of the territorial sea.

2. Where a low-tide elevation is wholly situated at a distance exceeding the breadth of the territorial sea from the mainland or an island, it has no territorial sea of its own.

Article 14

Combination of methods for determining baseline

The coastal State may determine baseline in turn by any of the methods provided for in the foregoing articles to suit different conditions.

Article 15

Delimitation of the territorial sea between States with opposite or adjacent coasts

Where the coasts of two States are opposite or adjacent to each other, neither of the two States is entitled, failing agreement between them to the contrary, to extend its territorial sea beyond the median line every point of which is equidistant from the nearest points on the baseline from which the breadth of the territorial seas of each of the two states is measured. The above provision does not apply, however, where it is necessary by reason of historic title or other special circumstances to delimit the territorial seas of the two States in a way which is at variance therewith.

Article 16

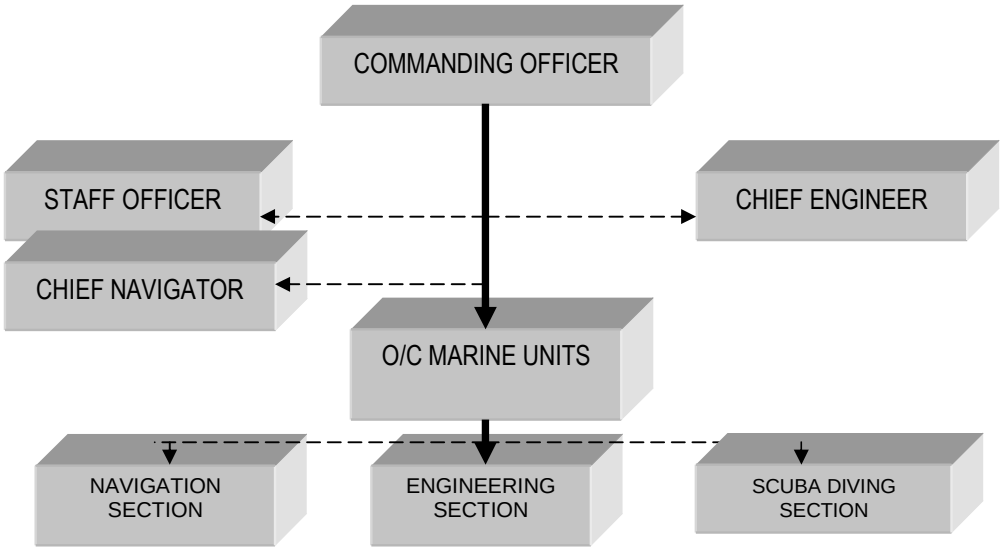
Charts and lists of geographical co-ordinates

1. The baseline for measuring the breadth of the territorial sea determined in accordance with articles 7, 9 and 10 or the limits derived therefrom, and the lines of delimitation drawn in accordance with articles 12 and 15 shall be shown on charts of a scale or scales adequate for ascertaining their position. Alternatively, a list of geographical co-ordinates of points, specifying the geodetic datum, may be substituted.

2. The coastal State shall give due publicity to such charts of or lists of geographical co-ordinates and shall deposit a copy of each such chart or list with the Secretary-General of the United Nations.

APPENDIX B
To P.G.O. No 13

ORGANISATIONAL STRUCTURE OF THE MARINE UNIT



BAND UNIT- CONSTITUTION, ORGANISATION AND DUTIES

Constitution

1. (a) The Police Band Unit shall be under the control and superintendence of the Director of Music who will be stationed in Dar es salaam.

(b) Matters relating to Police Band in Zanzibar shall be handled by the Commissioner (ZBR).

Organisation

2. Police band will be operated in the following areas:
(a) Police Band Dar es salaam
(b) Police Band P.T.S. Moshi
(c) Police Band (ZBR)

3. The organisational chart of the Police Band is represented in this order to Appendix "A".

General Responsibilities of the Director of Music

4. (a) The Director of Music will be responsible for the training, maintenance of discipline, welfare and pay of Bands personnel at Dar es Salaam; the supervision of Band quarters and of clothing and equipment of Band personnel at Dar es Salaam, the arrangement of Dar es Salaam bands engagements and programmes.

(b) All administrative arrangements for rail/road journeys and the preparation of warrants:

(c) The maintenance and accounting of all band funds, property, and stores.

5. The Commissioner (ZBR) will be responsible for the maintenance of discipline, welfare, pay and clothing of personnel of the Band in Zanzibar

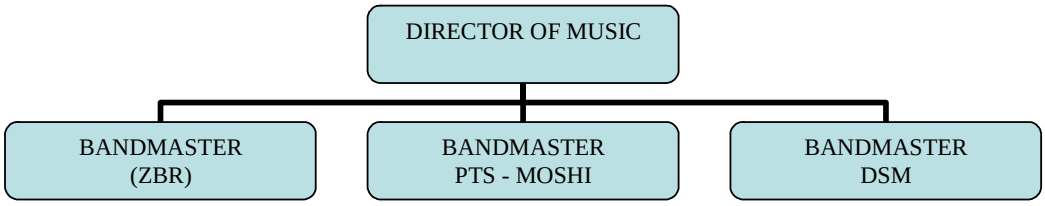
6. The Director of Music will inspect all police bands quarterly, in accordance with PGO. No. **47**, and advise the Inspector General on all music matters arising therefrom.

7 The Director of Music will be responsible for ordering all new instruments and replacements.

8. The Commandant P.T.S. Moshi will maintain the P.T.S Band assisted by Band Master P.T.S. Band.

APPENDIX "A"
To P.G.O. NO. 14

ORGANISATION CHART OF THE BAND UNIT


DIRECTOR OF MUSIC
BANDMASTER
(ZBR)
BANDMASTER
PTS - MOSHI
BANDMASTER
DSM

DOG AND HORSE UNIT – CONSTITUTION, ORGANISATION AND DUTIES OF

Constitution

1 The Dog and Horse Unit is under the general direction and Command of the CO. Dog and Horse Unit and constituted by members of the Force specially trained and equipped to deal with field operations in support of the General Duties of police and C.I.D.

Organisation

2. Dog and Horse Units are distributed in every Region as per the instruction of the Inspector General.

3. The Headquarters of the Dog and Horse Branch is at Dar es Salaam and operational units will be established as directed by the Inspector General.

4. All candidates for Dog and Horse handling and other duties will be trained at the PTS Moshi before being posted to Regional Units.

5. All correspondence between Regional Units will be routed via the CO Dog and Horse to the Inspector General who is fully informed of all matters of interest affecting the Units

6. Dog and Horse Units will always operate under the direct command of their own officer, but the latter shall be subject at all times to:

7. (a) All orders issued by Regional Commanders or by other officers acting on behalf of Regional Commander.

(b) The orders of the senior officers present provided that such orders do not conflict with instructions already issued by the Regional Commander.

Responsibilities of Dog and Horse-master

8. The Force Dog and Horse-master is responsible to the Inspector General for

(a) the training and postings of all Police dogs and horses and their handlers and riders;

(b) inspection of all Dog and Horse Sections, as laid down in P.G.O. No. 47;

(c) proper utilisation of Dog and Horse for purposes of law enforcement;

(d) ensuring that Dog and Horse are cared for, exercised and receive adequate diet and medication to keep them fit at all times.

(e) the general supervision and administration of all Dog and Horse Units;

(f) the provision and implementation of specialised training programmes , with particular emphasis on Dog and Horse requirements;

(g) the issue of comprehensive standing Orders covering all Units routine duties; and

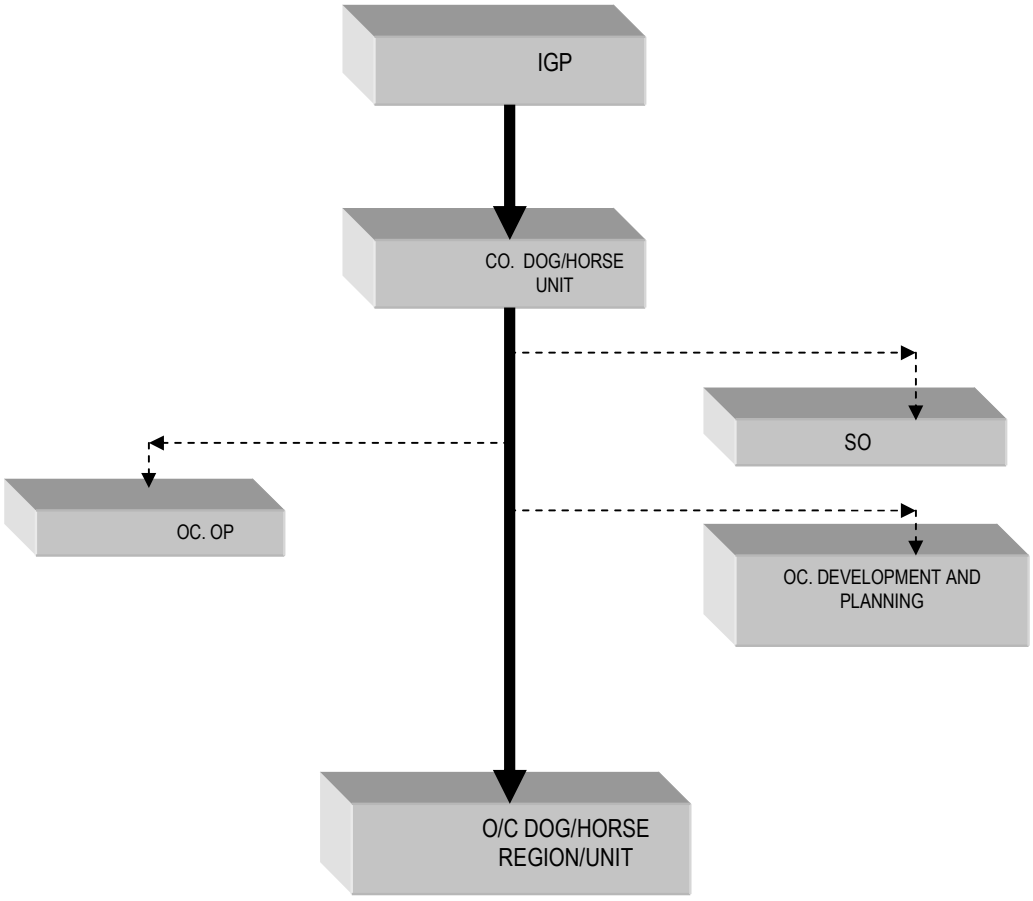
(h) all transfers, in accordance with PGO no. *59* para 5(e).

9. Regional Dog and Horse Units are under the full operational control of the Regional Commanders who are also directly responsible for the efficiency and good discipline of the Units serving under their Command

10. Regional Commanders should make full use of their Dog and Horse Units in support of General Duties personnel including C.I.D. Long distance patrols, bad character raids, Tracking, Identification of items i.e. explosive, drugs and various types of field operations are all suitable Dog and Horse duties.

APPENDIX "A" To PGO NO. 15

ORGANISATION CHART – DOG AND HORSE UNIT



AIR WING UNIT: CONSTITUTION, ORGANISATION AND DUTIES

Constitution

1. The Commanding Officer Air Wing Unit shall be responsible to the Inspector General for the control and superintendence of the Air Wing Police.

2. The Air Wing Unit will be stationed in Dar es Salaam or any other station as may be directed by the Inspector General.

3. The Commanding Officer Air Wing Unit will exercise direct control over the following administrative duties:-

(a) Provision of air transportation in the Force.

(b) Control of revenue collection and expenditure of government funds related to the Air wing Unit.

(c) Coordinate rescue and other operations involving the use of police aircrafts.

(d) Ensure and maintain competency and professionalism of personnel under his command.

(e) Carry out air patrols as may be directed from time to time.

Organisation

4. The Air Wing Unit will have an establishment of Pilots, Engineers, Technicians and other officers holding various police ranks as may be determined by the Inspector General from time to time.

5. The Air Wing Unit will contain the following organisational sections:

(a) Pilots
(b) Engineers
(c) Administration
(d) Stores

Air wing Responsibilities and Duties

6. The responsibilities of the air wing sections are as follows:

(a) Pilots Section

Responsible for flights planning, issuing instructions on handling of the aircraft during flights and cleanliness of the cabin, taking care of the cabin and passengers abode aircraft during flights under the command of a Chief Pilot who will be asisted by Chief Instructor and Operations Officer.

(b) Engineering Section:

Responsible for the preparation of the aircraft before flight and once satisfied that the aircraft is ready for flight inform the Chief Pilot. The section will be responsible for the general cleanliness of the aircrafts. The section will ensure regular maintenance of aircrafts in accordance with the prevailing regulations on civil aviation. The Section should also make sure the aircrafts operate in accordance with laid down aviation regulations. It will also carry out alert service bulletins and other service bulletins as issued from time to time by aircraft manufacturers. It will be under the Chief Engineer assisted by a Deputy Chief Engineer.

(c) Administration Section

Responsible for the general administration, discipline of staff, and police correspondences in the Air Wing Unit and will be headed by a senior ranked Staff Officer appointed by the Inspector General.

(d) Stores Section

Responsible for the storage of spare parts and sending aircraft parts to manufacturers for repairs or overhaul and will be headed by an officer with knowledge of storekeeping and forwarding and clearing of goods.

7. (a) Since the Force does not offer training in such Air Wing fields, the recruitment in these areas of specialisation will be done from graduates of recognised Institutions

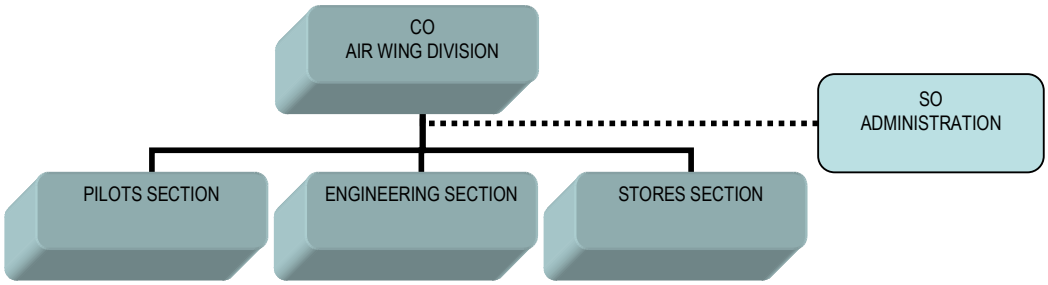
(b) Internal recruitment is also another source of Air Wing Unit personnel where selected general duty servicemen and women are sent to the training Institutions before being transferred to the Unit.

Allowances

8**.** Air Wing Unit personnel of all ranks are entitled to allowances to be paid at rates to be prescribed by the Inspector General from time to time and promulgated in Force Orders.

APPENDIX "A" TO PGO No. 16

ORGANISATIONAL CHART OF THE AIR WING DIVISION



AIRPORTS POLICE UNIT – CONSTITUTION, ORGANISATION AND DUTIES

Constitution

1. The Commanding Officer Airports Police Unit will normally command all the Airports Police Units in Tanzania.

2. The Commanding Officer Airports Police Unit will exercise direct control over division units in the regions, subject to the following general administrative duties which will still be the responsibility of the Airports Commanding Officer:-

(a) General duty policy for airports division personnel.
(b) Arrangement for posting, leave and transfers.
(c) Proposal for Re-allocation of funds from the Airport Police Unit vote under the following heads:-
  (i) personal emoluments;
  (ii) transport and travelling;
  (iii) travelling on leave;
  (iv) office and genera;l
  (v) electricity;
  (vi) maintenance and running of vehicles;
  (vii) miscellaneous Stores;
  (viii) rations to witnesses and prisoners;
  (ix) telephones and Telegrams; and
  (x) rank and File welfare.
(d) Providing O/C District and Stations with full information on all important matters affecting Airports Police Unit personnel serving under their command.
(e) Providing Airports Police Unit CID assistance in serious or complicated Airport cases.

3. (a) Airports Police Unit Commander and Officer Commanding District and stations will be responsible for the conduct of Airports Police work and for the discipline and direct administration of Airports Police Personnel posted to their areas. They will exercise supervision to ensure that they are discharging their duties efficiently and are continuously engaged in safeguarding the interests of Airports Administration.

(b) Inspections of Airports Police Units will be carried out regularly in accordance with PGO. No. 47
(c) Officer Commanding Districts and stations will deal with pay and accounts affecting Airports Police Units and will include Airports Police Personnel and their welfare organization.

Organisation and Police Areas

4. The Airport system is divided into eight (8) sectors for the purpose of Police control and Airport Police Units will be responsible for policing as follows:-

(a) DAR ES SALAAM- Mwalimu Nyerere International Airport
(b) KILIMANJARO - Kilimanjaro International Airport (KIA)
(c) MWANZA - Mwanza Airport
(d) DODOMA - Dodoma Airport
(e) MTWARA - Mtwara Airport.
(f) ARUSHA - Arusha Airport
(g) ZANZIBAR - Zanzibar International Airport
(h) PEMBA - Chake Chake Airport

5. Other Airports will be serviced by the General Duty Police as the need may arise and incidents arising out of Airports in these areas will be handled by the station having jurisdiction in the area.

Duties and Responsibilities

6. The Airports Police Unit is responsible for the discharge of police functions and activities in the United Republic of Tanzania to protect civil aviation against unlawful interference.

7. The specific responsibilities of the Airports Police Unit in the area of aviation security are as follows:-

(a) Prevention and detection of crimes to civil aviation facilities.;

(b) Routine surveillance and patrol of all airports terminal areas;

(c) Surveillance of arriving/departing passengers or persons who may pose a threat to civil aviation;

(d) Contingency planning in cooperation and coordination with the Airports Administration, the Tanzania Civil Aviation Authority, Airport Fire Services and the Air Defence Unit of the Tanzania Peoples Defence Force for response to and control of acts of hijacking, sabotage, bomb or other threats, ground attacks and civil disorder;

(e) The provision of specialist response, including but not limited to Ant-terrorism unit and intervention and explosive devise disposal in co-operation and co-ordination with the Tanzania People's Defence Force;

(f) The provision of rapid armed response capability to major incidence at all the named airports in co-operation and co-ordination with the Air Defence Unit of the TPDF;

(g) Training of appropriate Police Personnel in Aviation Security practices and procedures pertinent to their operations;

(h) Apprehending offenders infringing aviation security laws and regulations;

(i) Liaison with Interpol in matters of Aviation Security internationally;

(j) Cooperation and co-ordination with the Civil Aviation Security Unit;

(k) Participating in search and rescue of passengers on crashed aircrafts and aircrafts in distress;

(l) Prevention and combating drug trafficking in cooperation with the Anti-Drugs Unit;

(m) Escort of government leaders, state leaders and other important leaders.

8. All reports of offences, accidents and incidents (including discrepancies will be dealt with according to PGO No. 309 irrespective of whether or not Airports Police Personnel are established at the place where such report is received. Airports Police, where present will normally carry out the investigation under the direction and supervision of the Officer Commanding District and stations.

9. Reports on all cases of runway accidents will be sent to the Commanding Officer at Dar es Salaam. The payment of accident report fees (vide PGO. No. 292, paragraph No. 9 is waived in the case of airports. Traffic accidents files compiled in such cases will be forwarded to Airports Police Unit Commanding Officer upon the completion of the proceedings.

TRAFFIC POLICE UNIT – CONSTITUTION, ORGANISATION AND DUTIES

Constitution

1. The Commanding Officer, Traffic Unit shall be responsible to the Inspector General on all matters relating to traffic management and control in Tanzania.

2. (a) Traffic matters in Zanzibar shall be coordinated by the Officer in Charge of Traffic Section ZBR who shall be responsible to the Commissioner (ZBR);

(b) All reports on traffic matters from ZBR to the Inspector General shall be copied to the Commanding Officer Traffic Unit.

3. The Commanding Officer, Traffic Unit shall also be the Executive Secretary to the National Road Safety Council of Tanzania and his office will be the Secretariat of the said Council.

Organisation

4. The Traffic Unit shall be divided as follows:

(a) Traffic Unit (HQ)
(b) Regional Traffic Offices
(c) District Traffic Units

5. The organisational chart of the Traffic Unit is presented in Appendix "A" to this order

Duties of the Commanding Officer, Traffic Unit

6. (a) Commanding Officer, Traffic Unit will be responsible for the following matters:-

(i) general command, administration and supervision of the Unit in the country;
(ii) postings and transfer of traffic personnel in the Force;
(iii) giving directives and issuance of comprehensive standing orders to Regional Traffic Officers through their respective Regional Police Commanders who shall ensure that such orders are passed on to the Regional Traffic Officers for implementation;
(iv) regular inspection of Regional Traffic stations to ensure that efficient traffic management, enforcement and compliance with traffic laws and the Orders;
(v) development of a traffic enforcement programme based on accident analysis.
(vi) ensure enforcement of traffic laws and regulations throughout Tanzania;
(vii) Conduct public education and awareness programmes on traffic matters;
(viii) keep the Inspector General informed of all matters relating to traffic and those of special interest for the development of traffic regulation regime in Tanzania;
(ix) advise the Inspector General on traffic matters and policy;
(x) Liaise with institutions and stakeholders dealing with traffic matters with a view of promoting road safety in general;
(xi) manage traffic analysis to include location, day, time and causation of road accidents and share the results with other institutions dealing with road safety such as the National Roads Safety Council of Tanzania;
(xii) supervise the collection and compilation of data on traffic matters and submit periodic report as required by P.G.O. No. *59*;
(xiii) inspection, endorsement and registration of International Driving Permits; and
(xiv) inspection, endorsement and registration of driving schools and driving school instructors.

(b) In the discharge of his disciplinary and administration duties the Commanding Officer Traffic Unit shall be assisted by Staff Officer and such other officers or Inspectors in the following Sections:

(i) research and Statistics Section;
(ii) education, Training and Publicity Section;
(iii) road Transport, Laws and Accidents Section; and
(iv) traffic Section (ZBR);

(c) The Officer in charge of the Research and Statistics Section shall be responsible to the Commanding Officer for the recording and keeping road accident data and preparation and submission of annual traffic returns.

(d) The Officer in charge of the Education, Training and Publicity Section shall be responsible to the Commanding Officer for public dissemination, mobilisation, and sensitisation on road safety matters.

(e) The Road Transport and Accidents Section shall be responsible to the Commanding Officer for identifying causes of accidents and suggesting appropriate remedies including the application, interpretation and development of traffic laws.

Duties of the Regional Traffic Officer

7. (a) The Regional Traffic Officers are responsible to the Commanding Officer Traffic Unit through the Regional Commander for the following matters:

(i) dealing with and monitoring all traffic matters in their respective regions;
(ii) carrying out vehicle inspections as may be required due to accidents or other reasons as directed by the Commanding Officer Traffic Unit from time to time;
(iii) carrying out and monitor driving qualifying tests for applicants of driving licences;
(iv) carrying out and monitor notifications and prosecution of traffic law violations;
(v) coordination and monitoring traffic escorts and official motorcades;
(vi) carrying out and monitoring roads and highways patrols;
(vii) conducting and monitoring investigations on road traffic violations;
(viii) controlling traffic during major incidents and disasters;
(ix) management of road blocks;
(x) management and supervision of the utilisation of zebra crossings and other pedestrian crossings in traffic lights and other places;
(xi) ensuring smooth flow of traffic particularly during rush hours whereby manual traffic control in road intersections may be necessary;
(xii) supervision of post-mortem of fatal accidents to determine cause of death;
(xiii) ensuring that traffic control services are available to the public at all times; in this case, if due to shortage of personnel additional manpower is needed, to liase with the Regional Police Commanders for additional personnel from the General Duty Police;
(xiv) prompt submission of returns in accordance with P.G.O. Nos 375, 376, 286, 309, and 320;
(xvi) arrangements for the escort of loads of abnormal size;
(xvii) operation of speed measuring devices; and
(xviii) operation of breath test equipment.

(b) The Regional Traffic Officers shall in the execution of their duties be assisted by the following sections:-

(i) road Patrol Section;
(ii) vehicle Inspection Section;
(iii) traffic Investigation Section; and
(iv) traffic Records Section;

(c) The O/C Road Patrol Section shall be responsible to the Regional Traffic Officer for the following matters:
(i) patrol of highways and roads;
(ii) management of scenes of accidents;
(iii) traffic flow management and control in highways and roads;
(iv) management of escorts and official motorcades; and
(v) submit information to their respective seniors on matters arising out of road patrols.

(d) The O/C Vehicle Inspection Section shall be responsible to the Regional Traffic Officer for the following matters:
(i) examining road worthiness of vehicles and issue report thereof;
(ii) examining vehicles involved in road accidents and issue report thereof;
(iii) testing and examining applicants for driving licences; and
(iv) filing returns relating to vehicle inspections.

(e) The O/C Traffic Investigation Section shall be responsible to the Regional Traffic Officer for the following matters:
(i) investigation of traffic cases;
(ii) management of post-mortem in case of fatal accidents;
(iii) compilation of traffic case files;
(iv) coordination with the Traffic Prosecution Section on preparation of charges;
(v) management of case summons and securing witnesses; and
(vi) filing returns relating to investigations.

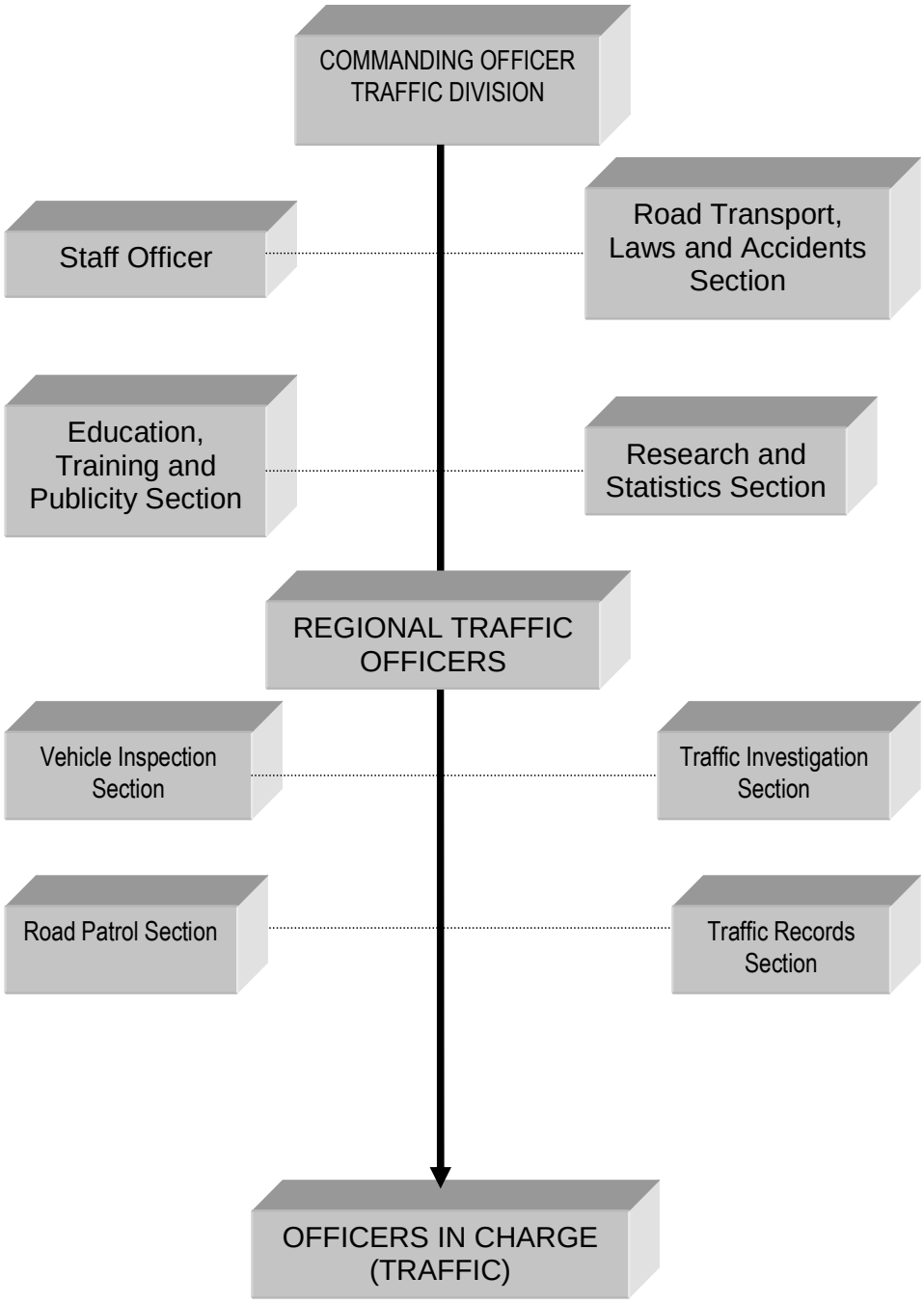
(f) The O/C Traffic Records Section shall be responsible to the Regional Traffic Officer for the following matters:
(i) keeping records and files relating to traffic matters;
(ii) preparing and submitting traffic returns in accordance with P.G.O. No. 372; and
(iii) preparing traffic forms relating to accidents.

Duties of the Officer in Charge, District Traffic Unit

8. The Officer in Charge, Traffic Unit shall be responsible to the Regional Traffic Officer through their O/C. Districts for the implementation of all traffic matters in the respective District.

APPENDIX "A"
To PGO No. 18

ORGANISATIONAL CHART OF THE TRAFFIC UNIT



ORGANISATION – STATIONS AND UNITS – CLASSIFICATION OF

1. Established Police Stations (i.e. Stations for which an establishment has been allocated by Police Headquarters) will be classified as Class "A", "B" or "C" Stations, in accordance with the list at Appendix "A".

2. (a) Class "A" Stations have a planned establishment of more than 100 Rank & File.

(b) Class "B" Stations have a planned establishment of more than 50, but less than 100 Rank & File.

(c) Class "C" Stations have a planned establishment of 50 or less Rank & File.

3. The term "Police Post" will only be used for small unestablished temporary Stations

APPENDIX "A"To
P.G.O. No. 19

CLASS "A" STATIONS

Arusha
Babati
Bagamoyo
Bariadi
Bomang'ombe
Buguruni
Bukoba
Bukombe
Bunda
Central P.S. (DSM)
Chakechake
Chang'ombe (DSM)
Chunya
Dodoma
Geita
Ifakara
Ileje
Iringa
Kahama
Kasulu
Katesh
Kibaya
Kibondo
Kigamboni
Kigoma
Kigoma Kati
Kilosa
Kilwa
Kisarawe
Korogwe
Kwimba Ngudu
Kyela
Lindi
Liwale
Madema
Magomeni
Magu
Mahenge
Mahonda
Malindi
Malindi/Traffic
Masasi
Maswa
Mazizini
Mbeya
Mbinga
Meatu
Mkokotoni
Mkuranga
Mkuu Rombo
Morogoro
Moshi
Mpanda
Msimbazi (DSM)
Mtwara Kati
Mugumu
Musoma
Mwadui
Mwanakerekwe
Mwanga
Mwanza Kati
Mwera
Nachingwea
Namanyere
Nansio Ukerewe
Newala
Ngambo
Oysterbay (DSM)
Railways (DSM)
Same
Shinyanga
Singida
Songea
Sumbawanga
Tabora
Tanga
Tarime
Traffic (DSM)
Tukuyu
Tumbi
Tunduru
Usa River
Utete
Vwawa
Ngara
Muleba

CLASS "B" STATIONS

Bandarini
Biharamulo
Bububu
Buhemba
Butiama
Chalinze
Dar es SalaamChuo Kikuu
DIA Airport
Fuoni
Handeni
Himo
Igogo
Igunga
Ikwiriri
Ilala
Inyala
Iramba
Kamachumu
Karagwe
Karatu
Kawe
Kawe
Kengeja
KIA
Kiabakari
Kibiti
Kigoma Reli
Kijitonyama
Kilimatinde
Kilwa Road (DSM)
Kimamba
Kiomboi
Kirumba
Kondoa
Kongwa
Kwerekwe
Kyaka
Loliondo
Longido
Lushoto
Mabandampakani
Majengo
Makambako
Makunduchi
Manyoni
Manyovu
Maswa
Mbozi
Mbulu
Mfenesini
Micheweni
Mikumi
Mingoyo
Mkoani
Mlandizi
Mombo
Monduli
Mpwapwa
Mtama
Mtwara Airport
Mufindi
Muheza
Mwanza Airport

Mwanza North
Mwera
Nachingwea
Newala
Ngamiani (Tanga)
Ngare Nairobi
Ngerengere
Ngorongoro
Ngudu
Njombe
Nyamwaga
Nyaronga
Nzega
Pangani
Rombo
Ruangwa
Sanya Juu
Selander Bridge
Sengerema
Shirati
Shirati Wanamaji
Sikonge Nzega
Sirari
Stakishari
Sumbawanga (Ufipa)
Tabora Railway,
Tarakea
Tunduma
Tunduru
Ujiji
Urafiki
Urambo
Wazo Hill

CLASS "C" STATIONS

Amani
Basuto
Bayagu
Bereko
Bisumwa
Borega
Borogonja
Buckreef
Bugarama
Buhemba
Bukene
Bukima
Bukoba Railway
Bukoli
Bukumbi
Bulamba
Busangi
Busisi
Butundwe
Bwanga
Bumbwini
Chala
Chato
Chikuyu
Chimala
Chipogoro
Choma
Chwaka
Dabalo
Dodoma Airport
Dodoma Railway
Dumila
Dunga
Fuoni
Gairo
Gamasara
Gingilian
Gonja
Halungu
Haneti
Heka Azimio
Ibaga
Iboja
Igalula
Igirubi
Iguguno
Igurusi
Ihanja
Ikungi
Ilongero
Ilula
Inyonga
Isaka
Isaka Reli
Iselamagazi
Isenye
Itigi
Kabanga
Kagunga
Kagwe
Kakonko
Kalango
Kalema
Kaliua
Kalya
Kamachumo
Kamsamba
Kanyigo
Kara
Karumwa
Kasamwa
Kasanga
Kashasha
Kasseya
Kasulo
Kasumulu
Kate
Katoro
Katumba
Katunguru
Kaunda
Kayisho
Kegonga
Kemondobay Reli
Kengeja
Kenkombyo
Kenyana
KIA
Kiabakari
Kiabalisa
Kiagata
Kibakwe
Kibara
Kibaso
Kidatu
Kigeraetuma
Kigongo Ferry
Kijingu
Kilimarondo
Kilombero
Kimali
Kimamba
Kinampanda
Kingolwira
Kingwe
Kintinku
Kipeta
Kirongwe
Kisaki
Kisanga
Kisesi
Kishanje
Kisorya
Kiwira
Kogaja
Komaswa
Konde
Korotambe
Kwamtoro
Kyerwa (Kagenyi)
Laela
Lalago
Lamadi
Lionjo
Litembo
Liuli
Lizaboni
Lugalo
Lukumbule
Lunguru
Lunguya
Lupembe

Lusewa
Lwangwa
Mabanda Mjini
Machochwe
Madaba
Madibira
Mafia
Maganzo
Magugu
Mahembe
Mahonda
Mahurunga
Mahuta
Mailimoja
Majimoto
Makanda
Makele
Makongolosi
Makuyu
Malampaka
Malangali
Malinyi
Malya
Manda
Mandawa
Mang'ula
Mangaka
Manyoni
Masumbwe
Matamba
Matarawe
Matayi
Matemanga
Matombo
Matongo
Mavota
Mbambabay
Mbarali
Mbekenyera
Mbingu
Mererani
Mfenesini
Mgambo Kigoma
Mgandu
Mgango
Mgeta
Mgololo
Migoro
Mikese
Mikindani
Mikumi
Milepa
Milola
Mingoyo
Minziro
Misasi
Mishamo
Misungwi
Mkuyuni
Mkwajuni
Mlimba
Mlowo
Morogoro Reli
Mose
Moshi Railways
Mpuyi
Msamala
Mtambile
Mtera
Mtibwa
Mtimbira
Mtimko
Mtitu
Mtomara
Mtowisa
Mtukula
Muganza
Mugeta
Mugoma
Muhange
Muhenze
Muhoro
Muhukuru
Muhutwe
Muriti
Murongo
Murusagamba
Murutunguru
Muyama
Mvomero
Mwamapalala
Mwampembe
Mwandiga
Mwese
Mwimbi
Mwanza Railway
Mzumbe
Nalasi
Namabengo
Namasi
Namtumbo
Nanga
Nanyamba
Nasa Darajani
Natta
Ndago
Ndanda
Nduguti
Negezi
Ngamu
Ngare Nanyuki
Ngarenairobi
Ngasamo
Ngerengere
Nguliati
Nguruka
Nkungi
Nshamba
Nyakabindi
Nyakahanga
Nyakahura
Nyakalilo
Nyakanazi
Nyamilembe
Nyamongo
Nyamswa
Nyang'wale
Nyangae
Nyantira
Nyumba ya Mungu
Nzela
Oldonyo Olobaiye
Oldonyo Sambu
Olmoloq
Omukariro
Paje
Panyakoo
Peramiho
Puge
Robanda
Rongai
Ruaha/Mbuyuni
Ruamchanga
Rubale
Ruhembe
Rulenge
Runazi
Runzewe
Rusumo
Rutamba
Sangamwalugesha
Sanza
Sao Hill
Sapiwi
Saragana
Sepuka
Seronera
Shelui
Sigunga
Simbo
Songea Bus Stand
Songwe
Stamico
STPU Moshi
Suguti
Sumve
Sungwizi
Tanga Railway,
Tegeruka
Turiani
Ujiji
Ukiriguru
Ukumbisiganga
Ulyankulu
Unguja Ukuu
Ungujaukuu
Usenya
Usoke
Utegi
Uvinza

Zanzibar Airport

MOBILE POLICE STATIONS

1. Mobile Police Stations will be used in Regions at the discretion of Regional Commanders. They may be used to permit the extensive policing of rural areas or as a base from which intensive investigations can be carried out in a specific case. In certain circumstances, they can be utilised as operation headquarters.

2. A Mobile Police Station will normally be in the command of an Inspector, assisted by the following: -

General Duties –
- 1 N.C.O.
- 2 Police Constables
- 1 Driver.
- 1 Signaller.

C.I.D.-
- 1 N.C.O.
- 1 Detective Constable

Crime Intelligence –
- 1 N.C.O.

3. Every Mobile Police Station will be accompanied by a Field Force Unit or General Duties escort, which shall never be less than one section. This escorting party will be self-contained and will travel in Field Force Unit transport where available.

4. Sufficient motor vehicles, with drivers, will be provided to transport personnel, tents, bedding, mosquito nets, cooking and personal equipment. Where necessary, a water trailer for towing will be taken. Water trailers will be drained and refilled twice each week. Under no circumstances will personnel travel inside the Mobile Police Station. Camp equipment will not be carried in the Mobile Police Station.

5. Mobile Police Stations will carry the equipment as determined by the Regional Commander.

6. .The following main Station records will be maintained, together with any others, as directed by Commanding Officers: -

(a) Report Book (P.F. 162) P.G.O. No. 309.

One Report Book, which will be drawn from the Police station of the District in which it is operating, will be maintained in accordance with paragraph 23 of P.G.O. No. 309. This Report Book will be handed over to the O/C. District upon the departure of the Mobile Police Station and will be retained by him until the Mobile Police station returns to his District. Note that a Mobile Police Station will not maintain its own separate Report Book, but will keep a series of Report Books supplied and retained by the District Stations in whose areas operations are undertaken. Cases handed over for prosecutions or further investigation by a Mobile Police Station to the District Police Station before the Mobile Police Station finishes its operations in the District will be treated as transferred cases (vide paragraph 22 of P.G.O. No. 309). All other cases handed over on the departure of the Mobile Police Station from the District will be serially numbered from the District Station Investigation Register and all subsequent action on them will be recorded in `the Mobile Police Station Report Book (vide paragraph 23 (b) of P.G.O. No. 309).

(b) Station Diary (P.F. 51) – P.G.O. No. 284

All reports made to a Mobile Police Station whether verbally or in writing, shall be briefly recorded in the Station Diary (P.G.O. No. 284, paragraph 4 (e) refers) in addition to their entry in the Report Book.

Detention Register (P.F.20) should be maintained in accordance with P.G.O. No. 353 where it is essential to detain persons in custody at the Mobile Police Station. Those in custody should normally be transferred to the District Police Station for detention and not detained overnight at the Mobile Police Station.

Prisoner's Property Receipt Book (P.F. 63) should be maintained in accordance with Police General Order No. 357.

Visiting Officer's Inspection Book (P.F. 187) should also be maintained in accordance with Police General Order No. 303.

7. Regional Commanders will issue written instructions to the Inspectors in charge of Mobile Police Stations laying down in precise terms the route to be travelled, the duties to be performed and the radio schedules to be maintained. In all other respects, Mobile Police Stations will be organised and operated in the same manner, as a Police Station as far as may be possible. Notification of serious incidents and crime will be reported in accordance with P.G.O. No. 311. Commanding Officers will carry out regular inspections of Mobile Police Stations working in their areas.

8. Upon the departure of a Mobile Police Station from a District, it is important that all criminal intelligence and other information which should properly be notified for recording at the District Police Station is conveyed to the Officer – in – Charge

ESTABLISHMENTS MAINTENANCE UNITS TRADESMEN

1. The Police Training School Moshi and each Regional Headquarters (except Dar es Salaam, which will be served by the Quartermaster) will operate small Maintenance Units of Carpenters, Cobblers, Tailors, Assistant Armourers and Assistant Storekeepers (hereinafter referred to as "tradesmen").

2. (a) These Units will be composed entirely of specially qualified members of the Rank & File and will not exceed the establishment set out hereunder: -

Region	Carpenters	Cobblers	Tailors	Asst. Armourers
Tanga, Kilimanjaro, Arusha, Mbeya, Iringa, Morogoro, Tabora, Kigoma, Shinyanga, Dodoma, Mara and Mwanza	2	2	2	1
Ruvuma, Pwani, Rukwa, Mtwara, Lindi, Kagera and Singida	1	1	1	1
Police Training School Moshi	6	6	6	1
Quartermaster	6	1	1	1

(b) This establishment will include 3 Sergeants and 6 Corporals, if personnel with suitable qualifications are available for promotion.

3. No other Stations or Units may employ tradesmen, but Regional Commanders may attach members of their Headquarters maintenance Units to other Stations which have special need of their services, provided that the Regional establishment set out above is not exceeded.

4. In some Regions the full establishment of tradesmen may not be required. For instance, it will be possible in many places to send all boot repairs to the local prison, thereby obviating the need for cobblers. Regional Commanders will, therefore, ensure that they do not engage unnecessary tradesmen.

5. (a) Carpenters, Cobblers and Tailors may be engaged and attested locally by Regional Commanders and all engagements must be reported to Police Headquarters. Training at the Police Training School Moshi is not necessary for tradesmen, but they will be eligible for promotion to Corporal and Sergeant on basis of five and ten years' service respectively, provided that N.C.O. vacancies exist in their particular establishment.

(b) All recommendations for promotion will be submitted to Police Headquarters in the normal way.

(c) Tradesmen will normally be appointed at the lowest point in the Constables' salary scale, but the Inspector General may award increments of salary in respect of previous experience or skill. Recommendations to this effect should be submitted to the Inspector General supported by testimonials or certificates.

6. One Assistant Armourer will be stationed at each Regional Headquarters, except Dar es Salaam. All will be fully trained police officers with normal promotion prospects. They will carry out their duties in accordance with paragraph 2 of P.G.O. No. 81.

7. Assistant Storekeepers, who will also be fully trained police officers, unless otherwise authorised by Police Headquarters, will be stationed at all Class "A" and "B" stores, as authorised under P.G.O. No. 171. The following establishment set out hereunder will not be exceeded and Commanding Officers should only provide one storekeeper for Class "A" Stations, if two are unnecessary: -

Class "A" Store	2
Class "B" Store	1
Police Training School	4

Assistant Storekeepers should normally be Police Constables, but N.C.O.s may be used if necessary in Class "A" Stores only.

8. (a) Medical Dressers, who will be trained police officers, unless otherwise authorised by Police Headquarters, may be employed at District Headquarters Stations where facilities exist and where suitably qualified officers are available.

(b) The following establishment may not be exceeded: -

District Headquarters	1
Police Training School Moshi	3

9. Cobblers, tailors, Carpenters, Assistant Armourers and Assistant Storekeepers stationed at Regional Headquarters shall be under the direct control of the Regional Headquarters Inspector, who will ensure that they carry out their duties in a proper manner. Under no circumstances may Cobblers, Tailors and Carpenters be employed on private work. Regional Commanders will ensure that a record is kept of all jobs allocated to these personnel.

10. Tool kits, in accordance with Appendixes "A", "B" and "C", may be obtained from the Quartermaster on indent and issued to Armourers, Cobblers and Carpenters.

11. All specialist personnel referred to in this order will be carried by the establishment of the Station or Unit to which they are posted, unless provided for otherwise in the Force authorised establishment.

APPENDIX "A"
(To P.G.O. No. 21)

TOOLS KIT – ARMOURER'S

Brace, Armourer's	1
Brace, Armourer's bit screwdriver, small	1
Brace, Armourer's bit screwdriver, large	1
Carborundum stones	1
Chests, Armourer's	1
Cork	1 set
Drifts (4 per set)	1 set
Files, sight	1 set
Hammer, Rawhide	1
Hammer Warrington, cross pain riveting	1
Horse and Bolts, Armourer's	1 set
Rod, cleaning No.1	1
Stick, cleaning chamber	1
Striker, point gauge No. 1	1
Tester, trigger B	1
Tool, adjusting foresight No. 1 MK II	1
Tool, adjusting foresight No. 1 KM II converted for No. 4 rifle	1
Tool, adjusting punch for above	1
Tool, bore bit	1
Tool, bore brush	1

Tool, bore rod	1
Tool, extractor spring No.1	1
Tool, extractor spring No. 2 for No. 4 rifle	1
Tool, removing foresight screws No.4	1
Tool, striker removing No. 2 mark I I	1
Vice, Armourer's parallel 4" vice clams, leather	1 set.

APPENDIX "B"
(TO P.G.O. No.21)

TOOLS KIT COBBLER'S

Awls, handles	2
Awls, needles	6
Boxes, tool	1
Hammer, shoemaker's	1
Knives, leather	1
Lasts, shoemaker's	1
Padlock	1
Pincers, lasting	1
Pliers	1
Punches, 6-way	1
Rasp	1
Stones, oil	1

Materials

Beeswax
Heels, leather
Heels, rubber
Heel plates
Leather, sole
Leather, upper
Nails, 1"
Soles, leather
Soles, rubber
Studs
Tread, shoemaker's
Toe plates

APPENDIX "C"
(TO P.G.O. No.21)

CARPENTER'S TOOLS

Auger bits, ¼, 3/8, ½, 5/8, ¾, and 1	1 each size
Brace, ratchet, 10" Stanley, No. 81	1
Cabinet, rasp, 12"	1
Carpenters' pencils	6
Chests, tools, carpenter's	1
Chisels, firmer, ¼, ½ and ¾	1 each size
Drill hand, Stanley No. 805	1
File, saw, taper 4"	1
Glue pot, 11/2 pint	1
Hammer, claw No. 4	1
Handsaw, 24	1
Keyhole saw	1
Marking gauge, single	1

Nail puller	1
Nail punch	1
Oilstone, combination 8 x 2 x 1 No. 108	1
Plane, jack, Stanley No 51/2	1
Plane smooth Stanley No. 4	1
Pliers, 7	1
Pincers, 8	1
Raw plug, Handyman Outfit	1
Rule, Boxwood, 4fold, 3ft. Rabone No. 1375	1
Spokes have, Stanley No. 151	1
Screwdriver, 6	1
Screwdriver, 12	1
Square 9	1
Tenor saw, 12	1
Twist drills, 1/16, 1/8, ¼	1 each size
Vice, record No. 521/2	1

ORDERLIES – GAZETTED OFFICERS

1. Each Regional Commander and Gazetted Officer of or above the rank of Assistant Commissioner is entitled to one full-time orderly (who shall be a Police Constable) to look after his uniforms and to accompany him on safari.

2. .Orderlies are not household servants and shall not be employed on menial duties.

3. No N.C.O. may be employed as an orderly.

4. No Police Constable may be employed as an orderly unless he is willing to undertake the work.

5. Gazetted Officers shall not pay an extra allowance for the service of their orderlies.

6. Gazetted Officers shall, if possible, train their orderlies to drive a motorcar, so that they can be used as drivers in time of emergency.

7. O/C. Districts and Field Force Units may arrange for Constables serving under their command to clean their uniforms and to accompany them on safari.

P.G.O. No. 23

ORGANISATION – ORDERS

General

1. All official Orders issued to the Force in accordance with this Police General Order are for Police use only and may not therefore be divulged to members of the public

Police General Orders

2. Police General Orders (P.G.Os) are Orders of a permanent nature issued by the Inspector General to the Force.

3. Every Gazetted Officer and Inspector is required to have a thorough knowledge of all P.G.Os.

4. Commanding officers are responsible for ensuring that -

(a) all P.G.Os are enforced and obeyed by all ranks;

(b) members of the Rank & File are given adequate instruction in all P.G.Os, which in any way affect them.

5 Copies of P.G.Os will be issued to all Gazetted Officers and Inspectors and to the Stations and Formations listed hereunder: -

Police Headquarters	20
Police Zanzibar	100
C.I.D. Headquarters	10
Police Training School Moshi	100
CO, Field Force Unit	2
Police Training School Zanzibar	40
Regional Headquarters	20
Class A Stations	10
Class B Stations	10
Class C Stations	5
Field Force Unit	5
Commandant, Police College	100
Signals Unit	28

6. All O/C. Stations and Formations issued with P.G.O. and all officers who hold P.G.Os on personal issue are directly responsible that their copies are always up to date and amended without delay whenever P.G.O. amendments are published in Force Orders.

7. Amendments to P.G.Os will be issued by the Inspector General in Force Orders. Each amendment will be numbered. Amendments will be inserted in P.G.Os in the following manner: -

(a) In red ink if the amendment is a minor alteration to one or two words or figures.

(b) By pasting in opposite the section of the P.G.O. to be amended if the amendment is approximately paragraph length.

(c) By the replacement of a complete page in the volume if the amendment is very extensive.

(d) In every case, the amendment number will be written in red ink in the margin of the amendment and full details of the amendment will also be shown in the Register of Amendments at the end of the volume

8. The Inspector General however will from time to time issue revised editions of the Police General Orders which takes into account all amendments which have been made over the years and any other additions which he deems necessary for the effective implementation of the mandate of the Force. It should be noted also that Police General Orders are

Government property. Officers holding personal copies will, therefore, return same to the Quartermaster on termination of service in the Force.

Force Orders

9. Force Orders, Part 1, are orders of a temporary or semi-permanent nature issued by the Inspector General to the Force.

Standing Orders

10. Standing Orders are orders of a permanent nature peculiar to certain Stations and Units, e.g. orders regarding beats, patrol schedules, licensed premises, local administration, etc., amplifying but not repeating Police General Orders or other published Police instructions. Under no circumstances may standing orders conflict with Police General Orders.

11 (a) Commanding Officers are responsible that all Stations and Units under their command are issued with comprehensive up to date sets of Standing Orders covering their normal working requirements. These Orders shall be known as Regional, District, Station and Unit Standing Orders.

(b) Standing Orders may only be issued by: -

(i) Commanding Officers.
(ii) O/C. Districts
(iii) CO Field Force Units.
(iv) Director of Music.

12 O/C. District and Field Force Units must submit drafts of all Standing Orders to their Regional Commanders for approval before issue. The Director of Music may issue Standing Orders directly connected with his respective Unit , but must submit drafts of all Standing Orders which affect other commands to Police Headquarters for approval before issue.

13 All Standing Orders may be issued in both English and Kiswahili and will be numbered and filed in numerical order. An index of both English and Kiswahili Orders shall also be provided for easy reference.

14. Standing Order files should be accessible to all ranks so that newly transferred personnel may familiarise themselves with local Orders, which are not common to other Stations and Units.

SECTION II
FORCE ADMINISTRATION
Nos. 31 – 80

P.G.O. No.	Title
31.	Band-Buglers –Conditions Of Service
32.	Band Unit – Administration Of
33.	Books – Movement Order (P.F. 58)
34.	Books – Sick Report Register
35.	Books And Registers – Destruction of
36.	Command -Handing Over Procedure
37.	Commendations and Awards
38.	Correspondence – Classified
39.	Correspondence – Routine
40.	Habitual Criminals Dossiers
41.	Criminal Statistics
42.	Documentation – Inspectors And Rank & File
43.	Dog and Horse Unit
44.	Criminal Investigation Department – Administration
45.	Professional Advancement - Examinations
46.	Identity Certificates
47.	Inspections – Formal – By Gazetted Officers
48.	Leave
49.	Pension Ability – Rank & File
50.	Plain Clothes Duty
51.	Police Gazette
52.	Probation-Confirmation-Promotion On Trial
53.	Promotions
54.	Recruits- Procedure

55. Re-engagement and Discharges

56. Reports- Confidential

57. Reports- Progress

58. Time off and Time off leave

59. Transfers- Inspectorate and Rank and File

60. Books of reference

61. Death and Burial of Officers

P.G.O. No. 31

BAND-BUGLERS –CONDITIONS OF SERVICE

Enlistment

1. The Commandant Police Training School Moshi, shall be responsible for the enlistment and training of Buglers. Buglers will only be enlisted on instructions from Police Headquarters.

Enlistment Conditions

2. Candidates for enlistment as Buglers must comply with the following requirements. They shall be:-

(a) not less than 15 years of age and not more than 17 years of age;

(b) of a physique likely to conform, in due course, to standards required of all members of the Rank & File;

(c) certified by a Government Medical Officer as being medically fit for service in the Force and to be the age they claim if no satisfactory proof can otherwise be produced;

(d) in possession of the written consent of their parents or guardians to join the Force as Buglers;

(e) literate in Kiswahili and must have reached at least Standard VII (Tanzania);

(f) of good character.

Proficiency Test

3. The Commandant Police Training School, Moshi, will arrange for the Director of Music to visit the Training School to test Buglers who have completed their period of training.

Posting

4. Buglers will remain with the Band at the Police Training School until posted elsewhere by Police Headquarters.

Re-enlistment as Police Constables

5. When Buglers reach their eighteenth birthday, they will either: -

(a) re-enlist as Bugler Police Constable, in which case they will not be required to undergo the Recruit's Course at the Police Training School, Moshi; or

(b) opt to cease bugling and join the Force as Recruit Police Constables, in which case they will be required to undergo a full Recruit's Course at the Police Training School, Moshi, subject to their being of the required physical standards. These may be relaxed at the discretion of the Commandant, Police Training School, Moshi, or;

(c) be discharged.

Previous Service to Count

6. The whole period of service spent as a Bugler prior to enlistment as a Police Constable will count as normal Police service for the purposes of seniority and the award of any future gratuity under Section 63 of the Police Force and Auxiliary Services Act, Cap. 322 R.E. 2002. However, in accordance with the provisions of section 18 (c) of the Public Service Retirement Benefits Act, Cap. 371 R. E. 2002, service whilst under the age of 18 may not be counted towards a pension.

P.G.O. No. 32

BAND UNIT – ADMINISTRATION OF

Administration

1. The Director of Music will be responsible for:-

(a) the training, maintenance of discipline, welfare and pay of Bands and cultural troupes personnel;

(b) the supervision of clothing and equipment of Band and cultural troupes personnel

(c) the arrangement of Bands and cultural troupes engagements and programmes;

(d) all administrative arrangements for rail/road journeys and the preparation of warrants; and

(e) the maintenance and accounting of all Band and cultural troupes property and stores.

Band – Zanzibar Police

2. The Commissioner of Police Zanzibar will be responsible for the maintenance of discipline, welfare, pay and clothing of personnel of the Band at Zanzibar.

3. The Director of Music will inspect quarterly, in accordance with **P.G.O.** No. 47 and advise on all musical matters.

4. The Director of Music will be responsible for ordering all new instruments and replacements.

5. Private engagements may be accepted at the discretion of the Commissioner of Police Zanzibar. Donations and 50 per cent of the fees received shall be forwarded to the Director of Music, who will pay all amounts into the Police Band Fund. The remaining 50 per cent will be shared equally among the performers and paid out against signature.

Bands – Police Training School Moshi

6. The Commandant Police Training School Moshi will be responsible for the maintenance of discipline, welfare, pay and clothing of personnel of the Band at the Police Training School Moshi.

7. The Director of Music will inspect all Bands quarterly, in accordance with **P.G.O.** No. 47 and advise on all musical matters.

8. The Director of Music will be responsible for ordering all new instruments and replacements.

9. Private engagements may be accepted at the discretion of the Commandant Police Training School Moshi. Donations and 50 per cent of the fees received shall be forwarded to the Director or Music, who will pay all amounts into the Police Band Fund. The remaining 50 per cent will be shared equally among the performers and paid out against signature.

The Police Band Fund

10 The rules governing the administration, income and expenditure of the Police Band Fund are given hereunder.

11. The Fund shall be known as the Tanzania Police Band Fund, and all moneys will be deposited in a Bank Account at Dar es Salaam.

12. All donations and fees paid to the band for private engagements in accordance with the scales laid down in this Order will be paid into the above Fund.

13. The fund will be used for the purchase of music and to defray incidental expenses incurred by the Band. It shall be administered by the Director of Music in accordance with this order.

14 The Director of Music shall-

(a) Maintain the following accurate and up to date accounts:

(i) Band Account Book;

(ii) Petty Cash Book; and

(iii) Payment to Bandsmen Register;

(b) In no circumstances incur any debts or commitments, which cannot be met by the Fund.

(c) Personally authorize expenditure up to Shs. 50,000/= per item and control a petty cash account to the maximum of Shs. 50,000/=.

(d) Refer all proposed items of expenditure in excess of Shs. 50,000/= to the Inspector General;

(e) Ensure that all payments and donations to the Fund are credited at once to the Police Band Fund Account.

(f) Send receipts acknowledging all payments or donations.

(g) Certify all bills as correct before payment.

(h) Maintain an engagement book showing the names of Band personnel and their authorized share of private engagement fees; draw the necessary funds from the bank and pay out against signature.

(i) Produce accounts, bank statements and receipts for inspection by the Inspector General of Police at the end of each quarter.

Band Fees and Allowances

15 The Director of Music, Inspectors and members of the Band will be paid monthly allowance in accordance with the rates approved by the Government.

16. The fees payable for Band performances at private engagements shall be as follows: -

(a) Full Band – 150,000/=.

(b) Jazz Band – 100,000/=.

(c) Transportation Charges- unless prior exemption has been obtained from the Inspector General, transportation charges will also be levied in accordance with rates for hiring Government transport, provided that the journey exceeds 20 kilometres from Kilwa Road Barracks in Dar es Salaam or the Police Training School in Moshi or from the accommodation occupied temporarily by the Band while on safari.

17. Charges will not be levied for performances given by order of His Excellency the President of the United Republic of Tanzania, nor for performances at any public functions approved by the Inspector General. Charges will be made for private engagements attended by his Excellency the President when the engagement is not ordered by the President as part of an official programme.

18. Where private engagement is required for charitable or other such cause, and a reduction is requested by the organisers, the matter will be referred to the Inspector General.

19. The fees payable for private performances shall be distributed as follows: -

(a) Full Band,
50 per cent to the Band Fund,

40 per cent to the performers (in shares – see paragraph 22), and
10 per cent to the Director of Music or O/C i/c Band Unit.

(b) Dance Band,
20 per cent to the Band Fund,
70 per cent to the performers (divided equally), and
10 per cent to the Director of Music or O/C i/c Band Unit.

20. The 40 per cent of Full Band Fees payable to performers will be distributed as follows: -

Inspectors	4 shares
First class performers	3 shares
Second class performer	2½ shares
Third class performers	2 shares.

21. When the Director of Music or the O/C i/c Band Unit is not present, the 10 per cent of fees drawn under paragraph 21 (a) and (b) will be added to the percentage allocated to performers.

22. The Band shall not be made available for private performances, which interfere in any way with official duties.

P.G.O. No. 34

BOOKS – MOVEMENT ORDER (P.F. 58)

1. A Movement Order (P.F. 58) authorising an officer's movement outside his normal duty area shall be issued to all members of the Inspectorate and Rank & File who are about to leave their Stations or Units, whether temporarily or permanently on:-

(a) transfer;

(b) leave;

(c) temporary postings or attachments;

(d) special courses of instruction;

(e) escort duty;

(f) all other duties, which take them outside the area or district to which they are posted (excluding long-distance patrols carried out in accordance with P.G.O. No. 302).

2. Movement Orders shall be prepared, in duplicate, and issued by O/C. Stations and units, who will enter thereon: -

(a) precise instructions for the journey, including the route to be taken;

(b) salary and travel assistance details of those going on leave or transfer, in accordance with paragraphs 33 and 34 of P.G.O**.** No. 48.

(c) the amount of travel assistance granted to the officer concerned and also any further assistance that officer might anticipate from officers en route or at his final destination;

(d) under the heading "Details" the weight of the officer's baggage when on permanent transfer; and

(e) the travel entitlement of the officer in cases where the family of that officer has preceded him on leave and where it is not possible to issue return travel warrants for them prior to that officer's departure on leave.

3. Only one Movement Order will be made in respect of a party of police involved in the same duty movement, but the names of all concerned will be entered on Form P.F. 58.

4. Police officers travelling under the authority of a Movement Order shall:-

(a) produce their movement orders on the demand of a senior officer,

(b) report at the Police Station (if there is one) in any place through which they travel and obtain the O/C. Station's endorsement on their Movement Order,

(c) request any Government Officer to whom they report in connection with their duty to similarly endorse their Movement Order; and

(d) report to O/C. Station or Unit, without delay, as soon as they arrive at their destination and hand over their movement order.

5. O/C. Station or Unit to which personnel report in accordance with paragraph 4 (d) shall:-

(a) record the exact time of arrival on the Movement Order and in the Occurrence Book,

(b) investigate any undue delay in the journey;

(c) retain and file the movement order if the prescribed journey has been completed; and

(d) hand back the Movement Order if the prescribed journey has not been completed and issue precise onward travel instructions.

6. Movement Orders of personnel on temporary attachment of less than 28 days' duration will be retained by O/C. Station or Unit and re-issued with the time of departure endorsed thereon when the holders return to their permanent posting.

7. O/C. Stations and Units will file completed movement order for six months and then destroy them.

BOOKS – SICK REPORT REGISTER

1. A sick report register (P.F. 40) will be maintained at all Police stations in which the following particulars will be recorded: -

(a) Date.

(b) Number and name of Inspector or member of the Rank & File reporting sick.

(c) Nature of illness.

(d) Number of days spent in hospital

(e) Number of days sick leave granted.

(f) Number of days off duty.

(g) Number of days on light duty.

2. Every member of the Inspectorate and Rank & File will be issued with a Medical History Book (P.F. 31c) upon appointment.

3. Medical History Books will be retained by the O/C. Units, who will be responsible for ensuring that the books are maintained in accordance with this Order

4. Whenever a personnel reports sick, he will be given his/her Medical History Book and instructed to produce it to the Medical Officer or clinic which he attends, where details regarding sickness requiring hospitalisation or sick leave will be recorded. He will return the book to his/her O/C. at the earliest possible opportunity.

5 The O/C. Station will complete the details in the sick report register from the personnel's medical history book.

6 The medical history book will accompany the personnel on transfer and will be sent to Police Headquarters for filing upon the personnel's discharge from the Force.

P.G.O. No. 35

BOOKS AND REGISTERS – DESTRUCTION OF

1 All completed Police books and registers, except only:-

(a) Treasury and Stores records, which must be preserved in accordance with Regulation 140 of Public Finances Regulations; and

(b) Official books which must be preserved for a special period under specific Police General Orders, shall be destroyed two years after the date of the last entry on the last page.

2. Destruction shall, in every case, be authorised by a Gazetted Officer. Books and registers, which are due for destruction, shall be produced at formal inspections and Gazetted Officers shall ensure that old and useless records are not preserved.

P.G.O. No. 36

COMMAND-HANDING OVER PROCEDURE

1. Every Gazetted Officer and Inspector who hands over command of a police formation shall prepare comprehensive handing over notes for the information and guidance of his successor. These notes shall cover, *inter alia*:-

(a) all matters of interest concerning the staff;

(b) all matters which have been actively engaging the attention of the police; and

(c) the state of police buildings and programmes for expansion.

2. Incoming officers will pay close attention to their predecessors' handing over notes and will take all necessary action to ensure continuity of policy and administrative action.

Action on Handing and Taking Over

3. Incoming officers will normally take over only the Headquarters of large formations but, when there is any change in the command of a formation where Government cash or stores are on charge, the formation will be formally handed and taken over in accordance with Part XIII Para (d) and Regulations 248-249 of the Public Finance Regulations.

4. The handing over of all Stations and other Formations must be supervised by a Gazetted Officer from Regional Headquarters who will witness the signing of the certificates and affix his signature thereto.

5. The procedure for the preparation of Handing Over Certificates, set out in the following paragraphs, will not apply to Crime Intelligence Unit Notes, which will be covered by the Director for Criminal Investigation Department's Standing Orders.

Handing and Taking Over Certificates

6. On completion of the handing over, the certificate (…….…… …… originally T.F. 153 and S.F. 17), which appear at Appendices "A" and "B" to this order, and P.F. 168, appearing in the Property on Charge Register, will be completed by the officers concerned.

7. When a Regional Headquarters or other Command Headquarters is handed over, three copies of the handing over certificates will be prepared and two copies will be sent to Police Headquarters

8. When Police Stations and other Regional formations are handed over, Handing Over Certificates will be prepared in quadruplicate and three copies will be sent to Regional Headquarters. Regional Commanders will retain one copy and will forward the remaining two copies to Police Headquarters.

9. Certificates must be properly completed in full and "NIL" should be entered against any part of a handing and taking over certificate which is inapplicable to the Station in question, e.g., the sections dealing with cash and stamps in the case of a station where these are not held.

10. Certificates in the form set out at Appendix "C" will be completed in respect of secret files and documents and forwarded under separate secret cover, together with lists detailing the secret files and documents to which they refer. The distribution required is the same as that for handing and taking over certificates, except that Police Headquarters requires only one copy.

11. All deficiencies, discrepancies and losses of Government property shall be entered on the certificate. Any officer who refuses to sign a certificate because he is

dissatisfied with the condition of the formation handed over to him shall report the fact at once to his Commanding Officer.

Inspections on Taking Over

12. The incoming officer will, as soon as possible after taking over, inspect all Stations under his command and will make himself conversant with all local standing orders, revising them as and when circumstances demand

APPENDIX "A"

(TO P.G.O. No. 36)

T.F.N. 153

TANZANIA

.....STATION

Statement of Handing over of .....

Ministry/Department/Station on the .....200.....

Cash	Shs.	Cts.
Notes		
Coins		
Cheques		
	Shs.	Cts.
Bank Balance as per Bank Certificate		
Less Cheques outstanding		
	Shs.	Cts.
"Kodi" Stamps (as detailed and agreed with Register)		

Revenue Stamps (as detailed and agreed with Register)		
Embossed Paper (as detailed and agreed with Register)		

Revenue Counterfoil Books (as detailed on Revenue Counterfoil Return attached)			
	Registered Nos.	No. of Pieces	Weight
Ivory (as detailed in Register)			
(a) Elephant			
(b) Hippopotamus			
Rhinoceros Horn			
Game Skins (Detail types)			

Livestock (as detailed in Livestock Return attached)			
Safes, Strong rooms, Cash Boxes (Steel and Wooden) and Keys			
Make and Dimension of Safes, etc.	Marker's No. of Safe	Maker's No. of Keys, etc.	Where duplicate held

Financial, etc. Instructions	No. of Copies
Government Regulations	
Financial Orders, Part I	
Financial Orders, Part II.....	
Financial Orders, Part III	
General Orders	
The Laws of Tanzania (Sets)	
Treasury Circulars	
Stores, Furniture, etc. (as detailed in Register)	
Stores Form 17 has been completed.	

Departmental Vote Book

I hereby certify that I have handed over the Departmental Vote Book duly entered todate and that it clearly shows the exact amount of expenditure charged against the Vote or Votes for my Department, and also the expenditure authorised to be incurred, in accordance with ---------- Regulation No. 236.

.....Signature} Outgoing Officer

.....Designation}

Received the Departmental Vote Book.

..... Signature} Incoming Officer

..... Designation}

We hereby certify that we have handed over and taken over the Cash, Stamps, Counterfoil Books, Safes, Stores, etc., as shown above and that the amounts and quantities agree with the balances shown in the various Books of Account, Registers, etc., *with exception noted on attached sheet against each item of which the explanations of the outgoing officer are given.

……..... 200 ....

Outgoing Officer

.....200.....

Incoming Officer

*Delete if not required.

NOTE: Copies of this Handing Over Statement to be sent to the Accounting Officer of Ministry/Department and Director of Audit and a copy filed in the office.

APPENDIX "B"
(TO P.G.O. No. 36)

CERTIFICATE OF HANDING OVER STORES (S.F. 17)

..... Department …..... 200 .....

..... Station

I hereby certify that I have this day handed over to Mr. ..... all stores of the ..... Department/District hitherto under my charge.

.....

Signature of Outgoing Officer

I hereby certify that I have this day taken over from Mr. ..... all stores of the ..... Department/District, having compared the stores on hand with the ledger balances, and found them to be:

correct and in order;

correct with the exception of the articles shown in the attached schedule of discrepancies.

.....

Signature of Incoming Officer.

TO: .....

.....

.....

APPENDIX "C"

(TO P.G.O. No. 36)

SECRET

CERTIFICATE OF HANDING AND TAKING OVER OF SECRET DOCUMENTS

..... Station

I hereby certify that I have today handed over to Mr. ..... the under mentioned secret files and documents: -

Title ……..

Ref. No. ……..

.... 200 .....

Signature of Outgoing Officer

I hereby certify that I have today taken over the above-mentioned secret files and documents, I have read the instructions contained in Government Security Instructions.

.... 200 .....

Signature of Incoming Officer

P.G.O. No. 37

COMMENDATIONS AND AWARDS

1. Members of the Inspectorate and Rank & File who perform work of outstanding quality (not mere routine efficiency) may be recommended for: -

(a) His Excellency the President's Commendation;

(b) The Inspector General's Commendation.

2. A monetary award may also be granted by the Inspector General in addition to a President's or Inspector General's award.

3. Commanding Officers will submit duplicate recommendations to the Inspector General with full supporting reasons on the pro forma at Appendix "A". Recommendations should, if possible, be forwarded in the relevant Case Files.

4. Recommendations in respect of officers who refuse bribes shall include the value of the bribe offered and information regarding the prosecution of the person who offered the bribe.

5. Staff Officer (P) will be responsible for the preparation and dispatch of Commendation Forms (P.F. 159 and P.F. 160, and the promulgation of all commendations in Force Orders, Part I. All Commendation Forms will be signed by the Inspector General.

6. Commendation Forms should be presented to recipients on parade by Commanding Officers.

7 All commendations will be entered in Service Registers in red ink.

8. Unofficial commendations by the Courts or by members of the public, which do not merit an official commendation, may be referred to the Inspector General for information and records.

APPENDIX "A"

(To **P.G.O.** No. 37)

RECOMMENDATION FOR COMMENDATION AND/OR REWARD

No. Rank Name Station Region	Brief facts for entry in record. *Example* For intelligent investigation and perseverance in the case of theft of property valued Shs. 2,000,000/= leading to the recovery of the property and the arrest of 4 offenders subsequently convicted.	Recommendations ..... Unit Commander Date: .....
	DETAIL On 1st February, 2004, etc., etc.	..... Regional Police Commander Date: ....

	Continue overleaf if necessary:	Director of Criminal Investigation *Date:* .... Inspector General's Decision *Date:* .... Inspector General Date: .....

P.G.O. No. 38

CORRESPONDENCE – CLASSIFIED

1. This Police General Order is published as a simplified guide to existing Government Security Instructions and Force Security Instructions (Inspector General's Confidential Circular No. 19 "Instructions for the Handling of Classified Documents – Correspondence – Classified"). Authorised personnel who regularly handle classified correspondence are required to be acquainted in full with the instructions contained therein. Personnel not so authorised must refer to their superior officer for appropriate instructions.

Security Classifications

2 There are four security classifications in use within the Force, which are: -

(a) Top secret.

(b) Secret.

(c) Confidential

(d) Restricted to Police use only.

In addition, the classification "Staff Confidential" is in general use for information, which is not of a security nature but of a purely personal, or establishment interest, the disclosure of which would cause administrative embarrassment or difficulty.

3. Correspondence from other territories may be classified "Restricted" but this is not a classification used in Tanzania. If correspondence classified as "Restricted" is received, it will be treated in the same manner as Confidential correspondence

Marking of Classified Correspondence

4. The classification of a document will be printed or rubber – stamped in red ink at the top and bottom of each page. Classifications should only be typed or hand-written if no other facilities exist, and such markings must be in red.

5. Classified documents may not be down–graded without the authority of the originating office. Where such authority is granted, the original classification will be deleted in ink and the new classification substituted. The amendment will be signed and dated by the officer responsible and a note made of the documentary authority for doing so.

Filing

6. Classified documents will only be filed in files bearing the highest security classification of the contents. The outside cover of a classified file will be marked with its reference number and classification unless distinctive covers of the following authorised patterns are used: -

TOP SECRET:	Red with 1" black bars on the spine.
SECRET:	Green with 1" red bars on the spine and diagonal red band.
CONFIDENTIAL:	Blue with 1" purple bars on spine.

7. The title of a classified file will not be marked on the outside of the cover, but will be shown on the inside of the front cover.

8. Top secret files must contain a minute sheet on the left-hand side of the file listing all Top Secret folios in the file.

Accountable Security Documents

9. A document may be made accountable at the originator's discretion. Recipients of accountable security documents will be required to certify their safe custody at

specified periods, not less than once a year. The most common examples of accountable security documents are codes and ciphers in use within the Force.

Register of Incoming and Outgoing Documents

10. A separate file index and register of outgoing and incoming documents will be kept in respect of all classified correspondence. Separate indices and registers should be maintained in respect of each security classification if this is necessary by reason of the provisions concerning access to classified material. In most cases, however, it will only be necessary to maintain one index and register for all classified correspondence, but it must be remembered that the index and register have to be treated in accordance with the highest security classification recorded therein.

Safety of Classified Material

11 Officers handling classified documents or files are personally responsible for the safety of the classified material whilst it is in their possession and for ensuring that it is at no time accessible to unauthorised persons.

12. Classified files or papers will, in no circumstances, be taken to private houses, etc., unless the provisions for the security of the documents can be complied with and authority has been obtained from the Inspector General for such action.

13. Classified files must not be left unattended at any time unless housed as laid down in paragraph 14 of this order.

Minimum Standards of Housing classified documents

14. The following are the minimum acceptable standards for the housing of classified documents: -

Nature of Material	If Housed in Insecure Premises	If Housed in Secure Premises
TOP SECRET and all Code and cipher Material.	A steel safe properly bricked in.	A steel safe.
SECRET	Steel filing cabinet properly bricked in and fitted with security Bar and six-lever padlock.	Steel filing cabinet
CONFIDENTIAL	Steel filing cabinet fitted with locking bar and padlock	Steel filing cabinet.

15 For the purpose of the above minimum standards, “secure premises” are to be interpreted as a properly constructed strong room fitted with a steel door and six-lever lock, or a building under security guard.

Handing and Taking Over of Classified Documents

16 When the custody of classified documents changes hands, both the incoming and outgoing officer will carry out a physical check of all files and documents held, as follows: -

(a) Files will first be checked by both officers against the relevant file index.

(b) Contents will be examined and checked by both officers. When both officers are satisfied that the contents of the file are in order, they will initial and date the last folio at the time of checking.

(c) A Handing Over Certificate will be signed and dealt with in accordance with P.G.O. No. 36.

Transmission of Classified Material

17. The full instructions for the transmission of classified documents are laid down in the Inspector General's Confidential Circular No. 19 "Instructions for the Handling of Classified Documents – Correspondence – Classified" issued to all Gazetted Officers, but for the purposes of this Order, the following instructions should be noted: -

(a) TOP SECRET: Must not be sent by any other method than Hand-of-Pilot Bag or by hand of an officer authorised to have access to Top Secret material.

(b) SECRET: By registered post, and documents must be contained in a double envelope (see paragraphs 18 and 19 of this Order), or by hand of an officer authorised to have access to Secret material.

(c) CONFIDENTIAL: By registered post in a double envelope, or by hand of an officer authorised to have access to Confidential material.

Double Envelops

18. The inner envelope will bear the address to which it is consigned and the file reference of the contents, together with the date at the bottom left hand corner. The security classification will be clearly stamped on both sides of the envelope. The envelope must be sealed according to the classification of its contents.

19. The outer envelope will bear only the address to which the cover is consigned and will only be sealed with wax if it is despatched by registered post. No security classification or file reference will be shown on the outer envelope.

20. There are two types of seals, which may be used for sealing classified documents:

(a) Brass Security Seals

These are used for imprinting the seal on wax and may be used for sealing envelopes of all types of classified documents. When not in use, the seal will be kept in a safe.

(b) Red Paper Wafer Seals

These will either be stamped with the rubber stamp of the originating office or will bear the signature of the dispatching officer. The wafer, stamp or signature will then be covered by a strip of tape, which must overlap the wafer on each side, by at least one inch. Wafer seals may only be used for sealing the inner or single envelope of secret documents or envelopes containing confidential material. Top secret material will never be sealed by this method.

Receipt of Classified Documents

21. On every occasion when Top secret or secret documents are dispatched, the dispatching officer will ensure that a receipt (Form PF. 38) is completed and enclosed with the documents for signature and return by the addressee

22. The addressee or officer to whom he has delegated responsibility is responsible for checking the contents against the details on the receipt and, if correct, he will sign and return the receipt to the despatching officer with the minimum of delay.

23 The dispatching officer, on receiving the receipt, will paste it on the file copy of the document.

24. It is the responsibility of the receiving officer to check that the seals on the backs of envelopes bearing security classifications show no sign of interference

Breaches of Security

25 Any suspected breaches in connection with classified documents will be reported at once to the immediate senior formation. Investigations will commence at the same time.

26. If envelopes or containers of security classified correspondence appear to have been tampered with or do not agree with the details on receipt forms (PF.38), the addressee shall be responsible for informing the despatching officer by the quickest means. Both officers will commence inquiries at once, in addition to reporting to the immediate senior formation.

P.G.O. No. 39

CORRESPONDENCE – ROUTINE

1. All official correspondence and signals to Police Headquarters shall be addressed to the Inspector General.

2. All Gazetted Officers attached to Police Headquarters shall sign all outgoing departmental correspondence "For Inspector General of Police".

3 Correspondence addressed to Permanent Secretaries and Heads of Government Departments shall be signed "For Inspector General of Police". The Commissioner (Administration and Finance), Commissioner (Operations and Training), Deputy Commissioners (PHQ), Senior Assistant Commissioners (PHQ.), Assistant Commissioners (PHQ), Staff Officers (PHQ) and the Director of Criminal Investigation are the only officers authorised to sign on behalf of the Inspector General.

4. All correspondence from Police Headquarters shall be answered and despatched back to Police Headquarters within 10 days upon receipt, unless otherwise directed. Any officer who is unable to complete a reply within 10 days shall signal Police Headquarters for permission to delay his reply and shall explain the reason for such delay.

5. Police Headquarters reminders shall receive immediate attention and a full or interim answer dispatched by the quickest possible means within 24 hours of the receipt of such reminder.

6. Written requests to Police Headquarters for rulings on instructions shall include all relevant data, precedents, if any, reference numbers of relevant files, and shall provide adequate information so that Police Headquarters may give a decision on the strength of the material provided.

7. Officers are not permitted to address Heads of Government Departments directly on official matters. All such communications shall be sent through the Inspector General, except that Regional Commanders may address Regional Commissioners directly on routine matters and shall keep the Inspector General informed of any matters of importance arising therefrom. Written requests for legal advice from the Director of Public Prosecutions shall be sent through the Director of Criminal Investigation. Correspondence, including signals, destined for the Police Forces of other territories will be routed through Police Headquarters, Dar es Salaam. In Regions bordering neighbouring territories, direct communication is permitted in cases of emergency, pursuit of fugitive criminals and requests for road and traffic checks. When such communication is made, copies will be dispatched to Police Headquarters.

8. All correspondence to and from the Ministry of Public Security & Safety in connection with vouchers, receipts and connected documents will be routed through Police Headquarters. Direct correspondence between Commanding Officers and the Ministry is forbidden, unless authorised by the Inspector General.

Miscellaneous Correspondence Rules

9. Every memorandum and minute shall be dated and shall bear the writer's title or rank after his signature. The subject heading on originating correspondence must be retained on all subsequent correspondence.

10. Every memorandum shall deal with one subject only. Memoranda dealing with a multiplicity of subjects are forbidden.

11. Every reply to a memorandum or minute shall deal with every point raised in the original and in the order in which each point was raised.

12. A copy of every official memorandum or letter shall be filed in the office or station from which it originated.

13. Unnecessary delay in answering correspondence is forbidden.

14. All correspondence from members of the public shall be acknowledged formally on the day of receipt if a full and immediate reply cannot be sent.

15. Paper and forms issued for official use shall be used with strict economy and undue wastage must be prevented. Regional Commanders shall check the supplies of stationery issued to Stations under their command to ensure that there is no excessive consumption. The use of Government stationery for private purposes is forbidden.

16. The covers of all anonymous letters shall be carefully preserved with the letters and sent to the Director of Criminal Investigation for inquiry where necessary.

17. Every petition, report or request forwarded to a senior officer shall be accompanied by a covering report from the forwarding officer. This instruction particularly applies to material sent to Police Headquarters.

18. Members of the Rank & File who wish to address the Inspector General on any subject may do so, but only through their Commanding Officers. Petitions addressed direct to Police Headquarters will not be accepted. Commanding Officers shall submit all such correspondence to the Inspector General with relevant comments thereon.

19. All Gazetted Officers and all members of the Inspectorate and Rank & File in charge of Districts, Stations or Units shall instruct another officer to deal with their routine correspondence during absence on tour or on patrol.

Filing System

20 Commanding Officers shall ensure that their Headquarters and all Formations and Stations, down to and including District level, maintain such approved standardized filing systems as may be laid down in Police General Orders.

21. Class “C” Stations are not required to keep a filing system. They shall maintain separate files for letters received and copies of letters despatched.

22. All files held in Police Stations shall be inspected at formal inspections by Gazetted Officers and old and useless papers destroyed. Accumulation of valueless records must be prevented.

23. The date of receipt shall be recorded on the top of the front page of each item of incoming correspondence

24 All outgoing correspondence (except secret and confidential papers) to any one address shall be sent altogether in one envelope. The use of individual envelopes for each item of correspondence is forbidden.

25. Where a bulk mailing system is operated, correspondence other than Secret will be delivered for despatch in accordance with the procedure in operation at each centre. Where no bulk mailing system is operated mail will be franked and posted.

26. Emails as a medium for correspondence are allowed subject to the policies and guidelines to be issued by the Inspector General from time to time.

P.G.O. No. 40

CRIMINAL INVESTIGATION DEPARTMENT - MAINTENANCE OF RECORDS

1 Criminal Records will be maintained by Regional and District C.I.D. Units in strict conformity with this General Order and no record or register is to be opened other than in conformity with this or other Police General Orders

Supervisees Dossiers, etc.

2. See P.G.O. No. 358

HABITUAL CRIMINALS DOSSIERS

3. See P.G.O. No. 359

Investigations Regional Dossiers

4. It is the responsibility of each O/C. C.I.D., to ensure that details or all cases, inquiries and First Crime Reports received or taken over by him are recorded in the Investigations Register (P.F. 169). The total value of property stolen and recovered will be entered in column 4 under "Offence or Inquiry". The name of the C.I.D. officer investigating will be entered under column 6.

5. The register will be regularly reviewed and action taken by the Officer Commanding C.I.D. to ensure that serious crime reported on First Crime Reports (P.F.4) are thoroughly investigated and disposed of with all possible speed.

6. (a) Officers i/c C.I.D. Units will maintain a nominal index on PF. 131 in Moore's Modern Methods Binders. This index will contain descriptive records of the following criminals:-

(i) Supervisees.

(ii) Habitual Criminal on whom a dossier is maintained.

(iii) Wanted persons of the District and Region, respectively, and those promulgated through the medium of the Police Gazette.

(iv) Repatriates from the District and Region, respectively.

(b) PF. 131 will be indexed alphabetically, as follows:-

(i) *Europeans and Asians*. - On the last name or family's name, e.g.: an Asian with the name Gulamali Hussein Kanji will be indexed under the "K" group in strict order of alphabetical sequence.

(ii) *Africans, Arabs, etc*.- On the first name, e.g.,: an African with the name Mohamed s/o Salim will be indexed under the "M" group in strict alphabetical sequence.

7. A separate PF. 131 will be filed for each alias, but the particulars of the person need only be shown on the Master Card, provided all alias cards contain a reference on the Master Card.

8. The O/C. District C.I.D. Units will ensure that the Nominal Index is checked daily against the "Report of Apprehensions" (PF. 13), and immediately advise the Police Station concerned of any criminal history shown against the persons arrested.

Stolen Property Index (P.F. 135)

9. The O/C. Regional (R.C.O.) and District C.I.D. Units will maintain a stolen Property Index on PF. 135, which will be filed in Moore's Modern Methods Binders.

10. The index will be based on a three-year rotational system, using PFs 135 of a different colour annually, so that on completion of the third year, the first year's PFs

135 are destroyed. PFs 135 will be issued in December of each year by the Director of Criminal Investigation.

11. This index will include only items selected at the discretion of the C.I.D. Officer from local sources and from the Police Gazette as being of Territorial interest and likely to be traced locally, i.e., motor vehicles, machinery carrying the maker's number, passports, very valuable and distinctive jewellery.

12. Magisterial Inventories of Property found published in the Official Gazette will be checked against the Property Index.

Stolen Bicycle Index (PF. 134)

13. The O/C. Regional (R.C.O.) and District C.I.D. Units will maintain a Stolen Bicycle Index on PF. 134, which will be filed in Moore's Modern Methods Binders in strict numerical order, irrespective of make.

14. The index will be based on the three –year rotational system, using coloured PF 134, so that on completion of the third year, the first year's cards will be removed and destroyed.

15. The CO. Forensic Bureau will maintain a permanent Territorial Index to which O/C. Stations and C.I.D. Units may refer.

16. Regional C.I.D. Officers and O/C. Districts will maintain graphs as set out in Appendix "A" showing the state of Regional and District Crime.

Crime Graphs

17. Crime Graph 1 will indicate trends of success from month to month in true Penal Code cases. The pillar will contain three sections: -

The lower section (shaded red) will indicate the number of cases in which convictions are obtained.

18. The top section (shaded blue) will indicate the number of cases in which acquittals occur and will include the number of cases in which investigation has been unsuccessful.

19. Crime Graph II will indicate Penal Code trends in true cases investigated (in blue) and the corresponding case conviction rate (in red).

20. Crime Graph III will indicate the month-to-month position of serious crime (Appendix "A" to P.G.O. No. 311), with an independent reference to trends in breaking offences reflected in green.

21 Graph numerical values are left to the discretion of the Regional and District C.I.D. Officers.

APPENDIX "A"

(TO P.G.O. No. 40)

20……...

..... District

PENAL CODE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Mark Graph : -												
Red – Convictions												
Blue - Acquittals & Failures												
Blank – Pending												

APPENDIX "B"

(TO P.G.O. No. 40)

PENAL CODE

20 ..... TO 20 .....

..... District

ANNUAL FIGURES

ITEM	**2003**	**2004**	**2005**	**2006**	**2007**	**2009**	**2010**	**2011**	**2012**	**2015**
Mark Graph										
Red – Convictions										
Blue - Acquittals & Failures										
Blank - Pending										

APPENDIX "C"

(TO P.G.O. No. 40)

SERIOUS CRIME

200 ..... **..... District**

CATEGORY		Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Mark Graph													
Red – Convictions													
Blue -	True cases												
	Registered Cases												
Green –	True Breaking												
	Registered Cases												

P.G.O. No. 41

CRIMINAL STATISTICS

General

1. Force Crime Statistics shall be prepared on form P.F. 70.

2 All O/C. Class "A", "B" and "C" Stations are required to prepare accurate consolidated statistics covering all crime reported to all Police Stations in their areas in accordance with paragraphs 4 to 8. Notes on Compilation of Statistics are at Appendix "A" to this Order.

Preparation of Criminal Statistics

3. All Class "A", "B" and "C" Stations will be issued with Crime Statistics Forms (PF. 70). These forms are in pads with quadruplicate copies marked "A", "B", "C" and "D". They are divided into a left hand section, referring to "Cases Reported" and a right-hand section, referring to "Number of Persons" dealt with by the Police and the Courts. The two sections may be joined together to facilitate compilation by pinning (not gumming) the "Line No." column of the left hand section over the corresponding column on the right-hand section. Pins must be removed after the forms have been completed.

4. Forms should, if possible, be typed but may be written. All preliminary drafting must be done on the fourth copy, marked "D".

5. All crime figures will be cumulative to the 31st December each year, i.e., the figures included in the tables at the end of the first quarter will be those for January, February and March; the figures at the end of the second quarter will be those for the first six months of the year which will then have elapsed, at the end of the third quarter, the figures for the past nine months will be inserted, while at the year's end the figures will represent the complete year.

6. The "Offences" tables will be compiled quarterly, and both "Offences" and "Persons" tables annually. All copies will be submitted to Regional Commanders for checking

7. (a) O/C. Stations are responsible for the accuracy of their statistics, which they will submit to their O/C. Districts within 10 days of the end of the period covered by the Return,

(b) O/C. Districts will check each Return and make any necessary corrections and despatch same to reach the Regional C.I.D. Officer not later than 15 days after the end of the period under review.

(c) Regional C.I.D. Officers will re-check each Return and submit the corrected "D" copies to their originating stations for filing. Copies "A", "B" and "C" will be submitted to Regional Commanders.

8. Regional Commanders will arrange for Station Returns to be consolidated into Regional Returns and will submit them (copies "A" and "B"). together with the supporting Station Statistical Tables, to the Director of Criminal Investigation before the end of the month following the period under review. Copy "C" of the consolidated Return will be retained at Regional Headquarters. CO. Railway Police Units will submit statistics direct to the Director of Criminal Investigation. The Director of Criminal Investigation will consolidate these statistics on a Territorial basis.

9. The Director of Criminal Investigation, on receipt of consolidated Regional tables, supported by the Police Station tables, will prepare a consolidated Territorial Table for the Inspector General.

APPENDIX "A"
(TO P.G.O. No. 41)

NOTES ON STATISTICS

SUMMARY SHEETS

1. A supplementary summary sheet form showing the same heading as on Tables "A" and "B" is available on indent from Regional H.Q. to assist O/C. Stations in the compilation of the Statistical Table. In practice, the summary sheet will be used against the entries in the Report Book (PF. 172).

2. In compiling the return, take a summary sheet and start with the first sub-heading shown on Table "A". Go through the report book for the period under review and record the required details of each offence on the summary sheet, ticking each in the report book after it has been dealt with. The figures are then totalled on the summary sheet or sheets and transferred to the criminal statistics tables "II". The next sub-heading is then dealt with in a similar manner, and so on until all headings are completed.

3. At the end of the quarter some summary sheets may be retained in a safe place, so that results of pending cases may be noted thereon. However, the offence and case file number should be noted, together with the date of entry, to avoid confusion. The report should also be marked in some way indicating that the result has been noted on the summary sheet. This system will obviate the necessity of checking back through the report book when compiling later statistical returns.

4. It may be found more convenient to mark pending cases in the Investigations Register (PF. 169) and Minor Offence Docket Register (PF.170) at the time of compiling the statistical return, which will obviate the necessity of checking back through the Report Book when compiling later statistical returns.

(a) Total Cases Reported: All offences reported to Police will be recorded on table I in column 3. Transferred reports will be shown only by the station actually dealing with the case.

(b) Cases refused "Civil" or "No Offence Disclosed": - Cases refused "Civil" or "No Offence Disclosed" will be included with cases refused due to mistake in Law or Fact on table 1 in Column 4.

(c) Cases refused "Frivolous or Trivial": Cases refused "Frivolous or Trivial" will be included with "Cases refused False or Vexatious" on table I in column 5.

(d) Persons Dealt With and Number Convicted: Persons dealt with and number convicted is shown on Table II. It should be noted that particulars of convictions are required in detail.

(e) Age Groups: The letter "A" in brackets following the word "Juvenile" indicates that the age group of the offender is required. This age group is arrived at by recording the age of the youngest and oldest offenders in each particular group. For example, if it is found that "X" number of juvenile male offenders have committed the offence of theft during the period and if the youngest is aged 10, and the eldest aged 14, then the age group will be recorded as 10/14.

(f) Age groups will be entered in the same column as the number of offenders, but immediately below them a line should be drawn between the two.

For example: -

12 (Offenders)

SHADING

It will be noted on the forms that alternate columns are shaded, and on Table II this occurs in all columns dealing with female offenders. The shading is to assist in the completion of the form and has no special significance.

PENAL CODE OFFENCES

SUB-HEADING 1

Riot and Unlawful Assembly will include all offences against sections 74 to 83, inclusive.

SUB-HEADING 2

Other Offences under Chapters 7, 8 and 9 will include all offences reported against these chapters, except those dealt with previously.

SUB-HEADING 3

Perjury will include all offences reported against sections 103, 104 and 106.

SUB-HEADING 4

Escapes and Rescues from Lawful Custody will include offences against sections 115, 116 116A and 117.

SUB-HEADING 5

Other offences against chapters 10. 11, 12 and 13 will include offences not dealt with under the foregoing sub-headings.

SUB-HEADING 6

Rape and Indecent Assault will include all offences reported against sections 131, 132, 135, 136, 137 and 138

SUB-HEADING 7

Unnatural Offences will include all offences reported against sections 154, 155, 156 and 157.

SUB-HEADING 8

Other Offences under Chapters 14, 15, 16, 17 and 18 will include all offences not dealt with under the foregoing sub-headings.

SUB-HEADING 9

Murder, Manslaughter and Infanticide will include all offences reported against sections 197, 198, 199 and 219.

SUB-HEADING 10

Attempted Murder and Attempted Suicide will include all offences reported against sections 211, 213, 214, 215, 216 and 217.

SUB-HEADING 11

Grievous Harm, Wounding, etc. will include offences against sections 225, 227 and 228.

SUB-HEADING 12

Assault on and Obstruction of Police will include offences against section 243, subsection (b) and (d).

SUB-HEADING 13

Other Offences under Chapters 19, 20, 21, 22, 23, 24 and 25 will include all offences not previously dealt with under the foregoing sub-headings.

SUB-HEADING 14

Thefts under Shs. 100,000/= will include all offences reported against sections 265, 267, 269, 271, 272, 273 and 274 where the value of the property stolen does not exceed Shs. 100,000/= and which are not dealt with under subsequent sub-headings.

SUB-HEADING 15

Thefts over Shs. 100,000/= will include all offences reported against sections 265, 267, 269, 272, 272, 273 and 274 where the value of the property stolen exceeds Shs. 100,000/= and which are not dealt with under subsequent sub-headings.

SUB-HEADING 16

Cattle stealing will include all offences reported against section 268. Until further notice the number of cattle stolen and recovered, in addition to the value of the cattle, will be submitted. The figures relating to the numbers stolen will be shown in columns 13 and 14 on line 32, which at present have no specified sub-headings. A note should be made in column 2, line 32-"Numbers of Cattle Stolen/Recovered". Care should be taken that numbers are not confused with values when the summary is being totalled.

SUB-HEADING 17

Thefts by Government Servants (C/S Sections 270 and 271) will include all thefts by Government/public servants or Government property only.

SUB-HEADING 18

Thefts by Local Government Servants (C/S sections 270 and 271) will include thefts by Local Authority and other Local Government employees who cannot be defined as being in the "Public Service".

SUB-HEADING 19

Thefts by Political Party and Society Officials under sections 271 and 273 will include thefts by all officials connected with political parties, Co-operative Societies, and other societies, of the funds or property of the party/society with which they are concerned.

SUB-HEADING 20

Thefts by Trade Union Officials will include all thefts under sections 271 and 273 by those officials of trade unions of funds, moneys or property intended for trade unions.

SUB-HEADING 21

Thefts, Prædial, will include all thefts of growing crops (C/S 265 and 280).

SUB-HEADING 22

Robbery and Extortion will include all offences reported against sections 286, 287, 288, 289, 290, 291 and 292.

SUB-HEADING 23

Burglary and Breaking by Night will include all offences reported against sections 294, 295, 296, 297 and 298 committed during the "night".

SUB-HEADING 24

Breaking by Day will include all offences reported against Sections 294, 295, 296 and 298 committed during the "day

SUB-HEADING 25

Other offences under chapters 26, 27, 28 and 29 will include all offences in these chapters not dealt with in the preceding sub-headings.

SUB-HEADING 26

False Pretences and Frauds will include all offences reported under chapters 30 and 32.

SUB-HEADING 27

Receiving stolen property will include all offences reported under chapter 31.

SUB-HEADING 28

Arson will include all offences reported against sections 319, 320, 321 and 322.

SUB-HEADING 29

Forgery will include all offences reported under sections 337, 338, 339, 340, 342, 343, 344, 345, 346, 348 (where the offence involving banknotes is not currency notes, e.g. bank drafts, etc.), 349, 351 and 352

SUB-HEADING 30

Currency, etc., and Coining Offences will include all offences under sections 341, 348 (where the offence involves banknotes which are currency notes), 354, 355, 356, 357, 358, 359, 360, 361, 364, 365 and 366.

SUB-HEADING 31

All other offences under the Penal Code will include all other offences against the Penal Code, which have not been dealt with previously.

OTHER STATUTORY OFFENCES

SUB-HEADING 34

Intoxicating Liquor Act, Cap. 77 R.E. 2002 will include all offences reported under the Act.

SUB-HEADING 35

Mining Act, Cap. 123 R.E. 2002 will include all offences under the Act.

SUB-HEADING 36

Road Traffic Act Cap. 168 R.E. 2002 and Highways Act, Cap. 167 R.E 2002 will include all offences reported under the Road Traffic Act, Cap 168 R.E. 2002 and Highways Act Cap 167 R.E. 2002 and Traffic offences dealt with under local government authorities laws.

SUB-HEADING 37

Intoxicating Liquor Act will include all offences reported against the Act.

SUB-HEADING 38

Arms and Ammunition Act will include all offences reported against the Act.

SUB-HEADING 39

Prevention of Corruption Act, Cap 329 R.E. 2002 will include all offences reported against the Act.

SUB-HEADING 40

Public Order Act, Cap. 385 R.E. 2002 will include all offences reported against the Act.

SUB-HEADING 41

Children and Young Persons Act, Cap. 13 R.E. 2002 will include all cases involving children in conflict with the law dealt with by Police in which such cases should not be included in other subheadings even if they relate to them.

SUB-HEADING 42

Gaming Act 2003 will include all offences reported against the Act.

SUB-HEADING 43

Trade Unions Act, Cap. 244 R.E. 2002 will include all offences reported and dealt with by Police under the Act.

SUB-HEADING 44

All other statutory offences will include all other offences dealt with by Police against Statutes.

NOTE: All attempts to commit offences and recorded as such will be entered under the main Sub-Heading, e.g., "Attempting to Obtain Goods by False Pretences". The particulars of this offence, etc., would be included in Sub-Heading 26.

P.G.O. No. 42

DOCUMENTATION – INSPECTORS AND RANK & FILE

Maintenance of Personnel Records

1. The following personnel records and documents shall be held and maintained in respect of each member of the Inspectorate and Rank & File: -

(a) At Police Headquarters, by Establishments Branch

Inspectors:

(i) Confidential and open personal files.

(ii) Record of Service Card (P.F. 104A),

(iii) Rank & File:

Open personal file, which shall contain P.F. 161 "Application for Appointment" (see paragraph 2 (a), below);

Record of Service Card (P.F. 104A)

(b) At each Command Headquarters, by Commanding Officers

Inspectors:

(i) Confidential and open personal files.

(ii) Service Register (P.F.104).

(iii) Rank & File:

Open personal file.

Service Register (P.F. 104).

(c) At District Headquarters, class "A" Stations other than district Headquarters, Field Force Units, and other sub-formations commanded by Gazetted Officers, by the Gazetted Officer in charge

(i) Inspectors:

Open personal file.

Record of service card (P.F. 104A)

(ii) Rank & File:

Open personal file.

Service Register (P.F. 104A).

Documentation Procedure on Enlistment

2. The Commandants, Police Training School Moshi and Police College Dar es Salaam, will ensure that enlistment documentation of all recruits of the Inspectorate and Rank & File is carried out in accordance with **P.G.O.** No. 54. They will, accordingly, prepare or complete -

(a) one copy of P.F. 161 (Application for Appointment), which will be sent to Police Headquarters after attestation;

(b) two copies of PF. 104A (Record of Service), which will be sent to Police Headquarters and to the Commanding Officer of the Formation to which each P.A.1 and Recruit is posted as soon as he passes out from the Police Training School or the Police College;

(c) one copy of PF. 104A (service Register), which will also be sent, after passing out from the Police Training School or the Police College, to the Commanding Officer of the command to which the P.A.1 or Recruit is posted, together with P.F. 104A (paragraph 2 (b), above) for retention onward transmission to the District Headquarters, Field Force Unit or other Sub-Formation (provided the latter is commanded by a Gazetted Officer) in which he is to serve, in accordance with the procedure detailed in paragraph 1, above.

3. No enlistment documentation shall be carried out elsewhere unless specifically authorised in Police General Orders or by Police Headquarters.

Entries in Personnel documents

4. Gazetted Officers who are responsible under paragraph 1 for the maintenance of personnel records will ensure that all information published in Force Orders affecting personnel under their command is entered, without delay in Record of Service Cards (P.F. 104A) and Service Registers (P.F. 104). Nothing that has not been published in Force Orders may be entered in these documents except -

(a) on the Record of Service cards (P.F. 104):

all local transfers within Commands;

(b) in service registers (P.F. 104):

(i) local transfers within Districts, etc.,

(ii) medical history, which shall only include serious illnesses, serious injuries, venereal diseases and tuberculosis;

Note: O/C. Stations who do not hold service register are reporting details of all such illnesses, etc. to the Gazetted Officer who holds the service registers.

(iii) musketry courses;

(iv) discharge particulars;

(v) reports as to general conduct, efficiency, etc.

The procedure for the maintenance of Service Registers is set out in the following paragraphs.

Maintenance of Service Registers

5. Service Registers shall be fully and accurately maintained by the Gazetted Officer responsible for this duty, vide paragraph 1 above. The rules set out in Appendix "A" shall be observed in respect of entries in the various sections of the Register.

Security of Personal Files and Service Registers

6 Officers maintaining personal records are personally responsible for the security of these documents and also for ensuring that unauthorised persons do not have access to them. It is cardinal rule of personnel administration that no person shall have access to any official file containing confidential correspondence relating to himself.

APPENDIX "A"

(TO **P.G.O.** No. 42)

GENERAL RULES FOR THE MAINTENANCE OF SERVICE REGISTER (P.F. 104) AND RECORD OF SERVICE CARDS (P.F. 104A)

1. The Commandant Police Training School Moshi, and those officers authorised to carry out enlistment as per paragraph 1 of P.G.O. No. 54, shall be responsible for the preparation of Service Register and record of service cards for all members of the Force attested at the Police Training School. The following instructions are to be observed when completing this Register: -

PAGE 1:

(a) NAME

The full name of the Recruit must be recorded and shall include his father's names. The surname, if any, should be underlined, e.g., James George s/o Fulani. The name underlined will be the name by which the Recruit will be referred to.

(b) PHOTOGRAPH:

The photograph will be of the head and shoulders, with the Force number of the Recruit clearly decipherable. The photograph will be taken against a suitable white background.

(c) SIGNATURE

The signature of the holder of the Register shall be in accordance with the name appearing on the front of the Register

PAGE 4:

PERSONAL DESCRIPTION

The personal description shall be completed in details. Where doubt exists as to the precise date of birth of the recruit, he will be considered as having been born in July of the particular year. The details of previous Police service, as shown on page 5, shall also include details of previous Prisons service, and shall contain the rank and former service number of the recruit when serving in the Prisons service, and shall also show details of any medals awarded during that service.

PAGES 5/6

DECLARATION ON ENLISTMENT/MEDICAL CERTIFICATE

(a) Attesting officers shall warn all recruits that false answer to the questions relating to previous service (which includes recruit service) and criminal convictions are criminal offences and may result in prosecution.

(b) Service with any other forces should also include details of rank, number and any decorations awarded.

PAGE 7:

PROMOTIONS AND REDUCTIONS

All promotions and reductions should be entered on page 7 of the Register, following publication in Force Orders. Reductions shall be entered in red ink.

PAGE 8:

RE-ENGAGEMENTS

Every re-engagement shall be undertaken in accordance with the provisions of P.G.O. No. 55 and the Force Order authority for all re-engagements shall be endorsed in the Register.

PAGES 8/10:

TRANSFERS

All transfers, supported by the Force Order reference, shall be entered. Transfers ordered as a result of disciplinary proceedings or on compassionate grounds shall be entered in red ink with an endorsement in the right – hand margin against the entry. The endorsement shall consist of the letter "C" for compassionate transfers and the letter "D" for disciplinary transfers.

PAGE 11:

EXAMINATIONS PASSED

A record of all examinations passed, with the appropriate Official Gazette and/or Force Order reference, shall be made on page 11. Where an officer has gained distinction in any examination this entry will be made in red ink.

PAGE 11:

GOOD CONDUCT BADGES

The award of Good Conduct Badges will be shown on page 11. Whenever a disciplinary offence necessitates that forfeiture of a Good Conduct Badge, or alternatively, service counting towards a Good Conduct Badge, this entry will be made in red ink on this page.

PAGE 12:

ALLOWANCES GRANTED OR WITHDRAWN

All allowances granted or withdrawn shall be entered on page 12 of the Register following publication in Force Orders.

PAGE12

CLASS OF LEAVE TERMS, ELIGIBILITY FOR PENSION AND CONFIRMATION

When an officer is declared to be pensionable under the provisions of the Public Service Retirement Benefits Act, Cap. 371 R.E. 2002, this shall be entered and the relative authority quoted.

PAGES 13/14:

COURSES – CERTIFICATES – SPECIAL QUALIFICATIONS

The Commandant, Police Training School, shall report the result of all courses, examinations, etc., to the Police Headquarters for publication in Force Orders as necessary. The details of such courses and the standard obtained by an officer will be noted on page 13 of the Register.

PAGES 15/16:

COMMENDATIONS, REWARDS, RECOMMENDATIONS, ETC.

Particulars of any award, medal, reward or commendation shall be entered on page 15 of the Register, following publication in either Force Orders or the Official Gazette.

PAGES 17/20:

DISCIPLINARY PUNISHMENTS

All disciplinary punishments shall be reported to Force Headquarters in accordance with the provisions of P.G.O. Nos. 105 and 106, and, after promulgation in Force Orders, shall be entered in the Register at pages 17 to 20. Those punishments, which automatically entail forfeiture or deferment of grant of Good Conduct Badges and

allowances under the provisions of the Police Force (Good Conduct Badges and Allowances) Regulations,1952, shall be entered in red ink.

PAGES 21/25:

REPORTS AS TO GENERAL CONDUCT, EFFICIENCY, ETC.

Such entries shall be made by the Gazetted Officer-in-charge of the personnel in the following circumstances: -

(a) When a personnel transfers from one command to another.

(b) On the occasion of the preparation of a report for the annual increment.

(c) When an official warning concerning bad service or behaviour is administered.

(d) When a Commanding Officer institutes a recommendation for promotion.

Such entries must be concise and to the point and shall provide a brief but accurate assessment of each personnel's ability and character. Promotion may be dependent on entries made in pages 21 to 25 of the Register, and reporting officers shall, therefore, take great care that these entries are framed with fairness and the full knowledge of the personnel concerned. Meaningless generalisations, such as the words "needs watching", and exaggerations shall be avoided.

PAGES 26/27:

VACATION AND LOCAL LEAVE

Full details of all leave taken with particular reference to the grant of travel assistance, or otherwise, shall be included. Any period of leave over/under spent, together with any instructions relating there to, will be recorded in the "Remarks" column. This space should be utilised for recording particulars of family transport assistance when families precede or follow the husband on leave.

PAGE 28:

MEDICAL HISTORY

The details of periods off duty in cases of serious injury, illness or hospitalisation shall be entered in the space provided. Short periods of "Excused duty" for simple ailments should not be entered, all such casualties must be reported to Police Headquarters for publication in Force Orders.

PAGES 29/30:

MUSKETRY COURSES

The results of all authorizsed musketry courses shall be entered on pages 29 and 30 of the Register.

PAGE 31:

CLOTHING SIZES

Details of clothing sizes shall be entered on page 31 of the Register.

PAGE 31:

PARTICULARS OF DISCHARGE

When a member of the Rank & File leaves the Force, whether by discharge, dismissal, resignation, and retirement or on medical grounds, the service register shall be forwarded by his Commanding Officer to Police Headquarters for retention. After

confirmation of discharge by the Inspector General, the Register shall be retained in the archives at Police Headquarters.

PAGES 31/32:

CONFIRMATION OF DISCHARGE

Details will be entered upon discharge, together with recommendations for gratuity/pension, etc., on pages 31 and 32 of the Register.

INSPECTION OF SERVICE REGISTERS

2. Service Registers will be produced to all Inspecting Officers, who shall examine the contents thereof with a view to the discharge or reduction in Rank of any member of the Rank & File who is obviously inefficient or, alternatively, to submit early recommendations for promotion of any outstanding members of the Rank & File.

P.G.O. No. 43

DOG AND HORSE UNIT

Dog and Horse Section Personnel

1. The selection of personnel for training as dog or horse handlers will be carried out by the Force's Dog and Horse-master.

2. The Force's Dog and Horse Master, Dar es Salaam, will be given one month's notice prior to handlers proceeding on leave. Dogs for which such handlers are responsible may, on departure of the handler on leave, be sent to the Police Training School Moshi for rehabilitation and rest.

3. The Dog and Horse-master at the Police Training School Moshi will provide an escort for dogs returned to the Police Training School for rehabilitation. On conclusion of his leave, the handler will report to the Police Training School to collect his dog and undergo one week's refresher course.

Purchase and Breeding of Dog and Horse

4. No dogs will be purchased or otherwise acquired without the prior approval of the Force Dog and Horse-master, and the sanction of the Inspector General.

5. No horses will be purchased or otherwise acquired without the prior approval of the Force Dog and Horse-master, and the sanction of the Inspector General.

Transportation

6 (a) When a Police dog is being taken from one place to another in a vehicle not equipped as a travelling kennel, the handler will always sit in the back of the vehicle with his dog and will hold his dog securely by the collar throughout the journey

(b) In cases where long journeys are involved and in all cases where a dog is moved on temporary duty, the following will apply: -

(i) By Road: The dog will be placed in a portable kennel in the rear of the truck. The handler will travel in the rear of the truck with his dog throughout the journey

(ii) By Rail: The dog will be placed in a placed kennel and the handler will travel in the wagon or on the train with his dog throughout the journey.

(iii) By Air: According to the airliner's conditions for carriage of livestock.

(c) It is also the rule that:

(i) On all long journeys the handler will be responsible for watering and feeding the dog en route and for exercising it at regular intervals.

(ii) The dispatching officer will issue Route Instructions to the handler. These will incorporate (i) above, and all other information as to the movement.

(d) The dispatching officer will issue the necessary warrant and will signal the receiving unit as to time of departure and of arrival at destination. The receiving officer will make necessary arrangements for transport and accommodation on arrival.

Transfer – Police Dogs and Handlers

7. No. transfer of dogs and handlers from one Dog and Horse Unit to another may be made without the prior authorisation of the Force Dog and Horse-master.

8. All casualties affecting Dog and Horse Section personnel and animals will be reported to Police Headquarters for publication in Part II of Force Orders.

9. Commanding Officers will be responsible for the administration and operation of all Dog and Horse Units, except the training unit at the Police Training School Moshi.

10. Where a Dog and Horse Unit is authorised, the Regional Commander will ensure that the administration and supervision of the Unit is entrusted to a Gazetted Officer.

Care and Training of Privately Owned Dogs

11 The Force Dog and Horse-master may not train or care for privately owned dogs without the written permission of the Inspector General.

12 No dog handler or Horse Rider may keep, train, or in any way care for any privately owned dog or horse.

Official Records

13. Only sires approved by the Force Dog and Horse-master shall be used for "covering" brood bitches

14. Brood bitches will only be stationed at the Training School Moshi.

15. No dog will be taken on strength until it is six months old.

16. Each dog or horse will be allocated a number by the Force Dog and Horse-master when it is taken on strength and particulars will be quoted in Part II of Force Orders and in all subsequent correspondence regarding the animal. Dogs will be numbered in sequence. Each number will be prefixed with the letters "P.D."and for horse "P.H"

17. When puppies are born to bitches on the strength of the Force, details will be recorded on their dam's history sheet. Details will include those relating to the disposal of all puppies. This will apply also to horses.

18. When a dog/ horse is taken on strength, or a puppy/foul is accepted on probation, a file will be opened for it and a dog/horse "Record of Service" Form (P.F.154) will be completed, in triplicate, together with veterinary record cards "A" and "B". The triplicate copy of the Record of service will be kept by the Force Dog and Horse-master, the duplicate will be forwarded to Police Head-quarters, and the original filed in the file of the dog/horse concerned, together with the veterinary record card, which will be held by the Unit where the dog/horse is stationed and will accompany the dog/horse when transferred. A photograph of each dog/horse will be affixed to P.F. 154 at the time it is posted for duty.

Disposal of Police Dog and Horse

19. (a) No dog/horse will be disposed off except on the instructions of the Inspector General or a Veterinary Officer, except in the case of an order for destruction due to injury, ill health or old age, or where the animal concerned is in such a condition that immediate destruction is necessary. In such circumstances a Gazetted Officer may give the order for destruction and shall forthwith forward a report of the circumstances to the Inspector General and to the Force Dog and Horse-master.

(b) All other cases must be the subject of an application to Headquarters. Such dogs are likely to be:-

(i) trained dogs that have ceased to be efficient;

(ii) partly trained dogs unlikely to become efficient;

(iii) puppies surplus to requirements.

As each of these categories would command a different price, application for permission to sell should categorise the dogs to be disposed of accordingly, showing in each case the proposed selling price.

(c) As a guide to calculating the proposed selling price, the following factors should be considered: -

(i) In the case of dogs, the pedigree, the value of the parents, and if known, the ruling market price for dogs of equivalent breed and pedigree.

(ii) In the case of puppies up to 12 weeks old, a minimum price of Shs. 100,000, before taking into account the above factors.

Fire Alarm

20 In the case of the fire Alarm being sounded, all handlers and Horse Rider will proceed by the fastest means to the kennelor stables area. They will remain there until dismissed, ready to move their dogs to a place of safety should the kennels be threatened.

Part II – Employment and Training

Employment of Dog and Horse

21 Senior police officers under whose command Dog and Horse Units are stationed will direct the employment of all dogs under their respective commands. In this connection, policy will be defined by the Inspector General. As regards the use and limitation of Police Dogs, Commanding Officers should seek the advice of the Police Dog and Horse-master, where appropriate. When operational use is made of a tracking dog, the O/C. District concerned will complete a case report as soon as possible and forward this to the Force Dog and Horse-master. A specimen of completed case report is given at Appendix "C" to this order.

22. In addition to the requirements of paragraph 2 of P.G.O**.** No. 47, Dog and Horse Units may be visited, as directed by the Inspector General or by request of Commanding Officers, by the Dog and Horse-master whose advice may be sought on matters of training and dog management.

23. The operational employment of trained dogs/horses stationed at the Police Training School will be at the discretion of the Commandant, Police Training School, and requests for assistance will be made direct to him through the Regional Commander concerned.

24. Partly trained dogs/horses and/or handlers/riders may be employed on limited operational duties under the supervision of the Force Dog and Horse-master.

25. All Police dogs and handlers will be trained in accordance with the directive shown in appendix "A" and will attain the standards laid down in this Appendix.

26. The Commandant, Police Training School Moshi, will be responsible for ensuring that no animal or handler/rider is classed as "trained" until it or he can fulfil the conditions laid down in the Inspector General's directive.

27. The Dog and Horse Master, Police Training School Moshi, will be responsible to the Commandant for planning all initial training of dogs/horses and handlers to the standard laid down by the Inspector General and ensuring that such standards are maintained.

Daily Routine for Handlers and Riders

28. (a) All dog handler or horse riders will report at the kennel/stables area for duty one hour before they are required to parade their Dog and Horse. They will carry out the following duties before going on parade: -

(i) exercise their dog/horses, as in paragraphs 47 – 50;

(ii) clean kennel/stables and its area;

(iii) groom their dog and horses; and

(iv) proceed to place of duty.

(b) On return from duty, handlers must: -

(i) feed and water their dog/horse

(ii) exercise their dog/horse

(iii) clean feeding bowl and ensure a supply of water is in the kennel and stables. and

(iv) Kennel/stable their dog/horse, and then dismiss.

29. When Dogs and Horses are not required for day duty, the handler's and rider's programme will be:

(a) 0630 hours: Report for duty, clean kennels/stables and area. Exercise and groom dog/horse carry out whatever training may be directed by the Dog and Horse-master or Gazetted Officer in charge. Return dogs/horses to kennels/stables on completion of training after watering

(b) 1600 hours: Report for duty. Feed, water and exercise dog/horse (if not required for night duty – see paragraph 44). Groom, clean kennel area and re-kennel dog.

Part III – Finance

Control of Funds for the Purchase and Maintenance of Dog and Horse

30.

(a) Funds for these purposes will normally be allocated by the Inspector General to Regional Commanders who will sub-allocate them to Dog and Horse Units according to their estimated strength, after taking into account the value of bulk purchases arranged by him through the Quartermaster

(b) Sub-allocations by the Commanders will be made monthly. Those for the following month must take into account over or under-expenditure in the preceding month resulting from variations as between estimated and actual strengths during that period

Temporary Transfer

31 Where a dog, horse and handler/rider are transferred for temporary duty to another Region, the following will apply: -

(a) HANDLER/RIDER – Period not exceeding two months he will be regarded as on temporary transfer and draw his appropriate allowances. Over two months, he will be transferred.

(b) DOG AND HORSE – Will be regarded as on temporary transfer (duty), irrespective of the period they are away from their parent unit. Funds will be

provided by sub-warrant to the O/C. Station to which they are attached by the O/C. parent Station.

Part IV – Kennel Management and Health and Cleaning of Horse Stables

Cleaning

32 Handlers/riders are responsible for the cleanliness of the kennels/stables of all dogs/horses allocated to them.

33 Kennels/stables will be cleaned out twice daily; i.e. once in the early morning before exercise, and once prior to bedding down at night. When kennels/stables are cleaned, all faeces will be burned. After removal of dirty litter in the morning, kennel/stables will be swilled out, except in inclement weather, when the floor of the kennel/stables should be swept clean daily with sawdust, sand or earth, and the kennel/stables disinfected twice weekly. In normal weather the disinfecting of the kennel will be done twice weekly with a mild disinfectant.

34 Water and feeding bowls will be washed clean daily. The feeding bowl will be washed after feeding and placed, upside down, in the place provided until again required. When portable kennels are in use, feeding bowls will be left on the top of the kennels. After cleaning, water bowls will be refilled with clean water and replaced in the kennels.

Veterinary Inspections

35 All Dog and Horse on the strength will be examined once monthly by a Government veterinary surgeon, or at more frequent intervals, at his discretion, and the result of each examination will be entered on the veterinary record card "B" of the dog/horse concerned. This will not apply to the Police Training School, where the Dog and Horse-master, Police Training School, is responsible for obtaining the services of a Veterinary Officer when necessary. The Veterinary Record Card "B" must be available on all occasions when dogs/horses are inspected by a veterinary officer.

Reporting of Illness or Injury

36 Handlers/riders are responsible for reporting to their Commanding Officer, or to the veterinary surgeon, as soon as a dog/horse appears to be ailing or in the case of injury, card "A" will be made available. All cases of serious injury or illness will be reported to the Commandant, Police Training School Moshi and to Police Headquarters by signal. For guidance as to the prevention and treatment of common ailments see "Notes on the Employment and Management of Police Dogs", which will be issued to Dog and Horse Units and included in Standing Orders for each Unit.

First Aid Equipment

37 All kennels/stables will be equipped with a first aid box as described in appendix "B". The contents will be used according to the instructions contained in the box.

Dipping

38 Dogs and Horses will be dipped regularly. All Police dogs/horses will normally be dipped weekly. In cold or inclement weather, dogs/horses will not be dipped but will be dusted with "Gammatox Plus" powder. Dogs will not be dipped but dusted with "Gammatox Plus" powder if they are sick.

Inoculation and Vaccination

39 All Police dogs will be subjected to the following inoculations and vaccinations: -

(a) Rabies. – On acquisition. Every year thereafter, except in the case of an outbreak of rabies, in which case dogs should immediately be inoculated

(b) Distemper, Hepatitis, Leptospirosis and Parvo (DHLP) – On acquisition or, in the case of puppies, when 3 to 4 weeks old, then a boost after one month.

(C) All police horses shall be vaccinated against African Horse sickness at the age of one year and then annually.

40 When a dog/horse is taken on strength and is in possession of an authentic certificate of inoculation or vaccination in either case, a further dose will not be given until it is next due. Particulars of all vaccinations or inoculations given will be entered on the veterinary record card "A". Particulars of injections received prior to acquisition will be included in the same card.

Part V – Rations and Equipment for Dog and Horse

Feeding

41 (a) Dogs will be fed once daily unless illness or other circumstances necessitate variation of this procedure. The daily ration for working dogs will consist of: -

2½ lb of cooked meat, including bone.

1 lb. of biscuits, unpolished rice or maize flour.

2 oz. of vegetables.

1 oz. of salt per week.

(b) (i) Horses will be fed hoarse meal twice a day, in the morning and in the evening. Each meal shall weigh 2.5 kg, unless illness or other circumstances necessitate variation of this procedure e.g. Pregnancy, illness, etc

(ii) Where there is no zero grazing the horses shall be fed grasses three times a day.

(iii) Horses will be fed also vegetables, cabbage 1 kg and 1 kg of carrots for vitamins. They shall also be supplied with salt, supermaclik, or bayslick mineral mix. These supplements can be changed depending on circumstances necessitating variation e.g. Veterinary Doctor's recommendations, illness or authority of Dog and Horse master.

42 (a) This ration will be altered only on the instructions of the Dog and Horse-master or of a veterinary surgeon.

(b) No horse will be fed horse malt within three hours of going on duty.

44 (a) When no cook is employed for the purpose, handlers of dogs will prepare food in bulk, on a duty roster basis.

(b) When there is no sanitary labour, horse riders are responsible for feeding of horses and cutting of grasses on a duty roster basis

(c) Where there is no sanitary labour, horse riders are responsible for feeding of horses and cutting of grasses on a duty roster basis. They are also responsible for the cleaning of horse stables, twice a day in the morning and in the evening.

Grooming

45 (a) Each dog will be thoroughly groomed for at least 15 minutes daily. Grooming will be carried out in accordance with the method taught. Particular

attention will be paid to the dog's eyes, ears, nose, teeth, toes and docks, also to the removal of ticks, which must be destroyed.

(b) Each horse will be thoroughly groomed for at least 15 minutes daily. Grooming will be carried out in accordance with the method taught. Particular attention to the horses, body, head, especially to the ears, tail and cutting of hooves. Also ticks should be removed and destroyed.

Exercise

46 (a) Each dog must be exercised for two periods of at least 30 minutes each per day, also for an additional period of 10 minutes before the animal goes on duty. This exercise will be in addition to any duty training that may take place.

(b) Each horse must be exercised once a day or more according to the instruction of in charge of horses or Dog and Horse-master. Each exercise should not exceed 30 minutes. This exercise will be in addition to any duty training that may take place.

47 Exercise will take place on routes and in areas specified by the Dog and Horse master or the Gazetted Officer who has charge of the unit concerned.

48 Dogs will normally be exercised leashed, but the Dog and Horse-master or Gazetted Officer in charge may order dogs to be exercised loose in areas where human being or other dogs are unlikely to be encountered.

49 When entering or leaving the kennel area, dogs will always be held by the collar. When kennelled in portable kennels they will always be chained to their kennels. When kennelled in kennels built of permanent materials, they will be chained to their kennels unless the design of the kennel is such that a separate exercise yard is provided for each animal.

Equipment

51. (a) The following equipment will be issued for each dog: -

Equipment	**Normal Period for Exchange**
1 Collar	1 year
1 Lead	1 year
1 Brush	1 year
1 Comb	2 years
1 Feeding Bowl	as and when required
1 Water Bowl	as and when required
Tracking/Training Harness in the case of tracking dogs only)	5 years
Muzzles, leather (2 per Unit)	5 years
Portable Kennel 1 per Unit (or more in large Units	at the discretion of the O/C. Unit).

(b) The following equipment will be issued for each Horse

Equipment	**Normal Period for Exchange**
1 Reign……	1 year

1 blanket……..1 year
1 Saddles……..5 years
1 Stirrup……1 year
1 Horse shoe…….3 years
1 leather Ointment……...6 months
1 Comb……3 years
1 Hoof cutter…….3years
1 Hoof knife……...3 years
1Horse shampoo……..1 month
1 Girth…….1 year
1.Drinker…….……5 years

P.G.O. No. 44

CRIMINAL INVESTIGATION DEPARTMENT – ADMINISTRATION

C.I.D. Appointments and Transfers

1. (a) As a general rule, members of the Inspectorate and Rank & File should not be permitted to serve in the C.I.D. until they have completed two years' General Duties Service. O/C. Regional C.I.D. Units will maintain a list of suitable candidates for service in the C.I.D. such personnel should possess good records, the qualities required for detective work and some ability in criminal investigation.

(b) All transfers to and from the C.I.D. will require the approval of the Inspector General, and the Director of Criminal Investigation will submit applications in all cases. The Director of Criminal Investigation may transfer C.I.D. Inspectors and Rank & File within the C.I.D., but authorised establishments will not be exceeded except as a temporary measure. Transfers of Gazetted Officers will require the prior approval of the Inspector General. The Director of Criminal Investigation will be responsible for ensuring that all C.I.D. transfers are published in Force Orders.

(c) Rank & File posted to the C.I.D. will normally be regarded as trainees for six months and should be attached to Regional C.I.D. Units whenever possible to work under the guidance of more experienced C.I.D. officers. O/C. Regional C.I.D. Units will be directly responsible for seeing that trainees are given every opportunity to gain experience. On the completion of six months' training, Regional C.I.D. Officers will submit a report to the Director of Criminal Investigation on trainees' capabilities and aptitude for C.I.D. duties. Selected trainees will undergo a C.I.D. instructional course at the Police Training School in Moshi or Zanzibar with a written and oral examination at the end of it.

Plain Clothes and Detective Allowances to C.I.D. Rank & File

2. (a) C.I.D. personnel of all ranks are entitled to Detective and Plain Clothes Allowance with effect from the date of their being accepted into the C.I.D. Such allowances shall be authorised by the Director of Criminal Investigation in accordance with the provisions of P.G.O**.** No. 50 and the Director of Criminal Investigation will cause the authority for payment of such allowance to be published in Force Orders. Plain Clothes and Detective Allowances payable to C.I.D. personnel are: -

(i)	Plain Clothes	Shs. 50,000 per annum
(ii)	Detective (PCs & N.C.Os)	Shs. 3,000/= per month.
(iii)	Detective Inspectors and Gazetted Officers	Shs. 4,000/= per month.

(b) These allowances may be changed by the Inspector General from time to time through Force Orders.

Filing System

3. All C.I.D. Units will operate a standard system of filing as prescribed by the Police Headquarters from time to time. Files will be referenced with the station or unit abbreviation (vide P.G.O**.** No. 5) followed by the letters "C.I.D." and a number.

P.G.O. No. 45

PROFESSIONAL ADVANCEMENT - EXAMINATIONS

Part I – Gazetted Officers' Examinations

1. Gazetted Officers are required to pass the following examinations unless specifically exempted therefrom under paragraph 2: -

(a) Gazetted Officers Proficiency Examination:

(i) To be passed in two years by Assistant Superintendents upon promotion from the Inspectorate and on transfer from other Forces, unless exempted by the Inspector General.

(b) Lower Standard Swahili Examination:

(i) To be passed at advanced level by all Gazetted Officers on transfer from other Forces within two years of their first appointment to the Force. Gazetted Officers transferred when over the age of 35 years may be granted three years in which to pass this examination.

(ii) To be passed at advanced level by all locally – appointed Gazetted Officers who have not passed in English and Swahili in the Form IV Examination or in its equivalent.

Exemptions from the Lower Standard Swahili Examination

2. Exemption from the Lower Standard Swahili Examination can only be granted by the President's Office - Public Service Management.

3 These professional examinations form part of the incremental and efficiency bar requirements. Probationary Assistant Superintendents who fail to pass the examinations prescribed in paragraph 1 (a) and (b) will not, normally, be confirmed in their appointments.

4. Gazetted Officers who fail to pass the examinations prescribed in paragraph 1 (a) and (b) will be liable to stoppage or deferment of increment.

Examination Syllabi and Pass Standards

5. Full particulars of the examinations prescribed in paragraph 1 are as follows: -

(A) The Gazetted Officers Proficiency Examination:

The examination consists of four papers, as hereunder: -

(i) Sources of Criminal Law:

Questions on the Penal Code and other penal statutes – see Appendix "A".

(ii) Constitution of the United Republic of Tanzania and Zanzibar Constitution of 1984; Criminal Procedure, Police Duties and Code of Conduct;

Questions on Constitution of the United Republic of Tanzania 1977, Cap. 2 R.E 2002 and Zanzibar Constitution of 1984 the Criminal Procedure Act, Cap. 20 R.E 2002, Police Force and Auxiliary Services Act, Cap 322 R.E. 2002, the Police Force Service Regulations, Police General Orders, C.I.D. Instructions.

(iii) Evidence:

Questions on the Evidence Act, Cap. 6 R.E. 2002.

(iv) Force Organisation, Administration and Fiscal Policies:

Questions on Financial Regulations, Police General Orders and Force Orders.

(v) International standards and treaties impacting on the Police work

Questions on the UN Code of Conduct for Law Enforcement Officials and the UN Basic Principles for the Use of Force and Firearms by Law Enforcement Officials.

NOTE: (a) The qualifying standard for the examination is: -

(i) PASS: 55 per cent of the total marks, with not less than 50 per cent in any one paper.

(ii) DISTINCTION: 75 per cent of the total marks, with not less than 70 per cent in any one paper

(b) A candidate who fails in one subject may be permitted, by the Inspector General, to sit, at a subsequent examination, for the subject in which he failed.

(c) The examination will normally be held in November of each year under arrangement made by the Commandant, Police College.

(d) No books of reference will be permitted during the examination.

(B) The Lower Standard Swahili Examination

(a) The examination consists of two parts – oral and Written. Police Officers are required to obtain a pass mark of 70 per cent (advanced level) in each part.

(b) The examination is held twice yearly, in March and September, details being published in the Official Gazette.

Part II – Inspectorate Examinations

6. Members of the Inspectorate are required to pass the following examinations:-

(a) Police Proficiency Examinations, Standard I:

To be passed by all officers within two years of their appointment to the inspectorate, provided that this examination has not been previously passed.

(b) Police Proficiency Examination, Standard II

To be passed by all members of the Inspectorate for promotion to Assistant Inspector.

NOTE: The Police Proficiency Examination, Standard I, is additional to any examination held during the Assistant Inspectors' Course at the Police College.

(c) Lower Standard Swahili Examination:

(i) All Assistant Inspectors must pass the Lower Standard Swahili Examination unless they have passed in Kiswahili in the Form IV Examination or its equivalent and hold the appropriate certificate.

Examination Syllabi and Pass Standards

(A) Police Proficiency Examination, Standard I:

7 (a) This examination will consist of four papers, as hereunder: -

(i) Criminal Offences: Candidates should be prepared to answer questions on police powers of entry, inspection, search and arrest under the law as regulated by the Constitutions, Police Force Ordinance and the Criminal Procedure Act Cap. 20 R.E 2002, and general questions on the following Acts:
Road Traffic Act, Cap. 168 R.E.2002
Intoxicating Liquor Act, Cap. 77 R.E 2002
Inquests Act, Cap. 24 R.E. 2002
Itinerant Traders **Ordinance**
The Drugs and Prevention of Illicit Traffic in Drugs Act, Cap. 95 R.E. 2002
Expulsion of Undesirables Act, Cap. 39 R.E. 2002.

Witchcraft Act, Cap.18 R. E. 2002.

Prevention of Corruption Act, Cap 329 R.E. 2002

(ii) Criminal Procedure, Police Duties and Code of Conduct: This paper will include questions on Constitution of the United Republic of Tanzania 1977 and Zanzibar Constitution of 1984 Criminal Procedure Act, Cap. 20, Children and Young Persons Act, Cap. 13, Police Force and Auxiliary Services Act, Cap. 322 and Police Force Service Regulations.

(iii) Evidence: This paper will essentially address the Evidence Act, Cap. 6 R.E. 2002.

(iv) Administration: This paper will include Police General Orders.

(v) International standards and treaties impacting on the Police work This paper will deal with questions on the UN Code of Conduct for Law Enforcement Officials and the UN Basic Principles for the Use of Force and Firearms by Law Enforcement Officials.

(b) No books of reference will be allowed during this examination. The Inspectors' Proficiency Examination will be held annually in July. The examination will be taken locally under arrangements made by the Commandant, Police College .

(c) The qualifying standard for the examination is: -

(i) PASS: Standard I - 50 per cent of the total marks for the examination, with not less than 40 per cent in any one paper.

(ii) DISTINCTION: Standard 1 – 75 per cent of the total marks for the examination, with not less than 60 per cent in any one paper.

(d) A candidate who fails in one subject may be permitted, by the Inspector General, to sit, at a subsequent examination, for the subject in which he failed.

(B) Police Proficiency Examination, Standard II:

(a) As for Standard I, but questions may be set on any Ordinances listed in Appendix "A".

(b) The qualifying standard for the examination is: -

(i) PASS: Standard II – 60 per cent of the total marks, with not less than 50 per cent in any one paper.

(ii) DISTINCTION: Standard II – 80 per cent of the total marks, with not less than 65 per cent in any one paper.

(c) Lower Standard Swahili Examination:

As for Gazetted Officers.

Part III – Rank & File Examinations

8. Examinations, other than course qualifications, open to the Rank & File are:-

(A) The Police Proficiency Examination, Standard I:

The Police Proficiency Examination, Standard I, is open to all members of the rank & File but the Regional Commander under whom each candidate is serving must certify that the candidate has achieved a suitable general standard of education and legal knowledge to justify his sitting the examination.

(B) Qualifying Examination for Non-Commissioned Officers:

(a) This Examination, which is open to all Constables and Corporals, provides an additional opportunity for junior members of the Rank & File to qualify for selection to attend promotional courses. Successful result in this examination will not solely or automatically lead to attendance on a promotion course at the Police Training School, but will serve as a valuable qualifying factor and will improve an officer's chance of promotion.

(b) The examination will be designed for members of the Rank & File who have attained the equivalent of Form IV in English. It will be held twice yearly, the dates and details of which will be published in Force Orders.

(c) The examination shall consist of two written papers:

(i) Penal Code, Criminal Procedure Act, Children and Young Persons Act, Cap. 13 and Elementary Evidence

(ii) Police Duties and Code of Conduct based on Police General Orders and the Constitution of the United Republic of Tanzania 1977, Cap. 2 and Zanzibar Constitution of 1984.

(d) The standard of pass mark shall be 50 but the marks obtained in any case on the two papers shall be recorded in the personnel's personal files and published in Force Orders.

Part IV – General Rules for Invigilating Officers

9. Officers invigilating police examinations will comply with the following rules: -

(a) An invigilating officer will be appointed at every station where an examination is to be held. He will normally be a Gazetted Police Officer, an Administrative Officer, or an officer of equivalent rank in one of the branches of the Public Service.

(b) The examination will be held at the various stations on the dates arranged for them. The papers must be taken in their proper sequence on the days appointed by the examiner. The time allowed to complete each paper will not be exceeded.

(c) Whilst under examination, candidates are to be placed at least six feet apart.

(d) The following will be provided: clock, paper, blotting paper, pencil, pen and ink and pins.

(e) The sealed packets containing the examination papers are not to be opened by the invigilating officer until the time fixed for the examination in the subject concerned and then only in the presence of the candidates.

(f) The examination papers will be distributed and the completed papers will be collected by the invigilating officer at the appointed hours; any candidate, however, who may have completed his paper on any subject before the specified hour may hand it to the invigilating officer.

(g) A period may be allowed at the discretion of the invigilating officer, prior to commencement of the paper, for candidates to read through the questions and raise any queries on legibility of the paper or conduct of the examination. No other questions will be answered.

(h) No books of reference are permitted unless otherwise stated in the conditions of the examinations, e.g., law examinations. Any candidate detected in the examination room in possession of any book of reference, or copying from the papers of another candidate, or permitting his own papers to be copied or in attempting to give or receive assistance of any description, will be disqualified.

(i) Candidates may not communicate with each other and strict silence is to be observed in the examination room.

(j) Except in the case of the advanced English Literacy Examination, candidates must write their names legibly at the top of each sheet of paper on which their answers are recorded. All sheets of paper used in the examination room will be pinned together when the examination papers are handed into the invigilating officer.

(k) All answers to the questions will be written in ink (except sketches and plans, which may be in pencil)

(l) No candidate may leave the room until he has handed in his papers to the invigilating officer. When a candidate has handed in his paper and left the room, he may not re-enter the room until the period for that paper has expired. No candidate will be allowed to leave within the first half-hour.

(m) The invigilating officer for the examination will be present during the entire examination

(n) At the close of the examination in each subject the invigilating officer will see that all papers are marked with the correct names of the candidates and are placed in an envelop. The envelope will be secured, sealed and marked as follows: -

(i) Subject

(ii) Station

(iii) Signature of invigilating officer

(o) Each envelope will contain a list of the candidates whose papers are in it. The list will be signed by the invigilating officer. No other papers will be placed in the envelope.

(p) The invigilating officer will ensure that the outer envelopes are securely fastened and sealed and will dispatch them by registered post to the examining officer as soon as possible after the completion of the examination.

(q) At the completion of the examination, the invigilating officer will forward to the examining officer a certificate that the prescribed order for the examination was strictly observed, that he was present during the entire examination and that none of the candidates received any assistance during the examination.

(r) Rules (f) to (k) will be read to all candidates prior to the commencement of the examination

(s) In the case of the Advanced English Literacy Examination the procedure to be followed is outlined in the instructions, which are issued together with the examination papers.

APPENDIX A
(To P.G.O. 45)

Local Government (District Authorities) Act, Cap. 287 R.E. 2002
Animals (Pounds) Act, Cap. 154 R.E. 2002
Arms and Ammunition Act, Cap. 223 R.E. 2002
Children and Young Persons Act, Cap. 13, R.E. 2002
Films and Stage Plays Act, Cap. 230 R.E. 2002
Drugs and Prevention of Illicit Traffic in Drugs Act, Cap. 95 R.E. 2002
Customs (Management and Tariff) Act, Cap. 403 R.E. 2002
Mining Act, Cap.123 R.E 2002
Explosives Act, Cap.45 R.E 2002
Expulsion of Undesirables Act, Cap. 39 R.E. 2002

Wildlife Conservation Act, Cap 283 R.E. 2002
Fugitive Offenders (Pursuit) Act, Cap. 57, R.E 2002
Extradition Act, Cap 368 R.E. 2002
Mutual Assistance in Criminal Matters Act, Cap.254 R.E. 2002
Gaming Act, 2003
Goldsmiths and Silversmiths Act, Cap. 228 R.E. 2002
Grass Fires (Control) Act, Cap. 135 R.E. 2002
Highways Act, Cap. 167 R.E. 2002
Immigration Act, Cap. 54 R.E. 2002
Inquests Act, Cap. 24 R.E. 2002
Intoxicating Liquors Act, Cap. 77 R.E. 2002
Auctioneers Act, Cap. 227R.E. 2002
Medical Practitioners and Dentists Act, Cap. 152 R.E. 2002
Mental Diseases Act, Cap. 98 R.E. 2002
Motor Vehicles Insurance Act, Cap. 169 R.E. 2002
National Security Act, Cap. 47 R.E. 2002
Pawnbroking (Prohibition) Act, Cap. 175 R.E 2002
Petroleum (Exploration and Production) Act, Cap. 328. R.E. 2002
Petroleum (Conservation) Act, Cap. 392 R.E. 2002
Pharmaceutical and Poisons Act, Cap 219 R.E. 2002
Police Force and Auxiliary Services Act, Cap. 322 R.E. 2002
Probation of Offenders Act, Cap. 247 R.E. 2002
Public Order Act, Cap. 385 R.E. 2002
Public Service Regulations as they affect Police Force
Second Hand Dealers and Scrap Metal Ordinance Cap. 354
Societies Act, Cap. 337 R.E. 2002
Stock Theft (Prevention) Act, Cap.265 R.E. 2002
Magistrates Courts Act, Cap.11 R.E. 2002
Townships Ordinance Cap. 101
Townships (Removal of Undesirable Persons) Ordinance [R.L. Cap. 104]
Labour Relations and Employment Act, 2004
Business Licensing Act, Cap. 208 R.E. 2002
Road Traffic Act, Cap. 168 R.E. 2002
Witchcraft Act, Cap. 18 R.E. 2002 R.E. 2002
Destitute Persons Cap. 389
Ferries Act, ÿÿp. 173 R.Eÿÿ2002
Prevention of Corruption Act, Cap. 329 R.E. 2002
Weight and Measures Act, Cap. 340 R.E. 2002

P.G.O. No. 46

IDENTITY CERTIFICATES

1. An Identity Certificate (P.F. 178 "Gazetted Officers and Inspectors" and P.F. 23 Rank & File") bearing the holder's photograph and signature, and also the left thumb-print if the holder is a member of the Rank & File shall be issued to all Gazetted Officer and Inspectors and to all Rank & File detectives serving in the C.I.D.

2. Every police officer to whom an Identity Certificate is issued shall carry it at all times, whether on or off duty, and shall be liable to disciplinary proceedings if he loses his certificate or is found without one in his possession.

3. Commanding Officers will ensure that all ranks serving under their command are issued with Identity Certificates in accordance with paragraph 1.

4. The Staff Officer, Police Headquarters, will be responsible for the issue of all identity certificates in respect of Gazetted Officers and Inspectors, and will maintain a register of certificates on issue. The Director of Criminal Investigation will issue identity certificates in respect of detective staff under his command. A register will be maintained as above.

5. Photographs will be obtained from the Forensic Bureau and affixed to each certificate in the space provided. Both the card and the photograph will be stamped by the issuing authority.

6. Application for Identity Certificates in respect of Gazetted Officers and Inspectors shall be made to the staff officer by Commanding Officers, and to the Director of Criminal Investigation in respect of C.I.D. personnel.

7. Issues of Identity Certificates and their serial numbers shall be recorded in holders' Kit sheets, in accordance with P.G.O. No. 167.

8. Identity Certificates will be examined by Gazetted Officers during formal inspections. Identity Certificates requiring replacement or new photographs shall be returned to the issuing authority.

9. Every member of the Force to whom an Identity Certificate is issued shall produce it on demand whenever he is required to prove his police status.

10. Identity Certificates will be withdrawn and returned to the issuing officer, i.e., Staff Officer, Police Headquarters, or the Director of Criminal Investigation, whenever the holder is:-

(a) discharged; or

(b) transferred from C.I.D. to General Duty.

P.G.O. No. 47

INSPECTIONS-- FORMAL --- BY GAZETTED OFFICERS

1. (a) All commands and units shall regularly be inspected as specified in this order.

(b) All Regional Commands and Divisions will be inspected at least once annually by the Chief of Inspections or his delegate.

(c) Every Station and Unit, together with all buildings, grounds, vehicles, equipment and personnel belonging or allocated thereto, shall be inspected formally by Gazetted Officers in accordance with the programmes set out hereunder: -

Inspecting Officer	**Unit to be Inspected**	**Frequency of Inspection**
(a) Regional Commanders	All Stations, Field Force Units and other personnel under their command.	Quarterly.
(b) O/C. Districts	All Stations in their Districts.	Monthly.
(c) CO. Field Force.	All Field Force Units throughout Tanzania	Half-yearly
(d) O/C. Regional Field Force Units.	Whole Regional Unit.	Monthly.
(f) CO. TRC Police	Whole Unit	Quarterly
(g) Commandant P.T.S.	(i) P.T.S. (ii) Dog and Horse Unit.	Monthly.
(h) Director of Music	Bands	Quarterly
(i) Marine	Whole Unit	Quarterly
(j) Traffic	Whole Unit	Quarterly
(k) Medical Unit	Whole Unit	Quarterly
(l) Airports	Whole Unit	Quarterly
(m) Air wing	Whole Unit	Quarterly
(n) Signals	Whole Unit	Quarterly
(o) TAZARA Police	Whole Unit	Quarterly

(See also paragraph 19 for action by D.C.I., C.S.O., O/C., D.M. and D.O.M.)

2. Advance notification of all formal inspections, shall be sent to the Station scheduled for inspections. Surprise demi-inspections should be held at regular intervals when officers are on safari but will not count as "Formal Inspections". Officers carrying out such surprise inspections shall always

check the Station arms, ammunition, books and prisoners in cells.

3. Formal inspections shall be conducted with the utmost thoroughness. The primary objective is to find out what is wrong and put it right. Inspections shall, therefore, be regarded as educational and inspecting officers shall take care that every fault and the means of correcting the fault are explained to the personnel concerned.

4. Buildings furniture and fittings, arms, equipment, Station property and kits shall be in spotless condition for all formal inspections and inspecting officers shall ensure that no dirt or litter escapes their attention.

5. Rank & File quarters shall be clean and tidy. Furniture and other private possessions shall be arranged neatly inside each quarter and should not be removed elsewhere. Families should sit quietly in their quarters until the inspecting officer has passed. Unofficial wives and concubines will not be present in quarters during inspections.

6 All arms, ammunition and station property (other than semi-fixtures) listed in the Property on Charge Register (P.F. 168) shall be laid out in one convenient place for examination by the inspecting officer. Loose ammunition shall be laid out in tens for easy counting. All deficiencies shall be clearly shown.

7. Vehicles shall be drawn up in line for inspection with each driver standing in front of his vehicle. Bonnets shall be open for easy examination of the engine. Battery stoppers will be unscrewed and placed on top of the battery. Tool kits will be laid out in front of each vehicle.

8. (a) Kits shall be laid out for inspection either on the veranda outside each personnel's quarter or, if no veranda exists, laid on the ground on groundsheets directly in front of the doorway of each quarter. Personnel not present for kit inspection will not lay out their kits.

   (b) Commanding Officers only may dispense with kit inspections on their formal inspection, if they so desire.

9. (a) Each formal inspection shall commence with a parade, conducted in accordance with P.G.O. No. 85.

   (b) All ranks, except those on duty or sick in barracks, shall parade for inspection. All, however, must be present in their station for interview by the inspecting officer.

   (e) Weekly rest days shall not be granted on formal inspections days.

   (d) Personnel absent from parade without lawful excuse shall be defaulted.

   (e) At the end of the parade inspecting officers are required to test selected Inspectors and N.C.Os in squad drill, riot drill and weapon training.

10. Police Dog and Horse (if any) will not parade with the personnel to be inspected, but will be prepared for inspection and parade with their handlers in a suitable shady spot where they can be examined by the inspecting officer.

11. (a) After the parade, all buildings, vehicles, dogs, horses, arms, ammunition, stores, exhibits, Station property, furniture and kits shall be examined. Deficiencies and damage shall be noted for early attention and explanation by the O/C. Station

(b) Personnel found with damaged or deficient kits shall be defaulted and, in addition to any punishment, shall be required to pay for replacement if the loss or damage is caused by negligence.

12. All books shall be examined and initialled. The inspecting officer shall ensure that all official books are properly kept in accordance with Police General Orders. Particular attention shall be paid to the Report Book and to the correctness or otherwise of police action recorded therein. Cross-references to other official books should also be checked.

13. All ranks present at the inspection should be examined briefly on their knowledge of Police General Orders, Police Duties and simple law and a note made of any personnel found to be outstandingly good or hopelessly ignorant. In addition, all ranks will be given an opportunity to put forward any complaints, requests or other personal matters. All such matters will be recorded in the report and will be attended to.

14. When the inspecting officer has finished his inspection and before he leaves the Station or Unit under inspection, he will prepare comprehensive draft inspection notes for incorporation in his finalised report.

15. Formal inspection reports shall be made out under the following headings and sub-headings. All shall be covered. Any headings which are inapplicable shall be shown as such: -

I. **Establishment and Strength**

Indicate the following

(a) Establishments,

(b) Name of O/C. Station,

(c) Number of personnel absent from the inspection and reason for their absence,

(d) Any changes recommended in existing strength,

(e) Any comments on distribution and duties of personnel,

II. **Parade and Drill**

(a) Standard of turnout,

(b) Standard of squad and riot drill,

(c) Ability of Inspector and N.C.Os tested in handling a squad,

III **Buildings and Grounds**

(a) Condition,

(b) Repairs required.

IV **Motor Vehicles**

(a) Condition,

(b) Tool deficiencies,

(c) Log Books and petrol consumption.

V Bicycles

(a) Number on charge.

(b) Condition,

(c) Deficiencies.

VI **Radio Equipment**

(a) Condition of radio, batteries and chargers.

(b) Efficiency

VII **Police Dogs**

(a) Number.

(b) Health.

(c) Results achieved.

VIII **Police Horses**

(a) Number.

(b) Health.

(c) Results achieved.

IX **Arms and Ammunition**

(a) Condition.

(b) Deficiencies.

X Tear Smoke

(a) Condition.

(b) Replacements required for deteriorating stock.

(c) Deficiencies.

XI Furniture, Station Property and Stores

(a) Condition.

(b) Deficiencies.

(c) Repairs or replacements required.

(d) Recommendations re increase or decrease.

XII Fire Appliances

(a) Extinguishers requiring refilling.

(b) Sufficiency or otherwise of Station appliances.

(c) Efficiency of Station fire drill

(d) Kits

(e) Deficiencies.

(f) Replacements.

XIII Station Books

(a)	P.F. 16	Exhibit Register.
(b)	P.F. 20	Detention Register.
(c)	P.F. 40	Sick Report Register.
(d)	P.F. 51	Station Diary
(e)	P.F. 54	Warrant Register.
(f)	P.F. 55	Summons Register
(g)	P.F. 57	Leave Register.
(h)	P.F.59	Duty Roster.
(i)	P.F. 60	Defaulter Register.
(j)	P.F. 62	Patrol Book.
(k)	P.F. 63	Prisoners' Property Receipt Book.
(l)	P.F. 65	Cash Bail Receipt Book.
(m)	P.F. 104	Service Registers.
(n)	P.F. 162	Report Book.
(o)	P.F. 168	Property on Charge Register.

(p) P.F. 179 Missing and Wanted Persons Register.

(q) P.F. 181 Found and Unclaimed Property Receipt Book.

(r) P.F. 186 Identification Parade Register.

(s) P.F. 187 Visiting Book.

(t) P.F. 200 Armoury Register.

(u) P.F. 214 Supervision of Licensed Premises Register.

(v) P.F. 219 Private Firearms (Disposal) Register.

(w) P.F. 221 Investigations Register.

XIV Personnel

XV Station Records

XVI Cash

(a) Cash Books to be checked.

(b) Deficiencies.

XVII Prisoners

(a) Number in cells and their condition

(b) Cell Condition

(c) Prisoners ration, adequacy and condition of

XVIII Supervision of Bad Characters

(a) Efficiency of records

(b) Efficiency of police checks

XIX. Crime and State of the District

(a) General state of crime

(b) Increase or decrease since last inspection

(c) Any special problems or recommendations.

(d) Efficiency of police preventive measures

XX. Beat System

Standard of beat coverage

XXI Patrol System
Frequency and efficiency of patrols

XXII Welfare Facilities
XXIII Sickness and Malaria
XXIV Station Security
Efficiency of 'Attacks-on-Station Drill'

XXV Knowledge of General Orders/Police Duties and Simple Law
(a) Personnel with outstanding knowledge
(b) Personnel with little or no knowledge

XXVI Complaints and Requests
XXVII Personnel with any Outstanding Ability
XXVIII Miscellaneous
XXIX Personal Report on the Inspection by the Inspecting Officer
XXX Report to Regional Commander on Action Still Required

16. Inspection officers are responsible for the typing and early dispatch of their reports. The later shall be typed on the left-hand side only of a line drawn down the centre of each page

17 Routine action and filling of all Inspection Reports shall be dealt with as hereunder:-

Inspection by	Inspection of	Action by	Details of Action
O/C. Regional Field Force Unit	Regional Field Force Unit	O/C. of the F.F. Unit	Prepares three copies of his /her report, takes all possible action thereon and sends two completed copies to R.P.C.
		R.P.C.	(a) Issues any further instructions by memo to the O/C. of the F.F. Unit concerned. (b) Files one copy and sends one completed copy with his /her comments to the CO. Field Force Unit.
		CO. F.F.U	Issues any further instructions by memo to the O/C. of the F.F. Unit concerned with a copy to the R.P.C.
CO. Field Force	Field Force Unit		
COs. Railways Divisions	Whole Units	COs Railways Division,	Prepares one copy of his/her report takes all possible action thereon.
CO. P.T.S.	P.T.S. and Dog	P.T.S.	Prepares two copies of his /her

	and Horse Unit		report and sends one copy to the R.P.C. Dar es Salaam, for necessary action by him/her.
CO Band	Band Units at Dar es salaam, Zanzibar	CO Band	Prepares one copy of his/her report takes all possible action thereon.

18. Details of all action taken to deal with recommendations and criticisms in Inspection Reports shall be entered on the right – hand side of each page directly opposite each item under reference. Officers at all levels shall ensure that all possible actions are taken and recorded before they pass the Inspection report to higher authority. Details of any items, which cannot be handled locally, shall be given under Heading XXIX of the report. Any subsequent action will be dealt with by memorandum.

19. Certain officers are also required to carry out regular inspection visits, as shown hereunder, in order that they may check personally on the efficiency and well-being of personnel directly or indirectly under their control: -

Inspecting Officer	Unit to be Inspected	Frequency of Inspection
Director of Criminal Investigation	All Regional C.I.D. Units	Half yearly
Chief Signals Officer	All Signals Units	Half yearly
COs. Railways Division	All Railways Units.	Half yearly
CO Dog and Horse Unit	All Dog and Horse Units outside P.T.S.	Half yearly
Director of Music	Dar es salaam Band	Quarterly
CO. PTS	P.T.S. Band	Quarterly
Quartermaster	Main Stores and Armoury	Quarterly
Chief Armourer	Regional and Field Force Other District Armourers	Half yearly Annually

P.G.O. No. 48

LEAVE

Part I - General

Leave Entitlement

1. Leave should be respected as a right and when not granted by the employer, the employee shall be paid a salary in lieu thereof. The amount payable in lieu of leave will be calculated in proportional to the number of days due.

2. Leave shall be earned and calculated at an annual rate of twenty eight days for all categories of officers except, for those officers serving on contract terms whose leave shall be earned and calculated as stipulated in their contracts.

Forms of Leave

3. Apart from the forms of leave granted on medical grounds which are dealt with in Part IV and the special forms of leave described in paragraphs 18, 19, 24, 25, and 26 officers of the categories defined above will normally be entitled for only one form of leave as set out in paragraph 4 below.

Method of computation and grant of leave

4 (a) There will be an annual leave cycle commencing from the 1st January of each year in respect of all officers already in the service and from the date of first appointment in respect of officers appointed after that date

(b) When an officer proceeds on leave, he may be granted all the leave due for the year i.e. 28 days, irrespective of the period of service since the commencement of the annual leave cycle except in the circumstances described under paragraph (c).

(c) Subject to the approval of the Permanent Secretary of Ministry of Public Security & Safety, an officer may be granted leave of absence to attend to urgent private matters and such leave should be deducted from his leave entitlement.

(d) All leave periods will be inclusive of Saturdays, Sundays, Public Holidays excluding travelling time. Saturdays, Sundays and Public Holidays will be leave earning except in circumstances in which an officer is on leave pending retirement, resignation or termination of appointment or is on leave without pay. Sick and convalescent leave and maternity leave with pay will be leave earning.

(e) The grant of any leave for which an officer is entitled shall be at the discretion of the Inspector General.

(f) There will be no objection to officers taking their leave piece-meal provided they take their full leave entitlement during the annual leave cycle. However, an officer may be permitted to accumulate leave on grounds of exigencies of service over a two year period, but under no circumstances will any accumulation beyond the two year period be allowed. The accumulated leave will either have to be taken or be paid in lieu thereof. It will be in order for an officer to commence his

leave in one cycle and for the leave to expire in following leave circle.

(g) Where an officer who is entitled for leave will not be returning for further service owing to resignation, retirement, termination or appointment otherwise than by dismissal, he will be granted:

(i) proportionate leave as at the date of cessation of duty calculated at his annual leave-earning rate in respect of the complete months of his last leave-earning cycle plus.

(ii) Proportionate leave for the odd days, if any of this leave-earning service in the last leave cycle, based on the proportion of the number of odd days bears to the leave-earning rate.

(h) Where an officer has already availed himself of his full annual leave in respect of the last leave cycle of his service, and where, in terms of sub-paragraphs (i) – (ii) above, he is entitled only a proportion of that annual leave, he will be required to refund to the government the salary for the period involved. In calculating proportionate leave, half a day or more shall count as one day and less than half a day shall be disregarded.

(i) Officers employed on teaching duties in the Force's Training Schools and Colleges will be required to take their leave when there are no training programmes going on.

Part II – Transport Assistance on Leave

Grant of Transport Assistance

5. (a) The following arrangements for the grant of transport assistance will apply:

(i) The grant of transport assistance will be related to two-year leave cycle which will be reckoned from the 1st January of each year in respect of officers who were in the service on that date and from the date of first appointment in respect of officers appointed after that date;

(ii) The Officer will be granted once during the two-year basis of the prevailing fare rates by the railway services or by recognized public motor transport at the appropriate grade as set out in Appendix J/I of the Government Standing Orders for him/herself, spouse and up to four children to and from the point nearest to his/her home served by such service.

(iii) Where an officer who is eligible for the free travel privilege once in the two-year period travels to his/her home on leave in his/her car, he/she may be granted in lieu of the cash grant, motor kilometre allowance at the appropriate rate as set out in Section L of the Government Standing Orders to and from points covered by sub-paragraph (ii) above, or to appropriate rail/road fare, whichever is less.

(iv) The cash grant privilege may be granted to an officer either to travel to his home or to any other named destination, provided that in the latter case, the cash grant will be limited to what it would have cost the Government had he/she travelled to his/her home.

(v) The cash grant privilege may be utilised during any year of the two-year leave cycle. The conditions to be satisfied for the grant of this privilege are that the officer must travel to his/her home or to any other named destination as approved by Inspector General and that he/she must take all the leave due to him/her at the time.

(vi) Notwithstanding the foregoing, the privilege will not be withheld where an officer is prevented from taking his/her full leave entitlement owing to the exigencies of the service.

(Vii) Incidental expenses are covered in Order J.34 of the Government Standing Orders.

(b) In addition to the privileges set out in paragraph (a) above an officer stationed in a Region which in the opinion of the Accounting Officer is inaccessible by surface or water transport will be eligible for the specific concession detailed in Order H.6 of the Government Standing Orders when he/she travels under the arrangement described in paragraph (a). An officer proceeding on leave to a Region which is accessible by surface or water transport from other Region or from a place other than one found inaccessible will not be granted this specific concession.

Alternative rights of officers stationed/domiciled in regions which are inaccessible by surface or water transport

6. In addition to the privileges set out in Order H.5, of the Government Standing Orders an officer stationed or domiciled in a Region which in the opinion of the Accounting Officer is inaccessible by surface or water transport will be eligible to the following privileges not more than once in each two year cycle, for the officer, spouse and up to four dependent children when travelling on leave to, from or via Dar es Salaam.

(a) Officers stationed in a Region which is inaccessible by surface or water transport

(i) An officer who is entitled to first class rail travel privileges but excluding officers on temporary terms, will be eligible, once in each two year leave cycle, for return air fares to Dar es Salaam, including transport to and from his station to the nearest airport in his Region, for the officer, spouse and up to four dependent children provided that he actually travels by air. As an alternative to being granted return air fares to Dar es Salaam, the officer may be granted a cash grant to cover railway/sea/bus fares to any other destination in Tanzania, provided that the cost to Government is limited to the cost of return railway/sea/bus fares to Dar es Salaam.

(ii) An officer who is entitled to second or third class rail travel privileges but excluding officers on temporary or daily paid terms will be eligible, once in each two year leave cycle, for return road fares to Dar es Salaam from his station in the Region for the officer, spouse and up to four dependent children. In the absence of road service at the time when the officer utilises this privilege, he/she may be granted return air fares on the same basis as is applicable to an officer covered by sub-paragraph (i) above provided he/she actually travels by air.

(b) An officer who is entitled to the additional privileges set out in paragraph (a) will be eligible once in each two-year cycle for return air fares between Dar es Salaam and the nearest airport to his/her home provided he/she actually travels by air or to the cash grant for rail/sea/bus fares, on the same basis described in paragraph (a) above.

(c) Conditions

(i) The special travel privileges set out in paragraphs 6 (a) and (b) above are in addition to the cash grant to which the officers are eligible in each two year cycle under the provisions of Order H.5 of the Government Standing Orders. The officers must, however, avail themselves of the special travel privileges on the same occasion as they utilise the cash grant in the two year leave cycle.

(ii) For avoidance of doubt it is clarified that the additional travel privileges described in paragraph (a) and (b) above will only be granted if the officers in fact travel to the place which is inaccessible by surface or ship. Officers may not choose to claim the cost of these air fares towards an air journey to any other destination. In cases, therefore, where officers choose to travel to a destination other than their place of domicile the cost of such journey should not exceed the expenditure which would have been incurred had the officers travelled to their place of domicile by the usual road or water transport services.

Transport assistance on leave pending resignation, completion of contract or termination of appointment

7. (a) An officer proceeding to his home when travelling in the above circumstances will be granted one way free travel privilege described under Order H.5 (a) of the Government Standing Orders provided that:

(i) he has completed the two year period as at the date of cessation or duty; and

(ii) he has not already utilised the free travel privilege during the two year period

(b) Where an officer, who was granted the cash grant, resigns from the

service before the completion of the two-year period in respect of which the privilege was granted, he/her will be liable to refund the cost incurred by Government in respect of the transport of himself and his/her family to and from his/her leave destination.

Transport assistance on leave pending retirement

8 An officer who retires from the service will be eligible for the free travel privilege described under understanding paragraph 5(a).

Extension of Casual Leave

9. In special circumstances and on the approval of the Government, Casual Leave may be extended on full pay for a short period. Such extension will entail a corresponding reduction in the number of days' vacation leave for which the officer becomes eligible on completion of a tour of service.

Application for Leave

10 (a) All applications for leave will be submitted to the Inspector General through the proper channels on the appropriate form prescribed below: -

(i) Gazetted Officers and Inspectors:

Forms as at Appendix H/I to Government Standing Orders.

(ii) Rank & File:

On P.F. 185 – "***Karatasi ya Maombi***"

(b) All Officers and members of the Rank & File are reminded to submit their leave applications for approval after making provisional passage reservations and, in any event, approximately three months before the planned date of departure.

(c) An officer's leave will commence from the date on which he reports to the Officer Commanding the District in which the leave will be spent.

Next-of-Kin Card

11. 11. Every officer required to forward an up to date Next of Kin Card, in duplicate, together with their leave application forms.

Sick Leave

12. (a) The approved absence of an officer from duty on account of illness is regarded as sick leave. Absence from duty on account of illness must be reported by the officer concerned to the Inspector General and must be supported by a certificate from a Government Medical Practitioner or from a private practitioner under the provisions of Order K.5 of the Government Standing Orders. Absence without approval may entail disciplinary action.

(b) Convalescent Leave: Any period of absence from duty granted on the

recommendation of the Medical Authorities for recuperative purposed, immediately following any sick leave, is regarded as convalescent leave.

(c) No officer will be granted overseas sick or convalescent leave at government expense.

Convalescent leave may be spent out of duty station

13. Subject to the recommendation of the Medical authorities and to the terms of Paragraph sixteen and K.25 of the Government Standing Orders, an officer may be permitted to spend any convalescent leave granted to him anywhere in Tanzania. In all cases the Medical Officer must state to what place and area it is advised that the officer should spend such convalescent leave, giving the reasons therefor.

Convalescent leave may be approved by Permanent Secretary or Inspector General

14. Convalescent leave to be spent within the United Republic may be granted by the Permanent Secretary or Inspector General of Police, depending on the rank of the applicant, on the recommendation of a medical officer.

Limitation of Sick and Convalescent leave

15 (a) A "sick period" is the period the length of which is three years from date of first appointment, new "sick period" commencing thereafter. In a case, however, where an officer's sick leave extends from one "sick period" to another, his fresh "sick period" will commence on his return to duty on completion of such sick leave

(b) The above limitation may not be exceeded without the specific authority of the Permanent Secretary (Establishment). Full details of all periods of sick and convalescent leave granted must be maintained in order to ensure that these limitations are not exceeded without authority.

16. (a) If an officer falls ill so as to require medical attention during his/her leave and is unable to resume duty on expiry of such leave he will report to the O/C of the nearest District who will forward the information to Inspector General of Police and at the same time forward a certificate from his/her medical attendant stating the nature of illness and, if possible, its probable duration. For officers above the rank of Assistant Inspector, the Inspector General will forward the information to the Permanent Secretary. The Permanent Secretary or Inspector General depending on the rank of the personnel may then grant additional leave which will be sick leave to the officer to the extent and on the terms as may be recommended by the Chief Medical Officer. Unless this Order is, observed, an officer will not be entitled to any extension of leave on the grounds of ill health.

(b) Additional sick leave granted under the provisions of paragraph (a) above will be subject to the overall limitations laid down in Order K.23 of the Government Standing Orders.

Convalescent leave

17. An officer who has been granted convalescent leave to be spent away from hi/her station may be granted free transport for him/herself to and from the destination recommended by the Medical Officer, and free transport by rail/ road for the spouse and up to four children if they accompany him/her.

Part III– Rank & File Leave Terms

18 (a) Members of the Rank & File are eligible for vacation Leave, but not casual leave, which is earned at the following rates:

Category of Officer:	Length of tour in months:	Leave earning rate:
Sergeant-Majors, Corporals and below	Sergeants,12-36	$2^1/_2$ days per month

(b) Periods of leave will be inclusive of Saturdays, Sundays and Public Holidays.

(c) All leave earned during the triennial period must be taken during that period. Any balance not so taken will be forfeited.

19. (a) A travel warrant for a member of the Rank & File, his wife or her husband and his/her family of up to four children will only be granted once during each three year period.

(b) The grant of travel assistance shall be as stated in Para 5 of this Order.

20. Under no circumstance may an O/C. District or Station delay or withhold any application for leave, an adverse recommendation on the grant of leave, or any other relevant comment, may be inserted in the appropriate space in the Form of Application for leave when forwarding to the final approving authority.

Leave of Absence not exceeding 48 Hours

21 ~~21.~~Any Gazetted Police Officer in charge of police, or any other officer appointed by the Inspector General to be in charge of Police at any place may, in his discretion, grant to any member of the Force being below the rank of Sergeant Major serving under his command, leave of absence not exceeding 48 hours on any one occasion. Such leave of absence shall not be taken into account when reckoning the amount of Vacation Leave earned by such member of the Force.

Formatted: Bullets and Numbering

Wives and Families Preceding Husbands on Leave

22. Where the wife and/or children of an N.C.O. or Constable precede him on leave, an entry will be made in red ink in the Vacation Leave section of the Service Register quoting particulars of travel warrants issued and to whom. No further transport facilities at Government expense will be allowed for the wife and family of an N.C.O. or Constable during the current triennial period.

Movement Order

23 A Movement Order (P.F. 58) shall be issued to the Rank & File when

proceeding on any form of leave, vide P.G.O. No. 33.

Overstaying Leave

24. Rank & File who, under any circumstances whatsoever, consider that they will not be able to return to duty on the due date shall report, with their copy of the Movement Order issued to them, to the nearest Police Station commanded by an Inspector or above or, if en route and delayed due to any cause, to the nearest Police station.

25. The O/C. Station will note on the Movement Order the date and time of the report and any other relevant information.

26. If it is considered that it will not be possible for the officer to return to duty for some time, he/she may be employed at the Station to which he reported until such time as it is practicable for him/her to continue his/her return journey

27 In cases of absence without leave where subsequent enquiry discloses negligence or disobedience of orders on the part of the officer concerned, disciplinary proceedings will be instituted against the offender. Irrespective of the punishment subsequently imposed, an order will be made relating to the forfeiture of pay for those days absent without leave, in accordance with Regulation 65 of the Police Force Service Regulations, 1995.

28. For the purpose of this Order, one day's pay shall be forfeited for each day or part of a day by which the leave is overstayed.

Part IV--Sick Leave – All Ranks

Granting of Sick Leave

29. The following procedure shall apply when granting sick leave: -

(a) Gazetted Officers:

Any gazetted officer who is given a medical certificate recommending sick leave, or any special concession, shall produce the medical certificate to his immediate superior officer. If the latter is not immediately available, he/she shall be contacted, at once, by signal or telephone and informed of the exact terms of the medical officer's recommendations. The commanding officer shall approve the sick leave and record the grant of such leave, if any, on the record of service (P.F. 34) in the appropriate section, using red ink.

(b) Inspectorate and Rank & File:

The foregoing procedure shall also apply to the Inspectorate and the Rank & File, excepting that any sick leave granted will be recorded in the Service Register at page 28 in red ink.

In addition to the entries made in the Service documents of the personnel concerned, details of all sick leave and hospitalisation granted to the Rank & File, will be entered in the daily sick register, P.F. 40, which shall be maintained by the –

(i) O/C. of every station;

(ii) Commandant, Police Training School Moshi, and Commandant Police College;

(iii) O/C. of each Field Force Unit;

(iv) Chief signals officer (Headquarters only);

(v) Commissioner, Zanzibar

(vii) CO. Forensic Bureau,

(viii) Director of Criminal Investigation (Headquarters only);

(ix) Staff Office "A" (all Police Headquarters personnel).

30. The following symbols shall be used to indicate the type of leave granted to the officer concerned

S.L.	-	Sick Leave.
E.D.	-	Excused Duty
L.D.	-	Light Duty
H.	-	Hospitalisation.
C.	-	Convalescent Leave.

31 31. Details of all sick leave awards during the month to all personnel will be shown on P.F. 191 – "Monthly Manpower Statement" which is to be submitted to Police Headquarters.

Part V – Miscellaneous Provisions

Officers involved in court or departmental inquiries

32. Leave shall not be granted to officers who may be required to attend court or a Departmental Enquiry. Officers who are required to attend as above and to whom leave has already been granted shall have such leave postponed. Leave shall not be granted to officers who are the subject of a criminal or Departmental Enquiry.

Leave Casualties

33. Casualties in respect of Gazetted Officers proceeding on Vacation Leave will normally be replaced from the Gazetted Officer leave reserve at the discretion of the Inspector General and in consideration of the exigencies of the service.

34. The leave reserve of Inspectors is integral with the authorised establishment of the Region concerned and, therefore, replacements are not effected from Police Headquarters.

35. Similarly, a leave reserve of the Rank & File has been included in the authorised Regional Establishment and, therefore, replacements of Leave Casualties will not be made until such time as a leave and transfer movement is authorised under the terms of P.G.O**.** No. 60, or where the total number of personnel on leave from any one district exceeds 25 per cent of the authorised establishment of that district.

36. The replacement of specialist personnel, other than drivers, is a matter for the head of the branch concerned.

Safe Custody of Arms and Ammunition when proceeding on Leave

37. All members of the Force will hand in all arms and ammunition committed to their charge to the O/C. Station prior to proceeding on leave. A receipt for such items will be obtained.

38 Officers owing firearms may deposit them in Police Armouries whilst on Vacation Leave. In such circumstances, the Force accepts no responsibility either for the safe custody or care and claming of the weapon so adequate provision has been made for the continued licensing of the weapon during any period of leave.

Off Duty Leave

39. No member of the Rank & File, when off duty, may leave his station without informing the officer in charge of the barracks area of his intentions.

Weekly Rest Day

40 Under normal circumstances, every member of the Force shall be permitted one period of 24 hours off duty per week at the discretion of the O/C. Station. Accumulation is forbidden. No special leave privileges shall be granted over weekends or public holidays.

Maternity Leave

41. Maternity leave is not considered as sick leave and is normally limited to three months in accordance with the Government Standing Orders.

P.G.O. No. 49

PENSIONABILITY – RANK & FILE

1 On completion of not less than 12 years continuous service the Inspector General may recommend to the Permanent Secretary any member of the Police Force below the rank of Assistant Inspector for admission to pensionable status

2 Before re-engagement after the completion of 12 years service, all officers being below the rank of Assistant Inspector will be required to indicate whether they wish to be admitted to pensionable status or to be re-engaged on gratuity terms.

3 Commanding Officers and police officers in charge of Districts, Branches, etc., who consider such applicants to have -

(a) good character, and

(b) certified fit by a Government Medical Officer, will complete the option form at Appendix "A" in triplicate, two copies for dispatch to Police Headquarters and one copy to be retained in the personal file of the office concerned.

4. The Inspector General, being satisfied that the officer is in all respects suitable for admission to the pensionable status will endorse the option form accordingly.

5. Two copies of the option form will be returned to the Regional Commander and, or O/C. District, Branch, etc. These officers will record, in red ink, under the heading "Re-engagements" on page 8 of the Service Register (P.F. 104) and in page 1 of P.F.104A (Pink Card), that such officer has been admitted to the pensionable establishment.

6 On admission to the pensionable establishment, officers are confirmed in their appointments and shall cease to be eligible for the award of gratuity under the provisions of the Police Force and Auxiliary Services Act, Cap. 322 R.E. 2002.

7 Different conditions of service apply to officers admitted to the pensionable establishment. These are: -

(a) The option for admission to pensionable status, when exercised is irrevocable.

(b) (i) A member of the Police Force holding the rank of Sergeant Major or Staff Sergeant must serve until he attains the age of 50 years when he may elect to retire. He may not continue to serve beyond the age of 55 years.

(ii) A member of the Police Force holding the rank of sergeant or corporal must serve until he attains the age of 45 years when he may elect to retire. He may not continue to serve beyond the age of 50 years.

(iii) A member of the Police Force holding the rank of constable must serve until he reaches the age of 40 years when he may elect to retire. He may not continue to serve beyond the age of 45 years.

(c) Officers who are dismissed on disciplinary grounds or discharged in the public interest lose all claims to any pension earned at the time. However, in any case where it is considered to be in the public interest to discharge a pensionable officer, the government may, if it thinks fit, grant such pension, gratuity or other allowance as it thinks just and proper.

(d) The amount of monthly pension due may be calculated from the following formula: -

$$\frac{\text{Monthly salary*} \times 12 \times \text{Months of Service+}}{540 \times 12 \times 2} \times 15\frac{1}{2}$$

* Monthly salary will be taken as the average over the last three years of service, whether or not a promotion has occurred during this period.

\+ "Months of service" means continuous service from the date on which he attains his 18th birthday.

(e) Pensionable officers may commute not more than one half of their total earned pensions and will thereby receive a lump sum equal to $15\frac{1}{2}$ times that portions of the pension so commuted.

(f) Where an officer holding a pensionable office in which he has been confirmed dies while in the service of the Government of Tanzania, it shall be lawful for the Government to grant to his/her estate a gratuity of an amount to be decided by the Government.

(g) Where an officer dies as a result of injuries received :-

(i) in the actual discharge of his duty; and

(ii) without his own default, and

(iii) on account of circumstances specifically attributed to the nature of his duty,

and being in the service of the government of Tanzania, the Government may grant, in addition to the grant of any pension made to his estate under the provisions in sub-paragraph (g) above, a pension to any surviving widow while she remains unmarried and of good character, including a pension for any children of such marriage until they attain the age of 21 years.

(h) In circumstances where the deceased officer leaves children but does not leave a widow, a pension may be granted in respect of each child under the age of 21 years.

(i) Furthermore, in circumstances where a pension is granted to a widow with children and the widow subsequently dies, the pension payable to the children of the marriage will continue until such time as they attain the age of 21 years.

(j) In circumstances where the deceased officer does not leave a widow or children but a mother wholly or mainly dependent upon him for support, a pension may be payable to her while she remains of good character and without adequate means of support.

P.G.O. No. 50

PLAIN CLOTHES DUTY

1. All ranks who are posted to the C.I.D are permitted to wear plain clothes on duty.

2. Members of the General Duties Branch may only be used on temporary plain clothes duty to reinforce the C.I.D. for a specific purpose and for a very limited period, provided that permission has been obtained in each case as hereunder: -

   (a) Up to 14 consecutive days' temporary plain clothes duty may be authorised by O/C. District.

   (b) Over 14 days but not exceeding 2 months' temporary plain clothes duty may be authorised only by Regional Commanders.

   (c) Over 2 months' temporary plain clothes duty may only be authorised in exceptional circumstances by the Director of Criminal Investigation on the recommendation of a Regional Commander.

3. (a) The C.I.D. personnel are entitled to the allowances at the rates approved by the government.

   (b) Members of the General Duties Branch who complete more than one month's temporary plain clothes duty (in accordance with paragraph 2 (c) are similarly entitled to draw both allowances.

4. C.I.D. drivers will not receive detective allowance and may only receive plain clothes allowance if they are required to drive in plain clothes

5. The following rules govern payment of plain clothes and detective allowances: -

   (a) The approval of the Director of Criminal Investigation is required for the allocation of allowances to detectives serving under their command.

   (b) Allowances will not be paid until published in Force Orders.

   (c) Allowances will be paid during casual leave but not during vacation leave.

   (d) Allowances will be paid during sickness up to the end of the month in which the officer concerned ceased duty.

   (e) Both allowances will cease on termination of service with the C.I.D.

6. The Director of Criminal Investigation is responsible for the allocation of all plain clothes and detective allowances to C.I.D. personnel. He is also responsible for the publication of all such allocations in Force Orders.

P.G.O. No. 51

POLICE GAZETTE

General

1 The *Tanzania Police Gazette* is the official publication of the Force for the dissemination of important criminal and police information. All copies of the Gazette will be carefully filed and maintained as a permanent record at all Police Stations.

2 The *Gazette* is published weekly in English and Kiswahili. Special issues will be made when necessary.

Compilation

3 The *Gazette* will be compiled under the following heading and sub-headings: -

PERSONS:

Apprehension sought

Information sought.

Missing.

PROPERTY:

All identifiable stolen property.

Stolen bicycles.

Lost and found valuable property.

4. Wanted persons are published as a supplement on printed name cards and consist of persons who are wanted in connection with the following offences:-

Murder.

Breakings.

Robberies.

Sexual.

Major frauds.

Thefts involving large sums of money.

Breach of supervision or community service orders.

Escapes from lawful custody (exception extra-mural labour).

Treason

Terrorism

Trafficking in narcotics

Trafficking in human Beings

Offences under the Economic and Organised Crime Control Act

Any other serious or important cases which in the opinion of the CO

Forensic Bureau may consider necessary.

Submission of Entries for Publication

5. O/C. stations, in conformity with this order, are responsible for the early and accurate submission to the Forensic Bureau of all information which warrants publication.

6. Each item for publication will be submitted on the correct pro-forma as set out in this order and will be prefixed according to the heading under which the entry is to appear in the Gazette.

7. The utmost care must be taken when submitting items in respect of persons that the correct sub-heading is selected, otherwise an unlawful arrest may result.

8. The *Gazette* is published on Tuesdays. Items for inclusion must therefore reach the Forensic Bureau by the Friday of the week proceeding the day of publication.

Method of Submission

PERSONS

9. Particulars of persons wanted, missing; suspected (information sought) will be submitted on description of person form (P.F. 179), as set out in P.G.O**.** No. 238 – "Investigation – Wanted Persons".

STOLEN PROPERTY

10. Particulars of stolen property will be submitted on Description of Property Form (P.F. 61). Care must be taken to ensure that the correct part of the form is used, depending on the type of property stolen.

Publication of "*Gazette"*

11. The CO Forensic Bureau shall be responsible for:

(a) editing and selecting material for publication;

(b) publishing the Gazette on Tuesday of each week;

(c) maintaining a central index of all wanted, suspected and missing persons;

(d) maintaining a central index of all identifiable property reported stolen;

(e) publishing monthly, as a supplement "A" to the gazette, prisoners who are due for release from prisons during the following month. Only those prisoners with two or more convictions for serious offences will be selected;

(f) publishing quarterly a consolidated photographic list of wanted persons who have appeared in the Gazette, but still remain at large.

Cancellations

12. The cancellation of items published in *Police Gazettes* will be the responsibility of the O/C. Station originating the entry. O/C. Stations will submit notices of cancellation or amendments to the CO Forensic Unit on P.F. 68

Suitability of Material for Publication

13. O/C. Stations, when considering the suitability of items for publication in the *Police Gazette* will give the material the following tests: -

(a) Could the person be identified from the description?

(b) Could the property be identified from the description?

(c) Could other stations assist?

(d) Would the information be of use to other Stations?

(e) Is "All Stations" circulation through the *Police Gazette* justified or would a limited circulation suffice?

P.G.O. No. 52

PROBATION-CONFIRMATION-PROMOTION ON TRIAL

Part I-Probation

Period of Probation

1. All appointments to Inspectorate rank (pensionable officers) are normally subject to two years' probation.

2. During the period of probation an officer is required to gain professional knowledge and to prove his suitability by the exhibition of high standards of personal conduct and integrity. Without these qualities he cannot be considered fit to undertake the duties and responsibility expected of him.

Extension of Probationary Period and Termination of Service During Probation

3. Any officer on probation whose behaviour and efficiency is considered to be unsatisfactory at the end of his normal probationary period and/or who has failed to pass the prescribed examinations, will be liable to undergo a further period on probation. Commanding Officers who are dissatisfied with any probationary officer serving under their command that their services be terminated forthwith.

4 Every opportunity shall be given to officers on probation to gain the necessary professional qualifications and to reach the high standards of conduct and integrity expected of them. Probationary officers who fail to attain the requisite standard or who are clearly unsuited to a police career shall be the subject of a report to the Inspector General, with a recommendation that their service be terminated forthwith.

5 Whenever a Commanding Officer makes such a recommendation, he shall inform the officer concerned in writing.

Note: In accordance with Regulation 26 (2) of the Police Force Service Regulations, no recommendation for the extension of a probationary period or for the termination of an appointment will be sent to the Police and Prisons Service Commission until the officer concerned has had an opportunity to submit his written representation thereon.

Duties of Senior Officers towards Officers on Probation

6 (a) Senior Officers, under whom an officer on probation is required to serve, have a duty to guide, encourage and closely supervise his work. They shall not only instruct him on the duties he is called upon to perform, but shall also advise him of any failings or faults in his work or behaviour. They shall help and encourage him to rectify his deficiencies and to earn the necessary recommendation for confirmation in his appointment. In addition they shall ensure that the studies for the examinations he is required to take and that he sits for them within the prescribed time limits.

(b) Constructive criticism and advice shall be given as required and shall not be withheld. Commanding Officers shall send a written warning (with a copy to the Inspector General) to any probationary officer who is guilty of serious or continued misconduct or inefficiency and shall obtain a written acknowledgement of the warning. Senior officers shall keep a record of all warnings and of favourable comments given to probationary officers, in order

that their reports may be accurate and just.

Confidential Reports

7. (a) Commanding Officers shall report to the Inspector General, in triplicate, using Form C.R. 1, on the behaviour and efficiency of every officer on probation serving under them. Such reports will be required after six, twelve, eighteen and twenty four months intervals.

(b) Confidential reports shall cover all aspects of behaviour and efficiency.

(c) Commanding Officers will recommend in their final report (or earlier if they so desire) whether or not they consider that the officer on whom they are reporting should be confirmed, discharged or allowed an extension of his probationary period, bearing in mind the requirements of qualifying examinations prescribed in P.G.O**.** No. 44.

Confirmation in Rank

8. Officers on probation will not be confirmed in their rank until they have earned satisfactory reports and have passed the prescribed examinations.

Part II – Promotion on Trial

Trial period

9. All confirmed officers who are promoted to, or above the rank of Assistant Inspector will be required to serve a six-month trial period in the rank to which they are promoted before their promotion can be finally confirmed.

Duties of Senior Officers towards Officers promoted on Trial

10. The provisions of paragraph 6 apply equally to officers promoted on trial and senior officers must ensure that they are given every chance to make a success of their promotion.

Confirmation of Appointment

11. (a) Commanding Officers will report on every officer who has been promoted on trial at the end of the six month trial period, or earlier if an officer fails to justify his promotion, in accordance with the procedure laid down in paragraph 7, and will recommend whether or not confirmation of appointment should be approved.

(b) Officers who fail to obtain satisfactory reports are liable to be reverted by the Police Service Commission to the rank they held immediately prior to their promotion on trial.

(c) Whenever a Commanding Officer submits an adverse report on an officer promoted on trial he shall inform the officer concerned in writing

Note: In accordance with Regulation 26A of the Police Force Service Regulations, no recommendation for the reversion in rank of an officer promoted on trial will be sent to the

Police Service Commission until the officer concerned has had an opportunity to submit his written representations thereon.

P.G.O. No. 53

PROMOTIONS

General

1. (a) All police promotions will be by selection based on seniority, merit and possession of certain prescribed qualifications. As a general rule, officers will not be promoted unless they have passed the examinations prescribed in P.G.O. No. 45 or have been granted exemption therefrom.

   (b) All confirmed officers serving on local terms who are promoted to or above the rank of Assistant Inspector will be required to serve a six months trial period in the rank to which they are promoted before their promotion can be finally confirmed. (*See* also paragraphs 9-11 of P.G.O. No. 52).

2. Commanding Officers and O/C. District, Stations and Units are particularly responsible that promotion claims of all ranks under their command are considered at regular intervals and that no one is forgotten.

3. All recommendations for promotion should be based on the principles set out at Appendix "A".

Promotions to Gazetted Rank

4. Promotion to gazetted rank will normally be limited to members of the Inspectorate who are confirmed officers and have passed Gazetted Officers Course.

Promotions within the Inspectorate

5 Promotions within the Inspectorate will normally be limited for those with three years service qualifications as Assistant Inspectors before promotions to Inspector.

Promotions to the Inspectorate

6. Promotions from the Rank & File to the Inspectorate will normally be limited to personnel with the following qualifications: -

   (a) At least two years' service

   (b) Form IV educational qualifications.

   (c) Successfully passed the Assistant Inspectors' Course.

Rank & File Promotions

7. Promotions within the Rank & File will normally be limited to members with the following qualifications:-

   (a) Three years' service as a Constable before promotion to Corporal.

   (b) Three years' service as corporal before promotion to Sergeant.

(c) Three years as sergeant before promotion to staff sergeant

(d) Successfully passed the appropriate Promotion Course.

Promotion Boards

8. (a) All Inspectorate and Rank & File promotions shall be considered by a Promotion Board, which shall submit its recommendations to the Inspector General.

(b) All other promotions shall be done in accordance with the Police Force and Prisons Service Commission Act and its regulations.

9. The Inspector General will convene Promotion Boards and nominate the officers to serve upon them.

10 The Board may require candidates for promotion to appear before it and may take whatever action it considers necessary to facilitate its deliberations.

Recommendations for Promotion

11 Before a Promotion Board assembles, a Promotion Report (P.F. 175) will be prepared in respect of each candidate by his O/C. District or Unit and his Commanding Officer and will be submitted under confidential cover via Heads of Branches to the Inspector General.

12 When a Commanding Officer proposes to recommend for promotion a personnel who has saved under his command for less than three months, he shall make out a Promotion Report in accordance with paragraph 11 and pass it to the Commanding Officer under whom the personnel previously served The latter shall also prepare a report and submit both reports to the Inspector General.

APPENDIX "A"
(To P.G.O. No. 53)

PROMOTION- GENERAL PRINCIPLES

1. All selections for promotion shall be based on seniority, merit and (except in special cases) the possession of the requisite educational and professional qualifications. As a general rule, preference should be given to officers who have displayed qualities of leadership, superior intelligence and particular zeal in the discharge of their official duties.

2. Officers responsible for promotion recommendations must consider the promotion claims of *every personnel under their command in order of seniority*, but their final decision must be based on merit, efficiency and undoubted suitability for higher rank, irrespective of the candidate's position on the seniority list. Seniority by itself cannot be accepted as an adequate qualification for promotion.

3. Accelerated promotion is open to qualified officers who have shown proof of outstanding ability and industry, or have demonstrated particular suitability for any particular post carrying higher rank. Special consideration will be given to such personnel and they should invariably be recommended for promotion, irrespective of their seniority.

4. The special qualifications to be considered in making selection from seniority lists of qualified personnel are as follows:

   (a) Good conduct,

   (b) Education;

   (c) Professional knowledge;

   (d) Aptitude for command,

   (e) Good temper;

   (f) Good manner and address,

   (g) Sobriety,

   (h) Courtesy towards the general public;

   (i) Good health and zeal,

   (j) Energy and efficiency in the discharge of police duties.

5. The efficiency of the Force depends very largely on the professionalism, leadership, conduct, ability and efficiency of its gazetted Officers and Inspectors. The greatest care must, therefore, be exercised when considering promotion recommendations to these ranks. Only those with suitable qualifications will be considered for advancement.

6. Officers enlisted for specialist duties of a technical nature will not, normally, be considered for promotion outside their own particular branch or sphere of employment. All other officers are liable to transfer on promotion to any branch of the Force and no promotions will be made in relation to the establishment of any particular formation.

P.G.O. No. 54

RECRUITS – PROCEDURE

Part I – Recruits Selection and Attestation of

1. A candidate for appointment as a Recruit Constable must be: -

   (a) Between 18 and 25 years of age;

   (b) Not less than 5 ft. 8 in. in height (bare feet) and 33 in. round the chest (deflated), but exceptionally well qualified candidates and English literate who have passed Form IV (Division 3) or above may be accepted if no less than 5 ft. 6 in. Female candidates who have the requisite qualifications but are 5 ft. 4 in. tall may also be considered for recruitment.

   (c) Passed by a Government Medical Officer as physically fit for service in the Force, eyesight without glasses should be 6/6 R-6/6 L;

   (d) Of good character;

   (e) Without a criminal record;

   (f) Literate in Kiswahili and English and has attained a Form IV (Division 3) or its equivalent

   (g) Tanzanian citizen

2. (a) Particulars of recruits who claim previous service in the Force must be referred to Police Headquarters before enlistment. Candidates discharged from the army, prisons services, national service, any other police force, auxiliary police or private security firms will not be accepted with a character assessment below “Very Good”.

   (b) Only in exceptional circumstances will re-enlistment of ex-members of the Force be approved by the Inspector General. Interviewing officer will therefore define the circumstances when referring such cases to Headquarters. Applicants for re-enlistment will not be sent to the Police Training school until authorised by Headquarters.

3. The Inspector General may, in his discretion, in respect of any particular candidate, dispense with any qualifications.

   (a) A Gazetted Officer will personally interview each candidate and will only accept those with the necessary qualifications. He will also explain the conditions of service. Those who appear suitable for recruitment will be sent for a medical examination. A Government Medical Officer should complete M.F. 35 and return it to the recruiting officer.

   (b) Before potential recruits are sent to the Police Training School they will be required to sign a certificate that they are not members of any political party or association or give any active support, openly or in private, to any such Organisation or to its funds, meetings, or other activities. Potential recruits who reveal past associations with any political party may be permitted to join the Force provided that an undertaking to cease membership of such Organization is given prior

to attestation.

(c) The Inspector General may prescribe additional requirement to be complied with before a candidate is accepted and sent to the Police Training School.

5. Candidates who pass the preliminary medical examination referred to in paragraph 4 (a) above, will be dealt with as follows:

(a) Three sets of fingerprints will be taken on P.F. 31A and submitted to the Forensic Bureau for search. Forms will be endorsed "Applicant for Engagement: Tanzania, four sets of fingerprints will be forwarded.

(b) Parts I, II and III of the application for Appointment Form, P.F. 161, will be completed and sent to the Commandant, Police Training School, by the fastest means.

(c) The O/C. of the forwarding station will inform the Commandant, Police Training School, by signal of the number of recruits being dispatched and their expected arrival date at Moshi.

6. Wives and families will not be permitted to accompany recruits to the Training School, nor will they be permitted to join them there.

7. (a) Three copies of the fingerprint forms will be returned after search to the Commandant, Police Training School. Where it is found that the recruit has a previous conviction, the Commandant., will be notified by signal giving brief particulars of the date, place and offence. Where it is disclosed that the candidate has served previously in the Force, the details will be referred to the Inspector General.

(b) The Commandant, Police Training school, will return one copy of the fingerprints to the Forensic Bureau duly endorsed with the recruit's force number as soon as this has been allocated. The third copy will be sent to Police Headquarters, together with P.F. 104A at the completion of the recruit's course.

8. (a) Recruits will be interviewed upon arrival at the Training school, where all particulars will be checked. Section 27 of P.F. 161, Part IV, will be completed, showing the place of residence of the recruit during the last three years. Form P.F. 161 will be dispatched to the CO. Forensic Bureau,, who will return it, without delay, having completed section 27.

(b) Subject to final medical examination and criminal and security clearance the recruit will be attested by a Gazetted Officer, when the conditions of service will again be explained to him. He will then be allotted a force number.

(c) The date of enlistment will be the date upon which the recruit is attested at the Police Training school and will be endorsed on the relevant service register (P.F. 104) by the Commandant., Police Training School.

(d) A recruit becomes eligible to receive the pay and allowances of a

recruit constable with effect from the date of attestation.

(e) The attestation of recruits will be promulgated in Part II of Force Orders without delay.

(f) No canteen credit will be granted to recruits until they have finally been attested by the Commandant, Police Training School.

Part II – Recruits-Documentation, Discharge or Final Acceptance

Documentation

9. (a) Following attestation, the Commandant, Police Training school, will take the following action in respect of the recruit: -

(i) forward P.F. 161, duly completed, to Police Headquarters;

(ii) prepare one service register (P.F. 104);

(iii) prepare three record of service cards (P.F. 104A); and

(iv) open a personal file containing :-

Record of Service Card (P.F. 104A).

Fingerprint Form (P.F. 31A).

Medical History Sheet (P.F. 31C).

Kit Sheet (P.F. 31D).

All correspondence affecting the individual.

(b) Upon the completion of three months' training the Commandant Police Training school, will obtain five photographic prints of each recruit (head and shoulders and without head-dress), on which the personnel's Force number will be clearly shown. These will be disposed of as follows :-

(i) on print affixed to the service register;

(ii) one print affixed to the Recruit's Pay Book;

(iii) one print forwarded to Police Headquarters for affixing to P.F. 161; and

(iv) two prints, together with the negative, sent to the Forensic Bureau.

Discharges Prior to Attestation

10. Where a recruit is rejected by the Commandant, Police Training School, prior to attestation, the following action will be taken: -

(a) He will be informed of the reasons for his non-acceptance and will be returned to the place of enlistment at Government expense, unless it is found that he has a previous conviction after declaring to the contrary, in which case with the authority of the Inspector General, he may be

prosecuted and, if convicted, he will not be attested.

(b) He will be paid subsistence allowance at the prevailing rate per day for the period of stay at the police training school and for his return journey.

(c) The cost of the rations provided by the Police Training School will be deducted from the allowance payable above.

(d) A record of the reason for rejection, the date of departure and amount of subsistence allowance paid will be endorsed on the reverse of the Application for Appointment Form, P.F. 161, which will then be forwarded to Headquarters. Form P.F. 31A will also be returned to the Forensic Bureau for retention. The reason for rejection will also be endorsed on P.F. 31A so that in the event of a personnel re-applying for enlistment the details will be available.

Resignation

11. Where a recruit wishes to resign for some reason during his course of training, he will be permitted to do so. Where a recruit resigns from the Force during his initial training, the cause of resignation will be recorded on the Fingerprint Form (P.F. 31A), together with a recommendation whether he may or may not be re-enlisted. This form, duly endorsed, will be forwarded to the Forensic Bureau.

Discharge During Training

12. Where a recruit is discharged from the Force during his initial training, the cause of discharge will be recorded on the Fingerprint Form (P.F. 31A), together with a recommendation whether he may or may not be re-enlisted. This form, duly endorsed, will be forwarded to the Forensic Bureau.

Final Disposal

13. (a) Before completion of the recruit's basic training course, the Commandant will notify Police Headquarters of the particulars of recruits available for postings. Posting instructions will then be issued by Police Headquarters

(b) On receipt of posting instructions, the Commandant., will arrange for the following procedure: -

(i) Service Registers to be completed in all respects, including details of the up grading and posting of the recruit.

(ii) Record of Service Cards to be completed, as in sub-paragraph (i); one card will be forwarded to Police Headquarters, together with one copy of P.F. 31A.

(iii) Service Register and record of service card to be forwarded to the Regional Headquarters to which the recruit is posted. 'The Regional Commander will retain the Record of Service Card and forward the service register to the station to which the recruit is to be posted.

(iv) A completed Kit Sheet (P.F. 31D) and a full set of uniform and equipment, all in good condition and in accordance with the scale laid down in P.G.O**.** No. 172, to be issued to each recruit before final posting from the Police Training school.

(v) Pay recruits such salary as may be due to them. Canteen and messing accounts will be settled prior to departure

(vii) Prepare course reports in duplicate for each recruit. The contents of each report will be made known to the individual concerned and both copies will be forwarded to the Inspector General for perusal and any instructions he may wish to issue. After perusal by the Inspector General, the reports will be disposed of as follows :-

Original:- Retained in the personnel's personal file at Police Headquarters.

Duplicate:- Forwarded to the recruit's Commanding Officer for perusal and onward transmission to the O/C. of the Station or Unit to which he posted. It will then be filed in the recruit's personal file.

NOTE: The Commandant will endorse on the report the particulars of the Region to which the personnel has been posted. This should be included under "Commandant's Remarks" for the information of Police Headquarters.

(viii) Arrange for the dispatch of all Constables to the Headquarters of the Region to which they are posted, with instructions to report to the Regional Commander. A Movement Order (P.F. 35) will be issued. The Regional Commander will be informed by the Commandant., if necessary by signal, of the date of dispatch and expected dates of arrival of all Constables concerned.

Pay

14. On up-grading to the rank of Constable, the recruit will normally enter the lowest point in the Constables, salary scale, but the Inspector General may appoint a recruit to a higher point in the scale in respect of approved previous service and/or specialist qualifications.

P.G.O. No. 55

RE-ENGAGEMENT AND DISCHARGES

Re-engagement

1. Re-engagements of all non-pensionable police officers within a Command will be effected by or on the instructions of the Commanding Officer, who will review each individual case before authorising re-engagement.

2. Re-engagements will be effected under Regulation B.12.5 of the Police Force Service Regulations of those wishing to re-engage each whose retention in the Force is desirable.

3. All non-pensionable officers shall be medically examined by a Government Medical Officer one month prior to re-engagement and passed fit for all duties.

4. Non-pensionable officers re-engaging for further service will sign the Re-engagement Agreement (P.F. 190). This form will be prepared in triplicate and completed by the officer re-engaging, the Medical Officer and the Commanding Officer approving re-engagement. One copy will be sent to Police Headquarters for publication of re-engagement in Force Orders and filing. The remaining copies will be placed on the officer's personal file at Regional/Branch and District/Unit Headquarters.

5. It is the personal responsibility of Commanding Officers to carefully assess the record of conduct and efficiency of non-pensionable officers prior to authorisation of re-engagement and to ensure that re-engagement is approved on a selective basis.

6. O/C. Stations and Units will apply to their Commanding Officers for permission to re-engage a member of the Rank & File one month before due date and will, in each instance, include with their recommendation the agreement form, including the completed medical certificate.

7. Commanding Officers will take steps to ensure that non-pensionable Rank & File are reminded at regular intervals that re-engagement is dependent upon efficiency and good conduct.

8. Non-pensionable officers who are considered unsuitable for re-engagement will be discharged as time expired on completion of their current period of engagement.

9 The following procedure will be followed for Non-pensionable officers of the Rank & File who are considered unsuitable for re-engagement:

(a) Non-pensionable officers of the Rank & File whom it is not proposed to re-engage will be so advised, in writing, three months prior to the date his current engagement expires; and

(b) If such officer wishes to appeal against the decision not to re-engage his written appeal, together with the Regional Commander's report and any other statement, etc., will be referred to the Inspector General for his ruling which will be final.

10 All non-pensionable members of the Rank & File will be re-engaged for consecutive periods of three years.

11. The powers of the Inspector General under section 36 (1) of the Police Force Service Regulations are delegated to Commanding Officers.

Discharge

12. Discharge of non-pensionable officers for any reason other than expiry of the period of engagement requires the approval of the Inspector General and no such discharge shall be carried out until such approval has been received.

13. In all cases where the provisions of Regulation 38 of the Police Force Service Regulations apply, Commanding Officer will submit their recommendations to the Inspector General for approval

14. Particulars of discharges will be included in casualty returns and will be published in Force Orders.

Discharge Procedure at Station

15. (a) Whenever a Commanding Officer proposes to discharge a member of the Rank & File from the Force under the terms of Regulation 38 (2) (b) of the Police Force Service Regulations, 1995, he will refer the matter direct to the Medical Officer of the District where the officer is stationed and obtain a medial report showing whether or not he is fit for further service. The same procedure will apply with regard to the medical examination of personnel who may qualify for compensation under the Workmen's Compensation Ordinance unless there are strong reasons for requiring a Board to be convened.

(b) The Medical Officer's report will be submitted to the Inspector General for his decision.

(c) A "Government Medical Officer" means a Registered Medical Practitioner, i.e. one who has appeared in the official *Gazette* as qualified to practise in Tanzania.

16. (a) When a non pensionable member of the Force is to be discharged for any reason the O/C Station will take the following actions:-

Uniform and Equipment – Withdraw all Government property, equipment and stores on issue to the member. Items on Station or Unit charge on temporary issue to member will be taken back on Station or Unit charge. The balance (i.e., uniform and equipment on personal issue) will be returned to the nearest Regional or authorized Store where they will then be taken on charge.

(b) **Documents** – Complete all relevant documents required to be entered up on discharge and for promulgation. Completed documents, personal file (and, in the case of C.I.D. and plain clothes staff, warrant card) will then be forwarded to Headquarters for record purposes.

Note – Particular attention will be paid to the following: -

(i) Completion of P.F. 31A (Fingerprint Form).

(ii) Service Register.

(iii) Discharge of Certificate.

(iv) Travel Warrant.

Discharge Certificate

17. (a) A Discharge Certificate (P.F. 33) will be issued to officer bellow the rank of Assistant Inspector on discharge. Discharge Certificates not to be issued to recruits discharged during their probationary training at the Police Training School.

(b) The Discharge Certificate (P.F. 33) will be prepared by the officer effecting the discharge. The completed certificate will be handed to the personnel, personally, prior to his departure on leave.

(c) Where a personnel is eligible to receive a gratuity, the officer effecting the discharge will ensure that the future address of the officer, i.e., the address to which all communications are to be forwarded, is correctly recorded (P.O. Box numbers should not be accepted). This matter is of the utmost importance and great care should be taken in ensuring that his future address is correctly ascertained and noted. In rural

areas the address will include village, primary court, ward leader, etc. The Service Register and other personal documents should then be forwarded to Police Headquarters as soon as possible.

18. Discharge Certificates will be issued free of alteration or erasure and all recipients will be warned that any alteration or erasure on a certificate will render it void. They will further be warned that the uttering of an altered certificate is a criminal offence and may lead to prosecution.

19. Unused Discharge Certificates will be kept under lock and key.

20. When an N.C.O. or Constable is discharged on medical grounds, the nature of the disability should be added to the cause of discharge in the Discharge Certificate, except in cases where it would clearly be to the disadvantage of the personnel that such addition should be made.

Assessment of Character on Discharge

21. (a) The object in giving a certificate of character is to assist a personnel in obtaining employment in private life and the guiding principle should be to describe his character as a personal as assessed by his record as a policeman. Assessing officers should, therefore word the certificate in such a manner that potential employers can readily estimate the true worth of personnel as a prospective employee.

(c) The chances of success of an ex-policeman in obtaining employment must depend upon the manner in which his character is assessed. The responsibility of the officer assessing character is, therefore great, and care must be taken to ensure that every assessment is made with scrupulous fairness. The following terms will be strictly adhered to: -

(i) Exemplary.

(ii) Very good

(iii) Good

(iv) Fair.

22. (a) "Exemplary" character is to be reserved for personnel who have served for at least 12 years, who have not committed more than the following number of major offences during their service and who have been clear of an entry for periods stated hereunder –

Length of Service (Years)	*No. of entries allowed*	*No. of years clear of entry*
12 and under 15	1	7
15 and under 18	2	8
18 and upwards	2	8

not more than one to be a case of drunkenness. In the case of an officer of 18 years' service or upwards, the restriction as to the number of entries allowed will only apply to last 16 years of his service.

(b) "Very good" character may be awarded to -

(i) an officer whose character is otherwise exemplary, but who has not sufficient service to make him eligible for the award of an "Exemplary" character;

(ii) an officer who has served 12 years or more whose service has been very good, but who has not qualified for an "Exemplary" character.

(c) "Good" character may be awarded to an officer whose services have been good, but who has not qualified for a "Very Good" character.

(d) "Fair" character may be awarded to personnel whose services have not qualified him for any of the preceding assessments of character.

P.F. 31A – Fingerprints

23. (a) Fingerprints ink will invariably be used when taking fingerprints on Discharge Certificates, Character Rolls, etc. On no account is rubber stamp ink to be used.

(b) Where a member is not recommended for re-enlistment in the Force, a brief note will be endorsed on the P.F. 31A, giving the reason for such recommendation, e.g., misconduct, inefficiency, etc.

24. The effective date of discharge is the day following that on which leave pending discharge expires. For example, if a Constable has earned 90 days' leave which expires on the 29th August, the effective date of his discharge is the 30th August.

25 No additional time in respect of travelling between the place of discharge and his home will be granted to any personnel proceeding on leave pending discharge.

Discharge – Inspectorate

26 The Inspector General may terminate the service of an Inspector on grounds of public interest in accordance with the procedure laid down in Regulation 67 (2) of the Police Force Service Regulations.

27. Commanding Officers are responsible for ensuring that every Inspectorate discharge takes place in accordance with the following procedure: -

(a) All arms, ammunition, stores and equipment on personal issue will be withdrawn, and taken on charge at the nearest authorised store.

(b) The Inspector's Identity Card will be withdrawn and returned to Police Headquarters for disposal.

(c) All discharge documents will be completed.

(d) All allowances and salary will be paid up to the date of discharge or up to the date the Inspector proceeds on leave prior to discharge. Free transport will be provided for the Inspector and his family to his destination, in accordance with Government Standing Orders.

(e) The Inspector's Personal File will be sent to Police Headquarters for disposal.

P.G.O. No. 56

REPORTS – CONFIDENTIAL

1 An Annual Confidential Report on each member of the Inspectorate and Rank & File is required from the O/C. of his District/Unit. The report will be endorsed by the CO. concerned, with his comments.

2 The following forms will be used: -

(a) Probationary Assistant Inspectors-Form C.R. 1.

(b) Confirmed Members of the Inspectorate – Form C.R. 2.

(c) Rank & File – P.F. 182.

3. All reports will include a recommendation whether or not the next increment due should be granted, stopped, or deferred.

4 Two months before the date on which each increment falls due, Personnel Section at Police Headquarters will send to the CO. the appropriate forms, in triplicate (quadruplicate in the case of Form C.R. 1). The CO. will then, without delay, forward all copies to the O/C. District/Unit in which the man is serving.

5. On receipt of Confidential Report Forms, the O/C. District/Unit will enter his report and his recommendation regarding the grant, stoppage or deferment of increment in the appropriate place and forward all copies of the report to his CO. under confidential cover. A note should be made on the District/Unit Personal File of the officer concerned showing the date of dispatch of the report to the CO.

6 The CO. will scrutinize the report and complete the appropriate section of the form. If the report by the O/C. District/Unit recommends the stoppage or deferment of the officer's increment, the CO. will, provided that he agrees with the recommendation briefly inform the officer in writing, of the contents of the adverse report, giving the reason for the recommendation for stoppage or deferment.

7. The CO. will then forward all copies of the report to the Inspector General under confidential cover with a copy of the letter he has addressed to the officer as per paragraph 6 above. A note should be made in the Regional Branch Personal File or the officer concerned showing the date of dispatch of the report to the Inspector General.

8 The Personnel Department at the Headquarters will take the following action:-

(a) **For Inspectors**:- Record on the form his decision regarding the grant or his recommendation to the Permanent Secretary regarding the stoppage or deferment of the increment and, in the case where the stoppage or deferment of an increment is approved by the Permanent Secretary, advice the Inspector concerned of the reason for the decision and the duration of the stoppage/deferment. One copy of the report form will be returned to the CO. concerned, endorsed with the decision, for filing by the CO.

(b) **For Rank & File**:- Ensure that the appropriate staff action is taken to implement the CO's. recommendation on the granting of the increment and advise the member of the Rank & File whose increment is to be stopped or deferred the reason for and the duration of the stoppage/deferment. One copy of the report form will be returned to the O/C. District/Unit through the CO. for filing in the District Personal file of the officer concerned.

Confidential Reports

9. Ambiguities, meaningless phrases and unqualified condemnations are to be avoided.

10. Adverse reports referring to failings which can be corrected must be communicated to the officers concerned in order that they may have full opportunity to mend their ways. The Senior Assistant Commissioner (Headquarters) will deal with

Inspectors by letter. CO. will ensure that Rank & File are informed verbally by O/C. Districts/Units in accordance with paragraph 8 (b) above.

Increments

11 Increments are not automatic and may only be granted if work and behaviour have been satisfactory. Stoppage or deferment for a certain period must be considered for officers who fail to give satisfaction, but should not be recommended in the case of a man who is incapable of improvement by reasons of poor education or low mental calibre. The procedure as to stoppage and deferment of increments is laid down in Regulation 71 of the Police Force Service Regulations and should be studied by all Gazetted Officers.

Stoppage of Increment

12 Stoppage of increment for 12 months should be recommended for a man whose work and behaviour have been uniformly bad and for those who have failed to mend their ways in spite of deferment of increment.

Deferment of Increment

13. (a) Deferment of 6 or 12 months should be recommended for a man whose work or behaviour has deteriorated, but who appears capable of mending his ways :-

(b) Deferment should be recommended for an officer who has failed to achieve certain prescribed standards or qualifications and will normally remain in force until those standards have been attained.

Restoration of Stopped or Deferred Increment

14. At the end of each period of stoppage or deferment, the Staff Officer (Personnel) will call upon the commanding Officer to recommend (in the case of an Inspector) or to direct (for rank & File) whether the increment should be restored, stopped or deferred for a further period. Action thereafter will proceed in accordance with paragraphs 8 and 9 above.

Notes: (a) In the case of Inspectors, failure to pass the Police Qualifying Examination or Language Examination within the prescribed period will normally entail stoppage or deferment of increment (P.G.O. No. 45 refers).

(b) The decision to recommend stoppage or deferment of an increment will be taken in cases where the standard of efficiency of an officer has fallen below the required standard, but in the opinion of his Commanding Officer can be remedied. Continued failure to mend his ways will normally entail the officer's discharge under Regulation 67 (2) of the Police Service Commission Regulations.

(c) Members of the Rank & File who draw Proficiency Allowances (i.e., Drivers and Bandsmen) will normally lose their respective allowances if their increments are deferred or stopped on grounds of inefficiency or ill-discipline. The consequential financial penalty is severe. Gazetted Officers who are about to recommend stoppage or deferment of increment should, therefore, first consider the full financial implications which may be involved in such cases. All recommendations for stoppage or deferment of increment must include specifically recommendations covering the loss or down-grading of Proficiency allowances.

Additional Confidential Reports

15. Commanding Officers are also required to prepare detailed confidential Reports in memo form (not on P.F. 182) on every Gazetted Officer and Inspector under their command whose transfer is ordered of another command. One copy of the report will

be sent to the Commanding Officer of the formation to which the officer is transferred and the other copy will be sent to the Inspector General. These reports are additional to the Annual Confidential Reports required under paragraph 1 above.

16. Whenever a Commanding Officer writes officially to a Gazetted Officer or Inspector under his command, either in commendation for good work, or as a warning for inefficiency or bad behaviour, he shall send a copy of his memorandum to the Inspector General.

P.G.O. No. 57

REPORTS – PROGRESS

1. Progress Reports, in the form set out in paragraph 3 below, will be prepared at the end of each month by Commanding Officers and by the Quartermaster and Director of Music one copy will be sent to the Inspector General to reach him before the 15th of each month.

2 In addition, O/C. Regional Field Force Units, and Signals Branches will submit similar monthly Progress Reports in triplicate, to their Regional Commanders before the 5th of each month. Regional Commanders will attach two copies to their own Progress Reports before submission to the Inspector General.

3 Progress Reports will be drawn up under the following headings, and will provide a concise but complete account of all matters of importance affecting the formation under review. Details of local action taken or attempted to deal with complaints and queries raised in these reports must always be given.

Report Headings:

(a) General remarks on the state of the Region or Unit.
(b) General report on personnel
(c) Buildings.
(d) Use of equipment and new equipment received during the month.
(e) State of transport.
(f) Discipline and number of defaulter cases.
(g) Sickness.
(h) Establishment and strength (including wastage):-
    (i) Number of dismissals.
    (ii) Number of discharges as unlikely to become efficient.
    (iii) Discharge on medical grounds
    (iv) Resignations.
    (v) Retirements
(i) Welfare.
(j) General report on serious crime, significant increases in crime and other matters of criminal interest- detailed statistics are not required.
(k) The number of public meetings and processions disallowed during the preceding month and the reasons thereof.
(l) Stock theft problems, with details of serious incidents, investigations and preventative measures.
(m) Stations and Units inspected formally by Regional Commanders and other Regional Headquarters staff members, with dates of inspection
(n) Number of incidents involving use of lethal force and reasons thereof.

P.G.O. No. 58

TIME OFF AND TIME OFF LEAVE

1. Members of the Rank & File, excluding Staff Sergeants and Sergeant Majors, O/C. Stations and members serving in:-

(a) the C.I.D.;
(b) the Crime Intelligence Unit,
(c) the Field Force Unit;
(d) all Training Establishments;
(e) the Stock Theft Unit; and
(f) the Band,

who are required to perform extra daily duty in excess of the statutory eight hours laid down in P.G.O. No. 288, may be compensated by a corresponding period of Time Off, in accordance with the conditions set out in this Order.

2. Time Off is a concession, not a right. It will not be granted -

(a) in time of emergency;
(b) when there are insufficient personnel available for duty;
(c) in respect of long-distance patrols field operations and other special duties which normally exceed eight hours.

3. (a) Time Off may be suspended by O/C. Stations for periods not exceeding seven days whenever they consider that pressure of work justifies such a step. Regional Commanders may similarly suspend time off in any station for any period they consider necessary.

(b) Time Off should not be suspended without good reason and every effort should be made to avoid unnecessary delay in the grant of time Off Leave to members who have earned it.At the same time, Commanding Officers and O/C. stations should take action under paragraph 3 (a) if they are satisfied that the continuation of Time Off will seriously interfere with the working efficiency of their Stations.

4. Time Off and Time Off Leave may only be granted by O/C. Stations, and by Gazetted Officers and Inspectors acting on their behalf, as compensation for extra duty which has been performed on the direct orders of a superior officer.

5. For the purpose of this Order, attendance at Court will count as duty, provided that it is necessary and of the shortest possible duration. Senior officers, and, in particular, prosecuting officers, will ensure that personnel do not remain in court when their presence is no longer required there. As a general rule, personnel who are required to attend long court proceedings should not be given additional duties.

6. (a) Time Off will be earned at the following rates:-

Period of Extra Duty	**Time Off Earned**:
Less than 1 hour	Nil
Over 1 hour, but less than 1.30 hours	1 hour
Over 1.30, but less than 2 hours	1.30 hours
Over 2 hours, but less than 2.30 hours	2 hours

(b) These rates will apply equally to extra duty periods of any length. Under no circumstances shall Time Off be granted for extra duty periods of less than one hour's duration.

7. Claims for time off will be handled as follows:-

(a) Every member of the Rank & File to whom paragraph 1 applies will be issued with a Time Off Card (P.F.217)

(b) Personnel who have carried out extra duty will appear before their O/C. stations at such time as may be ordered and apply to them for Ttime Off entries to be made on their cards.

(c) O/C. Stations will satisfy themselves that the extra duty for which Time Off is claimed was necessary and performed on the direct orders of a superior officer, and if so satisfied, will enter and initial in blue/black ink on the Time Off card the period of Time Off he grants, in accordance with paragraph 6 above.

8. (a) Members of the Rank & File who have accumulated eight hours time Off on their cards may apply to their O/C. Station for a day's Time Off Leave. O/C. Stations will:-

(i) check the entries on each Time Off Card and satisfy themselves that all is in order;

(ii) draw a red line below the last entry on the card if satisfied that eight hours' Time Off has been accumulated;

(iii) decide if and when each applicant can be granted Time Off Leave and inform him accordingly at the same time making such adjustments as may be necessary in the Station Duty Book and Duty Roster;

(iv) enter on the card in red ink below the red line the date on which the holder may take his Time Off Leave.

(b) Under no circumstances may Time Off Leave be granted until eight hours Time Off has been accumulated.

9 (a) Not more than eight hours Time Off may be accumulated.

(b) Personnel who have already accumulated eight hours Time Off will not be granted further Time Off until their accumulated period has been cancelled out by the grant of Time Off Leave.

10. Under no circumstances may Time Off Leave be granted in respect of any unsigned entries in Time Off Cards. The same applies to altered entries which do not bear the signature of the O/C. Station.

11 Defaulter proceedings will be initiated against any member of the rank & File who:-

(a) makes a false or exaggerated claim for Time Off;

(b) alters or erases any entry on his Time Off Card; or

(d) loses his Time Off Card.

12. P.G.O. No. 288 shall be read in conjunction with this Order.

P.G.O. No. 59

TRANSFERS – INSPECTORATE AND RANK & FILE

1. (a) Police Headquarters' sanction is necessary for all :-
   (i) inter-command transfers of Inspectors;
   (ii) transfers of Inspectors who have been appointed by the Inspector General to be "Officers-in-Charge of Police" under Section 8 (3) of the Police Force and Auxiliary Services Act, Cap. 322, R.E. 2002.

(b) All other Inspectorate transfers within Commands may be arranged by Commanding Officers without reference, but all must be reported to Police Headquarters.

2. As a general rule, members of the Inspectorate will not be permitted to serve for more than six years in the same Command unless they are engaged on specialist duties. Commanding Officers will, therefore, refer to Police Headquarters whenever Inspectors have completed six years' service under their command and will recommend whether or not they will be transferred elsewhere.

3. Members of the Inspectorate engaged on General or Field Force duties will normally be required to serve three consecutive years in the same District or Field Force Unit. Unnecessary transfers should be avoided, but Commanding Officers are not bound to adhere to the three-year period.

4. Members of the Rank & File employed on General Duties will normally be required to serve for the following periods :-

(a) In any one Region – six consecutive years (i.e., for two tours of normal duration).

(b) In any one District at a Class "B" station – three consecutive years (i.e., for one tour of normal duration).

(c) In any one District at a Class "C" Station – eighteen months.

(d) (d) At any temporary post for six months, except that in the case of N.C.O.s, this period may be extended to one year.

(e) At the Police Training School – three years, except that selected members may be required to serve for longer periods at the discretion of the Inspector General.

5. (a) The normal period of service for members of the Rank & File employed on Field Force duties will be three years, except that selected members may be required to serve for longer periods at the discretion of the Inspector General.

(b) Members of the Rank & File will not normally be posted to duty with the Field Force until they have completed at least one tour of service of normal duration.

(c) Service with the Field Force should normally be performed between the ages of 22 and 40 years.

(d) Personnel posted to the Field Force Unit will first undergo a course of training at the Police College at Moshi.

(e) Transfers within the Field Force Unit will be arranged by the CO, Field Force Unit but require Police Headquarters' confirmation.

(f) Transfers to and from the Field Force will be referred by the Commandant, Field Force Unit to Police Headquarters.

(g) Under no circumstances may Regional Commanders arrange local Field Force transfers without reference to Police Headquarters via the CO, Field Force Unit.

6. Members of the Rank & File posted to the Signals Branch will be required to serve on signals duties for a period of three years from the date of their completing specialized training.

7. (a) Transfers will normally be effected upon return from leave.

(b) The names of personnel due to transfer from a Region will be sent by Commanding Officers to Police Headquarters two months before the personnel are due to go on leave. Posting instructions will then be issued. Personnel who travel on leave through a Region to which they will be posted will, if possible, take their personal effects with them for storage at the Regional Headquarters of Station where they will serve on return from leave. This will in no way prejudice the payment of allowances referred to in paragraph 13.

(c) Inter – District transfers will be arranged by Commanding Officers who will make the necessary arrangements when the personnel return from leave. Arrangements for transferring personnel from and to posts will be undertaken on a local basis.

8. The Commandant, Police Training School, will advise Force Headquarters in advance of the numbers of recruits and other personnel available, with respective dates, for posting on completion of their training courses. Posting instructions will be issued forthwith.

9. No member of the Force may claim a transfer as a right and transfers will be kept to a minimum in the interests of efficiency and economy. Subject to the authority of the Inspector General, transfers may be permitted in special circumstances on compassionate grounds and in the interests of the Force.

10. Transfers should be effected and completed within the first week of the month and, where possible within a Region or District, should be effected in Force transport when engaged on normal duty journeys. The Service Register, and personal file will be forwarded to the O/C. District to which the personnel is transferred. Details of all transfers will be notified to Police Headquarters for publication in Force Orders without delay. Officers responsible for ensuring that transfers of personnel are carried out on time will keep a record in diary form of all future transfer requirements within their commands.

11. (a) Members of the Rank & File on transfer travelling through Dar es Salaam will report their arrival and departure to the Regional Police Commander, Dar es Salaam, at Central Police Station. No travelling allowance will be payable for the period spent in Dar es Salaam unless the Central Police Station Diary reference for arrival and departure is endorsed on the Route Instruction.

(b) Members of the Rank & File in transit will be permitted to remain in Dar es Salaam only for so long as it is necessary to catch the onward connection to their destination. Disobedience of this order, in addition to forfeiture of travelling allowance, will be dealt with by the receiving Unit as a disciplinary offence of absence without leave.

(c) Unit Commanders dispatching personnel on transfer via Dar es Salaam will ensure that the above orders are endorsed on the Route Instruction.

12. O/C. Stations will check the kit and equipment of personnel prior to their departure on transfer and will record any deficiencies and arrange for their replacement. In cases where such are due to neglect or misuse, arrangements will be made for the recovery of the cost. Canteen debts will be settled in full prior to departure on transfer

13. (a) Disturbance allowance will be paid in accordance with Order L.18 of the Government Standing Orders in the case of personnel transferred from one Station to another, but not in cases where transfers have been ordered on disciplinary grounds or any other grounds.

(b) Subsistence allowances will be paid in accordance with L3 of the Government Standing Orders in accordance with the prevailing rates

(c) Disturbance allowance and 50% of subsistence allowances shall be paid by the Command to which he will be allocated and the other 50% will be paid by the Command from which the transfer takes place.

(d) All travelling costs shall be paid by the Command from which the transfer takes place.

14. Members of the Force are liable to be transferred anywhere in the Territory and will be required to perform duty in any branch of the Force upon the orders of the Inspector General. The officers commanding specialized branches of the Force may authorize the transfer of members of the Rank & File serving in their branches, but the transfer of General Duties personnel into and from the specialized branches will be subject to the instructions of the Inspector General.

Application for Transfer to Other Forces

15. All applications for transfer to other forces and all answers to advertisements offering appointments else where shall be submitted via the Inspector General in the first instance. Direct correspondence with other Forces is forbidden.

P.G.O. No. 60

BOOKS OF REFERENCE

1. The issue of books of reference will be in accordance with Appendix "A" to this order.

2. O/C. Stations/Units and Staff Officers at Regional Headquarters will ensure that titles and quantities of books issued are entered in the Property on Charge Register (P.F. 168). This does not apply to the periodic issue of the Government Gazette, Force Orders and circulars.

3. Amendments to the publications issued will be carried out by the responsible officers aforementioned.

4. Adequate provision will be made at Stations/Units and Regional Headquarters for the storage and care of Books of Reference. These items will be examined by commanding Officers during formal inspections and be the subject of comment where necessary.

APPENDIX "A"

(To P.G.O. 60)

DISTRIBUTION OF BOOKS OF REFERENCE

REFERENCE MATERIAL	Police HQ.	DCI	P.T.S MOSHI	P.T.S (ZBR)	O.C., F.F.	Reg. H.Q.	Police Stations			F.F.U	Personal Issue
							A	B	C		
Laws of Tanzania	1	2	2	2		3	2	1	1	1	
Police Law Manual	1	3	20	20	1	3	2	1	1	1	1
Archibald		2	1	1		1	1				
Notes on Fingerprints		2	5	5		1	2	1			
Forensic Cases (T.T.)		2	1	1		1	2	1			
Simpson Forensic Medicine 1 2	1	1		1	1			1			
E.A. Law Reports	1	1	1	1		1	1	1		1	
English/Swahili Dictionary	1	1	2	2	1	1	1	1	1	1	
Swahili/English Dictionary	1	1	2	2	1	1	1	1	1	1	
High Court Digests	1	2	2	2		2	1	1		1	

REFERENCE MATERIAL	Police HQ.	DCI	P.T.S MOSHI	P.T.S (ZBR)	O.C., F.F.	Reg. H.Q.	Police Stations			F.F.U	Personal Issue
							A	B	C		
Police Force Service Regulations, 1995.	3	3	20	20	1	2	2	1	1	1	
S.J. Amb. 1st Aid Handbook	1	1	2	2	1	1	1	1	1	1	1
Drill Manual	1	1	4	4	2	2	1	1	1	1	
Musketry Manual	1	1	2	2	2	1	1	1	1	1	
Road Accidents and Sketching	1		4	4		1	1	1	1		
Accounts, Stores and Procurement Manuals	4	2	2	2	1	2	1	1	1	1	
Specimen Charges			2	2		2	1	1	1	1	
Staff List	4	1	1	1	1	1	1	1	1	1	
Riot Manual	1	1	10	10	2	1	1	1	1	1	1
Gazette	1	1	2	2	1	2	1	1	1	1	
Scientific Aids to Criminal Investigation			2	2		1					
Police Law – Moriarty			13	13		1		1			
Photograph in Crime Detection					6	1	1	1		1	
Police procedure and Administration Moriarty		3	1	1		1	2				
Constable's Guide to Law of Evidence		1	2	2	1	1	1		1		
Fingerprints and Palm prints Notes		1				1	1	1	1	1	
Questions & Answers - Police Duties		1	3	3	1	1	1				
Instructions for taking fingerprints		1	3	3		1	1				

REFERENCE MATERIAL	Police HQ.	DCI	P.T.S MOSHI	P.T.S (ZBR)	O.C., F.F.	Reg. H.Q.	Police Stations			F.F.U	Personal Issue
							A	B	C		
Chambers Dictionary	3	1	4	4	1	2	1	1	1	1	
Law Reports of Tanzania	1	2	2	2		2	1	1		1	
Tanzania Law Reports	2	2	2	2	2	2	2	2	2	2	
Human Rights Training Manual for Tanzania Police	3	3	50	50	3	10	10	10	10	10	
UN Human Rights and Law Enforcement Training Manual (Professional Training Series No. 5 1997)	2	2	5	5	2	2	2	2	2	2	
UN Code of Conduct for Law Enforcement Officials	2	2	5	5	5	5	5	3	2	5	
UN Basic Principles for the Use of Force and Firearms by Law Enforcement Officials	2	2	5	5	5	5	5	3	2	5	

* 2 copies where R.P.C. and O/C. Regional C.I.D. are in different buildings

P.G.O. No. 61

ILLNESS, DEATH AND BURIAL OF OFFICERS

Serious Illness of Officers

1. When a police officer is considered to be dangerously ill, the Commanding Officer under whose charge he is, should immediately notify the Inspector General and also arrange to communicate the particulars to the Officer's relatives if they are not near him. Similar notifications should be sent regularly, even daily if necessary, until the patient is considered to be out of danger. Information should also be furnished by the Commanding Officer as to whether the patient's wife/husband is with him/her.

Death Notification To Government/Inspector General:

2. As a rule all deaths in any department of the Government should immediately be notified to the appropriate authority.

3. (a) The death of a member of the Force as a Government employee should be reported to the Inspector General in the first instance. The initial notification should be followed up by a detailed report giving the following information:-

(i) hour, date, place and nearest relative;

(ii) address if known, of the nearest relative;

(iii) a report by the Medical Officer, through the Commanding Officer, suitable for communication to the relatives of the deceased, omitting any details of a distressing or painful nature;

(iv) in the first instance, a report by the Commanding Officer responsible for notifying the death of a personal nature. Reference can be made to the deceased officer's good qualities or work and the esteem in which he was held. Reference to any last wishes of the deceased and the funeral arrangements can also be made in this report. The report should be sent to the Inspector General who can either embody the information given in a personal letter to the nearest relative, or forward the report as it stands if the information cannot be amplified in the report. Care should be taken to address the letter personally and to couch it in sympathetic terms.

(v) Inform on the arrangements made regarding the administration of the estate of the deceased.

(b) The above report, which should be submitted without delay, should be forwarded together with a certified copy of the entry in the Register of Deaths.

(c) The report as described in the foregoing paragraphs will be furnished by the deceased officer's in-charge if the death occurs within his cognizance.

Cost of Coffins and Headstones:

4. (a) The following costs of the burial of every member of the Force and civilian serving in the Force will be borne by public funds:

(I) Coffin;
(ii) Grave;
(iii) Shroud;
(iv) Wreath;
(v) Transport costs of the deceased employee from the point of death to the home place of the deceased or any other place as decided by the deceased himself prior to the occurrence of death or his relatives or his official representative(s), whichever is nearer.

(b) The Police Headquarters maintains an account to meet burial expenses for all employees in the Force.

Entitlement to Military Funerals:

5. If the next-of-kin so desires, a military funeral:-

(a) shall, when practical, be accorded to

(i) a deceased member of the Force who dies when on duty or when on continuing full time service either with the Force or on secondment to other Government Department; and

(ii) a former member of or above the rank of Assistant Commissioner other than an officer who was disgracefully dismissed from service

(b) may, with the prior approval of the Inspector General be accorded to a deceased former member of the Force other than a member who was disgracefully dismissed from service and does not come within the provisions of (a) of this paragraph.

Participation in Military Funerals

6. If the exigencies of the service permit, a CO. may, with the prior approval of the Inspector General, authorise service participation in a military funeral other than that prescribed in paragraph 4(a) above.

SECTION III

TRAINING ON ARMS, PARADES AND DRILLS

Nos. 81-100

P.G.O. No.	Title
81.	Arms – Care and Cleaning of
82.	Arms – Safety Precautions
83.	Joining Instruction – Courses
84.	Parades – Drill
85.	Parades – Formal
86.	Parades – Lecture
87.	Range Courses
88.	Range Courses – Tear Smoke
89.	Range Discipline
90.	Riot Drill
91.	
92.	
93.	
94.	
95.	
96.	
97.	
98.	
99.	
100.	

P.G.O. No. 81

ARMS – CARE AND CLEANING OF

General

1. (a) All arms on charge to Police Stations and Regional Headquarters shall be cleaned and oiled once per week by a special detail of 1-3 Constables (depending on the number of arms to be cleaned). Arms will be issued for cleaning and will not normally be cleaned inside the armouries. Rifles will also be cleaned prior to the holding of parades, when they will always be inspected.

(b) The procedure set out in (a) above will also apply to Field Force Units except that rifles will be cleaned by the individuals to whom they are issued.

(c) All arms issued for patrols, range courses, etc., will be cleaned and oiled before return to the armoury.

(d) Every officer who fires a weapon is responsible for cleaning it in the manner laid down in this Order as soon as possible after the firing takes place.

(e) Gazetted Officers and Inspectors are responsible for the care and cleanliness of revolvers issued to them.

(f) All arms including sterling guns, revolvers, greener guns and signal pistols, will be inspected weekly.

(g) No hard substance, such as emery paper, bath brick or hard, coarse rags shall be used for cleaning the outside or inside of a firearm.

Repairs

2 (a) The chief armourer shall work under the direction of the Quartermaster and shall be responsible for the inspection and maintenance of all arms on charge to the Force. He shall train and direct the work of Assistant Armourers who will be posted to small armoury units established at each regional headquarters. Assistant Armourers will carry out their duties under the immediate control of the Officers i/c Regional Stores. The chief armourer shall carry out inspections as directed and shall report on the maintenance of all arms in their regions as directed. Assistant Armourers shall carry out only the repairs and adjustments set out in Appendix A and they will inspect and report on the maintenance of all arms in their regions as directed. They shall report all cases of neglect or misuse of arms to the Chief Armourer through their Officers i/c Regional Stores. They shall record all work carried out in their Daily Work Books. They shall not undertake any armoury work or repairs to privately-owned firearms.

(b) If any weapon is damaged or unserviceable, the Assistant Armourer shall examine it and if the repair is beyond the scope of their duties as set out in Appendix A, the faulty weapon shall be sent to the Chief Armourer at the Police Main Stores, Dar es Salaam, labelled with Station Repair Card (P.F. 164) for repair or removal from charge of its previous unit. If the Chief Armourer considers that a weapon cannot be satisfactorily repaired, he shall report the fact to the Quartermaster who shall issue a replacement from stock. The Chief Armourer, through the Quartermaster, shall call for a special report on any damage which appears to have been caused by negligence.

Rifles - Care and cleaning of

Weekly Cleaning

3. Rifles must be cleaned weekly in the following manner:-

(a) Check that the number on the bolt and the number on the body are the same.

(b) Raise the back sight, push forward the safety catch, press down the bolt catch, pull the bolt back as far as it will go, turn the bolt head upwards, withdraw the bolt and lower the back sight.

(c) Press up the magazine catch and remove the magazine.

(d) Press down the wide end of the magazine platform until the narrow end is clear of the front lips, then lift out the platform and spring narrow end first.

(e) Unroll the pull-through, put a piece of flannelette, four by two inches, in the CENTRE loop and wrap it round the cord.

(f) Drop the pull-through weight into the breech behind the bridge charger guide. Rest the toe of the butt on the ground and pull the cord through in one movement. Try not to let the cord rub against the muzzle or it will cause wear. Keep on pulling through until the barrel is clean, folding the dirty side of the flannelette as necessary. Then, using a clean piece of flannelette and oil, lightly oil the bore. Shake the oil bottle before using it.

(g) Using flannelette and a stick, clean and lightly oil the chamber

(h) Clean and remove all dirt from the bolt, then lightly oil it.

(i) Clean the magazine inside and out and the platform and spring then lightly oil them

(j) Clean the outside of the rifle and the breech using a small brush for the crevices. Rub the metalwork over with a piece of oily flannelette.

(k) Re-assemble the rifle.

(l) Once a month smear a little linseed oil on the woodwork (not the metalwork) of the rifle in the shade for three hours; then wipe off all surplus linseed oil thoroughly

Cleaning before Firing

4. (a) Clean the rifle as for “Weekly Cleaning” except that the following must be dry and free from oil :-

The bore, chamber, face of the bolt, magazine platform, inside the magazine and the cocking piece.

(b) Check carefully that the foresight and back sight are quite free from dirt and that the aperture is clear.

(c) Check that the gas escapes are clear.

No hard substance, such as emery paper, bath brick or hard, coarse rags shall be used for cleaning the outside or inside of a firearm.

Cleaning after Firing

5 (a) Strip rifle as for "Weekly Cleaning" except that the following must be dry and free from oil

(b) Clean the barrel after it has cooled with Young's oil, in accordance with the instructions in paras. 8-11.

(c) Clean and oil the magazine and bolt and all metalwork of the rifle.

(d) Re-assemble the rifle.

NOTE: (a) The bore must be cleaned, inspected and oiled daily for several days after firing.

(b) If a worn barrel becomes fouled, it may be cleaned with wire gauze. Only a trained Armourer may use this method. The gauze is fitted to the FIRST loop on the pull-through, i.e., the loop nearest the weight.

(c) If a pull-through breaks and jams in the bore, the rifle shall be sent for the Regional Armoury unit's attention.

Guns – Care and Cleaning of

6. (a) Guns shall be cleaned weekly.

(b) Carry out elementary stripping and clean out the barrel with a pull through and piece of clean flannelette size 4" x 3", then pull through again when the barrel is clean with a piece of oily flannelette size 4" x 2". Clean and oil the chamber using a piece of stick with flannelette on it. Clean the remaining parts of the weapon with an oily rag, paying particular attention to the oiling of the face of the bolt, inside the bolt run and to the ejector. Clean magazines with an oily rag and ensure that the platform is easy to move inside the magazine case.

(c) In the case of S. & W. revolvers, break open the cylinder, but do not try to remove it. Using the cleaning rod issued, put a piece of 4" x 2" flannelette in the eye, push it through the barrel until it comes out quite clean.

(c) Clean the cylinder in the same manner. Using a slightly smaller piece of oily flannelette, push through the barrel and leave lightly oiled. Rub over the outside parts with a lightly oiled cloth.

Use of Young's Oil

7 (a) Mix three parts of water to one part of Young's Oil and shake well before use.

(b) Saturate a piece of 4" x 2" flannelette thoroughly with the mixture and swab out the barrel, using a cleaning rod or pull-through which should be inserted through the breech

(c) Dry out the barrel with clean 4" x 2".

(d) Oil the barrel with a piece of 4" x 2" soaked with plain Young's Oil, avoiding the use of excessive quantities of oil.

(e) For the next 2/3 consecutive days, dry out the barrel with clean 4" x 2" and re-oil with plain Young's Oil.

(f) Resume routine cleaning with standard rifle oil after the third day when sweating should have ceased.

8. Young's Oil is not a true oil and should never be regarded as such. It shall only be used for cleaning barrels and bolt heads (instead of boiling out) and if employed correctly, will almost eliminate sweating. The standard rifle oil must be used on all working parts.

9 Young's oil applied to any metal surface will resist rust for a considerable period since it evaporates into a sticky grease which will not drain off. Barrels which are protected with Young's Oils must, therefore, be pulled through before firing

10 This oil is expensive and shall not be wasted. It will not deteriorate when mixed with water and any mixture prepared in excess of immediate requirement shall, therefore, be kept for future use.

Appendix "A" to

P.G.O. No. 81

DUTIES AND SCHEDULE OF REPAIRS TO BE UNDERTAKEN BY ASSISTANT ARMOURERS

1. To inspect for cleanliness and serviceability, all arms in his region.

2 To zero all arms in his region.

3. To remove obstructions from the bores all arms in his region.

4. To adjust on rifles: Striker Protrusion, Trigger Pressures, Applied Safety, Feed Extraction and Ejection.

5. To fit, as appropriately, on all available weapons with striker and screw, cocking piece, trigger and pin mainspring, extractor and screw, extractor spring, stock butt with bolt and washers, butt plate with screw, upper band, lower band, band screw, sling swivels, hand guards front and rear, foresight protector with screw, safety catch and locking with spring and screw, spring and screw, spring and platform magazine assembly, auxiliary magazine spring back sight assembly ejector screw.

ARMS – SAFETY PRECAUTIONS

Handing over Precautions

1. The following safety precautions shall be strictly observed by all ranks whenever a firearm is either issued from or received back into a police armoury or is handed over by one police officer into the custody (however temporary) of another officer :-

   (a) *Rifles*

      (i) Open the bolt before handing over.

      (ii) Examine the chamber and magazine before accepting and make sure that the rifle is unloaded.

   (b) *Revolvers/pistols*

      (i) Break open the Revolver/Pistol before handing over.

      (ii) Examine the chamber before accepting.

   (c) *Sub-Machine Guns*

      (i) Remove the magazine,

      (ii) Examine the chamber and all magazines before accepting.

   (d) *T.792 Pistols*.

      (i) Open the breech before handing over.

      (ii) Examine the chamber before accepting.

Loading and Unloading

2. Except in emergency, all police arms shall be loaded and unloaded as a drill movement under the direct supervision and control of the senior officer present in accordance with the instructions set out hereunder. Arms shall always be loaded and unloaded out of doors unless a Gazetted Officer or Inspector instructs otherwise.

   (a) *Rifles.*

      (i) To load, release the safety catch, ease springs, press the trigger and apply the safety catch. Then remove and charge the magazine (normally with 5 rounds) and replace the magazine.

      (ii) To unload, remove the magazine, unload it completely and replace magazine. Then ease springs press the trigger and apply the Revolver/Pistol.

   (b) *Revolvers*

(i) To load, break open and load the chambers with five rounds, starting with the chamber immediately to the left of the chamber opposite the striker and continuing in an anti-clockwise direction. The chamber opposite the striker will not be loaded. Then close the Revolver/Pistol.

(ii) To unload, break open the Revolver/Pistol slowly, catching the rounds in the palm of the right hand. Then close the Revolver/Pistol.

(c) *Sub-Machine Guns.*

(i) To load, set the change lever to "R" open and close the breech block and set the change lever to "S". Then load 30 rounds by hand into the magazine and place the magazine in the magazine container (or in the gun if so ordered).

(ii) To unload, remove magazine from the gun, set the change lever to "A" and pull the breech block backwards and forwards to or three times with the trigger pressed. Then remove all rounds from the magazine using the thumb and forefinger.

(d) *T.792 Pistols.*

(i) To load, open the breech and load the chamber(s). Close weapon and apply safety catch (if any).

(ii) To unload, open the breech, unload completely, then close the weapon and apply safety catch (if any).

JOINING INSTRUCTION – COURSES

Part I: Police Training School Moshi

1. The address of the Police Training School is P.O. 3024 MOSHI.

2 All courses will commence on a Monday, trainees being required to report to the Guard Room at the Training School not later than 0900 hours on the preceding Saturday.

3 (a) No accommodation will be provided for wives and families of trainees.

(b) Wives and families of Inspectors and N.C.O. may visit them whilst they are at the Training School, provided permission has been obtained from the O/C. Under no circumstances will visitors be accommodated at the Training School

(c) Commanding Officers will ensure that adequate financial provision is made for families while their husbands are away.

4 Members of the Rank & File attending the Police Training School on any type of course shall bring with them :-

(a) Complete Kit with any deficiencies covered by Stores Repair Cards (P.F. 164).

(b) Kit Sheet (P.F. 31D).

(c) Service Register and the duplicate of their personal file.

5 Arms and ammunition will not be brought by trainees to the Training School.

6 The following rules will apply to all students attending Police Training School Courses :-

(a) They shall wear civilian clothes evenings and weekends when off duty.

(b) They shall use the Mess and are not permitted to take meals outside during normal working hours.

(c) They shall pay messing, laundry and canteen charges in accordance with Police Training School standing orders.

(d) They shall return all items of equipment issued to them whilst attending courses at the Police Training School at the conclusion of each course.

7 (a) The normal allowances will be paid to those eligible to receive them for periods spent on courses.

(b) Trainees will be eligible to draw travelling allowance for the journey to and from the Training School.

8 Motor vehicles and bicycles will not normally be brought to the Training School, but where officers wish to bring a motor vehicle they must obtain permission from the O/C. prior to their arrival at the Training School.

9 Officers nominated to attend a Drivers' Course should be certified fit by a Government Medical Officer prior to attending the course. The Medical Certificate should accompany the officer.

Part II: Police College Dar es Salaam

10. The address of the Police College is P.O. Box 2503, Dar es Salaam. The Telephone number of the O/C's office is Dar es Salaam 283225.

11 All courses will commence on Monday. Students are required to report to the college office not later than 1200 hours on the preceding Saturday.

12. Transport will meet passenger trains arriving on the assembly day of each course. Application for other transport requirements will be notified to the O/C. before the assembly day.

13. No accommodation is available for wives, servants and families of students.

14. Students required to give evidence in court shall complete such commitments before joining their courses.

15 Students attending all courses at the college shall bring with them :-

(a) a complete set of uniform and equipment;

(b) bedding, except that blankets are provided for students on Gazetted Officers' courses;

(c) Service Register and the duplicate of their personal file;

(d) P.F. 175 – Special recommendation for promotion in the case of students on Assistant Inspectors Courses.

16 Arms and ammunition will not be brought to the Police College.

17 The following rules will apply to all students attending the Police College:-

(a) They shall be subject to Police College Standing Orders.

(b) Students on Assistant Inspectors Courses are required to mess at the college where all meals are supplied.

(c) All students will receive their pay at the college at the end of each month.

(d) Students will be entitled to draw travelling/subsistence allowances at the prevailing rates. This will be announced from time to time by the Government. These allowances will normally be paid at the end of each month.

(e) All students are required to make their own laundry arrangements and to bring irons with them (electric irons may be brought).

(f) Students may bring with them any personal reference books for use during the training, but adequate supplies of reference books exist at the college.

18 The following facilities are available:-

(a) A mess is provided for students on Gazetted Officers' Courses from which drinks, cigarettes, etc., may be purchased on a cash basis.

(b) A canteen is provided for students on Assistant Inspectors courses which is also operated on a cash basis.

(c) All students may use the police canteen in the Kilwa Road Barracks where credit may be arranged on monthly terms in accordance with the scale set out in Police College Standing Orders, all reasonable requirements of foodstuffs are stocked by this canteen

(d) Recreation facilities are available to all students at the college include tennis, squash, volleyball, hockey, netball, basketball and football, the necessary equipment being provided. Students are required to provide their own sportswear.

PART III: Police Training School Zanzibar

19 The address of the Police Training School is P.O. Box 237, Zanzibar, Tanzania. The telephone number is 2230256.

20 Training scheme as in so far as feasible will be conducted in the Police Training School Zanzibar in the following programmes:-

(a) Promotional courses;

(b) Refresher courses; and

(c) Specialist courses.

21 All courses will commence on Monday. Students are required to report to the Police Training School not later than 09.00 hrs on the preceding Saturday

22 When transport is required to convey trainees and their kits at the time of arrival to Zanzibar, application may be sought by telephone to the Police Training School

23 (a) Trainees are not allowed to bring with them families, as no accommodation will be available for wives and children of trainees at the school.

(b) Wives and families of students may pay only visits whilst they are on course provided permission has been sought. Under no circumstances will visitors be accommodated at the Training School.

24 Students required to give evidence in Courts shall complete such commitments before joining courses.

25 Students and all other members of police attending courses, seminars or other ceremonies at the Police Training School shall bring with them:-All uniforms and equipments necessary for their own personal usage such as bed covers, mosquito nets, sports kits and not arms, ammunition and explosions.

26 The following rulers will apply to all members of Police attending Police Training School for courses, seminars and other ceremonies:-

(a) They shall report whilst on uniform;

(b) Uniforms are going to be used at all times, except evening and weekends when off duty where civilian clothes are preferred;

(c) They will use mess facilities, thus they should note that they are not permitted to take their meals outside during that time;

(d) They shall pay their canteen bills and charges accordingly at school;

(e) They shall return all items and equipment's issued to them whilst attending courses or ceremonies;

(f) They will neither be allowed to make their own messing arrangements nor cooking of any sort in dormitories; and

(g) Day out will only be available during week ends and holidays where members have not been assigned specific duty and by a prescribed permission;.

27 Trainees and other members will be eligible to get travelling assistance back to Pemba and Dar es Salaam on completion of their training, seminar and any other ceremony conducted at the Training.

28 Motorcycles, vespers and bicycles will not normally be brought to the Training School. But, where a trainee or other member wishes to bring a motor bike must seek and obtain permission from the commandant and the reasons of doing so prior to his/her arrival at the Training school.

29 There is a school mini canteen available to students. Soft drinks, beers and cigarettes are available. Shop supplies other requisites including stamps, stationers, detergents, e.t.c. The shop is run in cash bases. Students their bills if any before leaving the school.

All trainees and other members shall be subject to Police Training School Standing Orders from their arrival to their departure after conclusion of their activities.

30 (a) Cleanliness and healthy precautions are necessary to be observed by all at all times while in school.

(b) Students and all other members are required to keep dormitories, latrines, grounds and other environments in word and outward tidy and clean all the time to carter for any erupting disease.

31 For precautions, students are insisted to seek advice and other Government Medical Assistants at Police and other dispensaries for assistance when they fall sick before committing themselves to private dispensaries.

PARADES – DRILL

1 Every member of the Rank & File serving in Police Stations will be required to attend one Drill parade per week (in addition to the weekly riot Drill parade) at which instruction will be given in squad drill, arms drill and weapon training. Musketry training in preparation for annual range courses will also be included

2. Two parades per week shall be held in Class "A" and "B" Stations and one parade per week in Class "C" Stations. Suitable duty arrangements will be made so that every member of the Force can attend one parade, care being taken to ensure that members of the Force on night duty are not required to attend early morning parades. In Class "C" Stations all members of the Force not engaged on essential duties swill be required to attend.

3 Drill parades shall be of at least one hour's duration, unless the Regional Commander directs otherwise.

4 Commanding Officers' formal parades will be held once per month at each Regional Headquarters. All available Gazetted Officers and Inspectors will attend. These parades will take the place of the normal weekly parades referred to in Para 1.

5. The following procedure shall be followed at drill parades if sufficient members of the Force are available:-

(a) A Gazetted Officer or Inspector shall command each parade

(b) The parade shall be inspected by the officer-in-charge of the parade.

(c) The first half of the parade shall be devoted to squad and arms drill and, where big parades are mounted, it will be split into squads of 10 to 20 persons and placed under the command of Inspectors or senior N.C.O.s. The officer in command of the whole parade shall pay close attention to the ability of the officers handling the squads and shall test them at regular intervals

(d) The second half of the parade will be devoted to parade drill and marching and musketry training.

(e) At the end of the drill period the parade will b e reformed and dismissed

6. Parades will be replaced by lectures if the weather should make it impossible to hold a drill parade in the open air and under-cover facilities are not available

7. This order does not apply to the Field Force, but O/C., Field Force Unit shall lay down a regular programme of drill parades in Standing Orders.

8. An Attendance Book shall be kept at each Station giving the date of each Drill Parade and the names of the members of the Force who attend. O/C. Stations will ensure that parades are attended in compliance with this Order.

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PARADES – FORMAL

1. Full Guards of Honour mounted for the President and Vice President of the United Republic of Tanzania, President of Zanzibar and Prime Minister of the United Republic of Tanzania or Complimentary Guards of Honour mounted for members of the Judiciary or for other distinguished visitors and personages, shall be in accordance with the following scale:-

   (a) Full Guards of Honour

Place	Gazetted Officers	Inspectors	Senior N.C.Os.	Rank & File
Every Region	2	2	3	96

   (b) Complimentary Guards of Honour

Place	Gazetted Officers	Inspectors	Senior N.C.Os.	Rank & File
Every Region	1	2	3	46

   Note: Guards of Honour should normally be officered entirely by Gazetted Officers, but Inspectors may be used if Gazetted Officers are not available in the proportion set out above.

2. (a) Guards of 100 officers shall parade in three ranks in open order with two N.C.O.s as right and left markers. The junior Gazetted Officer and the Inspector will take up positions two paces in front of the front rank and covering off the third officer from each flank. The Gazetted Officer in command of the guard will take up position in the centre of the parade four paces in front of the front rank.

   (b) All other Guards shall parade in two ranks in open order with two N.C.O. as right and left markers. The Inspector will take up position two paces in front of the front rank, covering off the third officer from the left. The Gazetted Officer will take up position two paces in front of the front rank, covering off the third officer from the right.

3. Presidential Salutes shall only be ordered for those persons entitled to a full Guard of Honour. General Salutes shall be given on other occasions.

4. Dress for Guards of Honour shall be No. 1 Dress for all ranks. Gazetted Officers will wear swords.

Inspection Parades

5. The parade procedure set out in the following paragraphs will apply both on formal inspections and on other occasions when police parades are held to honour individuals who are not entitled to a Guard of Honour.

6. (a) Inspection parades shall normally be formed up in three ranks in open order, but if the parade consist of not more than eleven officers, excluding the parade Commander, and not less than seven, it shall be formed up in two ranks in open order. If the parade consists of less than seven officers, excluding the parade Commander, it shall be formed up in single rank.

(b) Bayonets will be fixed prior to the arrival of the inspecting officer.

7. (a) The parade shall normally be commanded by the Officer-in –Charge of the Unit under inspection. If a Gazetted Officer, other than the Commanding Officer, is available, he shall command the parade.

(b) The parade Commander shall take post three paces in front of the centre of the parade. Gazetted Officers and Inspectors shall carry swords/regulation canes. If the parade Commander is a member of the Rank & File, he will carry a rifle with bayonet unfixed.

8. When the inspecting officer arrives he will be met off the parade ground by a conducting officer. The conducting officer may be the Commanding Officer of the officers on parade or some other officer deputed by him.

9. The conducting officer will lead the inspecting officer to the saluting base and will then take up position one pace behind and one pace to the left of the inspecting officer.

10. The parade Commander shall call the parade to attention and slope arms while the inspecting officer is being escorted to the saluting base. He will give the appropriate compliment only when the inspecting officer has arrived at the saluting base and halted.

11. When the inspecting officer has halted in front of the parade, the parade Commander will give the order for the appropriate salute as hereunder:-

(a) For the Inspector General to Assistant Commissioners – General Salute, Present Arms

(b) For Superintendence and above Present Arms.

(c) For other Gazetted Officer - Salute by the Parade Commander only Inspectors.

(d) For Ministers and Regional Commissioners - General Salute, Present Arms.

(e) For other Inspecting Civilians - Salute by the Parade Commander only.

12. (a) When the inspecting officer returns the salute of the officers on parade, the conducting officer shall stand to attention and NOT salute. All ranks in uniform watching the parade shall also stand to attention, but NOT salute.

(b) Supernumeraries other than Gazetted Officers and Inspectors, on parade without arms, shall stand to attention, but not salute.

13. (a) After the salute, the parade Commander will order slope arms and then order arms (or order arms only if no present arms has been given). He will then march forward, halt immediately in front of the inspecting officer, salute and report the parade ready for inspection.

(b) The inspecting officer will then inspect the parade, accompanied by the parade Commander and conducting officer.

14. If the inspecting officer addresses anybody during his inspection the person so addressed shall answer, but not salute.

15. At the conclusion of the inspection of the parade, the inspecting officer, accompanied by the conducting officer, will return to the saluting base and take up position in accordance with para.9. The parade Commander will give orders for the appropriate salute in accordance with para.11, followed by the order to slope arms. The inspecting officer will then leave the saluting base and the parade will be dismissed.

16. On formal inspection parades, if so ordered by the inspecting officer, the parade Commander will order the parade to stand fast after the final salute and will unfix bayonets, port arms and examine rifles. He will then stand the parade at ease and await the inspecting officer's examination in squad and riot drill.

PARADES – LECTURE

1. Every member of the Rank & File (excluding C.I.D. personnel) serving in Police Stations and Field Force Units will be required to attend one lecture parade per week at which instruction will be given on Police General Orders, Standing Orders, basic law and general police duties.

2. Two lectures per week shall be held in Class "A" and "B" Stations and one lecture per week in Class "C" Stations and suitable duty arrangements will be made so that every member of the Force can attend one lecture. At Class "C" Stations all members of the Force not engaged on essential duties will be required to attend.

3. As a general rule, lectures shall be given by experienced Gazetted Officers or Inspectors and Commanding Officers shall ensure that lectures are given on suitable subjects.

4. All Assistant Inspectors who are not engaged on essential duties shall also attend these lectures so that they may gain experience in the method of instruction.

5. All ranks attending lecture parades shall be given an opportunity of questioning the lecturer and shall be encouraged to discuss subjects of particular importance.

6. An Attendance Book shall be kept at each Station, giving the date and subject of each lecture and the names of the personnel who attended. O/C. Stations will ensure that lecture parades are attended as ordered in Para. 2.

7. O/C. Field Force Units should not necessarily limit their members of the Force to one lecture parade per week. Frequent lecture parades should always be held when units are not engaged in operational duties.

8. Commanding Officers of specialized units will make whatever arrangements may be possible to ensure that their members of the Force receive suitable instruction.

RANGE COURSES

1. Regular Annual Musketry Courses covering:-

   (a) Rifle;

   (b) Revolver/Pistol; and

   (c) Sub-Machine Gun;

   will be fired between 1st January and 31st December each year by personnel as stated in this Order.

2. The following musketry courses will be fired:-

   (a) Rifle

      (i) Course No. 1 Recruits Instructional Course – Appendix "A" (Course No. 1 will be fired twice during period of training)

      (ii) Course No. 2 Recruits' Classification course – Appendix "B" to be fired by all recruits at the Police Training School..

      (iii) Course No. 3 Field Force Instructional Course – Appendix "C"

      (iv) Course No. 4 Field Force Classification Course – Appendix "D" to be fired by all Field Force personnel.

      (v) Course No. 5 General Police Instructional Course – Appendix "E"

      (vi) Course No. 6 General Police classification course – Appendix "F" to be fired by all general duties personnel.

   (b) Revolver/Pistol

      (i) Course No. 7 Revolver/Pistol Instructional course – Appendix "G"

      (ii) Course No. 8 Revolver/Pistol Classification Course – Appendix "H"

      Course No. 7 will only be fired as an initial training practice by personnel requiring instruction in the use of revolvers. Course No. 8 to be fired by all Gazetted Officers and Inspectors and other personnel armed with revolvers for the performance of their duty.

   (c) Sub-Machine Gun

      (i) Course No. 9 Sub Machine Gun-Appendix "I" to be fired by all General Duties and Field Force Gazetted Officers and by all Field Force Inspectors.

3. All courses will be fired off under the supervision of a Gazetted Officer or Inspector.

4. The oldest stocks of ammunition held on Station charge will invariably be used.

5. The Force Armourer will zero all rifles on Station charge during his regular inspections of arms.

6. All courses will be fired with safety precautions as laid down in P.G.O**.** No. 89 strictly observed.

7. Where no snap apparatus is available, snap targets will be permanently exposed and fire control will operate on the blast of a whistle using a stop watch.

8. Target sizes are as follows :-

   (a) 4' target – Bull 12"

   (b) Inner 24"

   (c) Magpie 36"

   Outer (rest of target).

   For grouping practices, a white patch (3 x 4) over centre point of target as aiming mark.

   SNAP 22" diameter with 12" inscribed circle.

   FIGURE II as issued.

   NOTE: For volley firing practices, black patch 41/2" x 8" at height of 10" from base on Figure II.

9. The scoring to be shown in each case is for the Annual Classification only. The first practice on each weapon is for training only and the score will not be included in the final results, nor will scores obtained from 200 meter and 300 meter practices be added.

10. The following officers are responsible for seeing that all ranks fire their appropriate courses:-

    (a) Commandants - P.T.S. – Moshi– all ranks at P.T.S.

    (b) Commandant - P.T.S. – Zanzibar – all ranks at P.T.S.

    (c) Commandant - Police Training College, Dar es Salaam. – all ranks at the college.

    (d) R.P.Cs. – all ranks in their Regions.

    (e) CO., Specialised units – all ranks in their units

11. Personnel at Stations which are not provided with ranges must be taken to the nearest range to fire their courses. If no convenient range is available, commanding Officers will arrange for courses to be fired on temporary ranges and in such circumstances, will ensure that strict safety precautions are enforced. Temporary ranges may only be used after they have been checked and approved by a CO.

12. All results of the Annual Classification will be recorded in each officer's service Register and on the Pro-forma attached at Appendix "J" and sent to Police Headquarters each year.

13. All ranks should be thoroughly practised in use and control of firearms including general musketry instruction, aiming and fire control before firing their annual courses.

APPENDIX "A"
TO P.G.O. 87

COURSE No. 1 – RIFLE-INSTRUCTIONAL-RECRUITS (TO BE FIRED TWICE DURING TRAINING PERIOD)

SCHEDULE "A"

Serial	Practice	Target	Distance	Rounds	Detail	H.P.S.	Remarks
1	Grouping	4'grouping (aiming mark)	100 meters.	5	Lying	25	Wrist or forearm rested.
2	Application	4'grouping (aiming mark)	100 meters.	5	Lying	20	Scoring 4, 3, 2, 1.
3	Snap shooting	Snap with inscribed circle of 12" diameter	100 meters.	5	Lying in the open. There will be 5 exposures of 5 seconds each given at irregular intervals over a period of 11/2 minutes. Intervals between exposures will not be more than 6 seconds. A trial exposure will be given.	20	Firer may be in the aim throughout. Hits will be signalled by twisting the target immediately after being struck. Scoring 4, 3.
4	Application	Figure II Target	50 meters.	5	Standing	20	Firer will reload in the shoulder. Scoring 4, 3.
5	Volley firing	Figure II with black patch 41/2" x 8" and 10" from base	50 meters.	5	Standing	20	This practice will be controlled by the officer on duty at the firing point. Each firer will stand facing the target and on the word of command "Target in front – volley fire – at the knees – present" each firer will come up to the aim – safety catch forward. The firing point officer will then give the order "FIRE". Each Firer will then fire one round at his target. This order will be repeated 5 times. Scoring: Black rectangle – 4 points Ochre – 3 points, Grey-1 point.

APPENDIX "B"
TO P.G.O. 87

COURSE NO. 2 – RIFLE – CLASSIFICATION – RECRUITS

SCHEDULE "B"

Serial	Practice	Target	Distance	Rounds	Detail	H.P.S.	Remarks
1	Grouping	4' grouping (aiming mark)	100 meters.	5	Lying	25	To be fired in the open, without rest, scoring: 4"-25 points 8"- 20 points 12"- 15 points 12" One wide – 10 points.
2	Application	4'	100 meters.	5	Lying in the open	20	Scoring 4,3,2,1.
3	Application	4'	100 meters.	5	Lying in the open	20	Wearing respirators. Respirators will be adjusted 2 minutes before firing.
4	Application	Figure II	50 meters.	5	Standing	20	Scoring 4, 3.
5	Application	Figures II	100-50 meters.	10	Standing	40	5 rds. From 100 meters, double up to 50 meters, reload and fire remaining 5 rounds.
6	Volley firing	Figure II with black patch 41/2 x 8 and 10 from base	50 meters.	5	Standing	20	As for course No. 1 – serial 5.
			Total meters.	45	HPS.	145	Marksman 115, 1st Class 95, 2nd class 75. Those personnel who pass out as Marksmen or 1st class shots will then fire 5 rounds at 200 meters. And 5 rounds at 300 meters. This last practice will enable Commanding Officers to select marksmen for competitions. It will not be used for classifications nor will the results be included in the annual return except form the point of ammunition expenditure.

APPENDIX "C"
TO P.G.O. 87

COURSE NO. 3 – RIFLE – INSTRUCTIONAL – FIELD FORCE

SCHEDULE "C"

Serial	Practice	Target	Distance	Rounds	Detail	H.P.S.	Remarks
1	Grouping	4' grouping (aiming mark)	100 meters.	5	Lying	25	Wrist or forearm rested.
2	Application	4'	100 meters.	5	Lying in the open	20	Scoring 4,3,2,1.
3	Snap shooting	Snap	100 yd.	5	Lying in the open. There will be 5 exposures of 5 seconds each given at irregular intervals over a period of 11/2 minutes. Intervals between exposures will not be more than 6 seconds. A trial exposure will be given.	0	Firer may be in the aim throughout. Hits will be signalled by twisting the target immediately after being struck.
4	Application	4'	100 meters	5	Lying in the open	20	Wearing respirators. Respirators will be adjusted 2 minutes before firing.
5	Rapid	4'	100 meters	5	Lying in the open	20	5 rounds in 25 seconds. Scoring: 4 (Bull and Inner) 3 (elsewhere on scoring surface).
6	Application	Figures II	5 meters	5	Standing	20	Fire will reload in the standing load position – scoring 3, 2.
7	Volley firing	Figures II with black patch 41/2 x 8" and 10" from base	50 meters	5	Standing	20	Detail as for course No. 1 serial 5.
			Total meters	35	HPS.	145	

APPENDIX "D"
TO P.G.O. 87

COURSE NO. 4 – CLASSIFICATION – FIELD FORCE

SCHEDULE "D"

Serial	Practice	Target	Distance	Rounds	Detail	H.P.S.	Remarks
1	Grouping	4' Grouping (aiming mark)	100 meters.	5	Lying in the open	25	Scoring 25, 20, 15, 10.
2	Application	4'	100 meters.	5	Lying in the open	20	Scoring 4,3,2,1.
3	Application	Figure II	50 meters.	5	Standing	20	Wearing respirators. Scoring 4, 3.
4	Application	Figure II	100-50 meters.	10	Standing	40	5 rounds from 100 meters. On command "forward" double to 50 meters. Reload and fire 5 rounds.
5	Volley firing	Figure II with black patch 41/2 x 8" and 10" from base	50 meters.	5	Standing	20	As for course No. 1, serial 5.
6	Rapid	Figure Ii	50 meters.	10	Standing	40	Time allowed 50 secs, 5 meters. In magazine. Safety catch on 5 rounds in pouch.
			Total rds.	40	HPS.	165	Marksman 125. 1st class 100. 2nd class 80. Those personnel who pass out as Marksmen or 1st Class shots will then fire 5 rounds application at 200 meters. And 5 rounds at 300

Serial	Practice	Target	Distance	Rounds	Detail	H.P.S.	Remarks
							meters. This last practice will enable commanding officers to select marksmen for competitions. It will not be used for classifications nor will the results be included in the annual return except form the point of ammunition expenditure.

APPENDIX "E"
TO P.G.O. 87

COURSE NO. 5 – RIFLE – INSTRUCTIONAL – GENERAL POLICE

SCHEDULE "E"

Serial	Practice	Target	Distance	Rounds	Detail	H.P.S.	Remarks
1	Grouping	4' grouping	100 meters.	5	Lying	25	Wrist and forearm rested
2	Application	4'	100 meters.	5	Lying in the open	20	Scoring 4, 3, 2, 1.
3	Application	Figure II	50 meters.	5	Standing	20	Scoring 4, 3.
4	Volley firing	Figure II with black patch 41/2 x 8" and 10" from base	50 meters.	5	Standing	20	Conditions as in course No. 1 serial 5.
			Total rounds	20	H.P.S.	85	

APPENDIX "F"
TO P.G.O. 87

COURSE NO. 6 RIFLE – CLASSIFICATION – GENERAL POLICE

SCHEDULE "F"

Serial	Practice	Target	Distance	Rounds	Detail	H.P.S.	Remarks
1	Grouping	4' grouping (aiming mark)	100 meters.	5	Lying in the open	25	
2	Application	4'	100 meters.	5	Lying in the open	20	Scoring 4, 3, 2, 1.
3	Application	Figure II	50 meters.	5	Standing	20	Scoring 4, 3.
4	Application	Figures II	100-50 meters.	5	Standing	40	5 rds. From 100 meters. – on command "Forward" double to 50 meters., reload and fire 5 rds.
5	Volley firing	Figure II with black patch 41/2 x 8" and 10" from base	50 meters.	5	Standing	20	Volley firing in accordance with course No. 1, serial 5.
		Total rounds.		30	HPS.	125	Marksman 97, 1st class 84, 2nd class 65. Those personnel who pass out as Marksmen or 1st class shots will then fire 5 rds application at 200 meters. And 5 rds. At 300 meters. This last practice will enable commanding officers to select marksmen for competitions. It will not be used for classification

						nor will the results be included in the Annual return except from the point of ammunition expenditure.

APPENDIX "G"
TO P.G.O. 87

COURSE NO.7 – REVOLVER/PISTOL – INSTRUCTIONAL

SCHEDULE "G"

(To be fired by Trainees during their initial training only)

Serial	Practice	Target	Distance	Rounds	Detail	H.P.S.	Remarks
1	Application	Figures II (Black patch rectangle 16" x 12")	3 meter and 5 meters.	5	R. Hand double action 2 rds. @ 3 meters. 3 Rds. @ 5 meters. No timing.	20	All hits to count. A black rectangle will be pasted on to the centre of the "body" of the figure target. Hits within this rectangle – 4 points. Hits elsewhere on the figure target – 2 points.
2	Application	As for serial 1		5	Firer uses left hand	20	
3	Application	Figure II (as above)	10 meters.	5	R. Hand double action No. timing	20	Scoring as in serial 1.
4	Application	As for Serial 3		5	Firer uses left hand	20	Scoring as in serial 1.
5	Application	Figure II (as above)	15 meters.	5	R. or Hand as suits Firer. No timing	20	Scoring in serial 1.
Total Rds. 25 H.P.S. 100							

APPENDIX "H"
TO P.G.O. 87

COURSE NO. 8 – REVOLVER/PISTOL – CLASSIFICATION

SCHEDULE "H"

Serial	Practice	Target	Distance	Rounds	Detail	H P S	Remarks
1	Application	Figure II	10 meters.	5	Pistol loaded in holster, flap buttoned. Timing by whistle. Draw and Fire on first whistle. Stop on second whistle. Time allowed 10 seconds in all. Either hand. Double or single action as suits firer	20	Figure II target no aiming mark or scoring rectangle. All its on "body" of target count 4 pts. Hits elsewhere – 3 pts.
2	Application	As for serial 1		5	Firer uses other hand. Time 10 seconds	20	Scoring as in Serial 1.
3	Application	Figure II	15 meters.	5	As in serial 1 but time allowed to be 15 seconds. Single or double action as suits firer. Left or right hand.	20	Scoring as in serial 1.
4	Application	Figure II	20 meters.	5	Pistol loaded in holster. Time allowed 25 seconds. Single or double action. Right or left hand, as suits firer.	20	Scoring as in serial 1 plus bonus of 5 points if four or more shots are on the body of the target.

Total Rds. 20 H.P.S. 85

CLASSIFICATION	POINTS
Marksman	75 points
1st class	60 points

2nd class	50 points
F.T.Q.	Below 50 points.

APPENDIX "I"
TO P.G.O. 87

COURSE NO. 9 SUB-MACHINE CARBINE

SCHEDULE "I"

Serial	Practice	Distance	Rounds	Target	Details	H.P.S.	Remarks
1	Under Instruction Bursts	20 meters.	12	1 Figure II with inscribed rectangle 8" x 12". No aiming mark	To be fired in 4 or 5 bursts from the shoulder using sights. Time 9 secs.	24"	Scoring: 2 points for each hit in the rectangle. 1 point for each hit elsewhere on the target.
2	Annual Classification: Single Rounds	25 meters.	5	As for serial 1" black aiming mark	To be fired from the shoulder using sights. Charge lever at "R".	15	Scoring: 3 points for a hit in the rectangle: 2 points for a hit elsewhere on the target.
3	Bursts	20 meters.	10	As per serial 1	To be fired in 4 or 5 bursts from the shoulder using sights. Time 8 secs.	20	Scoring: 2 points for each hit in the rectangle; 1 point for each hit elsewhere on the target.
4	Single rounds	20 meters.	8	4 Figures Iis spaced 1 width apart with inscribed rectangle 8" x 12"	To be fired by alignment of sights from the shoulder, Charge lever at "R". 1 shot at each target right to left. 1 shot at each target left to right. Time 10 secs.	28	Scoring 3 points for each hit whether once or more, plus two points for each shot within the rectangle.
5.	Bursts	15 meters.	10	4 Figure Is as for serial 4	To be fired in 4 or 5 bursts by sense of direct in from the waist. Time 8 secs.	32	Scoring: 3 points for each target hit whether hit once or more, plus 2 points for each shot within the rectangle.
6	Bursts and single shots	25 to 10	9	As for serial 4	Firer commences at 30 meters. Advances to 25 meters. And fires from shoulder at No. 1 target. Repeat at 20 meters. At No. 2 target. Advance to 15 meters. And fire at No. 3 target. Repeat at 10 meters. At No. 4 target. Time for firing at each	30	

Serial	Practice	Distance	Rounds	Target	Details	H.P.S.	Remarks
					range 2 secs. Charge lever at automatic "A".		
	Total rds.		42		HPS. 125		Marksman -115 1st Class -100 2nd class - 85 3rd class - 65. FTQ. - Below 65. *Not to be included in total

APPENDIX "J"
TO) P.G.O. 87

RETURN OF ANNUAL RANGE COURSE RESULT

Station ..... 20 .....

N.B. Enter classification as follows (actual score not required):

1st class, 2nd class, Fail

Rank	No.	Name	Rifle	Revolver/Pistol	Sterling

RANGE COURSES – TEAR SMOKE

1. Regional Commanders, and COs. TRC and TAZARA Police shall arrange that regular half-yearly tear smoke courses are held at all Stations and Units issued with tear smoke equipment. One quarter of the total stock of shells, grenades and T.792 cartridges new models held in each Station and Unit shall be expended each year on these courses. The oldest stocks of shells and grenades shall be fired first and T.792 cartridges shall not be fired until all shells and grenades have been used up.

2. Every tear smoke course shall be fired under the personal supervision of a Gazetted Officer and only with the authority of a Commanding Officer.

3. As a general rule, courses at Class "A" Stations and Field Force Units shall be fired in conjunction with riot drill. Combined courses for both General Duties and Field Force Unit personnel may also be held if stocks of expendable tear smoke are insufficient for effective separate courses.

4. All available General duties and Field Force Unit personnel shall attend these courses.

5. All ranks attending the courses shall wear respirators and shall be marched through concentrations of smoke to accustom them to "action" conditions.

6. Goggles will also be worn as an alternative to respirators, but NOT when T.792 smoke is fired.

7. Stations and Units shall indent, at once, on their Regional Headquarters for replacement shells, grenades, cartridges, etc., and Commanding Officers shall similarly indent on the Quartermaster so that all expended rounds are replaced with the minimum of delay.

8. This Order shall not apply to the Police Training School Moshi and the Police Training School Zanzibar where courses may be arranged to suit training programmes.

9. This P.G.O**.** is subject to occasional temporary modification in Force Orders when stocks of tear smoke equipment fall below a safe level.

RANGE DISCIPLINE

Range Officer

1. All firing practices on police ranges shall be under the direct control of a Range Officer, who shall be a Gazetted Officer or confirmed Inspector. The Range Officer shall appoint an N.C.O. as Butt Officer to take charge of the butt party.

Preliminary Precautions

2. The Range Officer shall not permit firing to commence until:-

   (a) He is satisfied that all persons have been cleared from the range;

   (b) He has posted look-out personnel, if such are required;

   (c) A large red flag has been hoisted in a conspicuous position, easily visible to all persons approaching the range; this flag shall not be lowered until firing is ended;

   (d) The butt party is in position in the butts;

   (e) Red flags have been placed in position on the butts and firing point.

The Firing Party

3. The Range Officer shall take command of the firing party on arrival at the range and shall:-

   (a) place the firing party behind and clear of the firing point

   (b) instruct the firing party in range discipline;

   (c) explain the practices to be fired;

   (d) form and record the firing details and allocate targets;

   (e) place the coaches, ammunition party and telephone orderlies (if any) in their correct positions;

   (f) where no range telephone is available arrange communication with the butts by signal (whistle or bugle);

   (g) satisfy himself that the range is clear and that the look-out personnel (if any) are properly posted;

   (h) inform the Butt Officer that he is ready to fire;

   (i) form up the first details on the firing point opposite their targets and issue ammunition;

   (j) take down the red flag on the firing point as soon as the Butt flag is lowered, give the order to load and open fire, weapons shall be pointed towards the butts when loading;

(k) unload and inspect all weapons at the end of each practice and order the details to leave the firing point; weapons shall be pointed towards the butts when unloading;

(l) on leaving the firing point, each detail will collect and hand in their empties, unexpended ammunition and misfires, to be dealt with in accordance with para. 10.

(m) raise the red flag on the firing point and inform the Butt Officer that firing has ceased;

(n) form up the next detail on the firing point and carry on firing;

(o) on completion of firing, check scores with the Butt Register, enter names of details and sign the Butt Register;

(p) ensure that all empties are handed in; that the range is cleaned and that all targets are put away before the firing party leaves the range.

(q) carry out a weapon inspection before fires leave the range and search their pouches for any live rounds, each will be asked whether he has any live ammunition and they will be warned of the serious consequences of being in possession of live ammunition at any time except when it is issued for operational reasons or when on the range for the purpose of firing.

Firing Point Discipline

4. (a) No-one, except the firing detail, the coaches and the Range Officer and his Assistant shall be allowed on the firing point.

(b) No weapon shall be loaded without orders from the Range Officer.

(c) No drill cartridges shall be taken onto the firing point.

(d) No-one shall speak on the firing point without the permission of the Range Officer

Suspension of Firing

5. (a) Red flags shall be raised both on the butts and on the firing point if the Range Officer or Butt Officer wishes to suspend firing. The range Officer shall at once order firing to cease and shall inform the Butt Officer that he has done so. Safety catches shall be applied and rifles laid on their left sides. Magazines shall be removed from automatic weapons. Weapons on the firing point shall not be touched and everyone shall stand up.

(b) If any person enters the danger zone, or if a “look-out” blows his whistle, firing shall be suspended forthwith and shall not be resumed until the Range Officer is satisfied that the range is clear.

(c) The Butt Officer shall not permit any member of the butt party to leave the safety of the butts until he has been informed by the Range Officers that firing has ceased.

(d) Red flags shall remain flying on the butts and on the firing point while

firing is suspended. Under no circumstances shall firing be resumed until the flags have been lowered.

The Butt Party

6. (a) The Butt Party shall be under the direct control of the Butt Officer.

(b) No member of the Butt Party shall leave the butts without the permission of the Butt Officer. The latter shall not permit anyone to leave the butts until he has been informed by the range officer that firing has ceased and until the red flags have been raised on the butts and firing point.

(c) On arrival at the Butts the Butt Officer shall :-

(i) instruct the Butt Party in safety precautions;

(ii) where practicable, detail two personnel to each target frame;

(iii) erect the required targets,

(iv) patch up all old shot holes with the appropriate coloured paper;

(v) check the targets and demarcation of scoring areas for clear visibility and correct dimensions, aiming patches to be affixed to targets in accordance with small arms range course instructions in force and checked for accuracy;

(vi) test the target mechanism and range telephone (if any);

(vii) Rehearse the markers in their duty,

(viii) Ensure that all butt equipment is ready.

(d) The following procedure shall be followed when firing is under progress:

(i) Where two markers have been allocated to each target, one marker shall watch the bank beyond the target to note the strike of the shorts and the direction of the misses. The second marker shall watch the target.

(ii) In practices other than groping, shots shall be signalled correctly, in accordance with paragraph 7.

(iii) Targets shall only be lowered on the command “check” or “down” or on a pre-arranged whistle signal. When targets have been lowered the markers shall stand away and shall not touch the target until the Butt Officer has recorded the scores and given the order to “patch up”.

(iv). At the end of a timed practice, targets shall be half-lowered to prevent additional shots appearing on a clear target.

(v) There is no signalling during timed practices but scores will be signalled at the end of the practice or reported over the telephone

(vi) Targets for snap shooting shall be raised to a uniform height and consistently positioned, unless the conditions of the practice state otherwise. Where practicable they shall be raised straight up and down and not swung up from the side. Care should be taken to avoid straying off patches when targets are raised or lowered. Snap shooting targets shall be raised in the correct position and for the prescribed interval before firing begins to enable the firing detail to check for height and position.

(e) Targets shall be checked at the end of each practice and scores recorded in the Butt Register. Any corrections to the Register shall be initialled by the Butt Officer.

(f) The Butt Officer shall inform the Range Officer if any target receives hits in excess of the number authorized

(g) After targets have been checked or the shots recorded, shot holes shall be marked off with a pencil and patched up.

(h) When all firing is finished, the targets shall be patched up and all range equipment put away. At least two personnel shall be detailed to carry 4 ft./6ft. targets.

Signalling

7. (a) Shots shall be signalled at the butts by a disc marker painted white on one side and black on the other, mounted on a light wooden pole at least 8 ft. in length.

(b) Shots shall be signalled as follows:-

(i) Bull – The white side of the marker exposed over the bull.

(ii) Inner – The black side of the marker waved twice across the target.

(iii) Magpie – The marker revolved twice in front of the target.

(iv) Outer – The black side of the marker moved vertically twice up and down on the left side of the targets.

(v) Miss – The red flag to be raised on the side of the target. If the direction of the miss cannot be determined, the flag shall be waved across the target.

(vi) Ricochet – The flag shall be exposed at the bottom of the target.

(c) The strike of each shot shall be signalled by pointing the top of the marking disc at the shot hole in the target.

(d) Individual shots in grouping practices shall not be signalled. Details should, if possible inspect their targets at the end of each grouping practice. If this is impossible, the following signals shall be made:-

(i) 4” Group – Signal as for a bull

(ii) 8" Group – Signal as for inner.

(iii) 2" Group – Signal as for magpie.

(iv) In each case the apex of the marker shall be placed on the mean point of impact (MPI).

(v) 12" and 1 wide – Signal as for outer and point the apex of the marker at the centre of the four shots. The wide shot shall be disregarded.

(vi) No Group – Signal as for miss.

(e) In snap-shooting practices, immediately the targets have been struck, they will be twisted around quickly and brought down ready for the next exposure.

(f) Individual shots in timed practices shall not be signalled; Scores will be telephone or otherwise communicated from the butts at the end of the practice.

(g) Shots cutting any scoring line shall carry the higher score; shots cutting the edge of any figure or snap target shall count as hits.

(h) Spotting discs shall be used for advanced and competition shooting.

Scoring

8. (a) Scoring for grouping practices at 100 meter shall be as follows :-

(i) 4" Group – 25 points

(ii) 8" Group – 20 points

(iii) 12" Group – 15 points

(iv) 12" Group and 1 wide – 10 points.

Groups shall be measured by wire rings 4", 8" and 12" in diameter. No points shall be awarded unless there are five shot holes on the scoring surface of the target. If there are more than five shot holes the practice shall be fired again. A12" group and 1 wide will only score if the wide shot is on the scoring surface of the target. Ricochets do not count.

(b) Scoring for other than grouping practices shall be as laid down from time to time in range course instructions.

9. All scores shall be entered in the appropriate Range Registers (P.F. 94 and P.F.95).

10. All empties from ammunition fired on courses or at any other time will be collected and returned to store, to be disposed of in accordance with instructions which may be issued from time to time. MISFIRES are NOT to be counted as empties and MUST NOT be placed in the containers with empties. MISFIRES are still potentially "live rounds" and must be treated as such.

Miniature and 25-meter Ranges

11. (a) When it is necessary to examine the targets, rifles will be unloaded and laid on the firing point with the breeches open. The red flag will be raised before anyone approaches the targets.

(b) During inspection weapons will be held parallel to the ground and pointing at the targets.

Pistols

12. (a) Pistols will be kept in their cases until required for use. When out of the case they will be carried at the rest position. During loading and unloading and all the time they are loaded pistols will be pointed towards the butts.

(b) After firing with the pistol the supervising officer will give the order ". No person shall be permitted to move towards the target until the officer in charge gives the order to do so.

Small Arms Training Manual

13. Gazetted Officers and Inspectors are required to study and make themselves familiar with the Police Manual of Small Arms Training.

Weapon Training

14. Daily periods of weapon training, as laid down in Appendix "A" to PGO 87 - Police Annual Small Arms Range Courses Instructions, should be carried out for at least six weeks prior to firing the annual course. Weapon training will also be included in the normal training schedule throughout the year

RIOT DRILL

General

1. Riot Drill shall be carried out in accordance with the procedure laid down in the official Police Riot Manual. No divergence of any kind is permitted and all words of command must be given in exact compliance with the Manual.

2. (a) A full Riot Drill practice parade of at least one hour's duration shall be carried out once per week by all Class "A" and "B" Stations and Field Force Units.

   (b) Similar arrangements will also be made by the Commandants, Police College and Police Training Schools (Moshi and Zanzibar) and COs. Railways (T.R.C. and TAZARA) Police.

   (c) Commanding Officers may temporarily exempt Stations with insufficient manpower to form a Minor Riot Unit.

3. All Riot Drill parades shall be carried out under the personal supervision of the following officers:

   (a) District H.Q. Stations – by the O/C. District.

   (b) Other Class "B" Stations – by the officer in charge.

   (c) Field Force Units – by the O/C. Unit.

   (d) Elsewhere – by a Gazetted Officer.

   Supervision will be delegated to the next most senior officer, if and only if, the above mentioned officers are unavoidably absent in Court or on safari.

4. Commanding Officers should also attend if present in their Headquarters.

5. All available General Duties Gazetted Officers and Inspectors shall also attend and shall be tested in their ability to handle a Riot Unit.

6. Parades shall be held both on a parade ground or suitable open space and in quite roads. Care shall be taken not to interfere with traffic or inconvenience or frighten the general public in any way, but every effort shall otherwise be made to carry out the drill in realistic surroundings.

7. Commanding Officers shall ensure that all ranks are fully conversant with Riot Drill and are capable of operating efficiently in every section of a Riot Unit.

SECTION IV

COMPLIMENT, DISCIPLINE AND CONDUCT

Nos. 101 – 120

P.G.O. No.	Title
101.	Compliments - Judicial
102.	Compliments – Saluting
103.	Discipline – Complaints Against Police Officers
104.	Discipline – Corruption
105.	Discipline – Defaulter Procedure-Inspectorate
106.	Discipline – Rank & File
107.	Discourtesy
108.	Discipline – Donations and Presents from the Public
109.	Indebtedness
110.	General Rules of Conduct
111.	
112.	
113.	
114.	
115.	
116.	
117.	
118.	
119.	
120.	

COMPLIMENTS – JUDICIAL

Compliments to Judge

1. Police Guards of Honour shall be mounted in each Regional Headquarter with a High Court Session, to mark the commemoration of the Law Day with exception of Dar es Salaam where the Guard of Honour will be mounted to commemorate the same on the opening of the first session of the Court of Appeal. This is usually done in the first week of February each year.

2. Dates of the commemoration will usually be announced by the Registrar of the Court of Appeal of Tanzania or the Registrar of the High Court.

3 Guards will be mounted in accordance with paragraph 1 (b) of **P.G.O.** No. 85

4. Gazetted Officers and InspectorsAllAll officers will wear No. 1 Dress. Gazzetted Officers and Inspectors , the formerwill to carry swords. Rank & File will paradeRank & File will parade in Working Dress. in working dress.

5. Regional Commanders are responsible for finalising all arrangements with the Registrar of the Court of Appeal, Registrar of the High Court, or other court official accompanying the inspecting Judge.

6. No other Guards, however small, shall be mounted at any Police Station to honour the arrival of a Judge.

7. The senior police officer available police officer at each station, except in High Court Zonal centres shall invariably present himself and pay usual compliments whenever a judge arrives and departs.

COMPLIMENTS – SALUTING

1 All Assistant Inspectors and above shall salute their superiors in rank.

2. (a) All members of the Rranks and Ffiles of all ranks shall salute all ranks of and above Assistant Inspectors of all ranks and above.

(b) Assistant Inspectors under training shall not be saluted within the boundaries of the Police Training School and Police College by members of the Rank & File.

3. Gazetted Officers and Inspectors in command of parades shall be saluted by officers of equal rank.

4 A salute shall invariably be acknowledged by the officer to whom it is accorded and the acknowledgement shall be definite and appropriate. Acknowledgements shall be made by the senior of two or more officers saluted at the same time.

5. (a) All ranks in uniform shall salute His Excellency the President of the United Republic of Tanzania,, His Excellency the Vice President of the United Republic of Tanzania His Excellency the President of the Revolutionary Government of Zanzibar, the Prime Minister, Chief Minister (ZBR), the Chief Justices, Speakers of the National Assembly or House of Representatives (ZBR), the Vice President , the Prime Minister or Chief Minister (ZBR), all cabinet ministers, Pparliamentary Ssecretaries, Members of Parliament and Members of the House of Representatives (ZBR) within the precincts of Parliament or House of Representatives (ZBR) building and within their own constituencies, Regional Commissioners within their Regions, and Judges of all ranks within the precincts of their courts.

(b) Inspectors and Rank & File shall also salute District Commissioners within their Districts and magistrates within the precincts of their Courts.

(c) Members of the Rank & File shall also salute commissioned officers (in uniform) of other Forces in Tanzania.

6. Police officers shall not salute out of doors between the hours of 1900 and 0600. They shall stand to attention only when addressing officers entitled to a salute.

7. Quarter guards, except between the hours of 1900 and 0600, shall turn out and:-

(a) present arms for Gazetted Officers of or above the rank of Superintendent;

(b) stand to attention, with a butt salute by the Guard Commander only, for Assistant Superintendents and Inspectors.

8. (a) Security sentries armed with rifles, except between the hours of 1900 and 0600, shall pay normal compliments as laid down in para .8, sub-paras (a) and (b).

(b) Sentries armed with revolvers, or unarmed, shall stand to attention and salute with the hand for Gazetted Officers and Inspectors.

9. When the National Anthem is played, the following compliments shall be paid unless orders to the contrary are issued:-

(a) Gazetted officers Officers and Inspectors in uniform shall stand to attention and salute., except when in attendance of His Excellency the President on ceremonial parades when they will not salute but stand to attention

(b) Rank & File in uniform shall stand to attention, but not salute

(c)© All ranks in mufti shall stand to attention and remove their hats.

10. All ranks out of doors within the boundaries of any police compound or barrack area shall stand to attention when Retreat is sounded.

10. All ranks out of doors within the boundaries of any police compound or barrack area shall stand to attention when Retreat is sounded.

11. (a) All ranks, except Defaulters, when appearing before an officer entitled to a salute, shall march up, halt, turn towards the officer and salute

(b) Defaulters shall comply with the procedure in sub-paragraph (a) above, but shall not salute.

12. Police officers shall not pay complements when interference with the performance of their duty would result, and, in particular, when:-

(a) on traffic point duty;

(b) engaged on enquiries and wearing plain clothes;

(c) driving or riding in or on a motor vehicle, motorcycle or bicycle;

(d) escorting prisoners.

13. Compliments shall be paid in accordance with Appendix A.

***APPENDIX "A"*TO P.G.O. No.102**

SALUTES

PART I

(In this Appendix "uniform" shall mean "Full uniform" unless the contrary is stated
HOW AND WHEN TO SALUTE

	Occasion	***Compliments***
1.	In uniform, with rifle sloped, at the halt.	Give butt salute
2.	In uniform, with rifle sloped, on the march.	Eyes left or right, and give butt salute.
3.	In uniform, with rifle not sloped, at the halt	Slope arms and give butt salute, OR stand to attention if unable to slope arms in time.
4	In uniform, with rifle not sloped, on the march.	Slope arms, eyes left or right, and give butt salute
5	In uniform, no rifle, at the halt.	Stand to attention and salute with the hand (except in Orderly Room)
6	In uniform, no rifle, on the march.	Eyes left or right, and salute with the hand.
7	In uniform, without head-gear, at the halt.	Stand to attention *only*.
8	In uniform, without head-gear, on the march.	Eyes left or right *only*.
9	In uniform, carrying a cane at the halt and on the march.	Cane drill, in accordance with W.O. publication "Drill (All Arms) 1951", Chapter VIII.
10	In uniform, carrying anything (except rifle or cane) in one hand, at the halt.	Disengage the right hand, stand to attention and salute.
11	In uniform, carrying anything (except rifle or cane, in one hand on the march.	Disengage the right hand, eyes left of right, and salute
12	In uniform, carrying anything in both hands, at the halt.	Stand to attention, OR put whatever is being carried down on the ground, and salute with the hand.
13	In uniform, carrying anything in both hands on the march.	Eyes left or right, OR if impossible to do so, no compliment will be given.
14	In uniform, sitting down	Stand to attention and salute with the hand.
15	In uniform, without head-gear, sitting down.	Stand to attention only.
16	In mufti and hat, at the halt, and sitting down	Stand to attention and raise the hat.
17	In mufti and hat on the march.	Raise the hat.
18	In mufti without a hat, at the halt and sitting down.	Stand to attention only.
19	In mufti, without a hat, on the march	Eyes left or right
20	When a group of police officers is approached by an officer entitled to a salute.	The senior officer present shall call the group to attention and shall, himself, pay the appropriate compliment in accordance with this order.

SWORD DRILL

PART II

SALUTING WITH A SWORD AT THE HALT

1. *First Motion* – Bring the sword to the recover.

2 Second motion – Bring forward towards the mouth and Lower lower the sword sharply to the right side to the full extent of the right arm, edge to the left, point 12 inches from the ground and straight to the front, thumb flat along the handle, fingers gripping it, right hand just behind the thigh.

3. *Third Motion* – Bring the sword to the recover.

4 *Fourth Motion* – Return to the position of the carry.

SALUTING WITH A SWORD ON THE MARCH

56. *In slow time* – The movement starts from the carry, as the left foot comes to the ground and on the word of command "Eyves-right". The movement lasts over four paces, finishing on the right foot. There is no pause between the movements, which will be carried out as one graceful gesture.

76. *First Motion* – Shoot the right arm out to the right, arm horizontal at shoulder height and square off to the right, blade perpendicular, edge to the right. At the same time turn the head and eyes to the right.

87. *Second motion* – Carry the sword round in a sweep, keeping the blade perpendicular and the hand and elbow in the same plane as the shoulder, by bending the elbow to bring the hilt to the mount, with the sword in the position of the recover. The elbow is kept level with the shoulder and the thumb remains round the handle.

98 *Third Motion* – Continue the sweep to bring the hilt to the point of the right shoulder. At the same time, keeping the edge to the left, change the grip so that the thumb points up the side of the handle, The elbow is still shoulder high with the upper arm square off to the right, forearms horizontal, hand inline with the mouth.

109. *Forth Motion* – Lower the sword sharply to the position of the salute. The timing is as follows:-

(a) Left foot comes to the ground – shoot the right arm out.

(b) Right foot comes to the ground – sword at the recover.

(c) Left foot comes to the ground – sword at the right shoulder.

(d) Right foot comes to the ground – point lowered

10 "*Eyes-Front*"- As the left fot comes to the ground, turn the head and eyes to the front and at the same time bring the sword to the position of the recover, elbow close to the side. As the left foot next comes to the ground, bring the sword down to the position of the carry.

1111. *In quick time* – The sword will be retained at the carry. Head and eyes will be turned to the front on the word of command.

DISCIPLINE – COMPLAINTS AGAINST POLICE OFFICERS

1. Every complaint or allegation, however trivial, against a member of the Force shall be reported at once to the Regional Commander of the Region in which the complaint or allegation is made.

2 Regional Commanders shall be directly responsible for thorough and immediate investigation into all such complaint and may request other Commanding Officers to make enquiries on their behalf. They shall submit a full case file with a detailed covering report to reach the Inspector General within fourteen days in respect of every case which in their opinion may require disciplinary or court proceedings. Case files involving personnel not under the command of the Regional Commander responsible for the investigation shall be sent to the Inspector General via the commanding officer concerned, in order that the latter may include his own remarks therein.

3 Regional Commanders may authorisze defaulter proceedings in minor cases and will then forward the case file to the Inspector General showing the result of the case. All cases of a serious nature must be referred to the Inspector General via the Director of Criminal Investigation before defaulter or other proceedings are instituted.

4 All serious cases which may require the offending officer's prosecution before a court must be personally investigated by a Regional Commander or Gazetted Officer acting under his personal direction. All such cases must be referred to the Inspector General via the Director of Criminal Investigation, by signal if necessary, with the Regional Commander's recommendations, before court proceedings are initiated.

5. It is of the utmost importance that every complaint should receive immediate and through investigation. Every police officer who receives such a complaint must report it at once to the O/C. of his police station who must at once inform the nearest Gazetted Officer. O/C. Stations are responsible for immediately securing any witnesses or evidence relevant to the complaint. If a Gazetted Officer is not immediately available, they must carry out preliminary investigations themselves and await further instructions from Regional Headquarters.

6. In exceptional cases, where no Gazetted Officer can be made available for some considerable time, an Inspector may be authorisized to handle the whole investigation.

7. As a general rule, the officer-in-charge of such investigations must be senior to the officer against whom a complaint is made.

8. Every complaint against a police officer must been entered in the Report Book of the Station where the compliant is made.

DISCIPLINE – CORRUPTION

1. The good name of the Police Force and the reputation of its members depend on the honesty and integrity of each serving police officer. Every corruption or corrupt practice and every suspicion of corruption to be deduced from police inactivity or peculiar activity reflects on the reputation of the Force.

2. Any Police officer who suspects or knows of corruption or corrupt practice among his colleagues in the Force but adopts a passive attitude on the grounds that it is excusable, old custom, or nothing to do with him, is an accessory to the corruption and is, therefore, culpable. Those in position of authority who fail to report the existence or suspected existence of corruption leave themselves open to suspicion of connivance.

3. There is no possible excuse for corruption and action against those found to be corrupt will be merciless. No member of the Force who is suspected of corruption can be considered for promotion until the suspicion is cleared in accordance with the Police Force Service Regulations.

4. When a corrupt situation is proved to exist, or when illegal action is allowed to continue and become common knowledge as the obvious result of corruption, every police officer serving in the area is liable to be called to account. Action against corruption is the responsibility of every member of the Force.

5. All ranks are warned against association with persons engaged in questionable occupations. Failure to report an illegal act committed by a friend is a serious offence and is bound to create suspicion of corruption.

6. Any attempt to victimise persons who have assisted in the detection of corruption will result in instant dismissal from the Force.

7. Every police officer who has any suspicion or knowledge of corruption shall make an immediate report to his O/C. District or to any Gazetted Officer.

8. If any police officer observes any member of the Force receiving what appears to be an illegal gratification, he will ascertain the number rank , and the name and address of the person paying over the gratification. He should seize any money paid over in his presence and report at once to the senior officer in station, who shall immediately inform his Commanding Officer.

9. Any person who offers an illegal gratification to a police officer shall be arrested, the gratification seized and a report made at once to the nearest police station.

10. A Case File shall be opened into every case of corruption, whether or not such corruption is complete or attempted, or merely alleged or suspected, and whether or not a police officer is involved as a guilty or innocent party.

11. Regional Commanders shall report at once to the Inspector General if legal proceedings are contemplated against any member of the Force and shall in every case, forward the case file to the Inspector General via the Director of Criminal Investigation.

DISCIPLINE – DEFAULTER PROCEDURE – INSPECTORATE

1. Every member of the Inspectorate who commits or is reasonably suspected of having committed an offence against the Force Disciplinary Code (set out at Appendix "A" of **P.G.O.** ***106***106) may be dealt with as a defaulter, in accordance with the provisions of Police Force Service Regulations, 1995. See in particular Regulation C.6 of Police Force Service Regulations, 1995.

2. Careful enquiries shall be made into every offence alleged to have been committed by members of the Inspectorate in accordance with the procedure laid down in paras. 2- 13, and 17 of **P.G.O.** ***106***106. In every case, a preliminary report shall be submitted to the O/C. District or Unit for onward transmission to the Commanding Officer.

3 When it appears to a Commanding Officer that there is a *prima facie* case of breach of discipline against an Inspector serving under his command, he shall inform the Inspector thereof, in writing and request him to submit his explanation, in writing within seven days. After seven days the facts of the case, together with any explanation received from the Inspector, shall be forwarded to the Inspector General.

4. The Inspector General will then frame a charge or charges if he is satisfied that there is sufficient evidence to justify disciplinary proceedings. P.F. 32 will not be used. The charges will then be sent to the Inspector, through his Commanding Officer, with a covering letter requiring him to plead "Guilty" or "Not Guilty" to each charge, in writing, within seven days. The Commanding Officer will arrange for the letter and the charge to be served, without delay, on the Inspector.

5. If the Inspector wishes to plead "Guilty" to any charge(s) he may add to his written plea any matter which he desires to be taken into consideration concerning the case and this will be forwarded with the Commanding Officer's comments to the Inspector General. The Inspector General will then impose a punishment if he accepts the plea of "Guilty".

6. (a) In case where a plea of "Not Guilty" is submitted, the Inspector General will appoint a Tribunal consisting of an officer of the rank of Assistant Commissioner or higher, or two Gazetted Officers, naming one as President, neither of whom shall be the originator of the complaint.

(b) In addition, the Inspector General will appoint a prosecutor whose role shall be to prosecute the charge as laid down by the Inspector General. (Note. There is no authority to substitute or amend a charge as laid by the Inspector General). It will be the duty of the prosecutor to arrange for the gathering of evidence and securing witnesses.

(c) An Inspector shall at all times have the right to be represented by another Inspector, or with the Inspector General's permission, by a Gazetted Officer. Advocates may not appear.

(d) The Inspector charged shall be given copies of or reasonable access to such police records and other documents as he requires which are necessary to enable him to prepare his defence, other than any records or documents in respect of which the Inspector General is of the opinion that privilege could be claimed before a court.

7. The manner in which the case shall be heard shall, in so far as is applicable, be in accordance with paras. 23-30 of Police General Order No. 106.

8. The greatest care will be exercised in the conduct of the hearings. It should be realiszed that in the event of an appeal, the tribunal record will be scrupulously reviewed by the ……appellate authority and cases will be invalidated if faults or omissions in the administration of justice by the Tribunal are disclosed. The procedure laid down in the Police Force Service Regulations must invariably be followed without deviation.

9. (a) When a Tribunal has concluded the hearing it shall forward the record of the inquiry together with its finding on each of the charges and the reasons therefore, and its

recommendations as to an award, to the Commanding Officer. The Commanding Officer will then add his comments on both the finding and the recommendations and submit the case papers to the Inspector General.

(b) The Inspector General may:-

(i) confirm all or any of the findings or substitute for any finding of the tribunal any other finding at which the tribunal could have arrived upon the evidence, and himself make an award in relation thereto or, if he considers that the circumstances of the case are such as to warrant dismissal, he shall report the case to the Permanent Secretary together with a record of all the proceedings therein and his findings and recommendation for dismissal, and the Permanent Secretary may dismiss the Inspector or remit the case to the Inspector General, in which case the Inspector General may award any punishment stated in paragraph 10 to this order; or

(ii) quash any finding and acquit the defaulter in respect thereof or order a retrial on such charge or charges as he may specify.

Punishment

10. One or more of the following punishments may be awarded by the Inspector General to an Inspector who pleads or has been found guilty of an offence against discipline:-

(a) a fine not exceeding one month's pay;
(b) stoppage or deferment of increment;
(c) reduction in grade;
(d) reprimand.

11. (a) The Inspector General will inform the defaulter in writing of the punishment or action taken and the letter conveying the information will normally be served on him by his Commanding Officer or by a GazettedGazetted Officer acting on the instructions of the Commanding Officer.

(b) In the event of a recommendation being made for his dismissal, the Inspector will normally remain under interdiction – paras. 35-40 of **P.G.O.** No. ***106***106 refer.

Right of Appeal

12, (a) Every Inspector has a right of appeal against the award of any punishment within seven days from the notification of the punishment to him and may appeal to the Permanent Secretary by a petition, in writing containing any representations relevant to the exercise of the powers of the Permanent Secretary regarding the punishment.

(b) The defaulter will submit his appeal through the normal channels to his Commanding Officer who will forward it with his comments to the Inspector General for submission to the Permanent Secretary.

Documentation

13. O/C. Districts and Units are responsible that action is taken after cases have been finalised to implement the punishment. Entries will not be made in the Defaulter's Register but punishments awarded shall be published in Force Orders. All punishments published in Force Orders shall be recorded without delay in the appropriate space on Record of Service Cards P.F. 104A and in the Service Register PF. 104. The proceedings will be retained on the officer's confidential file at Police Headquarters.

DISCIPLINE – DEFAULTER PROCEDURE – RANK & FILE

General

1. (a) This general order lays down the procedure to be followed for defaulters from the Rank & File and amplifies the existing legislation laid down in the Police Force Service Regulations, 1995.

   (b) Throughout this Order the term "Commanding Officer" means a Regional Commander, the Director of Criminal Investigation, the Commissioner of Police Zanzibar, the Director of Crime Intelligence Unit, Commandants Police Training School and Police College, CO Field Force Unit, CO. TAZARA Division, CO. Railways Police, the Chief Signals Officer, CO Airports Division, CO Marine Police Unit, CO Stock Theft Prevention Unit, CO Medical Unit, the Quartermaster, O/C Police Band Dar es Salaam, CO Dog and Horse Unit.

Defaulters

2. Gazetted Officers, Inspectors and Non-Commissioned Officers are responsible for the discipline of the personnel under their command. They shall ensure that every report, allegation and complaint against any of their personnel is thoroughly and properly investigated and that no offence, however trivial, is overlooked. Formal defaulter proceedings in the case of very minor offences and irregularities are not always necessary or advisable and senior officers may deal with them informally. All other offences shall be dealt with by official disciplinary proceedings and Gazetted Officers are responsible that these proceedings are conducted expeditiously and in accordance with the provisions of this order and Regulation C.7 of the Police Force Service Regulations, 1995.
3. Every member of the Rank & File who commits or who is reasonably suspected of having committed an offence against the Force Disciplinary Code (offences are listed at Appendix "A") may be dealt with as a defaulter. Disciplinary proceedings may be instituted as the result of a report by a police officer or by any other person.
4. The recorded proceedings in every defaulter case shall be in two parts. The first part is the preliminary enquiry into the alleged offence. The second part is the record of evidence taken when the case is tried by an officer so empowered to hear it.
5. The preliminary enquiry, however short, must be prepared in order that the apparent truth or falsehood of the complaint or allegation can be assessed and a decision reached as to whether or not a disciplinary charge should be laid against the alleged offender.

INITIATION OF DEFAULTER PROCEEDINGS

Complaints by Members of the Public

6. Every complaint and allegation against any Police officer by a member of the public shall be investigated with the greatest care in accordance with the provisions of P.G.O. No. *103*, every case will be referred to a Commanding Officer and serious cases requiring disciplinary or court proceedings will be forwarded to the Inspector General with the Commanding Officer's recommendations. Where it is shown that a breach of discipline has occurred, instructions will be given for the defaulter to be charged and the final action against the alleged offender shall be shown in P.F. 32 and Defaulter Charge Sheet Copy P.F. 32A. It is essential, in the interests of the Force, that the truth or falsehood of each allegation is established with the minimum of delay. Ponderous and unnecessary paper work shall be avoided.
7. Disciplinary proceedings shall be taken on an anonymous complaint only if there are good grounds for believing that the complaint is justified.

8. Any police officer who is alleged to have committed an assault on a member of the public shall be informed of the allegation by his O/C. District, Unit or Station as soon as it is made. Where it is found that there is a prima facie case of assault or bodily harm against a member of the public, the officer will be prosecuted under the Penal Code before a Magistrate.
9. Every malicious complaint by a member of the public against the Force or any of its members shall be reported to a Commanding Officer.

Reports by Members of the Force

10. Any police officer who detects another officer in the actual commission of an offence shall at once record the basic facts of the offence (date, time, place, offender's name and number etc.) in his note book and shall inform the alleged offender that he will be reported. Names and address of witnesses shall, if possible, be obtained and recorded. Personnel found asleep on duty will , whenever possible, be awakened in the presence of a witness. All available evidence of the alleged offence shall be recorded in statement form without delay and passed to the O/C. of the Station.
11. Any police officer who has good reason to believe either by personal observation or from any credible source that a member of the Rank & File has committed an offence shall make a report, in writing, to the O/C. of the Station concerned. He shall, if possible, produce statements from witness in support of his report.

Action by O/C. Station

12. As soon as an O/C. Station receives a report against a police officer, irrespective of whether or not such officer is under his command, he shall satisfy himself to the best of his ability that all available supporting evidence has been recorded and shall, within forty-eight hours of receiving the original report, forward the preliminary enquiry to his O/C. District.

Action by O/C. District

13. The O/C. District shall examine every such preliminary enquiry without delay and shall satisfy himself that all necessary enquiries have been made and all available evidence is recorded in statement form. He shall, if necessary, proceed himself to the Station concerned and carry out a personal investigation.
14. If he considers there is sufficient evidence to justify disciplinary proceedings, he shall frame a charge or charges under the police disciplinary code (see Appendix "A") on defaulter charge sheet P.F. 32 and on defaulter charge sheet copy PF. 32A, in duplicate. Every charge shall commence with a statement of the offence using the wording set out in the code followed by brief particulars of the actual offence which must be specific in character, e.g. :-

    "You P.C. ..... being a junior police officer in the Force are charged under Regulation C.5(iii) of the Police Force Service Regulations with using insubordinate language to your superior officer in that you, at 1000 hours on 1st July, 2004, in the Charge room of ..... Police Station did use insubordinate language at Sergeant Major .....to wit you said the following words, that ……That this language was intended to insubordinate the said Sergeant Major ……."
15. (a) If he is unable to decide upon the correct charge or whether or not a charge should be laid, he shall refer the preliminary enquiry to his Commanding Officer for instructions and the latter shall frame the charge or otherwise advise him.
    (b) He shall also refer the preliminary enquiry to his Commanding Officer for instructions where members of a specialised branch of the Force are concerned, together with recommendations as to the charge(s) to be framed.
16. If he decides that the evidence does not justify disciplinary action, he shall inform the police officer who is the subject of the report that he will not be defaulted. The case

papers will then be destroyed.

17. If he receives a report against a police officer not under his command, he shall forward the case papers without delay to his Commanding Officer for onward transmission to the commanding officer under whom such police officer is serving.

Duties of O/C. Station

18. If a charge is laid, one copy of the charge on PF. 32 and two copies of PF. 32A shall be attached to the case papers, PF.32 will be used when the case is heard and utilised as the file cover. The O/C. Station shall then:-
    (a) explain the exact meaning of the charge to the defaulter and ensure that he fully understands the offence for which he has been defaulted;
    (b) warn him that he will be required to plead guilty or not guilty to the charge when his case is heard;
    (c) impress on him that he can call any witnesses to testify in his defence and that he must produce them, with the assistance of his O/C. Station if necessary, on the date set for the hearing of his case;
    (d) inform him as soon as possible of the date and time he will be required to attend orderly room and the name of the officer who will hear the case;
    (e) inform him that he can request another officer not below him in rank to accompany and assist him in the defence when the case is heard; and
    (f) endorse on P.F. 32 the date upon which the action above was taken.

Date of Hearing

19. Every defaulter shall be allowed at least two days from the date of being informed of the charges against him to consider his defence and the case shall be heard as soon as possible after this period has expired. Every defaulter shall be tried without delay and officers shall hold Orderly Room at regular intervals.

Authority to try Defaulter Cases

20. As a general rule every defaulter shall be tried by the Gazetted Officer under whose direct command he serves but members of specialised branches of the Force serving in districts shall be tried by an officer detailed by the commanding officer where no officer of their own branch is available.
21. Gazetted Officers will invariably hear disciplinary cases and only if a Gazetted Officer is unable to visit the Station within a reasonable period will an Inspector be authorised to record a plea and evidence. In such cases the O/C. District, to whom the proceedings must be sent, shall examine the evidence and give his finding and punishment. He will then send the case papers for confirmation to the Commanding Officer with his comments.

Procedure for Hearing a Defaulter Case

22. All preliminary arrangements for the hearing of defaulter cases including the attendance of interpreters, witnesses and defaulters, shall be made by the Commanding Officer of the Station where the defaulter is placed.
23. Every defaulter, wearing formal working dress, shall be marched before the officer hearing the case. He shall stand to attention but shall not salute either at the beginning or at the end of the proceedings.
24. If a defaulter, prior to the hearing, objects to a particular officer trying his case on the grounds of partiality or bias, he shall submit his reasons in writing to such officer who shall adjourn the case and forward the case papers, with the defaulter's representations, to the Commanding Officer who may, at his sole discretion, appoint another officer to hear the case.
25. The officer hearing the case shall first read over the charge(s) to the defaulter, if necessary through an interpreter, and shall satisfy himself that the defaulter understands them. He shall then instruct the defaulter to plead guilty or not guilty to

each charge and shall record his plea(s) separately on the Defaulter Charge Sheet, P.F.32.

26. A charge may be amended or a new charge substituted before the close of the case for the prosecution if the original charge is found to be defective or out or order, provided that the amended or substituted charge is read over and explained to the defaulter. The defaulter shall be required to plead to such amended or substituted charge and where necessary shall be granted reasonable time to prepare his defence and call further witnesses.

27. Every officer empowered to hear a case may summon and examine witnesses and require the production of all documents relevant to such enquiry. He may also adjourn the hearing from time to time.

28. Officers hearing cases should pay close attention to the preliminary enquiry report, which should always be available. It can serve as a guide to the case and to the reliability of witnesses, who may change their original testimony when the case is heard. The preliminary enquiry report need not be forwarded when the case papers are submitted to higher authority unless the report contains information of significant importance to assist the relevant authority to issue instructions or make a decision concerning the case.

Plea of Guilty

29. (a) If the defaulter pleads guilty, the officer hearing the case shall record a summary of the facts and shall record evidence of character, including details of any previous misconduct or commendations earned. He shall further record any extenuating circumstances which the defaulter wishes to put forward in mitigation of his offence and may award a punishment. If the offence is one of such gravity that the officer hearing the case does not consider that the punishment he is empowered to award is sufficient to meet the circumstances, he shall send the proceedings, together with his report, to his Commanding Officer for the award of a suitable punishment and the defaulter should be informed that his case has been referred to higher authority.

(b) Whenever a punishment is awarded, the officer hearing the case will address the defaulter in the following terms:-

"Do you wish to say anything regarding my finding and punishment before I refer the case to the Commanding Officer for confirmation? Anything you wish to say will be taken down in writing and will be sent to the Commanding Officer as part of these proceedings".

(c) No reference to the defaulter's right of appeal will be made at this stage.

Plea of Not Guilty

30. If the defaulter pleads not guilty, the officer hearing the case shall:-

(a) record all the available evidence which appears to him to be relevant, starting with the first prosecution witness. Care should be taken when recording a statement not to waste time and space by recording matter which has no connection with the case. Statements shall be numbered and shall be recorded one after the other on both sides of marginal paper with no gaps in between. The use of separate sheets of paper for each statement is forbidden;

(b) permit the defaulter to cross-examine each prosecution witness and shall himself carry out such re-examination as may appear necessary. The same procedure shall be applied in reverse with defence witnesses. The record of cross-examination and re-examination, or a note that none took place, shall follow immediately after each statement and shall be signed by the officer hearing the case;

(c) read out each witness's statement to ensure that it is correct and that the defaulter understands it;

(d) enter the names of all witnesses and their statement numbers, and details of

any exhibits admitted in evidence, in the appropriate spaces on P.F. 32;

(e) give his findings :-

(i) if the finding is one of guilty he shall ask the defaulter if he wishes to say anything in mitigation and this shall be recorded. He shall then accept evidence of character of the defaulter and include details of previous misconduct and commendations awarded;

(ii) if the finding is one of "not guilty" the defaulter shall fall out and the tribunal record will be retained in the member's file;

(f) either :-

(i) impose a suitable punishment if he is empowered to do so. When he awards the punishment he will address the defaulter in the following terms: "Do you wish to say anything regarding my finding and punishment before I refer your case to the commanding officer for confirmation, Anything you wish to say will be taken down in writing and will be sent to the commanding officer with these proceedings";

Or

(ii) refer the case papers to his commanding officer (vide paragraph 29 (a) without imposing a punishment if he feels that the case is of such gravity or complexity that he himself cannot or should not impose the punishment. At the same time he will inform the defaulter that his case has been referred to higher authority.

Confirmation of punishment by Commanding Officers

31. (a) All defaulter cases shall be referred to a Commanding Officer for :-

(i) confirmation of punishment, or

(ii) award of punishment where a tribunal's powers are inadequate to meet the gravity of the case.

With regard to (i) above Commanding Officers are empowered to confirm, remit, or reduce any punishment, to quash any finding, or to order a re-hearing. They are not in power to increase any punishment unless the defaulter has been given an opportunity of first being heard by the Commanding Officer. Under (ii) they may impose any punishment listed in C.8 (2) of the Police Force Service Regulations or they may refer the case to the Inspector General for the award of a suitable punishment. In practice this will only occur when the Commanding Officer recommends the reduction of a rank of a defaulter.

(b) Deputy Regional Commanders may exercise the powers of confirmation on behalf of commanding officers in the event of the latter is prolonged absence from their Headquarters.

(c) The decision of the Commanding Officer will be conveyed, without delay, to the defaulter in person by the officer hearing the case.

(d) Commanding Officers will scrutinise all defaulter cases submitted to them by their subordinates and will record their confirmation or alteration of each punishment in the appropriate space on P.F. 32 and on both copies of P.F. 32A. The complete case papers will then be returned to the officer who heard the case and he will proceed in accordance with paragraph 33.

(e) If a Commanding Officer decides to order a review, he will return the papers to the officer who heard the case with instructions that the latter will re-hear the case in whole or in part and take such further evidence as may be necessary, in accordance with the procedure laid down in paragraphs 18-30, and then re-submit the proceedings to his Commanding Officer for confirmation, in accordance with paragraph 31(a).

Confirmation of punishment by Inspector General

32. (a) All defaulter cases in which a punishment of dismissal is recommended will be forwarded by Commanding Officers to the Inspector General.

(b) The Inspector General will endorse his decision on P.F. 32 and on both copies of P.F. 32A. One copy of P.F. 32A will be filed at Police Headquarters, P.F. 32A and the remaining copy of P.F. 32A will be sent with all supporting documents to the Commanding Officer. The Commanding Officer will file P.F. 32A and will send P.F. 32 and supporting documents to the Officer who originally heard the case with instructions to inform the defaulter immediately, and in person, of the Inspector General's decision.

Right of Appeal

33. (a) When the officer who heard the case receives back the case papers from his Commanding Officer with the latter's confirmation or alteration of punishment endorsed thereon, he will :-

(i) call up the defaulter as soon as possible and inform him of the result of his case and of his right to appeal within seven days from the date of notification;

(ii) certify on P.F. 32 that he has so informed the defaulter;

(iii) In due course record the defaulter's decision whether or not to appeal on P.F. 32 and on both copies of P.F. 32A;

(iv) if the defaulter does not wish to appeal, arrange for the early implementation of the punishment(s) endorsed on P.F. 32 and P.F. 32A. He will then file P.F. 32 and supporting case papers in the defaulter's personal file and dispatch the two copies of P.F. 32A to Regional Headquarters and Police Headquarters for filing and promulgation of punishment;

(v) if the defaulter wishes to appeal, he shall submit his representation, in writing within seven days, setting out the grounds for his appeal to the officer hearing the case. The latter will add his own comments on P.F. 32 and will dispatch the complete case papers to his Commanding Officer for his comments to be added to P.F. 32 and for onward transmission to the Inspector General. Any punishments imposed on him will be suspended until the result of his appeal is known;

(b) (i) The Inspector General will endorse his decision on P.F. 32 and on both copies of P.F.32A in respect of the appeal. One copy of P.F. 32A will be filed in police Headquarters and the remaining case papers will be returned to the defaulter's Commanding Officer;

(ii) The Commanding Officer will detach and file the remaining copy of P.F. 32A and send the case papers and P.F. 32 to the officer who heard the case; and

(iii) The Officer who heard the case will inform the defaulter of the result of his appeal and certify on P.F. 32 that he has done so. He will then arrange for implementation of any punishments imposed on the defaulter and will file the case papers and P.F. 32 on the defaulter's personal file.

(c) All appeals must be submitted through O/C. Stations and normal police channels. Appeals received by the Inspector General which have not been submitted in this manner will be returned without consideration.

Interdiction from duty

34. (a) When a member of the Rank & File is charged with a criminal offence or with a serious offence against discipline and his O/C. District is of the opinion that it is not in the public interest to allow him to continue to exercise his police powers, he shall immediately withdraw the man from all duty and shall request his Commanding Officer to seek the Inspector General's early approval for interdiction. Such action shall be taken in all cases where it appears that an order for the man's dismissal will be made.

(b) When a member of the Rank &File is found guilty of a disciplinary offence and recommended for dismissal, if not already under interdiction, he shall be reported to the Inspector General for interdiction from duty on half pay from the date of such recommendation. He shall remain under interdiction until the sentence of dismissal, if approved, is conveyed to him, which date will be the official date of his dismissal.

35. Application for confirmation of interdiction will be made by signal and will include the effective date for interdiction and brief particulars of the offence or charge. If a member of the Rank & File is arraigned on a criminal charge, the date of interdiction shall take effect from the date when the criminal proceedings are instituted against him. Upon interdiction a man is placed on half basic pay without allowances, but where it is considered that undue hardship would arise, the request for confirmation of interdiction will include a recommendation as to the rate of salary to be authorized during such period.

36. If the proceedings against any member of the Rank & File do not result in dismissal he shall be entitled, unless otherwise directed by the Inspector General in the proceedings, to the full amount of salary which he would have received if he had not been interdicted.

37. An officer who has been interdicted will remain interdicted until final disposal of his case unless otherwise ordered by the Inspector General. No officer who has been interdicted will be allowed any credit at a canteen without the express permission of the O/C. District who shall exercise his discretion in the light of the seriousness of the case and the family responsibilities involved. He shall not be permitted to perform any duty and shall be required to hand over his complete kit and any other Government property in his possession to his O/C. Station.

38. Suspension from office may only be imposed by the Inspector General and will not form the subject of recommendation from commanding Officers and will normally be reserved for cases of conviction before Criminal Courts (see procedure set out in paragraph 41(a) (ii)).

39. When interdiction has been authorized a note to that effect will appear on P.F. 32.

Authorised Punishments

40. A defaulter's rank, length of service, previous service and all aspects of the case shall be taken into consideration before a punishment is awarded. N.C.Os are responsible for the maintenance of discipline and are expected to set a good example, they are, therefore, liable to severe punishment if they commit disciplinary offences. The authorised punishments are set out in C.8.2 of Police Force Service Regulations and no other punishment may be imposed. In general, a system of progressive severity of punishment will be adopted and if a succession of punishments have failed to act as a deterrent to further misconduct, a recommendation for dismissal by the Inspector General will be justified. Where a defaulter has been found guilty of more than one offence, it is not necessary or desirable to impose sentences in respect of each offence if a recommendation for dismissal is being made.

41. One or more of the following punishments may be awarded to a rank and file who pleads or has been found guilty of an offence against discipline–

(a) **A fine not exceeding seven days' pay.**

(i) The only permissible cash punishment (excluding payment for lost or damaged Government property) shall be a fine which shall be expressed as one or more days pay, and shall refer to basic pay exclusive of allowances.

(ii) Deductions from salaries in respect of defaulter punishment shall not be made until the punishment has been published in Force Orders.

(iii) In no case shall the stoppage due to the recovery of fines exceed one half of the pay of the defaulter in any month.

(iv) In special cases, Commanding Officers may approve payment of fines by instalment on the recommendation of a tribunal.

(v) All pay so forfeited shall be credited to the Police Rewards Fund and the
(vi) E.R.V. number will be shown on the Return of Departmental Fines.

(b) **Confinement to Barracks**

(i) Confinement to barracks not exceeding seven days;
Confinement to Barracks shall be for a set number of days provided they do not exceed seven days. Personnel so confined shall report themselves to the charge room or guard room every two hours between 0600-2000 hours when not on duty and record of each such visit shall be made in the station Diary

(ii) compulsory performance of extra duties or drills;

(c) **Extra Duties or Drills**

(i) An extra duty shall be of four hours' duration.

(ii) Each extra drill shall be of one hour's duration and shall be performed under close supervision. N.C.O.s shall not be awarded extra drills.

(d) **Fatigue duties**;

Each fatigue shall be of two hours' duration and shall consist of sweeping, grass cutting, painting etc. Personnel on fatigue may not be used on work for other Government Departments or for private individuals. N.C.O's shall not be awarded fatigues.

(e) Temporary deprivation of privileges

Privileges which may temporarily be deprived include time off provided the privilege is not curtailed for more than seven days.

(i) No award by an appropriate tribunal shall be carried into effect unless and until it is confirmed by a Commanding Officer. The Commanding Officer may vary or remit the punishment awarded but no punishment shall be increased added unless the officer has been given an opportunity of being heard by the Commanding Officer.

(ii) Commanding Officers may vary or remit the finding and punishment awarded to the defaulter; provided that the Commanding Officer shall have no power to vary a finding of not guilty and punishment unless the accused has been given an opportunity of being heard by the Commanding Officer.

(iii) Where a report or reference has been made to the Commanding Officer the Commanding Officer may award any one or more of the punishments specified in paragraph 41 (a) or in lieu thereof, or in addition thereto, may dismiss or terminate the appointment of a non-commissioned officer or constable.

(iv) When an N.C.O. is dismissed he shall first be reduced to the ranks. The official date of dismissal will be the day upon which the defaulter is informed of the punishment.

(f) When member of the Rank & File is convicted before any Criminal Court for an offence, the officer is liable to dismissal. The following details will be dispatched by signal to the Inspector General upon the date of conviction:

(i) Number and name;
(ii) Offence and section of the law contravened;
(iii) Details of the convicting court and criminal case number;
(iv) Date of conviction;
(v) Full detail of sentence(s) imposed;
(vi) Two copies of the judgment will be obtained from the Court and forwarded to the Inspector General without delay.
(vii) In case of an appeal, final result of the appeal will be similarly communicated giving the following information:
Date of delivery of judgment;
Criminal Appeal case number,
Full results of appeal.

(g) Dismissal from the Force shall be effective from the date of conviction or dismissal of an appeal, if one is lodged.

Warning for Dismissal

42. (a) An official warning for dismissal must be recorded when there is obvious necessity to warn a member of the Rank & File that he will be dismissed from the force if his conduct does not improve. Confirmation by a commanding officer is necessary.

(b) Warning for dismissal shall always be recorded on P.F. 32 and P.F. 32A and in the service register, with other details of the punishment. It shall always be awarded in conjunction with another punishment (e.g. fine of three days' pay and warned for dismissal).

(c) If a police officer commits a serious offence or several minor offences within three years of a warning for dismissal, he shall be recommended for dismissal unless special mitigating circumstances render dismissal inadvisable.

(d) A warning for dismissal shall be cancelled automatically if a police officer's record remains completely clear of offences for the three years following the award of the warning.

Criminal Offences against discipline

43. (a) Provision is made under Regulation C.19 of the Police Force Service Regulations for certain serious offences against discipline to be triable before Magistrate Courts and for the punishment of a fine between Shs. 400/= to Shs. 2000/= or to imprisonment of between three and twelve months to be imposed depending on the offence committed. Prosecution will *not* normally be instituted under this Regulation unless the offences are of an aggravated or serious character and the prior approval of the Inspector General to prosecute has been obtained.

(b) Commanding Officers shall be informed at once if any member of the Rank & File is arrested under Regulation C.19 and they will either order release within twenty-four hours if satisfied that prosecution is unnecessary or refer by telephone to the Commissioner (Administration and Finance) for permission to prosecute if they consider that disciplinary proceedings would be appropriate.

Offences Requiring Special Treatment

44. (a) *Persistently Sleeping on Duty*

Sleeping on duty is a most serious offence and shall be treated as such. Any police officer who is found guilty of sleeping on duty *while armed* shall normally be interdicted from duty in accordance with paragraph 35 and recommended for dismissal. Personnel found guilty of sleeping on duty unarmed shall be fined and warned for dismissal provided that no similar offence has been committed within the last three years. A second conviction of sleeping on duty within three years shall normally result in dismissal.

(b) *Drunkenness*

If a police officer is thought to be intoxicated and unfit for duty he shall, if possible be brought before a Gazetted Officer or Inspector who shall take note of his condition and deal with him as necessary. He shall be locked up in Barracks, or in an empty cell if unruly, and kept under restraint until sober. Where the offence is so aggravated as being likely to lead to a prosecution under Regulation C.19 before a Magistrate, and where medical facilities are available, the defaulter will be sent to hospital for examination by a doctor. In all other cases of simple drunkenness it is not necessary to obtain medical evidence. The provisions of sub-paragraph (a) apply equally to personnel who are found guilty of drunkenness on duty. Intoxication off duty carries the same penalties as sleeping on unarmed duty. If an officer who is intoxicated also commits other disciplinary offences he will only be charged with the main offence of being drunk or unfit for duty through drink.

(c) *Desertion*
An officer who deserts commits an offence under Regulation C.19.2(c) of the Police Force Service Regulations and must be treated as a deserter.

(d) *Assaults, Threats or Insults*
Assaults, threatens or insults another officer of senior or equal rank when such other officer is on duty or when such assault, threats or insult relates to or is consequent upon, the discharge of his duty by the officer so assaulted, threatened or insulted constitute an offence and officers concerned will be prosecuted accordingly.

(e) *Refusal to obey a lawful order of his superior officer*
Officers are bound to obey lawful orders issued by their superiors. Commanding Officers should follow up all cases reported to them by those under their command relating to disobedience of lawful orders and are also reminded that disobedience of lawful orders is also an offence under section 124 of the Penal Code which reads:
"A person who disobeys any order, warrant or command duly made, issued or given by a court, an officer or person acting in any public capacity and duly authorised in that behalf, is guilty of an offence and is liable, unless any other penalty or mode or proceeding is expressly prescribed in respect of that disobedience, to imprisonment for two years".

Leave

45. (a) No member of the Rank & File who is likely to be the subject of a disciplinary or criminal enquiry shall be allowed to go on leave until action against him is concluded.

(b) Any police officer who commits a serious disciplinary offence whilst on leave shall be called into the nearest Police Station to which a Gazetted Officer is posted and the case shall be heard without delay. Proceedings shall not be postponed until such officer finishes his leave.

Documentation

46. The result of each defaulter case will be entered in the Station or Unit Defaulter Register (P.F. 60) in accordance with paragraph 49 below.

47. All defaulter punishments, excepting only those punishments awarded to recruits under training at the Police Training School shall be published in Force Orders.

48. All punishments which are published in Force Orders shall be recorded without delay in the appropriate space on service registers P.F. 104 and Record of Service Cards, P.F. 104A.

Defaulter Register (P.F.60)

49. (a) Defaulter Registers shall be maintained by the following units :-

(i) All Police Stations, (District headquarters staff, i.e. C.I.D. and Signals personnel will be regarded as Police Station staff for the purpose of this Order);
(ii) All Field Force Units;
(iii) All Regional Headquarters, covering Rank & File staff on establishment, including C.I.D., Crime Intelligence Unit and Signals;
(iv) Police Training School, covering Rank & File attached thereto.;
(v) Field Force Training school covering all Rank & File attached thereto.
(vi) Police Headquarters, covering all Rank & File attached to Headquarters, stores, armoury and signals branch.;
(vii) C.I.D. Headquarters covering all Rank & File attached thereto;
(viii) Director of Music covering the Band; and
(ix) O/C. Railways and TAZARA covering all Railways and TAZARA Rank & File in Dar es Salaam.

(b) At the termination of each defaulter case the final result shall be entered in the Unit Defaulter Register and the Force Order Number also quoted where applicable, one line shall be left blank between each entry in the Defaulter Register. Where the sentence imposed is a fine and/or an order to pay for items of lost or damaged property, the general revenue receipt number shall be entered on this line.

(c) Defaulter Registers will be produced at formal inspections. Copies are not required to be sent to Police Headquarters.

APPENDIX "A"
TO P.G.O. No. 106
FORCE DISCIPLINARY CODE
LIST OF OFFENCES

A Police Officer commits a disciplinary offence if he:

1. Persuades or endeavours to persuade, procures or attempts to procure, or assists any Police Officer to desert, or being cognizant of any such desertion or intended desertion does not without delay give information thereof to his superior officer;
2. Strikes or uses or offers violence against his superior officer;
3. Uses threatening or insubordinate language to his superior officer;
4. Is guilty of insubordinate conduct;
5. Causes a disturbance in any police lines, barracks or station;
6. Is disrespectful in work, act or demeanour to his superior officer;
7. Refuses to obey any lawful order of his superior officer;
8. Fails to comply with any lawful order given to him by his superior officer;
9. Renders himself unfit for duty by reason of intoxication;
10. Drinks intoxicating liquor when on duty;
11. Is drunk on duty, or in any police lines, barracks or station, or in uniform;
12. Absents himself without leave;
13. Is asleep while on duty;
14. Leaves his post before he is regularly relieved except in fresh pursuit of any offender whom it is his duty to apprehend;
15. Being under arrest or in confinement, leaves or escapes from his arrest or confinement before he is set at liberty by proper authority;
16. Neglects or refuses to assist in the apprehension of any member of the Force charged with any offence when lawfully ordered so to do;
17. Negligently allows to escape any prisoner who is committed to his charge or whom it is his duty to keep or guard;
18. Offers or uses unwarrantable personal violence to or ill-treats any person in his custody;
19. Is guilty of cowardice;
20. Discharges any firearms without orders or just cause;
21. Without reasonable cause fails to appear at any parade appointed by his superior officer;
22. Pawns, sells, loses or damages by neglect, makes away with, wilfully damages or fails to report any damage to any arm, ammunition, accoutrement, uniform, vehicle

or other article supplied to him or any property committed to his charge;

23. Is in unlawful possession of any public property, or any property of any other member of the Force, or any property of a person in his custody;
24. Commits any act of plunder, or wanton destruction of property;
25. Accepts or solicits a bribe or gratuity;
26. Is slovenly, inattentive, uncivil or quarrelsome;
27. Parades for duty, dirty or untidy in his person, arms, clothing or equipment;
28. Without due authority discloses or conveys any information concerning any investigation or other police or departmental matter;
29. Makes or signs any false statement in any official record or document;
30. Makes or joins in making any anonymous complaint;
31. Malingers or feigns or wilfully causes any disease or infirmity;
32. Is guilty of wilful misconduct or wilfully disobeys, whether in hospital or elsewhere, any orders, and so causes or aggravates any disease or infirmity or delays its cure;
33. Has contracted venereal or other disease and fails to report without delay to a Government medical officer for treatment;
34. Incurs debt in or out of the force which he is unable to discharge;
35. Without proper authority extracts from any person, carriage, portage or provisions;
36. Resists an escort whose duty it is to apprehend him or to have him in charge;
37. Having been lawfully confined, breaks out of police lines, camp or quarters;
38. Makes any false statement upon joining the Force;
39. Refuses or neglects to make or send any report or return which it is his duty to make or send;
40. Knowingly makes a false accusation against any member of the Force;
41. In making a complaint against any member of the Force knowingly makes a false statement affecting the character of such member or knowingly and wilfully suppresses any material facts;
42. Engages without authority in any employment or office other than his police duties;
43. Becomes surety for any person or engages in any loan transaction with any police officer without the permission in writing of the Inspector General;
44. If called upon by a Senior Police Officer to furnish a full and true statement of his financial position, fails to do so;
45. Wilfully disobeys any regulation or order of the Force;
46. Is guilty of any act, conduct, disorder or neglect to the prejudice of the good order or discipline of the Force, or in violation of duty in his office, or any other misconduct as a member of the Force not herein before specified.

DISCIPLINE – DISCOURTESY

1. No Police Officer, whether on or off duty, may be rude, abusive or discourteous to any member of the public.

2. Gazetted Officers, Inspectors and N.C.Os are held responsible for the behaviour of the officers under their command and for taking immediate disciplinary action against any police officer who adopts a rude, insolent or bullying attitude towards members of the public. Bad cases should be referred to the Inspector General for dismissal proceedings.

3. Members of the public shall not be kept waiting unnecessarily in police stations. They have the right to expect immediate attention and charge room officers are responsible for ensuring that members of the public get the requisite attention expeditiously. If delay is unavoidable, the person concerned shall be told politely that he can either wait or come back later at his convenience. He must not on any account be ignored or kept waiting without being informed of the progress made with regard to the issue that brought him to the police station.

4. Witnesses shall not be kept waiting unduly in Police Stations. If members of the public are required to make statements or assist in Police investigations they must be told exactly when to appear and their statements taken without delay at the time arranged. All police officers are responsible to ensure that members of the public are treated with politeness, efficiency and in compliance with the law.

5. The following are serious offences by police officers:-

   (a) Discourteous and abusive behaviour when dealing with traffic offences or when making inquiries or arrests.

   (b) Delay, whether deliberate or otherwise, in handling reports, complaints, etc., made by members of the public at Police Stations.

   (c) Failure to assist people who need help, i.e. old persons or children crossing busy roads.

   (d) Adopting any sort of bullying tactics.

   (e) Riding bicycles or driving vehicles in a careless and dangerous manner.

   (f) Lounging about in uniform to the inconvenience of the general public.

6. The police are given certain special powers *in order that they may serve the public*. Officers who abuse these powers or seek to intimidate or bully the public are liable to dismissal.

DISCIPLINE – DONATIONS AND PRESENTS FROM THE PUBLIC

1. Under no circumstances may any police officer solicit or accept a donation or present from a member of the public, either for himself or for the Force, or for any member thereof, without the prior written approval of the Inspector General.

2. If any member of the public expresses a wish to donate money or goods to the Force, he shall be advised to write direct to the Inspector General on the matter.

3. No donations or presents shall be received at any Police Station or office, or by any police officer. Cash or goods, whether sent by hand or by post, shall be returned at once to the donor. The latter shall be advised that he can write direct to the Inspector General, who alone can deal with such matters.

4. In every case where a donation is offered to the Force, or any member thereof, an entry shall be made in the Report Book of the Station concerned and a short report of the facts sent via the Regional Commander concerned to the Inspector General.

5. Whenever a donation or present is handed back to the donor, a receipt shall be obtained and attached to the report referred to in paragraph 4 above.

7. Police officers are prohibited from receiving presents for themselves or for their families from members of the public. If any such present is received it shall be returned at once to the donor, an entry made in the Report Book of the Station concerned and a report sent to the Commanding Officer. The latter shall, at his discretion, forward such report to the Inspector General.

8. (a) Officers are prohibited from receiving or giving valuable presents other than ordinary gifts from or to personal friends and relatives whether in the shape of money, goods, free passages or other personal benefits. This order applies not only to officers themselves but also to their families and officers will be held responsible for its observance by their families.

   (b) This is particularly important in relation to those individuals and commercial firms who take Christmas, Id-el-Fitr, Id-el-Haj, Diwali, etc. as occasions on which to offer gifts often of considerable value to their clients or associates. The acceptance of such gifts by an officer, of his family, is bound to affect his reputation for impartiality in the community in which he lives, and is likely to affect the public confidence in the complete integrity of the service. This restriction does not apply to presents of little value, such as diaries, pens, etc. given by shop-keepers to their customers, usually as a token of goodwill on festival occasions.

   (c) Where valuable presents are sent to an officer or to his family they should be returned immediately to the donors, with an explanation that the acceptance of such presents is not allowed under regulations. If the return of a present would cause offence and embarrassment, it should be handed over to the Government, for which a receipt should be issued.

   (d) Inspector General may authorise the opening of a voluntary subscriptions list for any purpose deemed to be in the interest of the service of public at large provided that the following conditions are observed:

      (i) contributions will not be solicited outside the service;

(ii) a publicly circulated subscription list, which tends to set a predetermined level of contributions, will not be used and any hint of coercion must be avoided.

INDEBTEDNESS

1. Government Standing Order F.11 reads as follows :-

   (a) Serious pecuniary embarrassment, from whatever cause will be regarded as necessarily impairing the efficiency of an officer and rendering him liable to disciplinary proceedings.

   (b) Pecuniary embarrassment – involved both in the lending and borrowing of money at usurious rates of interest will be regarded as an offence affecting both the respectability of the service and the trustworthiness of the individual and may be held to be a bar to promotion or increment. The mere fact, under whatever plea, of an officer becoming a party to accommodation bills or promissory notes, whether for his own purpose or for another person, will be regarded in the same light.

   (c) Normally, every possible opportunity will be given to officers who are in debt to extricate themselves from their financial embarrassment, but it is obvious that there must be a limit beyond which an officer cannot be retained in the public service, in which case consideration may be given for his removal in the public interest. In certain circumstances, it might even be necessary to consider dismissal, but this step will only be taken in cases of serious nature and where indebtedness is not the only factor involved.

   (d) Whenever an officer is reported upon as being a judgment debtor a letter will be addressed to him by his Permanent Secretary/Head of Independent Department or Regional Development Director informing him that government takes a very serious view of his indebtedness and adding that he has rendered himself liable to disciplinary proceedings which could result in his removal from the service if rapid steps are not taken by him to improve his situation. He should, at the same time, be called upon to furnish a complete list of his debts and liabilities, whether as principal or surety, together with his proposals of liquidating these. If there appears to be a reasonable chance that he can set his affairs in order, he should be given an opportunity to do so and a further letter should be addressed to him warning him that if he fails to reduce his debts as required or if he incurs fresh debts, disciplinary action will be invoked. He should be required also to submit quarterly reports showing exactly the state of his finances and the amounts which have been liquidated during the three months previous to the date on which the report is submitted.

   (e) When an officer's indebtedness requires that he should no longer carry out duties in which he might be tempted to appropriate for his own use public funds or stores, it may be necessary to remove him in the public interest or to move him to a post where temptation cannot come his way. This later alternative may not always be possible with the result that government may have no option but to seek his removal in the public interest. Any officer, therefore, holding an appointment of this nature and who shows a tendency to run into debts should be warned in writing of his position.

2. Commanding Officers shall report to the Inspector General any police Officer under their command who is known to be heavily in debt.

3. Indebtedness breeds corruption. No police officer can be regarded as reliable if he is unable to pay his debts. Indebtedness is a bar to promotion and no officer who is

heavily in debt can hope for advancement in the Force. Any police officer who finds himself unable to pay his debts shall make an immediate report thereon to his Commanding Officer via normal channels for the information of the Inspector General.

4. Every member of the Rank & File shall give a truthful and accurate declaration of his indebtedness on the demand of a Gazetted Officer.

5. Commanding Officers are responsible that no member of the Rank & File is granted an increment or is recommended for promotion until he has been questioned regarding his indebtedness.

6. Commanding Officers shall ensure that every member of the Rank & File about to transfer to another command is questioned regarding indebtedness and shall report any outstanding debts to the Commanding Officer of the formation to which the man transfers, All possible action shall be taken to effect settlement of debts, particularly those due to Government, before a transfer takes place.

7. The greatest care shall be taken to recover all moneys due to Government and to canteens and messes from personnel who have resigned, retired or who are dismissed. Under no circumstances shall dismissal be delayed for the recovery of debts due to Government, but an immediate report shall be sent to the Inspector General on the non-recovery of any money due to Government.

8. Police officers are protected by section 45 of the Police Force and Auxiliary Services Act, Cap. 322 R.E. 2002 which lays down that no salary or allowance paid to any member of the Force of or below the rank of Inspector shall be liable to be attached, sequestered or levied upon for or in respect of any debt of claim for any money borrowed by him or any goods supplied to him or to any person on his behalf while he is a member of the Force. It is highly undesirable that police officers should run into debt and Commanding Officer shall do everything possible to prevent members of the Rank & File from obtaining credit from tradesmen. Shopkeepers who are known to extend credit to members of the Rank & File shall be informed that no departmental action can be taken to recover money owed to them by police officers and that they should not extend credit facilities to members of the Rank & File. Commanding Officers shall, if necessary, solicit the co-operation of local Chambers of Commerce in an effort to stop undesirable credit.

9. Gazetted officers and inspectors must report, at once, to the Inspector General via their Commanding Officers if they are served with any form of legal process for the recovery of a civil debt.

10. Any police officer who makes a false declaration of indebtedness shall be defaulted and severely punished.

GENERAL RULES OF CONDUCT

General Matters

1. The following rules of conduct are issued for the general guidance of all ranks. Some of these rules are repeated in greater detail in individual Police General Orders. Every police officer shall familiarise himself with the provisions of this order and senior officers are responsible that all members of the Rank & File are properly instructed therein.

2. (a) The necessity or propriety of lawful orders issued by official superiors, whether written or verbal or issued generally or with reference to a particular matter may not be questioned. This is because a subordinate is not concerned with the policy of the Force nor with all the decisions which cause policy decisions to be made.

   (b) Representations that an order is unreasonable, improper or likely to contravene a particular law or any other existing order may be made through the proper channels to Commanding Officers but, in the case of any order calling for immediate action, the order shall first be obeyed and the representation made afterwards. The representation so made will be scrutinised and if found to be true the concerned superior will take appropriate remedial measures to address the matter.

   (c) Every police officer should make himself conversant with his conditions of service and with Government Standing Orders, Police General Orders and the laws of Tanzania insofar as may be necessary to enable him to perform his duties with efficiency and to regulate his conduct in his relations with the Force and the public.

Absence from Duty and Departure From Tanzania

3. (a) Absence from duty without permission except in the case of illness or other unavoidable circumstances is forbidden.

   (b) Departure from Tanzania without permission is forbidden.

Borrowing and Lending Uniform

4. Borrowing and lending articles of uniform, equipment and arms is forbidden.

Gaming Activities in Barracks

5. Gaming activities in barracks, including the playing of any game of chance where money or the equivalent in kind is to be exchanged either immediately or subsequently is forbidden unless specifically authorised by the Inspector General in compliance with the Gaming Act 2003. N.C.Os, and/or the senior officer present will be held responsible for stopping such games. All players shall be defaulted.

Calls of Nature

6. Obeying calls of nature in drains or police compounds or elsewhere than in latrines is forbidden.

Spitting

7. Spitting in police stations, barracks or compounds or in any public place, whether on or off duty, is forbidden.

Noise in Barracks

8. Noise, quarrelling or unnecessarily loud talk in barracks and married quarters is forbidden.

Refreshments on Duty

9. Obtaining refreshment (except by departmental arrangement) or accepting any form of food or drink from members of the public while on duty is forbidden. Personnel on long distance patrol are permitted to purchase food and drink as required.

Complaints

10. (a) No member of the Force is permitted to complain on behalf of another member of the Force.

(b) All members of the Force must understand that if they prefer changes against their superiors, they will expose themselves to severe penalties if their complaints should prove on investigation to be groundless, frivolous, vexations or to have sprung from a spirit of recrimination or from vindictive, personal or any other motives not directly concerned with the implementation of the mandate of the Force.

(c) Great latitude is to be given by Commanding Officers to any officer, who thinking himself aggrieved, wishes to appeal to the Inspector General and though it is their duty to point out to the complainant the danger of proving a groundless or frivolous complaint, yet if the latter persists, his complaint, whatever it may be, is to be forwarded, provided it is couched in temperate and becoming terms. Care should be taken to avoid complaints couched in abusive language.

Females and Civilian in Barracks

11. No one except police officers, their wives and children and servants shall be permitted to live in any Police quarter without the permission of the O/C. Station.

Livestock in Barracks

12. Cattle, goats and sheep shall not be kept in Police Stations or in Barrack compounds. Poultry may only be kept in properly constructed fowl houses in areas approved by the O/C.

TURNOUT

13. (a) When uniform is worn it shall be worn in accordance with General Orders. Watch chains, trinkets, ornaments, political badges and civilian clothing shall not be worn so as to show outside the uniform. Wrist watches may be worn. Umbrellas and sticks (other than regulation canes) shall not be carried when in uniform.

(b) Uniform shall not be worn off duty by members of the Force. The wearing of odd articles of uniform when off duty or with civilian clothes is forbidden.

(c) Hair will be kept cut short at all times and the practice of allowing long hair to remain on the head under the headdress is forbidden.

Smoking on Duty

14. Smoking on duty except during rest periods (and within permitted areas) while on long distance patrols is forbidden. Smoking in any police vehicle or charge room or other police office to which the public have free access is also forbidden. Smoking off duty but when in uniform in any public place, thoroughfare or elsewhere in view of the public is also forbidden.

Anonymous Letters

15. Anonymous letter writing is forbidden.

Removal of Government Property from Barracks

16. Government property must not be removed from Stations or Barracks nor may any article of Government furniture be removed from any room or office without the permission of the Commanding Officer.

Entry into Licensed Premises

17. No police officer while on duty shall enter licensed premises, coffee shops or other similar places of public resort except under specific orders or in the execution of his duty. The Intoxicating Liquor Act, Cap. 77 R.E 2002 prohibits officers from drinking while on duty.

Entry into Cinemas, Theatres and Disco Halls

18. Police officers shall not seek free entry to cinemas, theatres and halls of music, except when on duty and acting on instructions. They shall not demand or accept complimentary passes from the management, nor shall they seek free admittance for their servants or friends.

Entry into Police Offices

19. (a) No police officer shall enter the offices in Police Headquarters, Regional Headquarters, District Stations or of any Branches, except in pursuance of his official duty.

(b) Clerks in police offices are forbidden to permit the inspection of correspondence without the sanction of the Gazetted Officer in charge.

Police Officers served with Legal Process

20. Any police officer who is served with a legal process, which shall include all forms of process issued by the Court for the recovery of civil debt, shall report the fact, at once, through the proper channels, to his Commanding Officer.

Private Legal Proceedings

21. No police officer shall take steps to institute legal proceedings in his own personal interest in matters arising out of his public duties without the notice to the Government.

Inquiries from Private Individuals

22. (a) No police officer shall carry out inquiries at the direct instance of a private individual or of another Department without the permission of a Commanding Officer.

(b) Police information shall not be passed to any private individual or to another Department without the express authority of a Gazetted Officer.

Note: This paragraph does not apply to routine information passed by O/C. Districts to District Officers nor to routine enquiries requested by District Officers.

Expert Evidence

23. No police officer shall give evidence in any proceedings as an expert, otherwise than on behalf of Government without the consent of the government through the Inspector General.

Indebtedness

24. No police officer shall contract debts which he cannot pay nor involve himself in pecuniary embarrassment.

Presents

25. Police officers and their families are forbidden to receive money, tokens or valuable presents from members of the public, whether in the shape of goods, free passages or other personal benefits, neither shall they give such presents.

Reports for Private Individuals

26. (a) No police officer shall make any report, confidential or otherwise for a private individual or firm without the permission of the Government through the Inspector General.

(b) No police officer shall use his official knowledge for the private gain of himself or his family.

Private Agencies

27. No police officer shall undertake any private agency in any matter connected with the exercise of his public duties.

Corruption

28. (a) No police officer shall, either by himself or by or in conjunction, corruptly solicit, accept or obtain, or agree to accept or attempt to obtain, from any person for himself or for any other person, any advantage as an inducement to, or reward for, or otherwise on account of, any agent (whether or not such agent

is the same person as such first-mentioned person) doing, or forbearing to do, or having done or forborne to do, anything in relation to his function as a police officer.

(b) No police officer shall solicit, accept or obtain or agree to accept or attempt to obtain for himself or for any other person, any advantage without lawful consideration or for a lawful consideration which he knows or has reason to believe to be inadequate, from any person whom he knows or has reason to believe to have been, or to be, or to be likely or about to be, concerned in any matter or transaction with himself as a police officer, or having any connection with the official functions of himself or of any police officer to whom he is subordinate, or from any person whom he knows or has reason to believe to be interested in or related to or acting for or on behalf of the person so concerned, or having such a connection.

Raffles and Lotteries

29. No police officer shall hold or organise directly or indirectly any raffle or lottery except in accordance with Police General Order No. 322.

Petitions

30. If a police officer writes a petition for another person he shall sign it with his own name as the writer.

Subscriptions and presentations

31. (a) No police officer shall collect or solicit subscriptions for any purpose whatsoever nor solicit any collective address, testimonial or presentation nor subscribe for any such object intended for a member of the Force without the prior sanction of the Government through the Inspector General.

(b) No presentation to an officer on retirement shall be made or organized without the consent of the Inspector General. Such presentations will normally be restricted to members of the Force who have completed 10 years service in Tanzania.

Soliciting Signatures

32. Soliciting other police officers to sign or attest collective memorials of any kind relating to departmental or Government measures is forbidden.

Publication or communication or Official Information

33. (a) No police officer shall, except as provided in sub-para. (b) of this order, make public or communicate to the press or to individuals or make private copies of documents, papers or information of which he may have become possessed in his official capacity. Official reports are “papers” within the meaning of this Order and the writers thereof are not at liberty to communicate them to the press or to individuals without the permission of the Inspector General.

(b) Certain police officers are permitted to give the Press routine information on day to day crime reports but only in accordance with specific Police General Orders on the subject. Any unauthorised disclosure of police information or reports is strictly forbidden.

Interviews on government Policy

34. No police officer, whether on duty or on leave, shall allow himself to be interviewed on questions of public policy or on matters affecting the defence or military resources of any part of Tanzania, but information which is not of a confidential nature and which may be of material assistance in discussing local questions, should not be withheld from the public when asked for.

Calling Public Meetings

35. No police officer shall call a public meeting to consider any action of the Government, or take part in the proceedings of a public meeting called for such purpose.

Distributing Political Publications

36. No police officer shall act as a distributor of political publications or sign or procure signatures to any public petition regarding the actions or the proposals of the Government.

Employment on Newspapers

37. (a) No police officer shall, without the consent of the Inspector General act as the editor of any newspaper or take part, directly or indirectly, in its management nor contribute to it anonymously nor publish in any manner nor broadcast anything which may be reasonably regarded as of a political or administrative nature.

(b) No police officer shall write or communicate to newspapers or to other publications any matter connected with the Force or their duty or indirectly by solicitation or otherwise instigate another person to do the same thing on his behalf, without permission of the Inspector General.

(c) Officers are only permitted to publish in their own name, or give broadest talks on, matters relating to subjects of general interest.

Membership of Political Parties

38. No police officer shall belong to a political party nor act, directly or indirectly, as a political agent for such organisation or for any member there of, nor address any public meeting in connection with such organisation, nor take any part in the furtherance of the objects of such organisation.

Membership of Secret Societies

39. No police officer shall belong to any secret society or to any other organisation inimical to the peace and good order of Tanzania.

Association with Bad Characters

40. No police officer shall associate with bad characters or with criminals, except in pursuance of his duty.

Membership of a Trade Union

41. No police officer shall belong to any Trade Union or any body or association affiliated to a Trade Union.

Co-operation with the Public

42. All police officers while avoiding unnecessary conversation on duty shall give the closest attention to members of the public who request their aid and shall at all times comply with requests to furnish their names and numbers.

Responsibility for Families

43. Members of the Force will be held responsible for their families' compliance with these Orders. They are also held responsible for all acts done by members of their families while occupying Government quarters, which, if done by themselves would constitute breaches of orders.

SECTION V

FISCAL MANAGEMENT

Nos. 121 – 140

P.G.O. No. Title

121. Expenditure – Control of

122. The Basis of Accounting and the Preparation of the Annual Accounts

123. Receipts

124. Payments - Control and Vouching of Payments

125. Payments - Imprests

126. Payments - Loans and Advances

127. Payment - Salaries

128. Accounts and Book- keeping

129. Custody and Security of Public Money - Strongrooms, Safes and Strongboxes

130. Custody and Security of Public Money - Inspection Unit

131. Custody and Security of Public Money - Handing-Over Procedures

132. Pay and Advances – Miscellaneous Matters

133. Criminal Investigation Funds

134. Rewards – Payment of, by Police

135. Force Funds

136.

137.

138.

139.

140.

P.G.O. No. 121

EXPENDITURE – CONTROL OF

Responsibility of Officers

1. The general duties of officers with regard to financial procedure are governed by the Public Finance Act, Cap.348 R.E. 2002 and Public Finance Regulations, 2001 and all officers will acquaint themselves with these regulations.

Expenditure not to be incurred without Authority

2. The Inspector General at the Police Headquarters, on behalf of the InspectorGeneral of Police is responsible to the Accounting Officer for the control of expenditure from police votes. No expenditure chargeable to police votes may be incurred without prior authority from the Inspector General.

3. It must be clearly understood that once the annual estimates have been passed by the Parliament and the appropriation law enacted, the expenditure for the year is definitely limited and fixed. It is then the duty of warrant holders to see that their votes are so administered and expenditure so controlled that there will not be any over-expenditure. In this regard all Commanding Officers must ensure that:–

(a) all finances are allocated and utilised to best effect; and

(b) all controls such as those contained in the approved Estimates and Warrants are strictly observed.

4. Where in spite of all efforts it appears that over-expenditure will be inevitable an application for more funds should be sent to the Inspector General well in advance. Such applications must give a full account as to how over-expenditure comes about. In dire emergencies, however, where the public interest demands it, over-expenditure may be incurred without prior reference to the Inspector General, provided he is informed as soon as it is possible.

5. Except in emergencies as stated in paragraph 3 above officers who incur expenditure in excess of their votes without authority may be held personally responsible and may be liable to disciplinary action or surcharge.

Authority for expenditure

6. (a) The authority for expenditure of police votes will be provided by warrants, issued by the Inspector General apportioning sums for expenditure on specified services by Commanding Officers.

(b) Commanding Officers may in turn sub-allocate their funds to the districts.

Payments on the due date

7. It is of paramount importance that payments for services rendered in any one year are completed before the end of that year. It is the duty of all officers, who incur expenditure of any nature, to ensure that the bills are obtained and settled immediately. The plea that a creditor failed to render his account promptly will not normally be accepted as an excuse for any delay.

Classification of Expenditure

8. All expenditure will be classified and will be charged to its correct item. Under no circumstances will any wrongly classified expenditure be allowed, however necessary of urgent the expenditure may have been.

Method statements of Expenditure

9. Together with other forms required by the Public Finance Act Cap.348 and its Regulations, holders of departmental warrants will submit to the officer who issued the warrant, a monthly statement of expenditure on funds warranted. This statement should be submitted as soon as possible after the end of the month of which the payment refers and will be in the form given in Appendix "A" to this Order.

***APPEN*DIX "A"**
To P.G.O No.121

Sub-vote	Item No.	Title of item	Funds allocated	Spent during the month	Total actual expenditure to date	Commitments out standing	Total expenditure plus commitments	Balance col.(4) less col. (8)	Estimated further expenditure to ……20.... less col. (6)
1	2	3	4	5	6	7	8	9	10

P.G.O. No. 122

THE BASIS OF ACCOUNTING AND PREPARATION OF ANNUAL ACCOUNTS

Basis of accounts.

1. Commanding Officers shall ensure that those responsible for preparing accounts for the funds managed by the Force, unless otherwise stated in these General Orders, are guided by the provisions of Regulation 53 of the Public Finance Regulations, 2001 which are summarised below:

(a) The Police accounts shall be kept on a cash basis in order that the amount of cash spent on a particular service can be compared with the amount authorised by the warrant of fund issued by Inspector General.

(b) For purposes of sub-paragraph (a) all actual receipts and payments made during the financial year shall be recorded in the Appropriation Accounts.

(c) A liability shall not be recorded unless prior approval of expenditure is obtained from the Government.

(d) No Commanding Officer shall make any entry in the accounts of the Force which anticipates the receipts of revenue or payment of expenditure by the Force.

(e) Where it is discovered that a Commanding Officer has taken action which anticipates the warrant of funds by the Inspector General and thereby causes any payment to be made as a result of such action, such payment shall be treated as unauthorised expenditure, and a new item entitled "Unauthorised Expenditure" shall be opened for the Vote in which the amount involved shall be debited to that account and will be included in statement of Items in Excess to be reported to the Inspector General.

2. (a) No Commanding Officer or any officer shall cause to transfer expenditure from one financial year to another, and any such transferred expenditure shall be treated as unauthorised expenditure.

(b) The closure of the Appropriation Accounts shall not be delayed for the clearance of suspense accounts. Such accounts are intended for use during the financial year and their use must not result in a delay in reporting unauthorised expenditure to the Inspector General.

(c) In the event that an appropriate vote of expenditure cannot be identified such expenditure shall be included by the Commanding Officer, in an item for which he is responsible as unauthorised expenditure and it shall be reported to the Inspector General.

Appropriation Accounts and Reports

3. (a) Commanding Officers shall submit within 15 days of the end of the financial year, statements showing the financial position of the command at the last day of the financial year. This will enable the Inspector General to comply with section 25 of the Public Finance Act, Cap. 348 R.E. 2002

(b) Commanding Officers must ensure that the funds allocated form the basis of the accounts for the year to which they relate and the classification and subdivision of the statements of revenue and expenditure accord with those allocations

(c) The statements to be produced to the Inspector General may contain details other than those required under section 25 of the Public Finance Act, Cap. 348 to ensure that the financial position of the command is fully disclosed, and in order to achieve this objective, the Commanding Officer shall produce such other statements or provide such additional information as he considers it necessary.

4. The statements made under paragraph 3 above shall include:–

(a) an Expenditure Statement signed by the Commanding Officer showing the services for which the moneys expended were voted, the sums actually expended on each service, and the state of each vote compared with the amount appropriated for that vote by the Inspector General;

(b) a statement signed by the CO. and in such Form as directed under the Public Finance Act, Cap. 348 and its regulations and any other form as the Inspector General may direct containing the amount of commitments outstanding for the supply of goods and services at the end of the financial year and such other information as the Inspector General may require;

(c) a statement of Revenues Received signed by the Commanding Officer and in such form as directed under the Public Finance Act Cap. 348 and its regulations and any other form the Inspector General may direct showing the amount contained in the Estimates of Revenue for each source of revenue and the amount actually collected and such statement shall contain an explanation for any variation between the revenues actually collected and the amount estimated;

(d) a statement of Arrears of Revenue signed by the Commanding Officer showing the amount outstanding at the end of the financial year for each source of revenue such other information in such form as directed under the Public Finance Act, Cap. 348 and its regulations and any other form the Inspector General may direct; a nil return shall be submitted if appropriate;

(e) a statement of assets signed by the CO. containing details and values of all unallocated stores under his control at the end of the financial year together with the details and values of such other classes of assets under the control of the Commanding Officer as the Inspector General may from time to time determine;

(f) any other statements and in such form as the Inspector General may from time to time require;

(g) within three months the Inspector General shall consolidate various reports from Commanding Officers for the purpose of preparation of Appropriation Account.

5. All accounts under paragraph 4 above shall where appropriate:–

(a) be prepared in accordance with Generally Accepted Accounting Practice and any instructions issued by the Inspector General;

(b) identify any significant departures from Generally Accepted Accounting Practice as recognised by the accounting profession in Tanzania for use in the Force and that directed under the Public Finance Act, Cap. 348 and its regulations and any other form directed by the Inspector General for use in the preparation of the accounts and the reasons for such departure; and

(c) state the basis of accounting and the accounting policies used in their preparation and identifying and significant departures therefrom and the reason for such departure.

Commercial activities

6. (a) Cash based systems of accounting shall be used for the control of essentially cash based operations such as the payments for the normal activities of the command but it cannot be appropriate in activities of a commercial nature.

(b) Notwithstanding sub-paragraph (a) all services offered commercially shall in addition to having proper authorisation of expenditure, be required to be properly costed to avoid hidden subsidies.

(c) In order to achieve proper costing all costs including those such as depreciation that are of a non-cash nature shall have to be taken into account.

(d) Commercial activities shall be managed in such a manner that promotes commercial lines, and in order to achieve such objective appropriate accounting systems shall be employed.

P.G.O. No. 123

RECEIPTS

Responsibilities for Revenue Collection

1. Commanding Officers shall be personally responsible for ensuring that adequate safeguards are in place and are applied for the prompt collection of and proper accounting for all revenue and other funds for the Force or Government relating to their commands or offices.

Limitations on officers who may collect

2. (a) No Police Officer shall collect funds for the Force or Government unless he is specifically authorised to do so.

(b) If in exceptional circumstances a Police Officer comes into receipt of funds for the Force or Government he shall without delay pay such money to a regular collector of revenue within his Station or Unit, obtaining a receipt for the amount so paid in.

(c) Except with the specific authority of the Inspector General, no officer shall be authorised to collect funds for the Force or Government or to post collections into a cash book.

Revenue to be accounted for Gross

3. (a) In all cases the gross amount of moneys received shall be paid into or accounted for the Accounts Department of the Force or Sub-Accounts Department of the Force.

(b) Any charges against the revenue received shall require appropriate authority as expenditure of Force and shall appear as a charge on public funds in the books of account duly supported by the proper vouchers.

(c) Between the time of receipt and the time of payment of revenue as designated by the Inspector General, no expenditure shall be made of it by any police officer.

(d) No person shall lend or borrow or cause to lend or borrow any money collected under this paragraph in any manner or purpose whatsoever.

(e) No cash received under this paragraph shall be used to cash any cheque, other than a Force cheque for a Police Officer or any other person, nor may any officer convert funds for the Force or Government received in local currency into foreign currency or vice versa.

Crediting revenue to year of account

4. (a) No outstanding item of revenue shall be carried to a revenue item as a charge to an advance account pending the collection of the amount.

(b) Revenue collected in any year shall not be placed on deposit or held in suspense with the object of transferring it to revenue in the following year.

Vouching of receipts

5. (a) All receipt entries in the accounts shall be vouched for on the form or in the manner prescribed by Law, transferring it to revenue in the following year.

(b) No receipts shall be issued for payments by police officers which are effected by means of deduction on payment vouchers.

Responsibility for control of receipts

6. (a) Commanding Officers shall be responsible for ensuring that the approved system for the safe custody, recording and proper use of all receipts, licences and other documents issued for the receipt of funds for the Force or Government is consistently observed.

(b) Each office in which receipts, licences or any other relevant documents are held shall keep a complete register in the prescribed form, accounting for all receipts, licences and other documents received and issued.

(c) Commanding officers shall ensure that details of the receipt documents are fully and correctly entered therein as soon as they are received, and that all issues of receipt documents are acknowledged by the officer to whom the issue is made.

Receipt Books to be Checked

7. (a) On receipt from the Police Headquarters and before being entered in the register all receipt documents shall be checked by the Commanding officer to ensure that they are correct and consecutively numbered, and he shall insert and sign on the inside front cover of each book a certificate in the following form:–

"Examined by me this day and found to contain ..... forms correctly numbered.

Name:.....

Date ..... Signature ……"

(b) Any book found defective must be immediately returned to the Police Headquarters with a report of the defect.

(c) Where there is a change of an officers-in-charge of the receipts, the stock of all receipt documents shall be checked against the register by both the officer handing over and the officer taking over, and a statement on hand or take over, signed by both officers shall be sent to the Commanding Officer.

Safe custody of receipt books

8. (a) The officer in charge of the office must keep all unused receipt documents under lock and key, keeping the key personally and issuing only such documents as are required for immediate use.

(b) All receipt documents actually in use shall be locked up at the close of each day by the officer in charge of them.

(c) Officers making outdoor collections shall return to their offices all receipt documents before the close of business so that their receipts and collections can be lodged in safe custody, no officer shall keep such receipt documents on private premises overnight.

Preparation of receipts

9. (a) Where receipts, licences, or any other relevant document are issued from counterfoil books the officer signing the original of the receipt, licence, or any other relevant document shall initial the counterfoil and ensure that it contains all the necessary detail including the amount received, the particulars of the payment and the date and that it accords with the original and if such documents and other copies to be

reproduced by carbon paper, the officer issuing those documents shall ensure that the carbon copies are clear and legible in every respect.

(b) The original and counterfoil or copy of every licence or similar document, which is not in itself also a receipt in evidence of payment of the fee prescribed, shall on issue be endorsed with the number and date of the receipt issued in respect of the payment of the fee and with the amount of the fee, and that receipt shall similarly be entered with the details of the licence, or any other relevant document in respect of which it is issued.

No alterations to be made

10. (a) No alterations shall be made to any receipt, licence, or other similar document and if an error is made in completing the document or if the document is otherwise spoiled, the original and the counterfoil or copies shall be clearly marked as cancelled and initialled by the officer empowered to issue the document.

(b) Where an error is made in the document referred to in sub-paragraph (a) the original, counterfoil or copies shall not be destroyed, but they must be retained intact and produced for inspection when required.

Receipts to be issued immediately

11. (a) A receipt in the proper form shall be issued immediately for any funds for the Force or Government received.

(b) When the payer presents himself in person the receipt shall be handed to him at once.

(c) Where moneys are received by post, the receipt shall be sent on the same day to the payee.

Inward remittance by mail

12. (a) Commanding Officers shall ensure that incoming letters in their commands are opened by a senior officer in the presence of a witness notwithstanding that officer does not have any direct responsibility for the collection of revenue.

(b) The officer opening the mail must maintain a register in which he shall record full details of any cheques, cash or valuable documents received, including the date, name of the sender, registered package number, and amount or description of the articles.

(c) In the case of uncrossed cheques such cheques shall be immediately crossed by the senior officer present.

(d) Items received in the mail shall be handed to the relevant officers responsible for dealing with them who, if the items have been recorded in the register, shall sign the register in acknowledgement of their receipt.

Notice of entitlement to receipts

13. (a) In every command office or other premises where funds for the Force or Government are collected, notice shall be placed in prominent conspicuous positions where they can be seen and read by members of the public, showing that all persons paying moneys to the Officer are entitled to receive a receipt in the proper form for all payments made by them.

(b) The notices made under sub-paragraph (a) shall require the public to examine the receipts they receive to ensure that they are correct, especially in regard to the amount paid, and to report immediately to a more senior officer any case in which the officer receiving the moneys refuses or otherwise fails to issue a receipt.

Foreign moneys not to be accepted

14. Except with the prior approval of the Inspector General, no currency notes or coins and no foreign stamps or cheques drawn in foreign currency shall be accepted in payment of any moneys due to Force or Government, and no payment of moneys due to the Force or Government shall be made by credit card or promissory notes.

Acceptance of cheques

16. (a) Subject to this section, a cheque may be accepted in payment of moneys due to the Force provided the officer receiving the money has no reasonable grounds for believing that the cheque may not be honoured.

(b) All cheques received under this Section shall be made payable to the "Government of Tanzania" and crossed "Account Payee only", and any cheques not so crossed on receipt shall be crossed by the receiver on receipt.

(c) A post-dated cheque shall not be accepted.

(d) An officer accepting a cheque in payment of moneys due to Force shall have to ensure that:–

(i) the cheque is correctly dated, in that it is neither time expired nor post dated;

(ii) the amount in words and figures agree;

(iii) the cheque is signed; and

(iv) all alterations to any details of the cheque are validated by the full signature of the drawer.

(e) Any cheque which violates any of these conditions must not be accepted.

(f) Where payment is made by cheque the cheque number shall have to be written on all copies of the relevant document of receipt and the serial number of that document recorded on the back of the cheque.

Dishonoured cheques

17. (a) If a cheque received by the command is dishonoured by the bank by reason that neither the revenue has been collected nor the amount of the debt settled, the accounting action shall reflect that fact while avoiding creating fictitious assets consisting of the amount of such dishonoured cheques.

(b) Where the dishonoured cheque cannot be immediately corrected and represented, the following courses of action shall be taken, namely:–

(i) if the cheque has been received in payment of a licence or similar pre-paid item (such as a firearms licence) the appropriate revenue item will be debited by the entry of a debit item in the revenue cash book and the relevant Commanding Officer shall be informed in order that appropriate action, such as revocation of the licence, can be taken;

(ii) if the cheque has been received in settlement of a debt owed to Force such as the settlement of an imprest the appropriate advance account shall be debited by the entry of a debit item in the revenue cash book (thus restoring the debt) and the appropriate Commanding Officer shall be informed so that appropriate action can be taken;

(iii) if the cheque has been received as a condition for services to be performed by the Force such as the provision of police service to Railways or Banks the amount involved shall be debited, by the entry of a debit entry in the revenue cash book,

to an advance account in the name of the person or institution concerned; all necessary steps will be taken to obtain the revenue due, including where appropriate legal action in respect of the dishonoured cheque;

(iv) all outstanding balances on the advance accounts created under sub-paragraph (iii) shall be closed at the end of the financial year by crediting the advance account and debiting the revenue item; these amounts will then be included on the Register of Losses and dealt with accordingly; under no circumstances will a dishonoured cheque be held as a part of a cash balance;

(v) the name of the drawer and the amount of a dishonoured cheque shall be included in a Schedule to be maintained by the Commanding Officer; when the revenue is collected from the debtor the entry shall be removed and the list shall be circulated regularly to all collectors of revenue and no cheque will be accepted for payment of amounts due to the Force by such collector from any person whose name appears on that Schedule.

(c) All instances of dishonoured cheques shall be brought to the immediate attention of the Inspector General.

(d) All original dishonoured cheques shall be retained and kept in safe evidence and such cheques may represent important prima facie evidence of a debt due to Force and may be used in any legal action taken to recover the amount due.

Posting of receipt

18. Each receipt shall be posted into the cash book at the time of the actual transaction or as soon as possible thereafter.

Surplus collection

19. (a) Commanding Officers shall ensure that any surplus which may be found when balancing the cash book with the collections shall be investigated forthwith.

(b) If no explanations of the surplus is discovered which would enable the matter to be corrected immediately, the cash shall have to be credited to "Miscellaneous Receipts, Surplus Cash" and reported to the Inspector General.

(c) All officers responsible for revenue collections shall ensure that the records are kept in such form as the Inspector General may prescribe and that they show the persons from whom revenue is due, the amount payable and the date, receipt number and amount of the collections made.

(d) The records under sub-paragraph (c) shall not only serve to show the revenue payable and collected, but the current state of the revenue collections and of any arrears of revenue, and such records shall whenever possible be self-balancing and be reconciled with the cash collections monthly.

(e) The officer who posts assessment registers, rent rolls, ledgers and similar documents shall inform the officer in charge of the collection office whenever the amount collected differs from the amount due, any such difference being immediately investigated and action taken as may be appropriate to the circumstances of the case.

Payment of receipts into a bank

20. (a) All collections of revenue or other funds for the Force or Government shall be paid into a bank daily, or if this is not possible, at the earliest possible opportunity.

(b) When paying collections into a bank, the full particulars of the amount and serial number of the cheque and the name of the bank shall be recorded and retained with the copy of the bank lodgement slip.

(c) When paying collections into the bank the officer doing so shall present to the Commanding Officer the total sum collected or where the collections have been paid into a bank, the bank lodgement slip; the completed Revenue Collectors Cash Book; and if so required by the Commanding Officer the relevant receipt books.

(d) Details of the bank receipt shall be posted into the cash book in support of the payment of the amount collected.

Checking of records

21. (a) It shall be the responsibility of every Commanding Officer to ensure that the accounts of the command are properly maintained and are correct at all times.

(b) In exercising this control the Commanding Officer shall appoint an officer whose duty shall be to examine and check daily all entries in cash books and other books of account, with counterfoils or copies of receipts or original documents verifying the correctness of the transactions.

(c) The officer so appointed under sub-paragraph (b) shall be an officer who has taken no part in the work to be checked.

(d) After they have been checked, the cash books, receipt books, shall be initialled and dated by the checking officer in such a manner that the period and items covered by the check may be clearly identified.

(e) The Chief of Inspections shall arrange from time to time and at least every three months, a check to be carried out by a more senior officer on a surprise basis.

(f) The check to be conducted under sub-paragraphs (e) shall verify that the cash in hand is correct, the cash books and ledgers have been posted up to date, effective controls and safeguards are applied and that arrears of revenue are not being allowed to accumulate.

(g) The officer conducting a surprise check shall enter the results of his check in the Register of Surprise Inspections, signing and dating the entry.

Arrears of revenue returns

22. (a) Within 15 days of the close of the financial year each Commanding Officer shall submit to the Inspector General in the prescribed form, a return of all arrears of the revenue for which he is responsible.

(b) The returns made and submitted under sub-paragraph (a) shall show separately for each revenue Head, sub-head and item the arrears outstanding at the end of the current financial year.

(c) The total shall be divided by financial year and will be supported by detailed lists of the accounts still outstanding and a NIL return shall be submitted when no revenue is outstanding.

(d) The Inspector General shall consolidate the individual returns into a statement showing all the revenue outstanding under each revenue item as at the close of the immediately completed financial year and such statement shall form part of the Force's annual statements of accounts.

PAYMENTS - CONTROL AND VOUCHING OF PAYMENTS

Method of payment

1. (a) Except as otherwise provided in the General Orders, all payments of funds for the Force or Government in Tanzania shall be made in accordance with the authority and procedures prescribed in the Public Finance Act, Cap. 348 R.E. 2002 and its regulations.

(b) Wherever practicable all payments of funds for the Force to persons outside Tanzania will be made by direct payment to such persons by banker's draft or otherwise through the local banking system.

(c) Where direct payment is thought to be inappropriate, payment shall be made on the authority of the Inspector General through agents duly appointed for the purpose with the approval of the Accounting Officer.

Charging to year of account

2. (a) Commanding Officers must ensure that the date of payment of any amount governs the date of the record of the transaction in the accounts.

(b) The expenditure properly chargeable to the account of a given year must, as far as possible, be met within that year, and must not be deferred for the purpose of avoiding an excess on the amount provided in the estimates.

Payment vouchers

3. (a) Commanding Officers must ensure that all disbursements of public money shall be properly vouched on the prescribed form of payment voucher which vouchers must be typewritten or made out in ink or ballpoint pen and must contain or have attached thereto full particulars of the service for which payment is made, such as dates, numbers, distances, rates so as to enable them to be checked without references to any other document.

(b) In the case of articles purchased at contract rate or prices, the articles should be named in the same order as that in which they appear in the contract and rates and prices should be stated in the same terms as those in the contract.

(c) Amounts paid shall be written in words as well as figures and copies of vouchers must be clearly marked as such to distinguish them from the originals.

Certification of accuracy

4. (a) The officer who signs a voucher shall be responsible to certify the accuracy of every detail and shall be held personally responsible for ensuring that:

(i) the services specified have been duly and competently performed;

(ii) that the prices charged are either according to contracts or approved scales or are fair and reasonable according to local rates;

(iii) that authority has been obtained as quoted;

(iv) that the calculations and castings have been verified and are arithmetically correct;

(v) that the classification of the expenditure is correct;

(vi) that there are sufficient funds uncommitted in the relevant vote to meet the expenditure;

(vii) that the persons named in the voucher are those entitled to receive payment; and

(viii) that any supplies purchased have been taken on charge or issued for immediate use.

(b) Except in the case of a duly authorised pro forma invoice for a payment on account, no more must be paid than the value of the work certified to have been performed and where a deduction is due from the amount payable in a contract in respect of any withholding moneys, penalties or fines, only the net sum shall be paid.

Commanding Officer responsible for all disbursements made

5. (a) The Commanding Officer shall be responsible for all disbursements made from the votes under his control, but he may designate in writing and by name specific officers who shall have the authority to sign payment vouchers on his behalf, prescribing the financial limits and other conditions within which this authority may be exercised.

(b) The Inspector General shall be advised through the names of the officers so designated and the financial limits within which they may exercise their authority and should be provided with specimen signatures of those officers.

(c) The Inspector General shall equally be advised when the authority of an officer to sign payment vouchers is withdrawn.

Mode of signing payment vouchers

6. (a) The signature of officers on payment vouchers and certificates shall be in ink or ballpoint pen and no stamped facsimile signatures shall be used.

(b) Only the original payment voucher or certificate shall be signed, copies of the voucher being initialled only.

(c) Each certificate on or attached to a payment voucher and each sheet of a voucher comprising more than one sheet must be signed separately and signatures may not be written across one or more certificates.

(d) The name and designation of the officer signing a voucher or certificate shall be typed or written legibly below the signature.

Accountability for unauthorised or irregular payments

7. In the event of an unauthorised or irregular payment being made in consequence of an incorrect certificate, the officer who leading to the error and if found to have been negligent shall be held responsible and any loss thus occasioned may be recovered against him or her.

Vote Control Registers, consequences of unvouched payments and incorrect or incomplete vouchers

8. (a) Each Commanding Officer shall keep a Vote Control Register in the prescribed form showing separately under each Head, sub-head and item of the estimates for which he is responsible:–

(i) the amount voted, revised as necessary to account for authorised increases and for reductions by way of virement or reservation under FR 2.64;

(ii) the total amount authorised by Accounting Warrant(s);

(iii) the total expenditure to date;

(iv) any commitments entered into (including any allocation made to other commands or offices by Warrant of Funds), indents for chargeable supplies, etc.; and

(v) the uncommitted balance available, i.e. (ii) - (iii + iv).

(b) Liabilities including outstanding indents incurred but not paid for in a financial year must be entered in the Vote Control Register for the following financial year.

(c) Except in the case of payments made from authorised imprests, all payments in the Police Force shall be made by the Inspector General and the Commanding Officers who shall be required to submit payment vouchers to the treasury payment point designated by the Accountant General for such purpose.

(d) Payment on any voucher which is incorrect or incomplete shall be refused and the voucher shall be returned to the Commanding Officer for amendment.

(e) Payment vouchers which are in order shall be certified by the Inspector General or relevant authorised officer as "Passed for payment" and such payment must only be made against the original copy of a payment voucher.

Role of Commanding Officers to ensure payment

9. The Commanding Officers shall ensure that payments due on the vouchers are made as soon as possible to the persons entitled to receive them.

Modes of making payments

10. (a) Payments must be made only to the persons named in the vouchers or their accredited agent and whatever possible must be made by means of direct bank transfer or crossed cheques.

(b) Where payments are made in cash signed receipts (duly stamped where necessary) must be taken at the time of payment.

(c) Except where an amount is receivable by a Police Officer for official purposes or for his own account such as payment of subsistence allowance payment must not be made to a public officer.

Payments to be made on person to whom it is addressed

12. (a) Where the recipient of a payment in cash is unable to write, he shall make his thumb mark in acknowledgement of receipt, the act being witnessed by a Police Officer other than the paying officer and the witness shall certify on the payment voucher that the payments were made to the persons entitled to receive them.

(b) Where the paying officer is in doubt as to the identity of any person drawing payment in cash, he shall require that person to produce proof of identity such as a driving licence or to have his identity attested by a third person who can be identified, who signs the voucher as witness to the payment.

(c) When payments are made to persons other than those named in the vouchers, the authorities under which such payments are made such as powers of attorney or letters of administration shall, if possible, be attached to the vouchers themselves or shall be registered in the Accounts Department of the Force and notified on the payment vouchers.

Missing vouchers or supporting documents

13. (a) For purposes of avoiding the danger of a duplicate payment being made on a voucher, as soon as a voucher has been paid the officer making the payment will stamp "Paid" across the face of the voucher and in the event of a duplicate or irregular payment being made because of a failure to comply with this instruction the paying officer responsible for the omission may be liable to be charged with the amount of any loss.

(b) Where any voucher on which payment has been made is lost, mislaid or inadvertently destroyed the paying officer shall inform the full circumstance of the case to the Commanding Officer who shall report to the Inspector General.

(c) If after due enquiry the Commanding Officer is satisfied as to the circumstances of such loss, mislaying or destruction and that payment has been properly and correctly made, he will inform the Inspector General, who if satisfied will inform the Accounting Officer to recommend to the Minister to authorise the payment to stand charged in the accounts.

(d) For the purpose of this paragraph a payment voucher which is incomplete because of its supporting documents are missing, shall be regarded as a missing voucher.

P.G.O. No. 125

PAYMENTS - IMPRESTS

Authorisation of imprests

1. (a) The Inspector General shall be authorised, as part of the Advances Warrant issued to him by the Government to issue imprests to police officers who require cash to be readily available to meet immediate payments for official purposes.

(b) Such imprests fall into two main categories, standing imprests issued to Commanding Officers to meet such payments during the financial year and temporary imprests issued to police officers to meet travelling and hotel expenses necessarily incurred on official duty.

Issue of imprests

2. (a) Imprests shall only be issued for a purpose for which expenditure has been included in the approved Estimates and lists of standing imprests required by Commanding Officers in the forthcoming financial year must be submitted to the Inspector General at least 14 days before the start of the financial year.

(b) Requests for temporary imprests must be made as the need arises and should be submitted to the Inspector General at least 14 days before the money is required.

(c) An imprest must be restricted to the minimum amount required for the purpose for which it is issued.

Imprests to be issued to the holder

3. (a) All imprests of whatever nature shall be issued in the names of the officers who shall hold them and they will remain their personal responsibility until they are refunded or discharged by the submission of properly completed payment vouchers or handed over to another officer responsible. The holder of imprest shall not be relieved of any part of his responsibility by delegating the custody or operation of an imprest to another officer.

4. An imprest must not be charged in the accounts as final expenditure, but the actual payments out of such imprests being so charged and the full amount of the imprest issued must be entered in the cash book as a payment and will be allocated under-the-line under a separate account entitled "Imprests".

Custody of imprests

5 (a) The officer holding an imprest shall decide whether it is necessary to hold the imprest in a bank account, taking into consideration the size of the imprest, the nature and frequency of the payments to be made from it and the security facilities available to him.

(b) Where the holder of imprest wish to deposit a standing imprest in a bank account, authority for the opening of the account should be sought from the Inspector General and the operation of the bank account subject to this Section.

(c) Cash in respect of a standing imprest must be kept completely separate from any other cash for which the imprest holder is responsible.

Duty of imprest holder

6. (a) It shall be the duty of an imprest holder:

(i) to ensure that an imprest issued to him is used wholly and exclusively for the purpose for which it was issued;

(ii) to account for the imprest in accordance with this Section and the terms under which it was issued;

(iii) to ensure that the imprest moneys and any payment vouchers awaiting recoupment are adequately safeguarded at all times;

(iv) to arrange for proper payment vouchers to be prepared in support of all expenditure from the imprest, showing the amounts chargeable to each Vote, sub-head and item or other accounts;

(v) to obtain proper receipts on all payment vouchers for disbursements from the imprest;

(vi) to ensure that the full amount of the imprest can be fully accounted for at all times in cash, stamps, money at bank, and/or completed payment vouchers;

(vii) to ensure in the case of a standing imprest that the imprest is recouped as and when necessary, but not less frequently than once each month;

(viii) except as provided for under this Section account for the imprest in full on or before the close of business on the last working day of a financial year and to refund any unexpended balance to the Accounts Department of the Force; and

(ix) to be ready at any time to produce to the Inspector General the full amount of the imprest in cash, stamps, bank balance or completed payment vouchers.

(b) The officer holding a standing imprest must keep an imprest account showing the amount of the full details of the payment vouchers for imprest disbursements made from the imprest.

(c) The imprest account shall be balanced at the time of each recoupment and the total of the cash, stamps; bank balance and the completed vouchers must correspond with the amount of the imprest.

(d) After recoupment the balance shall be carried down and the amount of the recoupment entered, thus bringing the total to the amount of the original imprest.

Recoupment of imprests

7. (a) When recouping the imprest the imprest holder shall submit to the Inspector General the properly completed vouchers supported by a covering schedule summarising the individual vouchers.

(b) Vouchers shall be sent to the Accounts Department of the Force for recoupment not later than the month following that in which they were paid.

(c) Vouchers paid in different months shall not be included in the same recoupment.

(d) After examining the payment vouchers and on being satisfied that they are correct, the Inspector General shall pay the total sum represented by the vouchers to the imprest holder to recoup the imprest to its original amount.

Submission of account on standing imprests

8. (a) At the beginning of each month every holder of a standing imprest shall submit to the Inspector General a signed account showing how his imprest was made up on the last day of the preceding month and such the account shall be supported by a signed certificate of the cash on hand, a bank statement and bank reconciliation, where appropriate, and such other documents as are necessary to prove the level of the imprest.

(b) On any change of an officer operating a standing imprest an account similar to that prescribed in this paragraph must be prepared, showing how the imprest was made up at the time of handing over.

(c) Five copies of the statement will be prepared and signed by both the officer handing over and the officer taking over the imprest.

(d) The original statement shall be sent to the Inspector General, one copy will be sent to the Accounting Officer and a third retained on file in the command of office.

(e) The officers concerned are required each to retain one of the remaining copies and in no circumstances may a personal imprest be handed over to another officer.

Retirement of imprests responsibility of holder of imprests

9. (a) All imprests shall be retired as soon as the necessity for them ceases to exist and in any event, except as provided under this Section by the close of business on the last working day of the financial year in which they were issued and where a new imprest is necessary in the subsequent financial year it will be issued under the authority of the Imprest Warrant for that year.

(b) Except as provided under this Section, where a Police Officer to whom an imprest has been issued fails to retire it in full within 30 days of the close of the financial year in which the imprest was issued or otherwise on the demand of the Inspector General, the amount outstanding may forthwith be recovered from any salary or other emoluments or from any other amounts due to the officer.

(c) Where no such salary, emoluments or amounts are available from which to recover the imprest, the amount may be charged as a personal advance in the name of the imprest holder and may be recovered as a civil debt due to the Force.

(d) Imprest holders are not relieved of their responsibilities until payment vouchers submitted to the Accounts Department of the Force have been examined and found to be correct.

(e) Notwithstanding the general rule that all imprests must be retired before the close of the financial year, a personal imprest issued in one financial year in respect of a duty journey which has not been completed by the end of that financial year may be retained by the officer, but it must be accounted for as soon as the officer returns to his normal place of work.

(f) Where the duty may not have been completed, so far as is practicable, the officer should submit vouchers for the expenditure incurred by him against the imprest before the end of the financial year, so that they can be included in the accounts of that year.

(g) No further personal imprest shall be issued to a Police Officer for the purposes of a duty journey if he is still in possession of an unretired imprest previously issued to him for a similar purpose.

P.G.O. No. 126

PAYMENTS - LOANS AND ADVANCES

Authority for loans and advances

1. (a) The grant of loans and advance from public funds is strictly limited and such loans and advances may only be made by the Accounting Officer under the authority of the Minister and for the purposes stated in the Public Finances Act, Cap. 348 Revised Edition 2002.

(b) Commanding Officers shall ensure that no action is taken by any officer in their command which will result in the issue of an advance or loan without the prior approval of the Accounting Officer and any officer taking such action shall be personally liable in the event of non-payment.

(c) No expenditure which is properly chargeable to a Vote of Expenditure shall be debited to an advance account.

Loans and advances to be secured by agreements

2. (a) Commanding officers shall ensure that all loans and advances other than those for Standing or Special Imprests must be secured by agreements, the form of which must be approved by the Accounting Officer.

(b) The agreements, which must clearly specify the full details of the loan or advance, including the amount thereof, the terms of repayment, the collateral security and the rates of interest, etc. must be properly signed and witnessed by all the parties thereto and duly stamped where appropriate and the agreements shall be retained in safe custody in a strong room or safe.

Commanding Officers to control issues and repayments

3. (a) The Commanding Officers shall be responsible for ensuring that payments and repayments of loans or advances, and they shall be made strictly in accordance with the terms and conditions attaching to the loan or advance.

(b) The Commanding Officers shall in particular, ensure that:

(i) payments are made only to persons entitled to them;

(ii) suitable terms and conditions have been prescribed to safeguard the repayment of the loans of advances;

(iii) interest is charged where applicable;

(iv) repayments are not overlooked or delayed;

(v) that collateral security is held by the Force; and

(vi) proper accounts and controls are kept and the necessary recoveries effected.

Commanding Officers to maintain accounts

4. The Commanding Officers shall maintaining the following accounts namely:

(a) a control account to record the total sum provided for each category of loan or advance, the amounts issued, the repayments received and the balance outstanding; and

(b) an individual account for each borrower which, apart from the accounting transactions, should record the name of the borrower, the authority for the amount loaned or advanced, the amount so authorised, the terms of the loan or advance, the nature of the collateral security, the rate of interest payable and the due dates and amounts of repayments.

Individual loan accounts

5. (a) The balances on the individual loan accounts will be listed and reconciled with the relevant balances in the control accounts once a quarterly.

(b) Copies of the reconciliation shall be supplied by the Commanding Officers to the Inspector General.

PAYMENT - SALARIES

Custody of records of personal emoluments

1. (a) Commanding Officers are responsible for ensuring that Personal Emolument records are maintained for all permanent staff within their commands and make sure they are correct and that all changes, increases or deductions are duly notified to the Inspector General.

(b) The rates of salary and other personal emoluments for members of the Force are as authorised in the salary scales published in the Estimates except in the case of contract officers where the scale is that stated in the relevant contract.

(c) Advice of changes should be batched and sent to the Inspector General by the appropriate date shown in the Schedule of Payroll Dates which is usually issued by the Government at the start of the year.

Certificate of appropriate forms by Commanding Officers

2. (a) When the appropriate form is received by the Commanding Officers it shall be verified against authorising documents, which shall come either from the Civil Service Department in the case of allowances or changes of pay or from the Inspector General in the case of deductions.

(b) No employee's name shall be entered into the payroll until a copy of the letter of appointment has been received and no action may be taken which would result in the payment of additional salary or allowance to any officer until such time as a copy of the proper authority has been received by the Commanding Officer.

Balance of salary or allowance due to an officer

3. Any balance of salary or allowance due to an officer who has been convicted for misappropriation of funds or theft of property of the Force or Government, or who has been dismissed, or whose appointment has been terminated thereby leaving sums due to the Force, may not be paid without prior authority of the Accounting Officer.

Responsibility of Commanding Officers on books of accounts

4. (a) Commanding Officers are responsible for ensuring that the required books and other records are properly maintained.

(b) Pay sheets in the form and manner laid down by the Inspector General shall be prepared for each week and witness nominated by the Inspector General.

(c) Payment shall normally only be made to the person listed on the paysheet after proper identification and signing unless an acceptable letter of authorisation to make payment to another party is submitted and any unpaid wages shall be repaid to the Government and the entry on the paysheet initialled by both the Paying Officer and the witness.

(d) In no cases shall monies be paid to any officer, subcontractor, foreman or any other person for distribution unless authorised by the Inspector General.

Salary

5. In this Part, the term "salary" shall be construed as including all items of personal emoluments.

ACCOUNTS AND BOOKKEEPING

Estimates

1. The approved Estimates form the basis of the accounts for the year to which they relate and the analysis and classification of the accounts of revenue and expenditure must accord with those Estimates.

All accounting entries to be vouched

2. Every entry in the accounts shall be supported by the voucher or other approved document containing the full details and particulars of the item or items to which it relates.

Form of accounts

3. (a) A book, account or record that is required to be kept under the provisions of the Public Finance Act, Cap. 348 Revised Edition 2002 or this Section may be kept or prepared:

(i) by making entries in a bound or loose-leaf book;

(ii) by recording or storing the data concerned on electronic or other non-traditional media by means of a mechanical, electronic or other device; or

(iii) in any other manner approved by the Inspector General.

(b) Where a book, account or record is to be kept or prepared by a mechanical, electronic or other device or to be stored on electronic or other non-traditional media, the data recorded or stored will be capable, at any time, of being reproduced in a written form or another form approved by the Inspector General; or a reproduction of the data is kept in a written form approved by the Inspector General.

(c) The provisions to the Public Finance Act and this Paragraph in respect of written records will apply mutatis mutandis.

Use of computer based accounting systems

4. Where the data recorded or stored on electronic or other non-traditional material by a mechanical or electronic device forms part of a system of account under the control of a Commanding Officer, the prior approval of the Inspector General for which must be obtained and any changes to it approved.

Security of accounting systems

5. Commanding Officers shall take all reasonable precautions to guard against damage to, destruction of or falsification of or in, and discovery of falsification of or in any book, account, record or part of a book, account or record required by the Act or this Section to be kept and in particular shall ensure that all instructions issued by the Inspector General in this respect are implemented and enforced.

Audit trail

6. Each Commanding Officer shall satisfy himself or herself that, where the system involves the authorisation, approval, deletion or alteration of any transaction or data by electronic means or any means other than in writing, an audit trail is made so that it enables the person giving such authorisation or approval or deleting or altering a transaction to be identified beyond reasonable doubt and the nature and, if of the authorisation, approval, deletion or alteration is ascertained.

Security and passwords

7. (a) Notwithstanding the preceding provisions under this Part, each Commanding Officer shall satisfy him/herself as to the security of the means of storage and the method of processing of electronic media and its data and to the proper documentation of any software involved and shall implement and enforce any instructions issued by the Inspector General in this respect.

(b) In particular access to data and data processing areas shall be controlled and the method of control document. Where passwords are used as a security check for accessing data in a computer based accounting system for whatever purpose including the authorisation or approval of transactions by electronic means or the alteration or deletion of any data, they shall be kept secret by the person to whom they are allocated.

(c) Commanding Officers should bring to the attention of the officers handling accounts that any officer who communicates a password to another officer commits an offence under the Public Finances Act, Cap. 348 R.E. 2002.

Provision of technical and back-up support

8. (a) The Inspector General shall ensure that each command has a proper technical support and is kept readily available for both hardware and software.

(b) Effective backup and disaster recovery procedures are put in place for the event of a partial or complete breakdown or loss of the storage media or processing equipment to ensure that the administration of the Force is not adversely affected.

Inspection and production of records

9 (a) Where any book, account or record is stored by means of a mechanical electronic or other device on electronic or other non-traditional media and the Public Finance Act or its regulations requires that the book, account or record and the matters contained therein is required to be available for inspection or for copies to be made thereof, a Commanding Officer shall make the book, account, record or matters concerned available in written form or otherwise provide a document containing a clear reproduction in writing of the whole or part of them as the requirement may entail.

(b) Any written document or reproduction supplied under this paragraph shall be deemed to be a valid reproduction unless the contrary is established.

Alterations, corrections, etc.

10. (a) No any erasure or alteration shall be made in any cash book, assessment register, rent roll, ledger, voucher or other document of account.

(b) Payment in connection with any document bearing an alteration or erasure may be refused by the Inspector General.

(c) If any correction is necessary, the original entry must be crossed through by a line only, so as to show clearly what the original entry was, and the correct entry placed above the original one, the correction being initialled by the officer responsible.

(d) In no circumstances whatever may a correction be made in any document which has been audited, without prior consent in writing of the Controller and Auditor-General to be obtained through the Inspector General.

Frequent receipt of corrected documents

11. If documents containing corrections are frequently received by the Accounts Department of the Force from any command or officer, the Inspector General may invite the attention of the Commanding Officer to this fact and seek an appropriate explanation.

Cash books generally

12. (a) The Commanding Officers shall keep in their offices a cash book, batch sheets or other records showing the allocation of receipts and payments, journals and ledgers together with such other books and registers as may be necessary for the proper maintenance and production of the accounts of the Force.

(b) All cash and bank transactions shall be entered in the cash book as they occur and the entries numbered consecutively on each side of the cash book in the order of the receipts or payments and corresponding numbers will be entered on the supporting vouchers, commencing a fresh series each month.

(c) The cash book must be totalled and balanced at the end of each working day and the balance compared with the total amount on hand and in the event that the balance does not agree with that total, the discrepancy must be investigated forthwith.

(d) The transactions and balances will then be independently checked accordingly and, certificate being entered in the cash book showing the opening balance of the day, the total receipts and the total payments of the day and the closing balance. In the case of the Accounts Department of the Force cash book this certificate will be signed and dated by the Inspector Generals or his deputy.

(e) In the case of other commands the certificate shall be signed and dated by an officer nominated in writing by the Inspector General and the closing balanced shall then be carried forward to constitute the opening balance of the next day.

Journals

13. (a) Journal entries may be prepared as required for all adjustments authorised to be made by transfer between individual Votes, sub-heads or items of revenue and of expenditure and other ledger accounts which do not involve cash receipts or payments. Journal entries will be issued in accordance with Regulation 127 of the Public Finances Regulations.

(b) Each journal entry shall be consecutively numbered in sequence, a fresh series being started for each month.

(c) The journal entries shall be posted daily after the completion of posting of the receipt and payment vouchers for that day.

(d) In all cases journal entries must be supported by sufficient explanations, authorities, references and documentation to enable the purpose of the transfer to be understood without reference to any other source.

(e) Where a journal voucher involves adjustments between two or more Votes the voucher shall be copied to all the Commanding Officers concerned.

Deposit accounts

14. (a) Deposit accounts may only be opened with the specific approval of the Inspector General.

(b) The prime responsibility for keeping proper accounts for deposits lies with the Commanding Officer concerned.

Maintenance of deposit accounts

15. The following accounts will be maintained in respect of deposits:–

(a) A control account for each category of deposits, which will show at any time the total balance outstanding in respect of deposits of that category; and

(b) an individual account for each depositor, which will show at any time the details of the transactions on that account and the balance outstanding.

Balances of individual deposit accounts

16. (a) The balances on individual deposit accounts as at the end of the financial year will be listed and reconciled with the balances on the relevant control accounts.

(b) In the case of deposit accounts maintained by Commanding Officers, copies of the reconciliation will be sent to the Accounts Department of the Force.

(c) Where the deposit accounts maintained solely in the Accounts Department of the Force, a copy of the reconciliations shall be supplied to the Inspector General.

Standard forms

17. Standard forms and voucher required for accounting procedures may be specified by the Government and that prior authority of the Inspector General must be obtained before the introduction of any special forms or vouchers for use in the Force other than those prescribed by the Government.

Preservation of accounting records

18. (a) The Inspector Generals shall issue instructions to Commanding Officers specifying the precautions which may be taken in particular cases to safeguard accounting records and documents and in particular those which have been stored on electronic or other non-traditional media.

(b) The Inspector Generals shall ensure that all receipts and payment voucher lodged with the Accounts Department of the Force are properly and securely bundled and that they and all other accounting documents are kept in an orderly manner so that they are available when required.

Principle of efficient accounting

19. Every Commanding Officer and accountants shall observe a principle that efficient accounting is to a large extent dependent upon neatness and orderliness in the filing and preservation of vouchers, books, registers and other documents which support and explain entries in the accounts. In filing payment vouchers it is preferable that they should be filed in vote order rather than in cash book sequence.

Accounting records

20. (a) All classes of account books and records will be carefully preserved and may not be destroyed without the approval of the Inspector General.

(b) Account books and records shall be retained for the following periods:

Accounting records and Period of Retention:-

(a) copies of receipts, licenses, payment vouchers cash books- 3 years

(b) stores receipt and issues vouchers- 3 years

(c) Accounts Department of the Force copies of receipts, receipt vouchers, licenses- 7 years

(d) original payment vouchers, used cheques- 7 years

(e) abstracts, subsidiary records, stores ledgers, journals- 7 years

(f) Accounts Department of the Force main cash books, ledgers, loan and investment registers - Indefinitely

(g) Establishment and salary records (which may be required for determining officers' and widows' pensions and other terminal benefits)- Indefinitely

Destruction of accounting records

21. (a) Commanding Officers wishing to destroy accounting records will submit four copies of the lists of documents concerned to the Inspector General to be dealt with in accordance with Regulation 140 of the Public Finances Regulations.

(b) The Commanding Officer will advise the Inspector General in writing when destruction of the documents has taken place, retaining his copy of the list as his authority for the destruction.

P.G.O. No. 129

CUSTODY AND SECURITY OF PUBLIC MONEY - STRONGROOMS, SAFES AND STRONGBOXES

Provision of security facilities

1. (a) Each commanding Officer must ensure that strongrooms, safes and strongboxes are provided for the safe custody of funds and valuables in all Force premises in which such moneys are received and retained either temporarily or permanently.

(b) Strongrooms and, where appropriate, safes shall be fitted with two different locks, the keys or combinations of which should be held by different officers.

(c) The necessity for a strongroom, safe or strongbox shall be determined by the Inspector General and it shall be the responsibility of Commanding Officers to report to the Inspector General if they are not satisfied that adequate facilities are available in any of their premises for the proper safe custody of funds for the Force or Government and valuables.

Use of security facilities

2. (a) An officer holding the key of a strongroom, safe or strongbox must retain the key in his personal possession and must ensure that it is properly safeguarded at all times but the key shall not carry a tag or other indication of the strong room, safe or strongbox which it operates.

(b) An officer holding the combination of a strongroom, safe or strongbox must ensure the combination is known only to him and not divulged to any other person.

(c) When operating the combination he must do so in such a manner that it cannot be read off by another person and except as provided in this section no spare or duplicate keys or written record of a combination shall be retained.

Custody of duplicate keys, written records, etc.

3. (a) Spare and duplicate keys or a written record of the combination of strongrooms, safes and strongboxes other than those used for the storage of classified material must be placed in an envelope which must be endorsed "Duplicate key/combination of strong room, safe, strongbox, No. .....”

(b) The key or combination holder must seal the envelope personally, either with his personal seal or by signing and dating across the sealed flap in such a manner that the envelope cannot be opened without disfiguring his signature.

(c) The envelope will then be deposited with the Inspector General, who shall enter the deposit in a register showing the strong room, safe or strongbox number, its location, the maximum overnight holding, the name and designation of the key or combination holder and the date of the deposit.

(d) The Inspector General will issue an appropriate receipt to the depositor and retain the envelope under maximum security in his own strongroom.

(e) The duplicate keys or written record of the combination of the Inspector General's own strongroom shall be deposited in like manner in the Inspector General’s office.

Duty of assignment officers during handover of strongrooms, etc.

4. (a) Combinations must be changed on the handover of a strongroom safe or strongbox as provided in this Section or every six months, whichever is the earlier. Similarly, duplicate keys will be changed over every six months.

(b) The Inspector General shall release the envelope containing the duplicate key or record of the combination only against the surrender of the receipt which he gave for it, noting the date of the withdrawal in his register.

(c) On receiving the envelope, the key or combination holder must check that the seal has not been tampered with in any manner. The other key or written record of the new combination shall be deposited in the bank.

Records of strongrooms

5. (a) Each Commanding Officer shall keep a record of strong-rooms, safes and strongboxes on premises occupied by his/her command or office showing the strongroom, safe or strongbox number, its location, the name and designation of the key or combination holder, the dates on which he/she took over and handed over responsibility for the strongroom, safe or strongbox and a record of the withdrawal of duplicate keys or written combination in accordance with the proceeding regulation.

(b) A change of key or combination holder may be effected only on the authority of the Commanding Officer, who must notify the change in writing to the Inspector General.

(c) At the start of each financial year every Commanding Officer must submit to the Inspector General, a return showing the make, type, maker's reference number and location of each strong room, safe or strongbox in his/her command or office.

Strong rooms, etc., having different locks

6. (a) When a strong room, safe or strongbox having two different locks is handed over it must be ensured, by examination of register that the officer taking over has never held the key of the other lock but if such a situation cannot be avoided, the lock of the strongroom, safe or strongbox must be changed.

(b) If the holder of a key to a strongroom, safe or strongbox loses his/her key he/she must immediately report the fact to his/her Commanding Officer, who shall forthwith investigate the matter and report the finding to the Inspector General.

(c) The Commanding Officer shall make arrangements for the lock be changed immediately and where such change cannot be possible he/she shall arrange for the duplicate key to be withdrawn by the key holder and the contents of the strongroom, safe or strongbox removed under proper security to other safe custody, until the lock can be changed, and similar action must be taken if the key holder has good reason to suspect that his key has been exposed to copying or otherwise compromised.

Contents of strong rooms, safes, etc.

7. If any case in which the lock of a strongroom, safe or strongbox needs to be changed because of the loss of a key or officer responsible may be charged with the cost of changing the lock and providing new keys.

Safes to be secured and locked

8. (a) Commanding Officers shall ensure that all safes on premises for which they are responsible are secured by being built into the wall of the building or by otherwise being securely attached to the structure. Except where strongboxes need to be moved from place to place they should likewise be secured by being bolted to the structure, access to the bolts being from inside the strongbox.

(b) Strongrooms, safes and strongboxes must be kept locked at all times except during the actual process of depositing or withdrawing funds for the Force or Government, and when a strongroom, safe or strongbox is open the officer in whose charge it is must take every precaution to ensure that no other person has access to its contents.

Custody of public money and valuables

9. (a) All public money and valuables received by a Police Officer and all funds for the Force or Government retained in his custody must be deposited as soon as possible in a strongroom, safe or strongbox pending their payment into the Accounts Department of the Force or bank or being otherwise properly disposed of and in no circumstances may any funds for the Force or Government other than temporary imprest, be retained in the possession of a Police Officer other than in a strongroom, safe or strongbox. Negligence in this respect will place the entire responsibility for any loss upon the officer concerned.

(b) No Police Officer may keep, or allow to be kept in a strongroom, safe or strongbox under his charge, private money or valuables or any money or valuables other than those which he is bound to receive and account for by virtue of his office.

Money which may be retained in strongrooms, etc.

10. (a) The Inspector General will lay down the maximum amount of public money and where appropriate the limitation of valuables which may be retained in a strongroom, safe or strongbox overnight.

(b) If maximum amount is likely to be exceeded the excess may be placed in a locked or sealed secure container and temporarily deposited in a strongroom or safe of higher security grading, a receipt being obtained from the key holder of that strongroom or safe.

(c) In exceptional circumstances where large amounts are involved the matter should be reported to the Inspector General, who in his discretion may arrange for the strong room or safe to be placed under police guard.

Keeping of certain items in strongrooms, etc.

11. When not in use the following items shall always be kept in a strongroom, safe or strongbox:–

(a) cash, including cheques and other instruments of payment;

(b) the main and sub-stocks of stamps;

(c) cheque books;

(d) cash books;

(e) revenue receipt books of any description;

(f) special clamps and dies, seals, etc;

(g) any other official valuables; and

(h) a register, showing in as much detail as is practicable the contents of the strongroom, safe or strongbox at any given time.

Surprise inspections of strongrooms, etc.

12. (a) Commanding Officers are responsible for arranging for surprise inspections of the contents of strongrooms, safes and strongboxes in their commands or offices.

(b) Inspections may be made at irregular intervals, but at least once every three months. The inspecting officer will report to the Inspector General any discrepancies, deficiencies or irregularity which he may find and any case in which he considers the safe custody facilities to be inadequate.

(c) The result of each inspection shall be recorded in the Register of Surprise Inspections.

Security of cash in transit

13. (a) The security of cash in transit is the responsibility of the Commanding Officer concerned and a sufficient escort should be provided and other precautions taken, by varying the route taken or the times of collection or paying-in.

(b) Where appropriate, the advice of the Criminal Intelligence Unit shall be sought on the nature of the security precautions which should be applied in particular circumstances.

Operation of bank accounts

14. Subject to the instructions of the Minister, the Inspector General may appoint one or more banks in Tanzania to be bankers to the Force for the custody of funds for the Force or Government and other official funds and for the transaction of official banking business.

Authority of Inspector General to open bank account

15. (a) Except with the prior authority of the Inspector General no Police Officer shall open a bank account for the deposit, custody or withdrawal of funds for the Force or Government or other moneys for which he is responsible in his official capacity or for the transaction of official banking business.

(b) The authority of the Inspector General will be conveyed in writing to the Commanding Officer concerned and copied to the Accounting Officer and the Controller and Auditor-General.

(c) The Inspector General may prescribe the maximum balance which may be held in any official bank account and where at any time this balance seems likely to be exceeded the officer operating the accounts will consult the Inspector General on the action to be taken.

Prohibition to overdraw bank account

16. (a) It is expressly forbidden to overdraw an official bank account or to obtain any advance or loan from a bank for official purposes, without the prior authority of the Inspector General.

(b) The authority of Inspector General shall be conveyed in writing to the Commanding Officer concerned and copied to the Accounting Officer and Controller and Auditor-General and in no circumstances may private cheques be cashed through official bank accounts nor may private money be deposited in such an account.

Signatories of cheques

17. (a) Commanding Officers may nominate officers who may sign cheques drawn on bank accounts for which they are responsible. At least two signatures are required for the operation of the account; one of whom is not responsible for the preparation of the cheque and neither of which is responsible for the authorisation of the payment.

(b) The names and designation of those officers and their specimen signatures will be advised to the bank where the account is held, copies of the advice being sent to the Inspector General and the Controller and Auditor-General.

(c) Any change in signatories shall be similarly advised.

Arrangements in case of emergency

18. In order that a bank account shall continue to operate regardless of any circumstances that may arise in respect of the normal signatories, arrangements may be made by the Commanding Officers for the account to be capable of operation by the Accounts Department of the Force in an emergency. The provisions in respect of the number and status of the Accounts Department of the Force signatories shall apply to such arrangements.

Issue of cheques

19. (a) Unless an open cheque is specifically requested by the payee and accepted by authorizing officer, all cheques drawn on official bank accounts must be crossed.

(b) Every officer signing a cheque must satisfy him/herself that the cheque is correctly drawn and that the payee and the amount correspond with the details of the bill or voucher in respect of which it is in payment and that the details of the counterfoil agree with those on the cheque.

(c) In no circumstances whatever, will an officer sign a cheque which has not been fully completed in all respects.

(d) Cheques which are not crossed must be treated as if they were payments in cash and where they are remitted by post, they must be sent to the payee under registered cover.

Bank to be advised on lost or mislaid cheques

20. (a) In event of cheque issued by a command being reported as lost or misreported before is cashed, the bank must immediately be advised to stop payment of the cheque, acknowledgement of this instruction being obtained.

(b) The payee shall be requested to provide a written indemnity against any loss being sustained by the Force because of the missing cheque and he may then be issued with a replacement cheque.

(c) If the original cheque is found before a replacement cheque is issued, the bank should be requested to lift the stop order. If the original cheque is found after a replacement cheque is issued, it must immediately be cancelled.

Cheque books

21. (a) Cheque books or forms must be examined immediately they are received from the bank to ensure that no cheque are missing. The checking will be carried out by a responsible officer who will enter his initials and date on the reverse of the last counterfoil in each cheque book or form in a series as evidence that the examination has been made.

(b) Cheque books not required for immediate issue shall be stored in a strong room, safe or strongbox. Cheque books which are currently in use will be similarly stored overnight or when not immediately required.

(c) Counterfoils of all cheque issued and paid cheque returned by the bank must be retained in safe custody as they may be requested for examination by the Inspector General or Controller and Auditor-General.

Reconciliation of bank accounts

22. (a) The balance of every bank account as shown in the bank statement must be reconciled with the corresponding cash book balance at least monthly, the reconciliation statement being filed or recorded in the cash book.

(b) Reconciliations shall be carried out when responsibility for any bank account or cheque book is handed over from one officer to another and on the occasion of any surprise inspection or inspect.

(c) Copies of reconciliations of all accounts other than those of the Accounts Department of the Force shall be sent to the Inspector General through or by the Regional Commanders as the case may be.

CUSTODY AND SECURITY OF PUBLIC MONEY - INSPECTION UNIT

Inspections

1. (a) The Chief of Inspection shall arrange with the other member or members of his unit when they will assemble and in the case of a surprise inspection this information must be treated as confidential and not communicated to any other person.

(b) The officer responsible for the balances to be inspected must be present at all times the inspection team is carrying out its duties and the Chief of Inspection or his representative and members of the inspecting team must particularly ensure that to avoid blame for any shortage being directed at them, on no occasion are they left alone with the cash balances.

(c) The inspecting team shall count all the cash on hand in the office being inspected, including the contents of strong rooms, safes and strongboxes.

(d) The cash shall be counted in detail, except that in the case of the inspection of the main stocks of currency, boxes, bags or packets of currency notes and coins may be accepted if the inspecting team is satisfied that the seals of the Bank of Tanzania or other original suppliers are unbroken.

(e) The balance of cash on hand shall be agreed or reconciled with the balance in the relevant cash book.

(f) Any discrepancies must be noted for inclusion in the inspecting team's report, together with the explanation of the discrepancy given by the officer responsible for the balances and any significant discrepancy must be reported immediately by the Chief of Inspection to the Inspector General.

Rules relating to conduct of inspection

2. (a) Having started an inspection of cash balances the inspecting team must not leave them unattended and must continue until the inspection of those balances or stocks is completed.

(b) If it is impossible to complete the inspection in one day, all strong rooms, safes and strongboxes which have not been fully checked must be sealed by the inspecting team and the seals must not be broken except in the presence of the inspecting team.

(c) In the case of an inspection involving a bank balance, the inspecting team will reconcile the bank balance shown in the cash book with the balance shown in the latest bank statement on hand, listing unpresented cheques, credits not accounted for and other adjustments for attachment to the inspecting team's report in support of the bank reconciliation.

(d) The Chief of Inspection shall also request the officer responsible for the bank account to ask the bank to send direct to the Chief of Inspection, a bank statement and bank certificate of balance to the close of business on the working day immediately previous to the date of the inspection.

(e) On receipt of such documents the inspecting team shall carry out an up-to-date reconciliation of that latest bank balance using the information noted during the inspection.

Reports of inspecting team

3. (a) The report of the inspecting team shall be prepared on the approved form and signed by the Chief of Inspection.

(b) Any attachments to the report should be similarly signed. The report should include any comment on matters arising from the inspection which the inspecting team may consider relevant.

(c) The report shall be sent as appropriate to the Inspector General or Commanding Officer who appointed the inspecting team.

CUSTODY AND SECURITY OF PUBLIC MONEY - HANDING-OVER PROCEDURES

Duties of officer handing over

1. (a) Commanding Officers shall ensure that on every occasion on which cash, receipt books, keys, etc., are handed over from one officer to another, the hand-over is conducted in such a manner that there can be no doubt or ambiguity as to the items handed and taken over.

(b) In every such case the officer handing over must ensure that all cash books, registers, etc., are fully entered and balanced to the date of the hand-over, ruling off the books after the latest entry. He/she must prepare in quintuplicate a handing-over statement fully and correctly listing all balances, documents, etc., in his/her possession which he/she is required to hand over.

(c) In particular the statements will record the following items, if applicable:

(i) cash and bank balances in words and figures;

(ii) the serial numbers of all fixed fee tickets;

(iii) the serial numbers of all unused, partly used and completely used receipt and licence books;

(iv) details of strongrooms, safes and strongboxes, etc., and of their keys including duplicates;

(v) the quantities and descriptions of sealed packets and other articles of value;

(vi) any official seals, dies or stamps;

(vii) titles of books of regulations, rules and instructions; and

(viii) references of files and similar official documents.

Duties of officer taking over from another officer

2. (a) The officer taking over must check that all items listed on the statement are actually produced and handed over to him/her and that they agree with the balances, stocks, etc., shown in the relevant cash books and registers.

(b) In particular he/she shall, if applicable:

(i) check carefully and in detail all cash, fixed fee tickets, receipt books, etc., comparing them with the balances and stocks in the relevant cash books and registers;

(ii) check all entries and castings in the cash books since the last payment to Accounts Department of the Force or bank and verify that all receipts issued subsequent to that payment have been duly brought to account;

(iii) if a bank account is operated, call for a bank statement and reconcile the bank balance with the relevant cash book;

(iv) check the balance of any standing imprest with the imprest account and ensure that the total of cash on hand, completed vouchers, etc., agrees with the amount of the imprest;

(v) ensure that the keys handed over to him actually operate the locks which they purport to operate and that the locks and keys are in good order, that duplicate keys have been properly deposited and that the strongrooms, safes and strongboxes comply with the provisions of this paragraph;

(vi) check that sealed packets are in fact sealed and that they and other items of value, etc., comply with their descriptions in the strongroom, safe or strongbox register;

(vii) check that, prima facie, all books of regulations, instructions, etc., have been amended to date; and

(viii) enquire into the omission from the handing – over statement of any items which on the basis of his/her experience he/she would normally expect to receive in connection with the duty which he/she is taking over.

(c) When the officer taking over is satisfied as to the correctness of the handing-over statement, he/she shall draw a bold line below the last entry and across any unused part of the statement and all copies of the statement shall then be signed and dated by both the officer handing over and the officer taking over.

(d) If the statement comprises more than one sheet, every sheet shall be signed and dated by both officers.

Shortages and discrepancies found during hand-over

3. (a) If during the handing-over, shortages or discrepancies are noted between the balances or stocks of cash, receipt books, etc., being handed over and those recorded in the relevant cash books and registers, the full facts relating to the shortage or discrepancy must be recorded in detail in the handing-over statement together with the explanation of the shortage or discrepancy given by the handing-over officer.

(b) In the event of the shortage or discrepancy being other than of a very minor nature, the officer taking over must make an immediate report to the Commanding Officer or in the case of a hand-over between outgoing and incoming Commanding Officers to the Inspector General who must forthwith investigate the shortage or discrepancy, submitting his report to the Inspector General, or Accounting Officer in the case of an investigation by the Inspector General.

Distribution of statements

4. On completion of the handing-over, the officers handing over and taking over will each retain one copy of the handing-over statement, one copy will be sent to the Commanding Officer, or in the case of a handing-over between outgoing and incoming Commanding Officers to the Inspector General.

Procedure on illness or absence of officer

5. (a) If because of illness or for any other reasons an outgoing officer is unable to hand-over his duties and responsibilities in person, he shall forward the keys of the strong rooms, safes, strongboxes, and such other items in his custody to his Commanding Officer by hand under sealed personal cover.

(b) The Commanding Officer must then appoint a Handing-over inspecting team comprising at least two officers who will, on behalf of the outgoing officer, jointly perform the hand-over duties prescribed in the foregoing paragraphs, signing the handing-over statement in his stead.

(c) The procedure detailed herein shall apply where a key-holder is unexpectedly absent from a duty which cannot be held in abeyance until his return.

Procedure where taking over cannot be made

6. If, for any reason, an incoming officer considers that the state of the records, balances, security, etc., is such that he cannot conscientiously take them over, he must immediately seek instructions orally from his Commanding Officer and promptly signal the Inspector General a full report of the circumstances of the case.

Loss of accountable documents and action to be taken

7. (a) The action to be taken on the loss of accountable documents shall vary with the nature of the documents concerned.

(b) A loss of stamps, fixed fee receipts or licenses, shall be treated as a loss of cash.

(c) Loss of accountable documents as miscellaneous receipts, invoice orders, which do not have a predetermined value but which nevertheless might be misused if they fell into the wrong hands, this loss should be reported forthwith to the Inspector Generals.

(d) A notice in a form approved by the Attorney General through the Inspector General should be placed in at least one local newspaper, informing members of the public not to accept documents of the serial numbers concerned.

(e) Where the loss of the documents was due to the negligence of an officer, the Commanding Officer should require the officer responsible to pay for the cost of the advertisement.

P.G.O. No. 132

PAY AND ADVANCES – MISCELLANEOUS MATTERS

General

1. (a) "Pay" in this Order means the basic salary due to an officer by virtue of his rank and appointment. It does not include allowances.

(b) Authority for the payment of an officer's salary and necessary allowances is automatically conveyed in the letter of an officer's appointment/promotion and/or in Force Orders, Part II.

(c) Authority for the payment of increments is conveyed by a "Change of Salary Advice" form issued by the Ministry of Home Affairs (details of which are not published in Force Orders).

(d) The incremental date for the Rank & File will be either 1st January or 1st July; for inspectors and gazetted officers it will normally be the anniversary of their appointment or date of promotion to their present rank.

(e) Disciplinary punishments involving a change in pay will be published in part II of Force Orders and will be put into effect from the dates stated.

(f) Upon suspension of an officer he/she shall not be entitled to any salary, but may be granted an alimentary allowance, the details of which will be conveyed immediately by the Inspector General to his/her Commanding Officer.

(g) Upon interdiction of an officer he/she shall receive pay of not less than half salary, details of which will be conveyed immediately by the Commanding Officer to the Inspector General.

(h) These orders do not absolve an officer from complying with the terms and conditions of Public Finances Act, Cap 348 R.E. 2002 and its Regulations.

Pay on Leave

2. (a) Leave pay may be paid up to the end of the month prior to the date on which the officer is due to return from leave.

(b) Members of rank and file may be paid leave salary in advance subject to Treasury arrangements.

Conduct of Pay Parade

3. (a) Personnel will be paraded to receive their pay at a convenient time within the last three days of the month.

(b) The parade will normally be conducted by a Gazetted Officer, or if this is not possible, by an Inspector i/c. Station or Unit.

(c) Each officer receiving pay must be permitted to check the amount paid to him before he leaves the pay table and to make any complaints at that time.

(d) Where an officer is prevented from being present at a pay parade, he/she shall be paid as soon after as is convenient. The payment of salary to one officer on behalf of another is prohibited. Personnel sick in hospital should be paid by a visiting officer.

(e) All deductions owed by a personnel shall be recovered at the pay table in cash; this shall include disciplinary fines, adjustment of any previous overpayments and canteen debts. Except for the recovery of canteen debts, a General Revenue Receipt credited to respective code will be issued immediately to the individual. Recovery of canteen debts will be paid to the canteen manager and official recoveries will be

forwarded to the Ministry of Public Security and Safety without delay. A return showing details of official recoveries shall be forwarded in the following form :-

Name and Number

Amount Recovered.

E.R.V. No. and Date.

Head and Sub- head credited.

Nature of Recovery.

(f) The officer conducting the pay parade will sign the certificate at the foot of the acquittance rolls and will be responsible for the correctness of payments entered therein.

Payments or Stoppage

4. (a) Authority for the payment or the stoppage of any allowance to members of the Rank and File is vested in Commanding Officers. This authority must be conveyed in writing.

(b) No allowances is payable to an officer during his/her absence on leave without pay.

(c) All allowances are payable during an absence due to sickness up to six months. Only detective allowance will be payable indefinitely during such absence.

(d) No allowance is payable when an officer is under interdiction or suspension.

(e) Except where stated otherwise, all allowances are paid monthly at the approved rates.

5. Plain clothes allowance.

This is payable to all members of the C.I.D. with the approval of the Director of Criminal Investigation.

6. Detective Allowance.

Payable to all members of the C.I.D. with approval of the Director of Criminal Investigation. This allowance shall be payable in addition to plain clothes allowance.

7. Band Allowance

Payable to members of the Rank & File in the Police Band at the approved rates

8. **Driver/Mechanic's allowance.**

Any member of the rank and file employed as an authorised driver will, on passing the necessary trade test for driver/mechanics be eligible to receive this allowance.

"Satisfactory service", includes three years' accident free driving but in special cases Regional Commanders may, in consultation with the Force Transport Officer, award satisfactory service in spite of accidents.

Payment of this allowance may be stopped or reduced by Regional Commanders in addition to, or in lieu of, any other punishment or surcharge imposed on a Driver/Mechanic arising from in discipline or vehicle accident.

9. Instructor's allowance

Payable to members of the Force whilst employed on instructional duties at the Police College or the Police Training Schools.

10. Dog and Horse Handler's Allowance.

(a) Payable to Dog and Horse-Handlers whilst employed on such duties. The Force Dog and Horse Master will advise Commanding Officers on those qualified to receive this allowance.

(b) "Satisfactory service" means service without any serious charges arising out of dog or horse-handling duties.

11. *Bicycle Allowance.*

Payable to all officers in accordance with Government Standing Orders …….. Commanding Officers may authorise payment of this allowance which should be claimed by certified voucher.

12. Subsistence Allowance

Subsistence allowance will be paid as stated below:

(a) Recruits

This allowance may be paid to a recruit at the appropriate rates as laid down by the Government to cover the period from the date the recruit is first accepted until the date on which he is anticipated to arrive at the Police Training School. It will be paid on a payment voucher. A confirmatory copy of the payment voucher will be sent to the Commandant, Police Training School. This allowance may continue to be paid to the recruit to over the period from the date of his/her arrival at the Police Training school until the date on which he/she is finally accepted and attested, and allocated a Force number.

(b) Other Officers

Subsistence allowance in terms of Government Standing Orders L.104 (c) may be paid at the appropriate rates as laid down by the Government to officers (other than recruit constables,) attending courses at recognised institutions. The Police College, Dar es Salaam and Police Training School, Moshi are responsible for the payment of this allowance to all officers attending courses at these two institutions from the date such officers leave their stations up to the expected date of return to their stations.

13. Disturbance Allowance

(a) All ranks of the Force, other than officers on temporary terms, may be paid disturbance allowance at the current approved rate.

(b) Where an officer is transferred from one station to another on promotion, his annual basic salary will be taken as being that of the post to which he has been promoted.

(c) This allowance will *not* be payable when an officer goes on leave, but will be payable if on his return from leave he is posted to a different station.

(d) This allowance will *not* be paid to members of the Force who are transferred from one station to another:-

(i) on compassionate grounds;

(ii) at their own request;

(iii) because of misconduct;

(iv) within a town.

(e) Disturbance allowance will *not* be paid to an officer in respect of field allowance when he moves from a field post.

(f) Disturbance allowance will be certified that transfer was not at the officer's own request and that it involved packing of personal effects.

P.G.O. No. 134

CRIMINAL INVESTIGATION FUNDS

Use of Funds

1. Criminal Investigation Funds shall be expended on the following purposes only :-

(a) The purchase of criminal information, *vide* paragraph 8.

(b) The reimbursement of C.I.D. Officers' authorised investigation expenses, *vide* paragraph 10.

(c) The payment of rewards, vide paragraph 11.

(d) The payment of fees for female searchers shall be at the rate prescribed by the Inspector General of the Police.

(e) Expenses for packing exhibits.

(f) The payment of fees to non-Government vehicle examiners for the special examination of motor vehicles in connection with criminal cases.

Payment and Accounting Procedure

2. To support expenditure under sub-paragraphs (a), (b), (c), (d) and (e) of paragraph 1, a receipt in the under-mentioned form, should be obtained from the person receiving the money:-

"RECEIVED: From Regional/District C.I.D. officer ..... Region/District, shillings ..... being a reward for information in Police Case/Enquiry No. .....

Signature or Right Thumb-Print ....."

Date .....

Place ..... Paying Officer ....."

3. In cases where a receipt cannot be obtained either because it is undesirable to disclose the name of the informer or for some similar reason, a certificate, in the under-mentioned form, will be made out and signed by the officer certifying the expenditure and by the paying officer.

"CERTIFIED paid to ..... Shillings ..... for information/service rendered in Police Case/Enquiry No. . .....

Date ..... Paying Officer .....

Place ..... Certifying Officer .....

4. At Police Station where no C.I.D. funds are held, application will be made to the O/C. District or Regional C.I.D. officer for funds to meet expenditure in any particular case.

5. Accounting shall be strictly and accurately carried out in accordance with the procedure set out in Appendix "A".

6. In the case of sub-paragraph (f) of paragraph 1 above, the officer requiring the service will, in the first instance, issue a Local Purchase Order to the non-Government Vehicle Examiner. On completion of the examination (or at monthly intervals in busy stations), the examiner will return the Local Purchase Order, suitably endorsed to show the cost of the services, supported, if he so desires, by a statement of account. The O/C. Station will forward the bill and supporting Local Purchase Order to his O/C. District,

who will prepare a payment voucher and forward the voucher, in triplicate, to the originating station. Payment may then be made through the Ministry of Public Security and Safety

7. No other forms of C.I.F. expenditure may be incurred without reference to the Director of Criminal Investigation.

Purchase of Criminal Information

8. Payment for criminal information may be made from the C.I.F. in accordance with the following scale :-

Maximum	**Authorising Officer**
Shs. 50,000/=	**O/C. Regional C.I.D. Units.**
Shs. 200,000/=	**Regional Commanders.**
Shs. 500,000/=	**Director of Criminal Investigation.**
Over Shs. 500,000/=	**Inspector – General**

9. Gazetted Officers to whom C.I.F. is allocated may make small advances to members of the C.I.D. if they are satisfied that the money is definitely required to connection with an investigation. Advances may not exceed Shs. 20,000/=, nor may more than Shs. 50,000/= per month be advanced to any individual officer without permission from the Regional Commander. All officers to whom advances are made shall be required to provide accurate accounts of expenditure.

Reimbursement of Expenses

10. Minor investigation expenses by C.I.D. personnel may be reimbursed if, and only if, the following circumstances apply:-

(a) The expenditure was incurred in an investigation which led to a conviction.

(b) The claimant can prove that the expenditure was necessary.

(c) The claimant can prove that he had already expended his monthly detective allowance.

(d) The total reimbursement does not exceed the amount prescribed by the Director of Criminal Investigation.

(e) All other claims for reimbursement shall be referred to the Director of Criminal Investigation.

Rewards

11. The use of the C.I.F. in connection with rewards offered by Police is covered in P.G.O. No.134

District C.I.D. Expenditure Returns

12. A Monthly Return of Expenditure, as at paragraph 3 above, supported by receipts for each item of expenditure will be forwarded to Officers in Charge of Regional C.I.D. Units by O/C. District. Final balances will also be signalled before the Returns are dispatched.

APPENDIX "B"

(TO P.G.O. No. 133)

Comment [u1]: SEE ATTACHED TXT FOR FORMAT

REWARDS – PAYMENT OF, BY POLICE

1. Whenever an O/C. District considers that a reward should be offered for the arrest of a wanted person, he should apply forthwith to his Regional Police Commander, giving full reasons for his request.

2. The Regional Police Commander may authorise the offer of rewards up to and including Shs. 50,000/=. Should the Regional Police Commander consider that a larger reward is called for, he should apply forthwith to the Director of Criminal Investigation, giving full reasons for his request. The latter may authorise an offer of rewards up to and including Shs. 500,000/=. Rewards above this amount must be authorised by the Inspector General.

3. The Regional Police Commander shall decide whether a reward may be advertised by printed notices which shall be prepared and issued by the Forensic Bureau for country-wide circulation. In cases of urgency, however, the Regional Police Commander may arrange for such notices to be printed locally. The expense in connection with local printing will be debited to the C.I.F. Reward notices should be set out in the clearest terms in Kiswahili and, where local conditions so require, translations made into other appropriate languages. The notices shall offer the reward for information leading to the arrest of the wanted person(s).

4. O/C. District are responsible for seeing that reward notices are given the widest possible circulation; copies shall be posted up in all Police Stations, Government Offices and District Council Offices at least.

5. Copies of every reward notice issued locally shall be sent to C.I.D. Headquarters for publication in the Police *Gazette*. In addition, one copy shall be placed in the appropriate case file. The Director of Criminal Investigation will arrange for reward notices to be announced over the Press.

6. Application for payment of reward shall be made to the Director of Criminal Investigation on the appropriate case file. Payment will not normally be made unless an arrest is effected, but Regional Commanders may recommend partial payment if the circumstances appear to justify it.

7. The Director of Criminal Investigation will arrange payment from the C.I.F. account and will inform all Regional Police Headquarters through the medium of the Police *Gazette* that a reward has been paid and order the cancellation of the reward notice. Regional Commanders shall then arrange to remove all relevant notices.

P.G.O. No. 135

FORCE FUNDS

1. There are three main sources from which expenditure can be incurred in respect of welfare demands:-

(a) Rank and File Welfare and Equipment Vote

This fund is approved and replenished annually in the estimates. It is intended to cover expenditure in respect of equipment for police recreation rooms and canteens and the provisions of social amenities generally. Expenditures of each year is controlled by the Inspector General who may authorize the money to be issued to commanding officers in which case the latter decide on how best to spend it. This fund is subject to normal sort of control and accounting.

(b) Command Canteen and Welfare Fund

Each command will keep its own command canteen and welfare fund income into which will derive from canteen rebate/profit. Expenditure is controlled by a Chairman and a committee established under the provision of Police General Orders Nos. 212 and 213. Funds are applied for the mutual benefit of all units served by the committee, and may be extended, subject to ad hoc rulings from the Inspector General to the granting of small loans for the purchase of various utility items, and grants for deserving personal cases. Commanding Officers are responsible for the expenditure connected with the fund and shall, for this purpose, open a Bank account to be known as the Command Canteen and Welfare Fund. A half – yearly statement of account in the form prescribed, will be forwarded to the Inspector General by the commanding Officer concerned. The account will be subject to internal audit half-yearly.

(c) Police Recreation and Welfare Fund

This is a central fund managed and controlled by the Inspector General who may nominate a committee to advise him. The fund is kept by the Quartermaster and its objects are broadly the encouragement of sport and recreation in addition to funds (a) and (d) in this P.G.O. The Inspector General may also, at his discretion direct the application of money from this fund to any other cause which promotes the welfare of the Force.

Income into this fund has usually derived from the sale of various items discarded by Government, but the Inspector-General may also direct that any other moneys received by the Force and which are not subject to parliamentary control, be paid into this fund.

2. In addition to these three funds, the Force maintains:-

(a) Police Rewards Fund

(i) This fund is established by section 63 of the Police Force and Auxiliary Services Act, Cap. 322 and its income is laid down in the same section.

(ii) Commanding Officers will ensure that all moneys, received under (a), (b), (c) and (d) as stated in Cap 322 are credited without delay, to the item – Police Rewards Fund and, in the case of payments under (e) and (f) that the procedure laid down in Police General Order No. 104 is followed. In the case of money recovered under section 77 of the Police Force and Auxiliary Services Act, Cap. 322 R.E. 2002 where they arise out of Police employed under the terms of section 72, they shall be credited to the sub –head "Hire of Police" in the normal way. Where they arise out of Police employed under the terms of sections 73 and 74 of the Police Force and Auxiliary

Services Act, Cap. 322 R.E. 2002, arrangement will be made for the submission of a request to the President for a refund out of Revenue into the Fund.

(iii) Prosecuting Officers shall, where necessary, draw the attention of the courts to section 44 (a) and (b) of the Police Force and Auxiliary Services Act, Cap. 322 R.E. 2002 and request an order for payment into the Fund.

(iv) Returns of payments into the Fund are no longer required.

(v) The fund is administered solely by the Inspector General and shall be used in accordance with section 62 (4) of the Police Force and Auxiliary Police Services Act, Cap. 322 R.E. 2002.

(vi) In cases of death however Commanding Officers will make an immediate grant request from the Fund for funeral expenses of any deceased member of the Rank and File, in accordance with the approved scale.

Grants under this paragraph will be paid to a near relative of the deceased who has accepted responsibility for the funeral arrangements or if no such relative can be found, then the actual cost of burial to an amount note exceeding the appropriate grant will be charged against the Fund. In both cases, payment must be fully receipted.

(b) Regional Police Commanders are authorised to approve applications for the payment of grants from the Fund for the following purposes up to the maximum shown :-

(i) To any member of the Rank and File discharged from the Force as medically unfit for further service:-

Cash for the purpose of incidental expenses on the journey from his Unit to his/her place of repatriation at approved rates.

(ii) To wives or families of deceased members of the Rank and File:-

Cash for the widow and for each child up to a maximum of four children – to cover incidental expenses on the journey from the husband's/wife's Unit to the place of repatriation.

(c) Application will be made to the Inspector General for any grant from the Fund not covered by this General Order. The following are given as examples of the purposes for which grants may be made:-

(i) Assistance of kinds, other than covered in this General Order, to the wives/husband and families of deceased members of the Rank & File.

(ii) Contributions towards prizes to be given at athletic meetings, assaults-at-arms and similar events organised by the Force or for its benefit.

(iii) Payments to members of the Rank & File as rewards for meritorious acts or services in execution of duty, if such payments are not met from Government Funds.

(iv) Expenditure for the benefit and advancement of authorised recreation and sport and other branches of police activity organised within the Force.

SECTION VI
BUILDINGS AND QUARTERS
Nos. 141 – 150

P.G.O. No.	*Titles*
141.	Barracks and Buildings – Use and Maintenance of
142.	Fire Precautions
143.	Inspections – Barracks
144.	
145.	
146.	
147.	
148.	
149.	
150	

BARRACKS AND BUILDINGS – USE AND MAINTENANCE OF

Care of Buildings

1. All Police buildings shall be kept clean and tidy and free from smells, dust and cobwebs.

2. Latrines and drains shall be cleaned every day and disinfectant applied in liberal quantities to floors and surrounding areas. Care shall be taken to ensure that bacterial action is not stopped by the application of heavy concentrations of disinfectant into septic tank systems.

3

Floors and verandas shall be scrubbed or polished at regular intervals.

4. All woodwork, particularly the doors and shutters in Rank & File quarters, shall be painted, stained, polished or oiled as appropriate.

5. Fire appliances and buckets shall be painted red and the paint kept in fresh condition. They shall be maintained in good order in accordance with P.G.O. No. 142.

6. Damage to police buildings shall be reported at once to the O/C. Station and by him to the O/C. District. The latter will arrange for early repairs, and will report to his Commanding Officer.

Compounds and Grounds

7. Police compounds and grounds shall be kept in immaculate condition at all times. Trees should be planted and flower beds laid out. Perimeter hedges shall be grown round all Police compounds and Commanding Officers should ensure that this is done everywhere.

8. Grass and hedges shall be cut and flower beds tended.

9. All ditches and open drains shall be kept clear and clean.

10. Edges of paths shall be marked off with white stones, hedges or other suitable materials.

11. Livestock, excepting only dogs, cats and poultry, shall not be kept in Police compounds.

12. Poultry shall be kept in tidy, properly constructed fowl houses in areas approved by the O/C. Station.

Furniture

13. All Government furniture on issue to Police Stations and buildings shall be entered in the Property on Charge Register (P.F. 168).

14. Transfer of furniture from office to office without the permission of the O/C. Station is forbidden**.**

15. All furniture shall be clean and polished. O/C. Stations are responsible for the good order of all Government furniture issued to their Stations.

16. Every member of the Force is responsible for the good order of all furniture used by him.

17. Damage to furniture, which shall include stains and loss of keys or component parts of furniture, shall be reported without delay to O/C. Districts. The latter will arrange repairs. O/C. Districts shall default officers who cause damage or loss by negligence and may require them to pay for repairs or replacements.

Consumption of Electric Current

18. Electricity may only be supplied to selected Rank & File Quarters on the direct authority of Police Headquarters. Members of the Inspectorate are required to pay for their electricity and the Government may also require the Rank & File to pay for the current they use in their Quarters.

19. Current will be supplied on the basis of one lighting point per room up to maximum of three per quarter.

20. Bulbs will be supplied by the occupants and shall not exceed 60 watts in power.

21. Bulbs for offices, verandah and passages will be supplied by Government and shall not be removed without permission from O/C. Stations. Verandas' bulbs shall not exceed 25 watts in power.

22. The strictest economy shall be exercised in the use of electric current. Unnecessary lights in passages and offices shall not be left on at night.

23. All electric lights in Rank & File Quarters shall be switched off between 23.00 hours and 06.00 hours except:-

(a) in emergency;

(b) for periods not exceeding ½ hour to enable night duty men to dress and undress;

(c) on Saturday nights and other special occasions when O/C. District and Units may permit lights to be left on until midnight.

24. The use of electric irons from light fittings in Rank and File Quarters is strictly forbidden. O/C. Districts should arrange for ironing facilities to be provided in a suitable place with a separate meter. All charges arising there shall be met either by the men or by the Canteen or Welfare Funds.

25. Unauthorised additions or alterations to electric light wiring or fittings are strictly forbidden.

Occupants of and Visitors to Rank & File Quarters

26. Rank & File Quarters shall only be occupied on a permanent basis by Police Officers, their wives, children, housekeepers and servants. No other persons shall live in Police quarters without permission from the O/C. District or Unit.

27. Visitors shall not be allowed to stay in Police quarters after 22.00 hours unless permitted to do so by the N.C.O. i/c the Lines.

28. Subject to the general responsibility of the O/C. Station or Units, each Police Officer who occupies a quarter is responsible for the cleanliness of all the rooms in his quarter and for the drains and grounds adjacent to it.

29. Beds and bedding shall be clean at all times. Bug-ridden beds and mattresses shall not be allowed in Police quarters and any officer whose bed or bedding is found to harbour bugs shall be defaulted and shall also be required to move the offending articles from his quarter.

30. No member of the Rank & File shall be permitted to vacate a Police quarter until it has been inspected by the O/C. Station. The latter will note and report any damage and arrange repairs in accordance with paragraph 17. Damage to quarters or loss of keys, fittings, etc., caused by negligence should be referred to the O/C. District/Unit who will default the man responsible and may require him to pay for repairs or replacement.

31. O/C. Stations shall ensure that all available Rank & File accommodation is used to the best advantage and that unnecessary overcrowding is prevented. Large families shall be given priority, followed by small families, married men without children and finally single men. Under no circumstances may two families with children be required to share one quarter. Over crowding, if unavoidable, shall be confined to single men or married men without children.

FIRE PRECAUTIONS

General

1. Every member of the Force shall take the greatest care at all times to protect Government buildings and property from damage by fire.

2. The occupant of every Police quarter and, in the case of flats, the senior occupant on each floor of the building, is held responsible for ensuring that kitchen fires are completely extinguished at night. Fires shall be raked over and extinguished with water after use. Any Police Officer who fails to comply with this Order shall be held responsible for any subsequent fire damage which may originate in his kitchen.

3. Smoking in any Police garage, building or store containing petrol, oil or other inflammable substance or material is strictly forbidden.

4. (a) Commanding Officers shall ensure that an adequate number of fire points are established and maintained in all Station and barrack areas. Each fire point shall be equipped as follows:-

    (i) 2 fire extinguishers;

    (ii) 2 hand axes;

    (iii) 2 felling axes;

    (iv) 2 fire buckets filled with sand;

    (v) 2 fire buckets filled with water; and

    (vi) 4 fire hooks (in the case of Stations where thatched roofs still exist).

    (b) In addition, every petrol and paint store shall be equipped with two foamite extinguishers and four buckets filled with sand.

    (c) Certain other buildings may require protection and shall be equipped at the discretion of Commanding Officers with:-

    (i) 1 Fire extinguisher;

    (ii) 2 Buckets filled with water.

    (d) If any fire point is not equipped to the scale laid down above, the Commanding Officer concerned shall make good the deficiency, as the provision and maintenance of fire fighting equipment is his responsibility.

5. All fire appliances shall be painted in red, with the word “FIRE” in white letters 3” high painted on all fire buckets.

6. Fire extinguishers shall be suspended on a metal hook or fitted into a special holder attached to the wall. Under no circumstances shall a fire extinguisher be wired or so fastened to the wall that it cannot be removed immediately.

Fire Alarm

7. The alarm for fire shall be the continuous blowing of police whistles by whoever discovers the fire; where applicable, this will be followed by the sounding by buglers of the fire alarm call.

On hearing the alarm all ranks shall immediately:-

(a) put on boots and clothing (not necessarily uniforms);

(b) collect all fire fighting equipment in the vicinity;

(c) parade at the scene of the fire, or as laid down in local orders, under the command of the senior officer present.

8. The senior officer present shall take command and detail men for the following duties:-

(a) Call the fire brigade (if any) by the quickest possible means.

(b) Inform the nearest Gazetted Officer or Inspector.

(c) Search the affected building and make sure that all occupants are cleared.

(d) Check upon the occupants who have left the building and make sure none are missing.

(e) Ensure that first aid and medical attention is made available to any injured persons.

(f) Operate the fire extinguishers and appliances.

(g) Salvage arms, ammunition, Station and personal property.

(h) If manpower is available, cordon off the affected building and prevent women and children from approaching or entering the building to search for personal belongings.

(i) Take whatever precautions possible to prevent the fire from spreading to adjacent buildings.

Fire Drill

9. Fire drill shall be carried out in every Police Station, building and barrack area at least once a month. Commanding Officers shall lay down comprehensive Standing Orders and shall ensure that all ranks know exactly what action to take in the event of a fire.

10. Fire extinguishers which are due for a refill may be used on fire drills under the supervision of a Gazetted Officer or Inspector.

11. Fire Appliances shall only be removed from established fire points on authorized practices, or to deal with an outbreak of fire.

Mode of Operation of Fire Extinguishers.

12. (a) *Soda-Acid Extinguishers* - Strike the plunger firmly and direct the fluid at the base of the fire. DO NOT use on fires involving electrical wiring, petrol, paint or rubber.

(b) *Foam Extinguishers* – Lift the handle on the top, or if fitted with a wheel, turn the wheel. Turn the extinguisher upside down and spray the foam on the top of the fire.

(c) C.T.C. (*Pyrene) Extinguishers* – Turn the handle to the left and pull out the pump handle. Work this handle in and out and direct the stream of liquid at the base of the fire.

(d) *C.T.C. (National Fire Protection) Extinguishers* – Hold the extinguisher upright and strike the knob hard. Direct the jet at the base of the flames.

N.B. – After using C.T.C. extinguishers in a confined space, open all windows, etc, to allow fumes to escape.

Filling and Maintenance of Extinguishers

13. The maintenance of fire extinguishers is a responsibility of the Commanding Officer, but Commanding Officers shall check to ensure that it is regularly carried out and that extinguishers are refilled when necessary. The date of refilling shall be entered in the Station Diary. Gazetted Officers shall examine all fire extinguishers at formal inspections and shall ensure that the contents are not out of date.

14. When a fire extinguisher is due for refill, the Station personnel shall be paraded for fire drill and taught the use of the extinguisher by discharging the contents on to an imaginary fire. The refill shall then be inserted without delay.

15. If any difficulty is experienced in obtaining fire fighting equipment or in arranging for its maintenance, the Regional Commander shall report the facts to the Inspector General in order that appropriate action may be taken by Police Headquarters.

Investigation into Fires in Police Buildings

16. A thorough investigation shall be carried out into every case of fire in a Police building, premises or vehicle and every effort shall be made to discover the cause of the fire and the persons responsible for it. A Case File shall always be prepared and submitted to the Inspector General within fourteen days. This investigation is additional to, and not in substitution for, the formal inquiry required to be held under the provisions of Government Standing Order No. Q. 51.

INSPECTIONS – BARRACKS

Weekly Barrack Inspections

1. A weekly barrack inspection of all police buildings, quarters and compounds shall be carried out each Saturday morning at 09.00 hours as hereunder:-

   (a) Class "A" and "B" Stations – by the O/C. District or, in his absence, any other available Gazette Officer. If no Gazette Officer is available, by the O/C. Station.

   (b) Class "C" *Stations* – by O/C. Station.

   (c) *Field Force Units* – by the Unit Commander.

   (d) *P.T.S. and all other formations not referred to above* – in accordance with local Standing Orders.

2. Weekly barrack inspections shall, wherever possible, be carried out by Gazetted Officers.

3. A high standard of cleanliness shall be required on weekly barracks inspections. Quarters shall be clean and tidy, but furniture and personal possessions should not be removed therefrom. Doors of all rooms, kitchens and latrines, excepting only occupied cells, armouries and stores shall be fully open for easy examination. Kits shall only be laid out on the specific orders of a Gazetted Officer.

4. All members of the Rank & File, excepting only those on duty or on leave or sick shall stand by their quarters in uniform. Married men shall ensure that their families keep quiet during inspections.

Daily Barrack Inspections

5. (a) A brief daily inspection of barracks and compounds shall be carried out to ensure that the proper standards of cleanliness and hygiene are observed.

   (b) Attendance in barracks for daily barracks inspection is not compulsory. Men who are present need not wear uniform. Those who are asleep after night duty should not be disturbed; the remainder should stand to attention beside their beds.

6. These daily inspections are a routine precaution to guard against ill health and indiscipline. They should be carried out with the minimum of inconvenience to barracks occupants. Inspecting officers should normally be Inspectors, Sergeant Majors or Senior N.C.Os., but Commanding Officers may lay down their own arrangements in Standing Orders.

SECTION VII

STORES

Nos. 151 – 190

P.G.O. No.	Titles
151.	Arms and Ammunition – Issue and Receipt of
152.	Arms and Ammunition – Safe Custody of
153.	Arms and Ammunition – Scale of Holding
154.	Equipment – Bicycles
155.	Equipment – Crowd Control Barriers
156.	Equipment – Dead Boxes and Rubber Gloves
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161.	Riot Equipment – Respirators, Goggles, Shields, Riot Batons and Helmets Riot
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164.	Stores – Allocated Stores Register
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Comment [u1]: GENERAL OBSERVATIONS;
1. REMOVE DASH AFTER NUMBER/S EG. 8.-(a). IT SHOULD READ 8.(a).
2. ALIGN LEFT FOR SUBHEADING AND REDUCE ITS SPACE.
3. NEW PGO SHOULD MOVE RIGHT, AND BOLDED. HEADING OF NEW PGO SHOULD BE CENTRED AND SPACE INCREASED BELOW AND ABOVE HEADING

P.G.O.No.151

ARMS AND AMMUNITION – ISSUE AND RECEIPT OF

Comment [U2]: New PGO. Align right and bold. Increase space below and above heading

1. (a) Every Section and Unit issued with arms and ammunition shall maintain Armoury Registers (P.F. 200) in both its Reserve and Working Armouries. (See also P.G.O. No. 152).

(b) If necessary, O/Cs large Stations and Units may maintain two Registers. One is to be used exclusively for the movement of arms and the other for ammunition.

(c) An accurate list, signed by a Gazetted Officer, of the contents of each Armoury shall be pasted inside the cover of each Armoury Register.

(d) For the purpose of this Order "Arms and Ammunition" includes bayonets, riot guns, signals cartridges, tear smoke grenades, shells and cartridges.

2. All movement of arms and ammunition in and out of Reserve and Working Armouries shall be recorded in Armoury Registers at the time each movement takes place.

3. (a) Charge Room Officers will be responsible for the correct issue and receipt of all arms and ammunition to and from Armouries which are located inside Classes "A" and "B" Police Stations.

(b) Duty N.C.Os will be similarly responsible for issue and receipts to and from Armouries located in Police Lines or Fields Force Camps.

4. Nothing shall be removed from any Police Armoury without the express permission of the O/C. Station or other officer authorised to act on his behalf.

5. Nothing shall be removed or returned to a Station or Unit Armoury unless and until a record of the removal or return has been entered in the Armoury Register by the Charge Room Officer or Duty N.C.O. A separate entry is required in respect of each individual weapon unless more than six are issued at any one time for drill, parades, etc. In the latter event, one entry, giving the total number issued, will suffice.

6. The following rules shall apply to the issue and receipt of arms and ammunition and tear smoke to and from Station and Unit Armouries:-

(a) Every individual issue shall be recorded and signed by the issuing officer and acknowledged by signature by the receiving officer under the appropriate headings in the Armoury Register.

(b) Every bulk issue for drill parades, etc, shall be similarly recorded and shall be acknowledged by the signature of the senior officer of the party to whom the arms are issued.

(c) The return of all arms and ammunition to the Armouries shall similarly be confirmed by the returning officer's signature and acknowledged by the receiving officer in the Register.

7. Arms and ammunition issued from Armouries shall be returned by the holders at the earliest opportunity. Personnel on armed duty shall hand back their arms and ammunition as soon as they finish their period of duty. No member of the Force, unless so authorised, may take Station arms to his quarters.

8. The safe custody of arms and ammunition remains the personal responsibility of the personnel to whom such arms and ammunition have been issued until such time as they are returned to the Armoury. Armouries shall be reported, at once, to the O/C. Station for immediate inquiries by him.

P.G.O.No.152

ARMS AND AMMUNITION – SAFE CUSTODY OF

Comment [U3]: New PGO. Align right and bold number. Centre heading, and increase space above and below heading

1. (a) All arms and ammunition on Station and Unit charge, with the exception of revolvers on personal issue, shall be entered by totals in the Station or Unit Station Property-on-Charge Register (P.F. 168).

(b) In addition, precise details of each individual weapon on charge, including the body number and bolt number (if any) shall be entered in the appropriate space in the Station Property-on-Charge Register.

2. (a) Every entry in the Register referred to in paragraph 1 shall be countersigned by a Gazetted Officer.

(b) Unauthorised entries and alterations to entries are strictly prohibited.

3. Under no circumstances may arms/ammunition on charge be transferred from one Station to another without covering approval from Police Headquarters.

4. Every O/C. Station and Unit is personally responsible for the safe custody, maintenance and correct issue of all arms and ammunition held on charge by each Station or Unit under his command.

5. (a) All arms and ammunition held on charge shall be kept in Station and Unit Armouries which shall be securely locked at all times.

(b) Ammunition shall, if possible, be stored in locked containers or metal boxes bolted or cemented to the floor.

(c) Wherever possible, Armouries shall be in Police Stations, not in the Lines.

6. Arms and ammunition issued to Stations and Units will be divided into:-

(a) a "Reserve Stock", being all those arms and ammunition on Station or Unit charge which are not in day to day use;

(b) a "Working Stock", being the small quantity of arms and ammunition required for current use.

(c) Reserve and Working Stock *must* be stored separately if possible in separate Reserve and Working Armouries. Commanding Officers are responsible that other suitable storage arrangements on the above lines are prescribed in Standing Orders for Stations and Units which have not yet been provided with separate Armouries.

7. Two keys shall be provided for each Reserve Armoury and Working Armoury, arms rack or receptacle used for the Storage of police arms.

8. All Reserve Armoury keys will be kept by the O/C. Stations and Units, unless otherwise directed, and will be handed over by them to the next senior officer when they wish to leave their Station or Unit.

9. (a) Working armoury keys will be kept in the following manner:-

(i) **In Class "A" and Class "B" Stations:**

One key will be held by the charge Room Officer or by the Duty N.C.O. if the Armoury is in the Lines or some distance away from the Police Station. The duplicate key will be kept in a sealed, glass-fronted box in a selected position in the Police Station.

Comment [U4]: Have consistency in spacing. Second proof shows space here.

(ii) **In Class "C" Stations:**

Both keys will be kept by the O/C. Station or other office authorised to act on his behalf during his absence from the station.

(iii) **In Field Force Camps:**

(iv) **In other Formations:**

(b) Regional Commanders will ensure that all Stations and Units are issued with suitable Standing Orders covering the safe custody of Working Armoury keys.

10. When arms/ammunition are required in emergency and the original key(s) cannot be found, the glass of the box in the Charge room or Guard Room shall be broken and the duplicate key(s) extracted. A report will be sent immediately to the Commanding Officer explaining why this action was necessary.

11. (a) Every Working Armoury located inside a Police Station shall be checked for security by each Charge Room Officer as soon as he comes on duty. He shall, in particular: –

(i) check all arms and ammunition against the Station or Unit Working Armoury Register and certify in the Station diary that he has done so;

(ii) report any discrepancies, at once, to his O/C. Station;

(iii) ensure that the Armoury door is properly locked and that the key is handed over to him by the out-going Charge Room Officer.

(b) Every Working Armoury located in Lines or in field Force camps shall be similarly checked by each Duty N.C.O. when he comes on duty and an appropriate entry shall be made to this effect in the guard Room Station Diary.

12. Whenever the O/C. of a Class "C" Station wishes to leave the immediate vicinity of his station, he shall first check over the contents of his Armoury with the next senior officer available in the Station and will then hand over both keys of the Armoury to him. Both officers will then sign an entry in the Station diary confirming the hand-over. The same procedure will be followed in the reverse as soon as the O/C. returns to his station.

13. All arms and ammunition shall be checked at barrack inspections and at all formal inspections and visits by Gazetted Officers and O/C. Districts and Sub-Districts. Any discrepancies shall be reported, at once, by telephone or telegram to the commanding Officer.

14. This Order will be read in conjunction with P.G.O. No. 151.

P.G.O.No.153

ARMS AND AMMUNITION – SCALE OF HOLDING

Comment [U5]: New PGO. Align right and bold number. Increase space below and above heading

1. Stations and Units will hold stocks of arms and ammunition on Station charge as will prescribed by the Inspector General from time to time.
2. Under no circumstances may arms or ammunition on Station or Unit charge be transferred from one Station to another without covering approval from Police Headquarters.
3. When ammunition is expended it will be written off ledger charge by the use of an Issue Voucher signed by the O/C. Station or Unit. Indents will be submitted to Regional Headquarters for the replacement of expended ammunition to keep stocks at the authorised holdings.

P.G.O.No.154

EQUIPMENT – BICYCLES

Comment [U6]: New PGO. Align right and bold number. Increase space below and above heading

1. Bicycles shall be held on charge as follows:-

Class "A" Stations	10 per Station
Class "B" Stations	4 per Station
Class "C" Stations	2 per Station
Field Force Unit	2 per Unit
Regional\Unit Headquarters	2 per Region/Unit
Police Training School Moshi	6
Police Training School Zanzibar	
Director of Criminal Investigation	4
Police Headquarters Dar es salaam	4
Police Headquarters Zanzibar	4
Quartermaster	2
Forensic Bureau	2

Issue

2. The issue of bicycles is controlled by the Quartermaster who shall maintain a register of bicycles held on charge by Stations and Units. This register shall contain full particulars of all bicycles issued, including frame numbers.

3 Every bicycle issued to a Station or Unit shall be taken on charge and entered in the Property on Charge Register (P.F. 168). Bicycles shall not be transferred between Stations and Units without authority from the Quartermaster.

4. Bicycles shall not be issued to individual officers except with the express permission of the Commanding Officer and shall be used solely by personnel on duty and not for private purposes.

Maintenance

5. O/C. Stations and Units shall be responsible for the good order of bicycles on their charge and shall ensure that defective or damaged machines are not used until repairs have been carried out. When repairs are necessary, bicycles on charge to Units in Dar es Salaam will be sent to Police Main Stores. In the case of machines on charge to upcountry Units, repairs will be effected locally and the cost debited to Maintenance & Running of Plant, Vehicles & Equipment.

6. Bicycles must be kept clean at all times and shall be wiped over with a lightly oiled rag to prevent rust.

Inspection

7. Bicycles shall be inspected once weekly by O/C. Stations and Units.

8. On formal inspections, the Inspecting Officer shall report the number of bicycles and the condition of each one held by the unit inspected.

9. The Charge Room Officer, or other officer responsible for the custody of bicycles on charge, shall inspect each bicycle before issue and on its return to his custody. He shall record the issue and return of each bicycle in the Station Diary and shall also enter a report on its condition.

Accidents

10. The provisions of P.G.O. No. 196 shall apply when a Police bicycle is involved in an accident.

11. No bicycle shall be written off or offered for Board of Survey without prior approval from the Quartermaster.

Bicycle Allowance

12. Bicycle allowances may be granted to personnel who necessarily use privately owned machines on duty. The grant of such allowances shall be at the discretion of Commanding Officers who, before authorising such grant, must satisfy themselves that the personnel concerned will necessarily use his bicycle frequently and regularly on duty. Commanding Officers must also ensure that allowances are not granted in such numbers as to over-expended their allocation under Transport & Official Travelling.

EQUIPMENT – CROWD CONTROL BARRIERS

Comment [U7]: New PGO. Align right and bold number. Increase space below and above heading

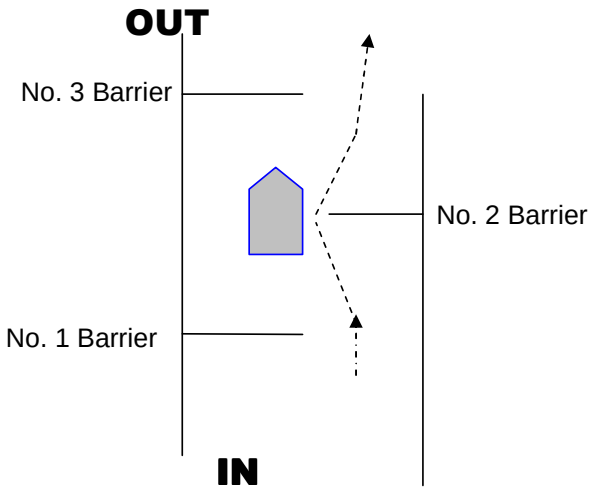
1. Collapsible steel crowd control barriers will be held on charge as hereunder:-

Dar es Salaam	150
Mwanza	70
Tanga	70
Arusha	50
Babati	20
Bukoba	30
Dodoma	30
Iringa	30
Kibaha	30
Kigoma	30
Lindi	30
Mbeya	50
Morogoro	50
Moshi	50
Mtwara	50
Musoma	30
Singida	30
Songea	30
Sumbawanga	30
Tabora	50

2. Barriers shall be used to block off streets during fires and for operations involving the control of persons and traffic or for any other emergency. They shall, in particular, be used to block roads and areas when searching for dangerous criminals.

3. When used to block off areas affected by fires, etc., barriers shall be placed end to end across roads and pavements. They may, if necessary, be lashed together to prevent the crowd from breaking through.

4. When used to block traffic, barriers shall be placed in accordance with the diagram below. Sufficient space shall be left between Nos. 1 and 3 barriers for a vehicle to be stopped and searched. No. 2 barrier shall be so placed that a vehicle entering the block is forced to the left hand side of the road and compelled to stop.



5. Barriers shall always be manned by sufficient uniformed police to enforce the purpose of the block. Red lights shall be placed on barriers which are put out at night. One P.C. (with a red torch at night) shall stand at least 20 meters from either end of a block to warn approaching traffic to slow down before reaching the barriers. The remainder of the police party, unless ordered otherwise, shall be inside the block with arms at the ready, if carried.

6. Police on road block duty shall be specifically instructed whether or not to search vehicles or persons, or both. Precise warning of the possible approach of armed personnel and careful description of wanted criminals shall also be given. The Officer-in-Charge of the road block shall record all such instructions and information in his notebook.

7. Passengers in vehicles which are to be searched will be ordered to alight and the search will not start until they do so.

Comment [U8]: Some words have been deleted. Plse note

8. Police on road block duty should be on the alert at all times. Traffic shall not be delayed unnecessarily. Police on road block duties shall carry out their instructions with courtesy and dispatch.

9. Barriers shall be assembled at the place of use. The method of assembly shall be practised at regular intervals. One personnel shall hold up each end piece and a third shall fit the cross bar into position and secure the locking clamps. All ranks shall be fully conversant with the assembly and use of crowd control barriers.

10. Barriers shall be carefully stored in readiness for immediate use. The metal work, including the locking clamps, shall be painted black. Clamps shall be well greased.

P.G.O.No.156

EQUIPMENT – DEAD BOXES AND RUBBER GLOVES

Comment [U9]: New PGO. Align right and bold number. Increase space below and above heading

1. (a) One Dead Box, for the removal of corpses, will be held on Station charge by each Class “A” and “B” Station. Additional boxes may be issued to Stations which handle particularly large numbers of corpses.

(b) Dead Boxes (one per Station) will only be issued at the request of Regional Commanders to Class “C” Stations which have particular need of them.

2. Dead Boxes shall be maintained in a clean and sanitary condition at all times and shall be washed out with disinfectant after use and stored in a dry place.

3. Two pairs of heavy duty rubber gloves for handling corpses will be issued to each Class “A”, “B” and “C” Station and an additional two pairs will be issued to Stations which have more than one Dead Box.

EQUIPMENT – ELECTRIC TORCHES

1. Electric torches shall be held on Station or Unit charge as follows and entered in Property on Charge Registers (P.F. 168). Individual issues are forbidden:-

	Hunter Torch	*Beat Torch
Regional H.Qs.	3	-
Regional C.I.D.	6	2
Crime Intelligence Unit	1(each)	-
Dog and Horses Units	1	1 (per Handled)
Field Force Units		3
Police Training School	5	20
Class "A" Stations	5	20
Class "B" Stations	2	15
Class "C" Stations	1	5

**Clipped to Belt.*

2. Torches shall be carefully maintained in Station/Unit Stores when not in use. Care shall be taken that unserviceable batteries are not allowed to corrode in torches. When torches are not in use, batteries shall be removed. Torches which become unserviceable shall be written off and an indent for replacements sent to Police Main Store, Dar es Salaam.

3. Economy shall be exercised in the use of batteries. O/C. Stations and Units are responsible for the custody of battery stocks and shall not exchange old batteries for new until the former are exhausted

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Comment [U10]: New PGO. Align right and bold number. Increase space below and above heading

Comment [U11]: Plse note this. It is absent in second proof

P.G.O.No.158

EQUIPMENT – HANDCUFFS

Comment [U12]: New PGO. Align right and bold number. Increase space below and above heading

1. Handcuffs shall be oiled and kept free from rust and dirt. They shall be kept in Station Armouries, with the exception of a small number sufficient for day- to -day use which shall be hung up in the Charge Office.

2. All issues of handcuffs shall be entered in the Station Diary in accordance with the provisions of P.G.O. No. 285, paragraph 4 (d).

3. Personal issues to individual officers are forbidden.

4. Keys shall be kept in handcuffs when the latter are not in use.

5. In no circumstances may handcuffs be issued to persons who are not police officers.

6. Handcuffs which are found to be unserviceable will be returned by Units to their Police Main Store which , upon receipt, will take action in accordance with paragraphs 57/64 of P.G.O No.166.

7. Handcuffs shall be distributed as follows:-

Class “A” Police Stations ----------	40
Class “B” Police Stations ----------	20
Class “C” Police Stations ----------	10
Field Force Units ----------	40
Police Training School ----------	20
C.I.D. Headquarters ----------	20
Crime Intelligence Unit Headquarters -------	20

EQUIPMENT – LOUD HAILERS

Comment [U13]: New PGO. Align right and bold number. Increase space below and above heading

1.Portable electric loud hailers shall be held on charge as follows:-
Field Force Units ---------- 2 per Unit
Class "A" Police Stations ---- 2 per Station
Regional Headquarters ------ 2 per Region
Police Training School ------ 2

2. Loud hailers shall always be used on Riot Drill. They may also be used for crowd and traffic control.
3. Commanding Officers shall ensure that loud hailers are carefully stored and not used by unauthorised persons. They must also ensure that they are protected from dampness and that they are suitably secured when transported in lorries or other vehicles.
4. Loud hailers must be inspected regularly, particular attention being paid to the immediate removal of unserviceable batteries to prevent the mechanism being damaged by corrosion.
5. Defective loud hailers shall be sent for repair to the nearest Signals Depot. Except for the routine changing of batteries, no repairs will be undertaken or attempted other than at a Signals Depot

EQUIPMENT – PHOTOGRAPHIC – CAMERAS & VIDEOS

Comment [U14]: New PGO. Align right and bold number. Increase space below and above heading
SECOND PROOF SHOWS 1160 AS PGO NUMBER PLSE NOTE

1. (a) Force cameras, videos and accessories on issue to Units and Stations shall be taken on charge in the Property on Charge Register (P.F. 168).

(b) For the purpose of this Order, accessories will include camera and video cases, exposure meters, flash equipment, proxar lens and focusing arms and, where dark rooms are in operation, contact printers, tanks, dishes, etc.

2. Cameras shall be placed in the charge of and used only by trained Force photographers, provided that Gazetted Officers may authorised other qualified members of the Force to use police cameras when trained photographers are not available.

3. (a) All cameras and accessories shall be checked at frequent intervals by Force photographers and by their immediate superiors. Special attention will be paid to lenses to ensure that they are kept free from fungus.

(b) In addition, all cameras and accessories shall be inspected carefully at all from all inspections.

4. All defects and damage shall be reported, at once, with full supporting explanation in every case, via Commanding Officers to the Director of Criminal Investigation.

5. Cameras or accessories which require lens cleaning or repairing shall be forwarded to the O/C. Forensic Bureau. Under no circumstances may they be sent to local firms for repair.

6. Expendable items such as flash bulbs, batteries, enlarger lamps, etc., will be indented for, as required, from the O/C. Forensic Bureau. Local purchase, without prior permission from the O/C. Forensic Bureau, is forbidden.

7. The Director of Criminal Investigations will draw up Standing Orders covering the inspection and maintenance of photographic equipment on charge to Crime Intelligence Unit personnel.

RIOT EQUIPMENT – RESPIRATORS, GOGGLES, SHIELDS, RIOT BATONS AND HELMETS RIOT

Part I – Respirators

1. (a) Respirators shall be held on Station charge in accordance with the authorised distribution scale laid down in Appendix "A".

(b) In addition, every Gazetted Officer and Inspector, except those under training at the Police Training School, shall be issued with a personal respirator.

2. (a) Respirators held on charge by Field Force Units will be re-issued on a temporary basis to all Unit personnel.

(b) Respirators held on charge by Police Stations will not be re-issued to individual officers.

Containers

3. A container (bag or haversack) shall be issued with each respirator.

4. (a) Respirators on Station charge shall be removed from their containers when not in use.

(b) Respirators on individual issue shall be kept in containers, but removed for cleaning once per week.

5. Respirators shall always be grasped by the eye-pieces (which should be pressed together) when removed from or returned to containers.

Storage

6. Respirators and containers held on Station charge shall be stored in single rows on racks or shelves in Armouries or other suitable places of easy access (Charge Rooms, etc.). They shall *not* be stacked on floors or anywhere exposed to damp. If stocks are sufficient, each respirator should be labelled with the name of the officer who normally wears it.

7. (a) O/C. Stations and Units shall carry out a weekly inspection of all respirators held by them on Station or Unit charge, including those respirators on temporary re-issue in accordance with paragraph 2 (a). They shall, in particular, ensure that all respirators are fully protected from damp, corrosion and rust.

(b) All ranks are held personally responsible for the care and maintenance of the respirators issued to them.

Cleaning

8. Respirators shall be carefully cleaned after use and the inside dried with a clean cloth.

9. Misting of eyepieces should be prevented by an application of anti-dim compound, or soap, or saliva, which should be wiped off with a clean, dry cloth.

Fitting Respirators

10. All ranks who have occasion to wear respirators shall use the following method to ensure that their respirators fit correctly:-

(a) Put on the respirator.

(b) Adjust the elastic bands evenly so that a tight fit is obtained, with the pad through which the elastic bands pass lying central at the back of the head.

(c) Place a stiff card over the holes in the metal filter and breathe in hard. If fitted correctly, the face piece will collapse inwards. I fitted incorrectly; air will enter the face piece and can be detected without difficulty.

(d) If necessary, re-adjust the elastic band.

Respirator Drill

11. Respirator drill will be carried out in accordance with Chapter VI in the riot Manual.

Part II – Goggles

12. Goggles will be held on Station and Unit charge on the scale laid down for Respirators in Appendix "A". Goggles will not be on personal issue to Gazetted Officers and Inspectors.

Comment [U15]: New PGO. Align right and bold number. Increase space below and above heading

Comment [U16]: Centre this subheading

Comment [U17]: This is subheading. Align left. Decrease space below

Comment [U18]: This is subheading. Align left. Decrease space below

Comment [U19]: This is subheading. Align left. Decrease space below

Comment [U20]: This is subheading. Align left. Decrease space below

Comment [U21]: This is subheading. Align left. Decrease space below

Comment [U22]: Centre this and bold

13. Storage, care and maintenance of goggles shall be carried out in accordance with Part I of this Order.
14. Goggles, when carried, will be slung round the neck.
15. Goggles shall not be worn when T.792 tear smoke is used. Goggles shall not be worn unless specifically ordered by the O/C. Unit and should normally be used when a Unit is engaged in extensive movement.

Part III – Shields

16. Riot Shields shall be held on Station charge in accordance with the authorised distribution scale laid down in Appendix "A". They will not be issued to individual officers.
17. Shields should normally be stored on racks near Respirators and Goggles, or in other suitable places of easy access.
18. All shields shall be painted black and in Fields Force Units and Class "A" Stations they shall carry large white numerals indicating the section number (see Riot Manual – Chapter V, paragraphs 3 to 6).

Part IV – Riot Batons

19. (a) Riot Batons will be held on charge in Stations and Field Force Units in accordance with the scale laid down in Appendix "A".
(b) Riot Batons held on charge by Field Force Units will be re-issued on a temporary basis to all Rank & File personnel and will be withdrawn when the holders transfer elsewhere.

Helmet Riot Cromwell will be on station store charge.

APPENDIX "A"
(To **PGO No. 161**)

RIOT EQUIPMENT – SCALE OF ALLOCATION

Per cent of Station
Rank & File
Establishment

1.	RESPIRATORS AND GOGGLES:
(a)Class "A" Stations	75
(b) Class "B" Stations	30
(c)Field Force Units	60
(d)Police Training School	180
2.	SHIELDS:
(a)Class "A" Stations	40
(b)Class "B" Stations	20
(c)Field Force Units	40
(d)Police Training School	180
3.	RIOT BATONS:
(a)Class "A" Stations	40
(b)Class "B" Stations	20
(c) Field Force Units	60
(d) Police Training School	80
4	HELMET RIOT CROMWELL:
(a)Field Force Unit 1 Per personnel	40
(b)Class "A" Station	20
(c)Class "B" Station	5
(d)Class "C" Station	5

Comment [U23]: Centre this and bold

Comment [U24]: Centre this

Comment [U25]: See attached text for format; you have mixed it

RIOT EQUIPMENT – TEAR SMOKE SHELLS AND CARTRIDGES

Comment [U26]:

Comment [U27]:

1. Tear smoke shells, cartridge and grenades on station and unit charge shall be stored carefully in a dry armoury or in other *secure, dry* accommodation if the armoury is damp. Whenever possible, they shall be stored in the air-tight metal canisters supplied by the manufactures. Shell and grenades are particularly susceptible to damp and mildew can easily form round the firing caps. Moisture causes serious deterioration and all possible steps shall, therefore, be taken to keep equipment dry.
2. Shells and grenades shall not normally be removed from the water proof wrapping supplied by the manufactures. Only a small emergency stock shall be unpacked and held in readiness for immediate use.
3. Only a small emergency stock of grenades shall be fitted with detonators. Detonators are liable to corrode inside the grenade and shall normally be stored in their own wrappings near the grenades in the armoury.
4. C.P. guns shall be carried on Riot Drill practices, but *not* shells and grenades unless firing is to take place. Continuous handling can cause damage. Grenades and shells shall be carried in webbing haversacks when taken out by a Riot Unit.
5. The Quartermaster is responsible for the safekeeping and storage of all reserve stocks of shells and grenades held at Police Main Store.
6. The Quartermaster is responsible that all grenades and shells held in Police Main Stores are marked with the date of manufacture. He shall invariably issue oldest stock first provided that he is satisfied that they are in good order.
7. Commanding Officers shall ensure that their oldest shells and grenades are fired off on the courses laid down in P.G.O. No. 88.

Cleaning and Checking

8. The Quartermaster shall check all stocks of shells, grenades and respirators each Monday morning and shall report any signs of deterioration to the Inspector General. The check shall be recorded in the Armoury Diary.
9. O/C. Stations and Units, assisted in Regional Headquarter Stations by the armourers, shall check once per week every shell, grenade, detonator and respirator held on charge. All unpackaged rounds shall be wiped over with a dry cloth. Any signs of damp or deterioration shall be reported, at once, to the Commanding Officer. Every such check shall be recorded in the Station Diary.
10. Every Commanding Officer is responsible for the efficiency of his tear smoke equipment. Respirators which appear to be in any way unserviceable shall be returned to Police Main Store for exchange. Shells, grenades and detonators which are suspect shall be put aside for practice firing and replacements obtained, at once, from the Quartermaster.

SAFES, STRONG ROOMS, CASH BOXES AND KEYS

Comment [U28]: New PGO. Align right and bold. Increase space below and above heading

1. Every officer who is in charge of a strong room, safe or cash box is personally responsible at all times for its secure custody.

2. Cash boxes should be secured to a table by screws through the base plate or built into a wall or floor. Safes will be built into a wall or otherwise secured to the building in which they are housed wherever this is practicable. The cost of replacement of the whole or any part of a strong room, safe or cash box which has been damaged or lost through established negligence may fall on the officer responsible.

3. The keys of all strong rooms, safes and cash boxes must be safeguarded by the officers to whom they have been issued and any officer who, by negligence, loses a key or otherwise compromises the security of any safe repository is liable to be surcharged with the resultant cost of replacement keys, carriage, change of ward in lock, etc.

4. If any safe, cash box or key is lost or stolen, a Loss Report, in quadruplicate, must be sent at once to Staff Officer (A) at Police Headquarters who will, without delay, inform the Permanent Secretary to the Treasury.

5. (a) Although safes are normally issued by the Permanent Secretary to the Treasury, who retains the duplicate keys, in any case where a safe is issued from another source, the duplicate key will be handed over to Staff Officer (A) at Headquarters, who will issue a receipt and, in turn, hand over the key to the Permanent Secretary to the Treasury against his receipt. Under no circumstances may the officer in charge of a safe repository retain possession of a duplicate key.

(b) No officer other than Staff Officer (A) shall apply to the Permanent Secretary to the Treasury for the issue of duplicate keys and only Staff Officer (A) may authorise the issue of a duplicate key to a member of the Force.

6. (a) Details of the contents of all strongrooms, safes and cash boxes should be passed through a safe register (foolscap book), which will be in the following form and will be maintained by the officer in charge:-

Date Deposited	Serial No.	Ref. To Correspondence of Depositor	Item	Date Surrendered	Signature of Receiver

Comment [U29]: See attached text for format

(b) Paragraph 6 (a) above does not apply to Crime Intelligence Unit formations which will be covered by the Director of Crime Intelligence Unit's Standing Orders

7. (a) Every officer who permanently relinquishes control of a safe or cash box shall obtain a receipt from the officer to whom he hands over the key. In addition, the handing over of all keys of strong rooms, safes and cash boxes will be recorded in the Handing Over Statement (Form 58) which is prepared in accordance with Financial Order No. 290.

Comment [U30]: DCP, CHECK IF THIS ORDER IS CORRECT!!

(b) A receipt is not necessary when a safe key is relinquished for a short period. In such cases, the officer who takes possession of the key shall make an appropriate entry in the Station Diary.

8. Staff Officer (A) shall keep a record of the exact whereabouts of every safe and no safe shall be moved from the Unit to which it is allocated without reference to him. No safe which has been issued by the Permanent Secretary to the Treasury may be moved from one Unit to another without his authority. Staff Officer (A) will therefore refer all such requests to him in the first place.

P.G.O.No.164

STORES – ALLOCATED STORES LEDGER

Comment [u31]: New PGO. Align right for number and bold. Centre heading, increase space above and below heading

1. Every Station and Unit authorised by Appendix "B" of P.G.O. No. 166 to hold stocks of unissued stores (uniforms, etc.) shall maintain an Allocated Stores Ledger in which all such stocks shall be recorded.

2. For the purpose of this Order, "Allocated Stores" means stores (generally uniform and equipment) held by certain authorised Stations and Units for issued as required. *They do not include:-*

(a) property on Station or Unit charge (see P.G.O. No. 169),

(b) consumable Barrack Stores held by Stations and Units on issue from Regional Headquarters

3. Entries in Allocated Stores Ledgers shall only be made by the person authorised to do so by the O/C Station or Unit.

4. Allocated Stores Ledgers shall be maintained in accordance with the instructions contained in P.G.O. No. 166.

STORES – CONTROL AND RECORDS

Class "A" and "B" Stores

1. The following books and records will be maintained by Class "A" and "B" stores:-

(a)	**Allocated Stores Ledger**:	Serviceable Clothing & Equipment.
(b)	**Allocated Stores Ledger**:	Used Serviceable clothing & Equipment.
(c)	**Allocated Stores Ledger**:	Serviceable Miscellaneous Stores.
(d)	**Allocated Stores Ledger**:	Used serviceable Miscellaneous Stores.
(e)	**Box file**:	For vouchers recording issues and, if applicable, the P.F. 48
(f)	**Box File**:	For vouchers recording receipts.
(g)	**P.F. 1 Book**:	For issues to Stations for which they are responsible for clothing and equipping.
(h)	**P.F. 1 Book**:	For indents upon Regional or Main Stores.
(i)	**Tally Cards, S.F. 11:**	One for each item and each size of item
(j)	**P.F. 168**:	For recording all property on charge in Unit.

2. (a) Two box files will be kept for each of the above Ledgers, (including duplicate P.F. 168 on out stations): one will be used to file issue vouchers and one for receipt vouchers.

(b) Issue and Receipt vouchers will be numbered serially for each ledger, e.g. Serviceable Clothing and Equipment Ledgers' Issue vouchers will be numbered 1,2,3, etc. Receipt vouchers 1, 2, 3, 4, etc., the same will apply to all other ledgers.

(c) Every item of stores issued to Main Stores or Class A and B Stores will be taken on ledger charge (Serviceable or Unserviceable Ledger) and recorded on tally cards (S.F. 11)

Other Stations

3. (a) Two box files will be kept for stores not taken on ledger charge, that is, items which are not A Station Stores, i.e. Clothing, Equipment, Soap, Vim, Metal Polish, etc. The receipt file for copy B of indent (P.F. 1), the issued file for copy A of issue (P.F. 1) when surplus stores are returned.

(b) The two files will be maintained to support entries in P.F. 168, these again for issue and receipt vouchers.

Stores for Manufacture

4. When stores are issued for manufacture of any item, the following action will be taken:-

(a) Normal issue voucher will be made out for materials to be used and items struck off ledger charge.

(b) Issue Voucher will be endorsed in RED INK "CERTIFICATE OF ISSUE" and signed by issuing officer.

(c) The manufactured item will be brought on ledger charge in the normal manner, by certified Receipt Voucher.

(d) Both the issue voucher and receipt voucher will be cross referenced, i.e. the issue voucher will be endorsed "See Receipt Voucher No....." and the receipt voucher will be endorsed "See Issue Voucher No. ....."

Stores issued for maintenance of clothing or Stores, i.e. cottons, patching material, mails, glue, etc. will be issued on certified issue voucher to the technician concerned.

5. Upon receipt of stores and copies "A", "B" and "D" of the P.F. 1 from Regional or Main Stores, officer i/c Authorised Stores will take all items on charge as shown in col. 7. He will endorse copies "A" and "B" with his receipt number, date and sign them. Copy A will then be returned to the consignor. Copy "B" will be filed to support ledger entry col.8 first being completed.

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Comment [u34]: Reduce space, this is subheading. Align left and decrease space below

Comment [u35]: DCP. These are missing words when compared to Old PGO. Plse confirm

Comment [u36]: Align this sentence to the left. It is new para.

6. Officers i/c Authorised Stores will take the following action when any item of property on charge becomes unserviceable:-

(a) Withdraw it from use in Unit and strike it off P.F. 168 and take it on charge in the unserviceable ledger.

(b) Make out P.F. 48 once per month, listing all such unserviceable property from the unserviceable ledger concerned and submit in triplicate, together with a requisition for replacements.

(c) Upon return of P.F. 48 (two copies) take action as endorsed thereon.

(d) Return one completed copy P.F. 48.

7. When items of unserviceable clothing and equipment are withdrawn from members of the Force in exchange for serviceable articles, and on discharge or transfer, Officers i/c Authorised stores will take the following action:-

(a) Destroy all clothing by burning (raincoats and boots excepted and except as provided in P.G.O. No. 170, paragraph 20).

(b) Take on charge in the Used Serviceable Allocated Stores Ledger all items of equipment, hardware (buttons, badges, etc.), boots and raincoats.

(c) Take further action as detailed in paragraph 6 (b), (c) and (d) above.

8. Officers i/c Authorised Stores will maintain a record of all replacement issues made to each personnel, including those in specialist units, during each calendar year.

9. Stationery and consumable stores received from Regional Stores will not be taken on Ledger charge but will be recorded on Tally Cards.

10. The page number given to an item in the Used Serviceable Allocated Stores, Ledgers will be the same as for the similar item in the Serviceable Allocated Stores Ledger.

11. The column in the ledgers for recording Issue and Receipt Vouchers will be endorsed with the references described in paragraph 5 above and *not* with the Sub-Unit's reference number.

12. All Commanding Officers are not authorised to make disposal orders for any item irrespective of the original cost. Where Sub-nits submit proposals on P.F. 48 these should be forwarded to the Inspector General to be processed for condemnation in accordance with the Public Financial Regulations 2001,

13. The P.F. 1 is printed in quintuplicate. Copies "A", "B", "C", "D" and "E".

14. When used as a requisition, P.F. 1 will be completed and handled as follows:-

(a) All five copies will be made out.

(b) Copies "A", "B", "C" and "D" will be dispatched to the stores requested to supply items.

(c) Copy "E" to remain in the Book.

15. The requisition having arrived at the issuing stores then becomes an Issue Note by the issuing officer, whereon copies "A", "B", "C" and "D" will be handled as follows:-

(a) The Officer authorising issues will endorse in Col. 7 of copies "A" "B" "C" the actual quantities issued. He will also sign, enter his issue voucher number and date in spaces provided.

(b) Copies "A" and "B" will be dispatched to the Originator.

(c) Copy "D" will be placed in the package or box containing the stores. When more than one package or box is used, the packages or boxes will be numbered 1, 2, 3, etc. Copy "D" will be placed in No. 1.

(e) Copy "C" will be removed from the file and destroyed on receipt of the signed copy "A" Col. 8 of copy "A" first being completed.

Units other than Authorised Stores

16. Sub-units will only hold (a) Consumable Stores which will be recorded on tally cards (S.F.11) (Stationery is included in this category), and (b) Items which are on charge for the use of the Station, such items, as laid down in P.G.O. 165 will be recorded in the property on Charge Register (P.F. 168).

Sub-unit will not hold in stock any items for subsequent issue, except consumable stores.

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Comment [u38]: Remove roman (a)

Comment [u39]: Delete roman (b)

The following are the only stores documents to be maintained by sub-units:-

(i) Property on Charge Register (P.F. 168); and
(ii) Tally Cards (S.F.11) one for each item of consumable stores held.

Regional Control of Stores

17. (a) Regional Headquarters will hold a duplicate copy of all sub-stations Property on Charge (P.F.168).

(b) All issues or withdrawals of stores will be entered in both copies of P.F. 168.

(c) The Regional Headquarters' copy (P.F. 168) to be used as a means of checking (by Regional Commanders when on inspection visits), that stations are keeping an up-to-date account.

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STORES – GENERAL

Classes of Stores (R.187 PFR, 2001)

1. For the purpose of accounting, stores are of two classes:-
   (a) Allocated Stores;
   (b) Unallocated Stores

Allocated Stores (R.187 (2) PFR, 2001)

2. These are stores, the cost of which is chargeable direct to the appropriate expenditure item for the work or service for which they are required and which are accounted for by quantity.

Unallocated Stores (R.187 PFR, 2001)

3. These are of two kinds:-
   (a) Those, the cost of which is not charged to an expenditure sub-head until they are issued, the accounting operations being conducted through a suspense account.
   (b) Other standard stocks, the cost of which including freight, insurance, packing and inspection charges, etc., is charged to a sub-head entitled "Purchases of Stores – Unallocated Stocks" in the estimates concerned.
4. Powers to write off under the Public Finances Regulations are now vested in the Permanent Secretary Ministry of Public Security and Safety and Permanent Secretary Ministry of Finance.
5. The Police Force normally does not hold reserves of Unallocated Stores hence the force is not held responsible for the accounting, etc., of such Stores.

Store Accounts

6. Every Unit and formation having charge of Government stores must keep an account of their receipt and issue.

Accounting Procedure for Welfare Fund & Reward Fund

7. It is necessary to understand the different sources of moneys which support the Police Recreation & Welfare Fund and the Police Rewards & Fines Fund.
8. The Police Recreation & Welfare Fund is a private Police fund, not benefiting from pubic money.
9. The Police Rewards & Fines Fund is a public fund which secures its funds from public money.
10. It follows that all articles purchased out of the Police Recreation & Welfare fund will be accounted for under local arrangements and must not be mixed up with the official stores accounting system.
11. Articles purchased out of the Police Rewards & Fines Fund will be accounted for officially in the same manner as any other Government stores.

Stores procedure and Accounting for all Signals Stores

12. The instructions given in these notes are to be strictly adhered to:-
   (a) Every Signals formation having stores/workshop facilities or operating as a separate unit will maintain a general stores ledger into which all material and equipment received and issued will be booked. Entries are to give details of relevant indent, issue note, L.P.O., requisition or other reference numbers, copies of these latter documents being suitably filed for easy reference. The ledger is to be maintained in conformity with financial and Stores Regulations. Recovered equipment and suitable materials in good order are to be issued back to store by voucher and taken on ledger charge. Goods recovered but unsuitable for further use are to be boarded. Details of all items of major equipment are to be submitted to the Chief Signals Officer for approval to board where they cannot be restored to reasonably efficient use.
   (b) All indents for stores, issues, recoveries or transfers of items are to be made by use of Police Form P.F.1 which is a combined indent issue form, general action in regard to these being as instructed thereon, and the reference "Police Stores" and "P.P.C." should be read as "Police Signals" and "C.S.O." respectively. Storekeeping Officers will be responsible for allocating local reference number in regard to indents, recovery or issue

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items. The details of the goods listed on the form will be directly related to all details entered in the stores ledger. At *no time* will stores be issued without supporting documentation and the necessary entries to the stores ledger will be carried out at the time of receipt or issue of goods and not left to accumulate.

(c) Officers having charge of a regional or other workshop will maintain a "Works" or "Jobs" register which will record brief details of all works accepted and executed. Entries should be made immediately on receipt of notification of attention required to apparatus or other work instructed to be carried out, or which has been planned, thus giving an immediate index as to the extent of work on hand. Each job registered will carry a sequential job number, a job card with related number being prepared at the time of entry and kept on hand for use at the appropriate time. Unanticipated jobs occurring when an officer is on tour require the preparation of a job card at location and numbering on return to base, when appropriate entries will be made in the register. Work to be recorded will include all installation, re-installation, recovery, maintenance, inspection and constructional work. Job cards on completion will be filed either against station or individual equipment records as appropriate.

(d) In view of the complexities of issuing equipment to specific officers or formations and having regard to the maintenance requirements of the service, the following procedure shall be adopted as appropriate:-

(i) The Regional or formation Signals Officer shall have all items of major equipment (e.g. installations) issued to his charge.

(ii) The Regional or Formation Signals Officer shall issue, by means of Form P.F. 1, to the O/C. District or Station and obtain his signature thereon for all items comprising the installation. The Signals Officer will hold one copy in his office. The O/C. District or Station shall similarly file one copy in his signals station records.

(iv) In no case shall installations or major equipment be transferred from one signals or other formation to another without Headquarters' authority.

(e) Consumable or non-recoverable goods and materials expended on installation work shall be issued on Form P.F.1 separately to major equipment, this also applies to re - installation work. Consumable stores for use in connection with maintenance or construction job, the appropriate record being filed in the Station, equipments issued will be issued by means of Form P.F. 1, the process being generally as given in sub- paragraph (d). Tools and equipment for special maintenance and construction purposes may be issued against signature on Form P.F. 1 to the officer requiring them, copies of the issue vouchers being held in the appropriate office files.

(f) District, regional or other signals formations should each month indent upon Signals Main Stores, Dar es Salaam, by means of Form P.F. 1 for all goods and materials required for maintenance purposes. These should be submitted through the office of the Chief Signal to Signals, Dar es Salaam, copy to Chief Signals Officer.

Arrangement of Ledgers (R.204 PFR, 2001)

13. The pages of all ledgers will be numbered consecutively. All ledgers will be indexed, the index being kept in the ledger, unless it is more convenient to have a separate index.

Balancing of Ledgers (R.208 PFR, 2001)

14. Regional Commanders and O/C. Units will be responsible for checking and balancing all ledgers at the end of each financial year.

15. In ledgers where a separate column is provided for the purpose, the balance will be inserted after each transaction on the same lines as that on which the transaction is recorded.

16. At the end of the year a line in red ink must be drawn immediately below the last entry under each particular item of stock.

New Ledgers (R.206 PFR, 2001)

17. A new ledger will not be opened until the old one has become unserviceable. Errors in classification or arrangement must be rectified when a new ledger is opened.

18. The opening balances in the new ledger and the closing balances in the old ledger will be cross-referenced.

Comment [u52]: DCP, Old PGO reads " the signal officer will hold one copy in his stores records file and one copy in the particular station file in his office….."Plse confirm !

Comment [u53]: DCP, Old PGO reads "……jobs will be issued on Form P.F.1 and related to the job or station job, the appropriate record being filed in the station, equipment or special work files. All tools and instruments issued will be issued by means of Form P.F.1, the process……."

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Tally Cards (R.211 PFR, 2001)

19. Tally Cards (S.F. 11) must be used in connection with each variety of article in store. Each tally card will be placed with the article to which it relates and fixed in such a manner as to prevent its easy removal. The tally cards will be kept by the storekeeper and must be posted and initialled immediately stores are received or issued.

20. Tally cards must not be ruled off. When an entry is made the balance must be shown in the proper column.

21. The use of tally cards enables a check to be made with the entries in the ledgers and minimises loss by theft, as it provides means of detecting forgery and comparing physical and ledger balances.

Store Vouchers (R.212 PFR, 2001)

22. All vouchers supporting receipts in the ledgers will be filed together and given consecutive numbers. Issue Vouchers will be in book form and serially numbered.

23. Storekeepers will record on all vouchers and invoices the number of the ledger folio on which each items entered.

Loan Register (R.260-262 PFR, 2001)

24. A register must be kept recording the issue and return of allocated stores on loan.

Erasures and Alteration (R.213 PFR, 2001)

25. Erasures will not be made in any ledgers, registers, requisitions or vouchers. Corrections must be made by drawing a line in red ink through the incorrect figures, the alterations in ledgers or on receipt vouchers being initialled by the officer i/c stores, and those on issue vouchers by the officer receiving the stores.

Sources of Receipt of Stores (R.191 and 230 PFR, 2001)

26. Store receipts may be classified as follows:-

(a) Stores imported.
(b) Local purchases.
(c) Transfers between stores.
(d) Conversion or manufacture.
(e) Return of stores.

Local Purchase Orders

27. The entries in the ledger will be supported by:-

(a) the duplicate invoice;
(b) a copy of the payment voucher with a copy of Local Purchase Order attached;
(c) Issue Voucher from the store from which the transfer is effected;
(d) a Receipt voucher (S.F. 4);
(e) a Delivery Note

28. For stores purchased locally a Local Purchase Order in triplicate, must be used. The original and duplicate will be handed to the supplier, who will return the original to the indenting officer when supplying the stores. The original will then be attached to the copy of the Payment Voucher in support of the ledger entries. The triplicate copy will remain in the file.

29. The officer i/c stores must certify on the Delivery Note that the stores have been received and taken on charge in the stores ledger.

Local Purchase of Stores

30. The practice of ordering goods from local firms verbally or on scraps of paper is strictly prohibited.

31. Every order must be made by a properly completed L.P.O.

32. No goods shall be ordered by telegram or telephone for any reason.

33. All L.P.Os. shall be legibly signed.

34. Payment Vouchers for stores unsupported by L.P.O. will be returned to the drawer under query and will not be paid until the requirements of the above orders have been met.

Receipt Vouchers (R.212 PFR, 2001)

35. Receipt Vouchers (S.F. 4) in respect of allocated stores will be prepared in duplicate. They will be signed by the officer depositing the stores and receipted by the officer

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i/c stores. The original will be retained by the Officer i/c stores and the duplicate handed to the officer depositing the stores.

36. A line must be drawn immediately beneath the last item on all receipt vouchers.

Stores taken on Charge (R.189 PFR, 2001)

37. Stores must be taken on charge on the day on which they are received into store. In the case of bicycles, typewriters, instruments, etc., the manufacture's number, model and any other identification marks will be entered in the ledger.

Expendable Stores (R.189(a) PFR, 2001)

38. Expendable stores purchased in small quantities for immediate use, e.g. soap, brooms, dusters, crockery, glassware, etc., will not be taken on charge, but the following certificate will be endorsed on the relevant payment vouchers:-

"Expendable and not taken on ledger charge".

Issue of Stores

39. Stores may be issued for the following purposes:-

(a) Works or other Government services.
(b) Transfers between stores.
(c) Conversion into manufactured articles.
(d) Sale.
(e) Loan.
(f) Destruction.

Issue Vouchers (R.215 PFR, 2001)

40. Issue of stores for any of the above purposes mentioned in paragraph 41 above must be supported by an Issue Voucher (P.F. 1). The officer i/c stores must show on the Issue Voucher the services or work for which the stores are issued.

Requisitions (R.214 PFR, 2001)

41. All indents for stores handled by the Government stores. will be made out on a "Combined Requisition and Issue Note" in sextuplicate and dealt with as under:-

"A" This copy will be sent to Stores Department with copies "B", "C", "D" and "E".
"B" Stores Department will retain this copy of proof or issue.
"C" Stores Department will return this copy to the Indenting Officer for verification and signature that the stores have been correctly received and must be returned to the Stores Department immediately the stores have been received.
"D" This copy will be sent to the Accountant-General with copy of Monthly Summary of Stores Issued, which is prepared by the Government Stores.
"E" This copy will be priced and returned to the indenting Officer for retention and checking with the Monthly Summary of Stores Issued.
"F" Indenting Officer retains this copy in the book as office copy.

Note:- When ordering non-standard items which do not appear in the stock and price list, Indenting Officers should endorse the letters "PDI" clearly in the pencil at the top of the form.

42. All indents for stores handled by Police Main Stores will be made out on Form PF.1. Indents will be separated and grouped as follows:-

"A" Clothing & Equipment.
"B" Arms & Ammunition.
"C" Stationeries and barracks stores.

Any indents which combine any of these groups on one form will not be met.

43. Form P.F. 1 will not be used when ordering goods purchased on payment from Police Main Stores or when ordering Books of Reference, but instead a letter will suffice.

Preparation and Signing of Issue Vouchers (R.214 PFR, 2001)

44. The articles issued will be entered on an Issue Voucher which will be signed by the Issuing Officer.

45. The Issue Vouchers will be prepared in triplicate. The original and duplicate will be sent to the officer requisitioning the stores, who will return the original duly receipted.

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46. When stores are issued from Police Main Stores, the copy of the Issue Voucher returned to Main stores must bear a certificate signed by the officer requisitioning the stores to the effect that all non-expendable articles have been taken on charge.

47. A line must be drawn immediately beneath the last item on all Issue Vouchers.

Destruction or Sale of Stores

48. When condemned stores are destroyed or sold, the Issue Voucher must be supported by a certificate of destruction or a copy of the Account Sales as the case may be. Reference to the authority must be quoted on the Voucher and, in the case of sales, a note must be made of the number, date and amount of the counterfoil receipt.

Sale to be by Auction or Tender

49. When surplus or unserviceable stores are sold, the sale will be by auction or by tender after public advertisement, unless the approval of the Paymaster - General is obtained for their being sold otherwise.

Surcharges for Losses and Deficiencies

50. Whenever the value of stores lost or deficient is recovered from an officer, the authority for the surcharge must be quoted on the Issue Voucher, together with the number, date and amount of the counterfoil receipt.

FURNITURE, EQUIPMENT, ETC.

Office Furniture

51. Regional Commanders and O/C. Units are directly responsible for its safe keeping of all office furniture within their commands.

Equipment, Stationery, etc., Ledgers

52. Regional Commanders and O/C. Units will maintain stores ledgers for all reserve stocks of equipment, stationery, etc., held by them.

Inventories (R.190 and 266 PFR 2001)

53. The responsible officer must ensure that the inventories are amended from time to time on receipt of new articles or whenever articles are written off, charged or transferred. Such amendments will be initialled and dated.

Deficiencies (R.268 PFR, 2001)

54. In the event of any deficiencies due to loss, irregular removal or breakage, an explanation will be furnished by the officer responsible for the custody of the articles and, if unsatisfactory, he will be surcharged with the amount of the loss. The explanation will be submitted to Police Headquarters with the report of loss.

Removal of Articles (R.266 (4) PFR, 2001)

55. Articles will not be removed without the authority of Regional Commanders or O/C. Units**.**

Purchases from or by Officials

56. In no circumstances whatever may furniture or any other stores be purchased by or on behalf of Government from an official, nor may they be sold to an official, other than as a purchaser at an auction.

Losses, Deterioration and Damage to Stores

57. The instructions regarding the procedure to be adopted when stores are lost, deteriorated or damaged are contained in the Public Finance Regulations 2001.

58. A quarterly return of all write-offs per the Public Finance Regulation 2001 must be submitted to Police Headquarters, in triplicate, by the 20th of the month succeeding the end of the quarter in which the write-off was authorised.

59. Losses, damage, etc., to stores other than minor items of stores will be reported to Police Headquarters on the form shown in Appendix "A" to this Order. This form must be submitted in quadruplicate. Similar action must be taken in every case of loss, damage or deterioration, however small if fraud, theft or misappropriation is known or suspected.

60. No officer has discretion to withhold a report on any reportable loss, either known or suspected, even if restitution has already been made. Reports will not be deferred to enable restitution to be made.

61. When losses or deficiencies are written off, the stores in question will be issued on a voucher and an appropriate entry made in the stores ledger.

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62. When stores are written off by an authorised officer he will, at the same time, issue disposal instructions, e.g., sell by auction, destroy by fire, hand over to leper settlement, etc.

63. In the case of shortages in dispatch and shortages and breakages in transit, the full quantity shown in the invoice, Receipt or Issue Voucher must be taken on charge. An Issue Voucher will be prepared at once in respect of the shortage or breakage and an entry made in the ledger. It is then necessary to determine the cause of the shortage or breakage and act as follows:-

(**a**) **Shortage in Dispatch**:

Make out an Issue Voucher (P.F. 1), in triplicate, and send two copies to the officer from whom the stores were received. One copy will be signed and returned. The signed copy and the triplicate copy will support the issue.

(b) **Shortage and Breakages in Transit:**

If a claim can be made against the transporter, or some other person, this should be done. It is the duty of the consignee to ensure that a claim is made and that the stores lost or broken are written off. A Loss Report will be forwarded to Police Headquarters. Where the value of the stores lost or broken cannot be recovered, the Loss Report will also be dealt with in the manner set out above.

PGO No. 168?

BOARDS OF CONDEMNATION STORES

Appointment of Boards (R.255 PFR, 2001)

1. The appointment of Boards of condemnation does not relieve Regional Commanders and O/C. Units of their responsibility for ascertaining by periodical stock-taking that the balances shown in the ledgers are actually in stock.

SUPERVISION AND CONTROL OF STORES

Responsibility of Local Representatives

2. Regional Commanders and O/C. Units are directly responsible for the supervision and control of stores in their charge.

Inspection by Responsible Officer (R.176 PFR, 2001)

3. Regional Commanders and O/C. Units will hold periodical inspections of each store and report thereon to Police Headquarters once a quarter. Inspection Reports will only be submitted in respect of authorised stores as listed in Appendix "B". No other stores will be maintained or opened without written authority from Police Headquarters.

4. The inspection will include:-

(a) a test verification of the additions in the stores ledger and a comparison of the ledger entries with the receipts and issues;

(b) a test comparison of the ledger balances with the actual stock;

(c) an inspection of the condition of the goods in stock and the manner in which they are stored;

(d) an inspection of the store-rooms and yards, locks and fastenings.

5. The report will state:-

(a) the result of the findings in respect of paragraph 70, sub-paragraphs (a), (b), (c) and (d).

(b) whether the ledgers are properly kept and entered up to date;

(c) whether vouchers, invoices and requisitions are properly filed;

(d) whether any stores are held in excess of requirements;

(e) the instructions issued to the officer responsible for the stores as a result of the inspection;

(f) any recommendations regarding the improvement of the operation of the store.

Responsibility for the Protection of Stores

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6. Every official having charge of government stores is personally responsible for safeguarding them and seeing that they are properly sheltered and protected.

Reports on Unserviceable Stores, etc.

7. Regional Commanders and O/C. Units will furnish to Police Headquarters at the end of each quarter:-

(a) a list of unserviceable stores;

(b) a list of stores held in excess of requirements.

HANDING OVER STORES, EQUIPMENT, ETC.

Handing Over Stores (R.248 PFR, 2001)

8. When an officer is about to proceed on leave or transfer he must check the stores in his charge with his successor and both officers must sign a certificate of Handing Over Stores (S.F. 17). This certificate will be prepared in quadruplicate. One copy will be retained by the incoming officer and 3 copies will be sent to the Regional Command, who will send 2 copies to the Police Headquarters, retaining one at Regional Police Headquarters for reference.

Report in Discrepancies

9. (a) A detailed list of surpluses and deficiencies must be signed by both officers and attached to the certificate, together with an explanation of the discrepancies by the outgoing officer.

(b) In the event of any omission to report deficiencies, the officer taking over will himself be liable to be held responsible for all such deficiencies.

Board in Absence of Outgoing Officer

10. If the outgoing officer is unable to hand over personally, his successor will apply to Police Headquarters (in the case of Regional Commanders and other Headquarters branches) or to the Regional Commander (in the case of O/C. Unit) for the purpose of checking and handing over the stores. The incoming officer must be present during the proceedings of the Board. The relevant certificate (S.F. 18), together with the list of discrepancies, will be signed by the Board and the incoming officer.

Handing Over Stores Regulations

11. When handing over stores the outgoing officer will, at the same time, hand over to the incoming officer his copy of these Regulations.

TENDER BOARDS, TENDERS AND CONTRACTORS

Stores which may be obtained locally

12. Local supplies consist of two distinct classes:-

(a) Local product and manufactures.

(b) Imported articles required from time to time by Units and Formations in such small quantities or at uncertain intervals as to render it expedient to obtain them locally rather than by direct importation.

Tender Boards

13. The Tender Boards in Tanzania are:-

(a) CENTRAL TENDER BOARD
MINISTRY AND INDEPENDENT DEPARTMENTS TENDER BOARD

(b) REGIONAL TENDER BOARDS

(c) DISTRICT TENDER BOARDS

(d) LOCAL GOVERNMENT AUTHORITY TENDER BOARDS

(e) PARASTATAL TENDER BOARDS

Applications to Tender Boards for Local Purchase

14. Application for local procurement shall be done using tender forms to be supplied by the appropriate tender board.

15. The tender documents shall be worded so as to permit and encourage competition and such documents shall set forth clearly and precisely all the information necessary for a prospective tenderer to prepare a tender for the goods and works to be provided.

16. Written contracts shall be entered for every contract as direct by the tender board.

17. Copies of all agreements and contracts will be sent to Police Headquarters.

Inability of Contractors to Supply

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18. In the event of a contractor being unable to fulfil his contract, the Tender Board may authorise purchase elsewhere. The contractor will be held responsible for paying any excess over the contract price there by incurred. This will be stated in the agreement. Any default or unsatisfactory service on the part of the contractor will be reported to the Board.

APPENDIX "A"
(To P.G.O. No. 166)

To: The Inspector General of Police,
Police Headquarters,
Dar es Salaam.

LOSS REPORT – STORES

The following loss/deterioration/damage of/to stores is reported in accordance with the provisions of P.G.O. No. 166, paragraph 61:-

1. Department.
2. Station.
3. Store.
4. Date of occurrence.
5. Details of stores lost/deteriorated/damaged.
6. Original value of stores lost/deteriorated/damaged.
7. Vote from which stores were purchased and date of purchase.
8. Name of officer responsible for the custody of the stores.
9. Length of time stores lost/deteriorated/damaged were in his custody.
10. Name of officer responsible for the supervision of the store.
11. Name of any officer or other Government employee responsible for the loss.
12. Precise circumstances in which the loss/deterioration/damage arose.
13. Arrangements in existence for the safe custody of the stores.
14. Arrangements in existence for the periodical checking of the stores and whether these had been regularly and properly carried out.
15. When the last check was made and by whom and to whom reported.
16. Whether the loss/deterioration/damage was contributed to or facilitated by the negligence of any officer or other employee of Government.
17. Whether the loss has been reported to Police and if so, when.
18. The result of Police inquiries (a copy of the Police report should be forwarded when available).
19. Whether the prosecution of any person has taken place and, if so, with what result (a copy of the Magistrate's judgement should be forwarded when available).
20. If the loss was caused by fire, whether any inquiry was held as required by Government Standing Order (A copy of the inquiry findings should be forwarded when available).
21. Action taken to prevent future losses of the kind reported.

Date .....Signed .....
(To be forwarded in quadruplicate to Police Headquarters).

APPENDIX "B"
(To P.G.O. No. 166)

PARAGRAPHS 68/73 – SUPERVISION AND CONTROL OF STORES

Authority stores in the Force for which Regional Commanders will submit their inspection reports in terms described in paragraph 68 are as follows:-

Name of Store	*Submitted to Headquarters by*
Police Main Stores Dar es Salaam	*Quartermaster Police Main Stores Dar es Salaam*
Regional Store, Dar es Salaam Region	*R.P.C. Dar es Salaam Region*

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Name of Store	*Submitted to Headquarters by*
Regional Store, Morogoro Region	*R.P.C. Morogoro Region*
Regional Store, Coast Region	*R.P.C. Coast Region*
Regional Stores, Ruvuma Region	*R.P.C. Ruvuma Region*
Regional Stores, Lindi Region	*R.P.C. Lindi Region*
Regional Store, Kagera Region	*R.P.C. Kagera Region*
Regional Stores, Kigoma Region	*R.P.C. Kigoma Region*
Regional Store, Tabora Region	*R.P.C. Tabora Region*
Regional Store, Mwanza Region	*R.P.C. Mwanza Region*
Regional Store, Mara Region	*R.P.C. Mara Region*
Regional Store, Shinyanga Region	*R.P.C. Shinyanga Region*
Regional Store, Dodoma Region	*R.P.C. Dodoma Region*
Regional Store, Singida Region	*R.P.C. Singida Region*
Regional Store, Mbeya	*R.P.C. Mbeya Region*
Regional Store, Iringa Region	*R.P.C. Iringa Region*
Regional Store, Rukwa Region	*R.P.C. Rukwa Region*
Regional Store, Tanga Region	*R.P.C. Tanga Region*
Police Training School Moshi Store.	*Commandant, Police Training School. Moshi*
Regional Store, Arusha	*R.P.C. Arusha*
Regional Store, Kilimanjaro	*R.P.C. Kilimanjaro*
Regional Store, Manyara	*R.P.C. Manyara*
Regional Store, Mtwara	*R.P.C. Mtwara*
Police Zanzibar Store	*Commissioner of Police Zanzibar*
Signals Stores, Dar es Salaam, and any other stores in the field authorised by Chief Signals Officer to hold signals equipment	*Chief Signals Officer*
Railways Police Store, Dar es Salaam	*CO. TRC Police*
TAZARA Police Store	*CO TAZARA Police*
Police Vehicles Maintenance Unit Store, Dar es Salaam	*CO PVMU Dar es Salaam*
Police Medical Unit Store, Dar es Salaam	*CO Police Medical Unit Dar es Salaam*
Police Air Wing Unit Store, Dar es Salaam	*CO Airwing Unit Dar es Salaam*
Police Marine Unit Store, Dar es Salaam	*CO Marine Unit Dar es Salaam*
Police Dog and Horse Unit Store, Dar es Salaam *Police Traffic Unit, Dar es Salaam* *Airports Police Unit, Dar es Salaam* *Police College* *STPU* *FFU*	*CO Police Dog and Horse Unit* *CO Police Traffic Unit Dar es Salaam* *CO Airports Police, Dar es Salaam* *Commandant, Police College* *CO STPU* *CO FFU*

STORES – KIT SHEETS

1. Every member of the Rank & File shall be issued with a Kit Sheet (P.F. 31D).
2. Accurate details of each personnel's kit and a record of every increase, reduction and exchange of kit shall be entered on the Kit Sheet.
3. The Commandant, Police Training School, will arrange for a Kit Sheet to be made out and issued to each recruit before posting at the end of his training. Every effort shall be made to issue full scales of kit in accordance with P.G.O. No. 172 and any deficiencies will be made up as soon as possible by the O/C. Station or Unit to which the recruit is posted.
4. Kit Sheets will be maintained in the following manner:-
   (a) The initial issue, at commencement of training at the Police Training School, will be entered in Column 1 of pages 1-3. The Issuing and Receiving Officers will both sign the certificate on the outside of the Kit Sheet.
   (b) Every subsequent alteration to the initial issue recorded in column 1 will be entered in the next vacant adjoining column as soon as it takes place. The last figure under columns 1-11 will be the current total quantity of each item of kit on issue to the holder.
   (c) *Every* increase and reduction referred to in (b) above will also be entered under the appropriate headings on page 4 and will be certified by the Issuing Officer.
   (d) *All* exchanges which do not increase or reduce the scale of kit on issue to the holder will be entered on pages 5 to 7 and will be signed by the Issuing Officer.
5. (a) All entries in Kit Sheets shall normally be made by O/C. Stations or by Gazetted Officers or Inspectors acting on their behalf.
   (b) No member of the Rank & File may make any entry on P.F. 31D unless specifically authorised to do so, in writing, by his Commanding Officer.
6. Every entry made in P.F. 31D is the responsibility of the officer who made it.
7. Erasures and alterations are forbidden.
8. All items of kit withdrawn in accordance with paragraph 4 (c) will be sent, with duplicate Issue Vouchers, to the nearest authorised Store, *vide* P.G.O. No 171.
9. The kit of every member who leaves the Force will be withdrawn by the O/C. of the discharging Unit. The latter will ensure that every item of kit entered in P.F. 31D that complete withdrawal has been effected. He will then despatch the kit to the nearest authorised Store with duplicate Issue Vouchers.
10. Commanding Officers will ensure that:-
    (a) all kits withdrawn in accordance with paragraph 9 are checked against Kit Sheets.
    (b) the duplicate copies of the Issue Vouchers are receipted and returned to the originating Station,
    (c) unserviceable items are disposed of in accordance with paragraphs 7-12 of P.G.O. No. 172,
    (d) serviceable items are taken on charge.
11. Kit Sheets will be destroyed when all action has been finalised.

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P.G.O.No.168

STORES-MARKING OF CLOTHING & EQUIPMENT

Comment [u115]: New PGO. Align right and bold. Centre heading and increase space below and above heading

1. (a) Every item of clothing and equipment on personal issue shall be marked before issue with the holder's force Number and the date of issue.

(b) Clothing and equipment on Unit charge and issued on a temporary basis will not be marked

2. Marking will be carried out in accordance with the procedure laid down in Appendix "A". Items not shown in Appendix "A" will not be marked. Inspecting officers will satisfy themselves that all items of kit are marked in accordance with this Order.

APPENDIX "A"
(To P.G.O. No.168)

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Serial No. Item	Item	Position for marking item	Method of marking item
1.	Belt, waist stable	Centre: real inside	Die stamped.
2.	Belt, waist, web	Centre: rear inside	Painted black.
3.	Blanket	Across one corner	White painted.
4.	Boots, pair	Centre instep underneath	Die stamped.
5.	Water bottle carrier	Centre: inside top fastening strap	Painted Black.
6.	Cartridge carrier web	Centre: reverse side	Die stamped.
7.	Epaulettes	Centre: reverse side	Painted white.
8.	Great coat	Centre: between shoulders, reverse side	Painted white.
9.	Haversack	Inside flap at centre	Painted black.
10.	Hat, jungle, green	Right side: inside just above Band	Painted black.
11.	Holster, revolver, leather web	Centre of fixing loop, at rear	Leather: die stamped, web painted black.
12.	Jersey	Centre: Real hem, inside	Painted white.
13.	Kit bag	Centre: outside on circumference of bag	Painted black.
14.	Mess tin	Centre: bottom, outside	Die stamped.
15.	Mosquito net	Centre: between shoulders, reverse side	Painted white.
16.	Overalls, blue	Centre: between shoulders, reverse side	Painted white.
17.	Respirator	Buttom left fixing strap outside	Painted white.
18.	Respirator bag	Centre: inside flap	Painted black.
19.	Riot shield	Centre: outside	Painted black.
20.	Shirts, white	Centre: bottom hem, at rear	Painted black.
21.	Sling, rifle, leather	12 inches from bottom end, inside	Die stamped.
22.	Sling, rifle, web	12 inches from bottom end, inside.	Painted black.
23.	Sling, water bottle, haversack	Inside at centre	Painted black.
24.	Water-proof G/Sheet	Inside front bottom corner	Painted black.

Serial No. Item	Item	Position for marking item	Method of marking item
		diagonally	
25.	Trousers, khaki takron	Centre of waist band at rear, inside	Painted black.
26.	Water-proof coat	Centre: between shoulders, inside	Painted black.
27.	Skirt, blue	Centre: waistband, at rear inside	Painted white.
28.	Blouse, White	Centre of bottom hem, at real inside	Painted black.
29.	Brassiere, white	Centre: right side, rear fastening tape, inside	Painted black.
30.	Shoes black	Centre: of sole at instep underside	Die stamped.
31.	Hat, bowler (women)	Centre: crown, inside	Painted white.
32.	Coat, W/proof	Centre: between shoulders, inside	Painted white.
33.	Pullover (women)	Centre: Bottom hem, at rear, inside	Painted white
34.	Brush, shoe	Centre of woodwork on top	Die stamped.
35.	Haversack, blue	Centre of flap, inside	Painted white.
36.	Bags, shoulders, navy blue	Centre of flap, inside	Painted white.

P.G.O.No.169

STORES – PROPERTY ON CHARGE REGISTER

Comment [u117]: New PGO

1. Every Station and Unit shall maintain a property on Charge Register (P.F. 168) in which shall be recorded every item of Government property held permanently on Station or Unit charge, including arms and ammunition.

2. For the purpose of this P.G.O., "property held on Station or Unit charge" means all Government property which has been issued to Stations and Units *for current use. It does not include:-*

(a) Uniform and equipment on personal issue;

(b) allocated stores which have not yet been issued from authorised Police Stores and are, therefore, entered, in Allocated Stores Ledgers (*vide* P.G.O. No. 164);

(c) property on temporary charge.

3. The Register is divided into sections lettered “A” – “H” and shall be maintained in accordance with the instructions printed on the inside of the front cover.

4. Every entry or alteration in P.F. 168 shall be made and signed by the Gazetted Officer or Inspector in charge of a District, Sub-District, Station or Unit as the case may be. Erasures are forbidden.

5. Spare Register Sheets and Covers, all of which carry their own reference, may be obtained on indent from the Government Printer.

6. P.Fs. 168A and 168B do not contain any “balance” column. Where it is found necessary or desirable to show a running balance, there is no objection to using the column succeeding any entry for this purpose, the world “balance” being written in at the top of the column. The entries in such a column will be made in red, and must be complete and be endorsed with the date on which the balance was struck.

P.G.O.No.170

STORES-STATIONERY AND POLICE FORMS - INDENTING PROCEDURE

Comment [u118]: New PGO. Align right the number. Increase space above and below heading

1. *Quarterly* indents for stationery and "Stock" Police Forms, as listed at Appendices "A" and "B", will be submitted via the Quartermaster to the Government Printer by the following formations only:-

Regional Headquarters, Dar es Salaam.
Regional Headquarters , Mtwara.
Regional Headquarters, Lindi.
Regional Headquarters, Musoma Mara.
Regional Headquarters, Kibaha Pwani.
Regional Headquarters, Kigoma.
Regional Headquarters, Sumbawanga Rukwa.
Regional Headquarters, Iringa.
Regional Headquarters, Moshi Kilimanjaro.
Regional Headquarters, Babati Manyara
Regional Headquarters, Shinyanga.
Regional Headquarters, Singida.
Regional Headquarters, Songea Ruvuma
Regional Headquarters, Mbeya.
Regional Headquarters, Dodoma.
Regional Headquarters, Tanga.
Regional Headquarters, Arusha.
Regional Headquarters, Tabora.
Regional Headquarters, Bukoba Kagera.
Regional Headquarters, Mwanza
Regional Headquarters, Morogoro
Director, Criminal Investigation Dar es Salaam.
Zanzibar Police H.Q.
Commandant, P.T.S. Moshi
Marine Police Division H.Q. Dar es Salaam.
FFU Unit H.Q. Dar es Salaam.
Police Signals Division H.Q., Dar es Salaam.
Railways Police Division H.Q., Dar es Salaam.
TAZARA Police Division H.Q. Dar es Salaam
Police Medical Unit H.Q. Dar es Salaam.
Traffic Police Division H.Q. Dar es Salaam.
Airports Police Division H.Q. Dar es Salaam.
Stock Theft Prevention Police Division H.Q. Arusha
Office Supervisor, Police H.Q.
Police College, Dar es salaam
Police Band Unit Dar es Salaam.
Police Dog and Horse Unit H.Q. Dar es Salaam.
Airwing Police Division H.Q. Dar es Salaam

Sufficient stocks will normally be held to cover four months' consumption.

2. All indents shall be made out as precisely as possible. Indents will be referred back by the Quartermaster if he considers that excessive quantities have been ordered. Supplementary indents should, if possible, be avoided.

3. (a) All accountable printed matter must be ordered on the special "Accountable Printed Matter Requisition & Issue Note" which is available, printed matter in any other form such as, for example, telegrams, letters, telephone, etc., cannot be accepted.

(b) When indenting for periodical supplies of non-accountable matter, the

"Stationery Requisition & Issue Note", which is available on demand from the Government Press, must be used.

(c) Indents for the supplementary supplies of no-accountable matter and, in particular, for such items as special printing, rubber stamps, etc., should be ordered by letter/savingram addressed to the Government Printer, in duplicate.

(d) The attention of all officers placing orders on the Government Press is specifically drawn to the "Notes for Indenting Officers" which will be found at the front of both the non-accountable and accountable sections of the current Government Printer's catalogue.

4. The Government Printer, upon receipt of the indents, will issue direct to the indenting formation.

5. The Quartermaster will obtain from the Government Printer and hold sufficient supplies of "Non-Stock" Forms, as listed in Appendix "C" to meet all normal requirements. The formations listed in paragraph 1 will obtain supplies by quarterly indent from the Quartermaster and will hold sufficient stocks to cover four months' consumption.

6. Stations and Units in each Region will indent at regular intervals upon their Regional Commanders for all "Stock" and "Non-Stock" Police Forms and stationery (as listed in Appendices "A", "B" and "C"). They should hold sufficient supplies for one month. Regional Commanders may permit remote Stations and Units to hold more than one month's stock if regular supplies cannot easily be arranged.

7. The provisions of paragraph 2 apply to indents submitted to Regional Commanders.

APPENDIX "A"
(TO P.G.O. No. 170)

STOCK FORMS

All these forms will be stocked by Government Printer for distribution upon indent by districts:-

Stock Forms

P.F.	1	Police Indent Book.
P.F.	2	Case File Insert Sheet Statements (Ruled, Front page).
P.F	2A	Case File Insert Sheet Statements (Ruled, Continuation Sheet)
P.F.	2B	Ruled Investigation Diary Sheet.
P.F.	2C	Case File Cover.
P.F.	3	Medical Examination Report.
P.F.	4	Report in case of Serious Crime.
P.F.	5	First Progress Report in Case of serious crime.
P.F.	6	Notice to Prosecutors and Witnesses.
P.F.	7	Bond and Bail Bond.
P.F.	8	Bond and Bail after Arrest.
P.F.	9	Charge Form.
P.F.	10	Mtu huyu anatakiwa.
P.F.	12	Inventory of Unclaimed Property.
P.F.	13	Report of Apprehension.
P.F.	14	Arms Storage Register.
P.F.	14A	Elimination Finger Print form.
P.F.	14B	Finger Print Form.
P.F.	15	Single Finger Print form.
P.F.	16	Court Exhibit Register.
P.F.	20	Detention Register.
P.F.	21	Surveillance Form Released Convict.
P.F.	22	Permit to convene an Assembly.
P.F.	25	Permit for a procession
P.F.	26	History Sheet C.I.D.
P.F.	28	Application to Convene a Public Meeting.
P.F.	31	Traffic Accident Report Book
P.F.	31A	Finger Print Form (Member of Force).
P.F.	31C	Medical History Book.
P.F.	31D	Kit Sheet.

P.F.	32	Offences against Discipline – Charge Sheet.
P.F.	32A	Defaulters Charge Sheet (copy).
P.F.	33	Discharge Certificate.
P.F.	34	Record of Service Sheet – Officers and N.C.Os.
P.F.	36	Meal Order Form.
P.F.	37	
P.F.	38	Receipt for top secret/secret documents.
P.F.	40	Sick Report Register.
P.F.	48	Application to Strike-off Unserviceable Stores.
P.F.	51	Station Diary.
P.F.	54	Warrant Register.
P.F.	55	Summons Register.
P.F.	57	Leave Register.
P.F.	58	Movement Order.
P.F.	59	Duty Register.
P.F.	59A	Duty Book.
P.F.	60	Defaulter Record.
P.F.	61	Description of Report of Stolen/Recovered, etc., for Circulation in Police Gazette.
P.F.	62	Patrol Book.
P.F.	63	Prisoners Property Receipt Book.
P.F.	65	Cash Bail Receipt Book.
P.F.	66	Warning Notices, Traffic.
P.F.	68	Cancellation or Amendments for Police Gazette.
P.F.	70	Crime Statistical Return form.
P.F.	71	Personal Particulars – Swahili/English.
P.F.	73	Monthly M.T. Inspection Report.
P.F.	75	Remand Form (C.R.O.)
P.F.	77	
P.F.	78	
P.F.	79	
P.F.	86	Bicycle Report.
P.F.	89	Traffic Accident File Covers.
P.F.	90	Particulars of Road Accident.
P.F.	91	Record of Search by a Police Officer.
P.F.	92	Letter Asking for Driver's Name/Address.
P.F.	93	Vehicle Inspection Report Book.
P.F.	94A	
P.F.	94B	
P.F.	95	Register of Range for Short Course
P.F.	99	Order for a Post Mortem Examination.
P.F.	101	Notice of Commission of Traffic Offence.
P.F.	102	Finger Print Result of Case C.R.O.
P.F.	103	
P.F.	106	Motor Offence Speed Limit.
P.F.	107	Particulars of Motor Accident.
P.F.	108	Report of a Motor Offence.
P.F.	109	Notice of Intended Prosecution.
P.F.	110	Warning Notice re Vehicle Plates.
P.F.	114	Production of Documents, Traffic.
P.F.	115	Final Report Particulars of road Accident.
P.F.	118	Scenes of crime Articles for Examination Book.
P.F.	119	Scrap Metal Application for General License.
P.F.	120	Scrap Metal Application for Local License.
P.F.	122	Permit to Export Scrap Metal.
P.F.	124	
P.F.	125	
P.F.	126	
P.F.	134	Index – stolen Bicycles.
P.F.	135	Index – Stolen Property.

P.F.	136	Notice to Drivers for Production License.
P.F.	137	Exhibit Receipt Book.
P.F.	140	Certificate of competence.
P.F.	144	
P.F.	145	Exhibit Label
P.F.	152	Dogs: Police, Record of Service.
P.F	153	Horses:- Police, Record of Service
P.F.	156	
P.F.	157	Found Property Label.
P.F.	158	Notice to Drivers for Production License.
P.F.	159	
P.F.	160	
P.F.	161	Application for Appointment R/Const.
P.F.	162	Report Book.
P.F.	162A	Minor Offence Docket.
P.F.	164	Repair/Receipt ticket: Clothing & Equipment.
P.F.	165	Dead Body Label.
P.F.	166	Valuable Property Envelope.
P.F.	167	Prisoner's Property Label.
P.F.	168	Property on charge Register.
P.F.	168A	Register of Operational and Training Equipment.
P.F.	168B	General Inventory of Station Property on charge.
P.F.	168C	Ammunition Register.
P.F.	168D	Arms Register.
P.F.	168E	Vehicle Register.
P.F.	168F	Vehicle Register Motor Cycles and Trailers.
P.F.	168G	Certificates of Monthly checking of Station Property.
P.F.	168H	Handing Over Certificates.
P.F.	169	
P.F.	172	Daily Report (A. Station).
P.F.	173	Weekly Report (B. Station).
P.F.	175	Promotion Qualification Report.
P.F.	177	Conference Book.
P.F.	179	Missing & Wanted Persons Register.
P.F.	180	Request to Government Chemist – Exam. Of Exhibit.
P.F.	181	Found and Unclaimed Property Receipt Book.
P.F.	183	
P.F.	184	Application for Witness summons.
P.F.	185	Police Application form.(Maombi Form)
P.F.	186	Identification Parade Register.
P.F.	187	Visiting Officers Book.
P.F.	189	Inquest, (English).
P.F.	190	Re-engagement Agreement.
P.F.	191	Manpower statements.
P.F.	195	Certificate of Inspector – vehicles.
P.F.	196	Inquest Form B (Swahili)
P.F.	197	Control Room, Strength State.
P.F.	200	Armoury Register.
P.F.	201	Signals Check slip (sent).
P.F.	202	Signal Check slip (receipt).
P.F.	203	Engine/Battery Log Book.
P.F.	207	Supervision and control of stores, quarterly Return.
P.F.	208	Control Room Inward Message.
P.F.	209	Control Room Outward Message.
P.F.	210	Control Room Diary.
P.F.	212	Traffic Accident Statistical Card.
P.F.	212A	Road Accident Report A
P.F.	212C	Road Accident Report C
P.F.	212D	Road Accident Report D
P.F.	214	Licensed Premises supervision Sheet.

P.F.	217	Time Off Cards.
P.F.	218	Medical Form – Exam Recruits.
P.F.	219	Private Firearms (Disposal) Register.
P.F	220	
P.F	221	Investigation Register
P.F	222	
P.F.	223	Traffic Breath Test Record Form

APPENDIX "B"
(TO P.G.O. No. 170)

STOCK FORMS
ARMS AND AMMUNITION ORDINANCE FORMS:
USED BY POLICE

Form	
A.	Export License.
A.1.	Import License.
D.	Permits for Withdrawal of Arms and Ammunition, from Public Warehouse.
F.1.	Visitors Firearms License.
G.	Permit for Temporary transfer of Firearms and Ammunition.
H.1.	Permit for sale or Transfer of Arms and Ammunition.
I.	License to keep a Private Warehouse.
J.	Register of Deposits and Withdrawals, Private Warehouse.
K.	Permits to Deposit arms and Ammunition from Private Warehouse.
L.	Permit for Withdrawal of Arms and Ammunition from Private warehouse.
M.	Application for Withdrawal of Arms and Ammunition from a Private Warehouse.
N.	Application for First Issue/Renewal of Arms License.
N.1.	Visitors Firearm License.

APPENDIX "C"
(TO P.G.O. No. 170)

NON STOCK FORM LIST

Government does not stock these forms: Head of Departments shown in last column are responsible for maintaining and ordering sufficient stocks of their forms from Government Printer. Through Assistant Commissioner (D) at Police Headquarters, order to print must be accompanied by a Specimen copy of the form.

Non-Stock Forms		*Department to Hold Form*
PF. 18A	Certificate of Comparison of finger Prints	C.I.D
PF. 18B	Criminal Records	C.I.D
PF. 18C	Criminal Record, prisons, Duplicate	C.I.D
PF. 19	Forensic Bureau folders	C.I.D
PF. 23	Police Identity Certificate (Other Ranks)	H.Q. & P.T.S.
PF. 24	Certificate of Comparison Condemned Prisoner	C.I.D
PF. 29		
PF. 41	Nominal Card C.A.R.	C.I.D
PF. 42	Calibre Card C.A.R.	C.I.D
PF. 43	Index Card C.A.R.	C.I.D
PF. 69	Radio Log Book	H.Q. C.S.O.

Non-Stock Forms		*Department to Hold Form*
PF. 72	Signals Job Card	H.Q. C.S.O.
PF. 74	Railway Crime Report	TRC & TAZARA Police
PF. 80	Index Cut Card	C.I.D
PF. 81	Index Cross Reference Card	C.I.D
PF. 82	Course Report, Police Training School	C.I.D
PF. 84	Serious Case File (C.I.D.)	C.I.D
P.F. 102	Result of Case Form	C.I.D
PF. 102A	Result of Search Remand C.R.O.	C.I.D
PF. 102B	Result of Search Sentenced C.R.O.	C.I.D
PF. 102C	Result of Search Miscellaneous C.R.O.	C.I.D
PF. 104	Service Register	C.I.D & P.T.S
PF. 104A	Record of Service Register R & F.	H.Q. (A) P.T.S.
PF.105	Signal Pads.	H.Q. (A) P.T.S.
PF. 112	Pages for Photographic Register	H.Q. C.S.O.
PF. 113	Normal Index	C.I.D
PF. 128	Cross Reference Nominal Index	C.I.D
PF. 128A	Scenes of Crime Register	C.I.D
PF. 129	Cross Reference Nominal Index C.I.D.	C.I.D
PF. 130	Cross Reference Nominal Index C.I.D.	C.I.D
PF. 131		
PF. 132		
PF. 138		C.I.D
PF. 139	C.R.O. Nominal Index Slips	C.I.D
PF. 142	Registry Action Slip	C.I.D
PF. 146	Extract Forms	C.I.D
PF. 147	Photographic Processing Forms	C.I.D
PF. 155	Identity Card: Police Supervisees	C.I.D
PF. 171	Directions for making out Personal Particulars and Report Crime	C.I.D
PF. 174	Reporting Pads	C.I.D
PF. 174A	Continuation Sheet	C.I.D
PF. 176	Buildings – Index Card	
PF. 182	Rank and File Annual Confidential Report.	HQ
PF. 192	Nominal Index Cards (CAR)	C.I.D
PF. 198	Vehicle Costing Ledger Sheets	C.I.D
PF. 199		
PF. 201		
PF. 202		
PF. 204	C.I.D. File cover open	C.I.D
PF. 205	C.I.D. file cover confidential	C.I.D
PF. 206		
PF. 213	Supervisee Dossier	C.I.D
PF. 215		
PF. 216	Certificate section 154A	C.I.D

Non-Stock Forms		*Department to Hold Form*
	Criminal Procedure Act, 1985	
PF 220	Secret file cover correspondence Firearms license folder (C.A.R)	C.I.D

P.G.O.No.171

STORES – STOCKS AND INDENTS

1. There are two main stores in the Force, namely Police Main Stores at Kilwa Road, Dar es Salaam, and Police Signals Stores at the Signals Depot, Dar es Salaam. The former handles all items of police clothing and equipment except Signals stores which are handled by the latter.

Authorised Police Stores

2. All commands will carry out their own quartermastering and each will maintain authorised stores.

Method of Stocking Stores

3. All command Stores will obtain their stocks in the following manner:-

(a) By quarterly indent (P.F. 1) on Police Main Stores for all items of clothing, equipment, general stores and arms and ammunition listed in appendices "A" – "D".
(b) By separate quarterly indent (P.F. 1) on the Police Main Stores for all common user items held by Government Stores and listed Appendix "E" (see also paragraph 10);
(c) By separate quarterly indent (P.F. 1) upon Police Signals Stores for all Signals equipment.

In this connection, indenting officers who require items not listed in Appendix "E" should first consult the Government Stores "Stock Classification & Catalogue", a copy of which is held in each Regional Headquarters, and will consult the Quartermaster by memorandum if the required item is not stocked by government Stores.

4. Separate indents are required for each category of goods, i.e., Appendix "A", "B", "C", "D" and "E" and for Signals Stores. Catalogue Numbers shall be quoted against every item on every indent.

5. All Stores are responsible that their indents provide for sufficient stocks to meet the normal demands of the Stations and Units for which they are responsible for the prescribed period (i.e. 4 months.
6. Every effort shall be made to avoid subsidiary indents which may only be submitted in exceptional circumstances. Indents for excessive quantities or for unnecessary items are forbidden.
7. All stores, except Field Force Unit Headquarters , Ukonga, will not hold stocks in excess of four months' and one month's requirements respectively. Holdings of clothing and equipment will be based on the number of personnel to be supplied and on the authorised life of the item referred to in P.G.O. No. 172.
8. Holdings of Signals Stores will be controlled by the Chief Signals Officer.

Indents on Government Stores: Station and Miscellaneous Stores

9. The Quartermaster will prepare all indents on Government Stores in Dar es Salaam and will hold all funds allocated for purchase there from.
10. The Quartermaster will, as far as possible, indent on Government Stores in accordance with the indents sent to him by Commanding Officers. He is, however, authorised to make such alterations as he may consider necessary for the elimination of wastage or excessive ordering and will inform indenting officers whenever he does so.

Comment [u119]: Reduce this space, align left. Its subheading

Comment [u120]: Reduce this space, align left. Its subheading

Comment [u121]: Reduce this space, align left. Its subheading

11. Government Stores will arrange for dispatch of goods to final destinations.

Method of Indenting on Stores

12. All Stores will be operated and maintained in accordance with P.G.O No. 165 and Public Finance Act and Regulations.

APPENDIX "A"
(TO P.G.O. No. 171)

CLOTHING

CLASS OR ITEM AND NUMBER "B"	ITEM
B. 1	Batons and thongs.
B. 2	Blankets, G.S.
B. 3	Boots, askari.
B. 4	Bags, Kit
B. 5	Badges, shoulder titles.
B. 6	Badges, Cap.
B. 7	
B. 8	
B. 9	Badges, Sergeant/Major
B. 10	
B. 11	
B.12	Badges, shoulder, W.P.
B. 13	
B. 14	Beret, Blue.
B. 15	
B. 16	
B. 17	
B. 18	
B. 19	
B. 20	
B. 21	Comment [u122]: DCp. Is it stable or leather
B. 22	
B. 23	
B. 24	Brushes, Boots.
B. 25	
B. 26	
B. 27	Buttons, small.
B. 28	Buttons, trouser brown.
B. 29	
B. 30	
B. 31	
B. 32	-
B. 33	Bags, shoulder Navy Blue, W.P.
B. 34	
B 35	Blouses, white, W.P.
B. 36	Badges S/Major
B. 37	

CLASS OR ITEM AND NUMBER	ITEM
"C"	
C. 1	Caps, Women Police.
C. 2	-
C. 3	-
C. 4	Cloth American.
C. 5	
C. 6	Coats, great.
C. 7	Coats, waterproof.
C. 8	Coats, waterproof, white
C. 9	Cords, dress.
C. 10	
C. 11	Chevrons, 1-bar, large.
C. 12	-
C. 13	-
C.14	-
C. 15	-
C. 16	-
C. 17	-
C.18	-
C. 19	-
C. 20	-
C. 21	
C. 22	
C. 23	Coats, waterproof, W/Police
C. 24	
C. 25	-
C. 26	Chevrons 2-bar large
C. 27	Chevrons 3-bar large
C. 28	Chevrons, 1-bar small.
C. 29	Chevrons, 2-bar small
C. 30	Chevrons, 3-bar small
C. 31	Chevrons, 4-bar small
C. 32	-
C. 33	Caps, blue, peak, Askari.
C. 34	Caps, blue, peaked white top.
C. 35	
C. 36	
C. 37	Cloth
"D"	
D. 1	
D. 2	Drill, khaki.
D. 4	
D. 6	Drill, blue.
"E"	
E. 1	Elastic, cotton, black.
E. 2	Epaulettes.
"F"	
F. 1	-
F. 2	-
F. 3	-
F. 5	Frogs, leather.
F. 6	Frogs, trucheon leather.

CLASS OR ITEM AND NUMBER	ITEM
"G"	
G. 1	
G. 2	-
"H"	
H. 2	-
H. 3	-
H. 4	-
H. 5	Hats, jungle, green.
H. 6	
H. 7	-
H. 8	-
H. 9	
"J"	
J. 1	-
J. 2	Jersey, blue
J. 5	Jersey, Navy blue, W.P.
J. 6	-
"L"	
L. 1	Lanyard, blue
L. 3	Laces, Boot, black pairs.
L. 4	Lanyard, revolver, navy blue.
L. 5	
"N"	
N. 1	
N. 2	
N. 3	Numerals.-Alphabetical
N. 4	Numerals, 0-9.
N. 5	
N. 6	Nets: Mosquito, Bar Type.
"O"	
O. 1	Overalls, blue
"P"	
P. 2	-
P. 3	
P. 6	-
P. 7	Pants, Cotton, W.P.
"R"	
R. 1 to R. 13	Ribbon medal.
R. 14	
R. 15 to R. 41	Ribbon medal.
R. 42	
R. 43 to R. 54	Ribbon medal.
"S"	
S. 1	Shirts, white, WP. II.
S. 2	
S. 3	
S. 5	-
S. 6	Searge, blue.
S. 7	Shoes, black, W.P.
S. 8	Slings, rifle leather.
S. 9	-
S. 10	Socks, blue, women police.

CLASS OR ITEM AND NUMBER	ITEM
S. 11	
S. 12	
S. 14	
S. 15	
S. 16	Shirts, khaki, takron
S. 17	Shirts, white.
S. 18	Shirts, L/sleeve.
S. 19	
S. 20	
S. 21	
S. 22	
S. 23	
"T"	
T. 1	
T. 4	Thongs, leather baton.
T. 5	-
T. 6	Trouser, K.D.
T. 7	
"W"	
W. 1	Whistle, police.
□V. 1□□□ "E"□□E. 1□□□E. 2□Belts, waist, pattern 37. V. 1	
"E"	
E. 1	
E. 2	Belts, waist, pattern 37.
E. 3	Bottles, water, pattern 37.
E. 4	
E. 5	
E. 6	Carriers, w/bott.
E. 7	
E. 8	Haversack, web pattern 37.
E. 9	Pockets for compasses.
E. 10	Pouches, ammn., web, pattern 37.
E. 11	Pouches, wep, pattern 37.
E. 12	Pouches, web pattern 37.
E. 13	Slings, web.
E. 14	Strap shoulder, h/sack, R, pattern 37.
E. 15	Strap shoulder, h/sack, L. pattern 37.
E. 16	Strap supporting packs, pattern 37.
E. 17	Belt, waist, web, pattern 37.
E. 18	Braces, attachment, pattern 44.
E. 19	Braces, attachment, pattern 44.
E. 20	Bottles, water, plastic
E. 21	Cases, binoculars.
E. 22	Cases, binoculars, web, pattern 44.
E. 23	Cases pistol, web, pattern 44.
E. 24	Carriers, w/bottles, pattern 44.
E. 25	Frogs, bayonet, pattern 44.
E. 26	Haversacks, officer, pattern 44.
E. 27	Haversacks, all ranks, pattern 44.
E.28	Mess tins.

CLASS OR ITEM AND NUMBER	ITEM
E. 29	Pouches, amm., pistol, pattern 44.
E. 30	Pouches, basic right, pattern 44.
E. 31	Pouches, basic left, pattern 44.
E. 32	Poncho, ground sheet.
E. 33	Pockets, compass, pattern 44.
E. 34	Straps, shoulder, right, pattern 44.
E. 35	Straps, shoulder, left, pattern 44.
E. 36	Sheaths, matchet.
E. 37	Matchets, pattern 44.
G. "B"	
G. B1.	Batteries charger, family.
G. B3.	Binoculars, 7 x 50.
G. B4.	Batons, Riot
G. B5	Batteries, U. 11 for Pye Loud Hailers.
G. B6.	Batteries, hunter torch.
G. B7.	Barriers, crowd control.
G. B8.	Bulbs, hunter torch.
G. "C"	
G. C1.	Car bells, electric.
G. C2.	
G. "D"	
G. D4.	Dye, black
G. "F"	
G. F1.	First – aid boxes
G. F2.	First-aid kit.
G. F3.	Flannelette, 4 x 2.
G. "G"	
G. G1.	
G. G2.	
G. "H"	
G. H1.	Handcuffs.
G. H2.	Heelballs.
G. "I"	
G. I1.	Ink, fingerprint.
G. "J"	
G. J1.	Jerricans, petrol.
G. J2.	Jerricans, water
G. "L"	
G. L1.	Lamp, inspection.
G. L2.	Lamp, anglepoise.
G. "M"	
G. M1	Matchets.
G. "O"	
G. O1.	Oil, rifle.
G. O2.	Oil, rifle Young.
G. O3.	Linseed.
G. "P"	
G. P1.	Pads, fingerprint.
G. P2.	Paint marking, black.
G. P3	Paint marking white.

CLASS OR ITEM AND NUMBER	ITEM
G. P4.	Pockets, craft, Roneo.
G."R"	
G. R1.	Rollers, fingerprint.
G. "S"	
G. S1.	Stencil figures, and L.
G. S2.	Sheets, ground OP.
G. S3.	Shield, wicker.
G. S4	Snake, bite kit.
G. S5.	Stamps, steel marking steel or wood 0-9.
G. S6.	Stamps, marking textile copper 0-9.
G. S7.	Stencil, Zinc plate 2" 0-9.
G. "T"	
G. T1.	Torches, beat.
G. T2.	Torches, Hunger com.
G. T3.	Thread, S/maker.
G. T4.	Thread, white.
G. T5.	Thread, khaki.
G. T6.	Thread, black.
G. T7.	Transhailers.
G. "W"	
G. W1.	Watches, stop.
"W"	
W. 1	Ammunition, Blank 303.
W. 2	Ammunition, Ball 303.
W. 3	Ammunition, Blank 38.
W. 4	Ammunition, Ball 38.
W. 5	Ammunition, Ball 22.
W. 6	Ammunition, Ball 9M/M.
W. 7	Ammunition, Dummy 303.
W. 8	Ammunition, 12-bore.
W. 9	Ballastite, 303.
W. 10	Bayonets, No. 1
W. 11	Bayonets, No. 4
W. 12	Books, target patching: (1) Black (2) Grey (3) S
W. 13	Bottles, oil.
W. 14	Bull's eyes: (1) Black (2) Sand.
W. 15	Brushes, cleaning 303.
W. 16	Brushes, cleaning 22.
W. 17	Brushes, cleaning 9M/M.
W. 18	Cords, pull-through, single.
Cords, pull-through double.	□W. 20□Gauge, wire.□□W. 21.□Gauge, grou 22 W. 20
W. 21.	Gauge, grouping range 22.
W. 22	Gun, Greener, 12-bore.
W. 23.	Gun, Sterling, 9M/M.
W. 24.	Gun, riot 11/2"
W. 25.	Magazines, sterling gun 9M/M.
W. 26.	Pistol, signal 11/2".
W. 27.	Goggles, anti-gas.
W. 28	Respirator, anti-gas
W. 29	Revolver, 38 Standard.

CLASS OR ITEM AND NUMBER	ITEM
W. 30	Rifles No. 1 303.
W. 31	Rifles No. 4 303.
W. 32	Rifles No. 2 22.
W. 33	Rod, cleaning revolver 38.
W. 34	Rod, cleaning rifle 22.
W. 35	Scabbard, No. 1.
W. 36	Scabbard, No. 4.
W. 37	Shell L.R.
W. 38	Shell S.R.
W. 39	Smoke tear gas, 3 way.
W. 40	Smoke tear gas, No. 9.
W. 41	Smoke tear gas, T. 792 112/2”
W. 42	Target papers: (1) Black. (2) Grey (3) Sand.
W. 43	Weight, pull -through.
W. 44	Revolvers, 38 (Pocket S.B. only).
4/3025	Axes, Felling, Head.
4/3027	Axes pick.
2/1403	Beds, Camp.
2/1401	Bath and Wash Canvas.
2/1401	Bath and Wash stand, Enamel.
2/0065	Bags, Kit.
4/0581	Bulbs, Torches.
4/0582	Buttons, Bone (Brown).
2/0088	Batteries, torch.
	Blanco, white.
	Blanco, Khaki.
1/3025	Buckets, Sanitary.
3/0460	Buckets, G. 1.
2/0460	Brooms, Hand (Bass).
2/0464	Brooms, Soft.
4/2420	Bells, Bicycle.
5/0575	Balls, naphthalene.
2/0481	Brushes, Lavatory.
2/0538	Brushes, Scrubbing.
2/0500	Brushes, Whitewash.
2/0473	Brushes, Paint.
2/0118	Brooms, Bannister.
2/0004	Baize, Green.
2/0001	Clock, Wall.
2/1405	Clock Table.
2/0115	Chair Camp.
2/0124	Cloth, American.
2/0815	Cloth Hessian.
2/0915	Cups, Drinking (Mugs).
2/0108	Cabinet, steel (4-Drawer).
2/0111	Canvas, Green.
2/0114	Drill, MP. 11.
2/0121	Drill, KD.
5/0712	Drill, Dungaree, Blue.
3/0406	Dust Bins.

CLASS OR ITEM AND NUMBER	ITEM
4/2172	Extinguishers, Fire.
5/0746	Flit (4 gall. Tins).
4/0526	Globes, Electric (60 watt).
2/0706	Globes, Red.
2/0705	Globes Lamp, Hurricane.
4/2453	Globes, Lamp, Pressure.
4/3667	Grips, Handle.
5/0740	Handles, Mattock.
2/0546	Jerricans, petrol
4/3700	Lamps Hurricane.
7/0241	Polish, Silver.
7/0242	Polish, Black, Kiwi.
4/2461	Pedals, bicycle.
3/0695	Padlocks and Keys (Yale 2”).
4/3075	Pans, Latrine.
5/0586	Polish, Mansion.
2/1505	Cords, Sash for Flag.
5/0605	Soap. Blue.
5/0611	Soap, toilet.
4/3962	Shoves,
5/0750	Spray Guns for Flit.
4/2470	
4/2487	
4/2422	
4/2462	
4/2472	Saddles, Bicycle.
4/2406	Axle, Bicycle.
4/2486	Chain, Wheel, Bicycle.
2/0204	Tape, White ½”
2/0209	Thread, White.
2/0208	Thread, Khaki.
2/0207	Thread, Black.
2/0235	Towels, Hand.
4/0580	Torches.
2/0970	Typewriters.
4/2479	Tubes, 28 x 11/2 Bicycle.
4/2440	Tyres, 28 x 11/2 Bicycle.
4/4130	Tape, measuring.
2/1418	Tents, 7 x 6, European.
2/1425	Tents, 10 x 8, Porters.
2/1426	Tents, 15 x 10.
2/1420	Tents, 10 x 8, Officers
2/1414	Tables, Canvas, Table, camp.
5/0640	Vim

P.G.O. No.172

STORES – UNIFORMS – ISSUE AND REPLACEMENT OF

Part 1 - Gazetted Officers and Inspectors

Issue on First Appointment

1. (a) Officers on first appointment to Gazetted Rank or to the Inspectorate in the Force are entitled on application to the Quartermaster to a initial issue of uniform, in accordance with the scale laid down in Appendix "A".

(b) Gazetted Officers and Inspectors (Women) will similarly receive appropriate articles of dress sufficient for Working and Undress Uniform as per Appendix "C".

2. Tailoring will be done by the Quartermaster upon submission of relative measurements.

3. Gazetted Officers and Inspectors on transfer from other Forces will also be entitled to the free initial issue at the scales laid down in Appendix "A" from the Quartermaster.

Replacement of Uniform

4. Every Gazetted Officer and Inspector is required to maintain his uniform in immaculate condition at all times.

5. All items of Working Dress and Undress Uniform (including peaked caps with silver braiding and gorget patches) listed at appendix "B", may be obtained from the Quartermaster.

6. Officers may also obtain uniform, Mess Kit and other equipment from the Quartermaster.

7. Raincoats of official pattern may only be obtained from the Quartermaster, no other pattern may be worn in uniform.

8. Swords may be obtained on loan from each Regional Headquarters and from Police Main Store in Dar es Salaam.

9. Gazetted Officers and Inspectors may make their own tailoring arrangements under the approval of the Quartermaster and are responsible that their uniform pattern, materials and equipment conform precisely to the specifications laid down in Police General Orders and to the standard patterns held by the Quartermaster.

Part II
Rank & File

Scale of Issue

10. Members of the Rank & File will hold a free issue of uniform and equipment in accordance with the scale laid down in Appendix "B". The scale of cleaning materials to be issued is laid down in Appendix "D".

11. Possession of articles of kit in excess of the appropriate authorised scale is forbidden.

Scale for Recruits at the Police Training School

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12. Recruits at the Police Training School will be equipped in the following manner:-

(a) on first arrival at the Police Training school, prior to squadding, a reduced scale of part-worn clothing, if available, will be issued in accordance with Appendix "B", Column "J".

(b) as soon as Recruits are "squadded" and finally accepted for training, the full scale, as laid down in column (d) of appendix "B" will be issued.

(c) at the end of three months' training, a partial issue of new uniform will be made, culminating in a full issue of new uniform to the scale laid down in column (d) of Appendix "B" before the Recruit finally passes out of the Police Training School.

Note: Recruits under training will wear khaki hats

Adjustment to Kits of Personnel on Transfer

13. O/C. Districts, Stations and Units are responsible that all members of the Rank & File under their command are provided with the correct scale of uniform.

14. They will ensure that the kits of all personnel who are about to leave on transfer or who have just arrived on transfer are checked and the following action taken:-

(a) All items not required in the formations to which they are transferred will be withdrawn before departure and returned to Regional Headquarters Store.

(b) All items required in the formations to which they are transferred and not already in their possession will be issued on arrival.

(c) A record of all such issues and withdrawals will be made by the officers responsible for them in the personnel's Kit Sheets (P.F. 31 (D)), in the accordance with P.G.O. No. 167.

(d) Officers in charge Districts and Stations, will ensure that the kit of a personnel on transfer is inspected and unserviceable articles exchanged before the personnel leaves the unit.

Issue to Recruits not at the Police Training School

15. Recruits enlisted for special duty who do not proceed at once for training to the Training School will be issued with the appropriate full scale of uniform.

Method of Issue

16. Every member of the Rank & File is held responsible at all times for the good order of his kit and for the immediate replacement of worn or damaged items. Replacement will be effected by application via the O/C. station to the appropriate indenting authority, in accordance with P.G.O. No. 171.

17. Indents will be sent in to the nearest authorised Store (vide P.G.O. No. 171) at monthly intervals. Additional indents may only be submitted in cases of genuine urgency. All indents for replacement items shall be accompanied by the items to be replaced or by a written explanation if any item cannot be produced.

Marking of Kit

18. Kit on personal issue shall be marked in accordance with P.G.O. No. 167 and shall be checked carefully at Formal Inspections.

Normal Life of Clothing and Equipment

19. The normal life of clothing and equipment on personal issue is laid down in column (C) of Appendix "C". Items which wear out before the stated period will only be exchanged without penalty if the holder can produce a reasonable explanation to

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account for the excessive wear. Replacement on payment may be ordered if any item is damaged or worn out as a result of misuse or neglect.

Conservation of Part-worn Clothing and Equipment

20. All serviceable items of uniform and equipment withdrawn from members, of the Rank & File shall be conserved for re-issue to Recruits at the Training School, in accordance with paragraph 12. The following action will, therefore, be taken by all formations:-

(a) all surplus part-worn items of uniforms and equipment will be sent to the nearest class "A" Store. Shorts, trousers and socks shall be properly laundered by the holders before handing in;

(b) all Stores will check over all part-worn items and will send all serviceable items at quarterly intervals to the quarter master. Unserviceable items will be boarded and destroyed or disposed of in such manner as may be laid down by Commanding Officers;

(c) the Quartermaster will re-check all part-worn items received at Main Store and will arrange for laundering before re-issue to the Police Training School.

Web Equipment

21. Web Equipment 44 Patt. Will remain on station charge. Issues to individuals will be withdrawn before the individual leaves the stations on posting or discharge.

Care of Equipment

22. Web equipment 44 Patt. Is waterproofed in its manufacture. It will not be scrubbed or blancoed. Web equipment 37 Patt. can be washed but not scrubbed.

Clothing/Equipment Leave

23. No item of clothing or equipment will be taken on leave. Personnel proceeding on leave will hand all items of clothing and equipment into their respective station store.

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APPENDIX "A"
(TO P.G.O. No. 172)

UNIFORMS: GAZETTED OFFICERS AND INSPECTORS (MALE)

Free Initial Issue: Scale of

ITEMS	GAZETTED OFFICERS	INSPECTORS
Badge, Cap	1	1
Badge, Shoulder titles	1 pair	1 pair
Badges: Stars	3	1-A/Insp. Or 2 for Insp.
Badges: Collar, left and right	1 pair	1 pair
Belt, Sam Browne	1	1
Boots, Black	1 pair	1 pair
Buttons, C.P.S., Large	4	4
Buttons, C.P.S., Medium	6	6
Buttons, C.P.S., Small	6	6
Cap, peaked (up to and including A.S.P.)	1	1
Cane, Black Leather	1	1
Coat, Waterproof	1	1

Comment [u134]: Insert properly. See attached text

Takron, Khaki, Trouser/Tunic/Shirt	2 pairs	2 pairs
Lanyard, C.P.S.	1	1
Socks, Black	2 pairs	2 pairs
Shoes, Black	1 pair	1 pair
Shirt White	1	1
Tie, Rayon, Black	1	1
Whistle	1	1
Gloves, white	1pair	1 pair

APPENDIX "B"
(TO P.G.O. No. 172)

Item	**Life Years**	**N.C.O.s&PC**	**Boat Crew**	**Band**	**FFU**	**Traffic Police**	**Women Police**	**C.I.D. Det. P.C.s**	**Recruits First Training P.T.S.**	**Remarks**
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
Armbands, Blue, S.C.	2		-	-	-	-	-		-	
Batons and thongs	5	1	-	1	1	1	1	1	1	
Blankets G.S.	2	1	1	1	1	1	1	1	1	One extra held at cold Stns. For issue in cold weather.
Boots, askari	1	2	-	2	2	2	-	1	1	
Bags, Kit	5	1	1	1	1	1	1	1		
Badges, Shoulder titles	12	1	-	1	1	1	-	1	-	(prs).
Badges cap	12	1	-	1	1	1	1	1	1	
Badges, Marksman	12	-	-	-	-	-	-	-	-	Where applicable 1 badge.
Badges, E/S. plated	12	-	-	-	-	-	-	-	-	Where applicable 1 badge.
Badges, S/Major	12	-	-	-	-	-	-	-	-	S/M. 1 one where applicable.
Badges, Musician	12	-	-	2	-	-	-	-	-	
Badges, Bugler	12	-	-	-	-	-	-	-	-	Where applicabe 1 pr.
Badges, shoulder WP. (prs.)	10	-	-	-	-	-	1	-	-	
Badges, S.C.	12		-	-	-	-		-	-	
Beret, Blue	1	-	-	-	-	-	1	-	-	Dog Handlers: 2 each.
Brooches, medal 1 bar	3	-	-	-	-	-	-	-		
Brooches, medal 2 bar	3	-	-	-	-	-	-	-	-	
Brooches, medal 3 bar	3	-	-	-	-	-	-	-	-	
Brooches, medal 4 bar	3	-	-	-	-	-	-	-	-	2 each where applicable.

Comment [u135]: DCP; Column (F). is it FFU and STPU. Old PGO shows that. Plse confirm

P.G.O. No.172

Item	Life Years	N.C.O.s&PC	Boat Crew	Band	FFU	Traffic Police	Women Police	C.I.D. Det. P.C.s	Recruits First Training P.T.S.	Remarks
Brooches, medal 5 bar	3	-	-	-	-	-	-	-	-	
Brushes, Button	1		1	1	1	1	1	1	1	
Brushes, Boots	1		-	2	2	2	2	2	1	
Buttons, W.M. askari	12	7		7	7	7	8	7	-	
Braid, Red	1	-	-	-			-	-	-	FFU personnel only
Bags, Shoulder Navy blue	10	-	-	-			-	-	-	
Blouse, white W.P.	1	-	-	-			3	-	-	S/M. one whereapplicable
Badges, S/Major II	12	-	-	-	-	-	-	-	-	
Shirts, white, drill	1	-	-	-	-3	-	-	-	-	2 pairs issued to S/Sgt and SM
Trousers, Khaki Takron.	1	2	-	2	2	-	-	-	-	
Tunic, P.T. Women Police	1	-	-	-	-	-	1	-	-	
Trousers , white, Takron (prs)	1	-	2	-	-	2	-	-	-	
Whistle, Police	12	1	1	1	1	1	1	1	1	
Vest, white, P.T. Cadets	1	-	-	-	-	-	-	-	-	
Nets, Mosquito	5	-	-	-	1*	-	-	-	-	*For Safari use only.
Belts, Waist, Web, 37	5	1	1	-	1	-	-	-	-	For daily use.
Bottles, water enamel, 37	5	1	-	1	-	-	-	-	-	
Braces, Left, 37	5	1	-	-	-	-	-	-	-	
Braces, Right, 37	5	1	-	-	-	-	-	-	-	
Carriers, water Bottles, 37	5	1	-	-	-	-	-	-	-	
Haversack, 37	5	1	-	-	-	-	-	-	-	
Slings, Rifle	5	-	-	-	1	-	-	-	-	
Belts, Waist, Web, 44	5	-	1	-	1	-	-	-	-	
Braces, Attachment, 44	5	-	-	-	1	-	-	-	-	Officers serving with FFU. Will receive on loan during period of service with FFU. 44 Web Equipment contained in this schedule.
Braces, Sets, 44	5	-	-	-	1	-	-	-	-	
Bottles, Water Alum.44	5	-	-	-	1	-	-	-	-	
Carriers, Water Bottle, 44	5	-	-	-	1	-	-	-	-	
Frogs, Bayonet, 44	5	-	-	-	1	-	-	-	-	
Haversack, Officers, 44	5	-	-	-	1	-	-	-	-	

Comment [u135]: DCP; Column (F). is it FFU and STPU. Old PGO shows that. Plse confirm

Comment [u136]: Insert 10" in the fifth column

Item	Life Years	N.C.O.s&PC	Boat Crew	Band	FFU	Traffic Police	Women Police	C.I.D. Det. P.C.s	Recruits First Training P.T.S.	Remarks
Haversack, All ranks, 44	5	-	-	-	2	-	-	-	-	
Mess, Tin	5	-	-	-	1	-	-	-	-	
Pouches, Ammn. Pistol, 44	5	-	-	-	1	-	-	-	-	
Pouches, Basic Right, 44	5	-	-	1	1	-	-	-	-	
Pouches, Basic Left, 44	5	-	-	-	1	-	-	-	-	
Poncho Cape/G. sheet	5	-	-	-	1	-	-	-	-	
Straps, Shoulder Right, 44	5	-	-	-	1	-	-	-	-	
Straps, shoulder Left, 44	5	-	-	-	1	-	-	-	-	
Sheaths, Matches	5	-	-	-	1	-	-	-	-	

Comment [u135]: DCP; Column (F). is it FFU and STPU. Old PGO shows that. Plse confirm

APPENDIX "C"
To P.G.O. No. 172

UNIFORMS – GAZETTED OFFICER AND INSPECTORS (FEMALE)
Free Initial Issues: Scale of

ITEMS	QUANTITY	
	Gazetted Officers	Inspectors
Badges, Cap	1	1
Badges, Shoulder	1 pair	1 pair
Badges, Stars	3	1-A/Insp. 2-Insp.
Badges, Collar, left and right	1 pair	1 pair
Badges, Shoulder, W.P.	1	1
Belts, Sam Browne	1	1
Buttons, C.P.S., Large	4	4
Buttons, C.P.S., Medium	6	6
Buttons, C.P.S., Small	6	6
Buttons, Inspectors, Large	-	-
Buttons, Inspectors, Medium	-	-
Blouses, white	3	3
Brooch, Medal	As required	As required
Brassiere, white	3	3
Caps, Women Police	1	1
Cane, black, leather	1	1
Coats, Waterproof	1	1
Lanyards, C.P.S.	1	1
Ribbons, Medal as required	3 per medal	3 per medal
Socks, black	4 pairs	4 pairs
Socks, white	4 pairs	4 pairs
Shoes, black	3 pairs	3 pairs
Shirts, white, S/Sleeve	2 pairs	2 pairs
Skirt, blue Takron	3	3

ITEMS	QUANTITY	
	Gazetted Officers	Inspectors
Tie, black	1	1
Tunic, blue, Linen	1	1
Bags, shoulder navy blue	1	1
Beret, blue	1	1
Shirts, white, L/Sleeve	1	1
Satin	5 yards	5 yards

APPENDIX "D"
(To P.G.O. No. 172)

CLEANING MATERIALS – SCALE OF ISSUE

	ALL Ranks	C.I.D.
Soap	2 bars. Per month	2 bars Per month
Kiwi	1 tin per month	1 tin per month

Scale of issue of consumable items to stations:

Harpic: 1 tin per water toilet per 2 months.
Soap toilet: 2 tablets per wash basin per month.
Vim: 1 tin per station per month.
Polish Mansion: 2 tins per month – Regional HQ.
1 tin per month – "A" Stations
1 tin per 2 months – "B" Stations
1 tin per month – Traffic, Dar es Salaam.

Scale of issue of general consumable stores:

Kerosine: 3 pints per Hurricane lamp in use per week.
5 pints per pressure lamp in use per week.
Wick: 2 inches per Hurricane Lamp in use per week.
Rifle Oil: 4 gallons per 50 rifles per year.
Flannellette: 3 yards per rifle per six months.
Disinfectant, D.D.T. Strict control by Station Commanders

P.G.O. No. 173

DRESS REGULATIONS

Part I
GAZETTED OFFICERS

1.

Ceremonial Dress	Mess Dress:
Badgers, Gorget or collar	Boots-Wellington
Badges of Rank	
Belt-Sword.	Cummerbund-dark blue
Boots-Wellington.	Jacket – Mess.
Cap – Peaked	Miniature Medals and
Gloves – White	Decorations.
Medals and Decorations.	Miniature Badges of rank on
Overalls.	blue epaulettes
Sash – Blue.	Overalls.
Spurs.	Shirt – soft white with pearl
Undress:	buttons and turn-down collar
Sword and Scabbard – Plated	Spurs (Superintendents and above).
Sword Knot – Silver.	Tie-Black Bow
Tunic – Full Dress	

.

No. 1 Dress	Undress
Badges, Gorget or collar	As for No.1 Dress except that tunic takron khaki will replace takron blue, shoes and socks (black), will replace boots. .
Badgers of Rank.	
Belt –Sam Browne and Frog (if sword ordered).	
Boots – black	
Cane – Officers' pattern (if sword not ordered)	
	Working Dress:
Lanyard and whistle	Badgers – Gorget.
Medal ribbons (or medals if ordered)	Belt Sam Browne
Shirt – Officers white	Cane – Officers' pattern
Shoulder titles (Assistant Commissioner and below)	Cap peaked
Sword – scabbard (black) and knot (if ordered)	Lanyard and whistle
Tie – black	Medal ribbons
Tunic – blue takron	Shoes –black
	Shoulder title (Assistant Commissioner and below)

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Notes

(1) Badges and buttons will be worn as set out in Part II of this Order.

(2) On patrols, field operation or as ordered, black boots, will be worn as Working Dress.

(3) Hats, double terrai, will be worn by FFU Units only.

(4) Helmet – Cromwell, will be worn in times of civil disturbance..

(5) Jerseys (jungle green) and trousers (khaki), may be worn during cold weather.
(6) Mackintosh, officers pattern, may be worn as required.
(7) Field force officers will wear web belts, black, as Working Dress and web anklets, black, with trousers.

FFU officers will wear red shoulder tapes under the shoulder titles.

Gazetted Officers – Female

Ceremonial Dress	**Mess Dress:**
Badgers, Gorget or collar	Boots-Wellington
Badges of Rank	
Belt-Sword.	Cummerbund-dark blue
Shoes – black	Jacket – Mess.
Cap – Peaked – Police- woman's	Miniature Medals and
Gloves – White	Decorations.
Medals and Decorations.	Miniature Badges of rank on
Overalls.	blue epaulettes
Sash – Blue.	Overalls.
Spurs.	Shirt – soft white with pearl
	Skirt – Blue Linen
Undress:	buttons and turn-down collar
Sword and Scabbard – Plated	Spurs (Superintendents and above).
Sword Knot – Silver.	Tie-Black Bow
Full Dress – Blue Linen	

.

No. 1 Dress	**Undress**
Badges, Gorget or collar	As for No.1 Dress.
Badgers of Rank.	.
Belt –Sam Browne and Frog (if sword ordered).	
Boots – black	
Cane – Officers' pattern (if sword not ordered)	
Cap – peaked – Police Woman's	**Working Dress:**
Lanyard and whistle	Badges – Gorget.
Medal ribbons (or medals if ordered)	Belt Sam Browne Blouse – white
Shirt – Officers white	Cane – Officers' pattern
Shoulder tittles (Assistant Commissioner and below)	Cap peaked – Policewoman's
Sword – scabbard (black) and knot (if ordered)	Lanyard and whistle
Tie – black	Medal ribbons
Tunic – blue linen	Shoes –black
	Shoulder title (Assistant Commissioner and below) Skirt – blue Stockings – or socks, ankle – blue

(1) Handbag, blue, will be carried as required.

(2) Takron Khaki shirt with blue beret may be worn on safari.

Inspectors
Mess Dress
As for Gazetted Officers, except that:
(1) Blue trousers, dinner suit pattern, and black shoes and socks will be worn.
(2) Normal size badges of rank (not miniatures) will be worn.

No. 1 Dress:
As for Gazetted Officers, except that:-
(1) Shirts and ties, blue linen will be worn
(2) Cane, Officer's pattern, will be carried.

Working Dress
(1) As for Gazetted Officers, except that:
(2) Cane, Officers's pattern, will be carried.

Notes
(1) The variation in dress for Gazetted Officers set out in the Notes of paragraph 1 will apply, mutatis mutandis, to the Inspectorate.
(2) Inspectors serving in the Band will wear Band Ceremonial Dress with peaked cap.

Inspectors – Female
As for Gazetted Officers – Female.

Dress – Rank & File

Badges of rank	Medal ribbons (or medals, if ordered)
Badges – other	Numerals (Sergeant and below)
Belt	Takron khaki shirt and trousers
Cap – peaked – Policewoman	Shoulder titles
Boots – black	
Lanyard and whistle	

Notes

(1) Staff-Sergeants will wear Sam Browne belts.
(3) Staff-Sergeant and Sergeant Major may wear shoes (black).
(4) FFU personnel will wear web belts except on ceremonial parades.
(5) FFU personnel will wear red shoulder tapes under the shoulder titles
(6) Blue jerseys will be worn as ordered
(7) Greatcoats may be worn as required.
(8) Short baton and frog will be worn as required.
(9) Hats, double terrain, will be worn by FFU only.
(10) Helmet, Cromwell, will be worn in times of civil disturbance.
(11) Berets will be worn at training establishments as ordered.
(12) Overalls, blue, issued to drivers, dog handlers and tradesmen will be worn only on barrack duties.

Comment [u138]: Adjust numbering

Dress – Rank & File – Female
Working Dress

Badges of Rank on blue epaulettes	Numerals
Badges – other	Shoes – black
Blouse – white – with collar	Shoulder titles
Caps –peaked – Policewoman's	Skirt – blue
Lanyard and whistle	Socks – blue – ankle

Notes

(1) White shorts with collar and black ties will be worn for No. 1 Dress.
(2) Khaki shirt with blue beret may be worn on safari.
(3) Handbag, blue, will be carried as required.
(4) Blue jerseys will be worn as ordered.
(5) Mackintosh and Greatcoat may be worn as required.

Traffic Branch - Rank & File

Badges of Rank	Medal ribbons (or medals if ordered)
Badges – Other.	
Belt – O.R. pattern.	Numerals – Sergeant and below.
Boots – black.	Shirt – white
Cap – peaked with white cover. Shirt – White	Shoulder titles
Lanyard and whistle	Trousers – white

Notes

The variation in dress for Rank & File set out in the Notes to paragraph 5 will apply, *mutatis mutandis*, to Traffic Branch personnel, except that:-

(1) Mackintoshes and trousers will be white in colour.
(2) White crash helmets and black leather leggings will be worn by motor cyclists.

Marine Unit
As for Rank & File, except when employed on marine duties:

Working Dress (Boat Duty)

Badges of rank	Shirt – white
Badges- other	Shoes – white canvas
Belt	Trousers – white
Hat – marine	Shoulder titles
Lanyard and whistle	Socks – white
Numerals	

Notes

The variations in dress for Rank & File set out in the Notes to paragraph 5 will apply, *mutatis mutandis*, to Marine Division personnel.

Bandsmen
Ceremonial Dress

Badges of Rank	Medal ribbons (or medals if ordered).
Badges- Bandsmen.	Pouch- black, card.
Belt- blue sash	Shoulder titles.
Boots- black.	Trousers- blue with red stripe.
Cap - blue peak (white top)	Tunic- white.
Dress - Cords Bugler.	Wings- Bandsmen.

Notes

The variations in dress for Rank & File set out in the Notes to paragraph 5 will apply, mutatis mutandis, to Bandsmen.

Part II

Uniform, equipment and accessories shall be in accordance with the specifications set out in this Order.

Badges of Rank

Inspector General	National Emblem surrounded by a wreath with star above and crossing swords below
Commissioner	National Emblem surrounded by a wreath with torch surrounded by a wreath above with one star above
Deputy Commissioner	National Emblem surrounded by a wreath with torch surrounded by a wreath above
Senior Assistant Commissioner	National Emblem surrounded by a wreath with one star above
Assistant Commissioner	National Emblem surrounded by a wreath
Senior Superintendent	Torch surrounded by a wreath with one star below
Superintendent	Torch surrounded by a wreath
Assistant Superintendent	Three Stars
Inspector	Two Stars
Assistant Inspector	One Star
Probationary Assistant Inspector	One Star
Sergeant-Major	Crossing Swords Surrounded by wreath
Staff Sergeant	Three chevrons, white metal/cloth

	with a torch surrounded by a wreath above
Sergeant	Three chevrons, white metal/cloth
Corporal	Two chevrons, white metal/cloth

Note: Badges of rank, except chevrons and other metal badges will be worn on a navy blue cloth background cut to the shape of the badge except where worn on blue epaulettes.

Crown- St. Edward's pattern .
Star, Gazetted Officer – Bath Star pattern.

Force Badges will be worn:-

(a) on the peaked cap – medium size;
(b) on the hat, double terrai – medium size;
(c) on the beret – medium size;
(d) on the turban – medium size;
(e) on the riot helmet – medium size;
(f) on the white crash helmet – medium size;
(g) on the mess dress lapel – small size;
(h) on the collar of No. 1 Dress tunic – small size (Gazetted Officers only).

Badges – Other

Force Numerals.	As per sealed pattern, in white metal.
Literacy Badge – English	White metal "E" of sealed pattern.
Marksman's Badge	Crossed rifles in white metal of sealed pattern.
Bugler's Badge	White metal bugle of sealed pattern.
Bandsman's Badge	White metal Bandsman's Badge of sealed pattern.
Marine Hat cap Band	Black ribbon embroidered "Tanzania Police" of sealed pattern.
Epaulettes – Band	Dark blue felt embroidered with white piping, of sealed pattern
Epaulettes – Mess Kit – Officers	Dark blue barathea with miniature button of sealed pattern
Epaulettes – Women Police	Dark blue, of sealed pattern
Shoulder Tape – Field Force	Red tape encircling shoulder strap under shoulder titles. To be worn by members of Field Force only, with all dress except No. 1
Shoulder tape	Light blue tape worn as by Field Force
Shoulder Tape – Inspector	White tape worn as by Field Force on all dress

Belt, Bandsman

Blue sash to Force pattern.

Belt, O.R.'s pattern

Black leather, nickel plated furnishings; completed with sword front in the case of Gazetted Officers when carrying sword.

. **Belt, Sam Browne**

Black leather, nickel plated furnishings, completed with sword frog in the case of Gazetted Officers when carrying sword.

Comment [u139]: Align thesetwo lines to your left.

Comment [u140]: Align left. See format of text

Comment [u141]: CENTRE THIS

Comment [u142]: Plse INSERT FULL STOP AT END OF EACH SENTENCE!

Comment [u143]: TEXT TO BE LIKE THIS ONE. SECOND PROOF SHOWS DIFFERENT FORMAT!!

Comment [u144]: Note; some deleted words

P.G.O. No. 173

Belt, Sword, GO: Ceremonial Dress
Dark blue webbing 1¾" wide with black Morocco leather slings 1" wide with buckles and swivels chromium plated, or nickel silver.

Berets
Blue, sealed pattern.

Boots
Balmoral front, black lace with plain toe-cap.

Boots, Wellington
Half Wellington boots - black leather or box calf.

Buttons
Tanzania Police Force of sealed pattern in three sizes – Large, Medium and Small.

Cane, G.O. pattern
Black leather with carrying thong; of sealed pattern.

Cap Ornaments

Inspector General	Two rows of oak leaf silver lace on peak
Commissioner and Deputy Commissioner	Two rows of oak leaf silver lace on peak
Senior Assistant Commissioner and Assistant Commissioners	One row of oak leaf silver lace on peak
Senior Superintendents and Superintendents	One row 3/8" silver embroidery edged with silver cord on peak

Cap, peaked
Universal pattern dark blue cloth with hinged spring in front, chin strap of black patent leather ⅜" wide affixed with small buttons; Cap band of plain black mohair, except for the ranks of Superintendent and above who will wear black oak leaf bands. The peak will be plain black patent leather, except for officers of the rank of Superintendent and above. Force badge (medium size) worn in front, bottom of badge just above level of chinstrap.

Dress cords, Buglers
As per standard pattern.

Gloves
White string.

Gorgets

(a)	Inspector General. and Commissioner	Dark blue serge 1½" long, pointed at top with one vertical roll of three silver embroidered oak leaves, small silver button ¾" from point of patch.
(b)	Deputy Commissioner.	As for commissioner but with silver

Comment [u145]: Note position of text. Second proof does not show numbers eg ¼ etc. plse insert

ornament of twisted ½" from point of patch.

(c) Senior Assistant Commissioner and Assistant Commissioners. As for Commissioner with one Vertical row of silver tracing braid.

Comment [u146]: Note position of text

Greatcoat

Comment [u147]: Remove number

Blue, sealed pattern.

Hats

Comment [u148]: Remove number

Hat, Double Terrai
Khaki, with blue puggaree, sealed pattern.

Hat, marine
Blue , sealed pattern, worn with white cover.

Hat, WP
Blue, sealed pattern

Helmets

Comment [u149]: Remove number

Helmet, Crash
White, sealed pattern.

Helmet, Cromwell
Sealed pattern. Grey plastic material.

Jersey, Blue

Comment [u150]: Remove number

All wool, crew neck, long sleeves as per standard pattern.

Tunic, Khaki

Comment [u151]: Remove number

Takron Khaki: Single-breasted fastening with four large buttons centre front; seam centre back with vent: two patch breast pockets with centre back flaps and two lower pockets 9" deep, 8" wide at top and 10½" wide at bottom: straight pocket flaps 3¼" deep: all button pockets fastened with medium size buttons: pointed cuffs 6" deep at points and 3" deep at seams, slit and fastened with three small buttons; eyelets to hold Force collar badge. Fitted shoulder straps fastened with two small buttons.

Web Equipment

Comment [u152]: Remove number

1937 pattern. Belts, rifle sings, bayonet frogs and anklets will be dyed black. 1944 pattern will not be dyed black.

Women Police

Comment [u153]: Centre this, remove number

(a) **Beret**
Blue: standard pattern.

(b) **Blouse**
Open neck, short sleeves, single breasted with four buttons fastening. Two breast pockets with double centre pleat and centre pointed flaps with centre button and corner press-stud fastenings. (Gazetted Officers and Inspectors heavy quality white poplin: Other Ranks white drill).

[c] **Cap, peaked**
Navy blue felt with Force badge medium size.

(d) **Greatcoat**
Light weight navy blue melton cloth double breasted hall belt, back inverted pleat.

(e) **Handbag**
Blue, standard pattern.

(f) **Gym Tunic**
Blue cotton, sleeveless Square neck, shaped to waist with flared skirt to reach 2" above end of knee Worn without belt.

(g) **Jersey**
Navy blue wool crew neck, long sleeves.

(h) **Mackintosh**
Navy blue single texture, shower – proof gaberding, single bleasted, raglan sleeves, belted. Lined with navy blue cotton. To reach 2" below skirt hem.

(i) **Shirt**
White poplin, long sleeved with semi-still collar worn with black tie
White short-sleeved with soft collar, to be worn with jersey.
Khaki, short-sleeved with soft collar for safari wear.

(j) **Shoes**
Black lace, Oxford front, plain toe-cap.

(k) **Skirt**
Navy blue with side zip fastening. Straight style with inverted pleat and front and rear. inserted pockets at either side of centre front, openings to be parallel with skirt waistband. Length ¼ way from knee to ankle.
Working dress navy blue linen, six gores with slight fullness. Single patch pocket right front opening parallel with skirt band.
Khaki for safari, similar pattern to (b) above.

Comment [u154]: Second proof shows /. Remove it

(l) **Socks**
Navy blue ankle.

(m) **Tunic**
Navy blue drill. Single-breasted, fastening with four large buttons centre front. Seam centre back with vent. Two patch breast pockets with centre back flaps and two lower pockets with straight pocket flaps; all button pockets fastening with medium size buttons. Pointed cuffs 5" deep at point and ½" deep at seams, slit and fastened with three small buttons. Eyelets to hold force collar badges. Fitted shoulder straps fastening with small buttons.

SECTION VIII

COMMUNICATIONS AND FORCE TRANSPORT

Nos. 191 – 210

P.G.O.	Title
191.	Radio – Installation of
192.	Signals – General Procedure
193.	Signals – 'Immediate Action' Radio Messages – 'P' System
194.	Signals – Radio Equipment – Care and Attention
195.	Telephone
196.	Transport-Accidents to Police Vehicles
197.	Force Transport-Control and Use of
198.	Transport Motor - Drivers Duties
199.	Transport Motor- Maintenance of
200.	
201.	
202.	
203.	
204.	
205.	
206.	
207.	
208.	
209.	
210.	

RADIO – INSTALLATION OF

1 Police radio transmitters will not be installed or removed from one Station to another without the authority of the Chief Signals Officer.

2. The Chief Signals Officer is responsible to the Inspector General for the installation of all police radio equipment. He is authorised by the Inspector General to decide all matters connected with the siting of sets, aerials, generators, etc., after prior consultation with Commanding Officers, particularly on questions of security. In the event of disagreement, both the Chief Signals Officer and the Regional Commander concerned shall refer the matter to the Inspector General for a final decision. Under no circumstances may the Chief Signals Officer's installation instruction be changed or modified in any way without prior reference to the Inspector General.

3. All requests for the installation of new equipment, or for the transfer of existing equipment, shall be submitted through Commanding Officers to Police Headquarters.

SIGNALS – GENERAL PROCEDURE

1. The working of radio stations is governed by international agreement. These instructions are laid down to ensure that the police radio system operates efficiently and in compliance with international practice.

2. O/C. Stations will be held responsible for the efficient working of their radio stations and will ensure that the greatest care is taken of all signals equipment. They will report failures or pending failures immediately to the nearest Signals Officer or Engineer.

3. All police officers will make themselves fully conversant with the simple procedure for radio telephony set out in Appendix "A". As a general rule qualified Signallers will only be posted to Stations using Wireless Telegraphy.

4. O/C. Stations and Units will familiarise themselves with the procedure for keeping plant in efficient running order. Regional or other Signals Branch personnel will assist. Failure to carry out normal maintenance will inevitably lead to a breakdown of local communications and will entail serious consequences for those responsible.

5. O/C. Stations and Units will be responsible for seeing that signal records and returns are properly maintained as laid down in paragraphs 20 to 24.

6. Speedy and efficient handling of messages is essential during transmission and unnecessary working time will be avoided. Personnel will remember that there is secrecy when using the H/F system and that, messages may not be overheard by casual radio listeners. They are also reminded that signals from H/F radio telephone stations can be received far a field by stations well outside the Territory.

7. Personnel using radio stations are prohibited from: -

   (a) discussion of personal affairs;

   (b) discussion of other persons' private affairs;

   (c) the transmission of private messages;

   (d) the use of indecent, offensive or abusive language;

   (e) the exchange of any unnecessary signals or comments;

   (f) communication with stations outside the Force network unless authorised by Force Headquarters or in connection with an emergency.

Contravention of any of the above is in direct conflict with the terms of the licence under which the radio station is permitted to work.

8. The only form of message permitted will be in the approved form (see paragraph 10) and will relate to official business only.

9. The use of the Force Wireless System by Government Departments will be limited to those messages authorised by the respective Commanding Officer from time to time. Private messages can only be accepted in emergency when police or medical help is needed.

Form of Messages

10. All messages sent or received are to be recorded on PF. 105. No other form will be used. Messages will be typed or printed in block letters by hand. The minimum number of words is to be used in each signal in order to reduce transmission time. Brevity without loss of intelligence is essential. Messages will normally be written in Swahili but where necessity arises, English may be used.

11. The following addresses will be used on the Force network: -

Office	*Telegraphic Addresses*	
	Swahili	English
The Inspector General Dar es Salaam	MKUUPOLISI	IGP
Commissioner of Police Zanzibar	POLISI ZANZIBAR	COMZNZ
Regional Commanders	POLISI[MKOA]	RPC
Township, District and Other Stations	POLISI[WILAYA]	POLICE
Police Training School, Moshi	CCPMOSHI	DEPOLICE
Commanding Officer, Field Force Unit	GHASIAKUU	FFUHQ
Field Force Unit Unit	GHASIA[MKOA]	FFU
Director, Criminal Investigation Unit	UPELEKUU	CIDCOM
Regional C.I.D.	UPELE[MKOA]	CIDREG
District C.I.D.	UPELE[WILAYA]	CRIME
Forensic Bureau	UPELEKUU	CIDCRO
TAZARA Police	POLISITAZARA	TAZARAPOL
Stock Theft Prevention Unit Arusha	MSAKOKUU	STPU
Main Stores, Dar es Salaam	GHALAKUU	STORES
Signals H.Q., Dar es Salaam	SIMUKUU	SIGCOM
Signals Depot, Dar es Salaam	SIMUDEPOTDSM	SIGDEP
Regional and District Signals	SIMU[MKOA/WILAYA]	SIGPOL
Traffic Police Head Quarters	TRAFFICKUU	TRAFFICHQ
TRC Police	POLISIRELI	RAILPOL

Central Arms Registry	UPELKUU	CIDHQ
Police College, Dar es Salaam	POLISICHUODSM	POLCOLL
Police Medical Unit	AFYAKUU	MEDHQ
Police Marine Unit	WANAMAJIKUU	MARINEHQ
Dog and Horse Unit	MBWAFARASIKUU	DHHQ
Air Wing Unit	POLISIANGA	POLAIRWING
Airports Unit	POLVNDEGE	APHQ

12. The *originator* will enter the message priority and will sign the form giving date and time in the space provided at the foot of the message and the office of origin. The *sender* will enter message transmission check number, words, date and time of handing in. The *sender* will also enter the time and date sent in the appropriate space at the foot of the message, together with his initials when the message is cleared.

13. Message Priorities are: -

Normal

All signals are to be marked with this priority when of routine importance only. These will be transmitted as and when possible and are intended for delivery during office hours only. The priority indicator letter "N" will be inserted on the message form. Normal signals requiring immediate action will conclude with the words "treat as urgent".

Immediate

This priority is only to be given to messages requiring immediate action and delivery at all hours where this is possible. It will be confined to urgent police matters; e.g., first warning messages and matters on which urgent action must be taken within 24 hours. Immediate signals on administrative matters may only be initiated by Commanding Officer. Such signals take precedence over "NORMAL" signals. The priority indicator "IMM" will be inserted on the message form.

Emergency

These signals take priority over all other messages and are for delivery before any other messages by whatever means are available. All circuits will be cleared immediately it is known that emergency traffic is pending and until transmission is completed. Such messages will deal only with disasters, air or rail crashes, civil disturbance and other major incidents. All such messages will be addressed or repeated to Inspector General. All officers are authorised to use this prefix but may be called upon to justify their action. The priority indicator is "EMG".

14. (a) The sender of a message will transmit the following in sequence in respect of all messages: -

Priority.

Office of origin.

Message Number.

Words.

Date.

Time handed in.

Service Instructions (if any).

To.

The Text.

From

(b) This procedure will also be followed for Radio – Telephony messages and a specimen message is given hereunder: -

	Spoken	**Explanation**
(a)	Normal	Priority prefix "N"
(b)	Tabora	Office of origin
(c)	One zero	Message Number
(d)	Words three six	Number of words in address, text and signature
(e)	Date one five	Date – 15th
(f)	Time zero nine three five	Time of handing in 0935
(g)	Route via Victor Two zero	Service instruction
(h)	Break	Spoken as quoted
(i)	Compolice Dar es Salaam	Addressee
(j)	Break	Spoken as quoted
(k)	Tango alpha brave oblique one nine confidential papers air dispatched meet	Text
(l)	Break	Spoken as quoted
(m)	Provcom	From

The above, as copied on the message form would appear: -

N TABORA 10 36 15 0935 ROUTE VIA V20=

TO COMPOLICE DAR ES SALAAM = TAB/19 CONFIDENTIAL

PAPERS AIR DESPATCHED MEET = PROVCOM

15. Received messages will record all the information transmitted and will be completed by the receiver entering the time and date of receipt with his initials at the foot of the message form.

Numbering

16. Stations other than Control stations will adopt a simple form of check numbering. OUT messages will carry a daily number series, commencing with No. 1 and rising in sequence. This number will be inserted on the message form by the sending officer at the radio. Received messages will carry only the check number as transmitted to the receiving station. Control stations and main centres carrying regular operating staff will use the normal international numbering procedure.

All Station Signals

17 "All Station Signals" will only be dispatched when there is genuine need for rapid circulation of stolen property, descriptions, etc.

Immediate Action Radio Messages "P" System

18. Emergency circulation of Stations in connection with the fresh pursuit of wanted criminals will be carried out in accordance with P.G.O. No. 193.

Wireless Telegraph Procedure

19. Telegraph signallers will follow these instructions, as applicable, in addition to those instructions given in Part III of the Police Manual of Radio Communication Procedure for the working of wireless stations.

Records and returns

20. *Messages* – Copies of both inward and outward messages (P.F. 105) will be retained on separate files at the signals station. Two copies of inward messages will normally be made. The original will be delivered to the addressee and the carbon copy filed on the received message file. In the case of outward messages, the original copy handed in for transmission will be retained.

Log Book

21. Every radio station will maintain a radio log book (PF. 69) into which brief particulars of all workings and of all messages handled are recorded, including any other matters of radio importance.

Signals Registers

22. Signals Registers will be maintained by all Control radio stations and certain other stations carrying considerable traffic to enable the rapid checking and tracing of

messages. All messages IN and OUT will be recorded in the Register. PF. 201 will be used for OUT messages and PF. 202 for IN messages. Spaces are provided for the message number, time sent or received and station to or from.

Engine and Battery Log Sheet

23. Details of hours of running, fuel, oil and distilled water consumption will be recorded daily on PF. 203, in duplicate. Copies will be submitted each month to Regional or Signals Headquarters as instructed.

Radio Message Traffic Returns

24. A monthly return of all traffic will be prepared at every radio station giving the total of "IN", "OUT" and "THROUGH" messages handled in telegram form by radiotelegraphy or radiotelephony on either H/F or VHF systems

25. The return shall be prepared in duplicate by the officer i/c the radio station who will forward the original copy to the Regional Signals Officer, or, where there is no Signals Officer, to the Regional Commander. Where it is more convenient, the return may be signalled. Copies of returns are to be retained in the radio station file.

26 Regional Signals Officers will submit a monthly return by post to the Chief Signals Officer of all traffic handled by each station within their Regions. Such returns should be received at Police Headquarters not later than seven days after the end of the month to which they refer.

27. Regional Returns should be compiled in the manner indicated on the *pro forma* below: -

POLICE SIGNALS TRAFFIC RETURN

..... Region for ..... 20 .....

Station	H/F or VHF	Messages "In"	Messages "Out"	Messages "Through"	Total

Security Classified Signals/Telegrams

28. All signals or telegrams which contain security-classified information must be sent in cipher or code in accordance with current security instructions. The originator is personally responsible that the text of the signal/telegram is encrypted or encoded before despatch to the transmitting office.

29. Every encrypted or encoded message shall be prefixed by the letter "X" followed by the abbreviation authorised for the Despatching Headquarters as laid down by P.G.O. 13 e.g., "XTHQ = R.P.C. Tanga, and this prefix should be followed by the serial number of the message.

30. All reasonable precautions shall be taken to ensure that messages are encrypted/ encoded accurately and sent without delay. Formal acknowledgement shall be sent immediately in clear by signal/telegram after the receipt and correct decoding of every encrypted/encoded message.

31. Encrypted and encoded messages shall normally be dispatched over the Police Radio Network, but may be sent through the post office or Cable and Wireless Limited if transmission by Police Radio is not possible.

32. Originators and recipients of encoded/encrypted messages must ensure that in no circumstances whatever is the encoded version of the message retained with the clear version. As soon as the originator of an encoded/encrypted message has delivered the encoded/encrypted version to Police Signals/Post Office/Cable and Wireless Limited, any copy of the encoded message retained by the originator shall be destroyed by burning. Similarly, the recipient shall destroy the encoded/enciphered message immediately it has been decoded/ deciphered and receipt acknowledged to the originating office.

33. The originating office and the receiving office shall, in every case, paraphrase the text of the message after coding/decoding and the paraphrased version only shall be filed. In every case the exact transcription will be burned immediately a paraphrased version has been made. The utmost care must be taken to destroy by burning all rough notes and working copies made during the encoding/decoding of messages.

34. Paragraphs 28-33 inclusive shall be read in conjunction with Section "J" – "Cipher Security" of the Security Instructions issued by the Ministry of Home Affairs dated 2nd January, 1960.

APPENDIX "A"

To P.G.O. No. 192

RADIO TELEPHONE PROCEDURE

Networking

1. *Control Station*: Every radio network will have a Control station in charge and stations will promptly obey all instructions given by the Control which has to manage the working of all the group stations and to regulate the clearing of traffic.

2. *State of net*: The control station will direct the working state of its net according to traffic conditions. These are

NET DIRECTED This means that substations will work only to and from Control or between given substations by permission of Control.

NET FREE This means that substations are permitted to work with each other without going through control.

The state of the net will be broadcast by Control calling as follows:-

"ALL STATIONS" (repeated 3 times) "FROM CONTROL",

"NET DIRECTED" or "NET FREE" (as the case may be):

"CONTROL OUT"

Substations must keep a note of the state of the net.

3. *Radio Schedules*: These will be maintained punctually. The irregular keeping of schedules seriously impairs the efficiency of the system and causes serious delays to traffic. Any schedules which may be required will be arranged from Police Headquarters or by the local Signals Officer to fit in with the working of other networks

4.. *Call Signs*: All H/F stations will be allocated a call sign. Normally, these will not be used by fixed stations when working radio-telephony. They are, however, available for use where security calls for it or when it is necessary for a station to revert to the use of telegraph. Mobile H/F stations employing common user frequencies will employ their allocated call signs at all times. Where call signs are not used by fixed H/F stations, place names will be employed. Place names will always be used by VHF radio telephone stations. Call signs will be used by VHF mobile radiotelephone stations working on common use frequencies. Lists of call signs will be distributed to all radio stations

5. (a) *Calling*: Control stations will always use the call sign "CONTROL" unless it is necessary to identify itself when it will add its place name to the word "CONTROL", e.g., "CONTROL MWANZA". After identification has been established, it will cease to use its place name. Before effecting a call, stations will carefully listen out to see that other stations are not busy. If stations are busy, then such stations wishing to call must wait until the completion of working before making their calls. The only exception to this rule will be in cases of "EMERGENCY" messages, when calls may be made to establish communication as quickly as possible. Calling is to be carried out as follows: -

(i) Control from Tarime over;

(ii) Tarime from Control loud and clear over.

(iii) Control from Tarime (gives message) over.

(iv) Tarime from Control ROGER message over.

(v) Control from Tarime go ahead over.

(vi) Tarime from Control (gives message) over.

(vii) Control from Tarime ROGER out.

(viii) Geita from Control message over.

(ix) Control from Geita wait.

(x) Control from Geita go ahead.

(xi) Geita from Control (gives message) over.

(xii) Control from Geita say again address over.

(xiii) Geita from Control I say again address ..... over.

(xiv) Control from Geita ROGER out.

(xv) Control standing by, etc.

Where call signs are used they will be employed instead of place names in the manner given in the above example. Typical call sign examples are: -

(i) ZOU37 spoken in full as ZULU OSCAR UNIFORM THREE SEVEN or spoken in brief as: -

UNIFORM THREE SEVEN

(ii) ZOV591 spoken in brief as VICTOR FIVE NINE ONE.

(b) All station call: Where control wishes to pass a message to all its stations, will call as follows:-

All Stations (repeated 3 times) "from Control".

"Net Directed" – pause – "Stand by for 'All Station' Message"

After a suitable pause Control will broadcast the message.

Acknowledgement of the message will be obtained by Control calling all stations in his net in turn as follows: -

(i) "Geita from Control acknowledge"

(ii) "Control from Geita Roger out"

(iii) "Maswa from Control acknowledge"

(iv) "Control from Maswa say again all after ....."

(v) "Maswa from Control wait out"

(vi) "Musoma from Control acknowledge"

(vii) "Control from Musoma Roger"

(viii) "Mwadui from control acknowledge"

(ix) "Control from Mwadui Roger", etc., etc.

(x) "Maswa from control 1 say again ..... over"

(xi) "Control from Maswa Roger out"

(c) *Multiple Call*: When control wishes to pass a message to some of its stations, it will call as follows: -

"Multiple Call" (repeated 3 times) "Geita, Musoma, Shinyanga from Control.

"Net directed" – pause – "Stand by for Multiple Message".

After a suitable pause, Control will broadcast the message.

Acknowledgement will be obtained by stations replying in the order as addressed as follows:-

"Control from Geita Roger out"

"Control from Musoma Roger out"

"Control from Shinyanga say word after word"

Control will reply to Shinyanga as follows:-

"Shinyanga from Control (repeats the word after) over"

"Control from Shinyanga Roger out"

"Control standing by"

The foregoing procedure will only be used if it is known that satisfactory signals can be received by all the stations concerned. If there is any doubt, then Control will have to ascertain the quality of his signals from the stations concerned before transmitting his message by working each station in turn. Only Control stations will address Multiple Call messages.

Mobile Stations

6. The general procedure laid down in this Order for the working of radiotelephone stations will be followed. Unless a mobile station has become "static" it will not normally record or number its messages. Messages received from the mobile station by a fixed station will be given a check number on receipt by the receiver. The call signs as allocated will, on all occasions, be used by mobile stations to avoid any ambiguity of identity as they may move from place to place.

Radio Telephone Voice Procedure

7. *Speaking:* voice messages must be spoken in such a way as to ensure maximum intelligibility to the receiver. The following are important: -

(a) Rhythm;

(b) Speed;

(c) Volume;

(d) Pitch

(a) *Rhythm*: Any phrase spoken in ordinary conversation has a natural rhythm which assists intelligibility. Rhythm must be preserved when the phrase is spoken on voice and the following rules must be obeyed: -

(i) the message must spoken in short complete phrases that make sense and not word by word, e.g.: -

"Rations will be brought up / as soon as point Y is reached"

NOT

Rations will be/brought up as/soon as point/Y is reached"

NOR

"Rations/will/be/brought/up/as/soon/as/point/Y/is/reached"

(ii) Care must be taken to avoid interjections such as "er", "ah", etc, between words

(b) *Speed*

(i) The speed of speech must be constant throughout

(ii) The user is to speak steadily at a medium dictation speed when transmitting a message. If a user speaks too fast his speech will not be copied or will be unintelligible, and, if too slowly, will waste valuable time and cause exasperation.

(iii) The less important words must not be hurried.

(iv) If the message is being written down by the receiver, pauses between the transmission of phrases must be longer.

(c) *Volume*

(i) The user must speak louder than in ordinary conversation, but must not shout.

(ii) No word must be stressed more than another and every word must be spoken equally loudly. The voice must not fade away on the last syllable.

(iii) The mouth must be close to the microphone and the distance between the two kept constant. This applies particularly when dictating and is the cause of much so-called fading with the loss of words.

(d) *Pitch*

High-pitched voices transmit better than those of lower pitch. The voice must be pitched higher than usual but not to the degree of discomfort. It is essential for a user to make sure that his throat is cleared and not congested before sending. This applies to nasal catarrh which affects the pitch of the voice. The pitch at the end of each word or phrase should be slightly raised.

Figures

8. Figures sent by voice are preceded by the word "figures" except when using them in call signs or in the service instructions of messages and are spoken as follows: -

(a) 0 = ZERO

1 = WUN, with emphasis on the "N"

2 = TWO, with sharp "T" and long "OO"

3 = THUH-REE, with short "U", slight rolling of the "R" and long "E" as in spree.

4 = FO-WER, with long O as in foe.

5 = FI-YIV, with long "I" in FI and short "I" in YIV as in the word give.

6 = SIX, with emphasis on "X"

7 = SEV-EN, two distant syllables

8 = ATE, with long "A"

9 = NINER, with long "I" and emphasising the "N"s.

(b) If the originator of a message writes in the text, for example "SIXTEEN" instead of "16", this will be transmitted as a word and not as digits;

(c) If there is any difficulty in sending figures, the sender may spell out each figure, e.g.:-

2130 can be sent by saying: -

Figures: TWO 1 spell Tango Whiskey Oscar

Figures: ONE 1 spells Oscar November Echo

Figures: THREE 1 spell Tango Hotel Romeo Echo Echo

Figures: ZERO 1 spell Zulu Echo Romeo Oscar

Phonetic Alphabet

9. Whenever it is necessary, the letters in a message will be spoken as follows: -

A	ALPHA	J	JULIET	S	SIERRA
B	BRAVO	K	KILO	T	TANGO
C	CHARLIE	L	LIMA	U	UNIFORM
D	DELTA	M	MIKE	V	VICTOR
E	ECHO	N	NOVEMBER	W	WHISKEY
F	FOXTROT	O	OSCAR	X	X-RAY
G	GOLF	P	PAPA	Y	YANKER
H	HOTEL	Q	QUEBEC	Z	ZULU
I	INDIA	R	ROMEO		

No other phonetic alphabet will be used.

Cypher and Mixed Figures and Letters

10. Groups forming the above will be sent by the "Words Twice" procedure.

Punctuation Marks

11. The use of punctuation marks is to be avoided as far as possible. However, where their use is essential, they will be limited to: -

FULL STOP

COMMA

APOSTROPHE

HYPHEN OR DASH

OBLIQUE STROKE OR FRACTION BAR (/)

BRACKETS SENT BEFORE OR AFTER

The above will be sent as spoken.

Working Abbreviations

12. The following will always be used during the course of message exchanges to reduce working time:

Proword	*Meaning*
ACKNOWLEDGE	Acknowledge receipt of my message.
ADDRESS	Used before spelling out an address.
ALL AFTER, ALL BEFORE, ALL BETWEEN	Used when asking for a repetition or verification; also in conjunction with the proword "WRONG" when reading back.
BREAK	Indicates beginning of address, text or signature.
CHECK	Read back my transmission that I may see that it is correct.
CORRECT	You are correct.
CANCEL	This transmission is in error. Disregard it.
CORRECTION	Cancel the last word or phrase sent, or cancel the word or phrase indicated and substitute ....(used by the sender in cases of incorrect sending).
FETCH	Used to Indicate to whom the caller wishes to speak.
FOR	Used by a substation indicating message for another substation.
FORMAL	Indicator offering formal message.
FROM .... TO	Used to identify part of a message.
GO AHEAD	Meaning send your message.
I SAY AGAIN	I am about to repeat my last transmission or a part thereof.
I SPELL	I will spell the next word or words (spell the words phonetically and then repeat normally)
I VERIFY	That which follows has been verified at your request and is repeated.
LISTENING	Used to indicate that the message is awaited.
LOUD AND CLEAR	Used to reply to report signal, meaning signals very good, perfectly intelligible.
MESSAGE	Used when offering a message.
MESSAGE FROM	Used when relaying a message.
MESSAGE PASSED	Used by a relaying station to indicate that message has been cleared.

Proword	*Meaning*
NOTHING HEARD	No signals heard.
OUT	Communication finished. Watch maintained.
OUT TO YOU	Communication finished. I am about to call another station.
OVER	End of transmission; waiting reply from you.
READ BACK	Used when sender requires message to be repeated back to him.
READABLE	Used to report signals. Means signals fairly good.
RELAY THROUGH	Used by control to instruct substation.
RELAY TO	Instruction to relay a message.
REPORT SIGNAL	Used by control signal ascertain signal strengths
ROGER	Message received
ROGER ON	Message received so far. Carry on.
SAY AGAIN	Repeat all your message
SAY ALL AFTER	Repeat the message after word indicated
SAY WORD AFTER	Repeat the word after the word indicated.
SPEAKING	Used to indicate person speaking.
STANDING BY	Used by Control to indicate that Control is free to receive calls.
THROUGH ME	Send your message to me. I will clear it.
TIME SIGNAL	Am about to send a time signal.
VERIFY	Check text with originator and send correct version.
VERY WEAK	Used to report signal. Means voice communication impossible.
WAIT	Indicating a pause of a few seconds. Other stations not to interrupt.
WAIT OUT	Used by control station only, indicating wait and do not answer until I tell you.
WILCO	Instructions will be carried out.
WORD AFTER	Used when making a repetition or verification.
WORD BEFORE	Used when making a repetition or verification.
WORDS TWICE	Say every word or phrase twice, or used to indicate that every word or phrase will be sent twice. Used when conditions are difficult.
WRONG	What you have just said is wrong. The correct version is ..... Used in conjunction with read back procedure.
ASSUME CONTROL	Used by Control when appointing a substation to assume control.

Reporting Signal Quality

13. The following prowords are to be used in describing signal quality: -

Proword	Meaning
LOUD AND CLEAR	Signal very good; perfectly readable.
READABLE	Signal fairly good; readable.
VERY WEAK	

Proword	*Meaning*
	Signal very weak; voice communication impossible.
NOTHING HEARD	No signals heard.
INTERFERENCE	Used to report interference in conjunction with the words “slight” or “heavy”
DISTORTED	Used in conjunction with the appropriate prowords.

SIGNALS – 'IMMEDIATE ACTION' RADIO MESSAGES – 'P' SYSTEM

1. O/C. Stations engaged in the fresh pursuit of wanted criminals are responsible that any information in their possession which might lead to an arrest is sent out at once, if possible by telephone or radio to

   (a) any nearby Police Station which might have a chance of effecting interception;

   (b) Regional Headquarters, at the same time giving details of the Stations already warned (vide sub-para. (a) above).

2. Regional Headquarters will then be responsible for warning any other Station in the Region which might usefully participate in the operation.

3. Regional Commanders will notify Police Headquarters, at once, if they consider that information should be circulated to all or certain Regions and Stations. Action will then proceed in accordance with paragraph 6 onwards. Regional Commanders will ensure that such action is taken only under the direction of a responsible officer.

4. The Director of Criminal Investigation may intervene at any time with overriding instructions if he considers that partial or total operational control should be exercised by Police Headquarters (i.e., during Territorial manhunts, etc).

5. *All* messages sent by radio or telephone in compliance with paragraphs 1-4 will be known as "P" Messages and will be prefixed by that classification.

Territorial Network

6. (a) Every Regional Headquarter Station will observe a 3-minute listening period each hour commencing on the hour (e.g. 0800 –0803) on frequency 8010 k/cs. MCW transmission type A.2 only will be used.

   (b) Police Headquarters' Radio Station will maintain a continuous watch on 8010 k/cs. For the acceptance of "P" messages, except during the 3 minute listening periods.

   (c) At the commencement of the hourly listening period Police Headquarters' Radio Station will transmit a tuning call of 30 seconds' duration to enable Regional Stations to tune their receivers. The tuning signal will comprise a repetition of the Headquarters Station call-sign, followed by the time and transmission check number (a number transmitted for recording in Regional Headquarters' logs to confirm that the listening period has been observed), followed by QTC indicating "I have a message" or QRU "I have no message."

   (d) Police Headquarters' radio will first transmit any "P" Messages it may have, after which Regional Headquarters' Stations may send any "P" messages on hand.

   (e) Call signs will be transmitted in alphabetical/numerical sequence. Regional Headquarter Stations addressed will acknowledge receipt of messages by sending "R" followed by their call sign, or "N" followed by

their call sign when not received for a repeat.

(f) Police Headquarters' Radio will be in sole control and will record all messages transmitted by Regional Stations. Where necessary, Police Headquarters' Radio will relay any such messages to any Regional Stations addressed which have been unable to use this net (3865 Kc/s) for normal traffic addressed which have been unable to copy the message on first transmission.

(g) Stations are forbidden to use this net (8010Kc/s) for normal traffic or two-way working.

7. *Regional Network* – Regional Commanders will lay down local Standing Orders for the relaying of any "P" messages over their Regional networks.

SIGNALS – RADIO EQUIPMENT – CARE AND ATTENTION

1. Communications are vital in times of emergency and form an essential part of police organisation. All radio equipment must always be kept in full working order. This applies particularly to mobile and pack sets as well as other apparatus not always directly in the keeping of an authorised Signals Branch officer

2 Police officers of all ranks are responsible for the safe custody, proper care and use of all radio sets entrusted to them whether these are of a fixed, mobile or pack set type.

3 Wireless sets at Regional Headquarters, major centres or Signals Depots are normally the responsibility of the local Signals Branch officer, but this fact in no way reduces the liability of other officers to observe paragraphs 1 and 2 of this Orders. Sets will not be opened at any time other than by an authorised Signals Branch officer except to exchange or remove batteries.

4. The local Signals Branch officer will be advised immediately by officers in charge should their wireless sets or equipment become faulty. Where it is convenient or practicable, faulty mobile, portable or pack set apparatus will be returned to the Signals Branch workshop by the Unit concerned as soon as possible

5. Signals Officers or Engineers i/c will be responsible for issuing local standing instructions at smaller fixed stations for the proper running of engines, including refuelling procedure, the maintenance of batteries and for any special instructions required for the use of any particular equipment. Instructions will be suitably framed and posted in a prominent position adjacent to the apparatus. These are to be strictly headed to by all concerned.

6. Pack and portable sets will normally be held in store at the Signals Workshop. Where this is not practicable, such equipment will be held locally in store by the O/C. Station or Unit. Equipment will only be issued from store when actually required and will be returned thereto immediately the requirement ceases. Officers in charge of equipment will maintain an issue register, detailing the type of equipment issued or returned, giving the date and time in each case. The condition of the apparatus and any losses sustained will be noted also.

7. Stores containing pack, portable and mobile sets will be kept securely locked. A key for emergency access will be kept in a glass panelled cabinet in a readily accessible position.

8. Officers in charge of pack, portable and mobile sets will ensure that: -

   (a) sets are stored in a dry room and not in direct sunlight;

   (b) sets when placed in store immediately have their batteries removed;

   (c) batteries are placed on charge for the prescribed time and rate as laid down by the Signals Branch officers;

   (d) sets are not left in the vicinity of batteries which are being charged;

   (e) batteries when charged are placed apart from the sets;

(f) any external moisture on batteries is carefully wiped away. Terminals showing signs of corrosion should have same carefully scraped away and be lightly vaselined. Distilled water only shall be added to batteries requiring same prior to charging and in accordance with instructions laid down by the Signals Branch officer;

(g) all sets are personally inspected at least once a week and at all formal inspections. Sets will be switched on and tested and officers will satisfy themselves that the sets are in good working order with batteries fully charged in readiness for immediate use;

(h) a section of the radio set issue register (ref. Paragraph 6) is set aside for inspection notes and signed by the officer responsible for the inspection;

(i) All sets are carefully packed when carried in vehicles to prevent unnecessary bouncing and damage when in transit. Pack sets will be carried in an upright position and every care is to be taken that accessories are not damaged or lost;

(j) all sets are carefully dusted or wiped over after use, or weekly when in store.

9. Users of mobile radio sets are to exercise care in their use particularly when these are worked from vehicle batteries. Headlights are not to be left burning when a vehicle is stationary or parked at night time. Where it is evident that a battery is almost discharged (empty) and the vehicle has to remain stationary, the driver will run his engine with the ammeter showing a good charge indication for the following periods:

15 minutes	engine running
30 minutes	engine off
15 minutes	engine running
30 minutes	engine off

The foregoing instructions will rarely apply to vehicles fitted with heavy duty electrical equipment. Sets are to be switched off on completion of a tour of duty by the radio operator or by the driver if there is no operator.

10. Drivers will take every care when washing vehicles to see that water is not splashed into radio sets or their fittings. Where it is suspected that water has entered any set, this fact is to be immediately reported to the Signals Branch officer and the set switched off, otherwise serious damage may result. Any moisture finding its way onto any sets will be immediately wiped off with a clean duster.

11. When a vehicle fitted with radio is sent to the workshop for repair and the driver is not remaining with the vehicle throughout the period of the repair, the radio equipment must be removed from the vehicle by a signals Branch officer or other authorised person before it enters the workshop. In the event of an authorised person not being available, the senior officer will carefully unclip the removable set units and retain them in safe storage. Where more than one set is involved, labels are to be attached to the sets indicating from which vehicles they were removed. Sets will always be re-fitted to the original vehicles from which they

were removed.

12. When a radio-fitted vehicle completes a tour of duty it should be coupled to a battery charger where provided unless it is fitted with heavy duty electrical equipment.

13. It will be the driver's duty, when cleaning his vehicle, to see that the radio set units are carefully dusted with a clean, dry cloth and lightly polished where required.

14. O/C. Stations are responsible for seeing that the station radio sets, engines and batteries are used and maintained strictly according to instructions laid down by the Signals Branch. Cabinets and fittings will be carefully dusted and polished daily by Station staff.

15. Notification of all damage to, or loss of, equipment will be reported immediately to the Regional Commander and confirmed by written report detailing the nature and time of the damage or loss, with copies to the local Signals Branch Officer and to the Chief Signals Officer.

TELEPHONES

Installation

1. (a) *All* applications for the installation of telephones, internal telephones and switchboards will be referred by Commanding Officers (by signal if necessary) to the Chief Signals Officer at Police Headquarters and no installations may take place until his approval has been received. In addition, the Chief Signals Officer will handle all correspondence with the Tanzania Telecommunication Company Limited and other mobile service providers in respect of all police telephones in Dar es Salaam.

(b) Commanding Officers are responsible that: -

(i) telephones are not allocated to officers who do not have a definite need of them for the efficient execution of their duties;

(ii) the minimum number of telephones compatible with efficiency are installed in officers' quarters;

(iii) unnecessary movement of telephones between quarters and offices is prevented, in this connection every effort should be made in the interest of economy to persuade Housing Committees to allocate a suitable number of houses for permanent occupation by police officers;

(iv) unnecessary bedroom extensions are not permitted in officers' quarters;

(v) telephones are removed, at once, from quarters vacated by police officers if no longer required within the terms of sub-paragraphs (i) and (ii) above.

(c) The Chief Signals Officer will supply the Inspector General with half-yearly returns (January 1st and July 1st) giving exact details of all police telephones and the names of the officers to whom they are allocated.

Use of Telephones

2. (a) Trunk calls will on no account be made except in connection with matters of an urgent nature which cannot be communicated by mail or wireless. Demands for trunk calls and the duration of such calls must be kept to a minimum.

(b) All matters affecting Police Stations must be referred in the first instance to Regional Commanders in the usual manner. O/C. Stations will not make trunk calls to Police Headquarters unless the circumstances are exceptional.

(c) Trunk calls will not be made by individual officers direct to Police Headquarters on personal matters such as leave, pay, uniform etc., in any circumstances. All such matters will be communicated through the proper channels, i.e., through O/C. Stations and Regional Commanders

(d) Priority trunk calls may be made in cases of extreme emergency by O/C. Stations. Officers making such calls must be prepared to justify them and, will be liable to pay the cost of any unnecessary calls.

(e) All outgoing trunk calls will be recorded in the Trunk Calls Register referred to below.

(f) Private trunk calls made through Force telephones (including house telephones) are forbidden except in emergency. An officer who has to make a private trunk call will ascertain from the Exchange the amount payable on the termination of the call and will pay this amount to the O/C. Station. An E.R.V. will be obtained and the receipt number entered against the relevant entry in the Trunk Call Register.

Personnel Authorised to make Trunk calls

3. Trunk calls through Police telephones will only be made by the following:-

(a) Gazetted Officers;

(b) Inspectors;

(c) O/C. Stations;

(d) Officers on Charge Room duty, if none of the above officers is available;

(e) Member of the Rank & File who are specifically authorised to do so by a Gazetted Officer or O/C. Station; or

(f) Any police officer in an emergency.

Trunk Call Register

4 A Trunk Call Register (T.F.N. 551) will be maintained at every police formation where there is a telephone. The Register will be maintained by the switchboard operator or, where there is no switchboard, by the Charge Room Officer who will ensure that accurate details are recorded in respect of each trunk call made from the Station. Trunk Call Registers will also be maintained for all direct line telephones in offices and houses. At the end of each month a copy of this Register will be sent to the Commanding Officer who holds the warrant for the payment of the respective telephone account.

Payment of Telephone Accounts

5. When the telephone accounts are received for payment, Commanding Officers will be responsible for checking entries in the Register against the accounts and similar action will be taken in respect of direct line telephones in offices and houses. Telephone accounts will then be certified, if correct, and paid. Should any discrepancies arise between the Register and accounts, Commanding Officers will institute immediate enquiries with O/C. Station or other telephone holder concerned to explain the discrepancies. If it is shown that such discrepancies are due to inaccuracies on the part of the Telephone services providers, the accounts will be queried with the Telephone Accounts Office in Tanzania. If the account has already been paid, a request will be made for the refund of the sums in dispute.

Economy

6. Commanding Officers are responsible that strict economy is exercised in the use of police telephones. They will, therefore, subject all telephone accounts to the most careful scrutiny and will:

   (a) satisfy themselves that all the installations referred to in the accounts have been properly authorised in accordance with paragraph 1 (a);

   (b) query any calls, both trunk and local, which appear to be excessive and institute disciplinary proceeding against officers who make improper use of telephones;

   (c) review the number of calls made on each installation, including extensions from switchboards and order the removal of any telephone which is not fully used on official business.

7. All officers who have occasion to use police telephones and O/C. Police Formations at all levels are personally responsible that telephones are not used unnecessarily and that there is strict compliance with this Order

APPENDIX "A"
To P.G.O. No. 195

TRUNK CALL REGISTER (T.F.N. 551)

Date Time	Name, Rank, No. of Officer making call	No. called	Duration of call	Private or Official	Remarks or Receipt No. where required
.					
..					
.					
.					
.					

TRANSPORT-ACCIDENTS TO POLICE VEHICLES

1. When any accident occurs involving a Force vehicle (including a motor cycle), the driver of the vehicle will report the accident, without delay, to:-

   (a) the O/C. of the nearest Police Station; and to

   (b) the officer to whose charge the vehicle is allocated.

   If the driver of the vehicle is unable to take this action himself (e.g. on account of injury), it will be taken in lieu by his passenger or by the first member of the Force available to do so.

2. The O/C. District or Station receiving the report of the accident is responsible for the proper investigation of the accident, in accordance with established procedure (see P.G.O. No. 250).

3. The OC. District or Station will, without delay inform his Regional Commander and the Inspector General of Police , by signal, giving the following brief details of all accidents:-

   (a) P.T. number and make;

   (b) Time, date and place;

   (c) Injuries involved (fatal, serious or minor); and

   (d) Damage to vehicle (extensive or minor).

   If the vehicle is on charge to another Region, the Regional Commander concerned will also be informed.

4. (a) When an accident occurs to a Force Vehicle (including a motor cycle), it is necessary to submit a separate report to Government in addition to the normal police investigation into the accident.

   (b) Accident reports dealt with by this paragraph will only be submitted where:-

      (i) a private vehicle, plant or property is involved, irrespective of the extent of the damage;

      (ii) injury to any person occurs;

      (iii) value of the assessed damage to the Force vehicle exceeds Shs. 300,000/=.

   (c) Accident reports will be submitted on Form TFN. 80 “Accident Report-P.T. Vehicles and Plant”, in quadruplicate, to the Inspector General of Police through the Regional Commander within 72 hours of the time of the accident.

   (d) Regional Commanders will give their comments in para. 9 of Form TFN. 80 and shall include any recommendations for surcharge.

5. If there is reason to suppose that a claim might be made on Government for damage caused in the accident, the investigator of the accident will submit P.F. 90, in quadruplicate, to accompany the Accident Report (TFN.80).

6. An estimate of the cost of repairs to the vehicle will be obtained from E. and M. Workshops, Ministry of Infrastructure, and will be forwarded to the Inspector General of Police. The submission of Forms TFN. 80 and P.F. 90 will not be delayed on this account.

7. Where a claim is to be preferred against a driver or owner of a civilian vehicle involved in an accident with a Force vehicle, a written estimate in the form shown in Appendix "A" will be obtained from E. and M. Workshops, Ministry of Infrastructure.

8. The Staff Officer (Transport) at Police Headquarters is responsible for the submission of Form TFN. 80 and supporting documents to the Ministry of Public Security and Safety on behalf of the Inspector General of Police. Copies will also be sent to the Ministry of Infrastructure and to the Ministry of Finance.

9. The O/C. District will decide whether the driver of the Force vehicle should be prosecuted, according to the result of the investigation and if so, will take action accordingly without delay. The principle to be followed in this regard is given in the following paragraph. In cases of doubt, reference will be made to the Regional Commander. If the driver is prosecuted, the result of the case, together with a copy of Magistrate's judgment, will be forwarded to the Inspector General of Police and to the Regional Commander of the Region in which the vehicle is held on charge immediately upon the conclusion of the trial.

10. Police drivers are in no way exempt from the provisions of the law and will be prosecuted if they commit traffic offences. If prosecution is not justified, the O/C. District investigating the accident must decide whether any damage done was due to neglect or other cause punishable under the Police Disciplinary Code and will report his findings to the Regional Commander.

11. In any disciplinary proceedings arising out of an accident where damage has been caused to Government property, the officer awarding punishment, in the event of conviction must inform the defaulter that the punishment does not include any claim that may be made in respect of the cost of repairs to the vehicle. A copy of the charge sheet and of the tribunal proceedings will be sent to the Inspector General of Police.

12. A member of the Force driving a Force vehicle without authority may be held liable for any damage to the vehicle, regardless of whether or not he was to blame for the accident and, in any case, will be defaulted.

When a police driver is involved in an accident under circumstances prejudicial to him, the Regional Commander shall suspend the driver from driving duties forthwith and take steps to curtail the payment of drivers' allowance for such period as the circumstances require. In serious cases of negligence, the discharge of the driver may become necessary.

Submission of Accident Reports when a private vehicle is being used on duty

14. An accident report on Form TFN. 80 (suitably amended as necessary) will be submitted by any police officer who is involved in a traffic accident whilst on duty

or driving duty, even though he was using a private vehicle, if, having regard to the circumstances set out in para. O, an accident report would have been required had the officer been driving a Force vehicle.

APPENDIX "A"

To P.G.O. No. 196

EXAMPLE OF COST OF REPAIRS TO PT. 521

The following are the details of the cost of repairs to P.T. 521 involved in an accident.

	Shs.	Cts
Spares	245	94
Labour	50	00
	295	94

If the cost of repair is to be recovered from any person the following charges should be added.

Total cost of repair	295	94
20% Supervision charges	59	19
10% Agency fees	29	59
	384	72

FORCE TRANSPORT-CONTROL AND USE OF

Control

1. All Force vehicles, including motor cycles, are controlled and allocated by Police Headquarters.

2. Allocation of vehicles will be made to:-

   (a) Regional and Unit Commanders;

   (b) Field Force Units.

   All such vehicles will be under the direct control of Regional Commanders who will be responsible for their supervision and correct use.

3. (a) Regional Commanders will issue the vehicles referred to in paragraph 1(a) on charge to Stations and Formations under their command, but will *not* allocate vehicles on personal issue unless specifically authorised by the Inspector General of Police.

   (b) Regional Commanders may not transfer or re-allocate vehicles issued to Field Force Units, but in the event of an emergency, they may temporarily detach a vehicle or vehicles for other duties. In every such case, the Field Force driver will accompany his vehicle and both will be returned to their Unit at the earliest opportunity.

4. Vehicles will not be re-allocated or exchanged outside a Region without the prior approval of the Inspector General of Police.

Use

5. Police vehicles, if available, will always be used for all official journeys. All mileage claims in respect of official journeys carried out in private vehicles must be countersigned with the words "I certify that no police vehicle was available" and Commanding Officers will refuse payment on claims which are not so endorsed.

6. All police vehicles will be kept in authorised police garages or special police parking areas when not in use. They may not be kept at officers' homes, except in special circumstances and with the authority of a Commanding Officer.

7. Police vehicles will not be used for unofficial or private purposes, nor for unnecessary journeys. Unauthorised passengers will not be carried.

8. Unnecessary use of Force transport and the use of heavy vehicles when light vehicles are available are both forbidden. Officers in charge of Formations at all levels are directly responsible for ensuring that this Order is obeyed without deviation and that vehicles are used economically and to the best advantage.

9. As a general rule, police vehicles will only be driven by authorised Force drivers or by other officers so authorised by the Gazetted Officer responsible for the vehicle. Police vehicles will not, under any circumstances, be driven by officers who do not hold a valid driving licence of the appropriate class. Provisional driving licence holders may drive police vehicles only when under official instruction.

10. No police vehicles will be driven at an excessive speed, except in emergency or in pursuit of offenders or for other justifiable reasons.

11. Pet animals and livestock will not be carried in police vehicles unless they are in a cage or other suitable container.

12. Police vehicles will not be used for transporting police personnel between their quarters and office or Station or other place of work unless so authorised by a Commanding Officer or O/C. District.

13. Pillion passengers will not be carried on police motor cycles except in emergency or with the authority of a Gazetted Officer.

14. (a) The authorised maximum load for vehicles will not be exceeded.

(b) The number of persons to be carried in Force vehicles, excluding the driver, will be as prescribed by the manufacturer

15. (a) Every journey carried out by each Police vehicle must be authorised, *before the vehicle's departure*, by one of the following officers:-

(i) Gazetted Officers;

(ii) Inspectors;

(iii) Staff Sergeant and RSM;

(iv) Charge Room Officers (see (b) below); or

(v) M/T. Branch N.C.O.s in charge of M/T. Sections

(b) Charge Room Officers who authorise journeys in accordance with (a) above will record the following details in the Station Diary at the times of their occurrence:

(i) The number of the vehicle used;

(ii) Number, rank and name of driver;

(iii) The purpose of the journey;

(iv) Time of departure; and

(v) Time of return.

16. (a) Every Police vehicle will be provided with a Motor Vehicle Log Book (Form E.M.I. (A))

(b) The officer authorising each journey shall sign in the appropriate space in the Log Book (Form E.B.I. (A)) before the vehicle departs, Under no circumstances may any vehicle be used until the signature of the authorising officer has been obtained.

(c) Drivers will complete two copies of Form E.M.I. (A) giving the required details of every journey.

(d) At the end of each calendar month all completed top copies of Form E.M.I. (A) will be removed from the Log Books and will be sent to Commanding Officers by the officers to whom the vehicles are allocated. Duplicate copies will remain in the Log Books.

(e) Commanding Officers will ensure that all completed Forms E.B.I. (A) are filed after scrutiny in the appropriate vehicle files at their Headquarters. (These forms are not required by Police headquarters).

(f) Officers to whom vehicles are allocated will scrutinise all log Books at frequent intervals and at the end of each month in order to calculate the degree of use and efficiency of each vehicle and its driver. They will initial the last page in each Log Book to show that this has been done.

Vehicle History File

17. A Vehicle History File will be maintained at Police Headquarters for every Force vehicle. A similar file will also be maintained at each Unit where Force vehicles are held and a third file will be maintained at each Regional Police Headquarters.

18. All correspondence concerning the record, operation and maintenance of a vehicle will be filed in the Vehicle History File.

19. When a vehicle is transferred from one Command to another, the Unit Vehicle History File will be transferred with the vehicle and in the case of inter-Regional transfers; the Regional Headquarters file will be transferred to the Headquarters of the receiving Region.

20. Vehicle History Files held in Regions will be destroyed three months after the date on which the vehicle is disposed of after a Board of Survey upon it.

21. (a) Officers to whom vehicles are allocated will submit duplicate monthly returns on each vehicle on Form M.V.R.I. to their Commanding Officers. Returns will cover each completed calendar month and will reach Commanding Officers before the 15th of the month.

(b) Form M.V.R.I. will be completed, in full, except for the sections dealing with:-

(i) grease, water, etc.,

(ii) drivers' wages,

(iii) tyres, tubes, spares and replacements,

(iv) total debits.

22. (a) Commanding Officers will submit the original of each Return to Police Headquarters, reaching there before the 25th of the month and will file the duplicate.

(b) Commanding Officers will ensure that Monthly Returns are submitted in respect of every vehicle allocated to their Command from the date of allocation until withdrawal from the Command or written-off by a Board of Survey.

23 The Log Book Form E.M.I. (A) and Form M.V.R.I. are Territorial Forms obtainable on indent by Commanding Officers from the Government

TRANSPORT – MOTOR – DRIVERS DUTIES

1. Police drivers will be responsible for the cleanliness and good order of their vehicles and for the safe custody of the tools and equipment issued to such vehicles.

2. Police drivers will be responsible for carrying out the maintenance tasks laid down in P.G.O. No. 199.

3. Police drivers will report, without delay, any defect which comes to notice. They will not attempt to carry out any repair or adjustment other than those authorised except as an emergency measure when on safari.

4. Police drivers will at all times:-

   (a) drive in a safe and proper manner obeying all traffic rules and regulations giving the approved driving signals;

   (b) drive courteously and set a good example to the general public

   (c) ensure that overalls will only be worn for maintenance work); boots will have composition soles;

   (d) prevent any unauthorised person from tampering with their vehicles;

   (e) ensure that loads do not exceed the maximum authorised load for their vehicle and are properly distributed to ensure the safety of their vehicle;

   (f) ensure that the vehicle log book is correctly maintained as laid down in P.G.O. No. 197;

   (g) report immediately any accident however slight in which the vehicle may be involved.

5. Police drivers are forbidden to:-

   (a) allow any unauthorised person to drive a police vehicle;

   (b) drive any vehicle which is known to be defective or damaged;

   (c) carry any unauthorised passenger or unauthorised load;

   (d) leave the vehicle unattended on any road;

   (e) smoke on duty or in the vicinity of their vehicle;

   (f) use any vehicle without the journey being authorised in the vehicle log book and without making a covering entry in the Station Diary.

6. Police drivers who are not qualified signallers are forbidden to interfere with the wireless equipment in their vehicles at any time. The wireless is a part of the vehicle and drivers are responsible for its safe custody.

7. Police drivers may drive non-Government vehicles of the class to which their licence applies

TRANSPORT-MOTOR –MAINTENANCE OF

1. Commanding Officers are responsible for the maintenance and efficient operation of all Police transport attached to their commands. O/C. Stations and Units are, in turn directly responsible for the care, use and safe custody of all vehicles allocated to them.

2. The regular maintenance and cleaning of vehicles will be carried out by drivers. O/C. Stations and Units will ensure by regular inspection that vehicles are left clean, lubricated and mechanically efficient. They will also ensure that log books and all necessary returns are maintained and submitted accurately and promptly.

3. Police drivers will be responsible for carrying out the following maintenance tasks:-

Daily, before Use

(a) Clean vehicle inside and out. Extreme care must be taken when the vehicle is fitted with radio equipment.

(b) Check engine oil and top up if necessary to correct level on dip stick,

(c) Check water and top on if necessary.

(d) Check tyres for correct pressure and inflate, if required, including spare tyre. Remove any nails and stones from treads, and examine walls for wear and tear.

(e) Test horn, windscreen wiper and correct positioning of rear mirror.

(f) Test all lights, including braking lights at rear to ensure they are working correctly

(g) Tighten all wheel nuts.

(h) Test brakes.

(i) Check tools and equipment.

(j) Check log book.

After Use

(a) Refill with petrol, oil and water if required.

(b) Complete log book.

Weekly

(a) Check water level in battery and top up with distilled water if necessary. Care must be taken not to overfill the cells of the battery.

(b) Clean battery terminals and grease slightly. Check for loose connections.

(c) Check brake fluid level in reservoir and top up if necessary. Only the

specified type of fluid will be used.

(d) Clean engine; check radiator hose (upper and lower) for leaks and fan belt for tension and wear and tear.

(f) Check level of oil in gear-box if dip stick provided.

(g) Clean chassis; tighten up all nuts and bolt and check for corrosion.

h) Inspect springs and shock absorbers.

(i) Examine vehicle for oil leaks.

(j) Inspect wiring and insulation of the electrical system and check that spare fuses are in position.

4. Drivers who have passed a special police course in driving and maintenance may make the following additional adjustments:-

(a) Clean sparking plugs and make necessary adjustments.

(b) Adjust fan belt, clutch pedal movement, brake pedal movement and other minor parts.

(c) Replace faulty lamp bulbs.

5. All other repairs and adjustments will only be done by Public Works Department Workshops or by approved garages where no Public Works Department facilities exist.

6. Vehicles will be regularly serviced on a monthly basis or more often as may be required. When a vehicle is sent to the Public Works Department Workshop for monthly service, M.T. Monthly Log Sheet and Mechanical Inspection Report (Form R. 104(B)) will be completed and the original copy sent to Headquarters with the vehicle monthly returns (see paragraph 21, P.G.O. No. 197).

7. Maintenance will be carried out in accordance with vehicle manufacturers' specifications and the driver will remain with the vehicle while it is being serviced. He will see that no points of servicing are overlooked and report any omissions to his officer in charge.

8. Action will be taken to ensure that any faults in a vehicle are detailed, in writing, to the workshop at the time it goes in for maintenance. A copy of such details will be placed in the Vehicle History file.

9. Permission to effect repairs costing more than Shs. 2,000,000/= in Public Works Department Workshops or approved garages will first be obtained from the Inspector General of Police.

10. Officers to whom vehicles are allocated will inspect all vehicles under their control once a week. They shall place a record of their inspections in the Vehicle History file.

Cleaning Materials

11. (a) A monthly issue of cleaning materials will be made to each

Vehicle in accordance with the scale shown at Appendix "A" to this Order.

(b) Supplies of cleaning materials will be obtained by Commanding Officers in bulk from the Quartermaster and will be included in the quarterly indent for store, clothing, etc. (para. 6 of P.G.O. 171 refers).

(c) Cleaning materials will be issued by Commanding Officers on a monthly basis to O/C. Stations and Units for distribution to specific vehicles.

APPENDIX "A"

To P.G.O. No. 199

CLEANING MATERIALS-SCALE OF ISSUE PER VEHICLE PER MONTH

Vehicles

½ lb. Mutton Cloth

lb. Cotton Waste.

pint Kerosene.

1/3 tin Car Polish (1 tin every 3 months).

Motor Cycles and Trailers

¼ lb. Mutton Cloth.

½ lb. Cotton Waste.

1/6th tin Car Polish (1 tin every 6 months).

NOTE: Mutton cloth only to be used for cleaning paintwork, etc., cotton waste to be used for cleaning engine and other oily parts.

SECTION IX

STAFF WELFARE

Nos. 211 – 220

P.G.O. No.	Titles
211.	Health Precautions
212.	Welfare – Canteens.
213.	Welfare Committees and Sub-Committees
214.	
215.	
216.	
217.	
218.	
219.	
220.	

HEALTH PRECAUTIONS

General Precautions

1. The greatest care must be exercised by all ranks to guard their health against infectious and contagious diseases.

2. Commanding Officers will coordinate with the Police Medical Unit to ensure implementation of the police health programmes in their respective areas of jurisdiction.

3. Each Commanding Officer should ensure adequate supply of essential health facilities. These supplies will essentially be obtained from the headquaters of the Police Medical Unit Dar es Salaam.

Infectious and Contagious Diseases

4. (a) The attention of all ranks in the Force is drawn to national policies, strategies and guidelines on infectious and contagious diseases such as policies on HIV/AIDS, Malaria, Tuberculosis and Cholera which were promulgated by the government to assist the people in their efforts to fight the spread of such diseases.

(b) With regard to HIV/AIDS, Commanding Officers should ensure that efforts are made in all components of the Force to promote and implement the National Strategies and Guidelines in their respective commands. This should be done through education, awareness programmes, and voluntary testing among other initiatives.

(c) The Inspector General will continue to issue circulars on how efforts to curb the spread of infectious and contagious diseases such as HIV/AIDS and its effect should be sustained in the Force.

WELFARE – CANTEENS

General

1. Organised police canteens shall be maintained and operated wherever there are large concentrations of Rank & File. This applies particularly to each Regional HQ., and the P.T.S. As a general rule, Regional Field Force personnel should share the District police canteen unless the Regional Commander considers that separate canteens are more desirable.

2. All canteens shall be under the direct control of Commanding Officers who are entirely responsible for dealing with contracts and contractors and for ensuring that each canteen is operated to the best advantage of the members of the Force it serves.

3. Canteens shall provide for the sale of items it considers desirable.

Management

4. Each canteen shall be controlled by a Canteen Committee, made up as follows :-

(a) *In Regional Headquarters*

CHAIRMAN (*ex-officio*)	Commanding Officer
Vice Chairperson (*ex-officio*)	The O/C. of the Regional Field Force Unit or another Gazetted Officer or Inspector appointed by the Commanding Officer
Secretary/Treasurer (*ex-officio)*	An Inspector of any rank to be appointed by the Chairperson.
Rank & File members	At least four (or more at the Commanding Officer's discretion) members of the Rank & File to be elected by popular vote at the annual general meeting or any other general meeting of the members of the canteen.

(b) *Elsewhere*

CHAIRMAN (*ex-officio*)	A Gazetted Officer appointed by the Commanding Officer.
Secretary/Treasurer	An Inspector of any rank to be appointed by the Chairman.
Rank & File members	At least four (or more at the Commanding Officer's discretion) members of the Rank & File to be elected by popular vote at the annual general meeting or any other general meeting of the members of the canteen.

5. Rules governing the operation of a canteen and the conduct of its members shall be drawn up by the Committee and approved by the majority of members at a general meeting. Such

rules shall be ratified by the Commanding Officer and a copy shall be exhibited on the Canteen Notice Board.

6. The Chairman in Committee may appoint a canteen manager. The duties of such manager shall be included in the canteen rules. Any servant paid from canteen funds shall obey the lawful orders of the manager. If the manager is not paid from canteen funds he/she shall be eligible to receive an annual honorarium at the discretion of the Committee and with the approval of the Chairman.

7. Canteen Committees shall ensure that canteen premises, furnishing and equipment are maintained in a clean, sanitary and serviceable condition.

8. The Chairman shall exercise unremitting supervision over the management of the canteen. He/she shall ensure that the Committee meets monthly and that a general meeting of members is held during the last quarter of each year.

Canteen Contracts

9. A canteen may be operated either as a departmental monopoly or by contract.

10. Where a canteen is operated as a departmental monopoly, the prices of goods sold shall be fixed from time to time by the Chairman of the Committee and shall be published on the canteen Notice Board. Prices shall be fixed as low as is economically possible and shall not exceed those prevailing in the local market. Stocks which have been purchased wholesale shall not be offered at a profit exceeding 10 per cent of cost. All purchases and sales of goods by the canteen shall be recorded in the accounts of the Canteen Fund.

11. Prior to establishing a canteen on the contract system, the Chairman shall call for tenders from prospective contractors. It shall be a condition of any such contract that articles are sold by the contractor at prices agreed to by the Chairperson in Committee and that such prices shall not exceed current local retail prices. The approved scale of charges shall be scrutinized from time to time by the Chairman in Committee and a copy of the current approved price list shall be exhibited on the canteen Notice Board.

Credit Facilities

12. Credit facilities shall be arranged by canteen chairmen on the understanding that all credit granted to the members will be guaranteed by the canteen Committee and shall be recoverable (as a last resort) from the Command Canteen & Welfare Fund.

13. All purchases from canteens shall be made by cash or by credit noted in such form as may be authorised by the authorized by the Chairman. Purchase of clothing or other expensive articles on credit is forbidden.

14. Canteen chairmen, in consultation with their Committees, shall authorise the maximum amount of credit, which shall not exceed one –third of gross salary to be permitted to each canteen member.

15. Under no circumstances shall canteen contractors or managers allow any member to exceed his authorised credit. They are also forbidden to lend money or extend any kind of unauthorised credit facility.

Accounting Procedure

16. Canteen chairmen shall ensure that canteen funds are only used for necessary and desirable purposes and are empowered to countermand any expenditure which has been approved by

the committee, but which they consider to be undesirable.

17. The Honorary Secretary and Treasurer shall keep an account of all finance concerning the operation of the canteen. All expenditure and receipts of money shall be entered in a cash book and such transactions shall be supported by receipts.

18. An account (to be known as the Unit Canteen Account) shall be opened with a reputable bank or as a Savings Account with a Post Office.

19. A monthly statement of each canteen account as at the last day of the month shall be prepared by the Honorary Secretary and Treasurer and examined by the committee each month. The committee shall satisfy themselves that such statement is accurate, shall ratify it, and shall have a copy displayed on the canteen Notice Board.

20. A half-yearly statement of the accounts of the canteen fund as at the 30th June and 31st December shall be prepared by the Honorary Secretary and Treasurer yearly. Such statement shall be in the form set out in Appendix "A". This statement shall be produced to the committee who shall examine it and satisfy themselves as to its accuracy. The Chairperson shall forward a copy to his Commanding Officer.

Collection of Canteen Debts

21. All canteen debts shall be payable to the canteen and not to the Contractor.

22. Canteen chairmen shall arrange for all authorised canteen debts to be collected from members at the pay table on pay day each month. Particular care shall be taken to try and arrange full settlement of outstanding accounts of members posted on transfer elsewhere.

23. (a) If any canteen member posted on transfer to another Command is unable to settle his debts to the canteen before his/her departure, the canteen Committee shall notify the Commanding Officer who will, if funds permit :-

(i) pay the debt to the canteen from his/her Command Canteen & Welfare Fund;

(ii) send details of the debt to the Commanding Officer of the command to which the debtor has been transferred to and ask for reimbursement.

(b) The Commanding Officer of the Command to which the debtor transfers will then:-

(i) arrange for reimbursement from his/her own Canteen & Welfare Fund to the Canteen & Welfare Fund of the command from which the debtor transferred;

(ii) collect the debt which is now transferred to his/her own Canteen & Welfare Fund and limit or withhold credit until full settlement is made.

24. Commanding Officers will arrange between themselves for the settlement of outstanding canteen debts of personnels who have transferred if their Command Canteen & Welfare Funds are insufficient for the procedure set out in para 23.

Disposal of Canteen Profits

25. Individual canteens are only permitted to retain the smallest possible proportion of their surplus profits necessary for normal canteen expenses and improvements. Commanding Officers shall ensure that the main profit balance from each canteen is paid into the credit of their Command Canteen & Welfare Funds, which shall be organised and operated in accordance with paras. 26-29.

26. The following Commands shall each maintain a Command Canteen & Welfare Fund into

which shall be paid all surplus profits earned by their respective canteens

COMMAND	CONTRIBUTING CANTEENS
Dar es Salaam	All canteens in the command except those operated by the Field Force and the Railways Division
All other Regional/Unit commands	All canteens in the command.
Field Force in Dar es Salaam, Railways Division Police in Dar es Salaam, P.T.S. Moshi, Police College.	Their own canteens.

27. Command Canteen & Welfare Funds will be administered by Command Welfare Committees in accordance with P.G.O. 213. They shall be used for the good of all Units served by each welfare Committee and, in particular, for approved welfare projects which cannot easily be charged to the Police Welfare Vote.

28. In addition, Welfare Committees may approve small loans from their Command Canteen & Welfare Funds to members of the Rank & File for the purchase of radios, bicycles, etc., and shall lay down suitable terms for repayment provided that :-

(a) the Fund can afford to make loans;

(b) the Committee is satisfied that the prospective borrower can afford to pay back the loan and that suitable repayment arrangements can be made;

(c) the borrower's canteen credit facilities (if any) granted in accordance with para. 14, are reduced by the amount of each monthly installment until the whole loan is cleared.

29. Each Commanding Officer affected by paragraph 26 shall open and maintain an account (to be known as Command Canteen & Welfare Fund) with a reputable bank or the Post Office and will be held personally responsible for accounting in the proper manner for all receipts and disbursements to and from the Command Canteen & Welfare Fund and from supplying the Inspector General with a half – yearly state of account, as at the 30th June and 31st December, in the form set out at Appendix "A".

30. Certain canteens, such as the P.T.S., which serve a large number of personnel, may well accumulate profits in excess of the welfare needs of that particular command. In such circumstances the Commanding Officer may be required by the Inspector General to donate suitable sums for welfare work in other Commands.

APPENDIX "A"

(To P.G.O 212)

PART I

Those Stations where the canteen is out to contract shall maintain a simple revenue and expenditure account as under:-

Revenue			*Expenditure*		
To: Receipts from Contractor	Shs.	Cts.	By: Purchases Balance C/D	Shs.	Cts.
	___ ___	___ ___		_____	_____
To: Balanced B/D.	Shs.	Cts.		Shs.	Cts.

PART II

Those Stations where the canteen is NOT out to contract shall maintain the following accounts:-

Trading Account

	Shs.	Cts.		Shs.	Cts.
To: Stock as @ Purchases Balance (Gross Profit)	___	___	*By*: Sales Stock as @	___	___

Profit and Loss Account

	Shs.	Cts.		Shs.	Cts.
To: Salaries General Expenses Balance (Net Profit)	_____	_____	*By:* Trading Account (Gross Profit)	_____	_____

Balance Sheet

Liabilities	Shs.	Cts.	*Assets*	Shs.	Cts.
Sundry Creditors Accumulated funds as per last Balance Sheet *Add/Deduct* Profit/Loss by Balance Sheet	_____	_____	Cash in Hand Cash in Bank Sundry Debtors Stock as @	_____	_____

WELFARE COMMITTEES AND SUB-COMMITTEES

PART I

Introduction

1. Provision is made in this Police General Order for an organised Force welfare system to serve the needs of the Inspectorate and Rank & File.

2. Welfare Committees will be set up in each command and in other large formations and representatives of Welfare Sub-Committees covering all Districts and other small Units will serve on them.

3. These Committees and Sub-Committees are of great importance to the well-being of the Force. They are the medium through which all police officers (except Gazetted Officers) and their families can make known their needs to their Commanding Officers and through them to the Inspector General.

4. Commanding Officers must ensure that their Committees' and Sub-Committees function in accordance with this order and that the Committee and Sub-Committee members are taught their responsibilities and duties.

5. Precise terms of reference for Committees and Sub-Committees are laid down in paragraphs 11 and 20.

6. Under no circumstances may Committees or Sub-Committees hear, consider or discuss any matters affecting discipline, transfers, promotions, pay and allowances, or any other thing which in the opinion of the Chairman does not fall with the permitted terms of reference.

7. The formation of wives' Sub-Committees is also necessary and is dealt with in greater detail in paragraph 28.

8. (a) Every Commanding Officer is responsible that his Command allocation of police welfare money is administered in accordance with this General Order and is expended in strict compliance with Government General Orders. The Police Welfare Grant has been approved by Parliament and must, therefore, be handled as a Government Vote.

   (b) Expenditure should normally be confined to the purchase of furniture, radios, sports equipment and similar Substantial items. Other incidental expenses of a less permanent nature should be financed through the Command Canteen Fund, in accordance with P.G.O. No. 212.

   (c) As a general rule all welfare equipment shall be purchased by Committee Chairmen for distribution through their Sub-Committee Chairmen, but the latter may be authorised to do so in exceptional circumstances.

PART II

WELFARE COMMITTEES

Organization

9. A welfare Committee shall be organised and maintained in every Regional Command and in certain other large formations listed in Appendix "A".

Membership

10. (a) Committees will normally be composed of the following members:-

Regional Commands	Other Formations.
Chairperson Secretary – Ex-Officio.	Chairperson Secretary – Ex-Officio
Two representatives of each Sub-Committee. One Lady Member	1 Inspector
	1 Sergeant Major or Sergeant 3 Constables 1 Lady Member.

(b) Each Chairperson may appoint such further additional members as may appear necessary to serve the needs of his command.

(c) The Lady Members should normally be wives of Gazetted Officers or Inspectors. They are responsible for ensuring that views and complaints of the wives of Inspectors and Rank & File receive due consideration by the Committee.

Terms of Reference

11. The duties of each Welfare Committee shall be :

(i) to consider all matters put forward by Sub-Committee representatives;

(ii) to discuss and consider all matters affecting the welfare of all members of the Inspectorate and Rank & File in the area served by the Committee and to make whatever recommendations seem sensible and desirable.

(iii) to consider and approve the allocation and expenditure of Welfare Funds throughout the area served by the Committee.

Chairperson, Special Powers

12. Each Chairperson is vested with the following powers and responsibilities :-

(i) He/she shall control the accounting and expenditure of all Welfare Funds allocated to his/her Command by the Inspector General.

(ii) He/she may refuse to disburse welfare funds if he/she considers any recommendation by his Committee to be extravagant or unwise.

(iii) He/she may exclude from consideration by his/her Committee any matter which he considers to be outside its terms of reference.

(iv) He/she may veto any majority decision of his/her Committee if he/she considers such decision to be improper, undesirable or outside the Committee's forms reference.

(v) He/she may order the replacement of any Committee member who appears to

him/her to be unable to discharge his/her duties and responsibilities on the Committee.

(vi) He/she may in special case of urgency, approve the expenditure of Welfare Funds without reference to his/her Committee.

Appointment of Committee Members

13. (a) The Chairperson is an ex-officio appointment and will normally be the Commanding Officer of the Region or Formation, as laid down in Appendix "A".

(b) The secretary and Lady Member are appointed by the Chairperson. The Secretary shall not have a Vote.

(c) (i) In Regional Commands all the other Committee Members will be the elected representatives of the various Welfare Sub-Committees (see also paragraph 27).

(ii) In other Formations, the Members will be elected by the personnel they represent.

Term of Office

14. Members who are elected to serve on Welfare Committees shall normally serve for one year, but may be re-elected for subsequent terms of office. Committee election shall be held in January each year.

Frequency of Meetings

15. (a) The minimum frequency of Committee meetings is laid down in Appendix "A" but chairperson may order such additional meetings as may appear desirable.

(b) Every effort shall be made (including the provision of police transport) to ensure that all Committee Members attend the meetings.

Transaction of Business

16. (a) The chairperson shall be responsible for arranging the meetings of his/her Committee.

(b) Official Agenda are not obligatory, but Members should prepare, in advance, adequate notes on all matters they propose to raise at the meetings.

(c) Every decision shall be taken by vote. The chairperson may exercise an additional casting vote when the Committee'' voting is equally divided.

(d) The chairperson shall ensure that all matters discussed at his Committee meetings are properly recorded in official minutes and that each meeting takes due note of the action taken on the minutes of its previous meeting.

Implementation of Committee's Recommendations

17. Each Chairperson shall consider the minutes of his Committee and shall take whatever action he considers desirable and within his power to implement his Committee's recommendations. He shall then submit one copy of the minutes to the Inspector General (with copies to the Chairperson of each Sub-Committee represented on his Committee and to any other interested officers) after having recorded below the last minute his comments on each item of the minutes, indicating :-

(a) what action he has taken;

(b) what action he recommends if he/she feels unable to take action himself;

(c) which items he/she does not support with reasons.

(d) Chairpersons are responsible for ensuring that all Committee minutes are Submitted to the Inspector General with the least possible delay.

PART III

WELFARE SUB-COMMITTEES

Organisation

18. A Welfare Sub-Committee shall be organised and maintained in every police district and by certain other units as laid down in Appendix "B".

Membership

19. (a) Sub-Committees will normally be composed of the following members:-

Chairperson (ex-officio).

One Inspector,

One Sergeant Major or Sergeant - Representing the various Stations and Units served

One Corporal – appointed by the Sub-Committee.

Three Constables

(b) Each Chairperson may appoint such further additional members as may appear necessary to serve the needs of his command.

(c) A Lady member may also be appointed by the Chairperson if the latter considers that she can present the views and complaints of Inspectors' and Rank & File wives for consideration by the Committee.

Terms of Reference

20. The duties of each Welfare Sub-Committee shall be :-

(a) to discuss and consider all matters affecting the welfare of all members of the Inspectorate and Rank & File in the District or Unit served by the Sub-Committee and to make whatever recommendations appear sensible and desirable;

(b) to make such recommendations and representations as may appear appropriate for the allocation of funds for welfare and sporting equipment.

Chairperson's Special Powers

21. The Chairperson is vested with the special powers laid down in paragraph 12(c) – (e).

Appointment of Committee Members

22. (a) The Chairperson is an ex-officio appointment and will normally be the O/C.

District or Unit, as laid down in Appendix "B".

(b) The Lady Member (if any) will be appointed by the Chairperson and may vote.

(c) The other members will be elected by the personnel they represent. Chairperson should ensure that all Stations and Units with an establishment of ten or more police officers are represented on the Sub-Committees.

Term of Office

23. Sub-Committees elections shall be held in January each year. Serving members may stand for re-election if they so desire.

Frequency of Meetings

24. Sub-Committees shall normally meet once a month. Every effort shall be made (including the provision of police transport) to ensure that all members attend the meetings.

Transaction of Business

25. (a) The Chairperson shall be responsible for arranging the meetings of his/her Sub-Committee and for ensuring that it meets at least once a month.

(b) The provisions of paragraph 16 (a) to (d) shall apply equally to Sub-Committees.

Implementation of Sub-Committee Recommendations

26. (a) Each Chairperson shall consider the minutes of his/her Sub-Committee and shall take whatever action he/she considers desirable and within his/her power to implement the Sub-Committee's recommendations. He/she shall then Submit two copies of the minutes to his/her main Committee Chairperson (who will usually be his Commanding Officer) after having recÿÿded beÿÿw the last minute his/her commÿÿts on each item of the Minutes, indicating :-

(a) (i) what action he/she has taken;

(ii) what action he/she recommends if he/she feels unable to take action himself;

(iii) which items he/she does not support, with reasons

(b) The main Committee Chairperson will examine the minutes of each Sub-Committee meeting and will enter below the Sub-Committee Chairperson's recommendations his/her own instructions regarding further action. He/she will then return one copy to the Sub-Committee Chairperson and retain one copy for filing and consideration (if need be) at the next meeting of his/her Committee.

(c) When the Sub-Committee Chairperson receives his/her next Sub-Committee meeting. Minutes from the main Committee Chairperson, he/she will :-

(i) complete all out standing action;

(ii) bring up the completed minutes for consideration at his/her next Sub-Committee meeting.

Sub-Committee Representation on Main Welfare Committee

27. Two representatives of each Sub-Committee (excluding the Chairperson) will serve on the main area welfare Committee. They should be elected by Sub-Committees in January of

each year.

PART IV

MISCELLANEOUS

Wives' Committees

28. Every Commanding Officer should endeavour to organize informal wives' welfare Sub-Committees to consider family welfare and make appropriate recommendations to their area welfare Committees and Sub-Committees. Provision has been made in this General Order for the appointment of Lay Members to both Committees and Sub-Committees. There may be some initial reluctance to participate in this work. It is essential, therefore, that the aims and objects of the scheme should be explained in detail to the Inspectorate and Rank & File so that they may encourage their wives to join in. All they need do is meet together at regular intervals under the chair of a senior Gazetted Officer's or Inspector's wife and discuss improvements to housing, living conditions, cooking, water and sanitary amenities, medical facilities, children's welfare and any other matters connected with their daily life, in order that their views and complaints can be passed on to the Police Welfare Committees and Sub-Committees.

29. Commanding Officers are responsible for ensuring that a sufficient number of Gazetted Officers' and Inspectors' wives undertake this work and that at least a proportion of the Rank & File's wives meet with them at regular intervals to discuss their problems and complaints.

APPENDIX "A"

(To P.G.O. No. 213)

POLICE WELFARE COMMITTEE ORGANISATION

	Formation(s) served by a welfare Committee	Chairperson	Frequency of meetings
1.	Each Regional command except Dar es Salaam, and including Field Force units, C.I.D., Railways Police Division, and stock Theft personnel.	R.P.C.	At least once a quarter.
2.	Dar es Salaam District including the band and the women police, police headquarters, C.I.D., Crime Intelligence Unit headquarters, signals headquarters and criminal records office, but excluding the Field Force and railways police divisions personnel.	R.P.C.	At least
3.	All Field Force units in Dar es Salaam.	C/Field Force	Once a month.
4.	Railways Division units in Dar es Salaam	O/C. TRC Police/TAZARA Police	Once a month
5.	Police Training school (staff and recruits)	Commandant, P.T.S.	Once a month
6.	Marine Unit	O/C.	Once a month
7.	Police College	Commandant, P.C.	Once a month

APPENDIX "B"(TO P.G.O. No. 213)

POLICE WELFARE SUB-COMMITTEE ORGANIZATION

	Formation(s) served by a welfare Sub-Committee	Chairperson	Frequency of meetings
1.	Each police district (excluding Dar es Salaam).	The O/c. District.	Monthly.
2.	Each police unit in Dar es Salaam	The O/C. Unit	Monthly
3.	Each Field Force unit (except in Dar es Salaam	O/C. Unit	Monthly
4.	The Band	Director of Music	Monthly.
5.	Railways police Units in Tanga, Tabora and Mwanza`	O/C. Unit	Monthly.

SECTION X

CRIME AND INVESTIGATION

Nos. 221 – 270

P.G.O. No.	Title
221.	Fugitive Offenders, Extradition, Mutual Assistance In Criminal Matters And Crime Proceeds
222.	Mutual Assistance and Crime Proceeds
223.	Confiscated Property – Disposal of
224.	Crime and Incidents – Serious
225	Dead Bodies
226	Entry and Search
227	Investigation – Charges
228	Investigation – Dying Declarations and Depositions
229	Investigation - Exhibits
230.	Investigation – Finger Prints
231.	Investigation – Identification by Photographs
232.	Investigation – Identification Parades
233.	Investigation – Missing Persons
234.	Investigation – Photographs
235.	Investigation - Scenes of Crime Section
236.	Investigation – Statements
237.	Investigation – Sub Judice Cases
238.	Investigation – Wanted Persons
239.	Diplomatic Immunities – Embassies, High Commissions
240.	Juveniles – Treatment of

FUGITIVE OFFENDERS, EXTRADITION, MUTUAL ASSISTANCE IN CRIMINAL MATTERS AND CRIME PROCEEDS

PART I

ARREST – FUGITIVE OFFENDERS -GENERAL PROVISIONS

General

1. The procedure governing the arrest and extradition of the various categories of persons who are wanted by the Police Forces of other countries are set out in detail in the paragraphs that follows in this order.

2. Under no circumstances shall any person be handed over to the Authorities *of any other country unless and until*:-

(a) the full legal procedure as set out in this order has been complied with;

(b) the Case File has been seen by the Director of Criminal Investigation and the Court proceedings initiated by the Director of Public Prosecutions; and

(c) the offender has appeared before a Magistrate and there is no order against his being surrendered.

PART II

FUGITIVE OFFENDERS (PURSUIT) ACT, CAP. 57 R.E. 2002.

3. (a) The hot pursuit and arrest by members of the Police Forces of adjoining territories of fugitive offenders who have fled into Tanzania from these countries is permitted by the Fugitive Offenders (Pursuit) Act.

(b) Under the provisions of this Act the Minister responsible for legal affairs if he is satisfied that reciprocal arrangements have been made in adjoining countries may define the area in Tanzania into which the police of such adjoining countries may enter when in pursuit of an offender and within which they may pursue and arrest that offender. This is done through a Government Notice published in the gazette.

(c) The intention of this Fugitive Offenders (Pursuit) Act, Cap. 57 R.E 2002 is to facilitate the immediate pursuit of an offender over the boarder of one territory and into another in order to effect an arrest. The pursuit must be immediate.

(d) Under no circumstances may any Police Officer cross the front into a neighbouring territory in order to arrest a wanted person who has been resident there for some time. All such cases shall be referred at once to the Director of Criminal Investigation and no action will be taken without his express direction.

4. At present, the following countries have reciprocal arrangements with Tanzania under the provisions of this Act:

The Republic of Kenya – Fugitive Offenders (Pursuit) (Kenya and Uganda) Order, through Government Notices Nos. 101 of 1938, 178 of 1947, 161 of 1957 and 222 of 1962.

Powers of Pursuit

5. (a) *The Kenya Police* – Members of the Kenya Police Force are permitted to enter Tanzania in pursuit of an offender within the limits of the geographical area defined as follows :-

"Only within the area lying between the Kenya-Tanzania border and an imaginary line drawn from Tanga along the railway line to Arusha; thence along the Arusha-Makuyuni road to Makuyuni; thence along the Makuyuni-Oldeani road to mile 47; thence along the Ngorongoro-Ol Bal Bal (Serengeti Plains)-Kenya border (Ol Puss Imoru) road to the point south of Loliondo where the road to Banagi Hill joins it; thence along the Banagi road to Banagi Hill; thence along the Ikoma-Natta-Buhemba-Busegwe road to Busegwe, and thence along the Mwanza-Musoma road to Musoma".

(b) *The Uganda Police* – Members of the Uganda Police are permitted to enter Tanzania in pursuit of an offender within the area in the Territory lying between the Uganda/Tanzania border and an imaginary line drawn fifty miles distant from the border.

(c) Any member of the Tanzania Police Force or the Police Forces of the adjoining countries operating under the provisions of the Laws set out above must wear uniform when in pursuit of an offender.

Procedure on Arrest

6. Any member of the Tanzania Police or of any adjoining Police Force who pursues and arrests a fugitive offender in any of the areas of neighbouring countries set out in para. 5 shall deliver the offender without delay to the police of the territory in which the arrest was made. The Police of that territory will immediately bring the offender before a Magistrate with a view to his being surrendered to the territory from which he has fled.

PART III - THE EXTRADITION ACT, CAP. 368 R.E. 2002

General

7. The surrender of fugitive offenders (not covered by the Fugitive Offenders (Pursuit) Act, Cap. 57 R.E. 2002) to and from Tanzania and other countries in the world is essentially governed by the Extradition Act, Cap.368.

8. Part II of the Act elaborates procedures for extraditable offences. The Act applies only where an agreement has been made with any country with respect to the surrender to that country of any fugitive criminal, pursuant to an order of the Minister responsible for legal affairs published in the Gazette, subject to any conditions, exceptions and qualifications which may be specified in the order.

Procedure under Part II of the Extradition Act for the Arrest of an Offender who has fled from Tanzania to another country

9. The arrest of an offender who has fled from Tanzania to another country will be sought in accordance with the procedure set out in para 11.

10. When O/C. Station is satisfied that a fugitive has committed an offence listed in the Schedule to the Act in his station, he shall:-

(a) lay a complaint or file a charge under section 128 of the Criminal Procedure Act, Cap. 20 R.E. 2002 before a Magistrate having local jurisdiction;

(b) call the witnesses who know the facts of the case before a Magistrate who will record their depositions in precisely the same manner as if he were holding a proceedings with a view to committal, except that the accused is not present. The evidence in these depositions must raise a strong or probable presumption that the accused committed the offences charged;

(c) give the Magistrate a full description of the accused and also as much information as possible as to his exact whereabouts in the territory to which he has fled so as to facilitate his identification, location and arrest.

11. If the Magistrate is satisfied that an offence is disclosed against the accused, he will issue a warrant of arrest under Section 130 of the Criminal Procedure Act, Cap. 20 and at the conclusion of the hearing will then forward the record to the Registrar of the High Court.

12. The Magistrate will forward an authenticated copy of the record to the Director of Public Prosecutions who, after examining the depositions, will arrange for the original depositions and warrant to be authenticated with the public seal of Tanzania.

13. The O/C. Station will at the same time submit a full report of the particulars of the case and police action taken to the Regional Police Commander and the Director of Criminal Investigation. If it is anticipated that the fugitive offender may abscond before that territory is in possession of the authenticated warrant, an application will be included in the report that the police in the territory to which the fugitive has fled should be requested to apply for a provisional warrant of arrest pending the arrival of the authenticated warrant and other documents.

14. After the warrant and other documents have been authenticated, they will be forwarded for execution by the Tanzania Government to the territory to which the accused has fled.

15. The O/C. Station should then take steps to ensure that an identifying witness and escort can be made available at the shortest possible notice to proceed to that territory if required.

16. On the arrest of the fugitive in the territory to which he has fled, the Magistrate or Judge before whom he is taken, will commit him to prison to await his return, if he is satisfied that the fugitive has been properly identified and that the evidence against him raises a strong or probable presumption that he committed the offence mentioned in the warrant.

PART IV – THE ARREST OF AN OFFENDER WHO HAS FLED TO TANZANIA FROM ANOTHER COUNTRY

17. Part II of the Act deals with the surrender between countries which, by reason of the Act, may seek surrender of fugitives from each other.

18. The jurisdiction conferred by the Act is not exercised in the territory from which the fugitive has fled, but in the territory to which he has fled and from which it is desired to obtain his surrender. This is important because it is only Courts having magisterial powers which can exercise jurisdiction under the Act when surrender from Tanzania is required. It is essential to ensure that Magistrates who are requested to take action under the provisions of this Act are, in fact, vested with the necessary powers.

Provisional Warrant of Arrest

19. Whenever any Police Officer receives information by telegram, signal or any other means, that a fugitive offender from a country covered by this Act is in his station area, he shall inform the senior officer present in the nearest Police station who shall, in turn, inform the Regional Commander by the quickest possible means. If there is a danger of the fugitive offender absconding before the authenticated warrant can be obtained, the Regional Commander shall nominate an officer to obtain a provisional warrant for the fugitive arrest in terms of Section 13 of the Act. Such Provisional warrant may, subject to the provisions of Section 13 of the Act, be issued by a Magistrate on the sworn information of a Police Officer, or other person who is able to state on oath that from information which he has received, he believes that the fugitive offender has committed an offence on which his surrender can be ordered, and that a warrant of arrest for the offence has been issued in the country, in which the offence is alleged to have been committed.

20. If the senior officer in the Police Station considers that there is insufficient time to inform the Regional Commander, he shall himself obtain a provisional warrant of arrest and inform the Regional Commander of his actions at the earliest opportunity.

NOTE: There are no powers to effect arrest without warrant of a fugitive offender under Section 14 (f) of the Criminal Procedure Act, Cap. 20 unless either a provisional warrant of arrest is in force, or the authenticated warrant has been backed by the Magistrate in whose jurisdiction the fugitive offender is hiding.

21. The senior officer in the Police Station orÿÿhe officer nominated by the Reÿÿonal Commander will then take all necessary steps to effect the arrest of the fugitive offender and produce him immediately before the Magistrate issuing the provisional warrant of arrest. On the issue of a provisional warrant, the O/C. Station or other officer shall immediately signal the following information to the Director of Criminal Investigation:-

(a) particulars of accused (full name and aliases), offence and territory;

(b) date and place of arrest (if effected immediately after issue of the warrant).

22. If the arrest is not effected until some time after the issue of the provisional warrant, the Director of Criminal Investigation will be informed by signal.

23. It should be noted that the Magistrate will discharge a person arrested under a provisional warrant unless the original warrant is produced and endorsed within such reasonable time as may under the circumstances seem requisite.

24. The Director of Criminal Investigation on receipt of the information from the O/C. Station or other nominated officer, shall take all necessary steps to hasten the receipt of the authenticated warrant, identifying witness and escort from the neighbouring territory concerned . If the warrant of arrest is not received within seven days from the date of the original remand, the officer will produce the fugitive offender before the same Magistrate and make application of or a further seven days' remand, informing the Magistrate that the warrant has not yet been received from the Police Force of the country seeking the fugitive.

25. On receipt of the authenticated warrant, the O/C. Station or other officer nominated by the Regional Commander shall produce the fugitive before the Magistrate remanding, or if there has been no previous remand, before the Magistrate having jurisdiction in the area in which the fugitive is residing. The Magistrate, if satisfied that the warrant was issued by a person having lawful authority to issue the same, may endorse such warrant, and if satisfied on oath by the identifying witness that the prisoner is the person name or otherwise described in the warrant, may order the prisoner to be returned to the territory in which the warrant, may order the prisoner to be returned to the territory in which the warrant was issued and for that purpose to be delivered into the custody of the persons to whom the warrant is addressed, and to be held in custody and conveyed to the neighbouring territory in which the warrant was issued, there to be dealt with according to Law. The O/C. Station shall then hand the prisoner over to the escort from the neighbouring Police Force, and make arrangements for their departure.

26 The departure of the prisoner and escort from Tanzania shall be reported by signal to the Director of Criminal Investigation.

PART V – THE ARREST OF AN OFFENDER WHO HAS FLED FROM TANZANIA TO ANOTHER COUNTRY

27 An O/C. Station who has reason to believe that a person who has committed an offence in Tanzania has fled to any of the countries covered by the Act shall at once inform the Regional Commander, who will nominate either the O/C. Station or some other officer to take the following action :-

(a) Swear information before any Resident Magistrate charging the accused with the offence and obtain a warrant of arrest thereon in the ordinary manner as if the accused were in Tanzania. All such warrants should contain a full description of the person wanted and an endorsement showing whether bail is to be accepted and, if so, the amount thereof.

(b) Ensure that the warrant is sealed with the seal of the Subordinate Court and signed by the Resident Magistrate issuing it.

(c) Signal CIDPOL, Dar es Salaam, giving the following information :-

(i) Full name and aliases of fugitive.

(ii) Offence set out in warrant.

(iii) Court issuing warrant.

(iv) Address in neighbouring territory where fugitive is residing (this must be as complete as possible)

(d) Forward the warrant, together with the Case File, to the Director of Criminal Investigation for onward transmission to the Attorney – General who will advise whether or not the case is a proper one to be dealt with under the Extradition Act.

28. The Director of Criminal Investigation on receipt of the signal referred to in para. 27 (c), shall immediately consult the Attorney General and decide whether immediately to request the neighbouring Police Force to apply for a provisional warrant of arrest or await the arrival or the Police Case File.

29. Should the Attorney General decide that the case is a proper one for authentication of the warrant, he will forward the warrant to the Minister for Justice for authentication.

30. As soon as the warrant has been authenticated, it will be returned to the Director of Criminal Investigation who will either :-

(a) forward it to the territory in which the accused is under arrest on a provisional warrant (see para 28) and inform the O/C. Station or other officer who originated the warrant, by signal, that the warrant has been sent and that he should send the identifying witness and escort to the Police Station of the area where the fugitive is on remand; or

(b) return it to the originating Station pending information from the police of the neighbouring territory in which the fugitive is, or is believed to be residing, that he has been arrested. When the Director of Criminal Investigation receives information that the arrest has been effected, he will instruct the O/C. Station, to forward the identifying witness, with escort and warrant to the Police Station arresting the fugitive.

31. The Police of the territory to which the accused has fled may then produce the warrant to a Magistrate duly appointed for the purpose of the Act, who may endorse it for execution within his jurisdiction.

32. The offender, on arrest or if already on remand, will normally be produced before the Magistrate. The person identifying the prisoner will normally give evidence on oath that he is the person named in the warrant and the Magistrate should then order the prisoner to be returned to Tanzania. The escort may then proceed with the prisoner back to Tanzania and on arrival will immediately produce him before the O/C. Police Station or other nominated officer, who will at once take him before the Magistrate who issued the original warrant and inform CIDPOL by signal.

PART VI – EXTRADITION – ARREST OF FUGITIVE OFFENDERS IN FOREIGN COUNTRIES AND SURRENDER OF FUGITIVE OFFENDERS TO FOREIGN COUNTRIES

33. The surrender of an offender who has fled to a foreign country from Tanzania (or vice versa) is a lengthy procedure and will only be considered in criminal cases of a serious nature.

34. All such Case Files will be referred to the Director of Criminal Investigation for perusal by the Attorney General who will issue detailed advice in each case.

MUTUAL ASSISTANCE AND CRIME PROCEEDS

PART I

MUTUAL ASSISTANCE IN CRIMINAL MATTERS ACT, CAP. 254 R.E. 2002

1 (a) The procedure governing involvement of Police Officers in mutual assistance in criminal matters is detailed in the orders that follow in this part.

(b) Mutual assistance in criminal matters involves:-

(i) the obtaining of evidence, documents or other articles;

(ii) the provision of documents and other records;

(iii) the location and identification of witnesses or suspects;

(iv) the execution of requests for search and seizure;

(v) the making of arrangements for persons to give evidence or assist in investigations;

(vi) the forfeiture or confiscation of property in respect of offences;

(vii) the recovery of pecuniary penalties in respect of offences;

(viii) the interdicting of dealings in property, or the freezing of assets, that may be forfeited or confiscated, or that may be needed to satisfy pecuniary penalties imposed, in respect of offences;

(ix) the location of property that may be forfeited, or that may be needed to satisfy pecuniary penalties imposed, in respect of offences; and

(x) the service of documents.

2. Only Police Officers of or above the rank of corporal are allowed to deal with mutual assistance matters.

Request for Mutual Assistance by Tanzania

3. If during investigation it appears that important evidence in relation to the case cannot be obtained within Tanzania, the matter shall immediately be referred to the Director of Criminal Investigations.

4. If the Director of Criminal Investigation determines that the matter should be pursued, he may refer it to the Director of Public Prosecutions or use other available alternatives.

Mutual Assistance for other countries

5. If during a search in accordance with a warrant issued in terms of the Mutual Assistance in Criminal Matters Act a Police Officer finds a thing which he believes on reasonable grounds to be relevant to the proceedings or investigation in the foreign country, he may seize the thing wholly or partly and hand it over immediately to his superior officers.

6. (a) The Director of Criminal Investigation will be informed immediately of such seizure and upon being informed the Director of Criminal Investigation shall issue appropriate orders with respect to custody pending a direction in writing from the Attorney – General as to the manner in which the thing is to be dealt with.

(b) If written directions are not received from the Attorney General within 21 days the Director of Criminal Investigation will issue disposal instructions with regard to the seized thing to be implemented immediately.

7. A Police Officer who executes a search warrant in accordance with paragraph 3 to this order shall, as soon as practicable after the execution of the warrant, give to the person

searched, or to the owner or occupier of the land or premises searched, or leave in prominent position on such land or at premises, as the case requires, a notice setting out-

(a) the name and rank of the Police Officer;

(b) the name of the Magistrate who issued the warrant and the day on which it was issued; and

(c) a description of anything seized and removed in accordance with the warrant.

8. A Police Officer acting in accordance with paragraph 3 to this order shall be guided by the provisions of P.G.O. 226 in conducting the search.

9. Execution of mutual assistance search warrants prohibits a Police Officer to carry out a search by way of an examination of a body cavity of the person searched.

PART II - THE PROCEEDS OF CRIME ACT CAP 256 RE 2002

10. Under this part of this order proceeds of crime means any property that is derived or realised, directly or indirectly, by any person from–

(a) the commission of any serious offence;

(b) any act or omission which;

(i) occurred outside the United Republic;

(ii) related to narcotic drugs and psychotropic substances; and

(iii) would if they had occurred in the United Republic, have constituted an arrestable offence or a serious narcotic drugs and psychotropic substances offence.

(c) The responsibility of the Police Force is to investigate or monitor the disposal of property derived or realised by any person from the commission of an offence.

11. Where property is suspected of being a proceed of crime and is seized the Director of Criminal Investigation or other officer authorised by him in writing shall arrange for the property to be kept and shall ensure that all reasonable steps are taken to properly preserve it.

12. After the seizure has taken place, the Director of Criminal Investigation will refer the matter to the Attorney General for application of an interdiction or a forfeiture order in respect of the property seized. Where the application is refused the Director of Criminal Investigation shall direct a Commanding Officer responsible to arrange for the property to be returned to the person from whom it was seized as soon as practicable.

13. Monitoring of suspected crime proceeds by police is normally done under a Court order following an application by the Director of Public Prosecutions. Under no circumstance will the existence of a monitoring order be disclosed to any person (including a Court of law) other than a member of the Force in the performance of his duties.

14. In any case, where a Police Officer is required by a Magistrate to disclose the existence of a monitoring order, such officer shall draw the attention of the Magistrate concerned of the provisions of Section 66 of the Crime Proceeds Act, Cap. 256 RE 2002 which prohibits disclosure of such information.

15. The Director of Criminal Investigation will without delay communicate to the Attorney General any information of a monitoring order made in relation to an offence committed in a foreign country.

CONFISCATED PROPERTY – DISPOSAL OF

1. All property for which a Court Order of forfeiture is made becomes the property of Government. Property in the custody of the police which is the subject of an order of forfeiture should be disposed of in accordance with the provisions of this order.

Arms and Ammunition

2. Arms and ammunition which are confiscated by Court order shall be dealt with in accordance with the instructions contained in P.G.O. No. 276.

Explosives

3. Confiscated explosives pending disposal shall be stored in a safe place after consultation with the local Inspector of Explosives. Explosives shall normally be destroyed by dumping in deep water, but where this is not possible the disposal shall be carried out under the directions of an Inspector of Explosives.

Dangerous Weapons

4. Application should be made to a Magistrate for a destruction order to dispose of confiscated weapons in the hands of the police. In suitable cases, officers will forward the weapons to the Director of Criminal Investigation for inclusion in the Police Museum.

Economic and Organized crimes

5. Forfeiture Orders are made by a Court under Section 60 (5) of the Economic and Organised Crime Control Act, Cap. 200 R.E. 2002 and the Court may, under this Section, give directions for the disposal of such property.

Bribes

6. Forfeiture Orders are made under Section 17 of the Prevention of Corruption Act, Cap. 329 R.E 2002. This Section provides that all monies so forfeited shall be paid into the treasury and shall form part of the general revenue. P.G.O. No. 241 shall also apply.

Property Seized by Police under the Criminal Procedure Act or any other law

7. Property seized by the police under the Criminal Procedure Act, Cap. 20 or any other law and confiscated by a Court shall be dealt with in accordance with the Criminal Procedure Act, Cap. 20 or the applicable law.

Dangerous Drugs and Poisons

8. Where poisons and dangerous drugs are confiscated, the officer having charge of them should obtain a Court Order authorizing him to hand them over to the nearest Medical Officer for disposal.

Stolen Property and Suspected Stolen Property

9. Stolen and suspected stolen property seized by the police will be disposed of in accordance with the provisions of Section 43 of the Police Force and Auxiliary Services Act, Cap.322 R.E.2002 if the owner(s) cannot be traced.

Unclaimed Property

10. Police Officers are required to take charge of all unclaimed moveable property and to furnish an inventory and description of it to a Magistrate. The Magistrate shall give an Order for the detention of such property and cause a notice to be posted outside the Police Station listing such property and calling on persons who may have a claim to it to establish it within six months of the issue of the notice. Where property remains unclaimed, the property may be sold by order of the Magistrate and once half of the proceeds of such sale credited to the Police Rewards Fund, such proportion of the balance as the Magistrate may direct paid to the

finder and the balance paid to the general revenue of Tanzania. P.G.O. No. 304 shall also apply.

Exhibits Register

11. The O/C. Station shall ensure that Column 6 and Column 9 of the Exhibits Register are completed in all the circumstances mentioned in this Order. The signature of the officer disposing of the property shall always be recorded in Column 13.

Storage of Confiscated Property

12. Confiscated property shall be disposed of expeditiously. It shall be retained in the Police Exhibit Store pending disposal. In cases where the Court is responsible for its disposal and has no suitable place in which to store it, then the property may be stored in a Police Exhibit store and dealt with under the provisions of P.G.O. No. 229 insofar as safe custody and labelling only is concerned.

CRIME AND INCIDENTS – SERIOUS

1. Commanding Officers are directly responsible to the Inspector General for:-

(a) the effective policing of the areas for which they themselves are responsible;

(b) exercising personal supervision wherever and whenever necessary over the prevention and detection of crime;

(c) ensuring that the investigation and prosecution of cases is effectively and efficiently carried out.

2. Commanding Officers are required to visit without delay every serious incident within their commands unless they are satisfied that their personal attendance is either unnecessary or impracticable.

3. O/C. Regional and District C.I.D. units are required to attend personally at the scene of all murders, armed robberies and other crimes of a very serious nature unless specifically exempted there from by their Commanding Officers.

4. O/C. Districts and Stations will similarly attend at scenes of crime and other incidents of a serious nature, including serious nature, including serious traffic accidents, fires and disasters, unless physically unable to do so.

5. O/C. Traffic Sections will attend all serious traffic accidents.

6. All officers to whom this order applies will take all necessary steps to ensure that they are in touch with their headquarters during their absence at the scene of an incident or crime.

DEAD BODIES

PART I

1. In urban areas a Police Officer who finds a dead body in the open or in enclosed premises in circumstances where death is due, or is suspected to be due, to reasons other than natural causes, shall send a message to the nearest Police Station by the quickest possible means. The officer awaiting the arrival of an investigating officer shall:-

(a) not disturb the body which should be left in the position in which it was found;

(b) remain with the body and, if possible, cover it up;

(c) ensure that the area around the body is not disturbed;

(d) cover any footprints without disturbing them;

(e) search for weapons in the immediate vicinity of the scene but shall not touch or remove them;

(f) collect together any witness there may be at the scene.

2. In rural areas at some distance from a Police Station, a Police Officer who finds a dead body in similar circumstances as set out above, shall take the same steps as set out for the finding of a body in urban areas, except that if there is likely to be considerable delay in obtaining an investigating officer, he shall first send a message to the nearest Police Station or Local Government Authority and then take steps to investigate the circumstances of the death himself.

3. On receipt of a report at a Police Station of the finding of a body in suspicious circumstances, the O/C. Station will take immediate action as provided for in P.G.O. No. 311.

4. At the scene, the investigating officer shall endeavour to establish the cause of death. If he is of the opinion that the person has met his death by unnatural means, i.e.

(a) has committed suicide; or

(b) has been killed accidentally; or

(c) had died in circumstances which suggests that an offence may have been committed, he shall :-

(i) arrange for photographs to be taken of the scene and body before the body is searched or moved in any way.

(ii) record a description on the state and position of the body in relation to its surroundings and other circumstances having a bearing on the case;

(iii) search the scene for weapons or other evidence and make a precise record of the articles found and their position in relation to the body;

(iv) carefully search the body and make a complete list of any articles found thereon or coming into possession of the police in connection with the case. These articles will be detailed in the officer's notebook and subsequently entered in the Report Book and Case File. If the body has already been searched and articles and/or clothing removed before the arrival of Police they will be taken over by the officer against an itemised receipt, a signed copy of which will be retained by him;

(v) collect together all witnesses to the incident and record their names and particulars in his notebook;

(vi) at the scene of any suicide, make a thorough search for any letter left by the deceased. Such letter will be put in as evidence at the inquest, but in no circumstances are the contents to be divulged to the Press;

(vii) take all necessary steps to have the body identified. If identification before removal is not possible, the body shall be fingerprinted and photographed in the clothes in which it was found and as far as possible in a lifelike and natural position. The photographs will show one full face and one in profile. The negatives, with one print, and the fingerprint forms will be dispatched to the Forensic Bureau. Other copies of the photographs will be attached to a description which shall be circulated to neighbouring Police Stations.

(viii) before removal of the body from the scene, cause a Dead Body Label (P.F. 165) to be tied to the ankle or other suitable part of the body.

(ix) cause the body to be removed to a public mortuary, Police Station or other suitable place, if possible in a dead box pending a post-mortem examination.

5 When a body is found and there are no suspicious circumstances, the officer at the scene will telephone or send word to the nearest Police Station and take the following :-

(a) Note the exact locality in which the body was found;

(b) Stand by the body until the arrival of the stretcher or dead box to remove it;

(c) Convey the body to the nearest Police Station and report to the Charge Room officer on duty;

(d) Inform the District Commissioner.

6. If, after preliminary investigation, it appears to the police that a person has died either a violent or unnatural death or has died in prison or police custody, the O/C. Station concerned shall, without delay, cause notice of the death in the Form “B” to the Inquests Act, Cap. 24 R.E.2002, to be sent to the Coroner having local jurisdiction to hold an inquest, stating any particulars concerning the cause of the death disclosed by the investigation and giving an opinion as to whether or not the death is due to any unlawful act or omission.

7. The Coroner, on receipt of Form “B” and after considering whether an investigation into the circumstances of the death is necessary may, by written order in the Form “C” to the Inquests Act, Cap. 24 R.E.2002, require any Government medical officer or in the absence of such officer, any other medical practitioner, within his jurisdiction, to make an examination of the body and to report thereon.

8 In cases of emergency where it would be impracticable for the O/C. Station to secure a Coroner’s order, the O/C. Station may exercise the authority conferred on a Coroner in paragraph 7, above (P.F. 99).

9 The medical practitioner, upon receipt of Form “C” is required by the Inquests Act, Cap. 24 R.E.2002 to carry out immediately an examination of the body with a view to determining the cause of death and to ascertain the circumstances connected therewith.

10 Where a post-mortem examination is ordered the investigating officer shall:-

(a) attend, and inform the pathologist of any information surrounding the person’s death which may assist in his examination of the body;

(b) ensure that the body is properly identified to the pathologist performing the post-mortem, if possible by a person who witnessed the fatal injuries being inflicted or, failing that, by the person or Police Officer who first discovered the body;

(c) cause all clothing to be removed from the body in his presence and such clothing will be treated in the same way as articles found on the deceased and full details recorded in his notebook. Details of any marks, particularly of a transitory nature, e.g., damp patches, will also be entered in his notebook and subsequently transferred to the Case File.

Any articles which are out required as exhibits, shall be handed over to a person entitled to them, or disposed of in accordance with P.G.O. No. 306.

11 At the conclusion of the post-mortem examinaÿÿon the medical practitioner is required to submit a report, in writing, in the Form "C" of the Inquests Act, 24 Cap. R.E.2002 to the Coroner who issued the Post-Mortem Order. This form sets out the cause of death and is signed and dated by the medical practitioner. One copy is forwarded to the O/C. station concerned who will, on receipt of the copy of Form "C" arrange with the Coroner for a suitable date for the Inquest.

PART II

POST MORTEM EXAMINATIONS AND INQUESTS

Inquests

12 Coroners are not bound by rules of evidence and the police, when acting as Coroner's Officers must collect and present all available information likely to assist the Coroner in deciding on the cause of death.

13 When, during an inquiry, it becomes apparent from the evidence that an offence has been committed in respect of the matter being inquired into by the Coroner and if he is of the opinion that the grounds are sufficient to warrant criminal proceedings, he is required by Section 8 (1) of the Inquests Act, Cap. 24 R.E.2002 to stay the Inquest until the result of such proceedings is known.

14 Where an Inquest has been stayed by the Coroner to enable criminal proceedings to take place and such criminal proceedings have resulted in some person or persons being convicted, acquitted, discharged or if a *Nolle Prosequi* has been entered, the Coroner may :-

(a) re-open the Inquest and hear additional evidence or take cognizance of depositions recorded in such criminal proceedings and thereby arrive at conclusions on which to base his finding; or

(b) if he is of the opinion that no public benefit is likely to result from further inquiries, certify his opinion to that effect on the proceedings, close the Inquest under Section 28 of the Inquests Act, Cap. 24 R.E.2002 and forward a copy of the proceedings to the Director of Public Prosecutions

15 Where the Coroner reaches a finding of murder by person or persons unknown a copy of the proceedings must be forwarded to the Inspector General in accordance with Section 28 of the Inquest Act, Cap. 24 R.E.2002.

17 The Railway Administration will be given sufficient warning to enable them to be represented at any inquiry into the death of any person caused by railway accident.

17 A request for adjournment will be made in all cases where deaths are due to mining activities until an inquiry under the Mining Act, Cap. 123 R.E 2002 has been completed.

18 An Inquest cannot normally be held without a body. The fact that a person is reported missing in circumstances giving rise to suspicion is not in itself sufficient to warrant an Inquest. Where, however, there is evidence to establish beyond any doubt that a person has met his/her death but the body cannot be recovered, then an Inquest may be held (e.g. drowning at sea).

Exhumation

19 A Magistrate's Order in accordance with Section 5 of the Inquests Act, Cap. 24 R.E.2002 must be obtained before an exhumation may be carried out. A witness should be present to identify the grave and, if possible, the body. It is essential that a medical officer be present at the disinterment. Where death by poisoning is suspected, specimen of the earth immediately adjacent to the corpse or coffin should be taken and sealed in jars which will be labelled to show from which position relevant to the corpse or coffin it was obtained, e.g.

"above", "below". Where it is the opinion of the Police Officer or medical officer that the transportation of a corpse from its place of interment to the mortuary might be injurious to public health the post-mortem examination will be conducted at the graveside and the body be re-interred. In all cases where it is necessary to transport should be used and on no account should requests be made for the use of medical ambulances. Expenses incurred in the transport of corpses should be met from the Police Transport and Travelling Vote.

ENTRY AND SEARCH

PART I

General

1. The entry and search of premises shall only be effected, either: -

(a) on the authority of a warrant of search; or

(b) in exercise of specific powers conferred by law on certain Police Officers to enter and search without warrant.

(c) Under no circumstances may police enter private premises unless they either hold a warrant or are empowered to enter under specific authority contained in the various laws of Tanzania.

Entry and search with warrant

2. (a) Whenever an O/C. Station, O/C. C.I.D. Unit or investigating officer considers it necessary to enter private premises in order to take possession of any article or thing by which, or in respect of which, an offence has been committed, or anything which is necessary to the conduct of an investigation into any offence, he shall make application to a Court for a warrant of search under Section 38 of the Criminal Procedure Act, Cap. 20 R.E. 2002. The person named in the warrant will conduct the search.

(b) If the search is to be made between the hours of sunset and sunrise, the Magistrate shall be asked to authorise the execution of the warrant at any hour of the day or night (Section 40 of the Criminal Procedure Act, Cap. 20 R.E. 2002.

(c) Where an officer referred to in (a) above receives information or has reasons to believe that a person wanted in connection with the commission of a criminal offence is in any building, he shall apply to the local Magistrate for a Warrant of Arrest.

(d) Where anything is seized in pursuance of search the officer seizing the thing shall issue a receipt acknowledging the seizure of that thing, bearing the signature of the owner or occupier of the premises or his near relative or other person for the time being in possession or control of the premises, and the signature of witnesses to the search, if any.

(e) Police Officers are reminded that Section 38(4) of the Criminal Procedure Act, Cap. 20 R.E. 2002, states that whoever, being empowered by law to order, authorise or conduct the search or any person, place, building, vessel, carriage or receptacle, vexatiously and without having reasonable grounds for doing, orders, authorises or conducts such search is guilty of an offence and upon conviction is liable to a fine not exceeding three thousand shillings or imprisonment for a term not exceeding one year.

PART II

Entry and search without warrant

3. If a Magistrate cannot be found, or delay in obtaining a warrant of search is likely to prejudice the investigation of a case, entry for the purpose of search may be effected without warrant under specific Sections of the Police Force and Auxiliary Services Act, Cap.322 R.E.2002 and of certain other Acts, provided that the conditions set out in the law are fulfilled in every case.

4. (a) The main legal provisions covering entry for the purpose of search without a warrant are contained in Section 34 (1) of the Police Force and Auxiliary Services Act, Cap.322 R.E.2002, as quoted hereunder: -

"Whenever a Police Officer not being lower in rank than a Assistant Inspector has reasonable grounds for believing that anything necessary of or the purposes of an investigation into any alleged offence which he is authorised to investigate may be found

in any place within the limits of any place or Police Station of which he is in charge, or to which he is attached, and that such thing cannot in his opinion be otherwise obtained without undue delay, such officer after recording in writing the grounds of his belief and specifying in such writing so far as possible the thing for which search is to be made, any, notwithstanding the provisions of Section 38 of the Criminal Procedure Act, Cap. 20 R.E. 2002, search or cause to be searched for such thing in any place within the limits of such police station".

NOTE: "Reasonable grounds for believing" is a question for the Court to decide, having regard to all the circumstances on which the officer bases his belief.

(b) Where officer acts under the provisions of Section 34 (1) of the Police Force and Auxiliary Services Act, Cap.322 R.E.2002 as quoted above, he must issue a search order on P.F. 91 and, if practicable, conduct the search in personÿÿÿÿ he cannot do so and there is no officer of or above the rank of Assistant Inspector present at the time, he may, after recording, in writing, his reasons for so doing, require any Police Officer to make the search and he shall deliver to such officer an order, in writing, on P.F. 91 specifying the place to be searched and, so far as possible, the thing in such place.

(c) Copies of every order made under Section 34 (1) shall be sent to the nearest Magistrate as soon as possible.

5. The powers of entry and search without a warrant contained in Section 34 (1) of the Police Force and Auxiliary Services Act, Cap.322 R.E.2002 are governed, so far as their provisions may apply, by Sections 40, 43 and 44 of the Criminal Procedure Act, Cap. 20 R.E. 2002. These are the Sections which govern the time at which a search warrant may be executed, the manner of its execution and the detention of the property seized. These Sections are quoted below: -

(a) "SECTION 40, CRIMINAL PROCEDURE ACT CAP. 20 R.E. 2002.

Every search warrant may be issued and executed on any day (including Sunday) and may be executed between the hours of sunrise and sunset but the Court may, upon application by a Police Officer or other person to whom it is addressed permit him to execute it at any hour".

(b) "SECTION 43, CRIMINAL PROCEDURE ACT, CAP. 20 R.E. 2002

(i) Whenever any building or other place liable to search is closed, any person residing in or being in charge of such building or place shall, on demand of the Police Officer or other person executing the search warrant, and on production of the warrant, allow him free ingress thereto, afford all reasonable facilities for a search inside and allow him free egress from it.

(ii) If ingress into or egress from such building or other place cannot be so obtained, the Police Officer or other person executing the search warrant may proceed in the manner prescribed by Section 19 or Section 20,

(iii) Where any person in or about such building or place is reasonably suspected of concealing about his person any article for which search should be made, such person may be searched. If such person is a woman, the provisions of Section 26 shall be observed. Section 26 provides that if a woman is to be searched, the search shall be made by another woman with strict regard to decency".

NOTE: For further elaboration of (ii) above, see paragraphs 8 and 9 of this order.

(c) "SECTION 44, CRIMINAL PROCEDURE ACT, CAP. 20 R.E. 2002

(i) When any such article is seized and brought before a Court, it may be detained until the conclusion of the case of the investigation, reasonable care being taken for its preservation.

(ii) If any appeal is made, or if any person is committed for trial, the Court may order it to be further detained for the purpose of the appeal or the trial.

(iii) If no appeal is made, or if no person is committed for trial, the Court shall direct such article to be restored to the person from whom it was taken, unless the Court sees fit or is authorised or required by law to dispose of it otherwise".

6. Where a search is conducted under Section 34 of the Police Force and Auxiliary Services Act, Cap.322 R.E.2002 or under Section 38 of the Criminal Procedure Act, Cap. 20 R.E. 2002, the police are bound by Sub-Section 34 (6) of the Police Force and Auxiliary Services Act, Cap.322 R.E.2002 to permit the occupant, or some other person on his behalf, to attend at the search, if they so with.

Entry and Search to Effect an Arrest without a warrant

7. Whenever possible a Police Officer shall arrest under warrant, but in an emergency, or where a warrant cannot be obtained without undue delay, he may arrest without a warrant, if legally employed to do so. Powers of arrest without warrant are as follows: -

"SECTION 14 – CRIMINAL PROCEDURE ACT, CAP. 20 R.E. 2002"

Any Police Officer may, without an order from a Magistrate and without a warrant, arrest:-

(a) any person who commits a breach of the peace in his presence;

(b) any person who wilfully obstructs a Police Officer while in the execution of his duty, or who has escaped or attempts to escape from lawful custody;

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

(d) any person whom he finds lying or loitering in any highway, yard, or other place during the night and whom he suspects upon reasonable grounds of having committed or being about to commit an offence or who has in his possession without lawful excuse any offensive weapon or house breaking implement;

(e) any person for whom he has reasonable cause to believe a warrant of arrest has been issued;

(f) any person whom he suspects upon reasonable grounds of having been concerned in any act committed at any place out of Tanzania which, if committed in Tanzania , would have been punishable as an offence, and for which he is, under the Extradition Act Cap. 368 or otherwise, liable to be apprehended and detained in Tanzania;

(g) any person who does any act which is calculated to insult the national emblem or the national flag;

(h) any person whom he suspects of being a loiterer".

"SECTION 28 OF THE CRIMINAL PROCEDURE ACT CAP. 20 R.E. 2002"

Additional powers of arrest are given to any officer in charge of a Police station who may arrest or cause to be arrested without warrant:

(a) any person found taking precautions to conceal his presence within the limits of such station under circumstances which afford reason to believe that he is taking such precautions with a view to committing an arrest able offence;

(b) any person within the limits of such station who has no ostensible means of subsistence or who cannot give a satisfactory account of himself,

(c) any person who is by repute an habitual robber, house breaker or thief, or an habitual receiver of stolen property, knowing it to be stolen or who by repute habitually

commits extortion or in order to commit extortion, habitually puts or attempts to put persons in fear of injury".

8. Should a criminal against whom a warrant of arrest is in force, or who is suspected to have committed an offence for which a Police Officer could arrest him without a warrant, enter, or is in any building or place, then that Police Officer may, under Section 19 of the Criminal Procedure Act, Cap. 20 R.E. 2002 after fulfilling certain conditions, enter that building or place, if necessary, by force.

9. Section 19 of the Criminal Procedure Act, Cap. 20 R.E. 2002 is quoted hereunder:

"(1) If any person acting under a warrant of arrest, or any Police Officer having authority to arrest, has reason to believe that the person to be arrested has entered into or is within any house or place, that person or Police Officer shall demand of the person residing in or being in charge of the house or place admission into that house or place, and the person residing in or in charge of it shall allow him free entrance into and afford all reasonable facilities for a search, within that house or place.

(2) If entrance into that house or place cannot be obtained under the preceding Sub-Section, it shall be lawful in any case for a person acting under a warrant, and in any case in which a warrant may issue, but cannot be obtained without affording the person to be arrested an opportunity to escape, for a Police Officer to enter such place and search within it, and in order to effect an entrance into the house or place, to break open any outer or inner door or window of any house or place, whether that of the person to be arrested or of any other person or otherwise effect entry into such house or place, if after notification of his authority and purpose and demand of admittance duly made, he cannot otherwise obtain admittance, subject to Sub-Section (3).

(3) If any such house or place is in an apartment in the actual occupancy of a woman (not the person to be arrested) who, according to custom, does not appear in public, such person or Police Officer shall, before entering such apartment, give notice to the woman that she is at liberty to withdraw and shall afford her every reasonable facility for withdrawing, and may then break open the apartment and enter it."

Search to be Planned

10. When the warrant of search or arrest has been issued, the Police Officer to whom the warrant is directed shall plan the search operation in advance, due consideration being given to the following: -

(a) the object of the search;

(b) the situation of the house or premises to be searched;

(c) the character of the occupants of the house or premises; and

(d) if the property for which search is being made is such that it can be thrown out of the windows on the approach of the search party, or if it is likely that any person on the premises will try and escape, the search party must be of such strength as to permit the cordoning of the house or place to be searched and the personnel placed in such positions that they can see the windows and doors of the premises and prevent the escape of any person therein.

Method of Effecting Entry

11. The officer-in-charge of the party, or the Police Officer about to search, may at his discretion request a local leader or two responsible inhabitants of the area to accompany the search party, unless the circumstances are such that there is no time to secure their services.

12. When the premises to be searched is a dwelling house, the officer-in-charge of the search party shall knock, identify himself, give notice of his authority and the business on which he has come and demand admittance in a firm but Courteous tone. If admittance is

refused or the demand ignore, the officer, after two or three attempts to gain normal admittance, may effect an entrance into the premises by breaking open any outer door or window.

13. When entry is required in order to search for evidence which may be destroyed by the occupants, the officer-in-charge of the search party will proceed in accordance with para. 12, except that he may break it at once if his first demand for admittance is refused or ignored. Where possible, the warrant of search or other authority should be shown to the occupant.

14. Where entry is required in order to effect the arrest of a dangerous or armed criminal or where it is believed the occupants are armed or desperate and armed resistance may be offered, adequate precautions must be taken to reduce the risk of injuries or loss of life. The officer-in-charge of the police party will normally proceed in accordance with para. 13, but may break in without giving advance warning if he considers that it would be too dangerous to do otherwise. The speed with which entry is to be obtained will depend upon the degree of danger to be expected from the occupants.

15. Providing that if any such place is an apartment in the sole occupancy of a woman (not being the person to be arrested) who, according to custom, does not appear in public, such Police Officer shall, before entering such apartment, give notice to the woman that she is at liberty to withdraw and shall afford her every reasonable facility for withdrawing and may then break open the apartment and enter it.

16. It is to be noticed that the police have the same powers for breaking open inner doors and windows to effect entry as they have for breaking open outer doors and windows.

Method of Effecting a Search of Premises

17. Whenever a house or premises is to be searched, it is essential that the search should be thoroughly carried out with as little inconvenience to the occupants as possible and that no unnecessary damage is done to property, and that the search is so conducted that full advantage may be made of the evidence which may be found. The search will be conducted having regard to the following points: -

(a) Where entry is gained to the house or place, the occupier shall be informed of the reasons for the search and shown the search warrant (if the search is by virtue of a warrant). He should then be asked if he has the articles or person for which the search is being made on the premises. The officer should make a note of the reply in his notebook.

(b) The services of the local leader or two independent witnesses, who should be present throughout the search, should be obtained. This is to ensure that he or they may be in a position to give supporting evidence if anything incriminating is found and to refute allegations that the search was roughly carried out and property damaged.

(c) The occupier of the house should be asked if he has any jewellery or money on the premises. If he has, he should be asked to produce them and if they are not the property for which search is being made) they should then be retained by the occupier on his own person. This will effectively prevent any subsequent allegations that money, watches or jewellery were stolen by a member of the search party.

(d) The search should be methodically carried out to ensure that no part of the premises is missed.

(e) When all the rooms of the building have been searched, the outhouses, roofs, gardens, tops of trees, etc., should then be searched.

(f) If anything incriminating is found, a note shall be made of the place, i.e., cupboard, box, etc., in the officer’s notebook. This is necessary as it may be subsequently alleged that the article was found in the room of a lodger or some other person or, possibly, planted in the house by an enemy. The officer finding the article should also note the

approximate position of the article in relation to a window or door which is accessible from the outside.

(g) Care should be exercised when conducting a search to ensure that no damage is done to property and that property is not unnecessarily disturbed. Where, for instance, clothing, etc., is removed from cupboards or boxes, it should be replaced as it was before commencement of search before leaving premises.

18. On completion of the search, a search report will be made out at the scene, giving details of all articles seized, a copy of which shall be handed to the occupier.

19.The search report shall state clearly that nothing other than the articles enumerated on the report were taken away and that no damage was done. The occupier should be asked if he is satisfied that the search was conducted in proper manner and, if he replies in the affirmative, the fact should be stated in the search report. The Police Officer conducting the search, the occupier of the premises, if he is willing, having been asked, the local leader or two responsible inhabitants should sign the report.

Search of vessel, boat, aircraft or vehicle

20.Police Officers are also empowered by the Section 25 of the Criminal Procedure Act, Cap. 20 R.E. 2002 to stop, detain and search vessel, boat, aircraft or vehicle. The Section states as follows:-

(1) Subject to the provisions of Sections 50 and 51 of this Act (CPA), any Police Officer may do any or all of the following things namely, stop, search and detain:–

(a) any vessel, boat, aircraft or vehicle in or upon which there is reasonable cause to suspect that there are:–

(i) any stolen goods;

(ii) any things used or intended to be used in the commission of an offence;

(iii) without lawful excuse, any offensive weapons, an article of disguise or any article prohibited under any law;

(b) any person who is reasonably suspected of having or conveying in any manner any of the articles mentioned in paragraph (a).

(2) Subject to the provisions of Subsection (3), if at the expiry of the time referred to in Section 50 for interviewing a person no application for extension of time is made or if the application is made and refused, the vessel, boat, aircraft, vehicle, or the person, as the case may be, shall be released and in the case of the latter, any goods seized from him shall be restored to him.

(3) Where the time for interviewing a person is extended pursuant to an appropriate application referred to in Subsection (2), a Magistrate shall, where it is necessary, order that any vessel, boat, aircraft or vehicle be detained in order to facilitate further investigation or for use as an exhibit in Courÿÿproceedings.

INVESTIGATION –CHARGES

1. (a) When an accused person who has been arrested without a warrant is brought before a Magistrate, a formal charge, containing a statement of the offence with which the accused is charged, shall be signed and presented by the Police Officer preferring the charge.

(b) Charges to be laid before the subordinate Courts will be drawn up on P.F. 9, in duplicate, with particular care and in accordance with the following instructions :-

(i) Name, tribe/nationality; address, age and occupation of accused will be entered in the space at the top of P.F. 9.

(ii) The statement of offence will be set out in ordinary language following the words used in the Section of the law, as far as possible avoiding technical terms, e.g.,

"Assaulting a Police Officer in the due execution of his duty, contrary to Section 243 (b) of the Penal Code, Cap.16 R.E. 2002".

(iii) The particulars of the offence(s) will be set out in ordinary language, avoiding technical terms, e.g.,

"John s/o Salim ..... did assault (or resided) (or wilfully obstructed) one ..... officer at the time acting .....".

(iv) Each count will be numbered separately and will contain the statement of offence and the particulars of the offence.

(v) The signature of the prosecutor and the Date and Station will be entered at the foot of the charge form.

(vi) The duplicate copy of the charge (P.F. 9) will be filed in the Case File or Minor Offence Docket (vide para. 7 (g) of P.G.O. No. 286).

2. O/C. Districts and Stations shall ensure that :-

(a) The particulars of the offence contain sufficient factual details to support the charge;

(b) The particulars of the offence refer only to the charge;

(c) The charge and the particulars of the offence form the sole basis for each prosecution (i.e. prosecuting officers must confine themselves to proving the offence alleged in the charge).

3. (a) Officers will comply with the provisions of Section 138 of the Criminal Procedure Act, Cap. 20. Particular attention is to be given to the following points :-

(i) The necessity of specifying in every theft charge the owner of each article of stolen property and the value thereof.

(ii) Where there is a Section specifying the penalty, it must be quoted in the charge as well as the Section defining the offence.

(iii) State the time of the offence where this is an essential element of the charge bearing in mind the definition of "night" under Section 5 of the Penal Code, Cap.16 R.E. 2002 .

(iv) Care must be taken not to omit the words "with intent to defraud (or deceive)" under such charges as false pretences.

(v) In framing charges in respect of escapes from lawful custody, the Courts require that the circumstances in which the accused escaped should be set in the

charge, e.g., whether on remand, under Court warrant, after lawful arrest and before being brought to Court, or after conviction by a Court.

(vi) In cases of causing grievous bodily harm, the nature of the harm suffered by the complainant must be set out in the charge, e.g., fractured left forearm, etc.

(vii) Charges falling within the scope of Sections 266 to 275 of the Penal Code, Cap.16 R.E. 2002 (both inclusive), must contain a reference to section 265 of the Penal Code, Cap.16 R.E. 2002 similarly where theft is an element of any other charge, e.g., burglary, then a reference must be made in the charge to section 265 of the Penal Code, Cap.16 R.E. 2002.

(viii) Where the charge alleges intent to commit a felony, the felony must be specified, e.g., breaking and entering a dwelling house with intent to commit rape.

(b) Where one act constitutes a number of different charges, for example, one act amounting to manslaughter killing more than one person, each killing will be a separate count and the charges will be cumulative. An example would be robbery where the articles stolen were rough and uncut diamonds. The offender would be committing the offence of robbery and the offence of being in unlawful possession of diamonds.

(c) A person who wounds another in order to steal will be charged with robbery and, in the alternative, with unlawful wounding. Thus, if the Magistrate considers that the evidence is insufficient to prove theft, a conviction may be entered on the alternative charge of unlawful wounding. The correct method of presenting such a charge is to charge the major offence first (i.e., robbery) and then state in the charge sheet that the second offence of unlawful wounding is alternative by inserting the words "IN THE ALTERNATIVE" immediately before the second count. This will make it clear to the Court that the charges are alternative and the prosecutor may go further, wherever necessary, and point out to the Court that if a conviction is entered on an *alternative count* no conviction should be entered on any other count charged in the alternative. If the case goes on Appeal, and the Appellate Court considers that one of the other alternative charges by reasons of an acquittal by the Lower Court. Where it is open to a Court to convict for a minor offence under Sections 181-187 of the Criminal Procedure Act, the minor offence should never be charged in the alternative.

(d) When it is proposed to bring two or more charges against an accused and one of the charges requires the Director of Public Prosecution's consent, the remaining charges are not to be proceeded with until the director of public prosecution's instructions have been obtained. The covering letter or summary forwarded to the Director of Criminal Investigation with the Case File must state the nature of any other charges which may be pending.

(e) An accused person may be charged under Section 311 of the Penal Code, Cap.16 R.E. 2002, with the offence of receiving or retaining.

(f) Where a person commits arson with an intention to kill or a reckless indifference to the possibility that death will follow, the charge will be murder. If the death was caused only in furtherance of the intent to commit arson and there is no question of a reckless indifference to the possibility that death will follow, the Case File will be submitted to the Director of Criminal Investigation for advice as to the charges to be laid. Where a person sets fire to occupied premises and there is evidence that he intended to kill someone, even though he does not do so, the charge will be attempted murder and a second charge of arson will be added. Where a person is injured as a result of arson, a charge of unlawful wounding contrary to Section 222 will be added, provided the evidence so warrants, to the charge of attempted murder and to the charge of arson.

INVESTIGATION – DYING DECLARATIONS AND DEPOSITIONS

Dying Declarations

1. A dying declaration is a statement made by a dying person as to the facts and circumstances which is likely to cause his death. In accordance with Section 35A of the Evidence Act, Cap. 6 R.E. 2002 such statement is admissible in evidence in any proceedings in which the cause of death of the person making the statement comes into question and is admissible whether the person was or was not at the time the statement was made, in expectation of death.

2. Any Police Officer who is satisfied that a dying person wishes to make such a declaration shall, if time permits, request a Magistrate to attend and take the declaration.

3. If the Police Officer is of the opinion that the attendance of a Magistrate cannot be secured in time he will himself record the declaration.

4. The Police Officer shall record the declaration in his notebook or on a statement form (P.F. 2A) in the declarant's own words.

5. The declaration should be taken down in the language in which it is made and, if it is not a continuous statement but was given in answer to questions, the exact questions and answers should be noted.

6. When a declaration has been recorded, the Police Officer will read it over to the declarant and ask him to sign it by a signature or thumbprint.

7. The Police Officer will then himself sign the declaration as well as any other person who was present and heard it.

8. A dying declaration may be recorded by any person, although it is preferable that it be taken by a Magistrate or a Police Officer.

9. The person, if any, accused of causing death need not be present when the declaration is made, but if he is present, the injured person should be given the opportunity of identifying him and anything said by the accused person should also be recorded.

Depositions of Persons Dangerously Ill

10. Section 252 of the Criminal Procedure Act, Cap. 20 R.E. 2002, provides that :-

"Whenever it appears to any Magistrate that any person who is dangerously ill or hurt and not likely to recover is able and willing to give material testimony relating to any offence, and it is not practicable to take such persons evidence in accordance with the provisions of this Act, the Magistrate may take in writing, a statement on oath or affirmation of such person and shall record therein his reason for taking the same and the date and place when and where the same was taken and shall subscribe the same and certify that it contains accurately, the whole of the statement made by such person and shall preserve such statement and file it for record, provided that where the statement is that of a person who by reason of immature age or want of religious belief ought not, in the opinion of the Magistrate *age or want of religious belief ought not, in the opinion of the Magistrate*, to be sworn or affirmed, the statement may be taken without oath or affirmation".

11. Where any person is under a charge or has been committed for trial in respect of an offence to which such statement is expected to relate, reasonable notice shall be given of the intention to take such statement both to the prosecutor and to such person. If such person is in custody, he may and shall if he so requests, be brought by the officer in whose charge he is, under an order, in writing, of the Magistrate, to the place where the statement is to be taken. (Section 253 of the Criminal Procedure Act, Cap. 20 R.E. 2002).

12. Every such statement, duly subscribed and certified by the Magistrate, in the manner required in paragraph 10, shall, without further proof, be admissible in evidence at any summary trial, preliminary inquiry or trial before the High Court, in which the accused person is charged with the offence to which such statement relates provided that :-

(a) the Court is satisfied that the person who made such statement is dead, or that his attendance cannot be procured without delay, expense or inconvenience which in the circumstances of the case would be unreasonable;

(b) the accused person received notice of the intention to take such statement as provided in paragraph 11 above and had or might have had, if he was chosen to be present, full opportunity of cross-examining the deponent. (Section 255 of the Criminal Procedure Act, Cap. 20 R.E. 2002.)

13. The law on the subject is contained in Sections 252 – 255 of the Criminal Procedure Act, Cap. 20 R.E. 2002.

14. Such depositions will be admitted in evidence on :-

(a) proof that the deponent is dead or that for any other sufficient cause his attendance cannot be procured;

(b) proof that reasonable notice, in writing, of the intention to take such deposition had been given to the person against whom it was proposed to be entered in evidence and that such person had both the right and opportunity to cross examine the deponent.

INVESTIGATION - EXHIBITS

Classification of Exhibits

1. Exhibits for the purposes of this Order include :-

(a) stolen property and any property the possession of which may be the subject of a Criminal prosecution;

(b) objects which may connect a person with an offence or incident, such as articles bearing fingerprints, footprints particles of dust, blood stained clothing, hairs and fibres;

(c) instruments with which an offence is committed, such asguns, knives, cartridges;

(d) documents which are relevant in the investigation of an offence.

2. (a) The police are responsible for each exhibit from the time it comes into the possession of the police, until such time as it is admitted by the Court in evidence, or returned to its owner, or otherwise disposed of according to instructions;

(b) The proper identification and safe custody of an exhibit is initially the responsibility of the officer-in-charge of the investigation. The chain of evidence as to its discovery and subsequent custody will be reduced to as few persons as possible and the Police Officer who first obtained possession of the exhibit will produce it in Court;

(c) Nothing in this order relieves the O/C. Station of his responsibility for ensuring intelligent supervision of the safe custody of exhibits and should he consider it necessary, he will issue special instructions or take additional precautions to ensure the safe custody of any particular exhibit.

Handling of Exhibits

3. Exhibits are vital evidence, their preservation or loss will depend upon the manner in which they are handled and examined. The Police Officer first at the scene of a crime or incident in an urban area or near a Police Station shall ensure that exhibits are not touched and that the scene is kept intact until the investigating officer arrives.

4. (a) On arrival at the scene of a crime or incident, one of Police Officer's primary duties is to protect exhibits. He shall not handle exhibits unless it is absolutely necessary to move them to a place of safety to prevent interference until the arrival of the investigating officer. Exhibits on which there may be fingerprints shall be handled with the greatest care.

(b) If the scene of crime is in the open and the weather is bad, the Police Officer shall take steps to protect any exhibit, particularly footprints, by covering them with a box, empty carton, bucket or some such covering.

(c) If a Police Officer is obliged to move an exhibit to a place of safety, he shall record exact particulars of his actions in his note book in accordance with paragraph 6 (f) of P.G.O. No. 282.

(d) In isolated areas where experienced investigating officers are not available, the Police Officer first at a scene of a crime or incident will as far as possible take action in accordance with para. 5.

5. The investigating officer shall take such steps as he considers necessary on arrival at the scene of a crime or incident to :-

(a) photograph the scene and the position of exhibits;

(b) call in a fingerprint expert to examine the scene and exhibits;

(c) search for further exhibits by making a systematic search at the scene and if necessary, take further photographs;

(d) take measurements for a plan;

(e) take notes concerning the circumstances in which exhibits are found;

(f) remove exhibits to a place of safety or guard them *in site*.

6. Very strict precautions will be taken when handling articles which might bear a fingerprint at scenes of crime which are not visited by fingerprint experts. For example :-

(a) a tumbler or similar article shall be handled with one finger on the rim and a thumb under the base;

(b) a piece of glass shall be handled by the edges without touching the flat surfaces;

(c) a bottle shall be handled with one hand on the rim of the opening and the other hand under the base;

(d) a knife shall be handled with one finger (or cork if too sharp) at the end of the blade and a finger of the other hand at the end of the handle;

(e) a firearm shall be so handled that no fingerprint evidence is in any way disturbed. Under no circumstances may a firearm be picked up by placing a pencil or piece of wood up the barrel as this may interfere with material evidence. Generally a firearm shall not be unloaded, but strict security precautions will be taken to avoid accidents. No attempt will be made to try the mechanism or discharge the weapon;

(f) a suspect vehicle shall be immediately impounded and left in safe custody under cover until it has been examined. It may be necessary to examine the vehicle where it is found in order to avoid loss or damage to evidence (fingerprints, etc.);

(g) when searching the clothing or person of a suspect special attention shall be paid to trouser flies, turn-ups, edges of cuffs or inside folds of rolled up shirt sleeves, the inside of pockets and footwear. These shall be examined for stains or marks or adhering matter. Attention shall be paid to fingernails and hands.

7. (a) Exhibits which bear or may bear any fingerprint, mark, or any other surface impression which might be of value as evidence, shall not be wrapped in a handkerchief, paper or other material nor handled with gloves. Every care shall be taken to preserve exhibits intact while in transit to the police station.

(b) Exhibits for scientific examination should be wrapped separately and never allowed to come into direct contact with each other.

Labelling of Exhibits

8. The investigating officer shall attach an Exhibit Label (P.F. 145) to each exhibit when it comes into his possession. The method of attaching labels differs with each type of exhibit. In general, the label shall be attached so that there is no interference with any portion of the exhibit which requires examination.

9. In some cases a stick-on label will be required; for example, on tumblers, bottles, china or pieces of glass. Care must be taken to ensure that the label does not cover any suspect mark or print.

10. A tie-on label shall be attached to clothing. The string should be passed through a button hole or a piece of thread attached to the side of the garment clear of any evidence of stains or marks. The position of labels on clothing shall be such that, when the garment is folded, the label hangs on the outside and can be seen without unfolding the garment.

11. Exhibit Labels shall be attached to documents with paper clips, pins shall not be used. Documents shall be folded, marked with numbers or other inscriptions.

12. Exhibit Labels shall always be attached to the exhibit itself and not to any wrapping which may be used while transporting the exhibit from one place to another.

13. If the exhibit is a quantity of powder or liquid, i.e. bhang, sugar, flour, alcohol, etc., it will, if possible, first be weighed together with its container, before being placed in the exhibit store.

14. (a) The registered number on the Exhibit Label shall be the Case File or Minor Offence Docket number.

(b) In addition, the exhibit register serial number will also be entered on the Exhibit Label.

15. Whenever an exhibit is passed from the custody of one officer to that of another, the officer who hands over the exhibit shall record in the presence of the latter officer the name, rank and number of the officer to whom he hands over the exhibit and the date and time of the handing over on the back of the Exhibit Label (P.F. 145).

Recording of Exhibits

16. Particulars of each exhibit shall be recorded in columns 1 to 5 of the exhibits register (P.F. 16) by the O/C. Station or other Police Officer deputed by a commanding officer to keep the register, as soon as the exhibit has been brought to a station.

17. (a) Column 6 of the Exhibit Register shall be completed by the officer who receives and places the exhibit in the store for safe custody.

(b) Any movement of an exhibit after it has been placed in the store shall be recorded in Columns 7 to 11 of the Register.

(c) Column 12 shall be completed when the exhibit is finally handed into Court against receipt on P.F. 137.

(d) Column 13 shall be completed when the exhibit is returned to the owner or destroyed by the O/C. Station as having no value or on the order of a Court or the owner.

18. (a) Each exhibit in a crime or incident shall be recorded under a separate item number in column 4 of the exhibit register, except in the case of a number of identical exhibits which may be recorded in one entry and the quantity only recorded (for example, 20 tins of milk of the same brand and size recovered in a theft case at the same place and time).

(b) A black line shall be drawn below the last exhibit entry of each case, allowing for sufficient space to record the movement of exhibits.

Custody of Exhibits

19. The keys of the exhibits store will be kept by the O/C. Station or by an officer specifically nominated by him and the holder will be responsible for the contents of the store, provided that in no case will be key be held by an officer below the rank of Sergeant Major unless otherwise provided in local Station Standing Orders.

20. Valuable exhibits, such as jewellery and cash, shall be sealed in a Valuable Property Envelope (P.F. 166) and kept in the safe or cash box. Particulars shall be entered in the safe or cash box register as the case may be.

21. Special arrangements shall be made by the O/C. Station to store petrol, kerosene and all explosive or dangerous exhibits.

22. Arms and ammunition shall, where possible, be stored in the Police Station Armoury.

23. Animals, where possible, will be retained by their owners, provided full particulars such as colour, marking, brand marks, etc., have been recorded and, if practicable, photographs taken. Before returning an animal to the owner, an undertaking, in writing, will be obtained from him by the investigating officer, that they will produce the animal when called upon to do so. If animals are retained in police custody they will be placed in the Government pound. When an animal is suffering from an injury or disease, the Magistrate will be asked to give instructions regarding its disposal.

24. Exhibits which are too bulky to be placed in the exhibits store shall be kept in a safe place. All other exhibits shall be kept in the exhibits store.

25. Perishable exhibits which cannot easily be preserved until the case is heard, shall be brought before the Magistrate, together with the prisoner (if any) so that the Magistrate may note the exhibits and order immediate disposal. Where possible, such exhibits should be photographed before disposal.

26. When an exhibit is temporarily removed from and returned to the exhibits store, an entry shall be made in the Exhibits Register (P.F. 16).

Packing of Exhibit

27. When an exhibit is taken or sent any distance, it shall be carefully packed to avoid interference with evidence. The officer responsible for packing an exhibit shall satisfy himself that the method chosen is adequate to prevent :-

(a) loss during transit;

(b) contamination from packing or outside sources;

(c) damage from jolting or crushing;

(d) damage from leakage, escape, ignition, corrosion or explosion.

28. (a) When an investigating officer requires the pathological or chemical examination of an exhibit, he will arrange for its dispatch and collection and shall prepare P.F. 180 in duplicate, and submit to the Pathologist/Government Chemist.

(b) In the case of exhibits for handwriting, ballistic, finger, palm or footprint examinations, Parts I & II of P.F. 118 will be completed and parts II & III forwarded to the Forensic Bureau with the exhibit. Part I shall remain in the book as a record. On completion of the examination by the Forensic Bureau Part III of P.F. 118 will be returned to the originating Station endorsed with the result of the examination. It will then be filed in the Case File and entries made in the Investigation Diary, showing date of dispatch, date of return and the number of the P.F. 118.

(c) It is the duty of the investigating officer to pack, seal and dispatch an exhibit by the most suitable method, bearing in mind its value. An exhibit destined for analytical examination which is of a perishable nature, will be dispatched by the quickest method, usually by hand of a Police Officer who has a special responsibility in this connection.

(d) If the exhibit is dispatched by post, it will be registered. The registration receipt number will be entered in the Investigation Diary and the receipt itself posted on the copy of the covering letter or the P.F. 180.

(e) An officer bringing an exhibit to Dar es Salaam will be instructed to report on arrival to the O/C. Forensic Bureau, who will arrange for the officer and exhibit to be conveyed to the Pathologist/Chemist. If an exhibit can suitably be returned by post, the escorting officer will be instructed to return to his Station immediately. He will, in this event, be given a receipt for the exhibit or his marching order will be endorsed certifying safe receipt or otherwise of the exhibit and stating the method proposed for its return.

(f) Examinations, as indicated, are undertaken by the following laboratories:-

(i) Bloodstains, seminal stains, and all pathological inquiries to the senior pathologist, medical laboratory, Dar es Salaam.

(ii) Drugs, traditional medicines, poisons, including arrow poisons, viscera (where poisoning is suspected) to the Government Chemist, Medical Laboratory, Dar es Salaam.

(iii) Finger, palm and footprints, handwriting, ballistics, to the Forensic Bureau, C.I.D., H.Q., P.O. Box 9094 Dar es Salaam.

29. Each exhibit shall be packed separately.

30. Wax seals shall be placed on the wrapping of each exhibit in such a manner as to prevent interference with the wrapping unless the seal is broken. Each person who takes over an exhibit in its packing shall examine the seals and ensure that they are intact when he receives it.

31. It is most important that a complete record of every person who handles an exhibit is maintained. This evidence may be required to prove in Court that there has been no interference with the exhibit from the time it comes into the hands of the police until it is produced in evidence in Court. This record shall be made on the Exhibit Label (P.F. 145). Each officer who takes over an exhibit shall also make a record in his note book of the date, time and place, and the person from whom he took it over. He shall obtain a receipt in his note book for the exhibit when he hands it over.

32. (a) Exhibit for pathological or chemical examination shall only be forwarded under cover of P.F. 180.

(b) Where expert examination is required of any other exhibit, a report giving concise details of the case and description of the exhibit shall be forwarded, together with the exhibit. A copy of the report will be sent by hand of escort or by separate post.

33. A typed list of case exhibits shall always be included in every Case File.

Final Disposal of Exhibit

34. (a) When exhibits are admitted into evidence by a subordinate Court or examining Magistrate, the prosecutor is responsible for preparing and submitting a Court Exhibit Receipt on P.F. 137 to the Magistrate and for obtaining that Magistrate's signature on the receipt during or immediately on the termination or the trial or preliminary Inquiry.

(b) The prosecutor is responsible for ensuring that the relevant receipt serial number is entered in Column 12 of the Court Exhibit Register on his return to the Police Station.

(c) A receipt will not be removed from the book in which it is bound and investigating officers will check receipt serial numbers against the relevant entries in the Court Exhibit Register. When not in use, receipt books will be kept under lock and key.

35. Where the Court orders the disposal of an exhibit by police, the prosecutor is responsible for returning the exhibit to the Police Station and handing it over to the O/C. station. A record will be made by the prosecutor in the exhibit register in column 12 of the Court order. The directions of the Court will be carried out by O/C. Station.

36. In cases where the Court declines to give directions as to disposal, the exhibit will be returned to the exhibits store by the prosecutor and the O/C. Station will seek instructions from the Regional Commander.

37. Exhibits to which paragraphs 34, 35 and 36 are not applicable shall be returned to the owner unless the Court otherwise directs, or transferred to the Found Property Register, if ownership is in doubt. The final handing over of an exhibit will, without exception, be carried out by the O/C. Station. A person receiving the exhibit will sign the exhibit register at Column 13.

Retention of Exhibits in Undetected Cognisable Offences

38. In undetected cognisable cases, exhibits shall be retained indefinitely unless the Regional Commander otherwise directs.

INVESTIGATION – FINGER PRINTS

NOTE: The authority to take finger prints of persons in lawful custody is contained in Section 35 of the Police Force and Auxiliary Services Act, Cap.322 R.E.2002 and Section 59 of the Criminal Procedure Act, Cap. 20 R.E. 2002. A copy of Section 35 and Section 59 respectively are attached at Appendix "A".

1. The O/C. Stations shall take or cause to be taken on Finger Print Form (P.F. 14B) the finger prints of any person who :-

(a) is in lawful custody charged or convicted with/of an offence;

(b) is the subject of a Police Supervision Order.

2. The O/C. Station shall, on the detention of a person (not yet tried), take or cause to be taken the finger prints of that person on P.F. 14B as follows :-

(a) IN CASES FOR TRIAL BY SUBORDINATE COURTS

One copy of P.F. 14B, together with the P.F. 75, completed in full, shall be submitted to the Forensic Bureau without delay. If it is desired to ascertain the number of previous convictions, of an accused person by signal, the letter "T" will be endorsed in red in the top left hand corner of the finger print form. If, as a result of the reply from the Forensic Bureau it is decided to send a prisoner to the High Court for trial, the O/C. Station will submit a further set of finger prints on the finger print form, quoting the relevant T.C.R.O. number and requesting a certificate of previous convictions.

(b) IN CASES FOR TRIAL BY HIGH COURT

Two copies of Finger Print Form (P.F. 14B), marked on the top left hand corner in red "H.C.", together with the P.F. 75 completed in full, will be forwarded to the Forensic Bureau, without delay.

3. Whenever a person has been brought to trial and convicted before a subordinate Court and provided that person's finger prints have not been recorded in accordance with paragraph 2 of this Order, the O/C. Station shall, without delay, take or cause to be taken, the finger prints of that person on Finger Print Form (P.F. 14B) and shall submit same to the Forensic Bureau, together with P.F. 75, the result of Case Form (P.F. 102) and the Committal Warrant where applicable.

4. Where there is reason to believe that a person detained or convicted has a previous conviction(s) in a country outside Tanzania, the O/C Station shall take or cause to be taken two extra copies of that person's finger prints on form P.F. 14B for each country in which the conviction is suspected.

Single Finger Prints – Action taken by O/C. Station

5. When a person is in custody charged with :-

(a) breaking and entering; or

(b) theft of or from a motor vehicle; or

(c) any offence, and it is suspected that the accused has previous convictions for offences at (a) and (b) above;

an additional set of his finger prints will be taken on the Single Finger Print Form P.F. 15 and forward with the Finger Print Form P.F. 14B to the O/C. Forensic Bureau in accordance with paragraphs 2 and 3 of this order.

The only entries to be made on the Single Finger Print Form P.F. 15, are :-

(i) name of person;

(ii) T.C.R.O. number (if known);

(iii) date;

(iv) station;

(v) signature of officer taking finger prints.

6. Where a person who is not a Tanzanian national by origin is detained or convicted, two extra copies of the finger prints on Form P.F. 14B, endorsed with the country of origin of the person, shall be forwarded to the Forensic Bureau. For the purpose of this Order a person is also considered not to be a Tanzanian national by origin if he became a Tanzanian national by naturalisation.

7. Any person refusing to have his finger prints taken in accordance with paragraph 1 shall be charged with an offence C/S. 35 (2) of the Police Force and Auxiliary Services Act, Cap.322 R.E.2002, and after such conviction reasonable force may be used to record his finger prints.

8. Finger prints shall be recorded in the manner laid down in Appendix "B" of this Order. The officer who records the finger prints shall ensure that the person whose finger prints have been recorded, signs or laces his right thumb impression in the appropriate place on the back of the finger print form (P.F. 14B). He shall then place the prisoner's right fore finger impression in the appropriate place below the signature or the thumb impression.

Procedure at Forensic Bureau on Receipt of finger print form (P.F. 14B)

9. On receipt of Finger Print Form (P.F. 14B) the O/C. Forensic Bureau shall cause search to be made in the finger print records and take action in accordance with the following paragraphs.

Finger Prints of Persons in Lawful Custody (not yet tried)

10. (a) If no record of previous convictions is traced the Station will be notified by:-

(i) result of Search Form (P.F. 102A) in duplicate;

(ii) result of Case Form (P.F. 102) bearing Case File number, name of accused and temporary T.C.R.O. Number.

(b) If a previous record is traced the O/C. Forensic Bureau will forward to the Station :-

(i) result of Search Form (P.F. 102A) in duplicate;

(ii) result of case form (P.F. 102) bearing Case File Number, name of accused and T.C.R.O. Number;

(iii) the person's record (P.F. 18B);

(iv) a copy of the person's previous convictions on P.F. 18C;

(v) a Thermofax copy of P.F. 18C in respect of all persons who have had more than one previous conviction.

Finger prints of persons brought to trial and convicted

11. (a) If no record is traced, the station will be informed by result of search form (P.F. 102B) in duplicate.

(b) If a previous record is traced, the O/C. Forensic Bureau will notify the Station and prisons authority by :-

(i) result of Search Form (P.F. 102B) in duplicate;

(ii) copy of the person's convictions on P.F. 18C.

Action by O/C. Forensic Bureau on Receipt of Single Finger Print Form (P.F. 15)

12. On receipt of Single Finger Print Form P.F. 15, the O/C. Forensic Bureau will cause it to be classified under the "Two Hand System" and file it in a regional index.

Action by O/C station on Receipt of P.F.'s 102A/102B/18B/18C from Forensic Bureau

13. (a) ON CONVICTION

(i) Where no previous conviction was traced

Obtain copy of Committal Warrant (where applicable) and submit the same via the Regional C.I.D. Officer to the Forensic Bureau, together with a Result of Case Form (P.F. 102 received from F.B.) completed in full. The duplicate copy of Form 102A shall be sent to the O/C. of the prison to which the prisoner is committed, together with the original Committal Warrant.

(ii) Where a previous record was traced

Obtain a copy of the Committal Warrant (where applicable) and submit same via the Regional C.I.D. Officer to the Forensic Bureau, together with the result of Case Form (P.F. 102 received from F.B.). The duplicate copy of Form P.F. 102A and the convictions on P.F. 18C shall be sent to the O/C. of the Prison to which the prisoner is committed, together with the original Committal Warrant, If the accused has more than one previous conviction, the Thermofax copy of P.F. 18C shall be handed to the Magistrate for retention on the Court file.

(b) ON ACQUITTAL OR DISCHARGE

The Result of Case Form (P.F. 102 received from F.B.) will be endorsed with result of case and will be returned to the Forensic Bureau, together with any other documents received from the Forensic Bureau, viz., P.F. 18B or 18C.

Denial of Previous Convictions

14. (a) On denial of previous convictions in a Subordinate Court the prosecuting officer shall :-

(i) request a remand;

(ii) cause a further set of the prisoner's finger prints to be taken on Finger Print Form (P.F. 14B) and submit the same to the Forensic Bureau with a request for a certificate of previous convictions.

(b) On receipt of finger prints and request as at (a) (ii) above the O/C. Forensic Bureau shall prepare and dispatch by airmail a certificate of from Station on Finger Print Form (P.F. 18A) and the second set of the finger prints received from Station of Finger Print Form (P.F. 14B).

Proofs of previous convictions

15. Previous convictions are proved by the production of a certificate of previous convictions (P.F. 18A), together with a set of finger prints on the finger print form (P.F. 14B) which have been searched at the Forensic Bureau. The finger prints on the Finger print form (P.F. 14B) must be produced by the persons who took the finger prints.

Prisoners Sentenced to Death

16. Where a person is convicted and sentenced to death, the Gazetted Officer on duty in the High Court at the time sentence is passed shall :-

(a) take immediately on the Finger Print form (P.F. 14B) a set of the finger prints of the person sentenced;

(b) complete the Result of Case Form (P.F. 102) received from the Forensic Bureau;

(c) obtain the copy of the Committal Warrant;

(d) dispatch the forms referred to in (a), (b) and (c) above to the O/C. Forensic Bureau.

NOTE: *On no account will these be delayed until the end of the Sessions.*

Criminal Appeal or Revision

17. If on appeal or revision the original sentence is revised, the Forensic Bureau shall notify the Station concerned of such revision.

General

18. RECORD FORM (PF. 18B) AND PREVIOUS CONVICTIONS FORM (PF. 18C)

(a) Under no circumstances will Criminal Record Form (P.F. 18B) or the Previous Convictions Form (P.F. 18C) be handed into the Court as exhibits. Neither will any entries, alterations or additions be made to the Record Form (P.F. 18B).

(b) Finger prints of persons acquitted or discharged will not be retained by the Forensic Bureau, but will be destroyed and a note made in the Finger Print Register by the O/C. Forensic Bureau on receipt of such information.

(c) Finger prints of persons against whom no legal proceedings are instituted shall be destroyed by the Forensic Bureau.

(d) Finger Print Forms etc. will not be forwarded to any Bureau or place outside Tanzania except through the O/C. Forensic Bureau, Dar es Salaam.

(e) Finger prints of accused persons submitted to the Forensic Bureau for search require no covering letter.

(f) Finger Prints of other than accused persons submitted to the Forensic Unit e.g member of Force, vetting for Government or other institutions etc. must be accompanied by a covering letter.

(g) Where the T.C.R.O. number is known this should always be quoted.

(h) All communications concerning finger prints, records, photographs, *Police Gazette*, etc., will be addressed to the O/C. Forensic Bureau, P.O. Box 9094, Dar es Salaam.

(i) All correspondence in respect of deportees, expelled persons, supervisee, prisoners' finger prints, prisoners' photographs, pervious convictions, criminal revisions, liberations etc., will always be conducted under the T.C.R.O. number reference.

Death of Registered Criminals

19. When the death of a registered criminal is known, the O/C. Station will forward this information attached with the finger prints to the Forensic Unit quoting the relevant T.C.R.O. No. and the circumstances of death.

Contracted fingers and finger prints of dead persons

20. Cut blank finger print forms into strips along the "Fold" lines – do not cut away the numbers and designation of the digits. Place the first strip (right hand) in position in the "spoon" by loosening the winged nut and pushing up the clamp. The top of the strip will then be inserted under the clamp while the bottom of the strip is inserted in the flange on the spoon. Push the strip into the "spoon" until the space provided for the right thumb is in position when the winged but must be tightened until the clamp holds the strip firmly. Ink the right thumb with the roller. Place the thumb within the curve of the spoon and press it down on to the paper firmly. The winged nut should then again be loosened and the strip pushed through until the second space is in position. When both hands have been taken, the strips must be pasted in position on a blank Finger Print Form.

APPENDIX "A"

(To P.G.O. No. 230)

SECTION 35 POLICE FORCE AND AUXILIARY SERVICES ACT, CAP.322 R.E.2002: POWER TO TAKE FINGER PRINTS, PHOTOGRAPHS, ETC OF ACCUSED OR CONVICTED PERSONS

"(1) Any Police Officer in charge of a police station or any Police Officer investigating an offence may take or cause to be taken measurements or, prints of the hand, fingers, feet or toes of, or recordings of the voice or, photographs of, or samples of the handwriting, of any person who is charged with an offence, whether such person is in lawful custody of the police or otherwise where such measurements, prints, recordings, photographs or samples, as the case may be, are reasonably believed to be necessary for the identification of the person with respect to, or for affording evidence as to the commission of an offence for which he is in custody or charged.

(2) Any Police Officer in charge of a police station or any Police Officer investigating an offence may take or cause to be taken measurements prints of the hands, fingers, feet or toes, recordings of the voice, photographs, or samples of the handwriting, of any person who is not charged with any offence where such measurements, prints, recordings, photographs or samples, as the case may be, are reasonably believed to be necessary for facilitating the investigation of any offence.

(3) No person who is in lawful custody or who is charged but not in lawful custody, shall be entitled to refuse or object to having his measurements, prints, recordings, photographs or samples of his handwriting taken, and where he so refuses or objects, the Police Officer concerned may take such reasonable steps, including the use of reasonable force, as may be necessary to secure that the measurements, prints, recordings, photographs or samples, as the case may be, are taken.

(4) Any person who refuses to have his measurements, prints, recordings photographs or samples taken as required under Subsections (1) and (2) is guilty of an offence and shall be liable on conviction to a fine not exceeding ten thousand shillings or to imprisonment for a term not exceeding twenty-four months or to both such fine and imprisonment.

(5) Subject to the provisions of Subsection (10), a person having the custody of measurements, prints, recordings, photographs or samples and each person having the custody of copies of measurements, prints, recordings, photographs or samples shall destroy them–

(a) in the case of a person who is in lawful custody upon a charge of committing an offence -

(i) if the prosecution of that person is not proceeded with; or

(ii) where the prosecution is proceeded with, but he is acquitted,

(b) in the case of a person referred to in Subsection (2), if those measurements, prints, recordings, photograph or samples, as the case may be are no longer required for the purpose of facilitating the investigation.

(6) There shall be established at a place to be approved by the Minister responsible for criminal investigations, an office to be known as the Criminal Records Office for the preservation, comparison, and indexing of fingerprint forms.

(7) The Criminal Records Office shall, subject to the general supervision of the Inspector-General, be under the control of a senior Police Officer, expert in comparison of fingerprints, who shall be appointed from time to time by the Attorney-General by notice published in the Gazette.

(8) Completed fingerprints forms shall be seen to and preserved at the Criminal Records Office.

(9) All fingerprint forms shall be of the prescribed pattern.

(10) Notwithstanding the provisions of Subsection (5), it shall be lawful to retain all records obtained pursuant to Subsections (1) and (2) of this Section in respect of any person with regard to whom a removal order under the Township (Removal of Undesirable Persons Ordinance or an expulsion order under the Expulsion of Undesirable Persons Act, Cap. 39 R.E. 2002 has been made and has been cancelled or rescinded.

SECTION 59 CRIMINAL PROCEDURE ACT, CAP. 20 R.E. 2002: POWER TO TAKE FINGERPRINTS, PHOTOS, ETC., OF SUSPECTS

"(1) Any Police Officer-in-charge of a Police Station or any Police Officer investigating an offence may take or cause to be taken measurements, prints of the hand, fingers, feet or toes of, or recordings of the voice or, photographs of, or samples of the handwriting of any person who is charged with an offence, whether such person is in lawful custody of the police or otherwise where such measurements, prints, recordings, photographs or samples, as the case may be, are reasonably believed to be necessary for the identification of the person with respect to, or for affording evidence as to the commission of an offence for which he is in custody or charged.

(2) Any Police Officer in charge of a Police Station or any Police Officer investigating an offence may take or cause to be taken measurements, prints of the hands, fingers, feet or toes or recordings of the voice, photographs of or samples of the handwriting, of any person who is not charged with any crime where such measurements, prints, recordings, photographs or samples, as the case may be, are reasonably believed to be necessary for facilitating the investigation of any crime.

(3) No person who is charged or who is not charged with any crime shall be entitled to refuse or object to having his measurements, prints, recordings, photographs or samples taken, and where he so refuses or objects, the Police Officer concerned may take such reasonable steps, including the use of reasonable force, as may be necessary to ensure that the measurements, prints, recordings, photographs or samples, as the case may be, are taken.

(4) Any person who refuses to have his measurements, prints, recordings, photographs or samples taken as required under Subsections (1) and (2) is guilty of an offence and shall be liable on conviction to a fine not exceeding ten thousand shillings or to imprisonment for a term not exceeding twenty-four months or to both such fine and imprisonment.

(5) Subject to the provisions of Subsection (10), a person having the custody of measurements, prints, recordings, photographs or samples and each person having the custody of copies of measurements, prints, recordings, photographs or samples shall destroy them:-

(a) in the case of a person who is in lawful custody upon a charge of committing an offence;

(i) if the prosecution of that person is not proceeded with; or

(ii) where prosecution is proceeded with, but he is acquitted.

(b) in the case of a person referred to in Subsection (2), if those measurements, prints, recordings, photographs or samples, as the case may be, are no longer required for the purpose of facilitating the investigation.

(6) There shall be established at a place to be approved by the Minister responsible for criminal investigations, an office to be known as the Criminal Records Office for the preservation, comparison and indexing of fingerprint or forms.

(7) The Criminal Records Office shall, subject to the general supervision of the Inspector General of Police, be under the control of a senior Police Officer, expert in comparison of fingerprints who shall be appointed from time to time by the Attorney-General by notice published in the Gazette.

(8) Completed fingerprint forms shall be sent to and preserved at the Criminal Records Office.

(9) All fingerprint forms shall be of the prescribed pattern.

(10) Notwithstanding the provisions of Subsection (5), it shall be lawful to retain all records obtained pursuant to Subsections (1) and (2) of this Section in respect of any person with regard to whom an expulsion order under the Expulsion of Undesirables Act, Cap. 39 R.E. 2002 has been cancelled or rescinded."

Appendix "B"

(To P.G.O. No. 230)

FINGER PRINTS AND PALM PRINTS

TAKING OF FINGER PRINTS

Apparatus and Material

1. A plate on which to spread the ink. This can be either:

(a) a polished metal plate, about 4 in. by 12 in. mounted on a stout wooden block; or,

(b) a piece of plate glass of similar dimensions.

2. A roller for distributing the ink.

3. Finger print ink.

4. A supply of finger print forms.

5. A supply of benzine, petrol or other spirit.

6. Dusters and rags for cleaning purpose.

7. Table or Stand: For the average prisoner the height of the table of stand on which finger prints are taken should be about 3ft. 6in. The top must be smooth and level and the edges square cut. A wooden box can be used to raise the level of an ordinary table to the necessary height.

Inking the plate

(a) Squeeze a few small drops of ink from the tube at intervals along the central of the place and thoroughly roll them until a thin coated film of ink is spread evenly over the whole surface of the plate. Lift the roller at the end of the forward and backward movement of the rolling operation, instead of making contact with the place.

(b) If the trial print is faint add more ink. If too much ink has been spread on the plate some can be taken off by placing a sheet of paper on it and passing the roller over.

(c) The ink must be of such thickness that when the fingers are lightly rolled over the plate prints, without fog and with black and sharp lines are obtained.

(d) The screw cap of the ink tube must be replaced immediately after use.

(e) The plate and roller will be thoroughly cleaned immediately after use. Dirty apparatus gives bad results.

Preparation of the fingers

(a) The fingers of prisoners will first be examined and sweat and dirt wiped off with a duster moistened with petrol or other spirit. Perspiration on the fingers prevents the ridges taking the ink.

(b) When the skin is hard and dry soak the fingers well in warm water and wipe very lightly without thoroughly drying.

Position of the finger print form

(a) Fold the finger print form at the first line marked “Fold”. Place the upper part face-up on the table, and fold the part below it face-down so that the crease is tight up to the edge of the table. The form can be kept in position by a small weight.

(b) After the prints of the right digits have been taken, the form should be folded at the second line marked “Fold”, and the upper part of the form placed face upwards on the tale.

(c) When the prints of the left digits have been obtained, the whole form is placed on the table ready for the plain impressions.

TAKING OF IMPRESSIONS

Rolled impressions

(a) The operator stands at the end of the table, the subject facing it.

(b) The finger to be impressed is rolled in contact with the inked plate so that its inner surface, from one side of the finger nail to the other and from the tip to the first joint is coated with ink. The inked finger is then fully rolled into contact with the paper so as to record the complete pattern. Pressure must not be applied except to ensure that the skin makes proper contact with the paper so as to record the complete pattern. Pressure must not be applied except to ensure that the skin makes proper contact with the inked plate and with the paper. The operator's forefinger should be lightly laid on the tip of the digit. The subject's arm should be at right angles to the plate and bent at the elbow.

(c) The thumb and fingers are rolled in opposite directions – the thumb inwards towards the body and the fingers outwards from the body. With hard and dry hands it is sometimes necessary to roll the finger twice on the inked plate before taking an impression, but this must be done with caution.

(d) If the impression is placed immediately above the line marked "Fold" there will be ample space for another print above it should the first one be in any way defective.

(e) Do not roll the digit over the same part of the plate without first re-rolling the plate.

Plain impressions

(a) "Plain" impressions are obtained by taking each hand in turn and placing the palmer surface of the four fingers simultaneously on the inked plate (so that the flexure of the end joint of the little finger comes to the edge of the plate). This operation is repeated on the finger print form. The prisoner's hand must not be arched, but be quite flat with the fingers together.

Palmar impressions

(a) Palm prints must disclose the ridge pattern over the whole surface.

(b) Palm impressions can best be obtained by using the palmar printer.

(c) Clean the palm thoroughly and apply a film of ink by running the roller over the hand. The centre surface must be inked as the print must show the ridge pattern over the entire palmar surface.

(d) The base of the fingers is placed on the paper above the roller, gently pressed to ensure proper contact and then pushed forwards and outwards from the body with the fingers and thumb fully stretched slightly apart.

(e) A sheet of paper of foolscap size is sufficient to contain the palmar impressions of both hands side by side.

INVESTIGATION – IDENTIFICATION BY PHOTOGRAPHS

General

1. Photographs may be used for two purposes :-

   (a) to trace a criminal or missing person whose identity is known;

   (b) to establish the identity of a person who has committed an offence.

2. Photographs must not be used to establish identity if :-

   (a) the suspect is in custody or detained; or

   (b) the suspect is known and can be readily arrested and put up on an identification parade.

3. There are two methods of identification of a criminal by photographs:-

   (a) when single photographs of the suspect(s) are held;

   (b) when the suspect's photograph is thought to be contained in the Bad Character Album.

Procedure for Identification by Single Photographs

4. (a) When police hold a photograph of a suspect who is not in custody or detained and who cannot be readily arrested, the photograph may be shown to the witness, *together* with not less than eight other photographs of persons of a similar appearance. In no circumstances may witness be shown a single photograph.

   (b) Photographs bearing names or any form of identification on the front or back will not be shown to witnesses.

   (c) The officer conducting the photographic identification parade will enter the total number of suspects' photographs displayed and the number of other photographs displayed under heading 3 of the Identification Parade Register (P.F. 136).

   (d) The photographs will be placed before the witness and no attempt will be made to influence his judgment.

   (e) The parade will be terminated as soon as a satisfactory identification has been made. The photographs will then be placed out of sight of the remaining witnesses and the suspect should be arrested and put up on a normal identification parade before the remaining witnesses, in accordance with P.G.O. No. 232.

   (f) All the photographs shown to witnesses will be safely retained for production in Court, if necessary.

Procedure for Identification by Bad Character Album

5. (a) If no known photographs of the suspect are available, the witness may be

shown the Bad Character Album. Photographs will not bear any form of identification marks and their positions on the album page will not be marked or numbered.

(b) The album will be placed before the witness and no attempt made to influence him.

(c) The proceedings will be terminated as soon as a satisfactory identification has been made. The album will then be placed out of sight of the remaining witnesses and the suspect should be arrested and put up on a normal identification parade before the remaining witnesses, in accordance with P.G.O. No. 232.

6. (a) When an identification parade is held by either the single photograph system or the album of Bad Character system, the system used will be entered under heading 3 of the Identification Parade Register.

(b) As each witness is called to examine the photographs, the name of the witness, together with the result and any comments made by the witness will be recorded in the second column of heading 4.

(c) At the conclusion of the parade, the conducting officer will check and sign each entry in the space provided.

(d) The *duplicate* sheet will be removed from the register and placed in the Case File or Minor Offence Docket.

INVESTIGATION – IDENTIFICATION PARADES

1. When it is necessary to ascertain whether a person detained in police custody can be recogniSed by witnesses, the police must ensure that the proceedings are so conducted that unfairness to the person concerned cannot afterwards be alleged, otherwise the value of the identification as evidence will depreciate considerably. At the same time the witnesses should be given full opportunity to make their identification in the most suitable conditions, and the officer-in-charge of the parade should ascertain from them the circumstances of the case and so conduct the parade that the witnesses' ability to identify is adequately tested. Thus they may be allowed to hear the persons speak, or see them with their hats on or off, or from the back or front, or in movement or in such other way as will give a reasonable opportunity of identification.

2. Identification parades shall be conducted as far as possible in accordance with the following rules :-

   (a) The officer-in-charge of the case will make the preliminary arrangements for the parade and shall enter the number of persons attending the parade and the suspects in the space provided under Head No. 3 in the Identification Parade Register (P.F. 186). He will enter the names of the witnesses under Head No. 4 of the register in the order in which they are to be called. A duplicate copy of all entries in the register will be made by inserting a sheet of carbon paper between the original and duplicate pages.

   (b) Although the officer-in-charge of the case may be present, he will take no part in conducting the parade. The officer conducting the parade must be an officer unconnected with the case and, whenever possible, a Gazetted Officer. Officers below the rank of Assistant Inspector are not permitted to conduct Identification Parades.

   (c) At a reasonable time prior to the parade, the officer-in-charge of the case will inform the suspect that he will be put up for identification. Any objections raised by the suspect will be noted and communicated by the officer-in-charge of the case to the officer conducting the parade before it is held.

   (d) If the suspect desires the attendance of a solicitor or friend, arrangements must be made for him to attend the parade if he wishes to do so. The person so attending will be required to remain in the background, observing only and saying nothing.

   (e) The place selected for the parade should have a good light. No unauthoriSed persons will be permitted to attend or witness the parade.

   (f) The witnesses will be assembled under the charge of a Police Officer who has no connection with the case in a room or place out of sight and hearing of the parade, from which they can be called to the parade by the officer conducting it.

   (g) The witnesses will not be allowed to see or hear the suspect before he is put up for identification, nor should they be assisted by any description or photograph of him, or in any other way.

(h) Officers who made the arrest or who took part in the investigation will not be sent to bring or notify witnesses to attend the parade and will not communicate with them before the parade is held.

(i) Arrangements will be made to ensure that witnesses have no opportunity to see, or be seen by; any of the persons to be paraded.

(j) There is no objection to the suspect being put up for identification in the clothing he was wearing when the offence was committed (providing that such clothing does not show stains, marks, or tears which patently distinguish his clothing from that of other persons on the parade). Alternatively, the suspect may be put up for identification in the clothing he was wearing when arrested.

(k) Persons selected to make up the parade should be of similar age, height, general appearance and class of life. Their clothing should be in a general way similar.

(l) The persons selected for the parade must not be known to the complainant or the identifying witnesses as identification would then have little value.

(m) Police Officers will not be used to make up the parade unless the case is one in which a Police Officer is concerned as a suspect.

(n) There should be eight or more persons on the parade for one suspect; ten or more for two suspects. If there are more than two suspects, more than one parade will normally be held, with different personnel being used to form each parade.

(o) When the officer conducting the parade has arrived and has taken charge of the proceedings, the suspect will be brought on to the parade. The officer conducting the parade will explain the purpose of the parade and will ask the suspect if he has any objection to any person participating in the parade. Any objection raised by the suspect will be noted in the Identification Parade Register and immediate steps taken to replace those persons to whom the suspect objects. The suspect will then be invited to stand where he pleases in the line. The position he selects will be noted in the Register.

(p) Great care must be taken that the suspect is not wearing handcuffs or anything else that might distinguish him from the others. No attempts at disguise will be permitted.

(q) The first witness will be called to the parade by the officer conducting it, who will explain the purpose of the parade in the hearing of those on parade and invite him or her to point out by touching any persons he or she identifies. Under no circumstances shall the witness be touched or led during his or her examination of the parade.

(r) If the witness requires any person on the parade to walk, talk, see him with his hat on or off, this may be done but the whole parade must be asked to do likewise.

(s) The officer conducting the parade will note carefully in his Identification Parade Register any identification or degree of identification made and any material circumstances connected therewith including any wrong identification, and any remark or objection made by the suspect. He shall ask the witness who makes, the identification; "In what connection do you identify this person?" and shall similarly record precise details of the witness's reply. No other questions are permissible.

(t) On leaving the parade, the witness will be conducted to a place where he or she is out of sight and hearing of the parade and cannot communicate in any way with other witnesses waiting or members of the Force and will remain there under the charge of a Police Officer, who has no connection with the case, until the parade is finished.

(u) Subsequent witnesses will be brought into the parade and handled in accordance with the same procedure set out in sub-paras. (q) – (t) above.

(v) At the conclusion of the parade, a photograph if possible, will be taken of the parade for production in Court. Care should be taken that those on the parade and witnesses are treated with patience, consideration and courtesy.

(w) The officer conducting the parade will finally check his entries in the identification Parade Register and will sign in the space provided. The original copy will remain in the Register and the duplicate removed and filed in the Case File.

3. The officer who conducts an Identification Parade may be required to give evidence as to the conduct and result of the parade in any Court cases that may follow. Reference may be made to the copy of P.F. 186 completed at the time of the parade.

4. The officer-in-charge of the case will give evidence of the preliminary arrangements of the parade.

5. Interpreters employed at the parade will be called to give evidence as to what happened on the parade. Such evidence will be purely of a formal nature that he attended an Identification Parade on a certain date and acted as interpreter between the officer conducting the parade and the witnesses on the one hand, and between the officer conducting the parade and the defendant on the other hand that he interpreted faithfully everything that was said to him. His evidence in chief will stop at this point.

6. Care should be taken to ensure that no one is injured during identification.

INVESTIGATION – MISSING PERSONS

1. Whenever a person is reported missing at a Police Station, full particulars of the circumstances and a comprehensive description of the missing person shall be obtained. A record of the report shall be entered in the Report Book.

2. If there is no reason to suspect foul play, duties shall be warned to keep watch for the missing person. All possible inquiries shall be made and the police shall keep in close touch with known relatives and friends of the missing person.

3. O/C. Stations will take the following action if a missing person is still untraced after 48 hours:-

   (a) Enter full particulars of the missing person, in triplicate, in the Missing & Wanted Persons Register (P.F. 179). The top copy shall be left in the Register for record purposes; the second and third copies shall be extracted and posted up on the Station and Administration Notice Boards for the information of the police and general public.

   (b) Send a "Missing Persons Telegram" to Regional C.I.D. and all Stations within the Region which might be able to assist in the search for the missing person. The telegram will be prefixed with the letters "MPT", followed by the heading numbers and particulars of the missing person as recorded in the Missing & Wanted Persons Register. The Regional C.I.D. Officer will be responsible for wide circulation outside the Region should he consider it necessary.

4. O/C. Stations who receive a Missing Persons Telegram (*vide* para. 3 (b) above) shall copy the contents of the telegram, in triplicate, into the Station's Missing & Wanted Persons Register, extract two copies and post them on the Police and Administration Notice Boards (*vide* para 3 (a) above). They shall then take all possible action to trace the missing person.

5. The O/C. of the station which traces the missing person shall send a signal or telegram informing the O/C. Station who circulated the original Missing Persons Telegram. The letter shall similarly inform all Stations on the circulation list and make a note on the appropriate page in the Missing & Wanted Persons Pegister that the missing person has been traced. He will then remove the two copies of P.F. 179 from the Police and Administration Notice Boards and destroy them.

6. (a) O/C. Stations receiving reports of missing persons shall make all possible effort to obtain photographs for circulation to those Stations which have already been circularised by Missing Persons telegrams (vide para. 3 (b) above).

   (b) O/C. Stations who obtain photographs shall send them by the quickest possible means direct to the Forensic Bureau, accompanied by a copy of the relevant Missing Persons Telegram which will be endorsed with the Police Stations circularised.

   (c) CO. Forensic Bureau will send the three copies of the photograph to each station circularised.

   (d) Each O/C. Station who receives photographs shall then affix one copy to

the entry in the Missing & Wanted Persons Register and the remaining two copies on each of the Notices posted up on the Police and Administration Notice Boards.

7. Lost children found by the police shall be kept in the Station until a claimant appears. If the child remains unclaimed for 24 hours, a telegram giving all available particulars shall be circulated to neighbouring Stations. A report shall be made to the District Commissioner if the child is still unclaimed after 48 hours.

8. O/C. Stations shall remove Missing & Wanted Persons Notices (on P.F. 179) from Police and Administration Notice boards one month after posting thereon, unless they consider that a particular Notice should remain for a longer period.

9. Missing & Wanted Persons Registers shall be maintained with care and accuracy and shall be examined at all forms of inspection.

INVESTIGATION – PHOTOGRAPHS

Law

1. The power to take photographs of accused or convicted persons is contained in Section 35 (1) of the Police Force and Auxiliary Services Act, Cap.322 R.E.2002 which reads as follows :-

   "Any officer-in-charge of police or any Police Officer of or above the rank of Assistant Inspector or any Police Officer in charge of a police station or police post may take, or cause to be taken, in his presence, for the purposes of investigation, the measurements, photographs, foot-prints and casts thereof, palm prints and finger prints of any person in lawful custody or who is subject to police supervision".

   Section 59(1) of the Criminal Procedure Act, Cap. 20 R.E. 2002, reads:

   "Any Police Officer-in-charge of a police station or any Police Officer investigating an offence may take or cause to be taken measurements, prints of the hand, fingers, feet or toes of, or recordings of the voice or, photographs of, or samples of the handwriting of any person who is charged with an offence, whether such person is in lawful custody of the police or otherwise where such measurements, prints, recordings, photographs or samples, as the case may be, are reasonably believed to be necessary for the identification of the person with respect to, or for affording evidence as to the commission of an offence for which he is in custody or charged."

2. The Commissioner of Prisons has agreed to permit photographers attached to Regional C.I.D. Units to photograph certain prisoners in first class Prisons. Regional C.I.D. Officers will therefore make local arrangement with the officers in charge of such Prisons to photograph all prisoners convicted of any offence set out in Appendix "A" in accordance with paragraph 5 of this Order.

3. Photographs should, if possible, be taken of criminals as they normally appear when at large, that is to say, in their ordinary clothing and with their hair as it usually appears, rather than in prison clothes and with their hair short.

4. In addition, Regional C.I.D. Officers will ensure that arrangements are made to photograph supervisees in accordance with paragraph 10 of P.G.O. No. 358. For this reason, prisoners should be photographed as soon after conviction as possible and before prison formalities relative to dress and haircutting are instituted.

Method of Photographing

5. (a) Use the appropriate camera, and the name board- camera mount. The lens is to be fitted over the camera lens and the camera attached to one end of the camera mount by means of the screw.

   (b) Set the distance as required for normal conditions outside.

   (c) The name board at the other end of the mount will show the following details written in white chalk, using block capitals :-

STATION

DATE

T.C.R.O. No.

CASE FILE No.

(d) The name board will be placed against the subject's chest so as to appear in the lower half of the photograph.

N.B. Care must be taken to avoid holding the board too high under the chin, forcing the head back, as this will result in distortion of the face in the photograph.

(e) Using the finder, align the camera so that the subject's head and the number board can be seen, then expose.

(f) Full face and profile photographs will be taken of each criminal. The profile should be that side of the face which bears the most characteristics or marks. If the criminal wears glasses, full photographs will be taken with the subject wearing glasses and another without glasses.

(g) As each criminal is photographed, his name and T.C.R.O. No. will be entered on the photographic processing form (P.F. 147) in strict rotation.

Processing of Films

6. O/C. Stations will forward complete films to the Regional C.I.D. Officer for developing and the preparation of prints. Where this is not possible owing to lack of a darkroom, films shall be sent to the Forensic Bureau for the necessary processing and supply of photographic prints. The film will be forwarded with the requisite *pro forma* (P.F. 147).

7. Six prints will be made from each negative processed at the Regional C.I.D. darkroom. Three copies and the negative will be sent to the Forensic Bureau, two copies will be sent to the O/C. Station or O/C. C.I.D. from whence the film originated and one copy will be retained by the Regional C.I.D. Officer.

8. The CO. Forensic Bureau will issue a replacement film to the Regional C.I.D. on receipt of 12 negatives and 3 photographic copies of each, providing the photographs show a T.C.R.O No, or are endorsed with same.

9. Where the film is sent direct to the Forensic Bureau for processing, three sets of prints will be sent to the originating O/C. Station or O/C. District C.I.D., together with a replacement film. The O/C. District C.I.D. or O/C. Station will forward one copy to the Regional C.I.D. Officer.

N.B. If all or any of the photographs or the P.F. 147 do not carry the T.C.R.O. No. (permanent to temporary), all six photographic copies and negatives will be returned to the originating station for endorsement. After endorsement, three copies and the negative will be returned to the Forensic Bureau.

Photographic Records

10. The CO. Forensic Bureau will file away the negative and one print in T.C.R.O. No. order in the photographic Section and two prints will be filed on the criminal's P.F. 18B. The O/C. District C.I.D., on receipt of the two prints, will paste one copy in the District C.I.D. photographic album and the second copy in the criminal's dossier P.F. 26 where one exists or, if he considers it necessary, display the photograph on the notice board for all station personnel to see. The regional C.I.D. officer shall paste his copy of the photograph in the regional C.I.D. photographic album. Should further copies be required, application should be made to the CO. Forensic Bureau giving the criminal's T.C.R.O. Number.

Photographic Album

11. A photographic album will be maintained by all Regional, District and Divisional C.I.D. Units. In compiling the album, the following rules will be observed :-

(a) Only photographs of convicted persons, as set out in paragraphs 2 and 3 above, shall be placed in the album.

(b) The pages will be numbered consecutively.

(c) The photographs will be arranged eight to a page in two lines of four.

(d) The front of the page only shall be used.

(e) Photographs on each page will be lettered underneath (A to H) and a separate index kept accordingly.

(f) Photographs should bear only the T.C.R.O. No. and Case File numbers and on no account should bear names.

(g) Only the full 2 ¼ x 2 ¼ photographs shall be pasted in the album.

(h) Where, in the past, a photograph has been taken showing a name, this will be blocked out.

(i) An index of names may be kept but this should be entered in the album.

Photographs other than Prisoners

12. All films of scenes of accident, crime, murder, etc., shall be submitted to the Forensic Bureau for processing by Stations and Units which are not provided with adequate darkroom facilities.

13. One film should be used for each Scene of Crime and should not include anything else. Photographic enlargements will be returned to Stations, together with a certificate and replacement film. Negatives will be filed in the Forensic Bureau.

14. Each such film must be accompanied with a P.F. 147 completed in full and must be sent direct to the Forensic Bureau in a separate registered packet (postage paid) and not by bulk mail.

APPENDIX "A"

(To P.G.O. No. 234)

1. All breaking offences, e.g. burglary, house breaking, shop breaking, warehouse breaking.

2. False pretences, Sections 302, 304 and 305 of the Penal Code.

3. Receiving stolen property, or property unlawfully obtained, Sections 311, 312 and 313 of the Penal Code.

4. Stealing from motor vehicles.

5. Robbery, Sections 285 and 286 of the Penal Code.

6. All persons with three or more previous criminal convictions.

7. Sexual offences

8. Terrorism offences

9. Drugs offences

10 All other offences which carry statutory minimum sentences of imprisonment.

INVESTIGATION-SCENES OF CRIME SECTION

1. The Scenes of Crime Section is maintained and administered within the establishment of the Forensic Bureau to identify and handle finger print impressions and marks found at scenes of crime.

2. The Scene of Crime Section shall maintain an index of finger prints (two handed system) of all habitual criminals and persons convicted of offences against property (Chapter XXVI of the Penal Code) and kindred offences.

   Finger prints found at or received from scenes of crime will be checked against the index of finger prints.

Action on Report of Crime where Latent Impressions suspected

3. When a breaking offence or other serious crime is reported and the officer visiting the crime in accordance with P.G.O. No. 311, paragraph 3, considers that latent impressions are likely to be found on the scene he will inform the Regional Crime Officer accordingly.

4. The Regional Crime Officer will:-

   (a) visit the scene, in accordance with paragraph 3 of P.G.O. No. 224,

   (b) arrange for the submission of exhibits as in paragraph 5 of this Order,

   (c) where exhibits, either due to their bulk or immovability, cannot be sent for examination, the regional crime office will photograph the exhibit and latent impression in accordance with paragraph 6 of this Order,

   (d) where the circumstances or seriousness of the crime or the technical difficulties of photography are beyond the resources of the regional crime officer he will, after ensuring safe custody of the scene and exhibits, consult with the Director Criminal Investigation, by the quickest possible means. The Director of Criminal Investigation, will arrange for assistance from the Scenes of Crime Section.

Submission of Exhibits

5. All exhibits, bearing finger impressions, except when immovable or of excessive bulk, shall be sent to the Scenes of Crime Section, Forensic Bureau, for examination and comparison. They will be: –

   (a) packed in accordance with pages 14-20 of the British Home Office pamphlet “Notes on Finger and Palm Prints”, which is on issue to all Sections;

   (b) accompanied by P.F. 118 properly completed;

   (c) correctly labelled and in such a manner that the label will not foul the latent impression;

   (d) accompanied by finger and palm prints (P.F. 14A) of all persons who had legitimate access to the exhibits and the finger prints of all known

suspects;

(e) dispatched under escort of a Police Officer.

Photographic action at scene by Regional Crime Office or Scenes of Crime Officer

6. (a) The details of every scene visited will be entered in the Scene of Crime Register (P.F. 129).

(b) Each case will be allocated a consecutive number for the year and will be prefixed by the Regional abbreviation and the letters P.F. – e.g., N.R./F.P./1.62.

(c) Each complete impression found at the scene will be given an individual letter which will follow the allocated case number as in (b) above – e.g. N.R./F.P./1/62/A – N.R./P.F./1/62/B. This reference will be neatly printed in ink on a gummed label which will be attached to the exhibits in close proximity to the relative impression. This label will be initialled by the Police Officer taking the photograph and, where possible, by the owner of the article whose attention will be drawn to the latent impression.

(d) When the object is bulky or immovable, an entirety photograph will be taken showing the position of the labels referred to in (c) above and, when possible, of the whole exhibit.

(e) The impression will then be photographed in accordance with the instructions issued with each finger print camera.

(f) The film(s) or negatives will then be dispatched to the Forensic Bureau by registered mail (NOT BULK MAIL), or by escort of a Police Officer, together with P.F. 118 completed in full and with the finger impressions of all persons said to have legitimate access to the exhibits (P.F. 14A) and, where known, with the T.C.R.O. numbers and names or finger prints of suspects.

Action by Scenes of Crime Section in Forensic Bureau

7. The scenes of crime Section will on receipt of exhibits, films or negatives, of an exhibit said to bear latent impressions :-

(a) register each case in P.F. 129 and give a consecutive number for the year;

(b) immediately after examination and comparison with elimination prints[1] and with the two handed finger print index, submit the result on the detachable portion of P.F. 118 to the Regional Crime Officer concerned.

Routine Comparison of Impressions by Forensic Bureau

8. All finger print forms (P.F. 14B) of criminals charged or convicted of breaking and kindred offences after routine search in the Main Collection will be passed to the Scenes of Crime Section for comparison with impressions found at scenes of crime.

[1] Prints of suspects

Action by Scenes of Crime Section on Identification of Impressions

9. When identification is made either in the two handed finger print index or in the Scenes of Crime collection, the O/C. Station and Regional Crime Officer concerned will be immediately informed by signal. If the person is identified for an offence committed in a District other than in the District in which he is in custody, both Districts and Regional Crime Officers will be informed.

Action when Prisoner denies the crime for which he has been Identified

10. (a) When a prisoner denies the crime for which he has been identified, the O/C. Station will :-

(i) request the Forensic Bureau to prepare a report under Section 154 (b) of the Criminal Procedure Act, Cap. 20 R.E.2002;

(ii) submit on finger print form (P.F. 14B) two sets of accused's finger prints (care must be taken to ensure that the officer taking these prints will later be available to give evidence at the Court proceedings).

(b) The O/C. Forensic Bureau will instruct an expert to prepare the report and forward it to the O/C. Station concerned, together with the exhibit(s), if any, and the P.F. 14B of the accused.

Proving Expert's Report and Exhibits in a Case

11. (a) To prove an expert's report, it is necessary to prove first the exhibits, then the finger print form (P.F. 14B) after which the report may be put in as evidence.

(b) The Court or accused may wish to call the expert who signed the report. In this event the O/C. Station concerned will request an adjournment in order to arrange with the CO. Forensic Bureau a date when the expert will be available to give evidence.

Action by O/C. Station – Result of Case

12. In every case where identification has been made, the result of the prosecution will be sent to the CO. Forensic Bureau quoting the F.P. Number.

Safe Custody of Exhibits

13. All exhibits bearing unidentified impressions will be retained in the scenes of crime Section for two years.

14. Valuable articles such as silver plate, etc., or articles which the complainant specifically requires will be returned to the station on request. An entirety photograph will be taken prior to dispatch.

INVESTIGATION – STATEMENTS

General

1. (a) Any Police Officer is authorized, under section 32 (3) of the Police Force and Auxiliary Services Act, Cap.322 R.E.2002, Cap. 322, to record any statement from any person whom he has reason to believe has any knowledge which will assist in an investigation.

(b) The procedure for handling statements is amplified in Part IIB of the Criminal Procedure Act, Cap. 20 R.E. 2002.

(c) Any Police Officer shall inform a person of his name, rank and station of work before recording any statement from a person.

PART I

Recording of Statements of Witnesses

2. All statements recorded by Police will be recorded on P.F. 2A and commence as follows :-

Date, time and place statement commenced .....

Statement of ..... (full name)

Occupation .....

Residing at .....

Race/Tribe/Nationality .....

Religion .....

Age .....

Declaration under Section 34B(2) (c) of the Evidence Act, Cap.6 R.E. 2002 as follows:-

This statement (consisting of……..page signed by me,) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution for perjury if I have wilfully stated in it anything which I know to be false or do not believe to be true.

Made at ……on the……..day of……

(Signed)……

When recording a statement from a person who is a foreigner, particulars of his/her passport, visa, resident permits and other Immigration certificates should be recorded.

3. No blank spaces or separate paragraphs are permitted and where alterations, deletions or additions are made to the statement they will be initialled by the person making the statement and the officer recording it. The statement of each witness will be recorded on a separate statement form (P.F. 2A), both sides being

used, but further statements taken from the same person must be recorded on fresh form and numbered in serial order.

4. Every statement should, if possible, include the following details :-

(a) Witness's account of the incident in question, date, time and place and also clearly what he/she saw, did, etc., and who was present;

(b) Witness's account of what action he/she took as a result of the incident, etc., e.g., chased the accused, stating the distance and who assisted; called for assistance;etc.

(c) Full description of those concerned in the incident;

(d) Witness's previous knowledge of any of the exhibits and what he/she did with them.

(e) Witness's previous knowledge of the accused, if any.

(f) Witness's previous knowledge of other witnesses etc., relationship, if any and so on; and

(g) Witness's estimate of resistances when relevant.

5. When a statement is recorded on more than one page the person making it will sign in the left margin at the foot of each page.

6. (a) Every statement will end with the following certificate :-

"Statement read over and found to be correct".

The certificate will be immediately below the end of the statement so that insertions may not be made. Immediately following this certificate the signature of the recording officer will be affixed to the left side and his name. Number and rank will be printed thereon. The signature of the person making the statement will be affixed on the right hand side. If a witness was present at the recording of the statement, then that witness's signature must follow the last signature.

(b) Where an interpreter has been used, his signature will be affixed to the end of the statement immediately below that of the person making it, together with a note of the language or dialect used.

(c) If the person making the statement is illiterate, his right thumb print will be affixed and finger print ink will be used. The finger impression must be clear.

(d) The recording officer will comment on the witness's reliability and value immediately below the certificate mentioned in sub-paragraph (a) for example, integrity, honesty, hazy on details, liable to get flustered, etc.

(e) Statements shall be recorded in English or in Kiswahili. An official English translation shall be made if the statement is recorded in a language other than English and Case File is required for perusal by the Director of Public Prosecutions.

(f) The recording officer will enter the date and time of any break(s) in statement-taking in the margin of the statement form opposite the point in the statement where the break(s) occurred and add a brief note of the reason for the break(s).

PART II

Questioning of Witness who may be implicated

7. If a Police Officer, while questioning a witness suspects that such person may possibly be involved in the offence under investigation, he shall at once stop his questioning, inform the person that he is a suspect and caution him or her in the following manner:-

(a) proceed to caution the suspect in the manner prescribed in paragraph 8(a) below, and

(b) he may then ask such further questions which in his opinion may elicit any useful information regarding the author of the crime under investigation.

Recording of Statements from suspected persons

8. (a) If Police Officer during the taking of a statement from a witness comes to conclusion that such person has committed an offence but that the exact nature of the offence is not clear, the Police Officer will immediately suspend the taking of the statement and will caution the person in the following words :-

"It is my duty to warn you that whatever you say from now onwards will be taken down in writing by me and may be used in evidence".

Should the person then intimate that he wishes to continue with his statement, the Police Officer shall record the following caution in the statement immediately at the point where the caution was administered :-

"I have been warned by ..... that I am not obliged to say anything unless I wish to do so but whatever I say will be taken down in writing and may be given in evidence".

He will then continue to record the statement which will be written in the prisoner's own words.

(b) When the Police Officer has finally made up his mind to charge the person with a particular offence, he will cease recording the prisoner's statement and will formally charge the accused in simple language and caution him in the following words ;-

"Do you wish to say anything in answer to the charge? You are not obliged to say anything unless you wish to do so, but whatever you say will be taken down in writing and any be given in evidence".

(c) The charge and caution will then be written into the statement at the point where the caution was administered as follows :-

"I am charged with ..... (offence) and have been warned by .....(Police Officer's rank and name) that I am not obliged to say anything unless I wish to do so, but whatever I may say will be taken down in writing and may be given in evidence".

(d) Should the prisoner then intimate that he wishes to continue with his statement, the Police Officer will record whatever the prisoner has to say.

PART III

Recording of Statements from arrested and accused persons

9. As soon as a Police Officer on duty away from his police station has made up his mind to arrest a person, he shall tell that person the reason for his arrest and shall immediately caution him in the following words :-

"I am a Police Officer. You are not obliged to say anything, but anything you say may be used in evidence".

10. The officer will record any reply made by the prisoner in his note book, regardless of admissibility.

11. When the arrested person has been brought to the Police Station and a Police Officer comes to the conclusion *before* he has taken any statement from him/her that there is sufficient evidence to proceed on a particular charge or charges, he will formally charge the prisoner, inform him/her of the charge in simple language and caution him/her in the following words :-

"Do you wish to say anything in answer to the charge? You are not obliged to say anything unless you wish to do so, but whatever you say will be taken down in writing and may be given in evidence".

12. Should the prisoner then intimate that he/she wishes to make a statement the Police Officer shall record the charge and caution on a statement form as follows :-

"I am charged with ..... (offence) and have been warned by ..... (Police Officer's name and rank) that I am not obliged to say anything unless I wish to do so, but whatever I say will be taken down in writing and may be given in evidence".

The Police Officer will then record whatever the prisoner wishes to say.

13. In no circumstances may arrested persons be interrogated in private premises.

General rules for recording cautioned statements

14. In accordance with Section 53 of the CPA, where a person is under restraint, a Police Officer shall not ask him any questions, or ask him to do anything, for a purpose connected with the investigation of an offence, unless –

(a) the Police Officer has told him his name and rank;

(b) the person has been informed by a Police Officer, in a language in which he is fluent, in writing and, if practicable, orally, of the fact that he is under

restraint and of the offence in respect of which he is under restraint; and

(c) the person has been cautioned by a Police Officer in the following manner, namely, by informing him, or causing him to be informed, in a language in which he is fluent, in writing in accordance with the prescribed form and, if practicable, orally –

(i) that he is not obliged to answer any question asked of him by a Police Officer, other than a question seeking particulars of his name and address; and

(ii) that, subject to this Act, he may communicate with a lawyer, relative or friend.

15. Having recorded the statement, the Police Officer shall read it over to the prisoner and ask him if he has any correction to make. The prisoner shall then be asked to sign at the end of the statement and at the foot of every page thereof. He shall also be asked to initial any alterations. The Police Officer shall also countersign the statement.

16. If the prisoner making the statement cannot write, he shall affix his thumb-print at the end of the statement and at the foot of every page hereof.

17. When two or more persons are apprehended for the same offence and a statement is taken separately from one of the persons apprehended, his statement should not be read to the other person apprehended, but each of such persons should be furnished with a copy of such statement and nothing should be said or done to invite a reply. If any such person is unable to read or understand the language in which a statement is written, it may be read to him in a language which he understands by a person other than a member of the Force. If any such person desires to make a statement in reply, the procedure described in paragraphs 6 to 12 shall be followed.

18. A standard guide for Police Officers who have occasion to question or record statements from suspects or accused persons is provided by the Judges' Rules. These Rules are set out with a simple explanation thereon in Appendix "A".

19. (a) Section 32 of the Police Force and Auxiliary Services Act, Cap.322 R.E.2002 gives police the following powers to enforce the attendance of witnesses :-

(i) If the offence is cognisable

Any Gazetted Officer or Inspector making an investigation into an offence may, in writing, require the attendance before himself of any person whom he has reason to believe has any knowledge which will assist in such investigation and such attendance may be required at any Police station in the district in which the person resides or for the time being, is found.

(ii) If the offence is non-cognisable

Action at (i) above can only be taken after obtaining a specific written authority in each case from a Magistrate or Justice of the Peace, or from the Attorney General or any person empowered by the Attorney General to grant such authority.

(b) Any person who has been required to attend as above who fails to attend or who having attended refuses to give his correct name and address, and to answer all questions that may be lawfully put to him shall be guilty of an offence, provided that no person may be required to answer any question, the answer to which may tend to expose him to any criminal charge, penalty or forfeiture.

(c) Any Police Officer may record any statement made to him by any such person, whether such person is suspected of having committed any offence or not, but before recording any statement from a person whom such Police Officer has decided to charge or who has been charged with committing any offence, such Police Officer shall warn such person that any statement made may be used in evidence, provided that any such statement shall, whenever possible, be recorded in writing and signed by the person making it after it has been read to him in a language he understands and he has been invited to make any corrections he may wish.

Importance of this Order

20 This Order, which should be read in conjunction with P.G.O. No. 246, is of very great importance. Every Police Officer should have a thorough knowledge of its provisions and all members of the Rank & File should be lectured thereon at frequent and regular intervals.

PART IV

Duration of Interview or Interrogation

21. The basic period available for interviewing a person is four hours commencing at the time when he was taken under restraint in respect of the offence. (Section 50 (1) (b) CPA).

22. The basic period available for interviewing may be extended for a period not exceeding eight hours by a Police Officer or Magistrate for a good cause. If a Police Officer extends the period he shall inform the person concerned (Section 51 CPA).

APPENDIX "A"

(To P.G.O. No. 236)

These guidelines are formulated for the purpose of explaining to Police Officers engaged in the investigation of crime the conditions under which the Courts would be likely to admit in evidence, statements made by persons suspected of or charged with criminal offences and to ensure that any statements tendered in evidence should be a purely voluntary statement and therefore admissible in evidence, i.e. that the interrogation of persons in the course of a criminal investigation is carried out by the police in absolute fairness to the person involved and in due deference to the principles of justice.

Rule 1. When a Police Officer is endeavouring to discover the author of a crime, there is no objection to his putting questions in respect thereof to any person or persons, whether suspected or not from whom he considers any useful information can be obtained.

Rule 2. Whenever a Police Officer has made up his mind to charge a person with a crime, he should first caution such a person before asking him any questions, or

any further questions, as the case may be.

Rule 3. Persons in custody should not be questioned without the usual caution being first administered.

Rule 4. If the prisoner wishes to volunteer any statement the usual caution should be administered. The caution should result to information that the person is not obliged to say anything and end with the words “may be given in evidence”.

Rule 5. The caution to be administered to a prisoner when the charge is read to him should be in the words set out in paragraph 8 (b) of P.G.O. No. 236.

Care should be taken to avoid any suggestion that his answers can only be used AGAINST him, as this may prevent an innocent person making a statement which might assist to clear him of the charge.

Rule 6. A statement made by a prisoner before there is time to caution him is not rendered inadmissible in evidence merely by reason of no caution having been given, but in such a case he should be cautioned as soon as possible.

Rule 7. A prisoner making a voluntary statement must not be cross-examined, and no questions should be put to him about it except for the purposes of removing ambiguity in what he has actually said. For instance, if he has mentioned an hour without saying whether it was morning or evening, or has given a day of the week and date of the month which do not agree, or has not made it clear to what individual or what place he intended to refer in some part of his statement, he may be questioned sufficiently to clear up the point.

Rule 8. When it is intended to charge two or more persons with the same offence before the Courts and statements are taken separately from the persons to be charged, the police should not read the statement(s) to the other person(s) to be charged but each of such persons should be furnished by the police with a copy of such statement(s).

If the person to be charged is unable to read or to understand the language in which any such statement is written it should be read to him in a language he understands by a person other than a Police Officer. Nothing should be said or done by the Police Officer to invite a reply. If the person to be charged desires to make a statement in reply the usual caution should be administered.

Rule 9. Any statement made in accordance with the above Rules should, whenever possible be taken down in writing and signed by the person making it after it has been read to him and he has been invited to make any corrections he may wish.

Comments on the Guidelines

Rule 2. The caution to be given at this stage will be the caution set out in paragraph 8 (a) of this Order because the person concerned has not yet had the charge read out to him. But as soon as the Police Officer has made up his mind to charge the person with the commission of a particular offence that person must be cautioned in the manner set out in paragraph 8 (b) of P.G.O. No. 236.

Rule 3. This rule is not intended to encourage or authorise the questioning or cross-examination of a person in custody-that is to say, under arrest or detention, in a police cell or Charge Room or in a prison-after he has been cautioned on the

subject of the crime for which he is in custody and long before this Rule was formulated and since it has been the practice for the Judge not to allow any answer to a question so improperly put to a person in custody after the caution has been administered. For instance, a person arrested for theft in a dwelling house may, before the charge is read out to him, say: "I have hidden the property away", and after caution he would properly be asked: "Where have you hidden it?" This rule is intended to apply to such a case and so understood is not in conflict with or does not qualify Rule 7, which prohibits any question upon a voluntary statement except such as is necessary to clear up ambiguity.

Rule 4. The term "prisoner" used in this rule and in Rules 5,6, and 7 is synonymous with the term "person in custody".

Rule 5. With regard to the form of caution, the words in rule 5 are applicable only when the charge is read out to the prisoner and have no application when a violent or resisting prisoner is being taken to a police station.

In any case (see Note on Rule 2) before the charge is read out, the usual caution is, or should be :-

"You are not obliged to say anything, but anything you say may be given in evidence".

Rule 6. If the person giving the statement is illiterate and cannot sign his name, he must be invited to set his thumb-print at the foot of each page of his statement. It is advisable that any witnesses present at the giving of the statement also sign at the foot of each page of the statement as an indication that they were present, within hearing distance and can vouch for the accuracy of the statement as recorded and read over to the person who gave it.

N.B: Whenever the word "should" appears in the Rules, it is best to construe it as meaning "must".

Various examples

1. Where a Police Officer said to the prisoner who was suspected of the murder of her child, that "if she did not tell him where it was she might get herself into trouble and that it would be the worse for her", a statement thereupon made by her to the Police Officer was rejected.

2. But a statement made to a Police Officer, after he had told the prisoner the nature of the charge against him and that he need not say anything to incriminate himself, but what he did say would be taken down and used as evidence against him, was held to be *admissible*.

3. Where a Police Officer in the course of a conversation between himself and the prisoner respecting the subject matter of the charge (and immediately before apprehending the prisoner) said to the prisoner, "I must know about it", it was held that the use of this expression made by the Police Officer did not render a statement there upon made by the prisoner inadmissible. (But the use of such words, which are open to interpretation as a threat, is NOT to be encouraged).

4. Where a Police Officer said to the prisoner who was suspected of having stolen the complainant's purse, "Now is the time for you to take it back to her (the complainant)", it was held that the use of these words by the Police Officer did not

render inadmissible a statement subsequently made to him by the prisoner to induce him to confess.

5. The fact that a prisoner's statement is made by him in reply to questions put to him (by a Police Officer) after he has been taken into custody does not of itself render the statement inadmissible in evidence.

6. Where one of two prisoners in custody (on a joint charge) voluntarily made and signed a statement implicating the other, and such statement was read over to the prisoner implicated, and the latter, after being cautioned, made a confession which was taken down in writing and signed by him, it was held that the statement of the one prisoner and the confession of the other might be given in evidence upon the trial of the later.

7. Where the prisoner (whilst in prison awaiting her trial) was questioned by a Police Officer without being cautioned *and* the Court was of opinion that such questions had been put to her for the purpose of entrapping her into making admissions, her answers were held to be *inadmissible.*

The basic principle in the questioning of persons was accurately summarised by Cockburn, L.C.J. in 1870 :-

"You may ask a man a question with an honest intention to elicit the truth and ascertain whether there are grounds for apprehending him, but, with a foregone intention of arresting him, to ask him questions for the main purpose of getting anything out of him, is a very improper proceeding".

INVESTIGATION – SUB JUDICE CASES

1. No investigation shall be undertaken in the first instance into reports alleging that an offence has been committed in connection with matters arising from legal proceedings which are *sub judice*.

2. All such reports shall be referred through proper channels to the O/C. District, who shall seek advice from the Court before which the proceedings are pending or from the Director of Public Prosecutions through the Director of Criminal Investigation as to whether or not an investigation should be under-taken.

3. Sections 102 to 114 A Chapter XI of the Penal Code, Cap. 16 R.E. 2002 are the offences contemplated as being within the scope of this Order.

INVESTIGATION – WANTED PERSONS

Definition

1. For the purposes of this Order "Wanted Person" means any person who is alleged, on reasonable grounds, to have been concerned in the commission of any cognisable offence and for whom a warrant of arrest has been issued or applied.

Registering and circulation of wanted person's description

2. The O/C. of the Station which receives the first report of an offence for which a person is wanted will take the following action as soon as the criminal's identity is known or as soon as an adequate description has been obtained and, in any case, not later than 48 hours after the issue of a warrant of arrest :-

   (a) Apply for a warrant of arrest,

   (b) Enter the full particulars of the wanted person and the offence or reason for which the person is wanted under the appropriate heading, in triplicate, in the Missing & Wanted Persons Register (P.F. 179). The top copy will be left in the Register, the second copy posted on the Police Station Notice Board and the third copy forwarded to the Forensic Bureau,

   (c) Enter full particulars on P.F. 10 (Mtu huyu anatakiwa) and distribute to local authorities in the District,

   (d) Send a "Wanted Person Telegram" (by telegraph or signal) to the Forensic Bureau, Regional C.I.D. Headquarters and to all police stations within the region which might be able to assist in the search for the wanted person, The telegram/signal will be prefixed with the letters "WPT", followed by the heading numbers, giving particulars of the wanted person as recorded in the register. When the C.R.O. number of the wanted person is known, this will be quoted. The list of Police Stations circulated will be entered in the Register. The Regional C.I.D. Officer will be responsible for wider circulation outside the Region should he consider it necessary.

3. The O/C. Station receiving a "WPT" will :-

   (a) enter the particulars of the wanted person and the offence or reason for which he is wanted under the appropriate headings, in triplicate, in the missing & wanted persons Register (P.F. 179);

   (b) leave the top copy in the Missing & Wanted Persons Register;

   (c) post the second copy on the Police station notice board;

   (d) post the third copy on the Administration Notice Board;

   (e) ensure that all persons arrested are checked against the wanted & Missing Persons Register.

4. The CO. Forensic Bureau will be responsible for any wider circulation of the description of a warrant person through the medium of the police Gazette.

Descriptions will be issued on name cards on the reverse of which will appear, if available, a photograph of the wanted person.

Photographs of wanted persons

5. (a) When the identity of a wanted person is established, endeavours will be made to obtain a photograph from his friends, acquaintances or from the home of the wanted person.

(b) When the wanted person is not known, but the complainant or eye witnesses think they can recognize a photograph, investigating officers should follow the procedure laid down in P.G.O. No. 231 ("Investigation – Identification by Photographs").

6. Where a photograph is obtained, it will be sent by the quickest possible means to the Forensic Bureau, accompanied by a copy of the relevant "Wanted Persons Telegram" on which will be endorsed the names of Police Stations circulated.

7. The Forensic Bureau will send all stations circulated three photographs of the wanted person. The receiving stations will affix one photograph to the relevant entry in the Wanted Persons Register and one photograph to the Wanted Persons Notice posted on the Police Notice Board.

8. Whenever the Forensic Bureau receives a photograph of the wanted person, after publication of the name card the photograph will be published in a later *Police Gazette* quoting the reference to the name card. O/C. Stations, on receipt of the *Police Gazette* showing the photograph of the wanted person, will cut out the photograph and paste it on the reverse of the wanted person's name card already received from the Forensic Bureau, in accordance with para. 4.

Procedure on arrest of wanted person

9. (a) The O/C. Station, on receipt of a "WPT" advising him of the arrest of a wanted person will, where the wanted person is not required by the arresting station, arrange for an escort and identifying witness to deliver the warrant of arrest for endorsement to the Magistrate in whose area of jurisdiction the arrest was made and will then take over custody of the prisoner.

(b) Where the subject of a "WPT" is in custody and wanted by more than one station for criminal offences, the CO. Forensic Bureau will inform the Director of Criminal Investigation who will advise the stations concerned on the order in which outstanding cases are to be tried.

(c) Where the subject of "WPT" is traced by the Forensic Bureau and found to be in :-

(i) prison custody;

(ii) police custody,

the OC. Forensic Bureau will signal all stations concerned and circulated and will then inform the Director of Criminal Investigation who will direct further action.

Cancellation of wanted person notice

10. Whenever a wanted person is arrested :-

    (a) by a Station other than the Station originating the "WPT", the O/C. of the Station affecting the arrest will advise, by signal or telegram, the O/C. Station at which the person is wanted. This signal will be repeated to the Forensic Bureau who will, by notice in the *Police Gazette*, cancel the wanted notice;

    (b) by the Station originating the "WPT", the O/C. Station will advise the Forensic Bureau by signal or telegram. The Forensic Bureau will then, by notice in the *Police Gazette*, cancel the wanted notice.

11. Each O/C. Station receiving notice of the arrest of a wanted person, as set out in para. 10 above will cancel the appropriate entry in the Wanted Persons Register by writing "Arrested" diagonally across the page and quoting thereon the reference of the notification of arrest. The two copies of P.F. 179 posted on the Police and Administration Notice Boards will be removed and destroyed.

12. The CO. Forensic Bureau, on receipt of information of a wanted person's arrest, will cancel the name card in the *Police Gazette*, provided that such person was arrested in connection with the case for which publication was made. If he is arrested on another charge, the publication in the *Police Gazette* will not be cancelled until arrest is effected.

13. O/C. Stations will then remove the name card from the index and destroy it. O/C. C.I.D. Units will retain only those name cards which carry photographs.

Index to be kept by Forensic Bureau

14. CO. Forensic Bureau will maintain an index of all wanted persons. The index will be divided into Sections to allow for carding by name, by known aliases and distinguishing features.

DIPLOMATIC IMMUNITIES – EMBASSIES, HIGH COMMISSIONS

1. Regional Commanders will ensure that all ranks are made fully conversant with the provisions of the Diplomatic and Consular Immunities and Privileges Act, Cap.356 R.E. 2002.

Immunity

2. The following persons are immune from suit and legal process:-

   (a) Representatives in the United Republic of foreign sovereign powers.

   (b) Any person for the time being recognised by the Government of the United Republic as the head of mission in Tanzania of any foreign sovereign power, whether he is known by the title of High Commissioner for that country or by any other title.

   (c) Any member of the diplomatic staff of a mission performing duties substantially corresponding to those performed by any member of the diplomatic staff of a mission of a foreign sovereign power.

   (d) Any member of the family of a head of a mission or of a member of the diplomatic staff of a mission.

   (e) A member of the domestic staff of a head of mission.

   (f) Any other person who the Minister has conferred immunity by an Order pursuant to Section 9 or 13 of the Act.

Personal Immunity

3. Persons mentioned in paragraph 2 enjoy personal immunity from both civilian and criminal proceedings and cannot be compelled to give evidence in Courts.

Inviolability

4. The premises of Consular or Missions, their residencies, archives, furnishings property and means of transport are likewise immune from search requisition, attachment or execution.

Consular Immunities and Privileges

5 (a) Consular Officers:-

A consular officer is only immune from legal proceedings in respect of things done or omitted to be done by him in the course of his official duties.

(b) Inviolability:-

Consular archives and official correspondence are inviolable.

(c) Evidence in Courts:-

A Consular Officer or employee is not compelled to give evidence in the Courts in respect of any matter contained in his archives or official correspondence.

Fiscal Privileges

6. Members of the Diplomatic and Consular Corps are exempted from taxes, rates and fee in accordance with Section 9 which reads:-

"(1) The Minister may, by Order published in the Gazette, or by directions–

(a) make such provisions as he thinks fit in order to facilitate any immunity from taxes, rates or fees to which any person is entitled by reason of his being the envoy of a foreign sovereign power accredited to the United Republic, or his being a member of the family or a servant of such envoy or a member of the diplomatic staff of such envoy or of such member's family, or by reason of the provisions of Section 5, 6, 7, 8, 15 and 16 or Order made under Subsection (1) of Section 13 and may in such Order or directions declare the extent of such immunity in respect of any person or class of persons and as to whether or not any particular tax, duty, rate or fee is included therein or excluded therefrom; and where any such declaration is made it shall, (in the case of any person to whom an Order made under Subsection (1) of Section 13 refers) subject to the provisions of the Fourth Schedule, be conclusive;

(b) grant any person or class of persons to whom Section 9 or Section 10 refers immunity from taxes, duties and rates upon–

(i) the person concerned; or

(ii) the movable property of such person; or

(iii) so much of the income of the person concerned as is derived directly from the holding of his office, or from the payment of any fees imposed by law.

(2) It is hereby declared that no immunity to which paragraph (a) of Subsection (1) refers and no immunity granted under paragraph (b) of Subsection (1) shall be construed as exempting any person from compliance with the formalities in respect of the importation of goods which are prescribed in any law relating to customs; and every such immunity shall be subject to compliance with such conditions as the Commissioner of Customs and Sales Tax may prescribe for the protection of the revenue."

7. However, every person enjoying diplomatic immunities and privileges conferred under the Act must have comprehensive insurance in respect of any motor-vehicle in his possession or use.

8. Arms licences must be applied for and dealt with in accordance with the relevant regulations except for the waiver of fees.

Service of Process

9. No attempt should be made to effect service of process, whether civil or criminal, on High Commissioner, Embassy or Consulate premises.

Exclusion from Immunity

10. (a) A member of the official or domestic staff of a Mission (Embassy or High Commission) who is a Tanzania citizen is excluded from immunity except in

respect of things done or omitted to be done in the course of the performance of his official duties.

(b) The members of his family, as such, are entirely excluded from immunity.

(c) Consular officers and employees in their personal capacity are excluded from immunity from arrest and legal process and may be required to give evidence in the Courts. This includes situation where a person with immunity decides to enter into an agreement of a commercial nature in his private capacity.

Proof of Immunity

11. A certificate issued by the Minister responsible for Foreign Affairs shall be regarded as conclusive proof of entitlement to diplomatic immunity.

12. Names of those entitled to diplomatic immunity will be published from time to time in the Government Gazette, but this does not constitute proof of immunity.

13. Green and gold identity cards marked "Tanzania Government Diplomatic Identity Card" will identify such person. These cards are not issued to consuls.

14. Diplomats or Consuls' cars may well carry plates designated "C.D.) or "C.C." but this is not required by law, and such plates are not to be considered as in any way proof of the identity or status of the occupant of the vehicle.

Police Action

15. (a) Where it is established by the police that a member of the diplomatic body has committed a criminal offence, this offence will be investigated and a summary of the facts will be submitted to the Director of Criminal Investigation immediately after the completion of the investigation. The Director of Criminal Investigation will notify the ministry of responsible for Foreign Affairs and the Director of Public Prosecutions. Depending upon the circumstances, a request will be made to the Ambassador concerned either to waive the diplomatic immunity in respect of the accused person, or to warn him that future misconduct may entail criminal proceedings. Where diplomatic immunity is waived, the police must be in a position to proceed with the prosecution. It is therefore, essential that the initial investigation is complete.

(b) Where an offence is committed by a servant of the diplomatic body and that servant is a Tanzania citizen and at the time of the commission of the offence was not engaged in his official capacity, then the case will be investigated and the accused charged in the same manner as any other member of the public. These cases will be reported to the Director of Criminal Investigation in the same manner as a serious crime. The Director of Criminal Investigation will notify the ministry responsible for Foreign Affairs.

(c) Where an offence is committed by a servant of the diplomatic body who is a Tanzania citizen and who, at the time of the commission of the offence, was performing his official duties, then the procedure to be followed will be as in sub-paragraph (a).

Security

16. It must be remembered that the police have a special duty to take all appropriate steps to

protect the premises occupied by members of the diplomatic body against any intrusion or damage and to prevent any disturbance of the peace which would impair their dignity

Traffic Violations

17. Although a diplomatic/consular official is immune from prosecutions, in a country ruled by rule of law, it is still important to warn the violator of traffic law of the dangers of his actions and allow the official to proceed once the traffic police is satisfied that his identification is in order. In any aggravated case, a detailed memorandum of the circumstances should be forwarded to the Director of Criminal Investigation through the Commanding Officer Traffic Unit. The appropriate authorities will be notified of the incident.

18. If the official is stopped for driving under influence of alcohol or drug, the primary consideration shall be to see that the official is not a danger to himself or the public. Based upon a determination of the circumstances, the following options are suggested.

    (a) Take him to a telephone so that he can call a relative or a friend to come pick him up.

    (b) Arrange for transportation to his home or office.

    (c) The official may be voluntarily transported to the station or other location where he can recover sufficiently to enable him to proceed safely.

19. The official shall not be handcuffed or subjected to any sobriety test. At best, this is a sensitive situation. Treat the official with respect and courtesy, and impress upon him that your actions and primary responsibility are to care for his safety and the safety of others. Officers will submit a detailed memorandum to their Officers in Command describing the incident.

JUVENILES – TREATMENT OF

General

1. The following paragraphs provide guidelines on this order when dealing with juveniles in enforcement and custody situations.

2. All members of the Force should acquaint themselves with established procedures for handling both criminal and non-criminal juvenile incidents as defined in the Children and Young Persons Act, Cap. 13 R.E. 2002 and this order.

3. Officers should always endeavor to take measures that will effect positive changes in the juvenile offenders and such measures should be consistent with the law, safety and security interests of the community.

4. An officer dealing with a juvenile who has committed a criminal act or a violation should use the least coercive, reasonable alternative consistent with preserving public safety and order.

Responding to Juvenile Offenders.

5. An officer when dealing with a juvenile should use any of the four general alternatives:

   (a) Give verbal warning for minor offenses;

   (b) Divert the juvenile to a social welfare or service agency normally referred to as fit institution or person, if the contact does not constitute criminal behavior;

   (c) Take the juvenile into temporary custody and with immediate effect surrender the child to the care of a nearby remand home of fit institution or person approved by the social welfare department in the locality. In this event:

      (i) the officer will write a referral to the Social Welfare Department to notify it of the event the juvenile is involved.

      (ii) that agency may choose to handle the situation in a counseling environment, or refer the case to the juvenile Court system.

6. The following considerations should guide an officer in making a decision on the option to be taken with regard to a juvenile offender:

   (a) The Nature of the Alleged Offenses. Minor offences and violations may be diverted from the criminal system by using a verbal warning. If exceptional circumstances exist, runaways and liquor law violators should be referred to the Social Welfare Department, or fit institutions. These violations often indicate an underlying problem for which the juvenile may need counseling programs and supervision. Delinquent acts requiring the attention of the Juvenile Court, include all such acts that, if committed by an adult, would be serious offences; all delinquent acts involving weapons; all serious gang-related delinquent acts; all delinquent acts involving aggravated assault and battery; all delinquent acts committed by juveniles on probation, community service or parole or by those with a case

pending; and all repeated delinquent acts within the preceding 12 months.

(b) The alleged offender's record, if known.

(c) The availability of community based rehabilitation programs.

Protective Custody and Release of a Juvenile.

7. An officer may take a juvenile into protective custody in the following circumstances:

(a) Where, if the juvenile were an adult, the juvenile could be arrested without a warrant;

(b) Where the juvenile's condition or surroundings reasonably appear to be such as to jeopardise the juvenile's welfare;

(c) Where the Juvenile Court, by order endorsed on the summons has ordered that the juvenile be taken into temporary custody;

(d) When a warrant has been issued by a juvenile Court for the arrest of a juvenile; or,

(e) Where an order for custody has been issued by the superintendent of the Approved School.

8. Once a juvenile is taken into police custody he should be taken, when possible, to the juvenile facility without delay. A juvenile in custody requiring medical treatment should be provided with the required service as a matter of priority.

9. The officer shall take all reasonable steps to notify the juvenile's parent, guardian, or other person responsible for the juvenile of the custody situation.

10. A juvenile may be detained at the police station for a period up to four hours for purposes of determining identity provided the officer handling the juvenile ensures that the juvenile is not mixed with adults.

11. The Social Welfare Department must be consulted when problems of identity of persons to take physical responsibility of the juvenile in custody occur.

12. If, at the end of the four-hour period, no reasonable disposition has been arranged and no other option under the law is available (such as remand to the care of a fit institution or person), then the juvenile may be released on his/her own recognizance. Under no circumstances shall a juvenile be detained beyond 24 hours from the initial time of custody without a temporary hold release plan.

13. If a juvenile is taken into protective custody, the officer shall take all reasonable steps to notify the parent, guardian, or other responsible person of the custody as soon as possible. In most cases the juvenile shall be released to the custody of the juvenile's parent or other responsible person in this state, except:

(a) Where the Court has issued a warrant of arrest against the juvenile; or

(b) Where the officer has probable cause to believe that the welfare of the juvenile or others may be immediately endangered by the release of the

juvenile.

14. If an officer does not wish to release the juvenile because of concerns for the welfare of the juvenile or others, the officer must contact the Social Welfare Department or its representatives who will determine if the circumstances warrant continued custody of the juvenile.

15. If the juvenile will be lodged in a remand home or in a shelter care facility, the remand home or the said facility should produce the juvenile before a juvenile Court within twenty four hours to be dealt with in accordance with the law.

16. When an officer lodges a juvenile in either a remand home or a shelter care facility or any other approved facility, the incident report must be done prior to the officer going off duty, and the report forwarded to the Officer in charge prior to the start of the next business day. A custody report will be completed, including the pertinent circumstances of the incident or custody, and a copy will be delivered to the person in charge of the remand home or shelter care facility or any other approved facility as the case may be.

17. Only juveniles, 10 years old or older, may be taken into protective custody or placed into a temporary holding cell. They shall be kept out of sight and sound, and physically separate from adult prisoners, and from other juveniles of a different gender.

Interviews of Juveniles.

18. When a juvenile has been taken into custody for a crime:

    (a) the officer will advise the juvenile of juvenile system procedures and legal rights as required by the Children and Young Persons Act, Cap. 13 R.E. 2002 and Criminal Procedure Act, Cap. 20 R.E. 2002 prior to conducting any interviews, and:

    (b) The juvenile may confer with parents or guardian at the juvenile's request or if the officer believes that it would be in the best interest of the investigation.

19. (a) No more than two officers shall be directly involved in the interrogation at any one time.

    (b) The mere presence of three or more officers in a field situation is not prohibited, but when practical, the number of officers shall not exceed the number necessary to control the situation at hand.

20. Interrogations should not last longer than is necessary to gain adequate information on the matter being investigated and to identify the juvenile. The officer shall assess the situation with the following factors considered before continuing a lengthy interview:

    (a) Age of the juvenile,

    (b) Maturity of the juvenile,

    (c) Location of the interview, and

(d) Gravity of the offence.

21. Juveniles shall be allowed breaks for personal necessities such as access to the restroom.

22. In order to minimise disruption at school and cooperate with school officials, members who interview or arrest a student in school are expected to cooperate with school authorities and the student's parents, and comply with procedures established by the school involved.

Photographing and Fingerprinting Juveniles.

23. A child or youth may be photographed or fingerprinted:

(a) Pursuant to a search warrant.

(b) Upon remand to a juvenile Court.

(c) Upon consent of both the child and parent after being advised that they are not required to give consent.

(d) Upon consent of parent alone if child is under 10 years of age, and original photographs and fingerprints are delivered to the parent.

(e) Upon order of the Court.

24. Fingerprint and photograph files or records of juveniles shall be kept separate from adults.

25. Fingerprint and photograph files or records of juveniles shall be disclosed only to the following:

(a) Public agencies for use in a criminal investigation only when the information is pertinent to a specific investigation.

(b) The Social Welfare Department and juvenile Court.

(c) Social workers and counselors responsible for the care of such juvenile.

(d) The parties to the proceeding and their counsel.

(e) The victim or a witness.

26. Fingerprint and photograph files or records of juveniles shall be sent to the F.B. same as adult files and records.

27. Fingerprint and photograph files and records of a juvenile shall be destroyed when the juvenile Court orders expunction of record.

Traffic Violations of Juvenile Offenders

28. Juveniles charged with traffic violations shall be arrested or issued a notification generally in the same manner as an adult, but with the exceptions indicated in the procedure below.

(a) All juvenile traffic offenders shall be taken to Traffic Court in the same manner as adults provided that their proceedings are conducted in accordance with the law regarding protection of juveniles.

(b) If a juvenile is arrested for an offence an offence, the arresting officer shall:

(i) Issue a citation for the charge;

(ii) Complete a custody report; and,

(iii) Either release the juvenile to a parent or guardian, or lodge the juvenile in accordance with custody policy.

SECTION XI

POLICE DUTIES – GENERAL

Nos. 271 – 350

P.G.O. No.	Title
271.	Arms Licensing
272.	Arrest and Search
273.	Aircraft Crashes and Missing Aircraft
274.	Arms – Issue and Use of - by Police
275.	Arms – Storage of Private Arms in Police Stations
276.	Arms & Ammunition - Unclaimed/Confiscated/Surrendered
277.	Availability – Gazetted Officers and Inspectors
278.	Availability of Officers – Duty officers
279.	Beats
280.	Books – Duty Book (PF.59A) and Duty Roster (PF. 59)
281.	Books – Investigations Register
282.	Books – Notebook
283.	Books – Official Diaries
284.	Books – Station Diaries
285.	Books-Summons Register
286.	Case Files and Minor Offence Dockets – Preparation of
287.	Charge Rooms - Operation of
288.	Duties-Hours of – For Rank & File
289.	Duties – Parade of
290.	Escorts-Specie, Explosives, Force Arms & Ammunition
291.	Guards on Government offices
292.	Information-Communication of
293.	Information – Correct Channels of
294.	Information-Release To Press and Radio
295.	Licensed Premises – Auctioneers
296.	Licensed Premises – Cinemas and Theatres
297.	Licensed Premises - Explosive Magazines and Stores
298.	Licensed Premises – Local Liquor
299.	Licensed Premises – Private Arms Warehouses
300.	Licensed Premises – Second-Hand Dealers and Scrap Metal
301.	Licensed Premises – Supervision of
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303. Patrols and Visits-By Senior officers
304. Property – Unclaimed
305. Public Collections and Appeals for Money
306. Raids – Drugs and Prevention of Illicit Traffic in Drugs
307. Raids – Gaming
308. Raids – Unlawful Local Liquor
309. Reports – Report Book
310. Report – Daily and Weekly
311. Reports – Immediate Action on Receipt of
312. Report – Refusal of Police Action on
313. Security – Alarm Signals
314. Security – Attack – On – Station Exercises
315. Security – Emergency Turn-Out
316. Security – Protection of V.I.P.S
317. Security – Regional Exercises
318. Security – Road Block Exercises
319. Warrants (Civil) of Arrest
320. Warrants (Criminal) of Arrest and Search

P.G.O. No. 271

ARMS LICENSING

General

1. This Order deals with all aspects of arms licensing and is issued by the Inspector General as directive to Licensing Officers under Regulation 12 (1) of the Arms and Ammunition Regulations, as amended from time to time.

First application to license residents' specified firearms

2. Any person other than a visitor wishing to license a specified firearm for the first time will be instructed to fill in four copies of the prescribed Application Form (Form "N") and submit four copies of passport size photographs. No fee will be accepted at this stage and applicants will be told to await further notification. The import licence is to be attached.

3. (a) The Licensing Officers (normally the O/C. District) will arrange for the application to be processed in accordance with the law by his office, and will involve local authorities particularly the District Security and Defence Committee.

   (b) The O/C. District will submit the application and the recommendations of the District Security and Defence Committee to the Regional Commander who will arrange for the meeting of the Regional Security and Defence Committee to scrutinise the application.

   (c) At the Regional level:

      (i) if the applicant is a citizen and the application is for a rifle or shotgun, the Regional Commander shall have the final say on the matter as long as he involves the Regional Security and Defence Committee;

      (ii) if the Application is for a pistol and in all other applications by non-citizens or corporate bodies, the Regional Commander shall submit the application with the recommendations of the Regional Security and Defence Committee to the Director of Criminal Investigation for final decision.

4. If the application is not approved, the Licencing Officer will at once inform the applicant by letter, retaining a copy of the correspondence in his office together with the application form.

5. If the application is approved, the Licensing Officer will at once send the completed Application Form to the Central Arms Registry (C.A.R.)

6. The C.A.R. will make out a licence book and send it with the Application Form to the originating Licencing Officer, at the same time advising the applicant that his licence is ready for collection at the Police Station where he originally applied.

7. The Licencing Officer will then take the following action :-

   (a) Issue withdrawal permit (Form "L").

   (b) Physically check the firearm and verify that the description recorded in

the application form (Form "N") and licence book is correct.

(c) Collect the prescribed license fee from the applicant.

(d) Make out the Licence Fee Receipt, in quadruplicate.

(e) Paste white copy of the Receipt onto the appropriate space in the Licence Book.

(f) Retain blue copy of the Receipt for production to the Permanent Secretary, Ministry of Public Security and Safety, Dar es Salaam, when he pays in the license fee.

(g) Paste pink copy of receipt onto the appropriate space on the application form and send it to the C.A.R., together with the original import licence (Form "A.1") and blue copy of withdrawal permit (Form "L") where issued.

(h) Leave straw coloured copy of Receipt in the Receipt Book.

(i) Hand over the Licence Book to the applicant.

(j) Pay in the License Fee, supported by the blue copy of Receipt to the Permanent Secretary, Ministry of Public Security and Safety, Dar es Salaam.

(k) Send the application form to the C.A.R. within twenty-four hours.

First applications to license residents' unspecified firearms

8. Any person wishing to license a firearm and who is unable to give precise particulars at the time of application will be instructed to fill in two copies of the application form (Form "N). No fee will be accepted at this stage and applicants will be told to await further notification. The Licencing Officer will arrange for the original copy of Form "N" to be processed.

9. If the application is not approved, action will be taken as in paragraph 4. If the application is approved, the Licencing Officer will so advise the applicant and hand to him the duplicate copy of Form "N" on which shall be endorsed the words "Processed and Approved", and signed by the authorised officer. At the same time, the applicant will be requested to forward Form "N" to the private warehouse dealer from whom he intends to purchase the firearm or from where the firearm is deposited.

10. On receipt of Form "N" the dealer should enter particulars of the firearm purchased and produce the firearm and application form to the nearest Licencing Officer who will then take the following action :-

(a) Issue transfer permit (Form "H").

(b) Physically check the firearm and verify that the description recorded in the application form is correct.

(c) Collect the prescribed licence fee from the dealer/owner.

(d) Make out the licence fee receipt in quadruplicate.

(e) Hand the white copy of the receipt to the owner/dealer.

(f) Retain the blue copy of the receipt for production to the Permanent Secretary, Ministry of Public Security and Safety, Dar es Salaam, when he pays in the licence fee.

(g) Paste the pink copy of the receipt onto the appropriate space on the application form and send it to the C.A.R., together with a blue copy of transfer permit.

(h) Leave straw coloured copy of the receipt in the receipt book.

(i) Instruct the dealer to forward the white copy of the receipt together with the firearm to the new owner and also instruct the dealer to take all precautions to ensure safety of firearms in transit.

(j) Instruct the dealer to inform the owner of the firearm that the Firearm License folder will be sent direct to him (the owner) by the Central Arms Registry, Dar es Salaam.

Renewal of firearms licences

11. Persons who apply to renew their licenses will be instructed to fill in one copy of the application Form (Form "N").

12. The Licencing Officer will then :-

(a) instruct the applicant to produce his old licence, pointing out that renewal cannot take place until he does so ;

(b) if an applicant produces his old license, he should be instructed to make a written request for a duplicate, explaining the circumstances of his loss and providing full details of the firearm as on Form "N". The Licencing Officer will then collect Shs. 5,000/= for rifles and Shs. 10,000/= for pistols being the fee for a duplicate licence, and issue a Firearm License Receipt marked "duplicate licence , and issue a Firearm Licence Receipt marked "duplicate" and past pink copy on the application and forward to the C.A.R., Dar es Salaam. The C.A.R. will send a duplicate license folder to the Licencing Officer who will request the applicant to re-apply in the normal way for renewal;

(c) physically check the firearm and see whether the brand, number, type and calibre correspond to the details entered on the new application form and on the arms license ,

(d) check the owner's name and address as recorded on page one of the License Folder. If it has changed, enter the new address in "Changes of Address" Section at page two. Where all the space in this Section as already been used, paste in a new "Changes of Address" slip over the original entry. (This applies to Firearms Licence Folders Numbered from C.A.R. 1 to C.A.R. 30,000. In Folder s Number over C.A.R. 30,000 the "Change of Address" space is on page 1.);

(e) collect the prescribed license fee from the applicant;

(f) make out the licence fee receipt in quadruplicate;

(g) paste white copy of the receipt in the space provided in the Licence Book;

(h) retain blue copy of the receipt on the appropriate space on the application form and send it to the Permanent Secretary, Ministry of Public Security and Safety, Dar es Salaam, when he pays in his licence fee;

(i) paste pink copy of receipt on the appropriate space on the application form and send it to the C.A.R.;

(j) leave straw copy of receipt in the Receipt Book;

(k) hand over the License Book to the applicant;

(l) pay in the license fee, supported by the blue copy of the receipt to the Permanent Secretary, Ministry of Public Security and Safety, Dar es Salaam;

(m) send the application form to the C.A.R. within twenty-four hours.

(n) (*Note:* When batches of application forms are forwarded they must be in Receipt serial number order).

Renewal of arms license for previous years

13. Authorised officers, when re-licencing, will ensure that the weapon was licenced for the previous year. Where the weapon was not licenced, a license receipt for each year that the weapon remained unlicenced will be issued. In addition, a penalty of 50 per cent of the licencing fee may be collected, but Regional Commanders are authorised to waive the penalty (see paragraph 21). If the firearm has been deposited in a public or private warehouse during previous licencing years, the question of previous licence and 50 per cent penalty does not arise.

Advance renewals

14. Firearms licences may be renewed before the next licencing periods, i.e. before 30th September of each year, but authorised officers will endorse the licence :-

"Validity expires on....."

(The date being the 30th June of the following license period).

In the absence of the endorsement, the licence renewed in advance is liable to be treated according to the law as having expired on the 30th June next and the licencee may be penalised.

Refusal to issue or renew arms licenses

15. (a) The law on powers to refuse to issue or to renew arms licenses if found at Regulation 12 (5) of the Arms & Ammunition Act, Cap. 223 R.E. 2002

which is quoted below

"12 (5) An authorised officer shall have power to refuse to issue or to renew an arms license to any person without assigning any reason and shall, save in the case of an authorised officer acting under paragraph (c) of Regulation 3, report every such refusal to the central office. Such a refusal shall be subject to appeal to the Minister for Public Security and Safety".

When an authorised officer decides that a licence should not be renewed, he will endorse his decision and the reason for it on the application form and will send it to the C.A.R. In such cases the authorised officer will not collect any fee and will advise the applicant to deposit the weapon or surrender it to the police for destruction if it is in unsafe condition.

(b) Where an authorised officer refuses an application for the first issue of an arms licence, his reasons for so refusing shall be endorsed on the duplicate copy only of the application form. This is essential in order that full information may be supplied to the Ministry of Public Security and Safety in the event of an appeal against the refusal.

Applications to license visitors' firearms

Comment [U1]: Align left and Reduce space, between this and the next sentence. This is a subheading.

16. Any visitor, wishing to licence a firearm will be instructed to fill in one copy of the Visitors Firearms Licence Application Form N.1 (Note: the application need not be processed).

17. The Licensing Officer will then take the following action :-

(a) Examine the applicant's Visitor's Pass, passport or travel documents.

(b) Issue withdrawal permits (Form L) and ask the applicant to produce the original to the Officer i/c Public Warehouse (Customs).

(c) Collect the prescribed license fee from the applicant, i.e USD 120 or its equivalent.

(d) Make out a Visitor's Licence Book.

(e) Make out the license fee receipt in quadruplicate, inserting the word "Visitor" against the C.A.R. number. Validity should be extended for a period of six months from the date of issue of the receipt.

(f) Paste white copy of the receipt in the appropriate space of the licence book.

(g) Proceed as in paragraph 7, sub-paragraphs (f), (g), (h), (i), (j) and (k).

(h) Inform the applicant that the validity of the visitor's arms licence will expire in six months' time from the date of issue of the Firearm Licence Receipt and that he should either export the weapon within the validity period of his licence or get it renewed for a further period of six months.

Applications by members of the Force

Comment [U2]: Align left and Reduce space, between this and the next sentence. This is a subheading.

18. Applications from members of the Force for permission to possess a firearm shall be processed in exactly the same way as an application from a member of the public, and the following rules will apply :-

(a) Pistols and Revolvers.

Issue of a license to possess a pistol or revolver will only be considered if the applicant holds a Government issued revolver which can be suitably replaced by the weapon he wishes to licence.

(b) Rank & File.

Members of the Rank & File may be issued with licenses for shotguns if they are suitable persons, but licences for rifles will only be considered for those with long service.

Applications for a license by a body of persons

Comment [U3]: Align left and Reduce space, between this and the next sentence. This is a subheading.

19. Under Regulation 12 (23) provision is made for the issue of a licence to a body of persons (e.g., Banks, Companies, etc.). Where such applications are received they shall be processed in the normal way and then referred to the Director of Criminal Investigation by the Regional Commanders for consideration by the Inspector General. Renewals shall be dealt with in accordance with paragraphs 11 and 12. The conditions imposed by the Inspector General before issuing arms licences to a body of persons, whether corporate or incorporate, are as follows :-

(a) That there exist facilities for the safe custody of firearms to the satisfaction of the Regional Commander.

(b) That the license will, in every case, be issued in favour of the chief executive of the body submitting the application and the responsibility for the safe custody, etc., of that weapon will rest with the officer who, for the time being, holds such post.

(c) The use of the weapon by any other responsible official of the company, etc., may be authorized by means of temporary transfer permits in accordance with the provisions of Regulation 16 of the Arms and Ammunition Regulations.

(d) Regional Commanders, when submitting applications, will ensure that their recommendations include a comment on the safe custody of the weapon and that the chief executive of the body is fully aware that the safe custody of the weapon is his responsibility.

Licence fees

Comment [U4]: Align left and Reduce space, between this and the next sentence. This is a subheading.

20. (a) (i) *First Issues* – Firearms being licenced for the first time after importation into Tanzania are subject to the fees set out in Regulation 12 (10) of the Arms and Ammunition Regulations which read as follows :-

"(a) in respect of a firearm owned by a person ordinarily resident in Tanzania–

(i) Shs. 10,000/- for a pistol;

(ii) Shs. 5,000/- for a rifle;

(iii) Shs. 5,000/- for a shotgun.

(b) in respect of a firearm owned by a person not ordinarily resident in Tanzania, US $ 120 for six months for any type of firearm."

(ii) *Transfer Fees* - Firearms which have been properly transferred from one person to another must be re-licenced in the name of the new owner, who shall be required to pay both the licence fee and the transfer fee of Shs. 5,000/=.

(iii) *Re-licensing Arms withdrawn from storage* – Firearms withdrawn from deposit in a licensed warehouse must be licenced for the current licencing year. Full fees will be charged, but not penalties.

(iv) *Duplicates* – Duplicates of licences lost or destroyed may be issued on application to the C.A.R. and on payment of a fee of Shs. 5,000/= (Regulation 12 (20)).

(v) *Renewals* – Any renewal of a license for which application is made after 30th April in any licencing year is subject to the same fees as set out in paragraph 20 (a) above.

Comment [U5]: Reanrrange space in line 2 for consistency. Second proof shows space.

(vi) *Penalties* – Any renewal of a licence for which application is made after 30th September in any licencing year is subject to the additional penalty fee prescribed under Section 13 (3) of Cap. 223, (R.E 2002) i.e. fifty per centum of the prescribed fee.

(b) *Free Issues* – Firearms

Licenses will be issued free of charge in the following circumstances, and the licences concerned endorsed accordingly:-

(i) In respect of a revolver or pistol if such weapon is issued to a military or Police Officer and forms part of his regulation equipment.

(ii) In respect of one shot gun and two rifles being the personal property of a personnel of the Wildlife Department responsible for wildlife management while such officer is employed in the service of the Wildlife Department of the Tanzania Government.

(iii) All rifles which are the property of the TPDF Safari and Rifle Club.

(iv) In respect of firearms which are the property of the Trustees of the Tanzania National Parks, whether or not such firearms are in the possession of the said trustees.

(v) In respect of shot guns issued by the Government to Local Authorities.

(vi) In respect of firearms which are the property of members of the Diplomatic and Consular Corps (this does not apply to Honorary Consulars).

NOTE: Firearms which are the property of the Tanzania Government do not need to be licenced.

Waiving of Penalty for late renewals

Comment [U6]: Align left and Reduce space, between this and the next sentence. This is a subheading.

21. No penalty late renewal will be imposed on persons who apply for their licences before 1st October. In addition, the penalty normally imposed on persons who apply after 30th September may be waived at the discretion of Regional Commanders and certain other authorised officers* on the production of satisfactory evidence that there is a legitimate excuse for the delay in application. Every decision to waive the penalty shall be endorsed on the Application Form by the responsible officer. Licencing Officers who are not themselves authorised to waive the penalty will submit the Application Forms to their Regional Commander for endorsement when they consider that the penalty should not be imposed.

**NOTE:* Regional Commanders should approach the Inspector General if they consider that any of their O/C. District should be granted discretionary powers to waive the penalty because they handle particularly large numbers of licence applications.

Prosecution for failure to renew

Comment [U7]: Align left and Reduce space, between this and the next sentence. This is a subheading.

22. The Arms and Ammunition Act, Cap. 223 R.E.2002 provides for the prosecution of persons who have failed to comply with the Act and its regulations. Prosecution should only be instituted in case of gross neglect or attempted evasion of licencing requirements. Doubtful cases will be referred to the Director of Criminal Investigation for advice.

Firearms which may remain unlicenced

Comment [U8]: Align left and Reduce space, between this and the next sentence. This is a subheading.

23. The only occasion when a firearm may remain unlicenced is when it is kept either at a public or private arms warehouse (see also paragraph 20 (a) (iii)). Firearms deposited in approved strong rooms or in Police Stations under the provisions of P.G.O. No. 275 must, in law, be licenced.

Validity of Firearms Licence

Comment [U9]: Align left and Reduce space, between this and the next sentence. This is a subheading.

24. A licence issued under the Arms and Ammunition Act, Cap. 223 R.E. 2002 expires on the 30th June following the date of commencement of the validity of the licence. When a first licence is issued, the authorised officer will inform the holder of the date of its expiry; for example, if a firearms licence is issued on the 24th June and expires on the 30th June of the same year, then the licencee is required to renew the licence on the 1st July of that year.

Application Form "N"

Comment [U10]: Align left and Reduce space, between this and the next sentenceÿÿThis is a subheading.

25. Form "N" contains a declaration as to whether or not the applicant has suffered a previous conviction. It is not intended that the applicant shall enter detailed

particulars of his previous convictions. It shall suffice if he simply states that he has been criminally convicted, giving dates or date. The authorised officer will, however, question the applicant as to the nature of the conviction(s) and should his questioning reveal that he is not a suitable person to possess a firearm, then the application will be refused under Regulation 12 (5) of the Arms & Ammunition Regulations. Authorised officers will be guided by the following :-

(a) A person with a recent conviction for poaching would not ordinarily be considered for a rifle or a shotgun.

(b) Further inquiry would be necessary as to the suitability of an applicant for an arms licence who admits to a previous conviction of violence; although a conviction for a minor traffic offence would not in itself prove a bar to the issue of an arms licence.

Licence Books

Comment [U11]: Align ÿÿft and Reduce space, between this and the next sentence. This is a subheading.

26. (a) Licence Books (Form "F") will only be issued by the Central Arms Registry and will be allotted and completed in strict number rotation. Visitors' Firearms Licence Books (Form "F 1") will be issued by authorised officers.

(b) The C.A.R. number allotted to a firearm is transcribed clearly in the space provided on the licence. When corresponding with the Central Arms Registry on the subject of firearms, the C.A.R. number of that arm must be quoted in the body of the letter. Once a C.A.R. licence book has been allotted to a firearm, it can never be re-allocated.

(c) The book must be returned to the Central Arms Registry when the owner of a firearm leaves Tanzania and exports his firearm. The same will apply when the owner of a firearm hands in the arm for destruction or where the owner of a firearm reports the loss or theft of a weapon.

(d) In the event of loss of the folder or in cases where it is so mutilated or defaced as to be unserviceable, a duplicate must be obtained from the C.A.R.

Permanent transfer of firearms

Comment [U12]: Align left and Reduce space, between this and the next sentence. This is a subheading.

27. Authorised officers, when dealing with applications for the permanent transfer of firearms to a new owner, will take the following action :-

(a) Check that the firearm in question is licenced for the current year.

(b) Check that the processing of the application has been successful and the applicant possesses a letter of authority to this effect.

(c) Check that the applicant is in possession of the written consent of transfer/sale signed by the owner.

(d) Have applicant complete the Application Form (Form "N").

(e) Collect the prescribed transfer fee (Shs. 5,000/= or 10,000/= as applicable

(f) Make out, in triplicate, a transfer permit (Form "H"), hand original to

new owner and enter particulars of permit in space provided at the beginning of the Licensc Book.

(g) Enter name and address of new owner in the space provided on Page 2 of the Licence Book for C.A.R. Nos. over 30,000; for C.A.R. Nos. 30,000 and under use “Particulars of Licence Holder” slips.

(h) Collect the prescribed licence fee from the applicant.

(i) Make out the licence fee receipt in quadruplicate.

(j) Paste the white copy of the receipt onto the appropriate space of the Licence Book.

(k) Retain the blue copy of the receipt for production to the Permanent Secretary, Ministry of Public Security and Safety, Dar es Salaam, when he pays the licence fee.

(l) Paste the pink copy of the receipt onto the appropriate space on the application form and send it to the C.A.R., together with blue copy of transfer permit.

(m) Leave the straw copy of the receipt in the Receipt Book.

(n) Hand over the Licence Book to the applicant.

(o) Pay the licence fee, supported by the blue copy of the receipt to the Permanent Secretary, Ministry of Public Security and Safety, Dar es Salaam.

Bulk importation of firearms and ammunition

Comment [U13]: Align left and Reduce space, between this and the next sentence. This is a subheading.

28. The power to grant licences for the importation of arms and ammunition is contained in Section 4 of the Arms and Ammunition Act, Cap. 223 R.E. 2002. The Minister for Public Security and Safety, under Section 2 of the Arms & Ammunition Act (Delegation of Powers) has delegated his powers to the Senior Police Officer stationed in each Region. Regional Commanders in each Region therefore are empowered to issue import permits (Form “A.1” to the Schedule of the Regulations).

29. (a) Arms and ammunition may only be imported at the ports set out in Regulation 6 (2) of the Arms and Ammunition Regulations. These ports are as follows :-

Arusha	Lindi	Mwanza	Tirene Bay
Bagamoyo	Longido	Mwaya	Tukuyu
Bukoba	Mbamba Bay	Ngara	Tunduma
Dar es Salaam	Mbeya	Pangani	Kilwa
Kigoma	Moshi	Kisesye	Mosi

(b) Authorised officers will ensure that firearms imported from Kenya or Uganda are supported by export permits from these countries. On receipt of an application for the importation or a firearm from Kenya or Uganda, the Licensing Authority will consider each case as an application to possess a firearm in Tanzania and if it is decided that the firearm will be licensed, an import permit will be issued to the applicant and the Central Arms Registry and Licensing Authorities of the countries concerned must be informed accordingly.

30. The following procedure will be adopted when arms and ammunition are imported into Tanzania :-

(a) All arms and ammunition arriving at the port of entry which have not already been registered into the Territory must be deposited in a public warehouse, i.e. Customs.

(b) The owner of the firearms or ammunition shall then complete form "B" to the Schedule to the Act, making application to the customs officer for the registration of such arms and ammunition.

(c) The Customs Officer should then register the arms and ammunition in the Public Warehouse Register (Form "C"), the arms and ammunition in the meantime will be retained in the public warehouse.

(d) The owner/importer will present Form "B" to the authorised officer at the nearest Police Station.

31. The authorized officer on receipt of Form "B" will take the following action :-

(a) Advise the owner/importer to complete the application Form "N" in the case of visitors form "N1".

(b) Follow the procedure under paragraph 16 in the case of bona fide visitor.

(c) Follow the procedure under paragraphs 2-6 (inclusive) in respect of residents.

(d) Where ammunition is imported by a person who already possesses a firearms licence issued in Tanzania the authorised officer may issue Form "L" on production of the current arms licence. Duplicate copies of all import permits issued shall be forwarded to the C.A.R.

Export

Comment [U14]: Align left and Reduce space, between this and the next sentence. This is a subheading.

32. When the owner of a firearm and/or ammunition leaves Tanzania permanently taking his firearm/ammunition with him, he shall, in accordance with the law, obtain an export licence (Form "A") from an authorised officer.

33. When receiving applications for an export licence, authorised officers shall :-

(a) make a physical check of the firearms and/or ammunition against the

Licence Book;

(b) ensure that the firearm in question has been licenced for the current year. If it has not been so licenced, the reason should be stated in brief on the export licence;

(c) prepare an export licence (Form "A") in triplicate;

(d) hand original to the applicant;

(e) forward duplicate to the C.A.R. with the Licence Book;

(f) retain triplicate copy of export licence in the Export License Book;

(g) ensure that the applicant is in possession of an import permit to the territory concerned where the firearm is to be exported to Kenya or Uganda;

(h) not to issue an export permit without prior reference to the Central Arms Registry where the firearms is to be exported outside Tanzania.

34. The Regulations do not exempt air rifles and air pistols, whatever their calibre. All such firearms will, therefore, continue to be subject to a licence. AIR RIFLES AND AIR PISTOLS must, therefore, be licenced in the usual way.

35. (a) The amount of ammunition which can be held or acquired must be stated exactly on every licence.

(b) In normal circumstances the following shall be considered reasonable quantities of ammunition to be held with various firearms at any time :-

Firearm	Normal maximum holding of ammunition at any one time	
Pistol or Revolver	25	Rounds
Rifle of above 22 calibre	200	Rounds
22 Rifles	1,000	Rounds
Shotgun	500	Rounds
Air Rifles	5,000	Rounds

Comment [U15]: Insert rows and Columns properly and neatly according to PGO.

36.. Authorised Officers may endorse firearms licences for the purchase and retention of a larger quantity of ammunition when they are of the opinion that the request made by the owner of the firearm concerned is reasonable and should indicate the reason, i.e. Professional Hunter, Member of Gun Club, etc.

37. This endorsement must be made in the licence on one of the pages titled

"ENDORSEMENTS AND LIMITATIONS" and NOT on the first page of the licence. The entries on this page should remain unaltered.

38. Persons applying for permits to purchase 12 bore and 16 bore ammunition for the purpose of shooting any game bird, or animal, should be required to produce their bird licence and/or minor game licence in addition to their firearms licence. The officer issuing the permit to purchase will endorse the permit to purchase accordingly.

39. For the information of authorised officers, shot sizes for gauge 12 and 16 bore are normally graded from the smallest size up to solid shot.

40. Where a person in possession of a licence to own a firearm dies, the firearm should be deposited in the nearest Police Station or public or private warehouse.

Comment [U16]: Paras 38 -40 space is too big. Reduce for consistency

P.G.O. No. 272

ARREST AND SEARCH

Comment [U17]: New PGO.Align right and Bold. Increase space between PGO number and the heading. Increase space after heading and first subheading

1. This Order deals with search immediately after arrest and flows from the provisions of Section 24 of the Criminal Procedure Act, Cap 20 R.E.2002 which is quoted as follows:

"Whenever a person is arrested–

(a) by a Police Officer under a warrant which does not provide for the taking of bail, or under a warrant which provides for the taking of bail but the person arrested cannot furnish bail; or

(b) without a warrant, or by a private person under a warrant, and the person arrested cannot legally be admitted to bail or cannot furnish bail, the Police Officer making the arrest or, when the arrest is made by a private person, the Police Officer to whom that private person makes over the person arrested, may search such person and place in safe custody all articles, other than necessary wearing apparel, found upon him."

The meaning of this Section is that when a Police Officer arrests any person for a minor offence the arrested person need not be searched. However those arrested for warrant offences and placed under restraint for further processing may be searched. Note the search procedure in the Police Station is set out in P.G.O. No. 357.

2. Every prisoner searched after arrest in accordance with paragraph 1 above shall be searched again on arrival at the Police Station.

3. It is a good policy that male prisoners be searched by a male Police Officer unless circumstances are such that no male Police Officer is available when the arrest is taking place.

4. Female prisoners shall be searched by a policewoman or other female out of sight of the public and their property handed over to the Police Officer who arrested them.

Method of search

Comment [U18]: Align left and Reduce space, between this and the next sentence. This is a subheading.

5. (a) When a Police Officer wishes to search a prisoner, he shall first of all order him to stand with his feet apart and his hands above his head at the full stretch of the arms.

(b) He shall always stand behind the prisoner to carry out the search. He must not allow the prisoner to lower his hands during the search. He must *never* stand in front of a prisoner while searching, for fear of attack.

(c) Search shall begin from the head and work down. The prisoner's hat should be searched first, then his hair, mouth and pockets. The searching officer shall then run his hands all over the outside of the prisoner's clothing, so that he may detect anything hidden underneath. He should finally, if necessary, search the prisoner's shoes and socks. *Only* if there is reason to believe that the prisoner is hiding a weapon or piece of evidence under his clothing or in his body, may he be stripped for a thorough body search. Body searches must be carried out with the utmost decency, NOT in view of the public. They should, whenever possible, be carried out inside a Police

Station or any other suitable facility in place.

6. The officer carrying out the search shall :-

(a) take possession of any weapon, poison, drug, matches or other articles which might be used as weapons;

(b) take and carefully preserve any articles or documents or suspected stolen property which may have a connection with any offence;

(c) enter in his note book an accurate list of all property he takes from the prisoner, *provided that* he is accompanied by at least one other Police Officer who can guard the prisoner for him. He must not make any such list if he is alone, in case his prisoner escapes;

(d) not take possession of any money or other harmless property belonging to a prisoner, except as provided by paragraphs. (a) and (b) above.

(e) hand over every article or property taken from any prisoner, together with the prisoner, to the officer on charge room duty at the nearest police station.

Method of holding prisoner

7. (a) In making an arrest the Police Officer making the arrest shall actually touch or confine the body of the person being arrested unless there is a submission to the custody by word or action.

(b) If the person to be arrested forcibly resists the endeavour to arrest him, or attempts to evade the arrest, the Police Officer may use all means necessary to effect the arrest provided that the person arrested shall not be subjected to more restraint than is necessary to prevent his escape.

(c) The following male prisoners arrested with or without warrant shall be restrained using approved instruments of restraint (if available) :-

(i) those arrested for any serious offence;

(ii) dangerous criminals;

(iii) those likely to escape; and

(d) if the officer effecting an arrest is not provided with any instrument of restraint, he must take great care to prevent his prisoner's escape on the way to the police station. He must not in any circumstances release his hold on the prisoner until he is inside the Charge Room.

(e) The following instruments of restraint may be used to restrain prisoners:

(i) handcuffs.

(ii) body Belt with Iron Cuffs (For members of the Force).

(iii) body Belt with Leather Straps (For women).

Comment [U19]: Reduce this space

Comment [U20]: Align left and Reduce space, between this and the next sentence. This is a subheading.

Comment [U21]: Reduce space

(iv) ankle Straps, and.

(v) leg Irons, Locking type (For Male Prisoners).

(d) Each of the instruments mentioned above will be used depending on the circumstances of each case and in accordance with instructions to be issued by the Director of Criminal Investigation.

Handing over of prisoners

8. After arrest and search, prisoners shall be taken to the nearest Police Station and handed over as expeditiously as possible. Once they are handed over to the nearest Police Station those who are eligible to bail should be informed of the right to bail and should be allowed to communicate with their relatives or lawyers in respect of the fact that they are at a Police Station following an arrest. This is in accordance with Section 54 of the Criminal Procedure Act, Cap. 20 R.E.2002 which provide that:

"(1) Subject to Subsection (2), a Police Officer shall, upon request by a person who is under restraint, cause reasonable facilities to be provided to enable the person to communicate with a lawyer, a relative or friend of his choice.

(2) A Police Officer may refuse under Subsection (1) for the provision of facilities for communicating with a person being a relative or friend of a person under restraint, if the Police Officer believes on reasonable grounds that it is necessary to prevent the person under restraint from communicating with the person for the purpose of preventing:–

(a) the escape of an accomplice of the person under restraint; or

(b) the loss, destruction or fabrication of evidence relating to the offence."

Thus only for legitimate reasons communication with a lawyer or relative may be refused as stated in Section 54 quoted above.

Comment [U22]: Check spacing of this sentence. Second proo shows big gap before A.

Comment [U23]: Align left and Reduce space, between this and the next sentence. This is a subheading.

P.G.O. No. 273

AIRCRAFT CRASHES AND MISSING AIRCRAFT

Comment [U24]: New PGO; Align right and Bold. Increase space between PGO number and the heading. Increase space after heading and first subheading

1. This P.G.O. is divided into three parts as follows:-

Part I - Action to be taken immediately on receipt of information that an air crash has taken place.

Part II - Police action to be taken at the scene of the crash.

Part III - Police action in connection with searches for missing aircraft.

Part I

Action to be taken immediately on Receipt of Information that an Air Crash has taken Place

2. Any Police Officer receiving information that an aircraft accident has taken place will carry out the following action without delay:-

(a) Ensure that fire and ambulance services have been notified.

(b) Arrange for all available police personnel to proceed to the scene as quickly as possible.

(c) Notify the senior Police Officer present of the situation.

(d) Proceed himself to the scene of the accident.

3. The senior Police Officer present on the station will proceed to the scene as quickly as possible, and having himself assessed the nature of the accident will send a first-warning message to his Regional Police Commander repeating this to Police Headquarters.

4. Should the initial report indicate that air crash has taken place in difficult terrain, the senior Police Officer present on the Station will be responsible for making the necessary preliminary arrangements for all available police personnel to proceed to the scene and in this connection care must be taken to see that adequate medical and signals facilities accompany the police party at the outset.

5. On receipt of the first-warning message referred to above, the Regional Commander or his deputy will visit the scene, and where it is likely that access to the crash will be difficult, he should, if possible, accompany the police party at the outset.

Part II

Police Action to be taken at the scene of the Crash

Comment [U25]: Decrease space, it is a subheading

6. On arrival at the scene of an air crash the senior Police Officer present will ensure that the following action is taken :-

(a) An incident post is established in which a record can be made of all persons killed or injured and of all diplomatic mail, mail bags, personal property and freight recovered and from which information can be supplied to persons entitled to receive it.

(b) Where appropriate, organize traffic control in the vicinity of the crash in

order to ensure that ambulances and other essential traffic are not held up.

(c) Organize the removal of all bodies to a mortuary or other suitable place.

(d) See that the area is kept clear of sight – seers.

(e) Establish a guard on the wreckage until such time as the Civil Aviation authorities release him from this commitment.

7. When the Regional Commander or his deputy arrives on the scene, he will ensure that the incident post is working properly and that all necessary information is being recorded. In this latter respect it is important that as much of the following information as possible is obtained at the outset :-

Comment [U26]: Reduce space

(a) Details of the make, nationality and registration marks of the aircraft.

(b) The locality of the crash, quoting wherever possible map references from the gridded airport crash maps which are obtainable from local airport staffs.

(c) The date and approximate time of the crash.

(d) The apparent nature of the accident if not a crash.

(e) Description of injuries to persons.

(f) Names of persons killed or seriously injured.

(g) Names of pilot and crew.

(h) Names and addresses of any survivors.

(i) Names and addresses of any witnesses.

(j) The exact location of any part of the aircraft found at a distance from the actual scene of the crash.

(k) General weather conditions prevailing at the time of the accident and, if possible, details of the direction of the wind.

8. The Regional Commander will ensure that regular progress reports are submitted to Police Headquarters by the fastest available means and that these are repeated where applicable to local airport staffs who have facilities for transmitting them to the Directorate of Civil Aviation.

9. Where crashes have occurred at sea and where police launches are available, these will be placed at the disposal of a appropriate port authorities in order that as much use can be made of them as is practicable, In every other respect, action should be taken to provide similar services in the case of crashes at sea as must be provided in respect of crashes elsewhere.

10. Where a crash has taken place in difficult terrain or at some considerable distance from an established airport, it is important to ensure that the following information is passed to the Tanzania Civil Aviation Authority representative as quickly as possible :-

(a) Type and registration mark of aircraft.

(b) Nationality of aircraft.

(c) Name of the owner or hirer, if any, of the aircraft.

(d) Name and captain of the aircraft.

(e) Date and time of the accident.

(f) The last point of departure of the aircraft.

(g) The intended destination of the aircraft

(h) The location of the aircraft to some easily identifiable geographical point.

(i) The number of persons killed.

(j) The number of persons seriously injured.

(k) The apparent nature of the crash, including information as to whether it occurred at take-off, in flight or on landing.

(l) Nature of the flight.

(m) Brief particulars of damage to the aircraft.

(n) Whether there was fire in the air or on the ground.

(o) Total crew carried.

(p) Total passengers carried.

(q) Weather conditions at the time and the place of the crash.

11. When sending information on these points by signal it is only necessary to quote the appropriate letter, followed by the information required, e.g. "J.4" would mean that four persons had been seriously injured.

Part III: Search for Missing Aircraft

Comment [U27]: Reduce space

12. Any Police Officer receiving information that an aircraft is believed to be missing will notify his Regional Commander with the least possible delay. On receipt of this information the Regional Commander will :-

(a) alert all units under his command;

(b) open his operations Room;

(c) inform the Regional Commissioner and the senior medical officer in the region;

(d) initiate a search for the missing aircraft in accordance with the resources at his disposal and the information available to him.

13. The Regional Commander will ensure that search parties are in touch with his operations room by radio and that regular situation reports are submitted by them. He will signal any positive information received to the appropriate authorities repeating such signals to Police Headquarters.

14. The Regional Commander will ensure that search parties are properly equipped with water, food, medical supplies, equipment and bedding and any special equipment appropriate to the nature of the operation. He will also ensure that they are in possession of the necessary ground to air recognition strips and that the persons in command of search parties are fully conversant with the visual code for air/ground communication details which are given at Appendix "B" hereto.

15. Details of air fields on the aeronautical telecommunications network which can communicate direct with the Civil Aviation Authority and the National Search and Rescue Co-ordination Centre in Dar es salaam are listed at Appendix "A".

APPENDIX "A"
(To P.G.O. No. 273)

Comment [U28]: This is an appendix, I have reduced the font size to 8. Please note

AIRFIELDS ON THE AERONAUTICAL TELECOMMUNICATIONS NETWORK FOR DIRECT COMMUNICATION WITH THE REGIONAL CIVIL AVIATION REPRESENTATIVE AND THE NATIONAL SEARCH AND RESCUE CO-ORDINATION CENTRE, DAR ES SALAAM.

Dar es Salaam	Mtwara
Tabora	Mbeya
Tanga	Moshi
Arusha	Songea
Dodoma	Mwanza
Iringa (Nduli)	

APPENDIX "B"
(To P.G.O. No. 273)

Comment [U29]: Use attached correction of the table/Appendix.Insert that one.Yuor codes are wrong!!

SIGNAL CODES FOR COMMUNICATING FROM GROUND SEARCH PARTIES TO SEARCH AIRCRAFT

No.	Message	Code Symbol

1.	Operation is ended.	L L L
2.	We have found all personnel.	L L
3.	We have found only some personnel.	I I — I I
4.	We are not able to continue. Returning to base.	X X
5.	Have divided into two groups. Each proceeding in direction in indicated.	→ ←
6.	Information received that aircraft is in this direction	→ →
7.	Nothing found. Will continue search.	N N

Ground search parties are expected to carry prepared signal panel kits for use with the Codes above. These are additional to any portable radio equipment which may be carried.

ARMS – ISSUE AND USE OF BY POLICE

Issue of Arms and ammunitions

1. Duties shall normally be armed as follows

(a)	(i) Beat Duties	Short batons only
	(ii) Traffic Duties	
	(iii) Guards on official residences	
(b)	(i) Ceremonial guards on Government houses	Arms and ammunition as considered appropriate
	(ii) Treasury Escorts	
	(iii) Prisoners' Escorts on long journeys.	
	(iv) Prisoners' Escorts not travelling in police transport.	
(c)	Sentries and Night Guards on Government Offices.	
(d)	Rural Patrols.	
(e)	Railway Escorts escorting specie and explosives.	
(f)	Riot Units.	In accordance with instructions laid down in the Riot Manual.

2. Field Force patrols are not affected by paragraph 1 above. O/C. Field Force Units may arm their patrols as they consider necessary.

3. Commandant, Police Training School, will not permit unqualified personnel to carry ammunition.

Use of Arms by Police

4. Each officer issued with arms and ammunition shall ensure that such arms and ammunition are properly handled and used in accordance with the laid down procedures. This is because each officer is personally accountable and responsible for any improper use of weapons under his care and control.

5. (a) In no circumstances where firearms are used is a Police Officer allowed to open fire with the direct intention of causing death.

(b) In no circumstances is a Police Officer allowed to use more than the

Comment [U30]: New PGO; Align right and Bold. Increase space between PGO number and the heading. Increase space after heading and first subheading

Comment [U31]: Align left and Bold. Decrease space. This is a subheading

Comment [U32]: This text is wrongly arranged. Please note the attached extract and insert

Comment [U33]: Decrease space, this is subheading

minimum force necessary to carry out his duties.

6. Police Officers are empowered by *Section 29 of the Police and Auxiliary Services Act, Cap.322,* R.E. 2002 if other reasonable options fail, to use arms against :-

(a) any person in lawful custody charged with or convicted of a felony when such person is escaping or attempting to believe he/she cannot otherwise prevent the escape and has given a warning to such person that he is about to use such arms against him and such warning is unheeded; (*NOTE*: In this connection "lawful custody" includes "lawful arrest" even though the formal charge has not yet been laid);

(b) any person who :-

(i) by force, rescues or attempts to prevent the lawful arrest of any other person;

(ii) by force, prevents or attempts to prevent the lawful arrest of any other person ;

Comment [U34]: Reduce space

7. Police Officers are also entitled to use arms in the following circumstances :-

Comment [U35]: Reduce space

(a) When it is essential for effecting an arrest of a person who is armed with a lethal weapon.

(b) When it is essential for defence of another person who may be seriously injured or killed by an assailant armed.

(c) When it is essential for self-defence.

8. In the cases mentioned above, when firearms are used, they should not be used with the aim of killing or inflicting a serious injury and should be directed, when feasible, at the legs only.

9. Force is usually used as explained in Appendix A to this Order.

10. This Order is of the greatest importance and every Police Officer must know it thoroughly. Commanding Officers will ensure that all ranks are regularly examined on the provisions of this Order.

11. An immediate report by telegram or signal must be made to the Inspector General whenever a police firearm is discharged, whether accidentally or otherwise. A Case File must also be prepared and submitted to the Inspector General within seven days of the incident, in accordance with P.G.O. No. 311.

APPENDIX "A"

(To P.G.O. No. 274)

USE OF FORCE CONTINUUM

Comment [U36]: Appendix, reduce font size to 8 for the whole text. Centre the heading

Purpose.

1. This appendix provides officers with a source of reference on the use of force.

2. All officers who are authorised to carry weapons shall become familiar with the following guidelines dealing with the use of force continuum.

Continuum of Force Defined.

Comment [U37]: Align left, this is a subheading

3. The Force Continuum is a graphic description of the escalation and de-escalation of force used by police personnel in response to actions taken by a suspect or offender. It serves to illustrate the legal duty of an officer to use only reasonable force in response to the threat reasonably perceived by the officer.

4. The appropriate level of force that may be used by a Police Officer to control a person depends upon the particular circumstances in which the officer finds him or herself at the time the force is used. Important factors to consider when determining the level of force that may be applied to control a situation include the age, size, fitness, experience, skill level, relative strength, and number of the officer(s) and suspect(s) involved in an incident.

(a). Application of the Model. When dealing with suspects and offenders, officers should attempt to apply the Force Continuum, starting at the lowest appropriate level. The mere presence of uniformed police personnel may be enough to control a suspect's actions. Should aggression or resistance escalate, the officer should respond with the level of force appropriate to control the situation. If a suspect's aggression or resistance de-escalates, the officer should correspondingly decrease the level of force used to control the situation. Ideally, an officer should use the lowest appropriate level of force reasonably likely to allow the officer to maintain secure control over a situation.

(i) If control is lost, the officer must escalate to the level of force necessary to regain and maintain control. It is important to recognize that a situation may require an officer to start at the highest level, or to skip levels due to suspect actions. By properly applying the Continuum of Force concept, officers will respond lawfully by using only the force necessary to control a situation.

(ii) The various component parts of the Force Continuum are illustrated and discussed in greater detail below.

5. (a) The Force Continuum is divided into six specific component parts:

(i) Threat Assessment,

(ii) Level of Resistance,

(iii) Method of Force,

(iv) Control Techniques,

(v) Considerations of Force Escalation/De-escalation, and

(vi) Justification.

(b) The above listed component parts are explained in greater detail below.

6. (a) *Threat Assessment*: The term *"threat"* is used to describe any person capable of causing physical injury, serious physical injury or death. The threat must exhibit the following elements to justify the use of force:

(i) Intent;

(ii) Means; and

(iii) Opportunity.

(b) A person who is not a threat may be compliant or may be undecided on whether to comply or not.

7. *Level of Resistance:*

(a) *Static.* Examples of this level of resistance include when the threat refuses to comply with commands by continuing to possess a weapon in a non-threatening way, balking, becoming dead weight, or grasping onto a solid object.

(b) *Active*. Examples of this level of resistance include when the threat physically resists the officer's verbal commands and/or attempts to gain physical control by pulling away, attempting to run, or powering through a control hold, or holding a weapon in a threatening way when commanded to drop it.

(c) *Ominous.* Examples of this level of resistance include when the threat demonstrates the willingness to engage in combat through verbal challenge, threats and/or aggressive behavior.

d. *Lethal.* Examples of this level of resistance include when the threat possesses both the intent and the means to inflict serious physical injury or death. The means can be with a weapon or an empty hand. Examples: The threat uses a deadly weapon (handgun, knife, shank) or a dangerous weapon (lead pipe, broken bottle, tire iron) to inflict or attempt serious physical injury or the threat inflicts serious injury through superior size, strength or combative skill.

8. *Level of Force:* The following words and phrases describe important points along the Force Continuum:

(a) *Presence*. The officer's arrival on the scene. In the majority of situations, the known presence of police personnel is enough to control a subject's actions.

(b) *Verbal Commands.* The questioning of a subject, the attempt to persuade a subject, or giving a direct order to a subject. An officer's tone of voice and attitude, the clarity of directions, and choice of words are factors which bear on the effectiveness of a verbal command.

(c) *Physical contact.* Directing a subject by touch or controlling a subject with an escort hold. If the use of a verbal command is not effective, or is not likely to be effective in controlling an individual, an officer may need to resort to the use of physical contact to maintain or regain control. This force may range from a gentle but firm hold of a person's arm to the use of escort/control holds. Once a person complies, the force used is reduced in proportion to the compliance and is maintained at a level necessary to maintain control. If an officer is unable (or if the officer believes that he or she will be unable) to control a subject by use of hand controls, the officer is justified in using a higher level of force.

(d) *Physical control.* Includes the use of pressure points, joint manipulation techniques or physical control holds. If the use of a physical contact is not effective, or is not likely to be effective in controlling an individual, an officer may need to resort to the use of physical control to maintain or regain control.

(e) *Serious Physical control.* Includes the use of focused blows and impact weapons.

The baton is a defensive weapon that is designed for striking. The use of the baton is proper to overcome force of resistance and arrest oppression.

All officers are required to only carry officially issued baton once the officer has satisfactorily completed an approved training session regarding the use of the baton. Training on the use of a baton shall be documented in the officer's training file.

(f) *Deadly Force.* Includes the use of any force readily capable of causing death or serious physical injury under the circumstances in which it is used.

9. *Method of Force:* In addition to proficiency ineffective verbal communication, members should maintain proficiency in the following methods of the use of force:

(a) *Control Holds/Takedowns.* Physical control through application of compliance holds or takedowns to control the threat on the ground.

(b) *Restraints.* Chain or handcuffs, flex ties, leg straps/cords. Proper use for cooperative handcuffing (standing) and uncooperative handcuffing (kneeling/prone) and high risk handcuffing (felony prone).

(c) *Searching.* Stop and Frisk, cursory check for weapons, handcuffed standing, kneeling and prone.

(d) *Baton.* Straight baton, expandable steel Baton, or other approved crowd control equipment. Proper use of flashlight as a defensive tool.

(e) *Blocks, Stances and Strikes.* Closed fist/open hand blocks, interview stance, combat stance, closed fist strikes, open hand strikes, front kick,

angle kick, rear kick, leg sweeps, knee and elbow strikes.

(f) *Personal Defence.* Defenses against: body holds, chokes, headlock, grabs and handgun retention and disarming techniques. Proper use of handcuffs as a defensive weapon. Evasive tactics and techniques for knives and other edged weapon threats.

(g) *Disarmament.* Techniques to disarm a suspect and/or to retain a handgun.

(h) *Custody and Transportation.* Removal of a threat from the suspect vehicle, placing of a Threat in a patrol vehicle, and removal of a combatant from a patrol vehicle.

10. *Considerations of Force Escalation/De-escalation:* The totality of the circumstances reasonably known to a Police Officer at the time force is used affects the appropriate level of force the officer may use in response to a threat. Among the important issues that may affect the determination of what level of force is appropriate in a given situation are the following:

(a) Has the threat had the opportunity to comply with commands, if commands were possible and appropriate?

(b) Is the current course of action achieving control or compliance?

(c) Does the threat warrant the risk of injury to yourself or the threat?

11. Basic Principles of Justification.

(a) If the level of force is justified, the implement (or delivery system) used is of no significance.

(b) If the level of force is justified, the degree of injury the threat may sustain is of no significance.

(c) The threat always dictates the degree of force to be used. Therefore, the threat is responsible for any injury the threat may incur while resisting.

(d) It is incumbent on the officer to overcome the threat's resistance as quickly as possible to control the threat and the situation.

Comment [U38]: This is the end of the Appendix. Please note!!

P.G.O. No. 275

ARMS – STORAGE OF PRIVATE ARMS IN POLICE STATIONS

Comment [U39]: New PGO.Align right and Bold. Increase space between PGO number and the heading. Increase space after heading and first subheading

1. Under Regulation 15 (1) of the Arms and Ammunition Regulations, a person who does not wish to licence his firearms or who has been refused a license or whose licence has been revoked, may deposit the firearm with any authorised officer or in a public or private warehouse until he is able to sell or export the firearm, provided that where a firearm is deposited with an authorised officer, such deposit shall be on such terms as the Inspector General may direct.

2. The conditions under which the above mentioned unlicensed arms may be accepted for police storage are as follows :-

   (a) Arms will only be accepted at Class "A" and "B" Stations provided that suitable storage space is available.

   (b) Storage will be for a maximum period of six months entirely at owner's risk. No fee will be charged.

3. In view of the lack of suitable storage space in Police Stations, persons seeking police storage facilities for unlicensed arms shall be advised, in their own interests, to arrange for storage in a private warehouse. If they are uÿÿilling to do so, their arms may then be accepted in Class "A" and "B" Police Stations, provided that :-

   (a) there is suitable storage space available, and

   (b) they agree to the conditions set out in paragraph 2, with particular reference to the maximum period of storage.

4. Every person who is permitted to deposit arms and ammunition with the police for storage must complete and sign three copies of the Arms Storage Receipt (P.F. 14), giving the following particulars :-

   (a) Type of firearm;

   (b) Calibre;

   (c) Make;

   (d) Maker's number; and

   (e) C.A.R. number.

5. Police Officers receiving such arms will ensure that these particulars correspond exactly with those entered on P.F. 14 and will then sign the Receipt in the space provided. The original Storage Receipt will be removed from the Receipt Book and handed to the depositor. The duplicate will be forwarded to the Central Arms Registry and the triplicate copy retained in the Receipt Book.

6. (a) Every depositor who applies for the withdrawal of his arms from police storage, will be required to produce his copy of the Storage Receipt and to sign the three corresponding serially numbered copies of the Removal Receipt before the arms are handed over to him. The original Removal Receipt will be handed to the depositor. The duplicate will be forwarded to the Central Arms Registry and the triplicate retained in the

Receipt Book.

(b) Care will be taken to ensure that Removal Receipts always agree n every way with their relating Storage Receipts.

7. Regional Commanders and O/C. Districts will keep a careful check on unlicensed firearms in police storage and will take all possible action, with the assistance of the Central Arms Registry, to ensure that owners withdraw their arms within six months of deposit.

Storage of licensed firearms in Police Stations

Comment [U40]: REDUCE SPACE, ITS SUBHEADING

8. Under regulation 3 of the Arms & Ammunition (Safe Custody) Regulations, published as G.N. 75 of 1954:

Comment [U41]: Reduce space

"(1) It shall be lawful for any person to deposit with the officer - in - charge of any police station described in the Schedule hereto any licensed firearm or ammunition on such terms and conditions as the said Police Officer may direct.

(2) It shall be lawful for any such Police Officer or any Police Officer under his immediate supervision to possess for any period any firearm or ammunition deposited with him in accordance with the preceding paragraph notwithstanding that such firearm or ammunition has been left with him for a period longer than the period for which it is deposited.

SCHEDULE

Comment [U42]: Second proof shows smaller font size for this text. Plse correct this. It is not aa appendix

Regulation 3 (1)

The Police stations at Arusha, Dar es Salaam (Central), Dodoma, Iringa, Kigoma, Lindi, Mbeya, Morogoro, Moshi, Mwanza, Tabora and Tanga".

9. The procedure set out in paragraphs 1-7 will apply equally to persons who wish to deposit licensed arms in police storage at the Stations listed above.

10. All firearms must be licensed on removal from storage unless they are to be deposited in a public or private warehouse.

P.G.O. No. 276

ARMS & AMMUNITION - UNCLAIMED/CONFISCATED/SURRENDERED

1. (a) Particulars of all "found" firearms and/or ammunition which come into police possession shall be recorded in the Found and Unclaimed Property Register, P.F. 53.

(b) Arms which are confiscated by order of the Court, or surrendered by the owner to the police, will be entered in the Private Firearms (Disposal) Register, P.F. 219 (specimen at Appendix "A").

2. O/C. Stations will take the following action on receipt of arms under the provisions of paragraph 1 :-

(a) Check the firearm to ensure that it is unloaded and that the magazine is empty.

(b) Enter the particulars of the firearm/ammunition in the appropriate Station Register (P.F. 53 or PF. 219).

(c) Attach a Property Label (PF. 157) to the firearm/ammunition with the following particulars endorsed thereon :-

(i) Make, Maker's Nos., C.A.R. No. (if any).

(ii) Owner's name and address (if known).

(iii) Reason for disposal.

(iv) Licence No. (if known).

(v) Date handed into Police Station and by whom.

(d) Place the firearm/ammunition in the Police Station Armoury.

(e) Obtain the Licence Book from the owner, if the firearm is registered.

(f) Within 48 hours, inform the O/C. District, in writing, of the particulars of the firearm/ammunition, the reason for deposit and whether application of appeal to the High Court has been field by the owner.

(g) Retain the firearm/ammunition in safe custody until he receives orders for its disposal from the O/C. District, *vide* paragraph 6.

Firearms/ammunition – found property

3. The general procedure to be followed when firearms/ammunition are found is set out under P.G.O. No. 304, but the provisions of paragraph 2 of this Order shall also apply.

Firearms/ammunition confiscated by Order of the Court

4. Where firearms/ammunition are confiscated or forfeited to the Republic on a Court Order, except as the result of a case brought under the Fauna Conservation Ordinance (see paragraph 17), it shall be the responsibility of the Court Prosecutor appearing in the case to take possession of the firearm/ammunition from the Court

Comment [U43]: Insert new PGO number; align number to the right. Center the heading, and increase space between number and below heading.

Comment [U44]: Reduce space for consistency, second proof shows space here.

Comment [U45]: Decrease indent here (former (d) to (j). This is an elaboration of (c)). Plse note the changed in numbering.

Comment [U46]: Align left, reduce space, this is a subheading

Comment [U47]: Align left, reduce space, this is a subheading

Clerk and immediately to hand such firearm/ ammunition and Court Order over to the O/C. Station, against an entry in the Station Diary and minute sheet of the Case File or Minor Offence Docket.

Firearms/ammunition handed in for destruction

5. Persons wishing to surrender their firearms/ammunition because they no longer desire to licence them may hand them into the nearest Police Station. In such cases, the O/C. Station will take over the firearms and ammunition and licence book(s) and obtain the owner's written consent to destruction. He will then follow the procedure set out under paragraph 2 of this Order.

Disposal

6. O/C. Districts, when inspecting or visiting their Stations will :-

(i) check all firearms/ammunition deposited at the Station in terms of paragraphs 3,4, and 5 above.

(ii) withdraw firearms/ammunition held at the Station in terms of paragraphs 3, 4, and 5 above, together with all relevant Court orders and other documents for deposit in District Headquarters;

(iii) make an entry in the appropriate Columns of the Private Firearms (Disposal) Register (PF. 219).

(b) Firearms/ammunition for disposal (unclaimed property) under the provisions of Section 10 (iii) of P.G.O. No. 304 will be treated as in sub-paragraphs (a) and (b) above and the relevant receipt will be recorded in the Station Found and Unclaimed Property Register (P.F. 53).

7. O/C. Districts, on their return to their Headquarters, will enter the particulars of ammunition and every firearm in the District Headquarters' Station Found and Unclaimed Property Register or the Private Firearms (Disposal) Register and deposit the arms/ammunition in the Armoury until they can conveniently arrange for their transfer to Regional Police Headquarters. The documents relating to the arms/ammunition will be locked away in a secure place.

8. Regional Commanders receiving firearms from their subordinate formations shall immediately deposit such arms/ammunition in their Regional Headquarters' Armouries where the particulars of each firearm will be entered in the Private Firearms (Disposal) Register (PF. 219). Any relevant document.

9. (a) At regular intervals, all Commanding Officers will check the number of firearms held in the Armoury and, if a reasonable number is held, will ***take the following action: - a number of them are held will*** forward, under escort, to the Quartermaster, Police Main Stores, Dar es Salaam, all shotguns, rifles, pistols and revolvers which are considered under this order.. Any relevant documents will accompany the firearms (see paragraphs 4 and 5).

(b) The Quartermaster will:

(i) destroy all ammunition and unserviceable arms to which this

Comment [U48]: Align left, reduce space, this is a subheading

Comment [U49]: Align left, reduce space, this is a subheading

Comment [U50]: Reduce space for consistency

Comment [U51]: Remove these words which have been highlighted and bolded…"take……..will.." refer Old PGO.

Order refers using approved procedures including using gun cruncher. Destruction will in every case, be carried out by a Gazetted Officer acting under the personal instructions of the Regional Commander and will be witnessed.

(ii) Forward to the Director of Criminal Investigation, Central Arms Registry, the following documents in respect of every firearms destroyed in accordance with sub-paragraph (b) above :-

1. written consent to destroy (see paragraph 5);

2. Licence Book;

3. Destruction Certificate in the form set out at Appendix "B".

(c) Commanding Officers, before destroying or forwarding arms/ammunition to which paragraph 4 of this Order applies, will satisfy themselves that either :-

(i) no appeal has been Field; or

(ii) if Field, it was not successful.

10. The Quartermaster, on receipt of firearms as set out in paragraph 9 will take the following action :-

(a) Check each firearm against its relevant documents.

(b) Enter the particulars of every weapon in the Private Firearms (Disposal) Register (PF. 219) and enter his disposal recommendation under Column 5 of the Register

(c) Place the relevant documents in a secure place pending final disposal of the firearms.

11. At quarterly intervals, the Quartermaster shall produce the Private Firearms (Disposal) Register to the Commissioner, Finance and Administration who will finally examine the arms and ammunition listed therein and will direct in the appropriate space in the Register how the Quartermaster should dispose of each item held by him (i.e., destroy , take on charge, cannibalise, sell, etc.).

12. The Quartermaster will then :-

(a) destroy all those firearms/ammunition recommended for such by the Commissioner (Administration and Finance);

(b) take on charge those firearms/ammunition as instructed by the Commissioner (Administration and Finance).

13. On completion of the action in paragraph 14, the Quartermaster will enter the necessary disposal particulars in PF. 219 and endorse the relevant documents which will then be sent to the Director of Criminal Investigation.

14. The Director of Criminal Investigation, on receipt of the documents referred to in paragraphs 9 (d) and 13 will cause an entry to be made on the relevant index

Comment [U52]: Reduce this space

Comment [U53]: Reduce space

Comment [U54]: Reduce space

cards of the Central Arms Registry as to the disposal of the weapon.

Firearms confiscated under the provisions of the Wildlife Conservation Act, Cap. 283. R.E. 2002.

15. The following action by Police Officers is required in connection with cases where firearms are confiscated under the provisions of the Wildlife Conservation Act, Cap. 283. R.E. 2002 Section 76 requires that:-

Comment [U55]: Missing text; cross check. There is no continuity /flow of words. Confirm!!

In such cases, it is the duty of the Police Prosecutor to give particulars of each firearm so confiscated and handed over to the Director of Wildlife to the O/C. District, who will at once inform the Central Arms Registry of all particulars of the firearms, in writing, as follows :-

(i) Name of licensee.

(ii) Make, calibre and type.

(iii) C.A.R Number

(iv) Maker's number.

(v) Brief particulars of the Court Order.

APPENDIX "A"
(To P.G.O. No. 276)

Comment [U56]: This is an appendix. Use font size 8. Format text as shown in the attachment

PRIVATE FIREARMS (DISPOSAL) REGISTER (P.F. 219)

	1 serial	2 (a) Description and calibre of firearms/Quantity of ammunition; (b) Maker's number; (c) C.A.R. number	3 Owner's name and address, if known	4 Received by Police by Consent or Court Order, of Found; From whom; Date.	5 Disposal – Method and date forwarded to higher formation or method/date and by whom disposed.	6 Signature of Disposal Officer
EXAMPLE "A" REGIONAL LEDGER	1.	Rifle 303 10 rounds 303 X. 54321 1234	J. smith, Twiga Farm, Oldeani.	Consent PS Oleani 1.1.60.	To Armoury – Rail 1.2.60. ASP. Jones	J. Snooks, RPC
	2.	Pistol 9 mm A. 20 5678	J. Smith, Twiga Farm, Oldeani.	Consent PS Oleani 1.1.60.	Dumped in Lake Dukuti 1.2.60	J. Snooks, RPC
EXAMPLE "B" Q.M.S.	1.	.303 X. 54321	J. Smith, Twiga Farm,	Consent RPC, N.R.	Cannibalised for spares	

LEDGER		1234	Oldeani.	10.3.60.	13.3.60. R. Brown, ASP P. Copper, D.C.P.	R. Brown, ASP Quartermaster

APPENDIX "B"
(To P.G.O. No. 276)

Comment [U57]: This is an appendix. Use font size 8. Format text as shown in the attachment

FIREARMS/AMMUNITION – CERTIFICATE OF DESTRUCTION

I certify that the firearms/ammunition mentioned below have/has been destroyed by me by dumping into ..... on .....

1. Type of firearm ..... Calibre .....

Make ..... Maker's No.....

Name of ex owner..... C.A.R. No.....

2. Type of ammunition ..... No. of rounds .....

Name of ex owner.....

Witness (1) ....

Witness (2) .....

Date ..... Signature of Officer……..……

Item (1) refers to Serial No. ..... in PF. 219 of .....Region

Item (2) refers to Serial No..... in PF. 219 of .....Region

P.G.O. No. 277

AVAILABILITY – GAZETTED OFFICERS AND INSPECTORS

Comment [U58]: New PGO. Align right and Bold. Increase space before and after heading

1. Gazetted Officers will not leave their Regions, Districts, or Station areas without authority. This rule may only be varied in emergency.

2. Leave of absence will normally be requested and authorised as hereunder :-

Requested by	Authorized by
(a) Commanding Officers	Inspector General of Police or Commissioner of Police (Administration and Finance) or Commissioner (ZBR)
(b) O/C. Districts O/C. Field Force Units Regional C.I.D., and Signals Officers	Regional Commanders
(c) O/C. Stations	O/C. District
(d) Police Headquarters staff	Senior Assistant Commissioner, Headquarters
(e) Gazetted Officers and Inspectors not included in (a) and (b)	Commanding Officers

Comment [U59]: Insert rows and Columns. See attached text for example. Should appear as in attachment.

3. Regional Commanders will not leave their headquarters for more than 24 hours without informing Police Headquarters of the dates and details of their proposed itineraries. They will also keep the Regional Commissioners informed of their movements.

4. O/C. Districts will similarly inform the Regional Commanders and District Commissioners of their movements when leaving their headquarters for periods exceeding 24 hours.

5. All Gazetted Officers, Inspectors and O/C. Stations will be available on call at all times.

6. Officers' Availability Books will be maintained at all Stations. O/C. Districts will ensure that these are properly maintained and that appropriate Standing Orders are issued governing their use.

7. All Gazetted Officers and Inspectors will be responsible for ensuring that particulars of their whereabouts and/or telephone numbers after office hours are recorded in the Officers' Availability Book whenever they are absent from their office or quarters.

8. **Headquarters staff and Officers and Inspectors serving in branches in Dar es Salaam will report their whereabouts in accordance with paragraph 7 to the Duty Officer, Police Headquarters, and will acquaint themselves with Standing Orders issued on the subject by the Police Headquarters.**

P.G.O. No. 278

AVAILABILITY OF OFFICERS – DUTY OFFICERS

Duty Officers

1. Members of the public living in the bigger towns and settled areas should always be able to get in touch with a Gazetted Officer without difficulty or delay. Furthermore, a Gazetted Officer should always be available to deal with any special case or sudden emergency.

2. Regional Commanders will therefore arrange, by Standing Order, for a Duty Gazetted Officer to be always available on immediate call at each Class "A" station. Regional C.I.D. and Crime Intelligence Unit Gazetted Officers can take their turn as Duty Officers provided that there is no interference with their normal duties.

3. Duty Officers shall be available at the end of a telephone in office or at home throughout their period of duty (normally 24 hours). The may go out for short periods to private houses provided that they can be contacted *at once* by telephone but may *not* go to dances, cinemas, restaurants, etc. they are personally responsible for ensuring that they can be contacted immediately by every Police Station for which they are responsible during their duty period.

4. As a general rule the Duty Officer should only be called out if the Gazetted Officer directly concerned with the matter in hand is not immediately available, but Regional Commanders may vary this arrangement if they so desire. They may also use their discretion as to the manner in which they comply with paragraph 2, provided that they ensure that a Gazetted Officer is always available on immediate call.

5. Officers' name boards (available from Police Main Stores) shall be placed on the Charge Room counter of every Police Station with the title, name, office and home telephone numbers of the following officers shown thereon :-

Class "A" Station :

Regional Commander.

O/C. District.

Regional C.I.D. Officer or O/C. District C.I.D. (whichever is more appropriate).

O/C. Station.

Duty Inspector (or other suitable alternative).

Duty Gazetted Officer.

Class "B" Station :

Regional Commander.

O/C. District.

O/C. District C.I.D.

Comment [U60]: New PGO. Align right and bold PGO number. Increase space above and below heading

Comment [U61]: This is a subheading, align left and reduce space size.

Comment [U62]: Space this para and the next. Second proof shows it is joined. Ie para 4 and 5.

Comment [U63]: Aligh left, second proof does not show so. Should be like "Class A" sub heading.

O/C. Station.

Class "C" Station :

Regional Commanders.

O/C. District

O/C. Station.

Charge Room Officers shall be instructed to draw the attention of members of the public to these boards if they cannot make themselves properly understood because of language difficulties.

Comment [U64]: New (different para.) Align left and space it.

Headquarters' Duty Officer in Dar es Salaam

Comment [U65]: Align left and reduce space.Subheading.

6. In addition to arrangements laid down in paras. 1 to 5, a Headquarters' Duty Officer will be appointed by the Staff Officer Headquarters' to cover each public holiday of 24 hours' duration and each week-end. Every officer below the rank of Assistant Commissioner serving in Dar es Salaam, excepting only technical officers and those officers serving under the command of the Regional Commander, Dar es Salaam, will be required to take his turn on a Duty Roster which will be issued by the Staff Officer, Headquarters.

Comment [U66]: Delete "and the"

7. Headquarters' Duty Officers are responsible that appropriate action is taken on every matter which is referred to them and will also be available for call by Dar es Salaam Police Stations if the normal Dar es Salaam Duty Officer (appointed in accordance with para. 2) cannot be located.

8. No officer will be excused from his duty unless he can satisfy the Staff Officer, Headquarters, that he is genuinely unable to undertake it.

C.I.D. H.Q. Duty Officers

Comment [U67]: Align left and reduce space.Subheading

9. The Director, Criminal Investigation is responsible that Duty Officers are available to handle all C.I.D. and Crime Intelligence Unit matters outside office hours.

10. This P.G.O. in no way reduces the obligation of every Gazetted Officer to notify his whereabouts at all times in accordance with the provisions of P.G.O. No. 277.

P.G.O. No. 279

BEATS

The beat system

1. All built-up areas, and particularly urban areas, shall be patrolled and protected by an organised police beat system.

2. For the purpose of this Order "every Station" means only those Police Stations which are responsible for build-up areas and, therefore, operate a full scale beat system.

3. The term "beat" means a small urban area with predetermined boundaries which can be patrolled effectively by one constable. Beats may vary in size according to the number of streets to be patrolled, the density of the population, the type of buildings, the business carried out and the nature of the locality.

4. A separate system of day beats and night beats will be provided for with more intensive beat coverage during the hours of darkness.

5. The precise boundaries of every day and night beat shall be laid down in Station Standing Orders and approved by the Regional Commander. Two large-scale day beat and night beat maps shall be posted in an accessible position in each Station Charge room showing, in colour, the boundaries of each day and night beat and the precise route to be followed by each beat constable.

6. Every Station shall be provided with a set of Beat Cards covering each day beat and night beat. Each card shall contain :-

(a) full information about the beat and precise instructions as to how it should be patrolled;

(b) a map showing the area of the beat and the route to be followed by the beat constable.

A specimen Beat Card is attacÿÿÿÿat Appendix "A" for general guidancÿÿ

Beÿÿ dÿÿy

7. All beaÿÿconstables will be paraded by the Charge RooÿÿOfÿÿcer outside thÿÿr Station Charge Room 15 minutes before they are due to go on duty to receive instructions and information. This period will not count as duty. They will be inspected by the Duty Inspector or N.C.O., or if neither is available, by the Charge Room Officer, to ensure that they are properly dressed and provided with notebooks, truncheons and other necessary equipment. They shall then be briefed and supplied with full information regarding wanted persons, stolen vehicles, vacant houses, buildings requiring special attention, etc. Instructions shall then be issued as to whether the beats shall be walked by the right or by the left in accordance with para. 9. O/C. Stations are directly responsible that the provisions of this paragraph are properly carried out.

8. The standard period of beat duty shall be 6 hours; variations are only permissible in exceptional circumstances on the authority of an O/C. District.

9. Beats should normally be patrolled "by the right" or "by the left", although other arrangements may be made if special circumstances so require. To patrol a beat "by the right" means to follow the set route laid down on the Beat Card with the right

Comment [U68]: New PGO. Align right and bold the PGO number. Increase space above and below heading "BEAT".

Comment [U69]: Align left and reduce space.Subheading

Comment [U70]: Note the inserting of numbers (a) and (b)

Comment [U71]: Increase space above subheading> Second proof does not show space. Decrease space below subheading.

shoulder always pointing inwards towards the buildings along the edge of the pavement or road. To patrol "by the left" means to follow the reverse procedure, i.e. with the left shoulder pointing inwards.

10. No beat constable shall leave his beat without permission unless either :-

(a) he is called away by a sudden emergency such as a fire, accident or serious crime. In such a case he shall return to his beat as soon as possible and shall enter in his notebook the time of leaving, and time of return; or

(b) he has been properly relieved by another constable. If an expected relief fails to appear, the constable awaiting relief will telephone the Charge Room Officer and ask for permission to leave his beat. Absence from a beat without permission is a serious offence which may entail dismissal if repeated more than once or if a serious preventable offence occurs while a constable is absent without due cause.

11. Every beat constable is required to know the precise location of :-

(a) doctors;

(b) hospitals and clinics;

(c) fire brigades, fire alarms and hydrants;

(d) public telephones;

(e) Government Departments.

12. Every constable shall patrol his beat in accordance with the following rules :-

(a) Patrol at a steady walking speed of 21/2 miles per hour.

(b) Walk on the outside edge of the pavement during the day and along the inside at night.

(c) Neither loiter nor gossip and shall walk his beat continuously and regularly with his eyes and ears open and his mouth shut.

(d) Move smartly and shall neither slouch nor appear slovenly.

(e) Answer all questions with civility and good temper.

(f) Act quietly and discreetly and shall out interfere with other persons without due cause. When required to take action, he shall do so with firmness and discretion.

(g) Pay strict attention to the premises on his beat and shall ensure that doors and windows are properly shut of barred and that other places through which a thief might gain entry are securely closed up.

(h) Generally carry out his duty in accordance with the instructions laid down in Appendix "B".

Beat supervision

Comment [U72]: Align left and reduce space.Subheading

13. Every station shall group its beats into a Section or Sections. A "Section" means a group of beats which can be supervised effectively by one N.C.O. In the larger towns, two or more Sections may be necessary. The N.C.Os specifically responsible for beat supervision shall be known as "Section N.C.Os".

14. Supervision of beats is necessary at all times and shall be carried out as effectively as possible commensurate with the number of N.C.Os and Inspectors available. Supervision of night beats is of particular importance. O/C. stations shall ensure in particular that N.C..s are not wasted on unimportant duties. In the bigger stations N.C.O.s should always be made available for beat supervision duty.

15. Section N.C.O.s shall constantly visit and patrol all the beats for which they are responsible, and they shall do so at uncertain intervals and in uncertain order. They shall keep awake and ensure that the beat duties are also awake and patrolling their beats in the proper manner. They shall meet the beat duties at specified points and shall deal with any reports or other matters raised by the beat constables. They shall also sign and check each beat constable's Conference Book in accordance with paragraphs 18-23 below.

16. Section N.C.O. shall report any dereliction of duty to the O/C. Station. They shall not ignore or excuse an offence committed or apparently committed by a beat constable.

17. An effective beat system is an essential police service to the public. Gazetted Officers and Inspectors are equally responsible for the supervision of beats at regular and frequent intervals. Under no circumstances shall beat supervision be left entirely to N.C.Os.

Conference Books

Comment [U73]: Align left and reduce space.Subheading

18. Every member of the Inspectorate and the Rank & File, excepting only Field Force Unit, Signals, Crime Intelligence Unit and C.I.D. personnel, shall be issued with a Conference Book (PF. 177) which shall be carried at all times on duty.

19. Whenever an Inspector, N.C.O. or P.C. on duty meets another Inspector, N.C.O. or P.C. who is also on duty, he shall enter the date and time of the meeting in such officer's Conference Book and shall sign it. He shall then make a similar entry in his own book and shall require the officer he has met to sign it.

20. Inspectors and N.C.Os on supervision duty are responsible that every check carried out by them on sentries, patrols, beat duties, etc., is properly recorded in the Conference Books.

21. Failure to record a meeting in both Conference Books is a serious disciplinary offence.

22. Conference Books shall be examined by senior officers at regular intervals and at all formal inspections.

23. Completed Conference Books shall be handed over to the O/C. Station for immediate destruction.

APPENDIX "A"
(To P.G.O. No. 279)

SPECIMEN BEAT CARD

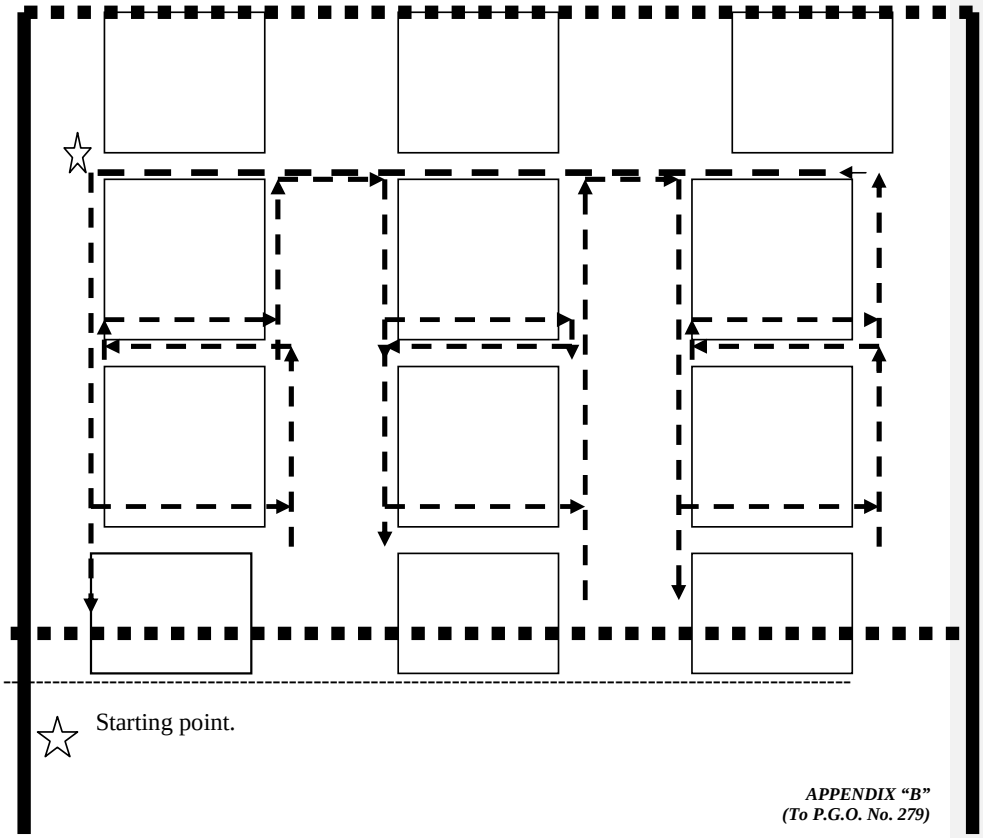
No. 1 DAY BEAT ROUTE

Starting from the junction of "A" and "D" Streets, along "D" Street, into "C" Street, into "E Street, into "B" street to its junction with "D" Street and back along "B" Street into "E" Street to its junction with "A" Street and back along "E" Street into "B" Street to its junction with "F" Street and back along "B" Street into "E" Street, into "C" Street, into "F" Street to its junction with "A" Street and back along "F" Street into "C" Street, into "G" Street, into "B" Street to its junction with "F" Street and back along "B" Street into "G" Street, into "A" Street to the junction of "A" Street and "D" Street.

Comment [U74]: This a heading. Second proof is not centred. Plse centre the heading.Decreas font size to 8. It is an appendix.

Comment [U75]: The ruote should appear like in attached text. What appears is wrong!!Nore recommended font size.

BEAT MAP



APPENDIX "B"
(To P.G.O. No. 279)

THE DUTIES OF THE BEAT CONSTABLE

1. Each constable on his tour of duty is on his own and must normally act on his own initiative and responsibility. He is responsible for dealing properly and effectively with anything which may occur and no definite limit can be assigned to the range of his work. Every beat constable is therefore required to perform his duty in accordance with the provisions of the paragraphs set out hereunder.

2. He must acquire complete knowledge of his beat, including the location of telephones, the residences of doctors, veterinary officers and nurses and positioning of hydrants.

3. He should know the names of all roads in his district and be able to direct the public to the nearest hospitals, the railway station, bus stops, hotels and main roads from his district to other towns in addition to places of interest in his own locality.

4. It is his duty to help the public and he should reply to any inquiry with civility and do his best to assist the inquirer.

5. He should at all time keep his attention on his work, walking smartly at a pace which will enable him to comply with his instructions as to his beat.

6. When he sees a crowd, he should ascertain the cause, as his assistance may be required or his intervention necessary. His duty is to see that the highway and side roads are not obstructed either by people or things, should an obstructing crowd form, those responsible should be requested to move on and their names and addresses taken if necessary.

7. Any case of fighting or assault must be stopped and those concerned prevented from renewing the attack. If necessary, the principals may be arrested and taken to the nearest Police Station. Should the assault be of a minor nature, it is usually wiser to leave it to those concerned to take any proceedings they may think fit.

8. In a case of threatening or abusive language the offender should be advised to desist and his name and address should be taken, he should also be warned that he will be reported and may be prosecuted.

9. If a larceny is reported, particulars should be noted, the facts accurately ascertained and, if necessary, immediate action should be taken. However, the constable should not act precipitately in cases where ownership may be doubtful.

10. Vagrants, beggars and suspicious-looking strangers should be tactfully observed, bearing in mind that their carelessness or malice may cause injury to property.

11. If wilful damage has been done to property, the constable should try to make the perpetrator amenable to justice. Empty house, street lamps, factory windows and road signs are often damaged by children or irresponsible people and the constable should prevent all forms of this kind old damage. He should note all property that appears to have been damaged recently and should ascertain the cause and the owner.

12. Using his powers of observation, he should be able to detect anything unusual and should inquire into it. Particular attention should be paid to telephone kiosks.

13. If a building appears to be in a dangerous condition; if there has been a subsidence or any other injury in the highway; if there is waste of water due to a burst water pipe or other cause; if fumes arise apparently from a fused electric cable or if any condition or happening is, or seems likely to become, dangerous to the public, the appropriate authority and/or owner should be informed as soon as possible by telephone or messenger so that the defect may be remedied as soon as possible. The constable should remain to warn and regulate motor or foot traffic so that the danger zone is kept clear.

Comment [U76]: Refer to attached text. 1-6 are already in the attachment. Plse note.

Comment [U77]: Reduce font size, this is an appendix to para 38

14. The constable is responsible for the security of property on his beat and his powers of observation must be exercised. At night he should see that doors and windows within his reach are secure and, if any are insecure, the occupier should be aroused and informed.

15. Empty houses, particularly those empty for short periods, should be regularly inspected. Lock-up premises require special attention as, in addition to the danger of their being broken into for the purpose of stealing, there is risk of fire arising from carelessness on the part of their daily occupants.

16. Any unusual lights or noises in premises at night should be investigated. If necessary, assistance should be summoned and the premises surrounded so as to capture unlawful visitors. Ladders left outside premises offer a means of easy access to upper windows, so the presence of ladders necessitates extra police vigilance.

17. The regular examination of premises, particularly during the night, is therefore obligatory on a policeman who must, at all times, be prepared to meet a housebreaker or burglar in action.

18. Attention must be paid to any person who appears to be drunk. Although it is not an offence to get drunk, a drunken person in the public highway or other public place or on licensed premises is committing an offence. If he is incapable, he should be taken in charge for his own safety unless his friends (if any) will take the responsibility. If he is disorderly, the constable may have to arrest him to ensure the preservation of order. If he is in charge of a vehicle, the constable must take action in the interests of the public safety. If there is doubt whether the person is drunk or ill, a doctor should be sent for as the condition of such a person may be due to illness or injury.

19. Obscene or indecent language should be stopped in the interests of public decency. The offender is usually made amenable by summons. The same applies to obscene writings which should be obliterated after procuring a witness and taking a copy of the words, etc., written down or drawn. In the case of deliberately indecent acts, especially indecent exposure, the offender should be arrested and brought to the Station as it is likely that other similar acts have been committed by him. Minor indecent acts may be dealt with by summons. Prostitutes, who usually keep to particular localities, may be moved on if any obstruction is caused but, apart from obstruction, they should not be arrested unless a definite breach of the law has occurred and unless there is evidence to support a prosecution. The fact that a woman is a known prostitute does not, in itself, justify police interference.

20. If a fire occurs in premises or on property, he should immediately give the alarm and send for the Fire Brigade. His duty at a fire is to save life, protect property and keep order.

21. In street and other accidents, he must render all assistance in his power and make use of his knowledge of First Aid. If required, a doctor or ambulance should be called and relatives of those taken to hospital should be informed. Full particulars of accidents must be noted and duly reported.

22. Cases of nuisance or danger to health arising from bad smells, dead animals, etc., should be investigated and particulars noted for report to the relevant authority, having first requested the owner or occupier to remove the cause of the nuisance.

23. Other nuisances on the highway such as the throwing of fireworks, lighting of bonfires, discharging of firearms, etc., must be dealt with and reported if necessary.

24. The constable should stop traffic to allow school children to cross the road in safety and, when possible, he should be near a school when the children are due to arrive and leave.

25. Blind or old people should be helped across the road and assisted into or out of vehicles.

26. A note should be made of the condition of any animal cruelly treated and, if necessary, a T.S.P.C.A. representative or veterinary officer contacted to relieve the animal of its suffering. A certificate should be obtained in any case of an animal being destroyed.

27. Stray dogs should either be taken to the pound or dealt with according to Station Standing Orders.

28. Outbreaks of disease amongst stock or of rabies must be reported immediately and any unlawful movement of diseased cattle checked.

29. Lost property will claim his attention; losses will be reported to him and found articles brought to him. He should take particulars so that correct information may be circulated to all Police Stations and should refer his inquirers to the nearest Police Station.

30. A lost child should be taken to the nearest Police Station and, if possible, the relatives informed without delay. If no information is available about his home or relatives, a description should be circulated by telephone to other Police Stations as the relatives will probably contact the police for assistance in finding the lost child.

31. Street hawkers and persons using the footway or roadway for purposes other than passage can be moved on as causing an obstruction. They may also be committing a breach of the law or contravening some local by-law, in which case a report must be made.

32. Places of refreshment should be watched from time to time to ensure that they are conducted in an orderly manner.

33. The beat constable should not enter licensed premises unless some good reason justifies his presence there.

34. Places of entertainment also need attention in respect to order and in the interests of the safety of the public. Any over-crowding, obstruction of passages or exits or neglect of the prescribed safety regulations should at once be brought to the notice of the manager and reported in due course.

35. Traffic or point duty is usually distinct from beat duty, but at times a member of the Force on beat or patrol may be directed to perform such duty at definite places for specified periods. He should therefore accustom himself to giving correct traffic signals in a smart manner; slovenly signals will give the public a poor opinion of the Force. His signals should be distinct and clearly indicate his directions to the traffic. While on point duty, he must be decided and definite and ensure that his signals, given as officially prescribed, are obeyed. He should not, however, enter into

argument with anyone and must not lose his temper.

36. Damaged vehicles must be removed from the highway as soon as possible. The driver usually takes this responsibility, the constables affording what assistance he can. Abandoned vehicles must be reported to a Police Station. Vehicles parked for unduly long periods must also be reported if the drivers are contravening the parking laws.

37. During his beat or patrol, a constable is liable to inspection at any time by one or more of his superior officers. To each he should report verbally anything which has occurred on his beat since he was last inspected, remembering that such officers are also responsible, in a police sense, for what occurs on his beat. He is sent there to represent law and order and they, whilst they also represent the same safeguards of the public, are responsible that he performs his duties in a proper manner.

38. When he has finished his tour of duty, he should report, in writing any occurrences or offences that may have come to his notice during his period of duty. From the entries in his notebook, he will be able to report such items, including the particulars of any breaches of the law for which the offenders are liable to prosecution and regarding which his superiors have to decide whether prosecution will be instituted.

Comment [U78]: Plse note; end of appendix.

BOOKS – DUTY BOOK (PF.59A) AND DUTY ROSTER (PF. 59)

Comment [U79]: New PGO. Align right he number, bold it. Increaes space below and above the heading.

Part I – Duty Book (P.F. 59A)

1. Every O/C. Station is personally responsible for the preparation of his Station duty plan so that every member of the Rank & File serving under his command is employed to the best advantage. The Duty Book (P.F. 59A) will be used for this purpose.

2. Duty Books shall be maintained in every Police Station and by all other formations which operate on pre-arranged duty plan.

3. (a) In Class "B" and "C" Stations, all Rank & File will be recorded in the Duty Book.

Comment [U80]: Decrease space, second proof shows so.

(b) The same procedure will apply to Class "A" Stations, except that :-

(i) C.I.D. and Crime Intelligence Unit duties will not be recorded in the Station Duty Book;

(ii) separate Duty Books for traffic staff will be maintained in those Class "A" Stations which have a Traffic Gazetted Officer.

4. Duty Books will be made up not less than 24 hours and not more than 7 days in advance and shall be kept in the Charge Room. Suitable Duty lists will be extracted for posting in Barracks, Guard Rooms, etc., so that all ranks may know the duties they are required to perform.

5. Duty Books shall be prepared as follows :-

(a) All the essential routine Station duties and commitments shall be entered in the first Column irrespective of manpower availability to cover all of them.

(b) The duty periods will be shown in the second Column.

(c) The numbers (and names if so desired) of the members of the Force selected for duty will be entered *in the upper half* of the space opposite the duty to be performed, in the appropriate Columns (headed MONDAY, TUESDAY, etc.).

6. The lower half of the space opposite each duty in the Columns headed MONDAY, TUESDAY, etc., will be used to record, *in red ink*, details of duties *actually* performed. There are always last-minute alterations to pre-arranged duty programmes duty to sickness, absence, etc., and it is most important that senior officers should know exactly what police coverage has been provided at any given time. The following symbols will be used for this purpose :-

√	-	Duty performed as shown in Duty Book.
x	-	Duty as shown in Duty Book not performed.
a	-	Absent.
s	-	Sick.

c	-	Changed to other duty.
r	-	Rest day.
P.C. 50	-	Absent and replaced by P.C. 50.
ax	-	Absent and not replaced.
sx	-	Sick and replaced by P.C. 50
c√	-	Changed to other duty and replaced by P.C. 50.
P.C. 50	-	Changed to other duty and not replaced
r√	-	Rest Day and replaced by P.C. 50
rx	-	Rest Day and not replaced.

7. A specimen page is shown below for guidance :-

Comment [U81]: Please copy the attached text for verification. The shown table is not correct.Copy the attached text

Specimen Page

	DUTY PERIOD:			
	FROM	TO	MONDAY	TUESDAY
CHARGE ROOM OFFICE	0001	0800	Sgt. 50	Sgt. 50
			√	√
CHARGE ROOM OFFICE	0800	1600	Sgt. 51	Sgt. 51
			√	√
CHARGE ROOM OFFICE …	1600	2359	Sgt. 52	Sgt. 52
			√	s√ Sgt. 54
No. 1 BEAT … … …	0001	0600	P.C. 1.	P.C. 1
			√	A x
No. 1 BEAT … … …	0600	1200	P.C. 2	P.C. 2
			√	√
No. 1 BEAT … … …	1200	1800	P.C. 3	P.C. 3
			√	√
No. 1 BEAT … … …	1800	2359	P.C. 4	P.C. 4
			√	√

No. 2 BEAT … … …	0001	0600	P.C. 5	P.C.5
			√	√
No. 2 BEAT … … …	0600	1200	P.C. 6	P.C. 6
			r √ P.C. 10	√
No. 2 BEAT … … …	1200	1800	P.C. 7	P.C. 7
			√	√
No. 2 BEAT … … …	1800	2359	P.C. 8	P.C. 8
			c x	c √ P.C. 11

Part II – Duty Roster (P.F. 59)

Comment [U82]: Reduce space, this is subheading

8. The O/C. of every Station and Unit will maintain a Rank & File Duty Roster (P.F. 59) in which a daily record will be kept of *all* duties performed sicknesses, absences, etc. This record is necessary so that Officers – In-Charge can arrange a fair allocation of duties when they make up their Duty Books (P.F. 59A).

9. The code letters shown hereunder will be used in the Duty Roster. Blue-black ink will be used for all entries, except night duties (1800 to 0600 hours) which will be entered in red :-

Comment [U83]: Adjust font size. The second proof shows different. Please use the normal text font size.

B	=	Beat Duty
G	=	Guard Duty
SD	=	Station Duty (includes Orderlies)
P	=	Patrol
SL	=	Sick in Lines and Sick Leave
H	=	Hospital
A	=	Absent without leave
R	=	Rest day
C	=	Absent on Course

Additional code letters may also be used to suit local circumstances.

BOOKS – INVESTIGATIONS REGISTER

Comment [U84]: New PGo. Align right for numbering; and bold. Increase space above and below heading

1. An Investigations Register (P.F. 169) as at Appendix "A" attached to this Order, shall be maintained by every O/C. Station and O/C. C.I.D. Unit.

2. Every report dealt with as a Case File, Minor Offence Docket or Traffic File, in accordance with P.G.O. No. 281, will be entered in the Investigations Register by O/C. Stations.

3. It is the responsibility of every O/C. C.I.D. Unit to ensure that details of all cases, inquiries and First Crime Reports (PF. 4) received or take over by them are recorded in the Unit's Investigations Register.

4. Entries shall be made in the following manner :-

Comment [U85]: Reduce space here

(a) In the first Column: the serial number of the investigation, commencing with the first investigation reported on the 1st January of each year and concluding with the last investigation reported on the 31st December of the same year. This Serial Number shall be obtained from Column 15 of the Report Book.

(b) In the second Column: the Report Book number of the report under investigation.

(c) In the third Column: the exact time of the Report Book entry.

(d) In the fourth Column: brief details of the offence report under investigation, e.g., attempted suicide, theft, discharge of Force firearm, sudden death.

(e) In the fifth Column: a brief note of the date the file is to be brought up, remand dates, date of P.I or trial and any other brief note that O/C. Station wishes to make.

(f) In the sixth Column: location of file, e.g., whether with District C.I.D., Director of Criminal Investigation, Director of Public Prosecutions, State Attorney or with an investigating officer of the Station.

(g) In the seventh Column: the result and date of the investigation.

5. Entries shall be written neatly and legibly and shall be in ink in Columns 1, 2, 3 and 7. Pencil entries may be made in Columns 4, 5 and 6.

6. Inspecting and visiting officers shall examine the Investigations Register to ensure that it is properly maintained.

7. The Investigations Register shall be preserved for two years.

APPENDIX "A"
(To P.G.O. No. 281)

Comment [U86]: Have attached the proper appendix for copying. Plse observe that.

P.G.O. No. 281

INVESTIGATIONS REGISTER

(P.F. 169)

Comment [U87]: Misplaced text!!

1	2	3	4	5	6	7
Investigation Serial No.	Report Book No. of report under investigation	Date of Report Book Entry	Offence or Inquiry	B.U. Notes	File Holder	Result and Date

P.G.O. No. 282

BOOKS – NOTEBOOK

Comment [U88]: New PGO; Align right, bold. Increase space below PGo number and below Heading

1. Every member of the Force shall be issued with an official police notebook, and a Personal Description Aid (PF. 171) which must be carried in the notebook.

2. The rank, number and name of the owner shall be written in block letters on the inside cover of the notebook.

3. Notebooks shall always be carried by all ranks on duty.

4. In criminal cases, accuracy is of such importance that a Police Officer must not trust to his memory, but must enter at once in his notebook sufficient particulars of every incident or occurrence of which he is likely to be called upon to give evidence. Descriptions of persons and scenes of crime shall be noted down in accordance with the procedure laid down in the Personal Description Aid (PF. 171).

Rules for keeping notebook

Comment [U89]: Align left and Decrease space below subheading.

5. (a) Entries shall be made in indelible pencil.

(b) Each entry shall commence with particulars of the date, time and place at which it was made.

(c) No blank spaces, alterations or writing between lines are permitted.

(d) No page or portion or a page may be torn out from a notebook. Officers who lose or deface their notebooks will be defaulted and required to pay the cost of replacement.

(e) When a statement is recorded, it shall be written down in the actual words used by the person making it.

(f) Nothing may be rubbed out. If correction is necessary, brackets shall be put round the incorrect entry which must not be crossed out and the correction written as a new entry.

(g) A line shall be drawn from the last words of each entry to the right hand side of the page.

(h) No loose pieces of paper may be kept in the notebook, except for one list of doctors, hospitals and useful telephone numbers.

(i) Nothing of a private nature may be entered in the notebook.

(j) Currency notes, unless they are exhibits which must be handed over to the Charge Room Officer as soon as possible, may not be kept inside a notebook.

Entries to be made

Comment [U90]: Align left and Decrease space below subheading. Increase space above subheading. Second proof shows the space is little

6. The following particulars, together with details of any other occurrence dealt with or brought to the attention of the holder and which may seem to be of importance, shall be carefully and accurately recorded in the notebook:-

(a) The full name and address, age, sex, race/tribe and occupation of every complainant, witness, suspect, offender or person arrested. The license number, place of issue and expiry date shall also be given with the personal particulars of persons connected with traffic cases.

(b) Brief particulars of every arrest carried out and every process executed by the holder.

(c) Exact particulars of fires, accidents, serious crimes or other events requiring action by the holder.

(d) Every warning given by the holder to any member of the public over a breach of the law.

(f) The discovery or receipt by the holder of any property while on duty.

(g) The number and particulars of any exhibits handed over or in any way coming into the holder's custody, together with the names of the persons who gave him the exhibits and of the persons to whom he hands over such exhibits.

(h) The fact that he saw any person or persons in suspicious circumstances, even though he did not have to arrest them.

(i) The reason for and time of leaving and return to his beat if such was necessary during his period of duty.

(j) Descriptions of wanted persons and stolen property shall be entered at the back of the notebook, starting from the last page and working forwards.

(k) Names and descriptions of persons wanted for major crimes in his district or area.

Reference to notebook when giving evidence

Comment [U91]: Align left and Decrease space below subheading.

7. (a) Police Officers, when giving evidence, will always be in possession of their notebooks and should refresh their memories from them prior to going into Court.

(b) With the permission of the Trial Judge or Magistrate, the holder may (in order to refresh his memory only and not for the purpose of quoting any entry verbatim) refer to the notes relevant to the case being tried.

(c) If it is desired that the contents of the notebook relevant to the case being tried be put in as evidence and the notebook contains information relating to other cases or secret matters, the Police Officer should inform the Bench who may then arrange to copy or extract the relevant entries so that the notebook can be returned to the holder without compromising irrelevant material.

Inspection of notebooks

Comment [U92]: Align left and Decrease space below subheading.

8. (a) O/C. Districts and Stations shall examine and initial the notebooks of all ranks under their command at regular intervals and ensure that they are

properly maintained.

(b) Notebooks shall be preserved by the holder for two years and must be produced at formal inspections, together with the notebook in current use.

(c) Notebooks may only be shown to Police Officers or to persons so authorised by a Gazetted Officer, Magistrate or Judge.

P.G.O. No. 283

BOOKS – OFFICIAL DIARIES

Comment [U93]: New PGO. Align right and bold.Increase space above and below heading

1. Every Gazetted Officer, Inspector and Sergeant-Major shall keep an Official Diary.

2. Diaries will be kept in English or Kiswahili. Entries will be made daily.

3. Brief notes of the following shall be recorded in Official Diaries :-

   (a) Hours of attendance at office outside normal routine hours.

   (b) Special duties or investigations performed.

   (c) Details of patrols, visits to Stations and night rounds.

   (d) Interviews.

   (e) Defaulter Parades.

   (f) Parades and exercises attended.

   (g) Attendances in Court.

   (h) Inspections.

   (i) Any other duties performed outside the office, e.g., Regional Commissioners' Conference, etc.

   (j) Mileage of each duty journey in non-Government vehicles.

   (k) Any other items of interest.

4. An advance record of forthcoming engagements or duties may be kept in the margin of the diary.

5. Diary entries must be in sufficient detail to enable every officer to refer back at any time for a full record of his duties and activities.

6. Official diaries will be produced for scrutiny at all formal inspections by O/C. Districts and Commanding Officers. Should an officer be absent from the Station at the time of inspection, his diary will be left in the office for inspection.

7. Gazetted Officers who are required to check diaries will be held responsible that all prescribed duties, visits, patrols and inspections are carried out. They shall report any dereliction of duty via the usual channels to their Commanding Officers.

8. Completed official diaries will be retained for one year.

P.G.O. No. 284

BOOKS – STATION DIARIES

1. Station Diary (PF. 51) shall be maintained in the Charge Room of every Police Station and at any other place of duty as directed by a Commanding Officer.

2. The officer of Charge Room duty shall be responsible for maintaining the Station Diary.

3. The Station Diary shall be written up in ink and shall contain an accurate and complete record of everything which takes place in the Station or Station area concerning police administration, *excluding* events which are recorded in other official Station books or records.

4. Entries concerning the following events shall be recorded in the Station Diary :-

   (a) The going on or off duty of all guards, sentries, patrols and all other personnel on any other duty.

   (b) The departure of the O/C. Station from the Station and the name of the Police Officer acting as O/C. Station during his absence. The return of the O/C. Station shall also be recorded.

   (c) Visits to prisoners in cells and to any guards and sentries by the Charge Room Officer or any other officer.

   (d) The issue and return of handcuffs, bicycles, torches, riot equipment and other Station property, except arms and ammunition.

   (e) In Mobile Police Stations *only*, brief particulars of every entry made in the Mobile Police Station Report Book (vide General Order No. 7).

5. Entries shall be made in the following manner :-

   (a) In the first Column of the serial number, each entry shall be given a serial number commencing at midnight and finishing with the last entry at 2359 hours.

   (b) In the second Column any cross-reference to previous entries or entries in other official police books.

   (c) In the third Column the exact time of entry ; the twenty-four hour clock times shall be used. Cross-references to other entries in the Station Diary will be made with the Station Diary entry number placed over the date. A reference to entry No. 513 of 15th November, 2004 would therefore read :-

513

15.11.04

   (d) In the fourth Column a brief but accurate record of the event being recorded.

   (e) In the fifth Column the signature of the officer making the entry.

Comment [U94]: New PGO. Align right and bold. Increase space above and below heading

Comment [U95]: INCREASE SPACE BTWEEN 1 AND 2. Second proof shows no space in btween

Comment [U96]: decrease this space for consistency

6. All references to N.C.Os. and Constables shall include their rank and Force number.

7. Entries shall be neat and legible and, if possible, in English. Pencil entries are forbidden.

8. Entries shall be made in chronological order and without delay.

9. No entry already made may be altered, deleted or added to and no entry may be made between lines of completed entries. No erasures may be made.

10. If a completed entry requires amendment or addition, a fresh entry shall be made under a new serial number and cross-referenced to the previous entry. A marginal note in red ink shall be recorded against the original incorrect entry.

11. No blank spaces shall be left between entries or on any line in an entry. A line shall be drawn from the last word of each entry to the right hand side of Column 4.

12. At 2359 hours daily a single red ink line shall be ruled across the page below the last entry. The date of the following period shall be written in red ink in block capitals immediately below this line in the centre of the page. The subsequent entry shall be written on the line immediately below the date.

13. The last entry for the month shall be that which is recorded before midnight on the last day of the month. A double red line shall be ruled across the page below this entry.

14. (a) When the Charge Room duty changes hands, an entry shall be made in the following form and shall be signed by both the relief and the relieving Police Officer :-

"I handed over duties in the Charge Room to Constable .....

No. ..... with the following arms an ammunition ….....

all Government property and Station equipment on charge, cash in hand, Shs. ..... the following prisoners in custody ....."

(b) All deficiencies of arms and ammunition, property on charge, cash, or prisoners in custody will be recorded. The Police Officer handling over shall not leave the Station until the foregoing entries, temporarily relieving him of responsibility, have been made and signed by himself and his relief. At Stations which are not open for twentyfour hours of the day, the Police Officer closing the Station will make an entry recording the time he closed the Station. The next entry will record the time of the opening of the Station.

15. The O/C. Station shall check the Station Diary at least once a day between 0800 hours and 0900 hours and shall make an entry to that effect in red ink.

16. Inspecting and visiting officers shall examine the Station Diary and ensure that it is properly maintained. They will also examine entries in connected registers in conjunction with the Station Diary.

17. A copy of these rules shall be affixed to the front cover of each Station Diary in current use.

18. Station Diaries shall be preserved for two years and shall then be destroyed.

Comment [U97]: Note: Second proof reads wrong PGO number. It has a number on top. Plse delete it.

P.G.O. No. 285

BOOKS-SUMMONS REGISTER

Comment [U98]: New PGO. Align right and Bold. Increase space below and above heading

1. Every O/C. Station shall maintain separate Summons Registers (PF. 55) for "Summons to Witnesses" and "Summons to Accused".

2. Every Witness (and Complainant) Summons and Summons to Accused Persons delivered to the police for service shall be entered in the appropriate Summons Register. Civil summonses shall not be entered. A separate Register for traffic summonses may be maintained at Class "A" Stations at the discretion of Commanding Officers.

3. Entries in Summons Registers will be serially numbered from 1st January to 31st December and shall be made, without delay, and in accordance with the following procedure :-

   (a) Each summons will be given a serial number in Column 1 and the summons will then be stamped with the Station stamp in the right top corner with the Register serial number endorsed thereon.

   (b) Particulars of each summons shall be recorded in Columns 2, 3, 4, 8, 9 and 11 as soon as it has been received from the Court.

   (c) The officer handing over the summons for service will enter the appropriate particulars in Column 5 and sign his name in Column 6.

   (d) The officer receiving the summons for service shall sign for its receipt in Column 7.

   (e) As soon as a summons is served, the name of the officer by whom it was served and the date and time of service shall be recorded in Column 10 and the duplicate copy of the summons returned to the Court of issue properly endorsed by the serving officer.

   (f) When a summons has not been served, the word "unserved" will be entered in Column 10 and the date on which the two copies of the summons are returned to the Court of issue shall be recorded in Column 12.

4. The signature of the Court clerk and seal of the Court will, if possible, be obtained in Column 13. Where summonses are returned to the Court of issue by letter, it will be sufficient to quote the letter reference in Column 13 but in such cases a receipt must be obtained from the Court clerk and Field in a safe place.

5. A summons which has been issued to a person who has moved to another district will be returned to the Court of issue under cover of a letter, giving the residence (if known) of the person named thereon. The Court will be requested to acknowledge receipt and an entry will be made in Column 12 and the correspondence reference quoted in Column 13.

6. O/C. Stations and Districts are directly responsible that :-

   (a) summons registers are correctly maintained, and that entries are up to date at all times;

   (b) Summonses are served without unnecessary delay;

(c) Duplicate copies of served summonses and both copies of unserved summonses are returned to the Court of issue before the date of hearing;

(d) The provisions of Sections 91-99 inclusive and Section 145 of the Criminal Procedure Act, Cap 20 R.E. 2002 are strictly observed;

(e) Summonses pending service are kept in safe custody.

7. Inspecting Officers shall pay particular attention to Columns 10, 12 and 13 in the Summons Register and shall ensure that the final disposal of every summons is properly entered.

P.G.O. No. 286

CASE FILES AND MINOR OFFENCE DOCKETS – PREPARATION OF

Reports to be dealt with as Case Files

1. A Case File (PF. 2C) shall be used for each of the following classes of report:-

(a) Offences under the Penal Code Cap 16 R.E.2002 other than:-

(i) non-cognizable offences;

(ii) offences under Sections 176 and 177;

(iii) simple thefts and breakings where the total value of the stolen property does not exceed Shs. 100,000/=;

(iv) minor assaults, under Section 241, between persons of the same race, provided that no one is detained in hospital.

(b) Offences under the following statutes:-

(i) Drugs and Prevention of Illicit Traffic in Drugs Act, Cap. 95 R.E. 2002;

(ii) Mining Act, Cap. 123 R.E. 2002;

(iii) Pawn brooking (Prohibition) Act, Cap. 175 R.E. 2002;

(iv) Auctioneers Act, Cap. 227 R.E. 2002;

(v) Goldsmith & Silversmith Act, Cap. 228 R.E. 2002;

(vi) Public Order Act, Cap. 385 R.E. 2002;

(vii) Medical Practitioners and Dentists Act, Cap. 152 R.E. 2002;

(viii) Police Force and Auxiliary Services Act, Cap. 322 R.E. 2002;

(ix) Local Government (Urban Authorities) Act 1982;

(x) Local Government (District Authorities) Act, Cap.287 R.E. 2002.

(xi) Second-hand Dealers & Scrap Metal Dealers Ordinance, Cap. 354.

(xii) Trade Unions Act, Cap. 244 R.E. 2002;

(xiii) Societies Act, Cap. 337 R.E. 2002; and

(xiv) Prevention of Corruption Act, Cap. 329 R.E. 2002.

(c) Sudden and Unnatural Deaths.

(d) Discharge of Arms or Tear Smoke by Police (except inquiries).

Comment [U99]: New PGO; Align right and bold. Increase space below and above heading

Comment [U100]: Sub heading, align left and decrease space

Comment [U101]: DCP. CONFIRM THESE WORDS. OLD PGOR READS " excluding practices..." please confirm!!

(e) Escapes from Lawful Custody.

(f) Riots, Unlawful Assemblies and Serious Affrays.

(g) Loss of Government Property on police charge exceeding Shs. 50,000/= in value.

(h) Any complaint made against police.

(i) Any other important inquiry into offences (except inquiries into traffic accidents) which the O/C. Station considers should be made the subject of a Case File.

2. Cases not falling within the categories set out in paragraph 1 will be dealt with as a Minor Offence Docket in accordance with Part II of this Order.

Officers responsible for the preparation of Case Files

Comment [U102]: Align left, decrease space, this is a subheading

3. Case Files shall be prepared by O/C. Stations or by such other officer as may be detailed by Regional Commanders or O/C. Districts.

Preparation of Case File Jackets (PF. 2C)

Comment [U103]: Align left, decrease space, this is a subheading

4. (a) Each officer who is responsible for the preparation of a Case File shall ensure that every File Jacket is correctly filled in, numbered and registered in the Station Investigations Register (PF. 221).

(b) All relevant details required on the Case File Jacket shall be neatly and correctly recorded after verification of all the information available. Whenever there is any doubt, the record shall be entered in soft pencil and completed in ink when the facts have been verified. This will apply particularly in cases where there is some doubt at the outset as to the correct offences and Section of the law.

Registering of Case Files

Comment [U104]: Align left, decrease space, this is a subheading

5. Every Police Station will maintain an Investigations Register (PF. 221) in accordance with P.G.O. No. 281. All Case Files, Minor Offence Dockets and Traffic Files will be entered in this Register by the officers responsible for their preparation. The final disposal of each case will be shown in the last Column of the Register by the following letter(s) :-

Comment [U105]: INCREASE SPACE

C	-	Convicted.
A	-	Acquitted.
U	-	Undetected.
T	-	Transferred to another Police Station.
NFA	-	No further Action (i.e. refused).
NOD	-	No Offence Disclosed.
D	-	Discharged under Section 38, Penal Code.
OD	-	Other Discharges.

Comment [U106]: INCREASE FONT SIZE. TO BE REST OF THE TEXT

Numbering of Case Files

Comment [U107]: Align left, decrease space for the subheading

6. Every report which necessitates the opening of a Case File, Minor Offence Docket or Traffic File will be allocated a running investigation serial number in Column 15 of the Report Book, in accordance with para 19(g) of P.G.O. 309. These Investigation Serial Numbers will also be the permanent reference number of the Case Files, Minor Offence Dockets and Traffic Files opened in connection with the reports to which the Investigation Serial Number refer. These Investigation Serial Numbers will be entered in the first Column of the Investigation Register (PF. 169). Case File numbers will be prefixed by the Police Station code letters, followed by an oblique stroke, the letters "CF" and another oblique stroke. An oblique and the last two figures of the year will follow the number, (e.g. DC/CF/1/04 = Case File No. 1 of 2004 of Central Police Station, Dar es Salaam).

Contents of Case Files

Comment [U108]: Align left, decrease space below the subheading

7. The contents of each Case File shall be numbered in blue pencil and arranged in order in the file by the officer responsible for its preparation, in accordance with the following procedure :-

(a) On the right side of the Case File :-

(i) *The First Information Report* (PF. 162A) shall not be numbered.

(ii) *Investigation Diary* (PF. 2B) shall be numbered A, A1, etc and placed next to the First Information Report; The investigation diary shall remain permanently in the file.

(iii) *The Statements of the Complainants* (if any) shall be numbered B, B1, etc and placed next to the Investigation diary.

(iv) *The Sstatement of the Witnesses* shall be numbered (as far as possible in chronological order) C, C1 etc and placed as folios C' CI etc next to the statements of the Complainants.

(v) *The Statement(s) of the Accused* shall be numbered D, D1 etc., and placed next to the witness's statements.

(vi) *Documents and Plans* including medical reports, post-mortem reports, Criminal Record Certificates, etc., shall be numbered E, E1 etc. and placed next to the statement(s) of the accused.

(vii) *Exhibits* kept under lock and key shall not be numbered, but shall be recorded in the Case File index sheet.

(viii) *Documentary Exhibits* which need not be kept under lock and key in accordance with P.G.O. No. 228 and can be conveniently included in the Case File, (i.e., documents, etc.) shall be numbered F, F1 etc., and placed next to the documents and plans.

(ix) *The Charge Sheet* duplicate copy (if any) shall be numbered G etc and placed next to the exhibits.

(x) *Miscellaneous Correspondence and Telegrams, etc.*, shall be

numbered H, H1 etc., and placed next to the Charge Sheet.

(xi) *An Index Sheet* listing all folios contained in the right hand side of the Case File shall be placed (and remain permanently) on top of the last folio, but shall not be numbered. If additional folios are added subsequently to the file, the index sheet will be moved so that it is still on top of the last folio on the right hand side of the Case File.

(xii) *The Covering Report* will be placed (and remain permanently) on top of the index sheet and shall not be numbered. It will always remain in this position, immediately opposite the minute sheet for easy reference by officers examining the Case File.

(b) On the left side of the Case File :-

The Minute Sheet only will be placed on the left hand side of the Case File.

Preparation of Case File documents

Comment [U109]: Align left, this is subheading.decrease space with sentence below

8. The various documents referred to in the previous paragraph 7 shall be prepared in the following manner :-

(a) *The First Information Report (PF. 162A):*

The First Information Report shall be prepared and used in accordance with P.G.O. No. 311.

(b) *Statements:*

All statements shall be recorded on Form PF.2B in accordance with P.G.O. No. 236.

(c) *Documents and Plans:*

Documents and plans shall be Field in separate envelopes and the contents listed on the envelope.

(d) *Charge sheet:*

Charge Sheets shall be prepared in accordance with P.G.O. No. 227.

(e) *The Investigation Diary (PF. 2B):*

Every officer who is in any way connected with the investigation shall record in the Investigation Diary a concise, accurate and up-to-date record of all action taken by him in connection with the investigation, including *inter alia* a record of telephone calls, visits, correspondence, interviews, interrogations, etc.

(f) *Covering Report:*

The officer responsible for each Case File shall draw up a covering report, presenting in chronological order the history of the case and of the investigation, and summarising the evidence collected during the investigation. The covering report may be long or short, depending on the gravity and complexity of the case

(or incident) and shall provide a clear, concise, accurate account of the whole case or incident. Each covering report shall be inserted *on top of the Investigation Diary on the right hand side of the Case File.*

(g) *The Minute Sheet:*

The instructions and comments of the officer to whom completed Case Files are submitted by investigating officers shall be recorded on the minute sheet, together with any recommendations for consideration by higher authority. The minute sheet shall always be attached to the left hand side of the Case File.

Submission and Examination of Case Files

Comment [U110]: Cemtre this

Preliminary examination

Comment [U111]: reduce space, align left, this is a subheading

9. (a) Except in Stations commanded by N.C.Os who are themselves responsible for the preparation of all Case Files, every Case File shall be submitted within forty eight hours of opening for preliminary examination to either :-

(i) the O/C. District, if the File originates in the Station in which the O/C. District has his Headquarters; or

(ii) the O/C. Station, in Stations where the O/C. District is not immediately available.

(b) Gazetted Officers and Inspectors who carry out the preliminary examination referred to above shall in every case, direct on the Case File minute sheet what further action should be taken and when the Case File is to be re-submitted to them for further examination.

(c) Unnecessary delays in the preliminary examination of Case Files shall be avoided. Officers responsible for this duty must ensure that another experienced officer deputies for them if they are liable to be absent from their Stations for any length of time.

Examination on completion

Comment [U112]: reduce space, and slign left, this is subheading

10. Except as set out in para 13, or when Court action is already pending, every Case File shall be submitted to the O/C. District for examination by him not later than one month after opening (or earlier if possible), with one of the following entries made therein, either:-

(a) the result of the case if Court action has concluded; or

(b) a report (on the Case File Minute Sheet) covering the progress of the investigation, is still unsuccessful, if there still appears to be a reasonable chance of success; or

(c) a recommendation (on the minute sheet with full supporting reasons) that the Case File should be closed because inquiries appear to be at a dead end with no further chance of success.

11. The O/C. District shall examine all Case Files submitted to him and will either:-

(a) file each completed Case File at his District Headquarters if Court action

has concluded after ensuring that all exhibits have been correctly disposed of and that all C.R.O. slips have been returned to the Identification Bureau; or

(b) ensure that Case Files to be sent for Preliminary Inquiry are submitted to the Regional C.I.D. Officer for perusal and advice as soon as the investigation is completed and, on the conclusion of any committal proceedings submit the Case File, without delay, and in no case later than forty eight hours after the date of committal, to the Director of Criminal Investigation for onward transmission to the Director of Public Prosecutions through State Attorney in charge of Zones; or

(c) order further inquiries if he considers further investigation necessary and shall in every case direct when the Case File is to be sent back to him for ex-examination; or

(d) submit the Case File to Regional Headquarters if he requires advice from his Regional Commander or Regional C.I.D. Officer and cannot obtain such advice by telephone or signal (this sub-paragraph does not refer to application for state Attorney's advice. The procedure for this is set out in para. 13(b)); or

(e) order the Case File to be closed if no further useful action appears possible and the case does not fall within the categories of offences set out in paragraph 11 (f); or

(f) submit each unsolved Case File dealing with any of the categories of crime listed hereunder to Regional Headquarters not later than two months after opening and request directions or further action or authority to close the case if no further useful action appears possible :-

Comment [U113]: reduce this space, second proof shows big space below

(i) Offences against the State.

(ii) Murder and other culpable homicides.

(iii) Riots unlawful assemblies and serious affrays.

(iv) Unnatural offences involving different races.

(v) Discharge of firearms by police

(vi) All offences in which firearms, explosives or acid have been used.

(vii) Corruption.

(viii) All types of robbery.

(ix) Counterfeiting.

(x) Serious forgeries.

(xi) Theft or loss of Government money or property.

(xii) Escapes or rescues from lawful custody.

(xiii) All cases of sudden or unnatural death, other than those the facts of which show without doubt that no offence has been committed.

(xiv) Rape, in which more than one race or juveniles are concerned.

(xv) Sabotage.

(xvi) Serious assaults on members of the Police Force.All such Case Files may only be closed on the written instructions of the Regional C.I.D. Officer who, in cases of doubt, will forward the file to the Director of Criminal Investigation.

Subsequent handling of important unsolved Case Files

Comment [U114]: align left, this is sub heading, reduce space below

12. (a) All important unsolved Case Files must be sent within two months to Regional Headquarters in accordance with paragraph 11 9F). All such files will be examined by the Regional Commander (or by the Regional C.I.D. Officer acting on his behalf), who shall direct what further action should be taken. The Case File shall be re-submitted to Regional Headquarters at monthly intervals thereafter until either successful results are achieved or the Regional Commander directs that the case may be closed.

(b) The final disposal of all closed Case Files shall be in accordance with paragraph 14.

Exceptional cases

Comment [U115]: align left, this is sub heading, reduce space below

13. If legal advice is necessary, the Case File shall be sent, without delay, via the Regional C.I.D. Officer to the representative of the Director of Public Prosecutions, *excepting only* cases (including traffic cases) in which prosecution of a Police Officer is contemplated. All such Case Files shall be sent via Regional Commanders to the Director of Criminal Investigation who shall submit them to the Inspector General;

Custody and disposal of Case Files

Comment [U116]: align left, this is sub heading, reduce space below

14. Convicted and closed Case Files will be dealt with as follows :-

(a) *Murder and Treason*

Comment [U117]: (i) and (ii), aling more to the left. they are sub para'

(i) *Convicted cases.* Case Files will be forwarded to C.I.D. Headquarters for storage in January each year.

(ii) *Unconvicted cases*. Case Files will be retained by the Regional C.I.D. Officer for one year from the date of closing. During this period he shall examine the file every six months with a view to ascertaining whether any further lines of inquiry will prove of value. After one year, the file will be forwarded to C.I.D.

Headquarters, Dar es Salaam, for storage.

(b) **Offences punishable with 7 years or more (excluding murder and treason)**

(i) *Convicted cases*. Case Files will be sent to District Headquarters and retained there for one year and will then be destroyed by fire by the O/C. District.

(ii) *Unconvicted cases.* Case Files shall be retained by the originating Police Station for one year from the date of closing and shall be examined at regular intervals by the Regional C.I.D. Officer and O/C. District. After one year the files will be retained for a further year. During this period he will examine the file at six-monthly intervals, He will then forward the file to C.I.D. Headquarters, provided that he considers that no further action in the case is possible. The file will be stored in C.I.D. Headquarters for five years after closing and will then be destroyed by fire.

(c) **Offences punishable with less than 7 years imprisonment**

(i) *Convicted cases.* Case Files will be sent to District Headquarters and retained there for one year and will then be destroyed by fire by the O/C. District.

(ii) *Unconvicted cases*. Case Files will be dealt with in the manner laid down in Para. 14 (b) (ii), with the exception that files will be stored in C.I.D. Headquarters for three years after closing and will then be destroyed by fire.

(d) **Offences punishable with less than 3 years imprisonment**

(i) *Convicted cases.* Case Files will be sent to District Headquarters and retained there for one year and will then be destroyed by fire by the O/C. District.

(ii) *Unconvicted cases*. Case Files will be retained by the originating station for one year from the date of closing and will then be destroyed by fire by the O/C. District.

Part I

Minor Offence Dockets

15. (a) Every offence which is not the subject of a Case File in accordance with Part I of this Order shall be dealt with as a Minor Offence Docket.

(b) If no supporting statements or case papers are necessary to the successful prosecution of the case, the investigation officer will record details of the investigation in the relevant space on the First Information Report Form (PF. 162A) and the form shall be taken to the Court by the Prosecuting Officer.

Comment [U118]: This is subheading; bold it and align to the left

Comment [U119]: sub heading, align to the left and bold, reduce spae for below

Comment [U120]: This is subheading; bold it and align to the left

(c) If supporting case papers are necessary, they shall be placed inside the First Information Report Form (PF. 162A) which shall be folded down the centre and converted into a file jacket.

Officers responsible for the preparation of Dockets

Comment [U121]: Sub heading, align left and reduce space

16. Minor Offence Dockets shall be prepared by O/C. Stations or such other officers as may be detailed by Regional Commanders or O/C. Districts.

Preparation of dockets

Comment [U122]: Sub heading, align left and reduce space

17. (a) Each officer who is responsible for the preparation of a Minor Offence Dockets shall ensure that every docket is correctly filled in, numbered and registered in the Station Investigations Register (PF. 221).

(b) All relevant details required on the Minor Offence Docket shall be neatly and correctly recorded after verification of all the information available. Whenever there is any doubt, the record shall be entered in soft pencil and completed in ink when the facts have been verified. This will apply particularly in cases where there is some doubt at the outset as to the correct offence and Section of the law.

Registering Minor Offence Dockets

Comment [U123]: Sub heading, align left and reduce space

18. All minor offence dockets will be entered in the Station Investigations Register in accordance with the procedure laid down in Para. 5 of this order.

Numbering of Minor Offence Dockets

Comment [U124]: Sub heading, align left and reduce space

19. All Minor Offence dockets will be numbered in accordance with the procedure laid down in Para. 6 of this order, except that each Minor Offence Docket Number will be prefixed by the letters “DK” (e.g., DC/DK/2/04= Minor Offence Docket No. 2 of 2004 of Central Police Station, Dar es Salaam.

Contents of docket

Comment [U125]: Sub heading, align left and reduce space

20. The contents (if any) of each docket shall be neatly prepared and Field in such a manner that the case can be easily understood and presented in Court without difficulty.

Submission and examination of Dockets

Comment [U126]: Sub heading, align left and reduce space

21. (a) Except in minor Stations commanded by N.C.Os who are themselves responsible for the preparation of all Minor Offence Dockets, every docket shall be submitted within forty eight hours to the O/C. Station, or other officer authorised to act on his behalf, unless required for prosecution.

(b) The officer who carries out the examination referred to above shall, in every case, direct on the docket or minute sheet what further action should be taken and when the docket is to be re-submitted for further examination.

(c) Unnecessary delays in the examination of dockets shall be avoided. O/C. Stations responsible for this duty must ensure that another officer or inspector deputises for them if they are liable to be absent from their station for any length of time.

Examination on completion

22. Every docket shall be submitted to the O/C. Station for examination by him not later than seven days after opening (or earlier, if possible) with one of the following entries made therein:-

(a) the result of the case if Court action has concluded;

(b) a brief report covering the progress of investigation if still unsuccessful provided there still appears to be a reasonable chance of success; or

(c) a recommendation that the docket should be closed because inquiries appear to be at a dead end with no further chance of success.

(d) The O/C. Station shall examine all dockets submitted to him and will:

either (i) order further inquiries;

or (ii) direct that the case should be closed if he is satisfied that no further useful police action is possible.

Custody and disposal of Minor Offence Dockets

23. All Minor Offence Dockets on which action is completed will be retained by the originating station for at least three months and will then be destroyed by fire on the instructions of the O/C. District in January of each year.

Comment [U127]: Sub heading, align left and reduce space

Comment [U128]: Before (a) insert word …"either"…..

Comment [U129]: Before (b) insert word …"or"

Comment [U130]: Before (c) insert word …"or"

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Comment [U132]: Sub heading, align left and reduce space

P.G.O. No. 287

CHARGE ROOMS - OPERATION OF

General rules

1. A Charge Room shall be maintained in every Police Station.

2. (a) Class "A" and "B" Station Charge Rooms shall be kept open and manned day and night on a permanent basis.

   (b) Class "C" Station Charge Rooms may be closed down at night if so authorized by a Regional Commander in Station Standing Orders, provided that a constable shall always be on duty in the Charge Room to answer emergency night calls and to guard prisoners who are not already guarded in accordance with Para. 9 (c) (ii). Members of the Force on this duty may be permitted to sleep in the Charge Room if, and only if, there are no prisoners in the cells.

3. Charge Rooms shall be clean and tidy at all times. Furniture shall be neatly arranged and restricted to an efficiently minimum quantity. Books and disused records, etc., may not be stored in Charge Rooms.

4. Smoking in the Charge Room is forbidden.

5. *Only* officers on duty or with official business may enter the Charge Room.

6. Officers who have business in the Charge Room shall leave it as soon as their business is terminated.

Charge Room Officers

7. Every charge room shall be manned by a Charge Room Officer (C.R.O.) who shall be in command of the Charge room and directly responsible to the O/C. Station for the efficient discharge of all Charge Room duties and responsibilities. All ranks using the Charge Room shall be subject to the orders of the Charge Rooms Officer.

8. Charge Room Officers are required to carry out work of considerable responsibility. Only Staff Sergeants and above or English – speaking N.C.O.s should normally be employed on this duty during each day in Class "A" and "B" Stations.

9. The following officers only will be employed on full-time Charge Room duties :-

   (a) **Class "A" Stations**

      (i) One Charge Room Officer.

      (ii) A maximum of two constables as assistants to the Charge Room Officer.

      (iii) One constable on cell duty if the cells are occupied.

   (b) **Class "B" Stations**

      (i) One Charge Room Officer

      (ii) One constable on cell duty if the cells are occupied

Comment [U133]: New PGO, align right and bold. Increase space below and above heading

Comment [U134]: Decrease space below. Align left. This is a subheading.

Comment [U135]: Reduce space, align left, this is subheading

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Comment [U137]:

Comment [U138R137]:

(c) **Class "C" Stations**

(i) One Charge Room Officer

(ii) One constable on cell duty if prisoners are detained in cells in the Lines, (i.e. not in or immediately adjacent to the Police Station).

10. Charge Room Officers are required to comply with the provisions of all Police General Orders which specifically affect them and shall, in particular :-

(a) record all reports in the Report Book in accordance with P.G.O. No. 309;

(b) ensure that immediate action is taken by the appropriate officer to deal with each report received in the Charge Room;

(c) deal with all messages received by the Charge Room and report same to the appropriate officer so that necessary action can be taken without undue delay;

(d) maintain the Station Diary in accordance with P.G.O. No. 284;

(e) maintain all other official Charge Room books and records in accordance with Police General Orders;

(f) hold the keys of the cells and supervise the detention of all prisoners therein in accordance with P.G.O. No. 353;

(g) pay particular attention to the security of Station armouries and to the arms and ammunition contained therein in accordance with P.G.O. No. 152;

(h) issue such arms and ammunition from the Station Armoury as may be authorized by the O/C. Station;

(i) ensure that all arms issued from the Station Armoury are properly returned without delay;

(j) check all beat and other duties when they parade outside the Charge Room at the beginning and end of their duty periods and report any irregularities to the O/C. Station;

(k) take charge of all prisoners' property, exhibits, lost and found property and any other property handed in to the Charge Room until such time as the O/C. Station assumes responsibility therefore; and

(l) generally ensure that proper discipline is maintained in the Charge Room and that no breach of Police General Orders or Station Standing Orders occurs therein.

Handing over Charge Room duty

11. Charge Room Officers shall normally remain on duty for eight hours. They shall not leave the Charge Room at the end of their duty period unless and until they have handed over full responsibility to their reliefs.

12. Each relieving Charge Room Officer, as soon as he arrives on duty and before the

Comment [U139]: Reduce space with below, subheading

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Comment [U141]: Increase space for consistency with other text

Comment [U142]: This is subheading, bold and align left, reduce space with below

outgoing Charge Room Officer leaves the Charge Room, shall at once :-

(a) check all prisoners in the cells and make sure that all are accounted for, in accordance with Para. 13 (a) of P.G.O. No. 353;

(b) check the working armoury together with all arms and ammunition contained therein, in accordance with Para. 11 (a) of P.G.O. No. 152;

(c) check all prisoners' property, exhibits, lost and found property and any other property which has been received in the Charge Room and not yet handed over to the O/C. Station;

(d) check the accuracy of the Charge Room clock and make sure that the telephone is in working order;

(e) check every thing else for which he is held responsible under Police General Orders.

When he is satisfied that *all* is in order, he will make an entry to that effect in the Station Diary and will then assume responsibility for the Charge Room, armoury, prisoners, etc. The outgoing Charge Room Officer may then go off duty.

13. If a relieving Charge Room Officer is not satisfied that all is in order, he shall refuse to accept responsibility for the Charge Room and shall at once report to the O/C. Station. Both the relieving and outgoing Charge Room Officers shall then remain in the Charge Room until the O/C. Station completes his investigation and directs that the hand-over should proceed

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P.G.O. No. 288

DUTIES -HOURS OF - FOR RANK & FILE

General Standards

1. Every Police Officer shall be liable for duty at any time and shall perform whatever period of duty is ordered, irrespective of the duration of such duty.

2. (a) Every member of the Rank & File shall normally be required to perform 8 hours of duty in each 24 hours period. Drill parades and lectures will count as duty.

   (b) In addition, Commanding Officers shall provide, by Standing Orders, for a suitable number of off-duty members of the Force in every Station and Unit to stand by in the Lines in case of emergency.

3. Without prejudice to paragraph 1, certain specific duties shall normally be carried out, as follows :-

   (a) *Beat Duty* – 6 hours continuous.

   (b) *Static Guards* – 8 hours split duty. Sentries will *not* remain on duty for more than 2 hours at any one time.

   (c) *Short Patrols* – 6 hours continuous.

   (d) *Charge Room Duty in Class "A" and Class "C" Stations* - 8 hours continuous.

   (e) *Charge Room Duty in Class "C" Stations* - 12 hours continuous (0600 hours to 1800 hours) unless varied by Station Standing Orders to suit local conditions.

4. O/C. Stations shall arrange for Charge Room Officers to be relieved during meal-times and may permit officers on night duty in Class "C" Stations to sleep between 2200 and 0600 hours if the premises are reasonably secure. This will be the subject of local Standing Orders.

5. Long Distance Patrols shall be carried out as ordered with no set period of daily duty.

6. Routine 8-hour duty periods shall commence at 0001 hours, 0800 hours and 1600 hours, 6-hour periods shall commence at 0001 hours, 0600 hours, 1200 hours and 1800 hours. Only members of the Force on special or emergency duty shall be sent out at other times.

Duties by Women Police

7. Police Women shall perform those duties normally required of a Police Officer with the following exception:-

   (a) Night shift, except when called out or retained on duty for a specific purpose;
   (b) After-dark street patrol, except when under protective cover;
   (c) Anti-riot or other duty where undue violence may arise; except when connected with women or children;
   (d) Whole-time clerical or sedentary duties.

8. Police Women, when available, should be required to perform the following duties:-

Comment [U143]: New PGO. Align right, bold. Increase space above and below heading

Comment [U144]: Subheading, reduce space and align left

Comment [U145]: Reduce space this is a subheading

(a) Searching of females and their apartments;
(b) Escort of females;
(c) Supervision of females in police custody, including visits to them in cells;
(d) Interviewing female complaints in sexual offences;
(e) Interviewing children, e.g., lost children, children found begging or committing other offences;
(f) Duties at school crossing and instruction of schoolchildren in elementary road safety; and
(g) In the case of female Prison staff and, subject to availability; to be present in Court when female accused are prosecuted or when females are called to give evidence.

9. Police Women should normally perform all duties in uniform, but may perform specified duties in plain clothes at the discretion of the O/C District or District C.I.D.

P.G.O. No. 289

DUTIES – PARADE OF

1. All members of the Rank & File who are about to go out on duty shall first be paraded for inspection by the officer on Charge Room duty. In special cases, Commanding Officers may arrange for these inspections to be carried out in the Lines by the senior N.C.O.

2. The officer on Charge Room duty or senior N.C.O. (or O/C. Station or Unit if he so desires) shall then inspect the duties after calling them to attention. He shall then :-

   (a) inspect each member of the Force and make sure that he is clean and well turned out; any offender shall be defaulted;

   (b) inspect all arms and ammunition and ensure that they are carried in compliance with current Orders;

   (c) check that each member of the Force has his notebook and conference book;

   (d) give out any special instructions *re* wanted persons, stolen property, etc., or any particular information which should be passed to members of the Force on beat duty; and

   (e) details each member of the Force to his particular duty, as laid down in the Duty Book, and make sure that each member of the Force understands what is required of him.

Comment [U146]: New PGO. Align left and bold. Increase space

Comment [U147]: Reduce space

ESCORTS-SPECIE, EXPLOSIVES, FORCE ARMS & AMMUNITION

Escorts for specie

1. An escort will always be provided for a consignment of specie on request. When air or water transport is used, the consignment will be escorted to the aircraft or ship and handed over to the captain. It will be met also on arrival and escorted to its final destination. No charge will be made for specie escorts.

Escorts for explosives

2. An escort will be provided for explosives on the following occasions :-

   (a) All bulk imports dispatched up-country by rail

   (b) Bulk issues (100 cases or more) from Dodoma magazine.

Escorts for arms and ammunition

3. Force arms and ammunition will always be escorted when in transit. Under no circumstances will issues from, or withdrawal by Main Stores be effected without an escort. This also applies to inter-unit transfers.

Strength of escort

4. (a) The strength of any escort is the responsibility of the officer detailing it. He should take into account :-

   (i) the size of the consignment;

   (ii) the route;

   (iii) number of days spent on the journey;

   (iv) type of transport; and

   (v) reliefs.

   (b) Manpower shall not be wasted on routine escort duty and, whenever possible, use should be made of officers proceeding along the escort route on leave, transfer or normal patrol duty.

Rationing of escorts

5. The officer detailing the escort will ensure that the latter are in possession of sufficient rations, or cash in lieu, to last them until their return to their Unit.

Instructions to escorts

6. A Movement Order (PF. 58) will be completed by the officer detailing the escort and the following instructions and information shall be specifically included :-

   (a) All containers must be sealed before they are taken over by the escort from the consignor or issuing officer.

Comment [U148]: New PGO. Align right and bold. Increase space below and above heading

Comment [U149]: Subheading, align left and reduce space

Comment [U150]: Subheading, align left and reduce space

Comment [U151]: Subheading, align left and reduce space

Comment [U152]: Subheading, align left and reduce space

Comment [U153]: Subheading, align left and reduce space

Comment [U154]: Subheading, align left and reduce space

(b) Only the number of containers will be signed for by the escort. The detailed contents are not their responsibility.

(c) In the case of arms, the body numbers must be shown on the Movement Order and will be signed for by the escort.

(d) Before the escort can stand down, a receipt for the intact delivery of the consignment must be obtained from the consignee or receiving officer.

(e) Action to be taken to safeguard consignment en route, especially by night.

(f) The action to be taken in the event of a breakdown of transport.

(g) The name of the consignee or receiving officer.

(h) Details of arms to be carried by escort and when they may be used to protect consignment. When considered necessary, magazines will be charged with five rounds. The bolt will remain closed and *no round will be placed in the breech chamber.* Safety catches will be applied. In the case of officers armed with revolvers, five rounds will be loaded in the cylinder. *The chamber under the hammer will not be loaded in the 12 o'clock position.* The balance of seven rounds will be retained in the pouch.

(i) System of relief on long journeys – rest periods.

Detailing of escorts

Comment [U155]: Subheading, align left and reduce space

7. (a) The O/C. District to whom the application for an escort is made will normally be responsible for detailing the escort. He should consult his Regional Commander if he does not have sufficient members of the Force available.

(b) In the case of bulk transhipment of explosives ex Dar es Salaam Port, the O/C. Railways & Dar es Salaam Zone Police will be responsible for the provision of escorts.

P.G.O. No. 291

GUARDS ON GOVERNMENT OFFICES

Comment [U156]: New PGO. Align right and bold. Increase space above and below heading

1. Police guards shall be provided for those Government offices which definitely need to be guarded. Regional Commanders are responsible for deciding, in agreement with their Regional Commissioners, which Government offices require guards and how they shall be guarded. Care shall be taken to avoid wasting valuable manpower on unnecessary guards.

2. Regional Commanders will ensure that suitable Standing Orders are issued in all Stations which are required to provide regular guards on Government offices.

3. Guards on Government offices will normally be armed with a rifle and five rounds, in accordance with P.G.O. No. 274.

4. Guards shall remain alert throughout their period of duty and shall not sit or lie down unless specifically permitted to do so in Station Standing Orders (during the night, etc).

5. When a guard comes on duty, he shall examine the premises, windows, safes and anything else entrusted to his care and shall not permit the guard (if any) he is relieving to go off duty until he has satisfied himself that all is in order.

6. Under no circumstances shall any guard leave his post until he is relieved. Guards shall always report to the nearest Charge Room when they go off duty and an entry shall be made in the Occurrence Book.

7. Officers on patrol will check guards on Government buildings to ensure that they comply with the provisions of this order and any relevant station Standing Orders.

P.G.O. No. 292

INFORMATION-COMMUNICATION OF

1. All information communicated to, or in the possession of, the police is to be regarded as confidential. All ranks (including civilian staff) are forbidden to copy, précis, or extract from official documents or any portion thereof for their private use or for the use of any other persons, including the press, without official sanction. This prohibition shall also apply to information received verbally or by telephone or radio.

2. Section 4 and 5 of the National Security Act, Cap.47 R.E. 2002 reads as follows ;

Section 4 - Communication of certain information

(1) "Any person who has in his possession or under his control any code, password, sketch, plan, model, note or other document, article or information, which relates to or is used in a protected place or anything in such a place, or which has been made or obtained in contravention of this Act, or which has been entrusted in confidence to him by any person holding a public office, or which he has obtained or to which he has had access owing to his position as a person who holds or has held such office or as a person who is or was a party to a contract with the Government or a specified authority or a contract the performance of which in whole or in part is carried out in or in relation to a protected place, or as a person who is or has been employed by or under a person who holds or has held such an office or is or was a party to such a contract, and who:–

(a) uses the same in any manner or for any purpose prejudicial to the safety or interests of the United Republic; or

(b) communicates the same to any person other than a person to whom he is authorised to communicate it or to whom it is in the interests of the United Republic his duty to communicate it; or

(c) fails to take proper care of, or so conducts himself as to endanger the safety of, the same; or

(d) retains the sketch, plan, model, note, document or article in his possession or under his control when he has no right or when it is contrary to his duty so to do, or fails to comply with any lawful directions with regard to the return or disposal thereof,

shall be guilty of an offence and liable on conviction to imprisonment for a term not exceeding twenty years.

(2) Any person who has in his possession or under his control any sketch, plan, model, note or other document, article or information, relating to munitions of war and who communicates it directly or indirectly to any person in any manner for any purpose prejudicial to the safety or interests of the United Republic shall be guilty of an offence and liable on conviction to imprisonment for a term not exceeding twenty years.

(3) Any person who receives any code, password, sketch, plan, model, note or other document, article or information, knowing or having reasonable grounds to believe at the time when he receives it that the same is communicated to him in contravention of the provisions of this Act, shall,

unless he proves that the communication thereof to him was against his wish, be guilty of an offence and liable on conviction to imprisonment for a term not exceeding twenty years.

(4) Any person who communicates to any person other than a person to whom he is authorised by an authorised officer to communicate it or to whom it is in the interests of the United Republic his duty to communicate it, any information relating to the defence or security of the United Republic shall be guilty of an offence and liable on conviction to imprisonment for a term not exceeding twenty years.

(5) For the purposes of Subsection (4) "information relating to the defence or security of the United Republic" includes information relating to the movements or locations of the Defence Forces or the Police Force, the steps taken to protect any vital installations or protected places, and the acquisition or disposal of munitions of war".

Section 5 - Protection of classified information.

(1) "Any person who communicates any classified matter or causes the leakage of such classified matter to any person other than a person to whom he is authorised to communicate it or to whom it is in the interests of the United Republic his duty to communicate it shall be guilty of an offence and liable on conviction to imprisonment for a term not exceeding twenty years".

(2) In a prosecution for a contravention of Subsection (1) it shall be no defence for the accused person to prove that when he communicated the matter he did not know and could not reasonably have known that it was classified matter.

3. Every Police Officer must clearly understand that the provisions of the above Section also apply to him when he has left the service and that he will be subject to the penalties provided in the Act if he wrongly communicates information whether he is still in the Force or not.

4. Under no circumstances may Police Officers make any public statement, whether verbal or in writing, concerning political matters, either inside or outside Tanzania , or concerning the policy and affairs of the Police Force or the Government. The attention of all ranks is drawn to the provisions of Government General Orders Q. 35 and 36 :-

"No officer may write or give broadcast talks on questions which can properly be called political or administrative, though he may furnish signed articles upon other subjects of general interest. These restrictions apply also to officers' families".

"No officer, whether on duty or on leave of absence, is to allow him to be interviewed on questions of public policy, or on matters affecting the defences and military resources of Tanzania".

5. The contents of Police Orders and Instructions and confidential information covering raids, seizures, the extent and progress of investigations and similar matters shall not be passed to the Press or to the public.

Communications from Official records

6. No person outside the Force shall be shown official documents, registers or records without the sanction of a commanding Officer. Police Files shall not be passed to outside departments. Case Files may be passed to the Director of Public Prosecutions in conformity with P.G.O. No. 286. Copies of accused's and witnesses' statements may only be handed to the accused or his/her advocate in conformity with P.G.O. No. 245.

Communications to the Press and broadcasting officials

7. Information concerning the occurrence of ordinary crimes, disasters, fires and similar incidents of a public nature may be communicated to accredited members of the Press and /or broadcasting officials by Gazetted Officers and Inspectors in Stations where no Gazetted Officer is available. Such information shall be limited to a concise statement of the facts covering the following points :-

(a) Nature of occurrence – theft, rape, murder or other crime, vehicle accident, sudden death, fire, etc.

(b) Place and time of occurrence.

(c) Arrests, if any. No names to be given but the number of persons arrested and whether European, Asian or African, male or female, adult or juvenile, may be stated.

(d) Names and addresses and fate of persons involved, for example persons killed, injured, taken to hospital, etc. (see also note under (e) (ii) below).

(e) Name of complainants except :-

(i) in cases of rape and sexual offences;

(ii) when the complainant specifically requests that his or her name should not be divulged.

NOTE: Police accept the obligation to give first information to next of kin in cases of death and serious injury and names and addresses of deceased persons should not be given to the press until this has been done. Next of kin who cannot be contacted by direct means should be informed by telegram or telephone via the District nearest their address. A reasonable period should be allowed for the message to reach its final destination before the names and addresses of the deceased are passed to the Press, bearing in mind that the information cannot be published until the next day's newspapers and radio news broadcast. It is unnecessary to delay press releases until confirmation has been received that the next of kin have received the information.

8. Accredited press representatives at the scene of an incident shall be allowed reasonable facilities to obtain information for themselves. They are required to obey the orders of the police on duty and shall only pass inside police cordons with the consent of the senior Police Officer present. Junior officers shall not engage in argument with Press representatives but shall refer them without unnecessary comment to the senior Police Officer present at the scene.

Report on accidents

Comment [U157]: Check spacing of this para. Second proof not proper. Not consistent with rest of text

Comment [U158]: Subheading, bold, align left and reduce space

9. Applications for information concerning road accidents received from insurance companies or their properly authorised legal representatives shall be dealt with by the Gazetted Traffic Officers and O/C. District as follows :-

(a) (i) In cases where no criminal offence is disclosed or where there is insufficient evidence to institute proceedings, the applicant may be supplied with the factual particulars of the case on P.F. 90 at a prescribed fee. Such reports can only be given if the particulars are already in the possession of the police and special inquiries to secure particulars will not be undertaken.

(ii) No responsibility will be accepted for the accuracy of the names and addresses supplied to the police by the witnesses and persons involved in accidents.

(iii) Postage on all letters shall be prepaid.

(b) If criminal proceedings are being instituted no information can be disclosed except on the order of the Court in which the case is pending. This shall also apply to inquest proceedings.

Comment [U159]: Consistency of numbering absent. Not aligned properly.

Reports on fire

Comment [U160]: Subheading, bold, align left and reduce space

10. Applications from insurance companies or from affected property owners for information arising from fires will be dealt with in the same manner as for road accidents set out in paragraph 9 above, except that the information will be set out in the form of a letter. No fee will be paid.

Certificates *re* theft to insurance companies

Comment [U161]: Subheading, bold, align left and reduce space

11. (a) In accordance with the terms of certain insurance policies, it is incumbent upon the insured person to report to the police the theft of any property which is covered by a policy. In such cases, the person concerned may ask for a certificate from the police that he has, in fact, reported the theft.

(b) Applications of this nature will be dealt with by O/C. Districts. The certificate issued in such cases will be set out in accordance with the following *pro forma* :-

"I certify ..... (name of complainant) reported to this station on ..... (date) that the under-mentioned property has been stolen from him :- (List property reported stolen)

(Signed) ..... O/C. District".

NOTE: It must be clearly understood that this certificate is not evidence that the report made to the police by the complainant is accepted by the police as genuine.

(c) A copy of the certificate shall be Field in the Case File or minor Offence Docket.

12. Requests are sometimes received from insurance companies, solicitors and interested parties for a copy of the statement made to the police by a person insured with them. Statements made to the police are confidential documents and

the contents of these will not be disclosed nor may copies be supplied. There is, however, no objection to the witness who made a statement being given a copy on request.

P.G.O. No. 293

INFORMATION – CORRECT CHANNELS OF

Comment [U162]: New PGO. Bold the numbering. Increase space above and below the heading

1. Every Police Officer is responsible that every item of criminal or security information, however trivial, is passed on without delay to his immediate superior.

2. If any Police Officer, whether on or off duty, notices anything suspicious or unusual, he shall record the facts in his notebook and, if possible, report at once by telephone to his O/C. Station and ask instructions. If no telephone is available he shall report as soon as possible to the nearest Police Station. This order in no way limits a Police Officer from taking immediate action by arrest or investigation if he considers that such action is necessary.

3. (a) As a general rule, everything of importance shall be reported as follows:-

   (i) Every member of the Rank & File shall report to his O/C. Stations, or next senior officer available if the O/C. Station is absent

   (ii) Every O/C. Station shall report to his O/C. District.

   (iii) Every O/C. District shall report to his Regional Commander.

   (iv) Every Regional Commander shall report to Police Headquarters.

   (b) Crime Intelligence Unit Officers stationed in Regional Headquarters' shall report to the Officer in Charge Intelligence. Those stationed elsewhere will report to the O/C. CID.

   (c) Officer in charge Intelligence shall report everything of importance direct to their Regional Crime Officers (in order that the latter may keep their Regional Commanders informed.

4. Information shall be channelled without delay to those entitled to receive it. All concerned must be kept fully informed of what is happening in the areas under their control. Commanding Officers in particular shall ensure that Regional Commissioners, District Commissioners and members of other Government Departments are advised of all matters affecting them.

5. Any officer who withholds information or delays its transmission is liable to severe punishment.

P.G.O. No. 294

INFORMATION-RELEASE TO PRESS AND RADIO

Comment [U163]: New PGO. Align right and bold. Increase space above and below heading

1. The following officers *ONLY* are authorised to release information on police matters to the Press:-

(a) The Inspector General	On all matters affecting Force policy and security.
(b) Director, Criminal Investigation	Crime reports, wanted person notices and appeals to the public in connection with crime, accidents, etc.
(c) Chief of Public Relations Police Headquarters	Routine Press notices affecting the whole Force.
(d) Regional Commanders	Routine Press notices affecting a particular Region.

2. All Press and radio releases shall normally be typed or written. Verbal releases are only permissible in emergency and shall always be confirmed, in writing, at the earliest opportunity.

3. All releases shall be issued under the title (without signature) of the Inspector General of Police. Individual titles and signatures are forbidden.

4. This Order shall be read in conjunction with P.G.O. No. 292. Under no circumstances shall official police information be divulged to the media or to members of the public by officers who are not authorised to do so

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P.G.O. No. 295

LICENSED PREMISES – AUCTIONEERS

Comment [U164]: New PGO. Align right and bold. Increase space above and below heading

1. Auctioneers, other than "itinerant auctioneers", are required by Section 4 (1) of the Auctioneers Act, Cap. 227, to obtain a license from the District Officer or Revenue Officer of the district in which he resides or has or intends to establish as his principal place of business.

2. An "itinerant auctioneer" means a person who is without any fixed place of business and who satisfies the District Officer that he sells or offers for sale movable property of native manufacture or not exceeding one hundred shillings in value.

Kinds of licence

Comment [U165]: Align left, reduce space, Subheading

3. Licences are of two kinds :-

   (a) General – which authorize the licensee to carry on the business of an auctioneer anywhere in Tanzania.

   (b) Local – which authorise the licencee to carry on the business of an auctioneer only within the district named in the licence

Form of licence

Comment [U166]: Align left, reduce space, Subheading

4. Licences shall be in one of the forms in the First Schedule to the Act. Annual licences shall expire on the 30th day of June in each year and half yearly licences shall expire on the 31st day of December or the 30th day of June next following the date of issue.

Register of licenses issued

Comment [U167]: Align left, reduce space, Subheading

5. (a) The licencing authority shall keep a register of all persons to whom licences are issued by him.

   (b) O/C. Station will record the name and address of all licenced auctioneers within his Station area in the Supervision of Licenced premises register (PF. 214), in accordance with P.G.O. No. 301. Every routine check made on an auctioneer shall be recorded in this Register.

Restrictions on acceptance and sale of property

Comment [U168]: Align left, reduce space, Subheading

6. (a) Every licenced auctioneer, on the request of the owner, is obliged to accept for sale, all property which he is not prohibited by law from selling, which may be offered to him for sale in the town or at the place where he carries on his business as an auctioneer. He cannot be required to sell the property with which he has been entrusted sooner than seven days after he has accepted it for sale, but having regard to the sale of other property with which he has been entrusted, shall sell the property within such time as the owner may require or as soon thereafter as is possible.

   (b) An auctioneer may sell the property of more than one owner at the same sale, provided that the goods are allotted consecutively and in such manner that no owners' goods may become mixed with the goods of any other owner.

   (c) An auctioneer's licence shall not authorise the sale of intoxicating liquor or

of anything for the sale of which a license is required.

Display of licence

Comment [U169]: Align left, reduce space, Subheading

7. Every licenced auctioneer before the beginning of an auction and during the whole time of such auction shall display in a conspicuous manner a ticket or board containing his true and full name and residence, painted, printed or written in large letters, publicly visible and legible.

Records to be kept by licenced auctioneers

Comment [U170]: Align left, reduce space, Subheading

8. Every auctioneer shall keep in his usual place of business, or if he has no such place, in the place where he holds an auction, a record of all properties offered to him for sale by auction during the period of his licence.

Duties of police to give information regarding property stolen etc.

Comment [U171]: Align left, reduce space, Subheading

9. (a) O/C. Stations receiving information of the loss, theft or fraudulent disposal of any identifiable or valuable property, will obtain a full description of the property and circulate it to all auctioneers in their station area. It is of the utmost importance that dated lists of identifiable or valuable property should be supplied to auctioneers as soon as possible after the theft, loss, etc., has been reported.

(b) O/C. Stations are responsible that all licenced auctioneers within their Station areas are visited as a matter of routine at least once per month. The inspecting officer shall provide himself with recent lists of identifiable property, stolen or lost, and shall check same against the articles entrusted to the auctioneer for sale and against his books.

Auctioneers' responsibility to police

Comment [U172]: Align left, reduce space, Subheading

10. (a) A licenced auctioneer shall permit a Police Officer to inspect any article entrusted to him for sale and shall give all information in his possession in regard to any article and shall disclose the name and address of the person from whom he received the article.

(b) At any time during the holding of an auction, the auctioneer shall, if so required by a Police Officer, produce his license for inspection.

(c) All records kept by an auctioneer shall be open to inspection by any Police Officer not lower than the rank of Assistant Inspector.

P.G.O. No. 296

LICENCED PREMISES – CINEMAS AND THEATRES

Comment [U173]: New PGO. Align right and bold. Increase space above and below heading

1. Cinemas, theatres and other premises licenced for public entertainment shall be visited by an officer of the rank of Inspector or above at least once every month. A record of every visit shall be made in the supervision of Licensed Premises Register, in accordance with the provisions of P.G.O. No. 301.

2. Visiting officers shall ensure that the premises are the subject of a current licence. They shall inspect the building and make certain that the requirements of the licence are being fulfilled. Special attention shall be paid to safety precautions and, in particular, to :-

   (a) entrances and exits which must be kept entirely clear of obstruction, open freely and conform to the conditions of the licence;

   (b) over-crowding;

   (c) the indication of all exits by dim lights which must be illuminated during all performances;

   (d) gangways in which persons are not permitted to stand or sit;

   (e) fire-fighting equipment which must be maintained in good working order;

   (f) fire precautions which must be carried out, particularly in the projection room; and

   (g) back up generator in case of power failure.

3. Visiting officers will also ensure that the provisions of the Municipal or Township By-laws with regard to the control of places or public entertainment are fully understood and followed by the management.

4. Should a contravention be noted, no action shall be taken inside the premises unless the offence be such as calls for immediate action in the interest of public security. The visiting officer will call on the manager at his office and inform him of the offence and then report the matter to the O/C. Station. The visiting officer will also ensure that :-

   (a) members of the public awaiting entrance to the cinema or theatre behave themselves in a seemly manner and that behaviour which may lead to breach of the peace does not take place;

   (b) no obstruction shall be caused on the public highway outside the entrance when members of the public are entering or leaving such cinema or theatre;

   (c) the passage of traffic to and from the cinema or theatre is at all times unimpeded.

P.G.O. No. 297

LICENSED PREMISES - EXPLOSIVE MAGAZINES AND STORES

Comment [U174]: New PGO. Align right and bold. Increase space above and below heading

1. Explosives can only be legally stored in one of three ways :-

(a) In a "Licensed Magazine"

Detonators in quantities of over 10,000lb or other explosives in quantities, of 1,000 Ib stored in a magazine constructed in accordance with the conditions prescribed by the Commissioner for Mines. Section 28, Explosives Act, Cap.45 R.E.2002.

(b) In a "Licensed Store"

Detonators in quantities of 10,000 lb. or less, or other explosives in quantities of 1,000 Lb. Or less may be stored in any building which has been licensed for the storage of explosives by the Commissioner for Mines or an Inspector of Mines. (Section 28, Explosives Act, Cap. 45 R.E. 2002).

(c) In "Storage Boxes"

Detonators not exceeding 1,000 in number of explosives not exceeding 100 Ib stored in storage boxes of a type approved by the Commissioner for Mines at such places as may be approved by the Inspector of Mines. (Section 28, Explosives Act, Cap. 45 R.E. 2002)

General

Comment [U175]: Align left, reduce space, Subheading

2. In no circumstances may detonators be stored with or kept in the vicinity of any other explosives, excepting safety fuses.

3. In the case of magazines and stores, a copy of the license must be displayed in the building for reference by an inspecting officer. (Section 37, Explosives Act, No. 56 of 1963). '

4. A register of all issues and receipts of explosives must be kept by owners of magazines and stores. This register may be kept in the building or at the owner's business premises. (Section 37, Explosives Act, Cap. 45 R.E. 2002).

Magazines

Comment [U176]: Align left, reduce space, Subheading

5. An explosives magazine may only be erected under license and in accordance with a permit in writing issued by the Commissioner for Mines and in accordance with plans and specifications approved by him.

Safety measures to be observed in the case of magazines

Comment [U177]: Align left, reduce space, Subheading

6. (a) Every magazine should be surrounded on all sides by an earth bank as high as the eaves and at least 3ft. in thickness as the top.

(b) The bottom of the inner slope shall not be less than 3ft. or more than 6ft. from the walls except at the entrance which should be either in a broken line or shall be protected by an outer earth wall.

(c) The whole area should be surrounded by an adequate fence, which shall not be more than 3ft. from the bank, of a pattern approved by the Commissioner for Mines, through which access shall be obtained by means of a gate which

when not in use shall be kept securely locked.

(d) The outer gate of every magazine, as well as the door, shall be indicated by means of the word "HATARI" and underneath the words "BARUTI-EXPLOSIVES" or "BARUTI – DETONATORS" as the case may be.

(e) Every magazine shall comprise of at least two compartments, namely, a lobby communicating directly with the outside, to be used for the receipt and issue of explosives, and a storage room to which access can be gained only from the lobby.

(f) A reliable maximum-minimum thermometer shall be kept in the storage room of every magazine and should the temperature at any time exceed 35º Centigrade (or 95º F.) the owner or person in charge shall forthwith report to an Inspector of Mines.

(g) At least one pair of magazine shoes with rubber, felt, or rope soles shall be kept in the lobby of every magazine, and no person shall enter the storage room of any magazine except when he is wearing such shoes.

Licensed stores

Comment [U178]: Align left, reduce space, Subheading

7. The specifications for these are not laid down in law but construction and location plans are subject to approval by the local Inspector of Explosives. Specifications required for walls, roofs, doors, locks and hinges are the same as for magazines, but only one door with not less than two locks is needed. Earth mounds and fences are not essential but may be required in certain circumstances by the Commissioner for Mines. Some earlier stores have sloping C.G.I. or aluminium sheets, with expanded metal below. The sheets must be firmly anchored to prevent removal from outside and roof timbers and expanded metal must be securely bonded to the walls.

Storage boxes

Comment [U179]: Align left, reduce space, Subheading

8. Wooden storage boxes must be approved by the local Inspector of Explosives. Places containing the storage boxes must be substantial and secure, but boxes must be cemented in or secured by chains to the building and kept locked. Mounds and fences are not essential. Approved boxes built of steel with Chubb-type fastenings, used in some prospecting operations, can be kept in less secure buildings, provided that the legs of the box are embedded in concrete or chained to an immovable object.

9. Every explosives magazine and store shall be inspected externally at least once per quarter by the O/C. District or by an Inspector nominated by him. The location of every licensed explosives magazine and store in each Station area shall be recorded in the Supervision of Licensed Premises Register, P.F. 214, in accordance with P.G.O. No. 301. Every routine visit made to magazine or store shall be recorded in the Register.

10. Officers inspecting explosives magazines or stores will pay particular attention to the following points :-

(a) The grounds for a distance of 40 yards on all sides of the building shall be kept absolutely clean and clear and free from long grass and vegetation.

(b) The earth banks and fences are in a good state of repair.

(c) The outer door of the building is securely locked by a minimum of two locking systems.

(d) Roofing sheets are firmly anchored.

In the case of magazines, the gate in the perimeter fence is securely locked.

The building generally is in a good state of repair.

11. In addition, Regional Commanders will arrange for regular surprise checks to be carried out on the registers and contents of explosives magazines by officers not below the rank of Assistant Superintendent. The latter will acquaint themselves with the safety precautions set out in Sections 36 and 37 of the Explosives Act, Cap 45 R.E.2002 before entering any explosives magazine.

12. Inspecting officers will at once report any breaches of the law and any defects in the security of the building and will record there observations in the supervision of Licensed Premises Register. O/C. Districts will inform the local Inspector of Explosive of any breaches of law or defects in security affecting explosives.

P.G.O. No. 298

LICENSED PREMISES – LOCAL LIQUOR

Comment [U180]: New PGO. Align right and bold. Increase space above and below heading

1. The Intoxicating Liquor Act, Cap. 77 R.E. 2002 is applicable to the whole of Tanzania. (See G.N. 372/62 of 31.8.62)

2. The Licensing Authority in a Local Authority concerned. All District Councils are appointed Licensing Authorities for the respective areas within their jurisdiction. (See G.N. 377/62)

3. O/C. Districts, when dealing with applications forwarded to them by Licensing Authorities, will consider the following points :-

   (a) Character of applicant.

   (b) Financial and social stand of applicant

   (c) Situation and state of premises to be licensed, i.e. are the premises properly equipped and accessible.

O/C. Districts, after inquiring into the points set out in this paragraph will submit written recommendations to the Licensing Authority.

4. The location of every urban liquor premises within the Station area shall be recorded in the Supervision of Licensed premises register (P.F. 124), in accordance with P.G.O. No. 301.

5. O/C. Stations will visit all liquor premises within their urban areas at least once a week and, in addition, they will ensure that such premises are regularly visited by patrols during licensing hours. Every visit by O/C. Stations shall be recorded in the Supervision of Licensed Premises Register.

6. All ranks will familiarise themselves with the Intoxicating Liquor Act, Cap. 77 R.E. 2002.

7. Every Police Officer has authority to enter without warrant at any hour of the day or night any premises licensed under the Intoxicating Liquor Act or any place in respect of which he has reasonable grounds to suspect that illegal drinking or gambling is taking place therein or dissolute or disorderly characters are resorting thereto (Section 27 (3) of the Police Force and Auxiliary Services Act, Cap. 322 R.E. 2002.

P.G.O. No. 299

LICENSED PREMISES – PRIVATE ARMS WAREHOUSES

1. Person who wishes to keep a private warehouse for arms and ammunition is required by Section 16 of the Arms & Ammunition Act, Cap. 223 R.E. 2002 to obtain a license.

Mode of application for licence

2. Applications for the grant of a private warehouse license received by O/C. Districts shall be referred to Regional Commanders together with the recommendation of the O/C. District and District Commissioner concerned. The Regional Commander will inquire into the character of the applicant and the suitability of the premises which the applicant proposes to construct or convert into an arms warehouse.

3. Regional Commanders, when considering the suitability or premises to be licensed, will be guided by the following :-

   (a) The building to be sold construction, having a reinforced concrete roof and a door made of steel.

   (b) The need for a warehouse in the area having regard to :-

      (i) the local population and number of firearms;

      (ii) the presence of any other private warehouse in the same area.

4. Regional Commanders after completion of their inquiries as set out in paragraph 2 will forward the application to the Director of Criminal Investigation together with a plan of the proposed warehouse (or proposed conversion of an existing building) and a report giving the following information:-

   (a) Full trading name of applicant, form of trade and recommendation as to his suitability to trade in arms and ammunition.

   (b) Description of the building which it is intended to use as a private warehouse, stating its position in relation to the main premises.

   (c) Maximum quantity or arms and ammunition of all types which it is intended to store.

   (d) Any special conditions which are recommended to be attached to the license.

   (e) An accurate description of the location, i.e. plot, block number of the premises for publication in the Gazette.

   (f) The recommendations of the respective Regional Commissioner and District Commissioner.

Action by D.C.I. on receipt of application

5. The Director of Criminal Investigation on receipt of the application and report, vide paragraph 4, will seek the approval of the Inspector General and advise the Regional Commander concerned of the result.

Action by the Regional Commander if application approved

6. The Regional Commander, if the application is approved, will inform the applicant

Comment [U181]: New PGO. Align right and bold. Increase space above and below heading

Comment [U182]: Align left, reduce space, Subheading

Comment [U183]: Align left, reduce space, Subheading

Comment [U184]: Align left, reduce space, Subheading

provided the building is constructed or converted, as the case may be, in accordance with the details set out in the application, a licence will be issued. On completion of the construction or conversion to the satisfaction of the Regional Commander the applicant shall be required to pay the prescribed licence fee to the nearest Revenue Officer/Sub-Accountant and to produce the E.R.V. to the Regional Commander, who will inform the Director of Criminal Investigation of the particulars of the E.R.V. The Director of Criminal Investigation, in turn, will arrange for the designation of the private warehouse to be published in the Tanzania Gazette. On publication of the notice in the Gazette, the Regional Commander concerned will issue to the applicant a private arms warehouse licence on Form 1 to the schedule of the Arms & Ammunition Regulations.

7. The Regional Commander will be responsible for informing the O/C. Station of new licences issued and the O/C. Station will enter particulars of the licensed premises in the Station Licenced Premises Register (PF. 214).

Records to be kept by private arms warehouses

Comment [U185]: Align left, reduce space, Subheading

8. A person licensed to keep a private arms warehouse is required by Section 17 of the Act to keep a register of deposits and withdrawals in the prescribed form. Every entry in such register shall :-

(a) be made at the time of or immediately after the deposit or withdrawal;

(b) be dated;

(c) be numbered consecutively;

(d) contain particulars of the arms and ammunition in respect of which they are made by reference to the marks and numbers stamped and registered in pursuance of the provisions of the Arms and Ammunition Act;

(e) contain a reference to the permit authorising the deposit or withdrawal;

(f) be signed by the licencee and contain such other particulars as may be prescribed by law.

Deposits

Comment [U186]: Align left, reduce space, Subheading

9. Section 18 of the Arms & Ammunition Act requires that arms or ammunition shall be deposited in a private warehouse except on written application in the prescribed form and in accordance with a permit signed by the senior Gazetted Officer for the time being available at District Headquarters.

Withdrawals

Comment [U187]: Align left, reduce space, Subheading

10. Sections 18 and 19 of the Arms & Ammunition Act Cap.223 R.E 2002 require that :-

(a) no arms or ammunition shall be withdrawn from a private warehouse except on written application in the prescribed form and in accordance with a permit signed by the senior Gazetted Officer for the time being available at district Headquarters;

(b) permits to withdraw arms or ammunition from a private warehouse shall only be granted in the following cases :-

(i) where the withdrawal is for the purposes of a sale or transfer, in which case the permit for the sale or transfer and the arms license of the purchaser or transfer must be produced by the applicant, provided that where such sale or transfer is of gunpowder or caps to a local authority or to a person acting on behalf of the local authority, the production of the permit for the sale or transfer shall be sufficient;

(ii) for the purpose of export, in which case any licence or permit required must be produced;

(iii) for the removal from one private warehouse to another, or to a public warehouse; and

(iv) for the purpose of exhibition in such premises as may be specified in the permit.

Supervision

Comment [U188]: Align left, reduce space, Subheading

11. (a) O/C. District will exercise close supervision over private arms warehouses in accordance with paragraph 4 (g) of P.G.O. No. 301 and will ensure that the licensee's records are kept in accordance with paragraph 8 of this Order.

(b) Any infringement of a license shall be reported to the Regional Commander by the O/C. District

LICENSED PREMISES – SECOND-HAND DEALERS AND SCRAP METAL

Comment [U189]: New PGO. Align right and bold. Increase space above and below heading

1. **The Scrap Metal and Second-hand Dealer Ordinance** has as its object the control and regulation of dealings in scrap metal and second-hand goods and has been framed to assist the police to control theft of these goods.

Definitions

Comment [U190]: Align left, reduce space, Subheading

2. Under Section 2 of the Ordinance, the goods to which this ordinance applies are defined as follows :-

(a) "Scrap metal" includes any old metal, second-hand metal, any partly manufactured metal goods, any defaced or old metal goods, but does not include gold, silver or metals of the platinoid group.

(b) "Second-hand goods" means any second-hand goods which the president declares to be second-hand goods in Section 3 of the Ordinance and includes second-hand component parts, spaces and accessories of any such Second-hand goods. The President, by virtue of the second-hand Goods (Declaration) Order, 1957, declared the following to be second-hand goods for the purpose of the Ordinance :-

(i) Bicycles and bicycle spare parts

(ii) Sewing machines.

(iii) Motor vehicle spare parts.

(iv) Non-ferrous wire.

(v) Metal ingots and metal type (printers).

(vi) Locomotive and rolling stock spare parts.

(vii) Brass taps.

(viii) Water meters.

(ix) Stop cocks.

(x) Non-ferrous joints and unions.

(xi) Non-ferrous piping

3. A person who wishes to deal in any scrap metal or second-hand goods is required by Section 4 of the Second-hand Dealers and Scrap Metal Ordinance, to obtain a license.

4. Licenses issued under this Ordinance are of two types :-

(a) A General License issued by the Director of Criminal Investigation, vide General Notice 540/57; and

(b) A Local License issued by the District Commissioner of the District in which the premises of the applicant are situated.

Mode of application for licences

Comment [U191]: Align left, reduce space, Subheading

5., Application for the grant or renewal of a General or Local License shall be made on PF. 121, in duplicate, to the nearest Sub-Accountant. The appropriate fee should accompany the application.

6. On receipt of the application, PF. 121 and fee, the Sub-Accountant will complete Part I of PF. 119 or PF. 120, dependent upon the type of license required, and in the case of an application for :-

(a) a General License – forward a copy of the PF. 121 and PF.121 and PF. 119 to the O/C. District in which the applicant intends to carry on his business as a scrap metal dealer; or

(b) a Local License – forward a copy of the PF. 121 and PF. 120 to the District Commissioner.

General licenses

Comment [U192]: Align left, reduce space, Subheading

7. (a) O/C. District, on receipt of PF. 121 and PF. 119 from the Sub-Accountant, as provided for in paragraph 6 (a) above, will inquire into the character of the applicant and the suitability of the business premises to be used by him and report to the Regional C.I.D. Officer in accordance with the pro forma set out in Appendix "A".

(b) In the case of renewals, it will be sufficient for the O/C. District to endorse the application "Recommended" provided the licensee has properly conducted his business during the previous year. The application and license should then be forwarded to the Regional C.I.D.

8. The Regional C.I.D. Officer, on receipt of the papers set out in paragraph 7 (a) and (b), after checking the antecedent history of the applicant, will forward the papers to the Director of Criminal Investigation for consideration.

9. The Director of Criminal Investigation will consider each application and will issue licenses to suitable applicants in accordance with the Scrap Metal and Second-hand Goods Regulations, 1957. He will also maintain a record of all General Licenses issued. Licenses will be sent to Regional C.I.D. Officers for onward transmission to licensees.

10. Regional C.I.D. Officers will be responsible for informing O/C. Stations of new licenses issued and O/C. Stations will enter the particulars of the licensed premises in the Station Licensed Premises Register PF. 214.

Local licenses

Comment [U193]: Align left, reduce space, Subheading

11. The O/C. District, on receipt of PF. 121 from the District Commissioner, will inquire into the application and submit to the District Commissioner a brief report on the points set out in Appendix "A".

Records to be kept by licensed dealers

Comment [U194]: Align left, reduce space, Subheading

12. Every licensed dealer is required by Section 13 of the Ordinance to keep a record in the prescribed form, and to correctly and legibly enter therein in English and

Kiswahili within twenty-four hours of purchase or sale, the following details :-

(a) An account of all scrap metal or second-hand goods which come into his possession or under his control. The account will show :-

(i) the name of the person who purchased, acquired or received the articles;

(ii) the date and time of the transaction;

(iii) the consideration (cash or kind) for the transaction;

(iv) the name, address and occupation of the person from whom the articles are obtained.

(b) An account of all scrap metal or second-hand goods which he may sell or dispose of, or which otherwise ceases to be in his possession or under his control. The account will show :-

(i) the date and time of the transaction;

(ii) the name, address and occupation of the person to whom he sold, disposed or parted with possession or control of the articles.

(iii) The licensed dealer shall require every party to such transactions to sign the entry or affix his left thumb print thereto.

Restriction on dealing

Comment [U195]: Align left, reduce space, Subheading

13. Under Section 15 of the Ordinance no licensed dealer may deal in any scrap metal or second-hand goods :-

(a) except between the hours of 8 a.m. and 6 p.m.;

(b) with no person apparently under the age of 16;

(c) with no person who does not produce to the dealer reasonable proof of his identity and bona fides;

(d) on any other premises other than those specified in his license

(e) provided that the foregoing shall not apply to any single transaction of purchase or acquisition of scrap metal exceeding **200 lb**. in weight.

Restriction on removal of identification marks

Comment [U196]: Align left, reduce space, Subheading

14. No licensed dealer shall disfigure or in any way change the form or shape of, or remove or deface, any number or identification mark on any scrap metal or second-hand goods within fifteen days after acquiring the possession or control of such scrap metal or second-hand goods, except with the written permission of a Police Officer not below the rank of Assistant Superintendent.

Supervision of licensees

Comment [U197]: Align left, reduce space, Subheading

15. (a) O/C. District will exercise close supervision over scrap metal dealers in accordance with paragraph 4 (d) of P.G.O. No. 301 and will ensure that dealers' records are kept in accordance with paragraph 12 of this order.

(b) Any infringement of a license shall be reported to the Director of Criminal Investigation by the O/C. District.

Export and import of scrap metal

Comment [U198]: Align left, reduce space, Subheading

16. O/C. Districts, provided that they are not below the rank of Assistant Superintendent, may on application, issue, "Certificates of Lawful Possession", PF. 122, to the holder of a General License who wishes to import or export scrap metal. Care must be taken to ensure that the scrap metal in respect of which the application is made, is, in fact, in the lawful possession of the licensee.

APPENDIX "A"
(To. P.G.O. No. 300)

Comment [U199]: Appendix; Note font size reducing

(a) What is the composition of the premises on which business is to be conducted? Are they part of applicant's shop, a shed at the back or a number of rooms?

(b) Are the premises inhabited?

(c) What is the situation of the site; is it in a commercial or industrial area?

(d) Has applicant a godown in which to keep his non-ferrous metal?

(e) Has he a yard or site to store the metal, if so, what is the approximate size of the site?

(f) Is scrap metal dealing a sideline of the applicant or does it form his main source of income?

(g) Are other goods to be stored on the premises on which he intends to keep scrap metal?

(h) What is his character, has he any previous convictions?

(i) Estimate his capital, is he able to produce a banker's reference?

P.G.O. No. 301

LICENSED PREMISES – SUPERVISION OF

Comment [U200]: New PGO number; align right, bold and increase space above and below heading

1. O/C. Districts are responsible for exercising supervision over the following types of licensed premises :-

   (a) Hotels, lodging houses and cafes.

   (b) Local liquor premises

   (c) Cinemas.

   (d) Scrap metal, second-hand and bicycle dealers.

   (e) Pawnbrokers.

   (f) Explosives magazines.

   (g) Private arms warehouses.

2. Every O/C. Station with licensed premises in his area shall maintain a loose-leaf file of Licensed Premises Supervision Sheets (PF. 214) on which shall be recorded the particulars of all inspections of the premises concerned. One page (Form PF. 214) in the file shall be used for each licensed premises and each type of premises shall be grouped together.

3. All licensed premises listed in the file shall be visited by an officer authorized to inspect such premises at least once per month, except where otherwise stated below. The visiting officer shall at once report to his senior officer any apparent or suspected breaches of the law observed by him during his visits.

4. Visiting officers are responsible for the following main duties :-

   (a) Hotels, lodging houses and cafes

   Section 60 (1) of the Intoxicating Liquors Act, Cap. 77 R.E. 2002 authorises any Police Officer to inspect any premises licenced to sell intoxicating liquors. Inspecting officers should check for bad characters, wanted persons, prostitutes, etc., and note and report any contravention of the laws.

   (b) Local liquor premises

   Under the Intoxicating Liquors Act any Police Officer is authorized to inspect any building licenced to sell local liquor. Inspecting officers should report drunkenness, rowdyism, or any indication that the premises are used as a habitual meeting place for undesirable persons. (See P.G.O. No. 298).

   (c) Cinemas

   Cap. 230 Sections 15, empowers all Police Officers to inspect cinemas. Inspecting officers should ensure that fire appliances, etc., are in order, that there is no over-crowding and that the entrances and exits are not

obstructed. (See also P.G.O. No. 296).

(d) Scrap metal, second –hand and bicycle dealers

Section 18 (1) of Cap. 345 empower any officer of the rank of Assistant Superintendent of Police or above to inspect these premises. Inspecting officers should check the list of stolen property with the dealers' stock on hand and sales register to ascertain whether any stolen property has passed through their hands. (See also P.G.O. No. 300).

(e) Explosives magazines - Quarterly

Section 55 of Cap. 224 empowers any Police Officer of or above the rank of Inspector to inspect these premises. Inspecting officers should check the contents of magazines against the Magazine Register and report any inaccuracies and examine the building of security and report deterioration in construction. (See also P.G.O.297).

(f) Private arms warehouses - Quarterly

Under the Arms & Ammunition Act, there is no specific right of entry without warrant. Under Section 16, a licensing officer (any Gazetted Police Officer or Administrative Officer) has an implied right of entry. Inspecting officers should check the contents of the warehouse against the Private Ware-house Deposit & Withdrawal Register and report any inaccuracies. The building must be examined for security and any deterioration in construction reported. (See also P.G.O. No. 299).

5. The duties of the visiting officers set out in paragraph 4 above are in some cases amplified by other General Orders. Regional Commanders shall, in addition, issue such Standing Orders as they may deem necessary for the proper supervision of licensed premises in their region.

P.G.O. No. 302

PATROLS – RURAL

Comment [U201]: New PGO. Align right and bold. Increase space above and below heading

General

Comment [U202]: Sub heading, align left, and reduce space

1. Each Police Station is responsible for the protection and security of a Section of the country. It can only discharge this responsibility by providing regular patrols which will visit every village and populated area and maintain close contact with the people. Regional Commanders shall, therefore, ensure that every Station is provided with a schedule of Patrols (embodied in Station Standing Orders) which shall normally be followed without deviation. These patrols will correspond to the ordinary beat system used to police built-up areas.

2. The following paragraphs lay down the organization of patrol schedules and normal patrol routine to be followed by all Stations.

   (a) six-hour patrols round the populated areas in the immediate vicinity of the Station;

   (b) medium and long-distance patrols of one day or several days' duration.

3. Additional patrols shall be laid down for Stations which are responsible for large well-populated areas.

4. The Patrol Schedule shall be prepared as follows :-

   (a) A map shall be provided for each patrol with the patrol route marked on it.

   (b) A detailed patrol instruction, showing authorized travel time, stopping points, visiting books, etc., shall be typed out in English and Kiswahili. The time to be taken between various villages and points on each patrol route shall be shown for all six-hour patrols and, if possible, for the longer patrols also.

   (c) A number shall be allocated to each patrol.

5. Each Patrol Schedule should be made out in the following form :-

   (a) Six-hour patrols

Patrol No. 1 – Duration – 6 hours.

x-hours	Leave Station.
x + ½ hour	Arrive Village "A" sign visiting book.
x + 2 hours	Arrive village "B"
x + 3 hours	Arrive local authority H.Q. "C". sign visiting book. Thirty minutes rest.
x +4 ½ hours	Arrive Village "D"
x + 5 hours	Arrive Mission "E"

x + 6 hours	Return to Station.
(b) Long-distance patrols	
Patrol No. 3 duration 3 days	
x-hours	Leave Station.
1st day	Visit Village "A"; Village "B", Village "C" and sleep at Village "C"
2nd day	Visit Mission "A", Mission "B", Mission "C" and sleep at Mission "C".
3rd day	Visit village "X", Village "Y" and Village "Z" and sleep Village "Z".
4th day	Return to Station.

NOTE: A "Visiting Book" (PF. 187 – small size) will be kept at all main patrol points (P.G.O. No. 303 refers)

6. A book or file or schedule Patrols with the route instructions and map of each patrol shall be kept in the Charge Room of all stations. Individual copies shall also be prepared and taken out by the officer-in-charge of the patrol.

Routine patrol procedure

7. Regular patrols should be sent out into all populated areas, in accordance with station patrol schedules referred to in paragraph 1. Long-distance patrols shall consist of at least two members of the Force. Short six-hour patrols in the immediate vicinity of police stations shall be carried out in much the same manner as a beat duty. Visits shall be paid to all villages, local authorities, estates and missions on patrol routes.

8. Local Authorities shall be questioned, a note made of all serious sickness in the area and requests for government assistance, etc. All possible help shall be rendered on the spot by police patrols or by the O/C. Station receiving the report

9. Every Police patrol shall be commanded by the senior member thereof, who shall be detailed as officer-in-charge of the patrol by his O/C. District or station before the patrol goes out. If, for any special reason, an officer-in-charge of a patrol is not nominated, the senior member of the patrol will automatically assume command. Officer –in-charge of patrols are held responsible for the actions, discipline and good behaviour of the members of the Force under their control.

10. (a) Patrols shall normally only be armed where circumstances deem this advisable, e.g., when operating in game-infested areas or in areas where armed raiders are operating (i.e. cattle thieves). O/C. Stations will include particulars in patrol instructions as to the arms and ammunition to be carried. In such cases, the members of the Force will be armed with

rifles each. Rifles shall not be loaded, except in an emergency.

(b) Every Police Officer is personally responsible for the care and security of the arms and ammunition carried by him on patrol.

Arms shall never be left unguarded. During the night stops, each member of the Force shall sleep with his rifle beside him.

11. Regulation patrol dress shall be worn, in accordance with P.G.Os. The wearing of civilian clothes or shoes on patrol is forbidden.

12. Members of the Force on patrol should observe health precautions and where malaria is an issue O/C. Districts, Stations and patrols are responsible that the tablets are taken in accordance with the prescribed preventive dose.

13. Police patrols shall not, under any circumstances, accept quantities of free food and hospitality from members of the public. Rations should be purchased or carried as required. Where it is necessary to public transport, ferries, or porters, payment must be effected promptly. Reimbursement will be made by the O/C. District, provided details are included in the Patrol report and supported by some form of evidence of payment.

14. Before any patrol leaves a Station, the O/C. District or Station shall :-

(a) nominate the Officer-in-charge of the patrol to make out Patrol Instruction Form (PF. 62) which will remain in the police patrol Book. The Book will be carried by the officer-in –charge of the patrol in a canvas cover and must be kept in a clean condition and in a good state of repair;

(b) explain the purpose of the patrol and ensure that all concerned know the period, route and purpose of the patrol;

(c) check the patrol's firearms and equipment;

(d) record the date and time of departure in the station diary.

15. Every officer-in-charge of a patrol is responsible that :-

(a) the patrol follows the route entered out the Patrol order;

(b) the date and time of arrival at and departure from each village, local authority, etc., is entered in the appropriate space on the Patrol Order, supported by the signature of the local leader etc.;

(c) everything of interest is recorded in his notebook; particular attention should be paid to requests for assistance on any matter, e.g., sickness, etc.

16. At the condition of each patrol, the officer-in-charge of the patrol shall complete his patrol report and hand in the patrol book to his O/C. Station, who will endorse the report with action he has taken, if necessary, to remedy any request or complaint made in the report. O/C. Stations will then extract the report from the patrol book and file it in numerical order in a cover kept for this purpose. These reports will be examined by O/C. Districts and other officers on inspection of the Station. Information of particular interest will be passed, at once, to the District

Administration Officers and to regional police headquarters.

17. Regular checks shall be made on patrols. Senior officers and N.C.O.s who go out to check on a patrol should note where the patrol is due to be at any given time and should, if practicable proceed direct to that point and wait for the patrol to arrive. Long-distance patrols cannot easily adhere to a time-table, but six hour patrols must be made to follow their time schedules.

18. Patrols must be varied and members of the Force shall not be sent out too often on the same patrol. Scheduled patrols can be interspersed with other types of patrols whenever necessary

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P.G.O. No. 303

PATROLS AND VISITS-BY SENIOR OFFICERS

Comment [U203]: New PGO. Align right and bold. Increase space below and above heading

1. All O/C. Districts and all General Duties Gazetted Offices and Inspectors serving under their command shall patrol the areas for which they are responsible at frequent and regular intervals. In addition to the formal inspection programme laid down in P.G.O. No. 47 the following regular series of visits shall be paid to all Police Stations:-

   (a) The District Headquarters' station shall be visited once every 24 hours. One visit shall be made between 0100 and 0500 hours each week.

   (b) Every other Station in the district shall be visited as often as possible and at least once per month unless exempted therefrom by a Commanding Officer. A proportion of these visits shall be made between 2200 and 0500 hours.

2. Such officers shall perform at least two foot patrols per week in urban areas. Beat duties and static guards shall be checked during these patrols.

3. Officers visiting Police Stations shall check and initial the principal books, inspect the cells and pay a brief visit to the grounds and barracks to ensure that everything is clean and tidy. Anything of interest or any fault shall be noted in the Visiting Officers' Book (PF. 187) and explained to the O/C. Station or senior member of the Force present.

4. All visits will be entered in the Visiting Officers' Book (PF. 187) which will be maintained at all Stations and Field Force Guard Rooms and also at places where police are permanently or semi-permanently on duty, e.g., State House, Government Offices, etc. Visiting Books may also be placed at premises which require frequent supervision by patrols and beat duties. Night visits by Gazetted Officers and Inspectors between 2200 and 0600 hours will be entered in red ink.

5. Commanding Officers are responsible for ensuring that all General Duties Gazetted Officers and Inspectors under their command carry out sufficient long-distance foot patrols, if possible in the company of their own members of the Force, to enable them to reach all populated areas in their District and, at the same time learn the geography of their Districts.

6. Uniform shall be worn on patrol, except that night visits to District Headquarter Stations by Gazetted Officers may be made on plain clothes after 2200 hours.

7. Details of every visit and patrol shall be entered in Officers' Diaries. Patrols shall be shown as "foot", "mobile", etc.

8. There shall be no departure from the prescribed programme of visits and patrols, except :-

   (a) when an officer is on tour;

   (b) when engaged on emergency duties or protracted Court work;

   (c) with the permission of a Regional Commander. Normal pressure of routine work is not an acceptable excuse for non-compliance with this Order.

Field Force officers

Comment [U204]: Reduce space, align left for subheading

9. Commandant Field Force Unit and all Field Force Gazetted Officers shall visit the barracks under their command at least once per week between 0100 and 0500 hours and check that duties are alert. Regular visits shall also be made at other times.

Crime Intelligence Unit and C.I.D. Officers

10. Crime Intelligence Unit and C.I.D. Officers, who visit Stations on inquiries, or for any other purpose, shall record such visits in the Station Visiting Officers' Book.

O/C. Station

11. Every O/C, Station shall carry out a daily patrol or at least one hour's duration in the commercial and residential areas near his Police Station. Two such weekly patrols shall be performed between 2000 and 0100 hours and 0100 and 0500 hours respectively.

12. He shall regularly patrol the whole areas under his charge and make himself known to the local inhabitants.

13. Uniform shall always be worn on patrol.

14. In addition, O/C. Class "C" Stations shall accompany their members of the Force on at least two long-distance foot patrols per month.

Comment [U205]: Reduce space, align left for subheading

Comment [U206]: Reduce space, align left for subheading

P.G.O. No. 304

PROPERTY – UNCLAIMED

Comment [U207]: New PGO. Align right, bold and increase space below and above heading

1. Every Police Officer, whether on or off duty, shall take charge of all unclaimed movable property handed to him (by other persons) or found by him. If handed to him, he shall obtain the full name and address of the finder and enter the full description of the property in his notebook whilst still in the presence of the finder who will sign or place his thumb-print against the entry. Particulars of any money or valuables will be carefully noted. The property shall then be handed over to the O/C. of the nearest Police Station.

2. O/C. Stations are personally responsible for the receipt and safe custody of every item of found or unclaimed property handed in to their Stations.

3. Exact details of every item of found or unclaimed property coming into police possession shall be recorded in the Found & Unclaimed Property Register (PF. 53) and disposed of in accordance with this Order.

4. Found or unclaimed property handed to a Police Station by a member of the public or member of the Force shall be received by the O/C. Station or, in his absence, by the Charge Room Officer who shall :-

   (a) enter brief details and estimated value of the property in the Report Book and in the Found & Unclaimed Property Register.

   (b) Give the person or Police Officer who hands in the property a Found & Unclaimed Property Receipt (PF. 181) and enter the receipt number under Heading 2 in the register;

   (c) Label the property with a Property Label (PF. 157) on which details of the property and register serial number shall be entered, and place the property in the property store for safe custody;

   (d) Seal up any small valuable property in a valuable property Envelope, (PF. 166) and lock it up in the Station safe or each box;

   (e) Pay any found cash in to the nearest Revenue Officer/Sub-Accountant for the credit of "Deposits-Unclaimed Property, Sub-head 428/03". Obtain a E.R.V. for it which shall be filed away for safe custody in a file to be kept for that purpose. Enter the E.R.V. number in Column 9 of the Register;

   (f) Prepare, at once, a duplicate special inventory (PF.12) of any perishable property or other property, the immediate sale of which would be of benefit to the owner, and forward same to the local Magistrate recommending the immediate sale of the property. On return of the duplicate copy from the Magistrate the property shall be return of the duplicate copy from the Magistrate the property shall be sold by auction if possible and the proceeds paid in to the nearest sold by auction if possible and the proceeds paid in to the nearest old by auction if possible and the proceeds paid in to the nearest Revenue Officer/Sub-Accountant for the credit of "Deposits-Unclaimed Property, Sub-Head 428/03". An E.R.V. shall be obtained for it and this will be filed away for safe custody. The E.R.V. number and a note that the property has been sold shall be entered under Heading 9 in the Register;

   Post a conspicuous notice outside the Police Station specifying such property and calling upon the claimants to apply within six months;

Report in writing to his O/C. District if the value of the property exceeds Shs. 50,000/= and where the property consists of arms or ammunition, report to the Director of Criminal Investigation through his Regional Commander and O/C. District.

5. The O/C. Station will submit a monthly duplicate inventory of all found property on PF. 12 to the local Magistrate. A triplicate copy shall be forwarded to the Regional C.I.D. Officer, who will forward it to the Identification Bureau. The inventory will include the following information :-

. (a) Found Property Register Number;

(b) Date property found.;

(c) Description of property found;

(d) Estimated value; and

(e) Condition.

If sold, method of disposal, cash received and the E.R.V. details.

All inventories (PF. 12) will be numbered consecutively starting at "1" each year and carefully filed for future reference. A note of the inventory number will be made in the Found & Unclaimed Property Register against each item of property included in the inventory.

6. The Magistrate, on receipt of the inventory (PF. 12), is required by Section 44 of the Police Force and Auxiliary Services Act, Cap. 322 R.E. 2002 to detain or give orders for the detention of any such property and shall cause a notice to be posted in a conspicuous place at his/her Court and at the Police Station within his jurisdiction, specifying such property and calling upon any person who may have a claim thereto to appear and calling upon any person who may have a claim thereto to appear and establish his claim within six months from the date of the notice.

7. All found and unclaimed property shall be held in the Police Station for six months unless otherwise ordered by the Magistrate or unless it is claimed within that period. If it is not claimed within six months, it shall be sent to District Police Headquarters where the O/C. District shall arrange for the sale by public auction, provided that a Magistrate may, if he thinks it expedient, order the destruction of the property and provided further, that if such property be a firearm or ammunition, the Director of Criminal Investigation will be informed of the particulars of the weapon and the weapon or ammunition will be kept in the police armoury until instructions are received for its disposal.

8. If the Magistrate is of the opinion that the value of the property is clearly in excess of Shs. 50,000/= he shall cause a notice to be published in *the Tanzania Gazette*, setting out the particulars of the property and the date by which any person is to establish his claim thereto, such date being the same date as prescribed by the Magistrate in the notice which he causes to be published locally.

Return of property to owner if claim is established

Comment [U208]: Reduce space, align left for subheading

9. The greatest care shall be taken to check claims to property in police possession. Nothing shall be handed over until the O/C. Stations is satisfied that the claimant is

the real owner. In case of doubt the claimant shall be advised to establish his claim before the Magistrate. If any person shall establish his title to such property within six months to satisfaction of the O/C. Station or O/C. District, it shall be delivered to him forthwith. When a person establishes a claim to cash which has been deposited with the Revenue Officer/Sub-Accountant in accordance with para. 4 (e) of this Order, the O/C. Station shall prepare a payment voucher form (TP.5) debiting "Deposits-Unclaimed Property, Sub-Head 428/03" and quoting full details of the original E.R.V. number. The O/C. Station shall then take the claimant to the Revenue Officer/Sub-Accountant with whom the original money was deposited and shall witness repayment. The E.R.V. shall be attached to the payment voucher.

Disposal of property if unclaimed by owner

Comment [U209]: Reduce space, align left for subheading

10. If title to property in police possession is not established within six months, it shall be disposed of as follows :-

(a) Where the Magistrate orders sale by auction of the property it shall be forwarded to the O/C. District, together with a list of the items showing :-

(i) register serial number of each article;

(ii) brief description of items; and

(iii) an entry that the property has been sent to the O/C. District for sale shall be made under Heading 9 of the register.

(b) Where the Magistrate orders destruction of any item that item shall be destroyed by the O/C. Station and an entry made to that effect under Headings 8 and 9 in the register.

.(c) Firearms and ammunition will be retained in the police armoury pending instructions from the Inspector General for disposal.

11. O/C. District, on receipt of the property and inventory shall arrange for a licensed auctioneer or Court broker to sell by public auction the items so listed. The O/C. District may put a reserve price on any item which he considers exceeds Shs. 150,000/= in value.

12. At the conclusion of the sale, the auctioneer shall be requested to furnish to the O/C. District a list of the property sold showing itemised prices obtained and shall hand over the proceeds of the sale less 10 per cent commission charges.

Disposal of proceeds form auction sales of unclaimed property

Comment [U210]: Reduce space, align left for subheading

13. The O/C. District shall draw up a paying-in and Remittance slip (TP.12) crediting the proceeds from the auction sale as follows :-

(a) One-half to: *Head*: Deposits. *Sub-Head*: Police Rewards & Fines

(b) One-half to: *Head*: Revenue. *Sub-Head*: Miscellaneous Sundries-

(c) And pay the proceeds in to the local Revenue Officer/Sub-Accountant. A E.R.V. will be obtained and Field in the appropriate district Headquarters file together with a copy of the itemized list and auctioneer's statement. The E.R.V. number will be entered in Column 9 of the register.

Reward to finder of property

Comment [U211]: Reduce space, align left for subheading

14. The law provides that the Magistrate may direct that a proportion of the sum credited to the General Revenue of Tanzania resulting from the sale of unclaimed property may be paid to the finder of the property. Where the Magistrate so directs, the O/C. Station will advise the O/C. District, who will raise a payment voucher in the name of the finder debiting "Head: Revenue, Sub-Head: Miscellaneous sundries" quoting the date and amount and the E.R.V. number, obtained from the Revenue Officer/Sub- Accountant when paying in the proceeds of the auction sale of the property and the page number of the auctioneer's inventory Field in the District Headquarters file. The voucher should then be handed to the Revenue Officer/Sub-Accountant for payment to be made to the finder.

Disbursal of money paid into revenue on deposit

Comment [U212]: Reduce space, align left for subheading

15. Where money or the proceeds from the sale of perishable property have been placed on deposit with the Revenue Officer/Sub-Accountant in accordance with paragraph 4 (e) and (f) of this Order, the O/C. Station shall, at the expiration of six month from the date of finding of the property, forward to the Inspector General of Police for onward transmission to the Ministry, the E.R.V. obtained when depositing proceeds of sale, together with a letter giving the following information :-

    (a) Police Station selling the property;

    (b) Date of sale;

    (c) Description of property sold and reasons;

    (d) Requesting that the disposal of the proceeds be disbursed in accordance with Section 44 of the Police Force and Auxiliary Services Act, Cap. 322 R.E. 2002

16. Should the finder have been paid a part of the proceeds from the sale, then the O/C. Station must include in his letter particulars of the amount paid to the finder and the voucher number and date. One receipt of this letter, the Ministry will disburse the amount at the rate of one-half of the proceeds of the sale to the Police Rewards & Fines Fund and the balance to General Revenue

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P.G.O. No. 305

PUBLIC COLLECTIONS AND APPEALS FOR MONEY

Comment [U213]: New PGO. Align right, bold. Increase space above and below heading

1. A person who wishes to organize an appeal for or collection of money in any public place is required by Section 177 (5) of the Penal Code, Cap. 16 R.E. 2002 to obtain a written permit.

2. Section 177 (5) and the proviso thereto state :-

"(5) Every person who, without the prior consent in writing in that behalf of the District Commissioner, or, in the case of any municipality or township, the Police Officer in charge of the police in such municipality or township, collects, or makes any appeal for, subscriptions of money in any public place in such district, municipality or township, for any purpose, shall be guilty of misdemeanour:

Provided that paragraph (5) of this Section shall not apply to :-

(a) any person who, or the duly authorised representative of any organisation which has received the written consent of the Inspector General of Police to collect or make any appeal for subscriptions of money for religious or charitable purposes, or

(b) any person authorised to collect or make any appeal for subscriptions of money under the provisions of any law including any by law in force in Tanzania ;

(c) Provided further that for the purposes of paragraph (5) of this Section, the definition "public place" in Section 5 of this Code shall not be deemed to include any recognized place of religious worship".

3. "Public Place" is defined in Section 5 of the Penal Code as follows :-

"Public place" or "public premises" includes any public way and any building, place or conveyance to which, for the time being, the public are entitled or permitted to have access either without any condition or upon condition of making any payment, and building or place which is for the time being, used for any public or religious meetings, or assembly or as an open Court".

4. O/C. Districts may approve applications for appeals and collections at flag days, provided that the latter is limited to a municipal or township area and has no political connections.

5. All applications which appear to have political connections will be forwarded to the Inspector General through Regional Commanders with appropriate comments.

6. Applications for Territorial appeals and/or collections shall similarly be referred to the Inspector General through Regional Commanders.

7. All applications with the object of raising money for schools will be referred to the Regional Education Officer for his comments before approval.

8. The following conditions will be considered when dealing with applications :-

(a) The applicant should represent a charitable or religious organisation of good local repute commanding the respect and sympathy of a large section of the community.

(b) The sole object of the appeal must be to raise money for a charitable or religious purpose which is of genuine benefit to a Section of the community. "Charitable" should be construed in its widest sense and may include educational, cultural and recreational projects and appeals for fire and flood relief, etc.

9. When a number of charitable organisations apply at the same time to hold a public collection, the organisation likely to benefit the largest number of people should be given priority.

10. Care should be taken to space out flag days, etc., so that there is a reasonable interval between each. Organisations will generally be restricted to one day a year for an appeal or collection.

11. Police Officers should not grant applications in the following cases :-

(a) When the period between the receipt of the application and the date of the proposed appeal/collection is insufficient.

(b) Where there is reason to suspect that there may be intimidation or compulsion by those making the collection or appeal.

(c) Where the money to be collected or the appeal to be made is for the personal benefit of the applicant.

(d) Where the collecting organisation makes or wishes to make a series of appeals and it is not likely to publish regularly its accounts in such a manner that subscribers, whether members of the organisation or not, can as certain how the money is used.

(e) Where the collecting organisation is making a single appeal for a specific purpose and the authorising officer is not satisfied that proper accounts will be kept.

(f) Where, in the case of a society, the purpose for which the money is collected or the appeal is made is not a purpose within the objects of the society.

P.G.O. No. 306

RAIDS – DRUGS AND PREVENTION OF ILLICIT TRAFFICKING IN DRUGS

Comment [U214]: New PGO. Bold and increase space below and above heading

1. (a) Every Police Officer who has reason to suspect that any premises are being used for storing or use of narcotic drugs and psychotropic substances shall make an immediate report to his O/C. District or to the O/C. Station if the O/C. District is not immediately available.

(b) The list of drugs and psychotropic substances covered by the Act is presented in Appendix "A" to this order

2. (a) When an O/C. District or O/C. Station receives information relating to offences under the Drugs and Prevention of Illicit Traffic in Drugs Act, Cap 95 R.E. 2002, he shall apply to the Magistrate for a search warrant under the Act or shall instruct another Gazetted Officer or Inspector to do so. Unauthorised applications for warrants are forbidden.

(b) Officers i/c. District Headquarter Stations will always refer to the O/C. District, if available, before taking action under this paragraph.

3. Officers of or above the rank of Assistant Inspector may exercise the powers contained in Section 34 of the Police Force and Auxiliary Services Act, Cap. 322 R.E. 2002, and raid without a warrant if a Magistrate is not available or if, for any other valid reason, it is considered essential that the premises should be raided before a search warrant can be obtained, provided that the conditions laid down in the two Sections when a Magistrate is not available and when delay in searching for one would prejudice the chances of a successful raid.

4. O/C. District and O/C. Stations are responsible that raids are carried out by raiding parties of sufficient strength to take effective action. They must invariably refer to a superior officer before taking action if they consider either that their resources are inadequate or that a case is of such importance that they should not take action without reference to higher authority.

5. (a) Every police raiding party shall be commanded by a Gazetted Officer or an Inspector or by the O/C. Station. Under law, the officer who is named in the warrant shall personally take charge of the raiding party.

(b) Officers in charge of police raiding parties shall exercise strict control of all those taking part and shall prevent any abuse of power. They shall also check all members of raiding parties before and after raids take place to ensure that they are not carrying money or valuable articles on their person.

6. Police carrying out dangerous drugs raids shall make every effort to collect all available evidence against the owners or occupants. Any opium or other dangerous drug and any utensils used to contain the same, together with any books or other documents suspected to be connected with the use thereof, shall be seized by the officer-in-charge or the raiding party and handed to the O/C. of the nearest police station. Care shall be taken to preserve wrapping, containers, etc., which may bear finger prints. O/C. Stations are responsible that all seized articles handed over to them are labelled, recorded and stored as exhibits in accordance with P.G.O. No. 229.

7. Any person either found committing, or who is believed on reasonable grounds to have committed an offence under the Act, shall be arrested, searched, escorted to the nearest Police Station and charged before a Magistrate. Bail may be granted in accordance with the provisions of P.G.O. No. 351.

8. Under the Act, any Police Officer may arrest without warrant any person who has committed, or attempted to commit, or is reasonably suspected by the officer of having committed or attempted to commit, an offence against the Act, if he has reasonable grounds

for believing that person will abscond unless arrested, or if he does not know and cannot ascertain such person's name and address.

9. (a) Dangerous drugs and other material suspected to be dangerous drugs which have been seized during police raids shall not be sent for analysis until the persons accused of possession or ownership have been brought before a Magistrate.

(b) If the accused pleads guilty, analysis will not be necessary.

(c) If the accused pleads not guilty the prosecuting officer shall ask for a remand to enable him to arrange for analysis.

10. (a) The drugs requiring analysis, together with any connected utensils or containers, shall be forwarded by the O/C. Station, properly packed, labelled and escorted in accordance with P.G.O. No. 229.

(b) The Government Chemist will, in due course, return the exhibits and the result of the analysis to the O/C. Station concerned.

(c) The O/C. Station will then arrange for the prosecution to proceed and will produce exhibits and the analyst's report as evidence.

11. No member of the Inspectorate or Rank & File may enter any premises suspected to contain dangerous drugs, except :-

(a) on the instructions of a Gazetted officer;

(b) under a valid warrant;

(c) in pursuit of a person whose arrest he may legally effect; and

(d) to prevent the commission of a cognizable offence.

12. Under no circumstances may any member of the Rank & File, unless acting under the direct orders or a Gazetted Officer, enter any premises suspected to contain dangerous drugs or cause another person to enter therein in order to verify information that illegal drug traffic is in progress.

13. All dangerous drug warrants shall be returned to the Magistrate as soon as they are executed and, in any case, not later than ten days after issue.

14. Regional Commanders are responsible for the detection and suppression of illegal drug traffic within their commands. They shall use all means at their disposal to detect persons who possess or sell dangerous drugs in contravention of the law.

APPENDIX "A"(To P.G.O. No. 306)

Comment [U215]: Appendix. Note the font size to be put

LIST OF NARCOTIC DRUGS INCLUDED IN SCHEDULE I TO THE SINGLE CONVENTION ON NARCOTIC DRUGS, 1961

(Section 23(3))

1. Acetorphine (3-O-acetyltetrahydro-7a-(1-hydroxy-1-methylbutyl)-6,14-endoetheno-oripavine)
2. Acetyl-alpha-methylfentanyl (N-[1-(a-methylphenethyl)-4-piperidyl]acetanilide)
3. Acetylmethadol (3-acetoxy-6-dimethylamino-4,4-diphenylheptane)
4. Alfentanil (N-[1-[2-(4-ethyl-4,5-dihydro-5-oxo-1H-tetrazol-1-yl)ethyl]-4-(methoxymethyl)-4-piperidiny]- N-phenylpropanamide
5. Allylprodine (3-allyl-1-methyl-4-phenyl-4-propionoxypiperidine)
6. Alphacetylmethadol (alpha-3-acetoxy-6-dimethylamino-4,4-diphenylheptane)
7. Alphameprodine (alpha-3-ethyl-1-methyl-4-phenyl-4-propionoxypiperidine)
8. Alphamethadol (alpha-6-dimethylamino-4,4-diphenyl-3-heptanol)
9. Alpha-methylfentanyl (N-[1(a-methylphenethyl)-4-piperidyl]propionanilide)
10. Alpha-methylthiofentanyl (N-[1-[1-methyl-2-(2-thienyl)ethyl]-4-piperidyl]propionanilide)
11. Alphaprodine (alpha-1,3-dimethyl-4-phenyl-4-propionoxypiperidine)
12. Anileridine (1-para-aminophenethyl-4-phenylpiperidine-4-carboxylic acid ethyl ester)
13. Benzethidine (1-(2-benzyloxyethyl)-4-phenylpiperidine-4-carboxylic acid ethyl ester)
14. Benzylmorphine (benzylmorphine)
15. Betacetylmethadol (beta-3-acetoxy-6-dimethylamino-4,4-diphenylheptane)
16. Beta-hydroxyfentanyl (N-[1-(beta-hydroxyphenethyl)-4-piperidyl]propionanilide)
17. Beta-hydroxy-3-methylfentantyl (N-[1-(beta-hydroxyphenethyl)-3-methyl-4-piperidyl]propionanilide)
18. Betameprodine (beta-3-ethyl-1-methyl-4-phenyl-4-propionoxypiperidine)
19. Betamethadol (beta-6-dimethylamino-4,4-diphenyl-3-heptanol)
20. Betaprodine (beta-1,3-dimethyl-4-phenyl-4-propionoxypiperidine)
21. Bezitramide (1-(3-cyano-3,3-diphenylpropyl)-4-(2-oxo-3-propionyl-1-benzimidazolinyl)-piperidine)
22. Cannabis (Indian Hemp) and cannabis resin (resin of Indian Hemp)
23. Catha edulis (khat)
24. Clonitazene (2-para-chlorbenzyl-1-diethylaminoethyl-5-nitrobenzimidazole)
25. Coca Leaf
26. Cocaine (methyl ester of benzoylecgonine)
27. Codoxime (dihydrocodeinone-6-carboxymethyloxime)

28. Concentrate of poppy straw (the material arising when poppy straw has entered into a process for the concentration of its alkaloids when such material is made available in trade)
29. Desomorphine (dihydrodeoxymorphine)
30. Dextromoramide ((+)-4-[2-methyl-4-oxo-3,3-diphenyl-4-(1-pyrrolidinyl)butyl)-morpholine)
31. Diampromide (N-[2-(methylphenethylamino)-propyl]propionanilide)
32. Diethylthiambutene (diethylamino-1,1-di-(2-thienyl)-1-butene)
33. Difenoxin (1-(3-cyano-3,3-diphenylpropyl)-4-phenylisonipecotic acid)
34. Dihydromorphine
35. Dimenoxadol (2-dimethylaminoethyl-1-ethoxy-1,1-diphenylacetate)
36. Dimepheptanol (6-dimethylamino-4,4-diphenyl-3-heptanol)
37. Dimethylthiambutene (dimethylamino-1,1-di-(2-thienyl)-1-butene)
38. Dioxaphetyl butyrate (ethyl-4-morpholino-2,2-diphenylbutyrate)
39. Diphenoxylate (1-(3-cyano-3,3-diphenylpropyl)-4-phenylpiperidine-4-carboxylic acid ethyl ester)
40. Dipipanone (4,4-diphenyl-6-piperidine-3-heptanone)
41. Drotebanol (3,4-dimethoxy-17-methylmorphinan-6ß,14-diol)
42. Ecgonine, its esters and derivatives, which are convertible to ecgonise and cocaine
43. Ethylmethylthiambutene (3-ethylmethylamino-1,1-di-(2-thienyl)-1-butene)
44. Etonitazene (1-diethylaminoethyl-2-para-ethoxybenzyl-5-nitrobenzimidazole)
45. Etorphine (tetrahydro-7a-(1-hydroxy-1-methylbutyl)-6,14-endoetheno-oripavine)
46. Etoxeridine (1-[2-(2-hydroxyethoxy)-ethyl]-4-phenylpiperidine-4-carboxylic acid ethyl ester)
47. Fentanyl (1-phenethyl-4-N-propionylanilinopiperidine)
48. Furethidine (1-(2-tetrahydrofurfuryloxyethyl)-4-phenylpiperidine-4-carboxylic acid ethyl ester)
49. Heroin (diacetylmorphine)
50. Hydrocodone (dihydrocodeinone)
51. Hydromorphinol (14-hydroxydihydromorphine)
52. Hydroxypethidine (4-meta-hydroxyphenyl-1-methylpiperidine-4-carboxylic acid ethyl ester)
53. Isomethadone (6-dimethylamino-5-methyl-4,4-diphenyl-3-hexanone)
54. Ketobemidone (4-meta-hydroxyphenyl-1-methyl-4-propionylpiperidine)
55. Levomethorphan ((-)-3-methoxy-N-methylmorphinan)
56. Levomoramide ((-)-4-[2-methyl-4-oxo-3,3-diphenyl-4-(1-pyrrolidinyl)-butyl]morpholine)
57. Levophenacylmorphan ((-)-3-hydroxy-N-phenacylmorphinan)
58. Levorphanol ((-)-3-hydroxy-N-methylmorphinan)
59. Metazocine (2'-hydroxy-2,5,9-trimethyl-6,7-benzomorphan)

60. Methadone (6-dimethylamino-4,4-diphenyl-3-heptanone)
61. Methadone intermediate (4-cyano-2-dimethylamino-4,4-diphenylbutane)
62. Methyldesorphine (6-methyl-delta-6-deoxymorphine)
63. Methyldihydromorphine (6-methyldihydromorphine)
64. 3-methylfentanyl (N-(3-methyl-1-phenethyl-4-piperidyl)propionanilide)
65. 3-methylthiofentanyl (N-[3-methyl-1-[2-(2-thienyl)ethyl]-4-piperidyl]propionanilide)
66. Metopon (5-methyldihydromorphinone)
67. Mirungi
68. Moramide intermediate (2-methyl-3-morpholino-1,1-diphenylpropane carboxylic acid)
69. Morpheridine (1-(2-morpholinoethyl)-4-phenylpiperidine-4-carboxylic acid ethyl ester)
70. Morphine
71. Morphine methobromide and other pentavalent nitrogen morphine derivatives, including in particular the morphine-N-oxide derivatives, one of which is Codeine-N-oxide
72. Morphine-N-Oxide
73. MPPP (1-methyl-4-phenyl-4-piperidinol propionate ester)
74. Myrophine (myristylbenzylmorphine)
75. Nicomorphine (3,6-dinicotinylmorphine)
76. Noracymethadol ((±)-alpha-3-acetoxy-6-methylamino-4,4-diphenylheptane)
77. Norlevorphenol ((-)-3-hydroxymorphinan)
78. Normethadone (dimethylamino-4,4-diphenyl-3-hexanone)
79. Normorphine (demethylmorphine) or (N-demethylated morphine)
80. Norpipanone (4,4-diphenyl-6-piperidino-3-hexanone)
81. Oxycodone (hydroxydihydrocodeinone)
82. Oxymorphone (14-hydroxydihydromorphinone)
83. Para-fluorofentanyl (4'-fluoro-N-(1-phenethyl-4-piperidyl)propionanilide)
84. PEPAP (1-phenethyl-4-phenyl-4-piperidinol acetate ester)
85. Pethidine (1-methyl-phenylpiperidine-1-carboxylic acid ethyl ester)
86. Pethidine intermediate A (4-cyano-1-methyl-4-phenylpiperidine)
87. Pethidine intermediate B (4-phenylpiperidine-4-carboxylic acid ethyl ester)
88. Pethidine intermediate C (1-methyl-4-phenylpiperidine-4-carboxylic acid)
89. Phenadoxone (6-morpholino-4,4-diphenyl-3-heptanone)
90. Phenampromide (N-(1-methyl-2-piperidinoethyl)-propionanilide)
91. Phenazocine (2'-hydroxy-5,9-dimethyl-2-phenethyl-6,7-benzomorphan)
92. Phenomorphan (3-hydroxy-N-phenethylmorphinan)
93. Phenoperidine (1-(3-hydroxy-3-phenylpropyl)-4-phenylpiperidine-4-carboxylic acid ethyl ester)

94. Piminodine (4-phenyl-1-(3-phenylaminopropyl)-piperidine-4-carboxylic acid ethyl ester)
95. Piritramide (1-(3-cyano-3,3-diphenylpropyl)-4-(1-piperidino)-piperidine-4-carboxylic acid amide)
96. Proheptazine (1,3-dimethyl-4-phenyl-4-propionoxyazacycloheptane)
97. Properidine (1-methyl-4-phenylpiperidine-4-carboxylic acid isopropyl ester)
98. Racemethorphan ((±)-3-methoxy-N-methylmorphinan)
99. Racemoramide ((±)-4-[2-methyl-4-oxo-3,3-diphenyl-4-(1-pyrrolidinyl)-butyl]-morpholine)
100. Racemorphan ((±)-3-hydroxy-N-methylmorphinan)
101. Sufentanil (N-[4-(methoxymethyl)-1-[2-(2-thienyl)-ethyl]-4-piperidyl]propionanilide)
102. Thebacon (acetyldihydrocodeinone)
103. Thebaine
104. Thiofentanyl (N-(1-[2-(2-thienyl)ethyl]-4-piperidyl]propionanilide)
105. Tilidine ((±)-ethyl-trans-2-(dimethylamino)-1-phenyl-3-cyclohexene-1-carboxylate)
106. Trimeperidine (1,2,5-trimethyl-4-phenyl-4-propionoxypiperidine); and
107. The isomers, unless specifically excepted, of the drugs in this Schedule whenever the existence of such isomers is possible within the specific chemical designation;
108. The esters and ethers, unless appearing in another Schedule, of the drugs in this Schedule whenever the existence of such esters or ethers is possible;
109. The salts of the drugs listed in this Schedule, including the salts of esters, ethers and isomers as provided above whenever the existence of such salts is possible.

APPENDIX "B" (To PGO No. 306)

LIST OF NARCOTIC DRUGS INCLUDED IN SCHEDULE II TO THE SINGLE CONVENTION ON NARCOTIC DRUGS, 1961

1. Acetyldihydrocodeine
2. Codeine (3-methylmorphine)
3. Dextropropoxyphene (a-(+)-4-dimethylamino-1,2-diphenyl-3-methyl-2-butanol propionate)
4. Dihydrocodeine
5. Ethylmorphine (3-ethylmorphine)
6. Nicocodine (6-nicotinylcodeine)
7. Nicodicodine (6-nicotinyldihydrocodeine)
8. Norcodeine (N-demethylcodeine)
9. Pholcodeine (morphinylethylmorphine)

10. Propiram (N-(1-methyl-2-piperidinoethyl)-N-2-pyridylpropionamide)
11. The isomers, unless specifically excepted, of the drugs in this Schedule whenever the existence of such isomers is possible within the specific chemical designation;
12. The salts of the drugs listed in this Schedule, including the salts of the isomers as provided above whenever the existence of such salts is possible.

APPENDIX "C" (To PGO No. 306)

LIST OF PSYCHOTROPIC SUBSTANCES INCLUDED IN SCHEDULE I TO THE CONVENTION ON PSYCHOTROPIC SUBSTANCES, 1971

Note: The names printed in capital in the left-hand Column are the International Non-proprietary Names (INN). Other non-proprietary or trivial names also given where no INN has yet been recommended or when such names are commonly applied to the substances. Also under international control are the salts of the substances listed in this Schedule, whenever the existence of such salts is possible.

INN	**Other non-proprietary or trivial names**	**Chemical name**
BROLAMFETAMINE	DOB	(±)-4-bromo-2,5-dimethoxy-a methylphenethylamine
CATHINONE		(-)-(S)-2-aminopropiophenone
	DET	3-[2-(diethylamino)ethyl]indole
	DMA	(±)-2,5-dimethoxy-a-methylphenethylamine
	DMHP	3-(1,2-dimethylheptyl)-7,8,9,10-tetrahydro-6,6,9-trimethyl-6H-
dibenzo[b,d]pyran-1-ol		
	DMT	3-[2-(dimethylamino)ethyl]indole
	DOET	(±)-4-ethyl-2,5-dimethoxy-a-phenethylamine
ETICYCLIDINE		
(+)-LYSERGINE	PCE	N-ethyl-1-phenylcyclohexylamine
	LSD, LSD-25	9,10-didehydro-N,N-diethyl- 6-methylergoline
	MDMA	(±)-N,a-dimethyl-3,4-(methylene-dioxy)phenethylamine
	mescaline	3,4,5-trimethoxyphenethylamine
	4-methylaminorex	(±)-cis-2-amino-4-methyl-5-phenyl-2-oxazoline
	MMDA	2-methoxy-a-methyl-4,5-(methylenedioxy)phenethylamine
	N-ethyl MDA	(±)-N ethyl-a-methyl-3,4-(methylenedioxy)phenethylamine
	N-hydroxy MDA	(±)-N-[a-methyl-3,4-(methylenedioxy)phenethyl]hydroxylamine
	parahexyl	3-hexyl-7,8,9,10-tetrahydro-6,6,9-trimethyl-6H-dibenzo [b,d]
pyran-1-ol		
	PMA	p-methoxy-a-methylphenethylamine
PSILOCYBINE	psilocine	

INN	Other non-proprietary or trivial names	Chemical name
psilotsin	3-[2-(dimethylamino)ethyl]indol-4-ol	
3-[2-(dimethylamino)ethyl]indol-4-ol dihydrogen phosphate		
POLICYCLIDINE	PHP, PCPY	1-(1-phenylcyclohexyl)pyrrolidine
	STP, DOM	2,5-dimethoxy-a,4-dimethylphenethylamine
TENAMFETAMINE	MDA	a-methyl-3,4-(methylenedioxy)phenethylamine
TENOCYCLIDINE	TCP	1-[1-(2-thienyl)cyclohexyl]piperidine
	tetrahydrocannabinol, the following isomers and their stereochemical variants:	
		7,8,9,10-tetrahydro-6,6,9-trimethyl-3-pentyl-6H-dibenzo[b,d]
pyran-1-ol		
		(9R,10aR)-8,9,10,10a-tetrahydro-6,6,9-trimethyl-3-pentyl-6H
-dibenzo[b,d]pyran-1-ol		
		(6aR,9R,10aR)-6a,9,10,10a-tetrahydro-6,6,9-trimethyl-3-pentyl-
6H-dibenzo[b,d]pyran-1-ol		
		(6aR,10aR)-6a,7,10,10a-tetrahydro-6,6,9-trimethyl-3-pentyl-6H-
dibenzo[b,d]pyran-1-ol		
		6a,7,8,9-tetrahydro-6,6,9-trimethyl-3-pentyl-6H-dibenzo[b,d]
pyran-1-ol		
		(6aR,10aR)-6a,7,8,9,10,10a-hexahydro-6,6-dimethyl-9-methylene 3-pentyl-6H-dibenzo[b,d] pyran-1-ol
	TMA	(±)-3,4,5-trimethoxy-a-methylphenethylamine

APPENDIX "D" (To PGO No. 306)

LIST OF PSYCHOTROPIC SUBSTANCES INCLUDED IN SCHEDULE II TO THE CONVENTION ON PSYCHOTROPIC SUBSTANCES, 1971

INN	Other non-proprietary or trivial name	Chemical name
AMFETAMINE	amphetamine	(±)-a-methylphenethylamine
DEXAMFETAMINE FENETHYLLINE	dexamphetamine	(+)-a-methylphenethylamine
7-[2-[(a-methylphenethyl)amino]		

ethyl]theophylline		
LEVAMFETAMINE	levamphetamine levomethampheta-	
mine	(-)-(R)-a-methylphenethylamine	
(-)-N,a-dimethylphenethylamine		
MECLOQUALONE		3-(o-chlorophenyl)-2-methyl-4(3H)-quinazolinone
METHAMFETA-		
MINE	methamphetamine	(+)-(S)-N,a-dimethylphenethylamine
METHAMFETAMINE RACEMATE	methamphetamine racemate	(±)-N,a-dimethylphenethylamine
METHAQUALONE	Mandrax	2-methyl-3-o-tolyl-4(3H)-quinazolinone
METHYLPHENIDATE		Methyl a-phenyl-2-piperidine acetate
PHENCYCLIDINE	PCP	1-(1-phenylcyclohexyl)piperidine
PHENMETRAZINE		3-methyl-2-phenylmorpholine
SECOBARBITAL		5-allyl-5-(1-methylbutyl)barbituric acid
	delta-9-tetrahydro- cannabinol and its stereochemical variants	(6aR,10aR)-6a,7,8,10a-tetrahydro-6,6,9-trimethyl-3-pentyl-6H-
dibenzo[b,d)pyran-1-ol		

APPENDIX "E" (To PGO No. 306)

LIST OF PSYCHOTROPIC SUBSTANCES INCLUDED IN SCHEDULE III TO THE CONVENTION ON PSYCHOTROPIC SUBSTANCES, 1971

INN	Other non-proprietary or trivial name	Chemical name
AMOBARBITAL		5-ethyl-5-isopentylbarbituric acid
BUPRENORPHINE		21-cyclopropyl-7-a[(S)-1-hydroxy-1,2,2-trimethylpropyl]-6,14-
endo-ethano-6,7,8,14-tetrahydro-oripavine		
BUTALBITAL		5-allyl-5-isobutylbarbituric acid
CATHINE		(+)-(R)-a-[(R)-1-aminoethyl] benzyl alcohol
CYCLOBARBITAL		5-(1-cyclohexen-1-yl)-5-ethylbarbituric acid
GLUTETHIMIDE		2-ethyl-2-phenylglutarimide
PENTAZOCINE		(2R,6R,11R)-1,2,3,4,5,6-hexahydro-6,11-

		dimethyl-3- (3-methyl-2-butenyl)-2,6-methano-3-benzazocin-8-ol
PENTOBARBITAL		5-ethyl-5-(1-methylbutyl)barbituric acid

APPENDIX "F" (To PGO No. 306)

LIST OF PSYCHOTROPIC SUBSTANCES INCLUDED IN SCHEDULE IV TO THE CONVENTION ON PSYCHOTROPIC SUBSTANCES, 1971

INN	Other non-proprietary or trivial name	Chemical name
ALLOBARBITAL		5,5-diallylbarbituric acid
ALPRAZOLAM		8-chloro-1-methyl-6-phenyl-4H-s-triazolo[4,3-a][1,4] benzodiazepine
AMFERPRAMONE		2-(diethylamino)propiophenone
BARBITAL		5,5-diethylbarbituric acid
BENZFETAMINE	benzphetamine	N-benzyl-N,a-dimethylphenethylamine
BROMAZEPAM		7-bromo-1,3-dihydro-5-(2-pyridyl)-2H-1,4-benzodiazepin-2-one
BUTOBARBITAL	butobarbital	5-butyl-5-ethylbarbituric acid 7-chloro-1,3,-dihydro-3-hydroxy-1- methyl-5-phenyl-2H-1,4-benzodiazepin-
2-one dimethylcarbamate (ester)		
CAMAZEPAM		7-chloro-1,3-dihydro-3-hydroxy-1-methyl-5-phenyl-2H-1,4-
benzodiazepin-2-one dimethylcarbamate (ester)		
CHLORDIA-		
ZEPOXIDE		7-chloro-2-(methylamino)-5-phenyl-3H-1,4-benzodiazepin-4-oxide
CLOBAZAM		7-chloro-1-methyl-5-phenyl-1H-1,5-benzodiazepin-2,4(3H,5H)-
dione		
CLONAZEPAM		5-(o-chlorophenyl)-1,3-dihydro-7-nitro-2H-1,4-benzodiazepin-2-one
CLORAZEPATE		7-chloro-2,3-dihydro-2-oxo-5-phenyl-1H-1,4-benzodiazepine-3-
carboxylic acid		
CLOTIAZEPAM		5-(o-chlorophenyl)-7-ethyl-1,3-dihydro-1-methyl-2H-thieno
[2,3-e]-1,4-diazepin-2-one		
CLOXAZOLAM		10-chloro-11b-(o-chlorophenyl)-2,3,7,11b-tetrahydro-oxazolo-
[3,2-d][1,4]benzodiazepin-6(5H)-one		
DELORAZEPAM		7-chloro-5-(o-chlorophenyl)-1,3-dihydro-2H-1,4-benzodiazepin-
2-one		
DIAZEPAM		7-chloro-1,3-dihydro-1-methyl-5-phenyl-2H-1,4-benzodiazepin-
2-one		
ESTAZOLAM		8-chloro-6-phenyl-4H-s-triazolo[4,3-a][1,4]benzodiazepine
ETHCHLORVYNOL		1-chloro-3-ethyl-1-penten-4-yn-3-ol

ETHINAMATE ETHYL LOFLAZEPATE		1-ethynylcyclohexanol carbamate ethyl 7-chloro-5-(o-fluorophenyl)-2,3-dihydro-2-oxo-
1H-1,4-benzodiazepine-3-carboxylate		
ETILAMFETAMINE	N-ethylamphetamine	N-ethyl-a-methylphenethylamine
FENCAMFAMIN		N-ethyl-3-phenyl-2-norbornanamine
FENPROPOREX		(+-)-3-[(a-methylphenethyl)amino]propionitrile
FLUDIAZEPAM		7-chloro-5-(o-fluorophenyl)-1,3-dihydro-1-methyl-2H-1,4-
benzodiazepin-2-one		
FLURAZEPAM		7-chloro-1-[2-(diethylamino)ethyl]-5-(o-fluorophenyl)-1,3-
dihydro-2H-1,4-benzodiazepin-2-one		
HALAZEPAM		7-chloro-1,3-dihydro-5-phenyl-1-(2,2,2-trifluoroethyl)-2H-1,4-
benzodiazepin-2-one		
HALOXAZOLAM		10-bromo-11b-(o-fluorophenyl)-2,3,7,11b-tetrahydro-oxazolo-
[3,2-d] [1,4]benzodiazepin-6(5H)-one		
KETAZOLAM		11-chloro-8,12b-dihydro-2,8-dimethyl-12b-phenyl-4H-[1,3]
oxazino[3,2-d][1,4]benzodiazepine-4,7(6H)-dione		
LEFETAMINESPA		
LOPRAZOLAM		(-)-N,N-dimethyl-1,2-diphenylethylamine-6-(o-chlorophenyl)-
2,4-dihydro-2-[(4-methyl-1-piperazinyl) methylene]-8-nitro-		
1H-imidazo[1,2-a][1,4]benzodiazepin-1-one		
LORAZEPAM		7-chloro-5-(o-chlorophenyl)-1,3-dihydro-3-hydroxy-2H-1,4-
benzodiazepin-2-one		
LORMETAZEPAM		7-chloro-5-(o-chlorophenyl)-1,3-dihydro-3-hydroxy-1-methyl-
2H-1,4-benzodiazepin-2-one		
MAZINDOL		5-(p-chlorophenyl)-2,5-dihydro-3H-imidazo[2, 1-a)isoindol-5-ol
MEDAZEPAM		7-chloro-2,3-dihydro-1-methyl-5-phenyl-1H-1,4-benzodiazepine
MEFENOREX		N-(3-chloropropyl)-a-methylphenethylamine
MEPROBAMATE		2-methyl-2-propyl-1,3-propanediol-dicarbamate
METHYLPHENO-		
BARBITAL		5-ethyl-1-methyl-5-phenylbarbituric acid
METHYPRYLON		3,3-diethyl-5-methyl-2,4-piperidine-dione
MIDAZOLAM		8-chloro-6-(o-fluorophenyl)-1-methyl-4H-imidazo[1,5-a]
[1,4]benzodiazepine		
NIMETAZEPAM		1,3-dihydro-1-methyl-7-nitro-5-phenyl-2H-1,4-benzodiazepin-2-one
NITRAZEPAM		1,3-dihydro-7-nitro-5-phenyI-2H-1,4-benzodiazepin-2-one

NORDAZEPAM		7-chloro-1,3-dihydro-5-phenyl-2H-1,4-benzodiazepin-2-one
OXAZEPAM		7-chloro-1,3-dihydro-3-hydroxy-5-phenyl-2H-1,4-benzodiazepin-
2-one		
OXAZOLAM		10-chloro-2,3,7,11b-tetrahydro-2-methyl-11b-phenyloxazolo
[3,2-d][1,4]benzodiazepin-6(5H)-one		
PEMOLINE		2-amino-5-phenyl-2-oxazolin-4-one± 2-amino-5-phenyl-
4-oxazolidinone)		
PHENDIMETRA-		
ZINE		(+)-(2S,3S)-3,4-dimethyl-2-phenylmorpholine
PHENOBARBITAL		5-ethyl-5-phenylbarbituric acid
PHENTERMINE		a,a-dimethylphenethylamine
PINAZEPAM		7-chloro-1,3-dihydro-5-phenyl-1-(2-propynyl)-2H-1.4-benzo-
diazepin-2-one		
PIPRADOL		a,a-diphenyl-2-piperidinemethanol
PRAZEPAM		7-chloro-1-(cyclopylmethyl)-1,3-dihydro-5-phenyl-2H-1,4-
benzodiazepin-2-one		
PROPYLHEXE-		
DRINE		N,a-dimethylcyclohexane ethylamine
PYROVALERONE		4'-methyl-2-(1-pyrrolidinyl)valerophenone
SECBUTABARBITAL		5-sec-butyl-5-ethylbarbituric acid
TEMAZEPAM		7-chloro-1,3-dihydro-3-hydroxy-1-methyl-5-phenyl-2H-1,4-
benzodiazepin-2-one		
TETRAZEPAM		7-chloro-5-(1-cyclohexen-1-yl)-1,3dihydro-1-methyl-2H-1,4-
benzodiazepin-2-one		
TRIAZOLAM		8-chloro-6-(o-chlorophenyl)-1-methyl-4H-s-triazolo[4,3-a]
[1,4]benzodiazepine		
VINYLBITAL		5-(1-methylbutyl)-5-vinylbarbituric acid

APPENDIX "G"

(To PGO No. 306)

SECOND SCHEDULE

Act No. 31 of 1997 Sch.

TABLE I	TABLE II
Ephedrine	Acetic anhydride
Ergometrine	Acetone
Ergotamine	Anthranilic acid
Lysergic acid	Ethyl ether
1-phenyl-2-propanone	Phertylacetic acid

Pseudoephedrine	Piperidine
The salts of the substances listed in this Table whenever the existence of such salts is possible.	The salts of the substances listed in this Table whenever the existence of such salts is possible.

THIRD SCHEDULE

PROHIBITED PLANTS

(Section 2(1))

1. Cannabis
2. Coca bush.
3. Papaver somniferum (opium poppy).
4. Papaver setigerum.

P.G.O. No. 307

RAIDS – GAMING

Comment [U216]: New PGO. Bold it, and align right. Increase space above and below heading

1. Every Police Officer who has reason to suspect the existence of a gaming activity contrary to the Gaming Act 2003 shall make an immediate report to his O/C. District or to the O/C. Station if the O/C. District is not immediately available.

2. (a) When an O/C. District or O/C. Station receives information that gaming is taking place in any building, he shall make inquiries and if he has reason to believe that he building is being used contrary to the Gaming Act 2003, he shall apply personally to the Magistrate for a search warrant under the Act. Unauthorized applications for warrants are forbidden.

(b) Officers i/c. District Headquarter Station will always refer to the O/C. District, if available, before taking action under this paragraph.

3. Officers above the rank of Assistant Inspector may exercise the powers contained in Section 34 of the Police Force and Auxiliary Services Act, Cap. 322 R.E.2002 and raid without a warrant if a Magistrate is not available if, for any other valid reason, it is considered essential that the premises should be raided before a search warrant can be obtained, *provided* that the conditions laid down in the two Sections under reference are completely fulfilled. These powers may only be used when a Magistrate is not available and when delay in searching for one would prejudice the chances of a successful raid.

4. O/C. Districts and O/C. Stations are responsible that raids are carried out by raiding parties of sufficient strength to take effective action. They must invariably refer to a superior officer before taking action if they consider either that their resources are inadequate or that a case is of such importance that they should not take action without reference to higher authority.

5. Every police raiding party shall be commanded by a Gazetted Officer or an Inspector or by the O/C. Station. Under law, the officer who is named in the warrant shall personally take charge of the raiding party.

6. Offices in charge of police raiding parties shall exercise strict control of all those taking part and shall prevent any abuse of power. They shall check all members of raiding parties before and after raids take place to ensure that they are not carrying money or valuable articles on their person.

7. Police carrying out gaming raids shall make every effort to collect all available evidence against the gaming house-keeper. All unauthorised gaming paraphernalia and stake money shall be seized and rent receipts shall, if possible, be secured as evidence that the occupier, as tenant, is the keeper. All seized articles (including stake money) shall be handed over to the O/C. Station by the officer-in-charge of the raiding party as soon as he returns to Station for labelling, recording and storage as exhibits in accordance with P.G.O. No. 229.

8. Any person seen by any Police Officer committing an offence under the Gaming Act during the course of a raid shall be arrested with a view to prosecution.

9. Any Police Officer may arrest without warrant any person found gaming in any public place contrary to law and may seize all instruments or appliances for gaming found in such public place or on the person of those arrested. No attempt shall be made to arrest street gamblers unless the police are in sufficient strength to take effective action. Beat constables observing street gambling shall report back to their Station by the quickest possible means and the senior officer available in the Station shall at once send out enough members of the Force to carryout the arrest.

10. No member of the Inspectorate or Rank & File may enter any gaming house except :-

on the instructions of a Gazetted Officer;

under a valid warrant;

in pursuit of a person whose arrest he may legally effect.

11 Under no circumstances may any member of the Inspectorate or Rank & File, unless acting under the direct orders of a Gazetted Officer, enter a suspected gaming house or cause another person to enter therein in order to verify information that gambling is in progress.

12. All gambling warrants shall be returned to the Magistrate as soon as they are executed and, in any case, not later than ten days after issue.

13. Regional Commanders are responsible for the detection and suppression of gambling within their Commands. They shall use all lawful means at their disposal to detect gambling houses and prosecute the keepers

.

P.G.O. No. 308

RAIDS – UNLAWFUL LOCAL LIQUOR

Comment [U217]: New PGO, Bold, align right and increase space above and below heading

1. Every Police Officer who has reason to suspect that any premises are being used for the unlawful manufacture, storage or sale of local liquor shall make an immediate report to his O/C. District or to the O/C. Station if the O/C. District is not immediately available.

2. (a) When an O/C. District or O/C. Station receives information relating to offences under the Intoxicating Liquor Act, Cap 77 R.E. 2002 he shall apply personally to the Magistrate for a search warrant or shall instruct another gazetted officer or Inspector to do so. Un- authorised applications for warrants are forbidden.

(b) Officer i/c. District Headquarter Stations will always refer to the O/C. District, if available, before taking action under this paragraph.

3. Officers of or above the rank of Assistant Inspector may exercise the powers contained in Section 34 of the Police Force and Auxiliary Services Act, Cap. 322 2002 and raid without a warrant if a Magistrate is not available or if, for any other valid reasons, it is considered essential that the premises should be raided before a search warrant can be obtained, *provided* that the conditions laid down in the two sections under reference are completely fulfilled. These powers may only be used when a Magistrate is not available and when delay in searching for one would prejudice the chances of a successful raid.

4. O/C. Districts and O/C. Stations are responsible that raids are carried out by raiding parties of sufficient strength to take effective action. They must invariably refer to a superior officer before taking action if they consider either that their resources are inadequate or that a case is of such importance that they should not take action without reference to higher authority.

5. (a) Every police raiding party shall be commanded by a Gazetted Officer or an Inspector or by the O/C. Station. As a general rule, the officer who applied for the warrant shall personally take charge of the raiding party.

(b) Officers in charge of police raiding parties shall exercise strict control of all those taking part and shall prevent any abuse of power. They shall check all members of raiding parties before and after raids take place to ensure that they are not carrying money or valuable articles on their person.

6. Police carrying out unlawful local liquor raids shall make every effort to collect all available evidence against the owners or possessors. When any stills or large tubs of mash are seized but are too heavy to move to the nearest police station, only sufficient fittings and apparatus should be removed to prove the offence in Court. The condensing tube of the still, any bottles or liquor from every immovable container shall always be collected. The remainder of the apparatus shall be placed under guard and the officer-in-charge of the raiding party shall inform the Magistrate and ask for further instructions on its disposal.

7. (a) Local liquor and suspected local liquor which has been seized during police raids shall *not* be sent for analysis until the persons accused of possession or ownership have been brought before a Magistrate.

(b) If the accused pleads guilty, analysis will not be necessary.

(c) If the accused pleads not guilty the prosecuting officer will arrange for either :-

(i) the attendance of expert witnesses who can state that the liquor in question is known to them as one of the liquors included in the definition;

or (ii) the analysis of the suspected local liquors.

8. (a) The liquor requiring analysis shall be forwarded by the O/C. Station, properly packed, labelled and escorted in accordance with P.G.O. No. 229.

(b) The Government Chemist will, in due course, return the exhibits and the result of the analysis to the O/C. Station concerned.

(c) The O/C. Station will then arrange for the prosecution to proceed and will produce exhibits and the analyst's report as evidence.

9. No member of the Inspectorate or Rank & File may enter any premises suspected to contain illegal local liquor, except :-

(a) on the instructions of a Gazetted Officer;

(b) under a valid warrant
(c) in pursuit of a person whose arrest he may legally effect;
(d) to prevent disorder, drunkenness and other offences in accordance with the Intoxicating Liquor Act, Cap. 77 R.. E.. 2002.
(e) These powers will normally be exercised by Inspectors only.

10. Under no circumstances may any member of the Rank & File, unless acting under the direct orders of a Gazetted Officer, enter any premises suspected to contain illegal local liquor, or cause another person to enter therein, in order to verify information that illegal local liquor dealing is in progress.

11. All warrants issued under the Intoxicating Liquor Act, Cap. 77 R.E. 2002 shall be returned to the Magistrate as soon as they are executed and in any case not later than 10 days after issue.
12. Regional Commanders are responsible for the detection and suppression of illegal local liquor dealings within their commands.

P.G.O. No. 309

REPORTS – REPORT BOOK

Comment [U218]: New PGO. Align right, bold and increase space below and above heading

1. (a) Report Book (PF. 162) shall be maintained in the Charge Room of every Police Station and shall not normally be removed therefrom.

   (b) In addition, Report Book for traffic reports shall be maintained by every Traffic Branch attached to Class "A" Stations.

2. Reports shall be received and recorded in the Report Book by the officer on Charge Room duty under the general direction of the O/C. Station. The latter is held responsible that every report is recorded correctly and that all action required under the various headings in the Report Book is taken and recorded.

3. Every report made to every Police Station, whether verbally or in writing, shall be recorded in the Report Book, irrespective of whether the report is of a trifling nature or does not disclose evidence of any offence. No report shall be refused or not recorded.

4. (a) Every report made to every Police Station shall be entered in the Report Book as soon as it is received.

   (b) All necessary police action shall be taken as soon as a report is made and shall not be delayed while the report is being recorded.

   (c) Delay in recording a report is permissible **ONLY** in emergency when urgent police action is necessary to prevent the commission of an offence, the escape of criminals, or to bring medical aid to injured persons, etc.

5. A Police Officer who receives any report, or takes any action which renders a report necessary, shall cause an entry to be made in the Report Book at the earliest possible opportunity.

6. Every report made of any offence or incident which has occurred outside the jurisdiction of the Station where the report was made **MUST** be accepted and recorded in that Station's Report Book. Necessary steps to transfer the case to the responsible Station may be taken only after all immediate action has been taken by the Station receiving the original report. Only the following reports shall be transferred :-

   (a) Reports which disclose or appear to disclose an offence;

   (b) Sudden death; and

   (c) Traffic accidents.

   Any other report which, in the opinion of the O/C. Station where the report was made, should be transferred. Reports so transferred shall be accepted without question by the receiving O/C. Station.

7. The following details shall also be recorded in the Report Book :-

   (a) Police action taken on the receipt of **EACH** and **EVERY** report Column 6.

   (b) Particulars of **EVERY** person accused of an offence, whether process is by arrest or summons – Column 10.

(c) Action finally taken against **EVERY** person accused of an offence – Columns 12 and 17.

(e) Reasons for the release by police without prosecution or **ANY** person under arrest – Column 17.

The final disposal of **EVERY** report. **NO OMISSIONS ARE PERMISSIBLE** – Column 17.

8. Reports may be made verbally in person, or by telephone or in writing. The substance and relevant details of each report shall be recorded in the Report Book in the following manner :-

(a) *Verbal Reports* in person or by telephone shall be recorded with due regard to paragraphs 12-18 of this Order. Care must be taken to obtain all the relevant details, particularly details of the name and address of the informant. If the report relates to the *commission of an offence or to any serious matter* the informant shall be invited to call at the Station to sign the entry in the Report Book. If the informant refuses to call, a note to the effect shall be made below the report in Column 5 of the Report Book and the officer receiving the report shall sign it.

(b) *Written reports* received at a Station shall be transcribed into the Report Book. A note shall be made below the report in Column 5 of the Report Book to the effect that the report was in writing and not in person. The Police Officer recording the report in the Report Book shall mark on the written report the date and time of receipt, the manner of delivering it, the name and address of the person delivering it (if practicable) and the Report Book serial number. Written reports shall be Field in a Written Report File for eventual inclusion in any investigation papers.

(c) The substance or important details of any report, whether the report is made in person or by telephone or in writing, shall be recorded in the Report Book (In any criminal offence arising from a report, full details shall be recorded in the written statement of the person making the report). Examples of the Form the record in Column 5 of the Report Book should take are contained in the written instructions in the front of every Report Book.

9. The following reports shall be recorded in the Report Book :-

(a) Every cognizable and non-cognizable offence.

(b) Offences allegedly committed within the district served by the Police Station of which the first intimation received is by way of a warrant or summons sent for execution.

(c) Complaints of offences referred by the Courts to the police for investigation.

(d) Every arrest carried out by a Police Officer or a member of the public. In this connection, details of all subsequent arrests relating to an offence which has already been recorded the Report Book shall be entered, *if space permits*, in Column 6 of the original offence entry. If there is insufficient space in Column 6, details of subsequent arrests shall be recorded as new

reports, cross-referenced to the original offence entry and vice versa.

(e) Every raid carried out in the areas for which a Station is responsible. The officer-in-charge of the raid is responsible for making the report.

(f) Complaints made to Police Officers on duty by members of the public.

(g) Complaints made to Police Officers on duty by members of the public.

(h) Sudden and unnatural deaths.

(i) Missing persons.

(g) Traffic accidents

(h) Accidents to police vehicles or police launches.

(j) Injuries or accidents to members of the public or Police Officers.

(k) Requests for medical or other assistance.

(l) Fires.

(m) The discharge of a police firearm, whether accidental or not.

(n) Lost or found property.

(o) Lost or damage of police or other Government property

(p) Any complaint made by a member of the public.

(q) Any other matter reported by a member of the public to the police.

10. Every report entered in the Report Book shall be given a Serial Number, starting at 1 on 1st of January each year.

11. The following rules shall be observed for the numbering of reports :-

(a) When two or more persons are concerned in a single offence, such as house-breaking or unlawful assembly, **ONE** report only shall be recorded and **ONE** serial number allotted to it.

(b) When a subsequent report relating to a previous report discloses the commission of other offences, then an entry shall be made in the Report Book for **EACH** such offence and a separate serial number shall be allotted to **EACH REPORT.**

(c) If the subsequent investigations into a report disclose that other additional offences unconnected with the report have been committed by the person(s) mentioned in that report, then additional entries shall be made in the Report Book for **EACH** such offence and a separate serial number shall be allotted to each. In every case, the original report number shall be quoted.

12. Every report shall be entered in chronological order and the day, date, time and place the report was made shall be entered in the appropriate Column. Reports must

be concise and accurate. Unnecessary details shall be avoided.

13. Every person making a report shall be questioned closely by the officer on Charge Room duty to ensure that all relevant facts have been disclosed.

14. Every report must be read over to the person who made it before he or she is asked to sign it. Any correction made by the informant shall be entered in red ink and initialled by him or her before the report is signed.

15. (a) Every report made verbally at a Station relating to the commission of an offence shall be signed by the person making the report in Column 5 of the Report Book.

(b) Every other report made to the police shall, if possible, be signed by the person making the report.

(c) If the person making a report cannot write, his thumb-print or finger prints shall be placed at the bottom of the report and countersigned by the officer on Charge Room duty.

(d) If the person making the report refuses to sign, a note of such refusal shall be made with any reasons at the end of the entry in Column 5.

(e) Every report shall be signed by the officer who recorded in the Report Book. Rank and number shall be recorded.

(f) If an interpreter is used, he shall also sign the report.

16. (a) No interpolations, deletions and other corrections may be made to any report after it has been signed.

(b) If any mistakes are subsequently discovered in a report or if a report is found to be false, an entry shall be made in the Report Book as a separate report. The original number **ONLY** (e.g., Ref. R.B. No. .....) shall be given in Column 1 of the Report Book. A new serial number shall not be allotted. An entry will be made in Column 17 of the original entry giving a reference to the fresh entry.

17. The following entries shall be made when recording reports in the Report Book :-

(a) Serial number;

(b) Date and time the report was made;

(c) Particulars of the informant; and

(d) Concise particulars of the report. All relevant information must be obtained from the informant in the following order :-

(i) Date the incident report occurred;

(ii) Where it occurred.;

(iii) Description of the incident;

(iv) Description, race or tribe, names and addresses, if known, of any persons alleged to have committed any offence in connection with the report. Each suspect shall be numbered;

(v) Brief summary and estimated total value of all property stolen or found;

(vi) Description of any injuries;

(vii) An exact itemized list of property reported lost with a brief description and estimated value of each item; and

(viii) Any other relevant particulars.

(e) A note at the end of the report in Column 5 if the informant appears to be unduly excited, intoxicated, or has been injured, or if his clothing is disordered, or if there is anything unusual about the informant's appearance or behaviour.

18. The following immediate action shall be taken by the officer on Charge Room duty as soon as he has recorded details of a report :-

(a) Note in Column 6 of the Report Book the immediate steps taken by him and the Police Officers to deal with the report.

(b) Record the particulars of each person accused of an offence in Column 10. If there is more than one accused, a number shall be given to each, starting from 1 for each report:

(i) Ali s/o Mohamed

(ii) Binti d/o Rajabu

(iii) Sheikh Salim Obedi

(v) These numbers' without further particulars of names and addresses shall be used in Columns 8-15.

(c) Show in Column 12 which of the arrested person are detained in cells or released on bail.

19. The O/C. Station or the officer investigating the report will, as soon as possible, fill in the details required in the remaining columns of the Report Book. He will :-

(a) Classify any criminal offence disclosed in Column 7. This will be inserted in soft pencil in the first instance and inked in on the final disposal of the case;

(b) Draw a red line down the left-hand side of all entries in Column 5 referring to cognizable offences;

(c) draw a red line down the left-hand side of all entries in Column 5 referring to cognizable offences;

(d) record the action taken against each accused in Column 12: the immediate

disposal of *every* arrested person shall be shown in this Column or in Column 17;

(e) note details of instructions given or action taken to deal with each report in Column 6;

(f) insert the required cross-reference to the Bail Book, Prisoners' Property Receipt Book, Exhibits Register in Columns 12, 13, and 14;

(g) allocate an Investigation Serial Number in Column 15 whenever a Case File, minor offence docket, or traffic file is opened. Serial numbers will start at 1 on January 1st of each year and run in strict sequence to December 31st. Stations which maintain Traffic Report Books will prefix all traffic investigation serial numbers with the letters "TF";

(h) note final disposal of every report in Column 17;

(i) pending final disposal of any report, make a pencilled entry in Column 17 showing progress. The words listed below shall be used when making such temporary entries :-

"Case File forward for instructions to ....."

Comment [U219]: RE WRITE; SEE ATTACHED EXTRACT FOR FORMAT

"Under investigation"

"Awaiting hearing of Date not fixed or

fixed for ..... (date)"

"Preliminary Inquiry – Fixed for ..... (date)"

"Awaiting trial in :-

High Court

Or

Magistrates' Court

Or

Date not fixed or

Local Court

fixed for ..... (date)".

Any existing circumstance which does not fit in with above shall be made the subject of an appropriate entry. Pencilled entries will be made in soft pencil and will be rubbed out once they cease to apply.

20. Finally the O/C. Station shall record details of the disposal of each report in Column 17. The following record only shall be made in this Column:

(a) (i) When the O/C. District or O/C. Station has decided that the report should be treated as trivial, false or civil (i.e. in accordance with para. 2 (a) of P.G.O. No. 312) and that no further action is necessary ..... N.F.A.

(ii) When a report obviously does not contain any reference to an offence (i.e. lost property, accidental fires, accidents etc.)

(b) When the O/C. District or O/C. Station has decided that no offence has been disclosed (see also paragraph 2 (a) of P.G.O. No. 312) ..... N.F.A.

(c) In cases where convictions and/or acquittals and /or discharges in the Courts are returned :-

"Convicted on ..... and sentenced to ..... (give date and sentence)"

"Acquitted on ..... (give date)

"Discharged on .....(give date) at ..... (give place)".

All acquittals shall be entered in red ink.

(d) In cases transferred to another Station, an entry :-

"Transferred to ..... on ..... (give station to which transferred and date)", shall be made.

(e) In cases closed undetected "Closed Undetected".

(f) In cases in which the Attorney-General has entered a *nolle prosequi*: - "Closed – *nolle prosequi* entered".

(g) In cases when accused is dead or dies during the investigation or during the Court proceedings or is found insane :- "Closed – accused dead" or "found insane"

(h) In cases when a person is brought before a Court under the Mental Diseases Act, Cap. 98 R.E. 2002 :- "Certified insane" or "Discharged".

(g) In cases where a person is arrested by a Police Officer on a warrant not issued on police application: - "Transferred to Court".

21. (a) The officer authorising an entry in Column 17 shall sign that entry at the earliest opportunity.

(b) Every entry of "No further action" and "No offence disclosed" (vide para 20 (a) and (b)) shall be countersigned by a Gazetted Officer at the earliest opportunity.

(c) In the case or reports which obviously do not disclose offences, such as losses of identity cards, accidental fires, accidents, etc., no entries shall be made in Columns 7-14 and 16.

(d) Interim action and final disposal of every report must be shown in the Report Book.

22. (a) When a case is transferred from the station which received the original report, a copy of the relevant Report Book entry and the Investigation Diary or Diaries, together with any other papers and exhibits shall be sent to the Station responsible for the investigation.

(b) An exact copy of the original report shall be recorded in the Report Book of the Station to which the report has been transferred and a note of the transfer entered Column 6. All relevant Columns shall be completed. A new Report Book serial number shall be allotted.

23. Reports recorded in Mobile Police Station Report Books, in accordance with P.G.O. No. 20 will be dealt with in the following manner :-

(a) Cases which are handed over for prosecution or further investigation by a Mobile Police Station to the District Police Station before the Mobile Police Station finishes its operations in the district, will be treated as transferred cases, in accordance with paragraph 22 above. An entry "Case transferred on ..... to ..... Police Station" will be made in Column 6 of the mobile police station Report Book and all further action will be recorded in the police Station Report Book.

(b) All other cases handed over by a Mobile Police Station to the District station on its departure from the district will be dealt with as follows :-

(c) The mobile police station Report Book will be handed over to the O/C. District and will be retained by him until the Mobile Police Station returns to his District.

(d) The total number of cases, excluding those referred to in (a) above, in the mobile police station Report Book will be shown under Column 5 of the district station Report Book by an entry "..... (number) of Case Files ..... Minor Offence Dockets and ..... Traffic files handed over by ..... (name) O/C. Mobile Police Station". Report particulars will not be copied into District Station Report Books. Investigation serial numbers will be allocated to each case, in accordance with paragraph 19 (g) and will be entered as a block (e.g., 14-25) under Column 15 of the Report Book.

(e) The investigation serial numbers, which have been allocated in accordance with (ii) above, will be shown in Column 15 against each corresponding entry in the mobile Police Station Report Book.

(f) All subsequent action on these cases will be recorded on the Mobile Police Station Report Book and no further details will be shown in the District Station Report Book.

24. (a) At 0800 hours each morning, O/C. Districts and stations shall examine all entries made in the Report Book during the last twenty four hours and shall ensure that all the prescribed entries are made. They will initial the Report Book below the last entry when satisfied that all is in order.

(b) O/C. Districts and visiting and inspecting Gazetted Officers shall examine every entry made in the Report Book. They shall, in particular, check the cross references to other official books and shall ensure that the correct police action has been taken on every recorded report. Reasons for the release of prisoners by police without prosecution shall always be checked. The Report Book shall always be initialled by the inspecting officer.

25. Copies of entries in the Report Book shall not be furnished to any person without the consent of the O/C. District. All entries in a Report Book shall be treated as

confidential.

26. In no circumstances may members of the public who come to the police to give reports be kept waiting unnecessarily. Reports shall be taken in the order they are made **EXCEPT** that reports of the recent commission of any serious crime or of any severe accident or disaster shall be given immediate preference. The public shall be treated with utmost Courtesy and their reports and complaints given careful attention by all ranks.

27. The following shall be recorded as very serious disciplinary offences and may entail dismissal of the offenders :-

(a) Failure or refusal to record a report.

(b) Unjustifiable delay in recording a report.

28. Report Books shall be destroyed five years after the date of the last entry

P.G.O. No. 310

REPORT – DAILY AND WEEKLY

Comment [U220]: New PGO, bold, align right and increase space below and above heading

1. (a) A daily report, on Form PF. 172, shall be prepared, in quadruplicate, by the O/C. every Class "A" and "B" Station. Each report shall contain a brief extract of **EVERY** entry in the **REPORT BOOK** for each 24 hour periods (0800-0759 hours) referring to major incidents and offences for which a Case File or Minor Offence Docket must be opened , excepting only those entries listed in para. 2. One copy of the report will be dispatched each day (or as quickly as possible if daily dispatch is impossible) to C.I.D. Headquarters, Regional Headquarters and O/C,. District.

(b) A Weekly Report on Form PF. 173 covering each 7 day period, Monday 0800-Monday 0759, shall similarly be prepared by the O/C. of class "C" Stations and copies sent to C.I.D. Headquarters, Regional Headquarters, District Headquarters and Sub-District Headquarters.

2. The following types of reports will not be included in the Daily and Weekly Reports:-

(a) Traffic offences, except those connected with accidents and drunken and dangerous driving.

(b) Simple assaults.

(c) Nuisances.

(d) Only the Daily and Weekly totals of such reports shall be shown at the bottom of Forms PF. 172 and PF. 173, e.g.

Traffic offences	48
Simple assaults	9
Nuisances	2

3. Daily and weekly Reports shall be made out on Forms PF. 172 and PF. 173 in the following manner :-

(a) (i) in the first two Columns of the Daily Report enter the Report Book number and time the report was made; and

(ii) In the first three Columns of the Weekly Report enter the report book number and date and time the report was made.

(b) In the third column (fourth column for Weekly Report) enter and underline the classification of the Report (e.g., theft, fire, suicide, etc.) then given very brief particulars of each report. Unnecessary words must be avoided and only the basic facts of each report shall be given. *Names of persons, places and addresses shall be in block letters.* Understandable abbreviations as set out at Appendix "A" may be used.

(c) In the fourth column (fifth column for Weekly Report) show the number of persons arrested in connection with each report.

4. (a) Daily reports, in triplicate, shall be typed in Swahili/English at 0800 hours each morning and shall be signed by the O/C. District or O/C. Station.

(b) Weekly Reports (in quadruplicate) shall be typed in Swahili/English. They should only be written in ink or indelible pencil if no typewriter is available and shall be signed by the O/C District or O/C Station.

5. Stations with nothing in their Report Books to enter in their Daily and Weekly Reports will send in a Nil Return on Form PF. 172 or 173.

6. Wherever possible, clerks or Inspectors shall be detailed to make out the Daily and Weekly Reports.

7. (a) Regional Commanders shall make suitable local routing arrangements for Daily and Weekly Reports. In some cases it may be advisable or necessary to route the Police Headquarters copy through regional headquarters.

(b) Some stations, by reason of bad weather or poor communications, will not be able to send through their Daily and Weekly Reports on time. If delay is likely to be protracted and radio is available, details for the Daily and Weekly Reports will be sent by signal to Regional Headquarters for typing and onward transmission to C.I.D. Headquarters.

(c) Regional Commanders are responsible that all possible steps are taken to copy with this order. They may however, except any Class "C" Station which clearly cannot submit Weekly Reports within a reasonable time.

(d) Subject to the inescapable modifications referred to in this paragraph, Daily and Weekly Reports must be prepared and dispatched on time or at least with the minimum of delay.

8. Daily and Weekly Reports shall be examined with care by Regional Commanders and by O/C. Districts and Sub-District. They should query any case of failure or apparent failure to take proper action and shall, in particular, call for special reports on any item which appears to be of special interest or which has not been dealt with to their satisfaction.

9. Daily and Weekly Reports shall be preserved for one year and then destroyed.

10. Specimen Daily and Weekly Reports are attached at Appendices "B" and "C" for guidance.

APPENDIX "A"

(To P.G.O. No. 310)

Comment [U221]: See attached Appendix as example. An appendix should cover full page.

A	Africa	INJ	Injury
ARB	Arab	J	Juvenile
ASN	Asian	KD	Kenya
AMM	Ammunition	LET	Killed
ARM	Firearm	M	Letter
ACC	Accused	MATL	Male
BICY	Bicycle	MOT	Material
BG	Bag	MZE	Motive
CO	Comorian	MV	Maize
CASL	Casualties	MC	Motor vehicle
COF	Coffee	PROP	Motor cycle
CAL	Calibre	PRS	Property
CTS	Cents	RPT (S)	Pairs
CON	Confesses, Confession, etc.	REG	Report(s)

Comment [U222]: The codes are wrongly arranged. See attachment.

COMPL	Complainant	RADIO	Registered
DEPT	Department	REV	Wireless set
DEP	Deposition	RECD	Revolver
DRV	Driver	S/MACHINE	Received
D	Dead	SRS	Sewing machine
E	European	SLT	Serious
ENQ	Enquiries	SG	Slight
EXPL	Explosives	SHS.	Shotgun. S.B.D.B.
ENV	Envelop(e)	ST	Shillings
F	Female	SUG	Street
FL	Floor	T	Sugar
1st	First	T FL	Tanzania
2nd	Second	TV	Top floor
GRAM	Gramophone	T/BOY	Total value
G FL	Ground floor	U	Turn boy
HRS	Hours	V	Uganda
HD	Head	W	Value
HSE	House	WATCH/W	With
H/Bag	Hand bag	WATH/P	Wrist watch
HOSP	Hospital	WIT(S)	Pocket watch
INFN	Information	YRS	Witness (es)

APPENDIX "B"

*(*To P.G.O. No. 310)

Comment [U223]: See example of attachement. Font sixe, text, arrangement etc

(PF. 173)

TANZANIA POLICE

WEEKLY REPORT

Report at GEITA STATION for week ending Monday, 6th July, 2004

Serial No. of Report	Date	Time	**Reports**	No. of Arrests
42	29/6	1235 hrs	GAMING. 1200 hrs. D/C. No. A. 2345 arrested 3 A. Ms. SIKUKUU ST. which reads :- At 1200 hrs Det. Cons. No. A. 2345 arrested three African males who were gambling in SIKUKUU STREET.	3. A.Ms.
44	1/7	1330 hrs.	THEFT. E.F. reports h/bag from m/v HIGH STREET. 1200 hrs. T/V.92-, which reads :- European female reports theft of handbag from motor vehicle in HIGH STREET at 1200 hrs. total value Shs. 92/=	1 A.J.
48	2/7	1600 hrs.	SHOP-BREAKING. ASN. Shop 6 HIGH ST., Prop T/V. 1,800/= Prop. Rec'd. which reads :- Arab male, arrested for breaking into Asian shop in HIGH STREET. Property total value Shs. 1,800/= stolen and recovered.	ARB. M.
51	5/7	2199 hrs.	MURDER. A.F.J. knife, a.m. 26th KIJU VILL. Mot. Sex. C.I.D. Inv. Which reads :- African girl murdered by stabbing on morning of 26th at KIJU VILLAGE. Motive Sex. Accused Arab male arrested C.I.D. investigating.	ARB. M.

APPENDIX "C"

(To P.G.O. No. 310)

TANZANIA POLICE

DAILY REPORTS

Reports as Msimbazi Station for 24 hours ended 0759 hrs, on 6.7.04

Serial No. of Reports	Time	Brief particulars of report and offence disclosed	No. of Arrests
1083	1015	THEFT. PAULINE JONES, E. H/bag snatched 0915 – KICHWELE ST. T/V. 120,000/-	1 AJ.

1084	1130	ACCIDENT. Taxi and bicycle SIKUKUU cyclist ROBERT BERTIL 16 yrs. KD.	1 ARB M.
1087	1400	FIRE SELEMAN DEVJI Shop. LIVINGSTONE ST. Gutted, T/V. 20,000/= 1 A.F. Inj.	
1088	1910	EXPLOSION. XX Explosive Store. ILALA Minor damage, No. Casl.	
1092	0700	BURGLARY. JAMES R. SMITH, E. House, 26 CAMERON ROAD Watches, suits, silverware stolen T/V.. 100,600/=	1 ASN. M.

P.G.O. No. 311

REPORTS – IMMEDIATE ACTION ON RECEIPT OF

General

1. Regional Commanders and O/C. Districts, Sub-Districts and Stations are particularly responsible that :-

(a) immediate action is taken to deal with every report made at each Police Station under their control;

(b) immediate action under proper supervision is taken with available police resources to investigate crime, incidents, accidents etc., and to protect life and property;

(c) early notification of serious crimes and incidents is passed without delay to their superior officers.

2. O/C. Districts, Sub-Districts and Stations are responsible for ensuring that each report is dealt with quickly by a specific officer and that Case Files or Minor Offence Dockets are opened in accordance with P.G.O. No. 286.

3. Preliminary investigations into all crime and incidents referred to in this order shall be handled where possible by a Gazetted Officer, unless the Regional Commander orders otherwise. Under no circumstances may N.C.O.s be left to handle preliminary investigations. O/C. Districts shall ensure that a Gazetted Officer or an Inspector proceeds to the scene as soon as the first report is received. Regional Commanders will be informed if no Gazetted Officer or Inspector is available so that they can send help from elsewhere.

PART I

Immediate action on receipt of a report

4 (a) Charge Room Officers are responsible for the receipt and recording (in the Report Book) of every report made to Police Stations and for initiating immediate action thereon by the appropriate officer.

(b) They will discharge their responsibility in the following manner :-

(c) When any person wishes to make a report at a Police Station, the Charge Room Officer will record all relevant details in the Report Book in accordance with P.G.O. No. 309.

(d) If any report refers or appears to refer in any way to the commission of an offence or to any accident or incident which may require police investigation, the Charge Room Officer, before recording the report in the Report Book will insert a first Information Report Form (PF. 102A) and a sheet of carbon paper immediately below the left-hand page of the Report Book. He will then record the report in the Report Book, writing with sufficient firmness to ensure that a clear carbon copy of the report is made in the First Information Report Form.

(e) The Charge Room Officer will then remove the First Information Report form from the Report Book and will pass it at once to the inspector on duty (or to the O/C. Station if there is none) for immediate action by him.

5. (a) As soon as the Duty Inspector (or O/C. Station) receives the First Information Report form from the Charge Room Officer, he will start immediate investigations, *provided that* he considers that he can handled the case or incident with his own resources, and *provided further* that it does not fall within the categories of incidents or crimes listed in Appendix "A".

(b) If the duty inspector considers that he cannot deal with the report himself, or if the report refers to an incident or crime listed in Appendix "A", he will refer the First Information Report without delay to this O/C. Station or O/C. District or Sub-District, or to such other officers may be authorised to act on their behalf.

Comment [U224]: New PGO. Bold, align right and increase space above and below heading

Comment [U225]: Subheading, align left, reduce space below,

Comment [U226]: Subheading, align left, reduce space below,

6. O/C. Stations, Sub-Districts or Districts, are then responsible for informing their superiors in accordance with paragraphs 7 and 9 of this Order if the incident or crime falls within the categories listed in Appendix "A" and for directing what further action should be taken. They will either :-

(a) Return the First Information Report to the Duty Inspector with written instructions thereon to continue the investigation if the case is not too complex and they consider that the Duty Inspector should handle it himself;

(b) refer the first information report to the O/C. C.I.D. Unit (if any) and direct him to take over the case, if they consider that specialised C.I.D. investigation is necessary; or,

(c) take over the investigation themselves.

Notification of serious incidents and crimes

7. (a) As soon as a report is received of any serious incident or crime listed in Appendix "A", the O/C. Station receiving the report will endeavour to find out all the available facts from the person reporting to him and will, at once, send a First Warning Message, giving a bare outline of the facts of the report. All such messages are to be prefixed by the words :-

"First warning message ....."

and the following format should be used when and where possible and applicable :-

(i) type of crime;

(ii) race of victim;

(iii) race of offender;

(iv) place of offence;

(v) date of offence;

(vi) whether accused arrested or known;

(vii) value of property involved;

(viii) motive, if offence against person; and

(ix) if victim or offender is notable or notorious, his status should be quoted.

(b) First Warning Message will be sent by telephone, telegram of other available means to :-

(i) District Headquarters; and

(ii) Regional Headquarters (for the attention of the Regional Commander and the Regional C.I.D. Officer).

(c) On receipt of a First Warning Message, the Regional has been made, as provided for in paras. 5 and 6, and the facts are found to be in variance with those in the First Warning Message, then a second warning message will be sent giving the true facts with the same distribution as for the First Warning Message.

8. When the preliminary investigation has been made, as provided for in paras. 5 and 6, and the facts are found to be in variance with those in the First Warning Message, then a Second Warning Message will be sent giving the true facts with the same distribution as for the First Warning Message.

Comment [U227]: Remove roman (b) here

Comment [U228]: This is continuation of earlier para. Align left.

Comment [U229]: Note continuity of letters. Second proof does not show so.

Comment [U230]: REMOVE ROMAN (C) HERE, insert (b)

Comment [U231]: DCP??? Old PGO. (no. 314) Reads.....Commander shall add any useful comments he can make and then re-transmit the message to the Director of Criminal Investigation...."The rest of the text has been repeated in para 8 Plse confirm

9. As soon after the preliminary investigation as possible, and in no case later than 48 hours after receipt of the initial report, a First Crime Report (PF. 4) in the case of serious crime, or a First Incident Report in the case of incidents in letter form, shall be prepared by the investigating officer giving a full account of the crime or incident and sent by airmail or quickest possible means to :-

(a) District Headquarters;

(b) Regional Headquarters (for information of the Regional Commander and the Regional C.I.D)

(c) Director of Criminal Investigation.

In the case of the First Incident Report the Regional Commander will forward his comments or recommendation.

Supervision of preliminary action and investigation

Comment [U232]: Subheading, align left, reduce space below,

10. Personal supervision by responsible Police Officers of preliminary police investigations or other action is vital. Therefore :-

(a) Regional Commanders and Regional C.I.D. Officers will proceed to the scene of (or to the Police station concerned with) those incidents or serious crimes listed n Appendix "A" if they consider that their presence there is desirable;

(b) O/C. District, Sub - districts and District C.I.D. Units are required to visit the scene of (or the Station concerned with) any of the incidents or serious crimes listed in Appendix "A" as soon as possible after notification thereof; *provided that* they may request exemption from their Regional Commanders or O/C. District respectively if the nature of the crime or incident, the distance involved, travel difficulties, etc., renders immediate departure impossible or unnecessary;

(c) O/C. Stations are required to visit the scene of all incidents and serious crime listed in Appendix "A" occurring in their Station area, unless specifically exempted therefrom by their O/C. District or Sub-District.

PART II

Special emergency investigation procedure

11. In time of emergency or civil unrest, demi-political offences and incidents may become so numerous that police can no longer initiate early and thorough investigation into each one. In such circumstances, priority must clearly be given to the more important cases, leaving those of lesser importance until time and staff can be made available. When, and only when, a Regional Commander considers that he can no longer carry out normal investigations shall he arrange for the following procedure to be adopted by all his stations :-

Comment [U233]: Reduce space with below line

(a) As soon as possible after the First Warning Message has been sent out, in accordance with para. 7 of this Order, and not later than 48 hours after receipt original report, the O/C. of the District shall send to the Director of Criminal Investigation, with a copy to his Regional Commander by the quickest possible means, a clear assessment of the report, setting out :-

(b) the facts so far elicited by the investigation;

(c) the police and administration views on the gravity or otherwise of the case;

(d) the likelihood or otherwise of an investigation proving fruitful;

(e) a recommendation as to whether full-scale investigation should be pursued, at once, or should be left in abeyance until staff can be made available to tackle it, or whether an investigation should not be instituted at all.

In such cases, a First Crime Report (PF.A) will not be required (see para 9).

Comment [U234]: DCP??These are missing words from old PGO. Is it deliberate?

12. The Director of Criminal Investigation will consult the Director of Public Prosecutions as soon as he receives the report and will, in due course, send telegraphic instructions both to the Regional Commander and the O/C. District, indicating what further action should be taken.

13. It is emphasised that this procedure will only take effect when the police can no longer carry out full investigations into every case.

APPENDIX "A" (P.GO. No. 311)

SCHEDULE OF SERIOUS CRIME AND INCIDENTS

Category "A"

INCIDENTS :-

(1) All civil disturbances, including inter-racial or religious conflicts.

(2) Disasters (aircraft, railway, shipping, flood, etc.)

(3) Any incident where police have had caused to discharge any force, firearms, or tear smoke in the maintenance of law and order.

(4) Any other incident where large numbers of police are involved, including units of Field Force.

(5) Incidents of public significance, involving a prominent personality of any race, including a senior government servant.

(6) Any other incident which, having regard to the circumstance or personalities involved, it is considered should be brought to the notice of the Inspector General.

Category "B"

SERIOUS CRIME

(1) All offences punishable by death, attempted murder and manslaughter.

(2) Cases of major political or public significance.

(3) Cases which by law require the President's or Director of Public Prosecutions' consent or sanction.

(4) Rape, in which more than one race or juveniles are concerned and defilement.

. (5) Unnatural offences, in which more than one race or juveniles are concerned

(6) Robbery.

(7) Extortion when the alleged offender is a government servant or a member of the East African Community.

(8) All cases of theft of police property and all cases of theft or Government or East African Community.

(9) Property in excess of Shs. 1,000,000/= in value and all thefts in which government servants are suspect.

(10) All thefts of postal matter and Post Office frauds.

(11) Forgery and uttering of a serious nature.

(12) Coining offences.

(13) Sabotage.

(14) Malicious damage, i.e. damage which seriously interferes with or which is likely to interfere with any public service.

(15) Offences under the Mining Act, Cap. 123 R.E. 2002, involving the illegal possession and trafficking in diamonds or gold

(16) All criminal offences committed by foreigners, including juveniles.

(17) Thefts of arms and ammunition and explosives.

(18) Serious assaults on members of the Police Force.

. (19) Rescues of prisoners from custody of Police, Prisons and Local Authorities

(20) Any crime of such interest that it is considered the Inspector General should be aware of the facts.

(21) All breakings of major significance irrespective of the value of the property stolen.

(22) Arson by night, in which a charge of murder or attempted murder might arise.

Comment [U235]: DELETE ONE SENTENCE, IT HAS BEEN REPEATED. Have already been removed here

P.G.O. No. 312

REPORT – REFUSAL OF POLICE ACTION ON

Comment [U236]: New PGO. Align right number. Centre heading. Increase space below and above heading

1. *Every* report received by the police shall be investigated if it reveals that an offence has been or may have been committed. Under no circumstances may an investigation be withheld because a report appears at first sign to be false or frivolous.

2. (a) When, however, an investigating officer is satisfied beyond all reasonable doubt that no offence has been committed or that the report he is investigating is false trivial or frivolous, or that it is suitable for civil and not criminal proceedings, he shall suspend further investigation and refer the case papers to his O/C. District. Urgent cases may be referred by radio or telephone.

   (b) The O/C. District shall then decide whether or not further investigation is needed and shall direct accordingly. If necessary, he shall refer the case papers to the O/C. Regional C.I.D. who may consult the Regional Commander if he requires further guidance.

3. When an O/C. Station is advised by the O/C. District that further police action is unnecessary, he shall inform the complainant that the police do not intend to proceed but that he is still at liberty to lay his complaint before a Magistrate.

4. The decision to refuse further police action shall be entered in Column 17 of the Report Book in accordance with paragraph 20 of P.G.O. No. 312.

5. A Police Officer shall not use police powers to settle civil claims or private disputes and that officers in charge should take action whenever a Police Officer is found contravening this order.

P.G.O. No. 313

SECURITY – ALARM SIGNALS

Emergency stand – to

1. The signal for emergency stand - to in all Police Stations and Lines shall be the sounding of an electric siren or hand klaxon or, if neither is available, the continuous beating of the Station gong.

2. All ranks hearing the alarm shall immediately :-

   (a) put on uniform and headgear, with riot helmet slung on the left shoulder;

   (b) parade as laid down in Standing Orders;

   (c) draw arms and ammunition and take up position again as laid down in Standing Orders.

Fire alarm

3. The alarm for fire shall be the continuous blowing of police whistles by whoever discovers the fire, followed, if possible by the fire alarm sounded on bugles.

4. All ranks hearing the alarm shall immediately :-

   (a) put on boots and clothing (not necessarily uniform);

   (b) collect all fire-fighting equipment in the vicinity;

   (c) parade at the scene of the fire under the command of the senior officer present, who shall take steps to put out the fire in accordance with P.G.O. No. 142.

Standing orders

5. Regional Commanders shall ensure that all Stations and Lines under their command are provided with comprehensive Standing Orders detailing action to be taken on the sounding of these alarms.

Comment [U237]: New PGO. Align right, bold, increase space below and above heading

Comment [U238]: Subheading, align left, reduce space below,

Comment [U239]: Subheading, align left, reduce space below,

Comment [U240]: Subheading, align left, reduce space below,

P.G.O. No. 314

SECURITY – ATTACK –ON –STATION EXERCISES

Comment [U241]: New PGO. Align right. Increase spce below and above heading

1. Regional Commanders are responsible that all Stations, Lines, Camps and other police installations under their command are provided with workable and up to date "attack-on-station" defence schemes.

2. They shall, in addition, ensure that :-

   (a) every Station is provided with an adequate alarm;

   (b) all ranks are familiar with the alarm and know what to do when it is sounded;

   (c) regular "attack-on-station" exercises are held by every Station and Unit under their command.

3. Routine practice "attack-on-station" exercise shall be held at least once per quarter by every Station and Unit under the personal supervision of a Gazetted Officer.

4. Occasional surprise practice alarms shall be sounded by Gazetted Officers and O/C. Districts when visiting Stations on patrol or informal inspection.

5. The sounding of the "attack-on-station" alarm shall always be recorded in the Station Diary with a brief note on the efficiency and speed of the turn-out.

P.G.O. No. 315

SECURITY – EMERGENCY TURN-OUT

Comment [U242]: New PGO. Bold, align right, increase space below and above heading

1. O/C. Stations are responsible that sufficient numbers of police are sent at once to the scene of all serious crimes, fires and other serious incidents to :-

   (a) control crowds;

   (b) cordon off areas;

   (c) direct traffic;

   (d) prevent looting and unauthorized entry to burning or damage premises;

   (e) ensure that there is no interference with police investigation teams, firemen, doctors, etc., on duty at the scene;

   (f) generally protect life and property.

2. As soon as an O/C. Station receives a report of a serious crime, fire or serious incident, he will at once take all possible action to comply effectively with paragraph 1 and will, at once :-

   (a) muster whatever members of the Force who are immediately available and send them to the scene;

   (b) turn out the Field Force , if available, in his area;

   (c) if no Field Force personnel are available, organize whatever additional reinforcements can be provided from his own resources and dispatch them to the scene;

   (d) notify his Regional Commander;

   (e) ask his Regional Commander for reinforcements if he cannot take effective action with the resources at his immediate disposal.

3. Field Force Units are available for immediate call-out at all times and must be used without hesitation, particularly in built-up areas.

4. Regional Commanders will issue suitable Standing Orders governing the turn-out of Field Force Units stationed in their Region

P.G.O. No. 316

SECURITY – PROTECTION OF V.I.Ps

Comment [U243]: New PGO. Bold number. Increase space below and above heading

1. Every Commanding Officer is generally responsible to the Inspector General for the effective passage of the President and all Very Important Persons (V.I.Ps) living in or passing through their respective commands. Regional Commanders will take such security measures as may be ordered by the Inspector General and will in every case satisfy themselves that adequate protection is given to the President and/or V.I.P. whilst in or passing through their commands.

2. Details regarding implementation of protective security measures will be issued by Inspector General from time to time.

P.G.O. No. 317

SECURITY – REGIONAL EXERCISES

Comment [U244]: New PGO. Bold. Increase space below and above heading

1. Regional Commanders shall hold half-yearly Regional Security Exercises based on realistic situations devised by them, to practise all or part of :-

   (a) the Police Action scheme;

   (b) the Internal Security Scheme;

   with particular emphasis on the manning of vital points. In addition, "Attack-on-Station" and "Blocking" exercises (*vide* P.G.O. NO. 314 and P.G.O. No. 318) shall also be practised.

Comment [U245]: Delete (e), align this text to the left, to be like 1 above.

2. Care shall be taken to ensure that these exercises neither cause alarm nor interfere in any way with the public.

3. The following shall take part :-

   (a) all Stations within easy reach of Regional Headquarters;

   (b) Field Force Units;

   (c) All District Headquarters' Stations, together with any other nearby Stations which can be usefully included;

   (d) All available Special Constables.

4. Regional Commanders must decide for themselves what type of exercise is appropriate to each of their districts. Full scale exercises will usually be necessary for important districts such as Moshi and Iringa, but small communications' revealed by these exercises.

5. Operation Rooms shall always be fully manned during exercises and particular attention shall b e paid to police communications systems and to operation room efficiency. Immediate action shall be taken to rectify any faults or shortcomings revealed by these exercises.

6. O/C. Districts and Field Force Units shall forward written reports on all security exercises to their Regional Commanders and the latter shall submit half-yearly regional appreciations to the Inspector General. Special mention shall be made of any parts of the schemes which have been found to be unworkable or unsound.

7. These exercises may be organized in conjunction with those required under P.G.O. Nos. 318, 314 and 313

P.G.O. No. 318

SECURITY – ROAD BLOCK EXERCISES

Comment [U246]: New PGO. Bold. Increase space below and above heading

1. Regional Commanders shall ensure that every District is provided with a set Security Scheme, laid down as a Standing Order with the following aims and objects :-

   (a) to prevent the entry of criminals, bad characters, etc., into the District Headquarters' town.

   (b) To prevent the exit of wanted persons, prison escapees, etc., known to be inside the District Headquarters' town.

   (c) To prevent the entry and/or exit of wanted or suspected persons across the frontier (Frontier Stations, only, concerned)

2. Regional Commanders are responsible that their schemes are workable and up to date and that practice "blocking" operations are held, at least one per quarter by all concerned. Only District Headquarter Stations and Stations near the frontier are affected by this Order.

P.G.O. No. 319

WARRANTS (CIVIL) OF ARREST

Comment [U247]: New PGO. Bold. Increase space below and above heading

1. Most Magistrates Courts have their own process servers who will normally execute all civil warrants of arrest. In special cases when no process sever is available, a Magistrate may direct the police to execute a civil warrant.

2. Execution of civil warrants of arrest will be effected in accordance with paras. 1-13 of P.G.O. No. 320.

3. Particulars of civil warrants will normally be entered in Station Warrant Books (PF. 54), but Commanding Officers will arrange for separate Criminal and Civil Warrant Books to be kept in Stations which habitually execute a substantial number of civil warrants.

4. Plaintiffs in civil cases are required to deposit an amount with the Magistrate to cover the estimated costs of process. O/C. Stations will, therefore, keep a detailed statement of costs incurred n the execution of civil warrants of arrest. These will include the following charges :-

   (a) Hire of Police ;

   (b) Transport - G.N. 2606 of 1959;

   (b) Subsistence expenses; and

   (c) Rations to prisoners (P.G.O. No, 356).

Comment [U248]: This is wrong11 See attached format!!

5. A Judgment debtor may be arrested in execution of process at any hour and on any day and shall, as soon as practicable, be brought before the Court. Provided firstly, that for the purpose of making an arrest of a Judgment debtor no dwelling house shall be entered after sunset and before sunrise. Provided, secondly, that no outer door of a dwelling house shall be broken unless such dwelling house is in the occupancy of the Judgement debtor and he refuses or in any way prevents access thereto, but when the officer executing the civil warrant has duly gained access to any dwelling house, he may break open the door of any room in which he has reason to believe the Judgement debtor is to be found. Provided thirdly, that if the room is in the actual occupancy of a woman who is not the Judgement debtor and who, according to the customs of the country, does not appear in public, the officer executing the civil warrant shall give notice to her that she is at liberty to withdraw and, after allowing her reasonable time to withdraw, may enter the room for the purposes of making the arrest.

6. Whenever a police officer is detailed to execute a civil warrant of arrest for the payment of money and the Judgment debtor wishes to pay, in full, the amount (Judgment and costs) set out in the warrant, the officer shall immediately release the debtor and hand the money and warrant over to his O/C. Station who will make the necessary entry in Column 10 of the warrant of Book and send the money and warrant to the Court of issue. The signature of the Court clerk and seal of the Court must be obtained in Column 12.

7. O/C. Stations, when returning executed or unexecuted civil warrants to the Court

of issue, will attach to the warrant a statement of costs as set out in para 4 of this Order for the information of the Magistrate.

P.G.O. No. 320

WARRANTS (CRIMINAL) OF ARREST AND SEARCH

Comment [U249]: New PGO. Bold. Increase space below and above heading

1. The particulars of every warrant of arrest and warrant of search received by a Station and directed to that Station for execution shall be recorded in the Warrants Book (PF. 540) which will be maintained by the O/C. Station.

2. The warrant shall be stamped in the right hand top corner with the Station stamp and the Warrant Book number entered thereon.

3. Columns 1 to 9 of the Book shall be completed when the warrant is first received and Columns 10 to 12 when the warrant is executed or returned to Station/Court unexecuted.

4. O/C. Stations are personally responsible for the safe custody of all warrants from the time of issue until final return to Court. They may only permit their subordinate officers to hold warrants when actively engaged n their execution.

Warrants of Arrest

Comment [U250]: Subheading, align left, reduce space below,

5. A warrant of arrest may be directed to one or more police officers, or to one police officer or all other police officers of the area within which the court issuing the warrant has jurisdiction, or generally to all police officers of such area.

6. A warrant which has been issued against a person who has moved to another district will be returned to the court of issue under cover of a letter giving the residence of the person named thereon. The court will be requested to acknowledge receive any an entry will be made in Column 11 and the correspondence reference will be quoted.

7. When a warrant is handed over for execution, the signature of the officer receiving the warrant will be entered under Column 9.

8. The Police Officer who executes a warrant of arrest shall immediately, after execution, endorse on the back of the warrant the words "Executed at ..... (place) on ..... (date) at ..... (time) by ..... (number, rank and name of person executing)" and sign it.

9. An entry shall be made in the Report Book as soon as a warrant of arrest is either executed or returned to court unexecuted. Only a brief cross reference entry is necessary if the warrant relates to a previous entry in the Report Book, otherwise full details of the execution will be recorded.

10. As soon as a warrant is executed, Column 10 in the Warrant Book will be completed and the warrant returned to the court of issue properly endorsed by the executing officer. Should circumstances permit, the signature of the court clerk and seal of the court will be obtained in Column 12. Where warrants are returned to court by letter, it will be sufficient to quote the letter reference but in such cases a receipt must be contained from the court clerk and Filed in a safe place.

11. If the person named in the warrant cannot be traced within fourteen days of receipt of the warrant, it shall be returned to the court of issue by the O/C. Stations, and Columns 11 and 12 completed

12. Warrants pending execution shall be placed in an envelope to be affixed to the inside cover of the Warrant Book.

13. Both the register and warrants will be frequently checked by the O/C. District who will ensure that the provisions of the Criminal Procedure Act, Cap. 20 R.E.2002, Sections 100 to 117 are complied with.

Warrants of Search - Receipt of warrant

Comment [U251]: Subheading, align left, reduce space below,

14. Particulars of every warrant of search shall be entered in the Warrant Register of the Station where the premises to be searched are situated.

15. A warrant of search which is received by one station and concerns premises situated in another station area shall be returned to the court of issue with a covering letter and a receipt obtained from the court clerk. Columns 11 and 12 will be completed by the O/C. Station.

Execution of warrant

Comment [U252]: Subheading, align left, reduce space below,

16. Search warrants shall be executed in accordance with P.G.O. No. 226. The procedure set out in paragraphs 1-7 and 9-13 of this Order will also apply, except that :-

the Police Officer in charge of the party which executes a warrant of search shall, on completion of the search and before he leaves the premises searched, endorse on the back of the warrant :-

"Executed at ..... (place) on ..... (date) at ..... (time) by ..... list number, rank and name of all police in search party).

The following articles have been seized :-

and sign it. The owner or occupier of the premises searched shall then be requested to sign a statement in the following words which shall be recorded below the statement mentioned approve :-

"I am satisfied that only the above articles have been removed from the premises by the police search party".

If he refuses to sign this statement a record to that effect shall be made at the back of the warrant by the officer-in-charge of the search party. A copy of the list of seized articles shall be given to the owner or occupier of the premises if he so requires.

As soon as practicable, the executed warrant of search shall be returned to the issuing court and the property seized produced before the Magistrate for his inspection. Formal application shall then be made to retain the property

pending completion of investigations vide Section 44 of the Criminal Procedure Act, Cap. 20 R.E. 2002.

Unexecuted warrants

Comment [U253]: Subheading, align left, reduce space below,

17. Unexecuted warrants of search will be returned to the Court of issue against receipt and Columns 11 and 12 of the register will be completed.

SECTION XII

POLICE BAIL AND BOND, PRISONERS MANAGEMENT AND SUPERVISION OF OFFENDERS

Nos. 351 – 370

P.G.O. No.	Title
351	Bail or Bond – Release On
352	Prisoners – Communication With
353	Prisoners – Custody of
354	Prisoners – Escort Of
355	Prisoners – Foreign Nationals – Arrest and Custody of
356	Prisoners – Police Witnesses – Feeding of
357	Prisoners – Property of
358	Supervision of Habitual Criminals – On Court Order
359	Supervision of Habitual Criminals – Without Court Supervision Order
360	
361	
362	
363	
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365	
366	
367	
368	
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370.	

BAIL OR BOND – RELEASE ON

1. Bail is a recognisance or bond taken by a duly authorised person to ensure the appearance of an accused person at an appointed place and time to answer to the charge made against him. Bail may be granted by a Court and, in some cases, as set out below, by the O/C. of a Police Station.

2. A prisoner may be released on his own bond or one or more sureties may be required in addition to his own bond. Such sureties are termed “bails” or “bailsmen” and they are responsible in the amount fixed for the prisoner’s attendance in Court. Usually, two householders are accepted as “bails” provided the police officer is satisfied that they are able to honour the sums in which they are bound. A person bailed to appear is by law in the custody of his sureties and they may arrest him either with or without warrant if they fear his escape and bring him before a Magistrate, thereby clearing themselves of their obligation.

3. Sections 30 (2), 34 and 123 of the Criminal Procedure Act, Cap. 20 R.E. 2002, deal with the release by certain police officers of prisoners charged with offences other than the offences of murder or treason on bail/bond. Where police officers are given a clear direction in law in the matter, i.e., where the word “may” is used as in Section 123, bail should not normally be refused save in the following circumstances :-

(a) Where there is reason to believe that the accused will abscond.

(b) Where there are good grounds for believing that after such release, either the course of the investigation or the witnesses will be interfered with. A mere suspicion or fear alone is not sufficient to oppose bail on these grounds. It is necessary to have evidence available supported by affidavits for production in court at a later date should an appeal be lodged against a police officer’s refusal to grant bail.

(c) Where the accused has a long record of previous convictions.

(d) Where there are reasonable grounds for believing that a breach of the peace is likely to occur if the accused is released on bail.

(e) Where there are reasonable grounds for believing that the person will attempt to take his own life or do some serious injury to himself.

(f) Where reputable guarantors are not forthcoming.

4. Police officers are to be careful to note, however, that special instructions apply to the granting of bail under sections 30 (2) and 34 of the Criminal Procedure Act, Cap. 20 R.E. 2002.

5. With regard to Section 30 (2) there are two conditions present for the granting of bail :-

(a) The ascertainment of the prisoner’s true name and residence.

(b) The execution of a bond with or without sureties.

6. In section 34 (1), bearing in mind the use of the word “shall” in the sub-section, it will be seen that there are two conditions governing the release of prisoners who cannot be produced before a court within twenty four hours of their arrest, viz :-

(a) The offence must not appear to the officer concerned to be of a serious nature.

(b) The prisoner must be in a position to execute a bond for a reasonable amount with or without sureties.

7. (a) A person arrested on warrant shall not be released on bond or bail unless an order to that effect has been endorsed on the warrant of arrest by the court issuing such warrant. The endorsement shall state :-

(i) the number of sureties;

(ii) the amount in which they and the person for whose arrest the warrant is issued are to be respectively bound; and

(iii) the time at which he is to attend before the court.

(b) Whenever security is taken under this paragraph, the officer to whom the warrant is directed shall forward the bond to the court issuing the warrant. Section 103 of the Criminal Procedure Act, Cap. 20 R.E. 2002.

8. (a) A person arrested without a warrant may be released on bail/bond in accordance with para 1 and provided that the following conditions are met :-

(i) If he is person of property he may be released on his own bond.

(ii) If he is not a person of property he may be released on his own bond with one or more sureties.

(iii) If the person arrested has neither sureties nor property, the O/C. Station shall insist on cash bail.

(b) The amount of bail shall be sufficient to ensure the appearance in court of the person arrested, but shall not be excessive.

Cash Bail

9. (a) Cash Bail Receipt Books will be taken on charge in the register of accountable counterfoil books and issued to O/C. Stations. Unused receipt forms will be included in the monthly return of unused counterfoils, as submitted to the Revenue Officer/Sub-Accountant.

(b) O/C. Stations, when bail money is deposited, will complete Part I of the receipt and hand the original to the depositor.

(c) As soon as possible thereafter, the bail money will be paid in to the Revenue Officer/Sub-Accountant, crediting "Deposits-Bail Money" Code 443-15. Part II of the receipt form will then be completed and the E.R.V will be posted on the reverse of the triplicate copy. The duplicate will be placed in the case file.

(d) Repayment of bail deposit will be effected by a payment voucher on production of the original cash bail receipt which will accompany the voucher. The voucher will be debited to "Deposits – Bail Money" Code 443 – 15. Part III of the receipt will then be completed and the signature of the bailee obtained thereon.

(e) Should the bailee fail to surrender his bail, a warrant of arrest will be obtained from the Court. The bail money will remain on deposit with the Revenue Officer/Sub-Accountant.

(f) The contents of the Bond and Cash Bail receipt forms must be explained, in Swahili if necessary, to each person released on bail. It must be made clear that the sum deposited is in no sense a penalty or fine, but is taken solely to ensure appearance before the court and that the whole sum will be returned to him on the fulfilment of the obligation.

10. O/C. Stations are responsible for discharging "Bailsmen" from all bail/bond liability in respect of cases which are not taken to court.

PRISONERS – COMMUNICATION WITH

1. No member of the public, with the exception of those persons enumerated in the following paragraphs, shall be permitted to interview prisoners in cells.

2. In special cases, such as the detention of juveniles, relatives may be permitted to interview a prisoner on compassionate grounds, **BUT ONLY WITH** the permission of a Gazetted Officer or O/C. Station if no Gazetted Officer is available.

3. (a) By arrangement with the officer-in-charge of the case, the following person may also be permitted to interview prisoners in cells :-

(i) Advocates and their accredited clerks.

(ii) Consular authorities, if one of their nationals is under detention.

(b) All such interviews are subject to the following conditions:-

(i) The prisoner shall be asked by the police if he wishes to be interviewed and the interview shall not be permitted if the prisoner does not want it;

(ii) The interview shall be held at a time and date which does not in any way interfere with police investigations;

(iii) Interviews shall always be held in the view of a police officer, but only within his hearing if the prisoner or interviewer so requests;

(iv) An advocate's clerk must produce a written authority from his principals before he may be granted an interview;

(v) An advocate's interpreter has no right to an interview unless he is also employed as a clerk and produces a written authority from the advocate who employs him; and

(vi) If an advocate is briefed by a prisoner's friends or relatives without his knowledge, the prisoner shall be so informed by the police in order that he can request or refuse an interview as he sees fit.

4. Letters shall not be accepted or delivered to prisoners in police custody, nor shall prisoners be permitted to dispatch letters. O/C. Stations will, however, arrange for the transmission of all reasonable verbal messages from prisoners to their friends or relatives.

5. No person shall be permitted to speak with or pass any message or articles to any prisoner on the way to or from Court, or while present in Court.

PRISONERS – CUSTODY OF

Responsibility for Custody or Prisoners

1. (a) The Charge Room Officer is responsible for the safe custody of all prisoners in cells and no prisoner shall be removed from cells except with his permission.

(b) The Duty N.C.O. is responsible to the Charge Room Officer for the safe custody of prisoners detained in cells located in Police Lines, etc.

(c) No prisoner shall be removed from cells wherever they may be located without prior permission from the Charge Room Officer.

Record of Detention

2. (a) A Detention Register (PF. 20) shall be maintained at every Station and in the Guard Room of every Lines with cells in which prisoners are detained.

(b) As soon as a prisoner is to be detained in a police cell, the Charge Room Officer, assisted where necessary by the O/C. Station, shall, be sent at once, under escort, for medical examination by a Government doctor or dresser.

(c) Insensible persons taken into police custody will not be placed in cells until examined by the senior officer available in the Station and the latter will take steps to ensure the attendance of a doctor or dresser in cases where medical attention or removal to hospital appears necessary. This does not, however, apply to intoxicated prisoners who will be detained in cells unless the O/C. Station considers medical attention necessary.

Segregation in Cells

4. (a) Females:-

(i) Female prisoners shall be placed by the O/C. Station in the personal custody of a policewoman, or if none is available, a suitable police officer's wife, unless, having regard to the character of the prisoner or the offence with which she is charged, there is a need to accommodate her in a police cell;

(ii) Female prisoners shall not be detained in cells in which a male prisoner is confined. Cells occupied by females shall, if possible be screened to ensure reasonable privacy;

(iii) When female prisoners are removed from cells to perform their ablutions or, if they complain of illness, a policewoman or, if none is available, a suitable female, must be called in attendance;

(iv) Police officers will not enter a cell in which a female prisoner is detained unless accompanied by a responsible adult female or by a second police officer;

(v) O/C. Stations will ensure that not less than two police officers are together on Police Station duty whenever a female is detained in the cells;

(b) Juveniles:-

(i) Juvenile prisoners shall not be confined in cells unless, having regard to the character of the prisoner or the offence with which they are charged, it is considered absolutely necessary to detain them in a cell; and

(ii) When juveniles are detained in cells the O/C. Station will take steps to ensure, as far as practicable, that the juvenile is not confined with an adult prisoner.

(c) Dangerous and Lunatic Prisoners: –

Dangerous, lunatic and latter class prisoners shall, if possible, be confined in separate cells;

Maximum Number of Prisoners in any one Cell

5. (a) Under normal practice, two prisoners should not normally be confined together in one cell. Compliance with this rule is sometimes impracticable due to lack of cell space, but every effort shall be made to observe it, particularly when only a few prisoners are under detention (e.g. if their are two cells and four prisoners to be detained, three prisoners will be detained in one cell and one in the other).

(b) O/C. Stations are responsible that police cells do not become dangerously overcrowded and will, whenever possible, arrange for the transfer of excess prisoners to another police station or temporarily to other *secure* accommodation in the Lines or in the Local Authority lock-up, etc. An adequate police guard shall always be placed on prisoners who are detained outside recognised police cells. O/C. Stations will, at once, report all cases of dangerous overcrowding of cells to their O/C. Districts and the latter will ensure that suitable alternative detention arrangements are made.

Record of Prisoners' Movements

6. The Charge Room Officer, O/C. Station or Duty N.C.O. in the case of prisoners detained in Lines, shall record the exact time of every prisoner's removal from, and return to, cells in the Detention Register. Visits to latrines inside the Station building need not be recorded. It is a very serious offence to remove a prisoner from cells without recording the removal in the detention register.

7. Whenever a prisoner is transferred from the Police Station cells to cells in the Lines, a record of such removal shall be entered by the Charge Room Officer in the appropriate column of the Station Detention Register and the prisoner's particulars shall then be transferred to the Lines Detention Register to be maintained by the Duty N.C.O. The same procedure shall be followed in reverse whenever a prisoner is transferred back from the cells in the Lines to the cells in the Police Station.

Record of Prisoner's Final Departure from Police Custody

8. (a) When a prisoner finally leaves police custody, the date, time and reason for his departure shall be entered under the appropriate headings in the Detention Register and a red ink line drawn diagonally from left to right through the entry referring to that prisoner to signify his release from custody. If the prisoner return to police custody after the entry recording his detention has been closed, a new entry shall be made in the Detention Register.

(b) Where the prisoner is known to have a previous criminal record and/or there are reasons to believe that he is recalcitrant or likely to attempt escape or to be in any way a difficult prisoner, the officer i/c. Prisons into whose custody he is committed will be advised accordingly. Similar action will be taken if the prisoner is concerned in a serious crime.

Hourly Inspection of Prisoners in Cells

9. The Charge Room Officer or Duty N.C.O. shall visit and inspect all prisoners in cells once per hour and shall record each visit in the Station Diary stating number of prisoners under detention and whether or not everything is in order.

Special Cell Inspection of Prisoners who are Insensible through Intoxication

10. Any person in cells who is insensible through intoxication will be visited at least once every half-hour by the Charge Room Officer or duty N.C.O. Each visit will be the subject of an entry in the Station Diary.

Daily Cell Inspection by O/C. Station

11. The O/C. Station shall inspect all cells each morning at 0800 hours and make sure that no prisoners are unlawfully detained. He shall ensure that no prisoner is normally detained for more than 24 hours without an appearance before a Magistrate. In Class "A" Stations he shall examine cells again after prisoners have gone to court and check all persons remaining therein against the entries in the station and Lines Detention Registers. He shall, at once, report details of any prisoner detained in cells for more than 24 hours to his O/C. District and ask for instructions. Every effort shall be made to avoid detention in excess of 24 hours.

Custody of Cell Keys

12. The Charge Room Officer or Duty N.C.O. shall retain all cell keys in his personal possession while on duty. He shall only surrender the keys to his relief or to an N.C.O. or other senior officer who is authorised to visit the cells.

Handing over Charge Room Duty and Cells

13. (a) When Charge Room Officer finishes his tour of duty he shall hand over custody of all prisoners detained in cells to his relief. The latter shall check all prisoners detained in cells in the station and lines against the entries in the Detention Registers. If the cells in the Lines are too far from the Police Station to permit a quick visual examination, he will check by telephone with the Duty N.C.O. and ensue that all prisoners are accounted for. When he is satisfied that all is in order, he shall enter the total number of prisoners in the Station Diary and assume responsibility for them. He shall then take over the keys of the Station cells from the outgoing officer against an entry in the Station Diary.

(b) When the Duty N.C.O. responsible for the safe custody of prisoners detained in cells located in Police Lines finishes his tour of duty, he shall hand over custody of such prisoners to his relief. The latter shall check the prisoners against the entries in the Detention Register and when satisfied that all is in order, he shall enter the total number of prisoners in the Lines Station Diary and assume responsibility for them. He shall then take over the keys of the cells from the outgoing duty N.C.O. against an entry in the Station Diary.

Prisoners to Latrines

14. If no cell latrines are available, prisoners shall be taken under escort, as set out under P.G.O. No. 354, to the nearest latrine inside the Station. Prisoners arrested for serious crimes or prisoners who might possibly be violent or dangerous shall not be taken outside their cells to obey calls of nature; in such cases a latrine bucket, with a cover, shall be placed inside the cell. An adequate guard must be provided whenever buckets are taken in and out of cells.

Violent Prisoners

15. (a) The O/C. Station, or, if absent, the Charge Room Officer, shall arrange for a continuous watch to be kept on the following classes of persons detains in cells:-

(i) Those known or reputed to be violent, dangerous, or to have attempted suicide or escape.

(ii) Special cases at the request of a senior officer.

(b) Strict precautions shall be taken to guard against escapes from cells which are not completely secure and which either contain dangerous or violent prisoners, or are crowded with prisoners who might attempt to break out when the cell doors are opened. In all such cases, O/C. Stations are responsible that *adequate* police guards are posted on the cells.

Sick Prisoners

16. (a) Prisoners who appear to be ill shall, if possible, be removed under escort to hospital. If no hospital is available, the nearest dresser shall be called in to prescribe treatment.

(b) If the prisoner is detained in hospital, arrangements shall be made by the O/C. Station with the Medical Officer for a police guard to remain in attendance throughout the hospitalisation of the prisoner.

(c) Prisoners detained in hospital will be released on police bail whenever permissible within the terms of P.G.O. No. 351. Where this is inadvisable the hospitalisation of the prisoner will be reported to a Magistrate at the earliest opportunity and arrangements made (subject to the advice of the Medical Officer) for the person to be formally charged before a Magistrate and remanded into prison hospital custody or released on Court bail.

Escorts

17. Every police officer who removes a prisoner from cells is personally responsible that he has enough police assistance at hand to prevent violence or escape. O/C. Stations and Investigating Officers will comply with P.G.O. No. 354 and ensure that an adequate escort is provided when dangerous criminals or a number of prisoners are moved in or out of cells. The escort will remain until the prisoners are safely disposed of and the cell door(s) locked.

Cleanliness of Cells

18. (a) Every O/C. Station shall inspect the cells in his station, whether occupied or not, once per day to ensure that they are clean and that sanitary arrangements are satisfactory. Cells, latrines and urinals shall be washed out and disinfected not less than once per day at frequent intervals.

(b) The Duty N.C.Os shall inspect the cells in Lines in the same way as outlined in sub-para. (a) above.

(c) O/C. Stations are responsible for ensuring that all cells are white washed and decontaminated at frequent intervals.

Contents of Cells

19. Cells shall be furnished in accordance with instructions to be issued by the Inspector General from time to time based on applicable rules on prisoners accommodation.

Duplicate Cells Keys

20. Duplicate keys to all cells shall be properly labelled and kept in a safe or under lock and key by O/C. Districts or O/C. Stations.

Feeding of Prisoners

21. Prisoners in police custody will be fed in accordance with P.G.O. No. 356.

Private Food for Prisoners

22. Food supplied by friends and relatives may be accepted between 0800 hours and 2000 daily, but will not be given to any prisoner without the permission of the O/C. Station and until it has been searched by the officer on Charge room duty for money, letters, tools, drugs and other improper articles.

III-treatment of Prisoners

23. III-treatment of prisoners and accused persons is strictly forbidden. Offenders shall be reported, without delay, to the Inspector General and will be liable to instant dismissal.

Prisoners not to be employed

24. Prisoners in police custody will not be employed on any work other than the cleaning of cells and bedding.

Complaints by Prisoners

25. Where prisoners wish to lay a complaint, the O/C. Station will be informed at once. He will record the complaint in the Station Diary or in the Report Book if an offence is alleged and will enquire into it and take whatever corrective action he considers necessary.

General Supervision

26. Visiting Gazetted Officers and Inspectors shall always examine the cells and the Detention Register to ensure that the procedure laid down in this Order is properly carried out.

PRISONERS – ESCORT OF

1. An adequate police escort shall always be provided to guard prisoners who are moved out of cells.

2. Escorts shall, whenever possible, be provided on the following scale:-

For 1-3 prisoners	2 P.C.s
For 4-6 prisoners	1 N.C.O and 2 P.C.s
For 7-10 prisoners	1 N.C.O. and 4 P.C.s
For 11-15 prisoners	1 N.C.O. and 6 P.C.s

3. Every escort shall be under the direct command of the senior member thereof who shall be detailed as officer in charge of the escort by the O/C. District or Station before the escort goes out. If for any special reason, the officer in charge of the escort is not nominated, the senior member of the escort shall automatically assume command. Officers in charge of escorts are held responsible for the good behaviour of the police personnel under their control.

4. Each member of the escort shall be armed with a rifle and five rounds in the magazine. No round shall be carried in the breech. The safety catch shall be applied. The officer in charge may be armed with a loaded revolver if trained in its use.

5. No member of the escort may leave the escort without the permission of the officer in charge of the escort.

6. The escort shall not permit any unauthorised person to communicate with prisoners at any time.

7. Whenever it is necessary to move prisoners over a long distance entailing stops for meals and rest, the officer in charge of the escort will lodge his prisoners in the nearest Police Station, or Local Authority lock-up. Where no such lock-up is available and a stop is made for meals, sleep or other purpose, he is responsible for posting sufficient sentries to prevent escape, injury or suicide.

8. All claims for safari allowances for police officers escorting prisoners to prison will be handed to the Officer-in-Charge of the prison concerned for payment.

9. At least one police constable will guard any prisoner who wishes to obey a call of nature. He must not release his hold on the prisoner until he has brought him back to the escort, except that where a prisoner wishes to excrete, the guard will face the prisoner and stand over him. The greatest care shall be taken to prevent escape in such circumstances.

10. When it is necessary to move prisoners, e.g. to or from court, etc., they will, whenever possible, be conveyed in police transport.

11. In no circumstances may unescorted prisoners be moved by air. Movement of prisoners by air is normally forbidden. Only in special circumstances, and with the approval in each case of the Director of Criminal Investigation, may a prisoner and escort travel by air.

12. Disciplinary action will be taken against any police officer who, by carelessness or lack of vigilance, permits a prisoner to escape.

Use of Handcuffs

13. Male prisoners arrested for serious offences or male recidivist shall always be handcuffed. Important prisoners should be handcuffed to members of the escort. Prisoners shall be handcuffed together if the escort is not strong enough to guard them securely.

14. Male prisoners who appear dangerous or likely to escape shall be handcuffed, regardless of the offence involved.

15. (a) Women shall never be handcuffed unless dangerous to themselves or to others.

(b) Children shall never be handcuffed.

16. Prisoners shall not be kept handcuffed on board moving boats or ships or aircraft. They should be escorted on board handcuffed, but the handcuffs shall be removed as soon as the vessel or aircraft gets under way. The handcuffs shall be replaced just before the aircraft lands or the vessel ties up and is in contact with the land.

Escorting of Juveniles

17. Attention is drawn to the provisions of the Children & Young Persons Act, Cap. 13 R.E. 2002. Juveniles must not be escorted in company with adults charged with or convicted of any offence other than an offence with which the juvenile is jointly charged or convicted. Even where a juvenile is jointly charged or convicted of an offence with an adult, care should be taken to ensure that the juvenile is protected considering his age and vulnerability.

Escorts – Persons under arrest by Court Warrant

18. Officers in charge of police are reminded that the Force is obliged to execute all warrants lawfully issued. Escorts of persons arrested under Court warrant may, on occasion, have to be undertaken by police.

19. All O/C. Districts will ensure that close liaison is maintained with the Court authorities in this matter.

PRISONERS – FOREIGN NATIONALS – ARREST AND CUSTODY OF

1. Tanzania has treaty agreements with a number of foreign which provide for the communication of information concerning arrest and detention of their nationals.

2. The foreign states include:-

Belgium	Netherlands
France	Portugal
Germany	Spain
Greece	Switzerland
Italy	United States of America

3. O/C. Stations will, therefore, inform their O/C. Districts by the quickest possible means whenever a national of any of the above foreign countries either arrested or sentenced to a term of imprisonment after convictions summons. *No action is necessary* for summonses which do not result in or imprisonment.

4. O/C. Districts, after enquiring into the reason for arrest or detention shall send a priority telegram/signal to the Director of Criminal Investigation giving the following information :-

(a) Full name and address of person

(b) Nationality.

(c) Offence with which charged or convicted.

5. The Director of Criminal Investigation, on receipt of such information shall telephone a Consular Officer of the State to which the prisoner belongs and inform him of the arrest/detention, giving him particulars of the charge conviction.

PRISONERS – POLICE WITNESSES – FEEDING OF

General

1. O/C. Stations will arrange, where possible, for a local contractors to supply meals to police witnesses and prisoners. Where a contractor is not available, rations may be supplied by police officers' wives at the rate and scale quoted below.

2. Costs per person per day will not normally exceed the prescribed rate.

3. The scale of rations will follow as closely as possible that laid down in Ration Scale III of the Prisons Act, Cap. 58 R.E. 2002 which is summarised at Appendix "A".

4. Rations will be provided under arrangements made by O/C. Stations at the most economical rate consisted with reasonable quality and quantity, in accordance with the racial custom of the prisoner.

5. Rations will be ordered on the Meal Order Form (PF. 36), duly completed in duplicate and signed by the O/C. Station. One copy of PF. 36 will be handed to the contractor and the duplicate copy will be retained for checking purposes.

6. Contractors and/or police wives will submit their bills at the end of each month. No bills will be paid unless supported by a PF. 36. These will be checked by the O/C. Station against the duplicate copies of PF. 36. O/C. Stations will endorse the PF. 36 as correct before payment is authorized. O/C. Station will then prepare a payment voucher debiting "Rations to Police Witnesses", PFs. 36 will be attached and forwarded to the Regional Police Commander or O/C. District, who will pay from imprest or through the Ministry of Public Security and Safety, as the case may be.

Police Witnesses' Meals

7. For the purpose of this Order, a police witness is a person called to a Police Station for the purpose of an enquiry or investigation.

8. A police witness may be granted rations or a ration allowance in the following circumstances:-

(a) If the place where he normally lives or eats is a considerable distance from the Police Station.

(b) If he spends more than four hours in a Police Station.

9. (a) Cash in lieu of rations will only be provided in the authority of the O/C. Station, who may authorise payment in accordance with the scale laid down by the Government.

(b) Allowances will be paid from the "Rations to Police Witness".

10. When an Investigating Officer considers a witness is entitled to rations, he will prepare PF. 36 in duplicate for the required number of meals in accordance with paragraph 5.

Police Prisoners' Meals

11. Prisoners will be provided with meals at the following times only:-

Breakfast - 0630 to 0730 hours

Lunch - 1200 to 1300 hours

Supper - 1800 to 1900 hours

12. (a) The Charge Room Officer will prepare PF. 36 showing the number of meals required.

(b) The O/C. Station or other officer detailed by him will check the number of meals ordered against the number of persons shown in the Detention Register, PF. 120. He will then sign PF. 36.

13. All meals supplied to prisoners will be recorded under the appropriate heading in the Detention Register, PF. 120.

14. O/C. Stations shall ensure that prisoners' meals are of the required quality and quantity.

15. (a) Meals will normally be eaten in the cells. They will be served in bowls and mugs as issued from Police Stores.

(b) Eating utensils will only be issued to prisoners who are not accustomed to eating with their fingers.

16. All bowls and utensils will be removed from cells on completion of each meal. They will be washed by the Station orderly and stored in a clean place. Cells must always be cleaned out after meals.

17. (a) Prisoners may be allowed food supplied by friends and relatives, subject to the permission of the O/C. Station.

(b) Before the food is passed to the prisoner it will searched by the officer on Charge Room duty for money, letters, tools, drugs and any other improper articles.

(c) Such food will be supplied only during the regulation meal hours.

APPENDIX "A"(To P.G.O. No. 356)

DIETARY SCALE FOR PRISONERS DETAINED IN POLICE CELLS

Breakfast:	
150 grams daily.	Maize meal/sorghum meal/millet meal (a)
300 grams daily.	Cassava/Potatoes/Plantain
30 grams daily.	Sugar

15 grams daily.	Salt
Main Menu:	
350 grams daily except on Sundays.	Maize meal/Sorghum meal/Millet meal (a)
350 grams on Sundays only	Rice
100 grams daily.	Beans/Dengu/Choroko/Kunde/Mbaazi (b)
150 grams in case of meat or 225 grams in case of fresh fish or 50 grams in case of dried fish or dagaa on Tuesdays, Thursdays and Sundays.	Meat/Dagaa/Fish
30 grams in case of oil or fat and 100 grams in case of groundnuts daily	Fat/Groundnut/Cooking oil (c)
100 grams daily.	Ripe Bananas/Apple/Pawpaw/Pineapple Guava/Mangoes
100 grams daily.	Green vegetables (d)
15 grams daily.	Salt
5 grams daily.	Curry powder
10 grams daily.	Onions

Notes on Scale III

(a) Maize/Sorghum/Millet may be whole or meal. If meal is machine-ground it must be freshly prepared. 250 grams of maize meal may be mixed with 100 grams of sorghum or millet meal.

(b) When meat, fish or dagaa is issued the scale shall be reduced to 50 grams.

(c) May be coconut, simsim, groundnut, cottonseed or palm oil, but palm oil is preferred.

(d) Green vegetables may include spinach (mchicha), leaves of cassava or cowpeas or pumpkin. It is essential to ensure that green vegetables are not overcooked so as not to destroy the vitamins and they must be consumed immediately.

Additional Notes:

(i) The officer-in-charge of Prisons shall make effort to ensure that dengu, choroko, mbaazi or kunde are substituted for beans as often as possible so that the prisoners are not fed with beans continuously.

(ii) Fruit should not necessarily be of one type for all the prisoners in a given day. Some prisoners may for example be issued with another type of fruit if there are not enough oranges for all prisoners.

(iii) When tomatoes are available, 30 grams per prisoner may be added for flavour to meat, fish, dagaa, beans, choroko, kunde or mbaazi.

(iv) 30 grams of cabbage (as opposed to Chinese cabbage) per prisoner may be added to meat, fish, dagaa, beans, choroko, kunde or mbaazi, but it should not be issued as green vegetable under the main menu because of its poor nutritive value.

PRISONERS – PROPERTY OF

1. Police powers of search arrested persons are laid down in Sections 23 and 26 of the Criminal Procedure Act, Cap. 20 R.E. 2002, and are quoted in full hereunder:-

"Search of Arrested 23. Whenever a person is arrested :-

(a) by a police officer under a warrant which does not provide for the taking of bail, or under a warrant which provides for taking of bail but the person arrested cannot furnish bail; or

(b) without warrant, or by a private person under a warrant and the person arrested cannot legally be admitted to bail or cannot furnish bail, the police officer making the arrest, or when the arrest is made by a private person, the police officer to whom he makes over the person arrested may search such person and place in safe custody all articles, other than wearing apparel, found upon him.

Power to seize offensive weapons 26. The officer or other person making an arrest may take from the person arrested any offensive weapons which he has about his person, and shall deliver all weapons so taken the Court or officer which or whom the office or person making the arrest is required by law to produce the person arrested".

2. All articles of property removed by the arresting officer from a prisoner before arrival at a Police Station shall be handed over as soon as possible to the officer on Charge Room duty.

3. Every police officer who hands over prisoner's property in accordance with para. 2, will require the Charge Room officer to certify, immediately below the list of property in his notebook, that every item has been correctly handed over: (*NOTE*: Officers who remove property from a prisoner at the time of arrest are required by para. 6 (c) of P.G.O. No. 272 to list such property in their notebooks).

4. Every prisoner to be detained in police cells shall be thoroughly searched as soon as he is brought into the station and the propriety of the arrest has been established. The officer on Charge Room Duty is responsible that this search is properly carried out and that every item of property is removed from the prisoner's possession. Whenever possible, the arresting officer shall perform the search.

5. Male prisoners shall be searched in the Charge Room. Female prisoners shall be searched by a policewoman or female searcher out of public view and with strict regard to decency.

6. (a) The police officer who searches a prisoner in the Charge Room shall remove every article of property in the prisoner's possession, except the clothes he or she is actually wearing, together with any belt, braces, girdle, tie, shoelaces or other article of clothing which could be used to commit suicide by hanging and hand same over to the officer on charge room duty.

(b) The officer on charge room duty will then check the prisoner's property in the presence of the prisoner and of the officer who effected the arrest and will enter each item, in ink or indelible pencil, on duplicate Prisoners' Property Receipt (PF. 63). He will sign both copies and will required one other police officer to witness his signature. The original copy of the receipt will be handed to the prisoner and the duplicate will remain in the Receipt Book.

(c) If the prisoner is illiterate in English, the description of the articles taken from him shall be written in Kiswahili. This will be read over to him and explained in the presence of the officer signing as a witness.

(d) When the prisoner has no property other than that which he is permitted to retain, a receipt will, nevertheless, be issued to him with the word "nil" entered thereon. The signature of a witness is necessary on all Prisoners' Property Receipts.

(e) All property taken from a prisoner will be parcelled up and labelled with a Prisoners' Property Label (PF. 167), showing the number of the receipt and the prisoner's name and then stored in a safe place. Any cash or valuables taken from a prisoner will be placed in a Valuable Property Envelope (PF. 166) and handed over to the O/C. Station for safe custody in the safe or cash box.

(f) Articles of prisoners' property which are required as exhibits in a case shall also be entered in the Exhibits Register and a note to that effect made on both copies of the receipt.

7. When a prisoner leaves police custody on conviction, remand or discharge, his property, with the exception of those items which are required as exhibits (*vide* para. 6(f)), will be handed back to him and he will be required to acknowledge receipt, by signature, or thumbprint, on the reverse side of the duplicate receipt in the Receipt Book. Not less than two police officers will also sign the duplicate receipt as witness that the property has been correctly handed over. The original coy of the Receipt will be taken from the prisoner and will be pasted on to the corresponding duplicate coy in the receipt book.

8. The officer on Charge Room Duty is responsible for the safe custody of all prisoners' property held in the Station. At the end of his tour of duty he shall hand over custody of all prisoners' property to his relief who shall check the property against the duplicate Prisoners' Property Receipts and then note in the Station Diary if the property is correct. The relieving officer shall report any deficiencies to the senior police officer in the Station and shall not accept the property into his custody without further instructions.

9. The senior police officer in the Station on receipt of a report of deficiency in prisoners' property will:-

(a) make an entry in the Report Book of the report;

(b) open a case file;

(c) initiate immediate investigation in to the report; and

(d) inform his O/C. District.

SUPERVISION OF HABITUAL CRIMINALS – ON COURT ORDER

The Law

1. The law relating to police supervision is set out under sections 341, 342 and 343 of the Criminal Procedure Act, Cap. 20, R.E. 2002, and the Criminal Procedure (Police Supervision Rules), 1952.

2. The main object of a Supervision Order is to provide the police with the legal means of exercising supervision over habitual criminals and, in particular, burglars and house-breakers in order that they may be prevented from following a career of crime.

Definition of Habitual criminal

3. For the purposes of this Order, habitual criminal shall include thieves, breakers, receivers, pickpockets and confidence tricksters who have been convicted on three or more occasions for serious offences against property.

When Application for supervision order is to be made

4. Where an alien "Habitual Criminal" having no fixed abode is convicted before a subordinate Court of a serious crime, particularly burglary, house breaking, warehouse or shop breaking, the police prosecutor shall make application to the Court for an order of police supervision against the prisoner.

Method of Application

5. (a) The Police Prosecutor shall make his application for a Supervision Order *before the subordinate Court proceeds to sentence the prisoner.*

(b) Should the Court agree to the application, the prosecutor will request the Court to order that the supervisee must reside in an area where employment is available or where relatives are known to live (unless there are strong administrative or police reasons to the contrary).

(c) Where the court of its own accord makes a supervision order directing that the person convicted shall be subject to police supervision on the expiration of his previous sentence, Police Prosecutors must be prepared to make recommendations as to where the supervisee should reside.

Duties of the court when making order for supervision

6. At the time of making the order it is the duty of the court, under section 342 (1), to specify the conditions of such supervision and inform the prisoner accordingly. Prosecutors must draw the attention of the trial Magistrate to this duty if it is overlooked. This is important as failure may result in the subsequent acquittal of a supervisee charged with failing to obey the terms of his order of supervision.

Duties of Prosecutor when supervision order is made

7. When an order has been made, the prosecutor shall immediately apply to the court clerk for two certified copies of the Court Order (Judicial Form CF 28 (a)) and forward them to the Forensic Bureau.

Imprisonment of Supervisees

8. Arrangements have been made between the Inspector General of Police and the Principal Commissioner of Prisons (when prison staff permits) for all convicts subject to supervision to be transferred to the 1st Class Prison nearest to the district to which the supervisee is to report. The prison authorities will effect such transfers at least six weeks before the convict is due for release.

Documentation Procedure of supervisees

9. Two months prior to the release from prison of the supervisee, the Officer i/c Prisons will forward a record of Previous Convictions Form (PF. 18C) to the O/C. Forensic Bureau.

10. The O/C. Forensic Bureau, on receipt of PF. 18C will take the following action:-

(a) Prepare and forward to the Officer i/c prison responsible for the supervisee's custody:-
  (i) Supervisee's Identification Card (PF. 155), bearing the T.C.R.O. number;
  (ii) Receipt Form (F.B. 5) in triplicate; and
  (iii) Notification Form (F.B. 3).

(b) Forward to the Regional C.I.D. in whose Region the supervisee is to reside and report :-
  (i) copy of the Court Order (Jud. 28A);
  (ii) copy of the Notification Form (F.B. 3); and
  (iii) Criminal Record Form (PF. 18b).

11. The Regional C.I.D. Officer, within 48 hours of the receipt of the papers mentioned under paragraph 10(b) above, will:-

(a) advise the Officer i/c Prison by letter of the date and place the supervisee is required to report;

(b) prepare Police Supervision Sheet (P.F.21) in duplicate (one copy of which will be filed at regional Headquarters);

(c) forward the supervisee's file containing one copy of the Police Supervision Sheet (PF. 21) and copy of the Court Order to the District C.I.D. Unit or O/C. District in whose area the supervisee is to reside;

(d) return the Criminal Record Form (PF. 18b) to the O/C. Forensic Bureau.

(e) Write to the Regional C.I.D. Officer in whose Region the supervisee is sentence and ask him to arrange for the supervisee to be photographed, this will be done in the following manner :-
  (i) the Regional Scenes of Crime Unit (if there is one) will prepare four prints, send two to the Regional C.I.D. Officer requesting same to send the other two prints and the negative to the O/C. Forensic Bureau for filing; and
  (ii) if no scenes of crime unit is available, the negative will be sent to the O/C. Forensic Bureau with instructions to send two prints to the Regional C.I.D. Officer requiring them.

(f) On receipt of the supervisee's photographs send one print to the O/C. District C.I.D. and file one copy at Regional Headquarters.

12. The papers at paragraph 11(c) above shall form the supervisee's dossier and shall be held and maintained by the O/C. District C.I.D. Unit or where no C.I.D. Unit is established, by the O/C. District.. The regional C.I.D. Officer will also hold a copy of each supervisee's dossier. The dossier shall be given a reference number prefixed by the Station abbreviation as detailed in P.G.O. No. 359 followed by the category letters SHS (Supervisee History sheet), the supervisee's T.C.R.O. number and the District C.I.D. serial number, e.g. MOS/SHS/241/59/3, indicating that a dossier is maintained in Moshi for a supervisee whose identity card number is 241/59 and filed as Dossier No. 3 in the local C.I.D. Record Office.

13. An index of supervisees shall be merged with the nominal index maintained by District C.I.D. and Regional C.I.D. officers.

14. All correspondence relating to supervisees will bear their respective T.C.R.O. numbers and all copies of such correspondence and communications shall be sent to the Regional C.I.D. Officers and the O/C. Forensic Bureau.

Supervisees Board

15. (a) A supervisee Board showing "at a glance" the position of a supervisee will be maintained by District and Regional C.I.D. Officers in the form shown at Appendix "B". Each

supervisee will be the subject of a disc, one side of which will show the name, T.C.R.O. number dossier reference and date of expiry of supervision. a photograph of the supervisee will be affixed to the reverse of the disc.
(b) Discs of those supervisees in view will be placed on the "IN VIEW" section of the board, showing the personal particulars. The "OUT OF VIEW" supervisees will be shown by the reverse side of the disc displaying the photograph for all detectives to see.
(c) Re-convicted supervisees will be shown on the "IN PRISON" Section of the board with additional particulars of date of release from prison.

Supervision – Implementation of

16. Upon the release of a supervisee, it shall be the duty of the Regional C.I.D. Officer to ensure that the supervisee is immediately contacted and is aware of the conditions attaching to his supervision.

17. When a supervisee first reports to the Police station from which he is to be supervised, the O/C. Station will arrange for him to be viewed by all Station G.D. and C.I.D. personnel.

18. It shall then be the duty of the O/C. District C.I.D., or where no C.I.D. Unit is established, for the O/C. District to assign a detective of the C.I.D. Unit to be responsible for the supervision of the supervisee so that the detective so detailed may acquaint himself thoroughly with the habits, characteristics and associates of the supervisee.

19. The supervisee will be contacted at least once weekly at his home or place of employment both by day and by night, in addition to the voluntary reporting to the police station or native authorities. It shall also be the duty of O/C. District C.I.D. to ensure that supervisees living long distances from Police Stations and permitted to report to Local Authorities are visited by the native authorities at similar intervals and by C.I.D. personnel. A record of the visit showing the apparent mode and means of leaving and any other useful information on the supervisee will be made in the police officer's notebook and on his return to station, this entry will be copied into the supervisee's dossier.
NOTE: Supervision by Native Authorities is to be kept to the minimum and may only be permitted in cases of real hardship unless ordered by the Court making the Order.
20. The detective assigned to the supervisee will report particulars of contact with the supervisee weekly to his O/C. Station or C.I.D. Unit who shall record the particulars of the contact on the supervisee's sheet (PF. 21) in the dossier.

Permanent charge of Residence

21. (a) A supervisee may not transfer his place of residence from one District to another without the written consent of the Administrative Officer or O/C. of the District in which he is currently residing and on the Administrative Officer or O/C. of the District in which he intends to reside. (Section 342 (1) (b) and (c)).
(b) An application for charge of residence will be passed to the Regional C.I.D. Officer in whose region the supervisee is currently residing. This officer will refer the application to the Regional C.I.D. Officer nearest to the intended new place of residence or if the new place of residence is in the same region, to the relevant District C.I.D. Officer together with a copy of the supervisee's history sheet and the reasons for the desired change of residence.
(c) On receipt of the details referred to in sub-paragraph (b) above, the Regional/District C.I.D. Officer in whose area the supervisee desires to reside will ascertain the validity and/or desirability of the move of the supervisee into his area and will advise the Regional C.I.D. Officer in charge of the supervisee's current residential area, in writing, of his acceptance or otherwise.
(d) When a change of residence has been approved, in writing, by both officers, the Regional C.I.D. Officer in whose area the supervisee is currently residing, will ensure that due advance notification of the mode of travel and date and time of departure and estimated arrival is given to the receiving officer and will, if necessary, provide an escort.

(e) The supervisee's Regional/District dossiers will be forwarded to the receiving officer and where the new residence is in another region, the Regional C.I.D. Officer will follow the procedure set out in paragraph 11(c) above. The CO. Forensic Bureau will be advised by the receiving officer of the change of residence by letter.

Temporary change of residence

22. Where a supervisee is permitted to absent himself from his district for more than 30 days, his card, together with a letter in the form appended hereto at Appendix "A" will be sent to the district in which he intends temporarily to reside. This movement will be treated as a temporary transfer.

Breach of supervision order

23. Any breach of a Supervision Order shall be reported by an immediate signal to the CO. Forensic Bureau and the supervisee thereafter shall be treated as a wanted person under terms of P.G.O. No.37 and a Case File shall be opened without delay. The Regional C.I.D. Officer will, in these circumstances, return Form 28A to the CO. Forensic Bureau.

24. A supervisee shall be considered "Out of View" one month from the date upon which he was last seen, except in circumstances governed by written permission of absence.

Termination of Supervision

25. Upon expiry of a supervisee's period of supervision, the supervisee's card (PF. 155) will be withdrawn and forwarded to the Regional C.I.D. Officer who, after completing his records, will return the card to the CO. Forensic Bureau for destruction. The supervisee's dossier will be retained by the district and Regional C.I.D. Units and the supervisee treated as habitual criminal in accordance with P.G.O. NO. 359.

APPENDIX "A"To P.G.O. No. 358

To: The O/C. Police ..... District.

1. I have today given my written consent to the Police supervisee whose details are given below to proceed to your district and to reside there for a period of ..... days from today's date. I would request you to return the duplicate, duly completed, of this letter to me in due course.

2. Please inform me, by telegram, if subject does not report to you within seven days.

Officer i/c police ..... District

Date .....

Copy to: CO. Forensic Bureau.

C.R.O. No.....

Name.....

Tribe.....

Age.....

Description .....

.....
.....

Place which supervisee intends to visit .....

To: The Officer i/c Police..... District.

The above named supervisee reported his arrival in this district on .....

He resided at ..... and .....

During his stay in this district and he left for yours on ..... having been instructed to report to you within seven days.

Officer i/c Police ..... District

Date .....

Copy to: CO. Forensic Bureau.

APPENDIX "B" To P.G.O. No. 358
SUPERVISEES KILIMANJARO SPECIMEN I

DISTRICT	IN VIEW	OUT OF VIEW	IN PRISON
Mwanga	OOOOOOOOO	OOOO	
Moshi	OOOOO	O	
Hai	OOOO	OO	
Same	OOO		
Rombo	OOOOO	OOO	

APENDIX "B"
To P.G.O. No. 358
SUPERVISEES
MOSHI DISTRICT
SPECIMEN II

STATION	IN VIEW	OUT OF VIEW	IN PRISON
Central	OOOO	OO	
Majengo	OOO	O	
Himo	OOOOO	OOO	

SUPERVISION OF HABITUAL CRIMINALS – WITHOUT COURT SUPERVISION ORDER

General

1. Police supervision without a Court Order shall be exercised over habitual criminals by those

Police Stations in whose area habitual criminals reside or frequent.

2. The procedure for the supervision of habitual criminals on a court order made under Section 341, 342 and 343 of the Criminal Procedure Act, Cap. 20 R.E. 2002 is set out in Police General Order No. 358.

Definition of Habitual Criminal

3. For the purpose of this Order habitual criminals shall include thieves, breakers, receivers, prick pockets and confidence tricksters, who have been convicted on three or more occasions for offences under chapters XXVI, XXVII, XXVIII, XXIX and XXXI of the Penal Code, Cap. 16 R.E. 2002 and such Police supervisees, whom, upon expiry of a Supervision Order, the Regional C.I.D. Officer considers, should be treated as habitual criminals.

Selection and Documentation of Habitual criminals by Regional C.I.D. Officers

4. Regional C.I.D. Officers will examine Criminal Record Forms (PF. 18b) in order to select habitual criminals and will take the following action:-

(a) compile a dossier (PF. 26) in duplicate from the criminal's particulars set out in PF. 18b.

(b) endorse PF. 18b on the top left-hand corner with the station and number of the dossier and return PF. 18b to the Forensic Bureau.

(c) Give the dossier a reference number in the form laid down for Supervisee Dossiers (see P.G.O. No. 358) except that the category prefix will be H.C. (Habitual Criminal) and the number of the supervisee card omitted e.g. MOS/HC/5, will indicate that a dossier is maintained by District C.I.D. Moshi for an habitual criminal and filed as dossier No. 5 in the District C.I.D. Office.

(d) The dossier will be retained by the Regional C.I.D. officer until such time as he is informed through the medium of *The Police Gazette* of the date of release of the criminal, whereupon the original will be forwarded to the District C.I.D. Unit in whose area the criminal was last convicted or is known to reside.

Selection and documentation of Habitual criminals by District C.I.D. Officers

5. Where a habitual criminal is known to reside within the area policed by district C.I.D. and no dossier exists for that criminal, the District C.I.D. Officer will be responsible for preparing and maintaining a dossier (PF. 26) on that criminal and a copy of the PF. 26 shall be forwarded to the Regional C.I.D. Officers for his records.

6. Where the Regional C.I.D. Officer receives a copy of a district dossier and no record of the subject is available, he will advise the CO. Forensic Bureau and request details of criminal antecedents. The CO. Forensic Bureau will, when subject has been traced in the Forensic Bureau records, forward the P.F. 18b to the Regional C.I.D. Officer, who, after noting the details of the criminal's history and informing the O/C. District C.I.D. concerned, will return the PF. 18b to the Forensic Bureau in accordance with para 4(b) above.

7. Habitual criminals will be indexed in the Nominal Index (see P.G.O. No. 40) maintained by Regional and District C.I.D. Units.

Supervision of Habitual criminals

8. Each District C.I.D. Officer will ensure that every members of his unit has a complete knowledge of the residence, associates, characteristics of every habitual criminal in the area and that

regular contacts are made and recorded in the officer's notebook and in the criminals dossier in the same way as for supervisees under P.G.O. No. 358.

Transfers

9. Where a habitual criminal transfers his residence to another district/region, the District C.I.D. dossier will be sent to the Regional C.I.D. Officer who will forward both District and Regional dossiers to the Regional C.I.D. Officer in whose region the habitual criminal has taken up his new residence. Relevant information concerning such transfer will be communicated to the Forensic Bureau and will be recorded on the index cards of the habitual criminal and retained by the district and Regional C.I.D. units previously concerned.

Habitual criminals out of view

10. When a habitual criminal has been out of view for a period of thirty days or more, details of the subject will be sent to the Forensic Bureau for information.

SECTION XIII

TRAFFIC LAW ENFORCEMENT

Nos. 371 - 400

P.G.O. No.	Title
371	Traffic Forms-Use of
372	Vehicle Storage and Impound
373	Traffic Control
374	Traffic – Driving Under the Influence of Alcohol or Drugs
375	Traffic – Road Accident Investigations
376	
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TRAFFIC FORMS – USE OF

General

1. Printed Traffic Forms will be used by all Stations in the manner set out hereunder.

Warning Notice – Traffic (PF. 66)

2. To be used in all cases where the offence is not sufficiently serious to justify a prosecution. The original will be sent to the offender and the duplicate will be filed.

Traffic File (PF. 89) (Thick and Thin)

3. The thick Traffic File will be used in all cases of inquiry into traffic accidents and offences where the number of documents renders its use necessary, usually by virtue of the seriousness of the offence. The thin Traffic File will be used in simple cases where few documents have to be filed, Traffic Files will be maintained in accordance with P.G.O. No. 287 "Case Files and Minor Offence Dockets", the thick file as a Case File and the thin file as a Minor Offence Docket.

Particulars of a Road Accident (PF. 90)

4. To be used in accordance with paragraph 9 of P.G.O. No. 293 to supply Insurance Companies with particulars of road accidents which do *not* involve a criminal offence. Reports will be prepared in duplicate and one copy will be filed. (See also paragraph 14 of this order).

Request for information of Identity of Driver of Motor Vehicle (PF. 92)

5. This form to be addressed to the registered owner of any vehicle seen being driven by an unidentified driver in a manner which constitutes an offence. The scheduled seven days' time limit for the receipt of a reply may be extended according to circumstances. The duplicate PF. 92 shall be retained in the traffic file.

Vehicle Inspection Report Book (PF. 93)

6. For use whenever a motor vehicle is inspected by the police or by an authorized examiner either following an accident, a road check, or as a prerequisite for licensing. The report should be endorsed with the reason for the examination. The report (which is in book form) is completed in quadruplicate. The Original will be given to the vehicle owner or his representative and the duplicate and triplicate copies filed in the traffic file.

Notice to driver of Commission of Traffic Offence (PF. 101)

7. This form is normally used in connection with minor offences such as improper parking, licensing offences and causing obstruction in cases where the vehicle has been left and it is undesirable for the reporting officer to wait unduly for the driver's return to obtain his particulars. These forms are supplied in pad form and should be completed in duplicate, the original being attached to the vehicle in a conspicuous position (usually under the windscreen wiper) containing a request for the driver to contact the police to enable his name to be ascertained. The duplicate copy will be retained in the possession of the Traffic Officer for final filing in the traffic file.

Exceeding speed Limit Report (PF. 106)

8. One copy of this form (which is similar to PF. 108 but contains space for information essential to a successful prosecution) will be prepared for each offence and will be filed in the relevant traffic file.

Particulars of Motor Accident (PF. 107)
9. Officers proceeding to the scenes of accidents for investigation should carry a supply of these forms. As many actions as possible of this form should be completed at the scene or as soon as practicable afterwards to ensure that a record is made of all the essential information.

Report of Motor Offence (PF. 108)
10. One copy of this form will be prepared for each offence noted and the forms will be retained in the relevant traffic files. Copies of this form should be carried by motor traffic patrols and should be completed as soon as an offence is noted.

Notice of Intended Prosecution (PF. 109)
11. This notice is used to inform motorists of charges which the police intend to prefer against them so that they may have an opportunity for them to prepare their defence and to refute any allegations which might be made later of insufficient notice of prosecution. Its issue is confined for practical purposes to offending motorists whose address other than a post office box number is not known. The duplicate copy will be filed in the relevant traffic file.

Motor vehicle identification plates warning notice – (PF. 110)
12. Issued as a warning to owners of motor vehicles which have been observed displaying defective or illegible registration number plates. The specific details of the offence observed should be stated.

Production of Documents (PF. 114)
13. Whenever a driver on whom PF. 136 (Notice to Driver to Produce Documents) is served reports at a Police Station, the particulars of his driving license, certificate of insurance and vehicle registration book will be recorded on this form which will then be forwarded to the O/C. of the Station responsible for the issue of PF. 136.

Particular of Road Accident – Final Report (PF. 115)
14. Following the issue of PF. 90 – "Particulars of a Road Accident", this form may be issued free of charge on request showing the final result of the case, i.e. whether or not a prosecution ensued and the result where applicable, Final reports will be prepared , in duplicate, with the copy retained in the traffic file.

Notice to Driver to Produce Documents (PF. 136)
15. Notice to be served on driver to produce driver's license/certificate of insurance/registration book at a stated police station within five days, or longer as may be practicable, when such documents are required but are not readily available. These notices are in pad form; original to be served on driver and duplicate filed in the traffic file.

Driver's Certificate of Competence (PF. 104)
16. Certificate issued upon the successful completion of a driving test for attaching to an application for a driver's license from the Licensing Authority. The applicant's signature or thumb-print must be placed upon the reverse of the original certificate. The duplicate copy is sent to the local Licensing Authority and the triplicate copy remains in the book. No charge is made for this certificate, but a fee of shs. 5000/= is made for the driving test.

Certificate of Inspection of Vehicles (PF. 195)
17. Certificate issued in original only to the owners of vehicles which have successfully passed an examination for road-worthiness (see booklet: N*otes on Inspection of Motor Vehicles*). No charge is made for the issue of this certificate but a fee of Shs. 5000/= is

payable for the inspection of a public service vehicle when carried out by police at the owner's request prior to licensing.

Traffic Accident Statistical Card (PF. 212)

18. One card will be completed for each injury accident. The traffic file should be endorsed showing that this has been done. Completed cards will be forwarded monthly to the Inspector General through Regional Commanders.

Traffic Breath Test Record Form (PF 223)

19. Completed when a person is tested for Blood Alcohol Concentration (BAC) found to be above 0.80% BAC.

Notification of Traffic offence

20. (a) This form to be used for disposal of simple traffic offences (listed on reverse of the form) under section 70A of the Road Traffic Act, Cap. 168 R.E. 2002.

(b) The form is completed in triplicate, the original handed to the accused, duplicate forwarded to the court at which the case will be heard and the triplicate retained in the book.

Traffic records

21. The Traffic Unit will collect and maintain the following types of traffic-related information:

(a) Traffic accident data (reports, investigations, locations),
(b) Traffic enforcement data (notifications, arrests, dispositions, locations),
(c) Roadway hazard reports,
(d) Traffic enforcement activity requests,
(e) Traffic volume data, and,
(f) Abandoned vehicles.

22. The above information will be gathered from traffic accident reports, police and traffic-related reports.

Maintenance, distribution, retention and release of records

23. The Records Unit of the Traffic Unit is charged with the responsibility of processing, maintaining and distributing all traffic records. The Traffic Records Unit will also retain and release records in compliance with all applicable laws, in particular the Road Traffic Act, Cap. 168 R.E. 2002.

24. The recording of accident locations, notification locations, and dates and times of each are maintained by the Traffic Records Unit.

Analysis of accidents - factors to be included

25. A monthly report, prepared by the Records Unit from data, shall include the following:

(a) number of accidents by time of day and day of week;
(b) type of accidents;
(c) location of accidents;
(d) primary collision factor;
(e) type of vehicles involved;
(f) the number of persons killed;
(g) the number of persons injured;
(h) the number of traffic accidents investigated and other data relevant to such investigations; and
(i) other pertinent data on police activities on road safety.

26. Accident statistics for each month will be compared to the base year data for the same month of the previous year and will include cumulative total year-to-date this year, and

cumulative total year-to-date last year with a percentage of change (increase or decrease) from the previous year's accidents.

27. Primary collision factors will be identified for each month. The report will contain a list of the violations and indicate the number of violations in each category and a percentage of total accidents caused by each primary collision factor. The leading primary collision factor or cause of accidents per month will be listed, along with the percentage of accidents attributed to it.

Analysis of traffic accident experience

28. High accident locations shall be identified through semi-annual and annual analyses of all available traffic accident data. The leading locations where accidents most frequently occur will be identified. Enforcement activities in those locations will consist of directed patrol assignments with progress results reported on directed patrol assignment summaries.

29. High accident locations for a given month, along with the primary collision factor, will be identified in the periodic report to the National Road Safety Council.

30. All traffic enforcement efforts shall be directed towards violations, which occur in accident situations. The type of enforcement action should be designed to meet Unit goals and to modify accident-causing behaviour. Basing analysis on a sufficient period of time and information will allow for any variations that may occur as the result of weather changes, population shifts, and monthly or seasonal increases or decreases in traffic volume.

Distribution of traffic analysis reports

31. Monthly, quarterly, and yearly traffic accident analyses will be distributed by the Commander Traffic Unit through Regional Traffic Officers who will in turn make copies of the analyses available to their respective O/C Districts.

32. Based on the accident data and information provided, the O/C District will identify enforcement problems and deploy personnel and equipment on a directed patrol basis, with the goal of the reduction of accidents and accident causing violations in the targeted area.

33. O/C District shall always provide feedback to the Regional Traffic Officer of the measures taken to address problems in their localities.

VEHICLE STORAGE AND IMPOUNDING

1. The purpose of this Order is to establish procedures for the legal removal of vehicles, when necessary, from the roadway at an accident scene, or in any situation where a vehicle is obstructing normal, safe traffic flow.

2. Officers shall cause the removal of a vehicle, pursuant to the Road Traffic Act, Cap. 168 R.E. 2002 when:

(a) The vehicle is in the roadway, cannot be moved, and is obstructing traffic.

(b) The driver/owner is dead or injured to the extent that he is unable to remove the vehicle.

(c) In cases where a vehicle is not drivable, is a traffic hazard, and the driver is capable of making decisions, the removal of the vehicle should be handled as a private tow.

Record of vehicles

3. Every vehicle brought or towed to the station on road traffic matters shall be registered.

5. Any vehicle which remains uncollected by the owner within one year will be regarded as unclaimed property and be dealt with in accordance with PGO 304 after efforts have been made to locate and notify the owner of the impeding disposition.

TRAFFIC CONTROL

General

1. The purpose of this Order is to provide guidelines to govern the movement and control of traffic.

2. Manual traffic control may be required in the following situations:

(a) Traffic accident scenes;

(b) Rush hour traffic;

(c) Official motorcades;

(d) Special events (processions, parades, bike or motor races or other sports);

(e) Emergency cases;

(f) Traffic robots failure; and,

(g) Stalled vehicles.

High visibility clothing

3. Officers should wear reflective jackets or raincoats for visibility when operating at night or during rains and other situations of poor visibility.

Traffic control - fire scenes

4. Officers assigned to traffic control at fire scenes will be responsible for assuring that roadways in the area are accessible to all emergency vehicles. The officer at a fire scene may close roads as necessary to facilitate the response of emergency vehicles. Such officer will continue traffic control until the conclusion of the incident or until properly relieved by another officer.

TRAFFIC – DRIVING UNDER THE INFLUENCE OF ALCOHOL

1. When a person is arrested for driving or attempting to drive a motor vehicle or carriage or for being in charge of a motor vehicle or carriage on a road or other public place while his efficiency as a driver is impaired by alcohol the officer in charge of the case shall arrange for a test to be carried out to determine the level of the alcohol in his blood.

2. If it is certified that the blood alcohol content is above the prescribed limit – the driver should be charged. Where it is certified that the blood alcohol content is certified not to be above the prescribed limit - the driver should be released immediately unless held for other lawful reasons.

TRAFFIC – ROAD ACCIDENT INVESTIGATIONS

1. Under the Road Traffic Act, Cap. 168 R.E 2002 the driver of a motor vehicle involved in an accident need only report to Police -

(a) If he is involved in an accident which results in *injury* to another person (he is not required to report the accident if he alone is injured).

(b) If he is involved in an accident which results in *damage* to another vehicle, or to any domestic animal not being carried in his vehicle AND DOES NOT STOP AND GIVE HIS NAME AND ADDRESS AND THE NAME AND ADDRESS OF THE OWNER AND THE IDENTIFICATION MARKS OF THE VEHICLE to any person having reasonable grounds for so requiring at the place of the accident. (He is not required to report if the only vehicle damaged is his own, nor if the injured animal was being carried in his vehicle. Nor is he required to report if after an accident causing damage to another vehicle or injury to an animal not being carried on his vehicle, he gives the required details as above).

(c) If he is involved in an accident which results in *damage* to property not being his own property AND DOES NOT STOP AND GIVE HIS NAME AND ADDRESS AND THE NAME AND ADDRESS OF THE OWNER AND THE IDENTIFICATION MARKS OF THE VEHICLE to any person having reasonable grounds for so requiring at the place of the accident.

2. On receipt of the report that a traffic accident has occurred, police responsible for such investigation shall proceed immediately to the scene. Traffic Accident Report Form, First Aid outfit, measuring tape, chalk or flour for marking the road and, in serious accidents, a camera will be taken. Warning signs and lamps should also be taken where necessary.

Action at the scene of the accident and subsequently

3. On arrival at the scene of the accident, the following action should be taken :-

(a) Supervise the provision of first aid to injured persons and arrange for them to be sent to hospital for treatment. Speed is essential when dealing with injured persons. Names and addresses of injured persons should be ascertained and names of next – of – kin where necessary. Steps should be taken to establish the identity of any unconscious persons.

(b) If the road is blocked, ensure the smooth flow of traffic by diverting it round the accident or removing the vehicles to the side of the road after marking the relative tyre positions on the road.

(c) Obtain the names and addresses of any eye witnesses at the scene and keep pedestrians moving to prevent congestion.

(d) When taking particulars in PF 31, complete one thing at a time as far as possible, e.g. if two or more vehicles are involved, obtain all the required information relating to one before dealing with another. Allow vehicles to go as soon as dealt with to relieve obstruction after taking notes of any damage and checking the conditions of their brakes, steering, horn, etc. If mechanical defects in a vehicle are suspected, an examination should be carried out by an Inspector of Motor Vehicles and such examinations will invariably be ordered in all cases of fatal accidents. The drivers of vehicles should be assisted, if necessary, in exchanging names and addresses and particulars of their insurance companies.

(e) If there is reason to believe that the efficiency of any driver is impaired by drink or drugs, take action in accordance with P.G.O. No. 374.

(f) Take measurements of the road and prepare a rough sketch showing dimensions of the road, location of skid marks and extent, position of bodies, vehicles, broken glass, earth form mudguards and any other evidence of a similar nature. Measurement should be accurately recorded and photograph taken where necessary.

(g) In case of damage to Government or public utility property, report to the respective authority.

4. Injured persons should be interviewed after medical permission has been obtained and statements recorded. Care should be taken to see that Form P.F. 3 is completed by the Medical Authorities in respect of each injured person. The next-of-kin will be informed in all cases of fatal or serious injury.

5. Statements shall be taken from drivers of the vehicles involved and their passengers and other witnesses. Driving licences, certificates of insurance and vehicle licences will be checked for validity.

Hit -and- Run accidents

6. (a) In the investigation of hit-and-run accident, the essential requirement is speed to prevent the destruction of incriminating evidence. Once the immediate action laid down in paragraph 3 of this order has been carried out, the investigating officer shall inform all local garages and repair shops giving as many details of the vehicles concerned as possible and requesting that a report should be made if any vehicle which appears to have been involved in an accident is brought in for repair.

(b) Care must be taken to collect all pieces of broken glass, metal, silvers of paint and any other material evidence found at the scene of the accident and these should be preserved for comparison with the vehicle when traced.

(c) The traffic and General Duties staff should be warned to keep a look-out for newly damaged or repaired vehicles answering to the prescription of the wanted vehicle. Garage proprietors should be similarly informed.

(d) When a vehicle has been traced, arrangements should invariably be made for it to be inspected *in situ* before it is moved. The whole of the bodywork and fittings should be closely examined for traces of blood, hair and foreign bodies or scratches, dents, etc. Any foreign bodies should be carefully removed and preserved for forensic examination.

7. When a death occurs as a result of a traffic accident, the coroner will be informed by the submission of Form "B" and the body will be identified by a relative or witness to the Medical Officer performing the post-mortem examination and, if possible, by a witness present at the scene of the accident. Such witnesses should be warned that they will be required to give evidence at the inquest or at Court. A report on the post-mortem examination will be obtained on Form "D" (M.F.L. 6) from the Medical Officer, duly signed.

8. Upon receipt of an accident report, an entry will be made in the Station Report Book (P.F. 162), together with a First Information Report (reverse side of P.F. 162A). The Charge Room Officer responsible will immediately inform the O/C. Station or O/C. Traffic Unit and ask him to provide suitable numbers of investigating officers. In all cases of fatal or serious injuries or extensive damage, the O/C. will himself proceed to the scene and supervise the investigation. First Warning Messages (P.G.O. No. 314) will be sent as required and in fatal accidents details will be sent to the Labour Officer of the area concerned. Traffic File (P.F. 89) (thick or thin) *vide* P.G.O. No. 371 will be used.

9. On the completion of an investigation involving fatal or serious accidents, drunkenness, serious driving offences or where persons of important Government officials or police officers are concerned, the Traffic File will be forwarded to the O/C. District or Traffic Unit with recommendations for prosecutions or further action.

10. Attention is drawn to the procedure to be followed in cases where Police Vehicles are involved in accidents, as set out in P.G.O. No. 196 "Transport – Accidents to Police Vehicles".

11. A Traffic Accident Statistical Card (P.F. 212) will be completed in respect of all reportable injury accidents.

12. Refer to P.G.O. No. 371, "Traffic Forms – Use of" or the various traffic forms which may require completion.

Custody and disposal of Accident files

13. (a) Cases prosecuted before the courts shall be sent to District H.Q. and retained there for one year and will then be destroyed by fire by the O/C. District, as laid down in paragraph 15 of P.G.O. No. 286.

(b) Accident files in which no prosecution results will be sent to District H.Q. and retained there for two years and will then be similarly destroyed.

SECTION XIV
POLITICAL AFFAIRS AND DEMOCRATIC ACTIVITIES
Nos. 401 - 410

P.G.O. No	Title
401	Political Parties - Rights and Privileges and Meetings of
402	Political Parties – Election Campaigns by
403	Other Public Meetings and Processions
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P.G.O. No. 401

POLITICAL PARTIES - RIGHTS AND PRIVILEGES AND MEETINGS OF

1. (a) The activities, rights and privileges of Political Parties in Tanzania are regulated by the Constitutions of the United Republic of Tanzania 1977, Cap. 2 R. E. 2002 as amended and the Constitution of Zanzibar of 1984 as well as the provisions of the Political Parties Act, Cap. 258 R.E. 2002, National Elections Act, Cap. 343 R.E. 2002, Local Government (Elections) Act, Cap.292 R.E. 2002 and the Police Force and Auxiliary Services Act, Cap. 322 R.E. 2002 among other laws.

(b) In particular, officers in charge of areas where political parties carry their activities are required to ensure law and order prevails but without interfering with genuine and lawful activities of political parties.

(c) To ensure smooth activities of political parties in Regions and Districts, Regional Police Commanders and O/C Districts shall be responsible for the regulation of political parties' assemblies and processions in their respective areas of jurisdiction in accordance with the Political Parties Act, Cap. 258 R.E. 2002. This takes into account the fact that every party which has been provisionally or fully registered is entitled to:–

(i) hold and address public meetings in any area in the United Republic after giving notification to the police officer in charge of the area concerned for purposes of publicising itself and soliciting for membership;

(ii) the protection and assistance of the security agencies for the purposes of facilitating peaceful and orderly meetings.

2 (a) Where a procession proposed to be organised by a Political Party extends to more than one District in a region, the issue whether a permit should be granted or not shall be resolved between the Officers in Command of the Districts to be affected in consultation with the Regional Police Commander. Otherwise the relevant O/C District shall have powers to grant or refuse permit to organise a procession in his District in accordance with the provisions of the Political Parties Act, Cap 258 R.E. 2002.

(b) O/C District should not allow a political party with a provisional registration to campaign for any candidate in any parliamentary or presidential election or in a local authority election as such parties are ineligible to do so.

3. Notwithstanding any other written law to the contrary sections 43, 44, 45 and 46 of the Police Force and Auxiliary Services Act, Cap. 322 (refer to Appendix A to this Order) shall apply and have effect as to all meetings to be held in any part of the United Republic by any political party whether provisionally or fully registered.

4. O/C District shall ensure that a political party does not hold a meeting or procession in any open public place in any area unless a written notification of not less than forty eight hours before the meeting is submitted of its impending meeting to the police officer in charge of the area in which the meeting is to take place.

5. O/C District should ensure that the written notification referred to in paragraph (4) above specifies in the minimum:–

(a) the name of the political party submitting the notification;

(b) the place in and time at which the meeting is to take place;

(c) the agenda or general purpose of the meeting.

6. O/C District must be aware that the Minister for Public Security and Safety may from time to time by notice published in the Gazette specify other particulars to be provided by a party in the notification. These particulars once issued should also be observed by political parties.

7. Where a political party submits a notification in accordance with para 4 above it may proceed to hold the meeting in question as scheduled unless and until it receives an order from the police officer in charge of the area directing that the meeting be not held as notified.

8. An O/C District to whom a notification is submitted pursuant to para 4 shall not give a stop order under paragraph 7 in relation to the notification unless he is satisfied that–

(a) a previous notification has been submitted by another political party or other persons for holding a meeting or other function or procession in the same place at the same time as is intended by the notifier;

(b) the meeting or procession is intended to execute, or to be used for, a purpose contrary to the laws of the land;

(c) the meeting is likely or intended to cause a breach of the peace or to prejudice the public safety in the area;

(d) the political party or group of persons giving the notification is not a registered political party or body of persons or the person submitting the notification is not appropriately identified as an authorised representative of the political party concerned.

(e) the holding or continuance of any assembly or procession in a public place is otherwise than in accordance with the notification issued or in regard to which any particular specified by the Minister has been or is being contravened.

9. (a) A stop order given under paragraph 8 shall be in writing and in such form as is able to easily disclose the reasons for its issuance and state whether or not the political party concerned may hold the meeting at the venue at another time or date convenient to it in the same area.

(b) A stop order should be issued as a matter of last resort and that O/C Districts should not interfere with political activities of a political party unless there are legitimate and compelling reasons to do so.

APPENDIX A (To P.G.O. 401)

EXTRACT FROM THE POLICE AND AUXILIARY SERVICES ACT, CAP 322 R.E. 2002

43. Assemblies and processions in public places

(1) Any person who is desirous of convening, collecting, forming or organising any assembly or procession in any public place shall, not less than forty eight hours before the time when the assembly or procession is scheduled to take place, submit a written notification of his impending assembly or procession to the police officer in charge of the area specifying:–

(a) the place and time at which the meeting is to take place;

(b) the purpose in general of the meeting; and

(c) such other particulars as the Minister may from time to time, by notice published in the Gazette, specify.

(2) Where a person submits a notification in accordance with subsection (1), he may proceed to convene, collect, form or organise the assembly or procession in question as scheduled unless and until he receives an order from the Police Officer in charge of the area directing that the assembly or procession shall not be held as notified.

(3) A Police Officer to whom a notification has been submitted pursuant to subsection (1), shall not give a stop order under subsection (2) in relation to the notification unless he is satisfied that the assembly or procession is likely to cause a breach of the peace or to prejudice the public safety or the maintenance of public order or to be used for any unlawful purpose.

(4) The officer incharge of Police may stop or prevent the holding or continuance of any assembly or procession in a public place which has been convened, collected, formed or organised otherwise than in accordance with the notification under subsection (1) or in regard to which any particular specified by the Minister under paragraph (c) of subsection (1) has been or is being contravened and may, for any of the purposes aforesaid, give or issue such orders as he may consider necessary or expedient, including orders for the dispersal of any such assembly or procession as aforesaid.

(5) The Minister may by order declare that the provisions of this section shall not apply to any assembly or procession convened, collected, formed or organised exclusively for one or more of or a combination of one or more such purposes as may be specified in such order.

(6) Any person who is aggrieved by the terms of a stop order issued under subsection (3) or, any order given by a police officer under subsection (4), may appeal to the Minister whose decision on the matter shall be final.

44. Power to disperse assemblies and processions wherever held

The officer in charge of Police may stop or prevent the holding or continuance of any assembly or procession in any place whatsoever if, in the opinion of such officer the holding or continuance, as the case may be, of such assembly or procession breaches the peace or prejudices the public safety or the maintenance of peace and order and may, for any of the purposes aforesaid, give or issue such orders as he may consider necessary or expedient, including orders for the dispersal of any such assembly or procession as aforesaid.

45. When assembly or procession unlawful

Any assembly or procession in which three or more persons attending or taking part neglect or refuse to obey any order for dispersal given under the provisions of subsection (4) of section 43 or section 44, shall be deemed to be an unlawful assembly, within the meaning of section 74 of the Penal Code, Cap. 16 R.E. 2002.

46. Penalties

(1) Any person who:–

(a) neglects or refuses to obey any order given or issued under the provisions of subsection (4) of section 43 or section 44; or

(b) contravenes any particular specified by the Minister in accordance with paragraph (c) of subsection (1) of section 43, shall be guilty of an offence and may be arrested without a warrant and shall be liable on conviction to a fine not exceeding fifty thousand shillings or to imprisonment for a term not exceeding three months or to both such fine and imprisonment.

(2) Subject to the provisions of any order made under subsection (5) of section 43, where any assembly or procession in a public place has been convened, collected, formed or organised otherwise than in accordance with subsection (1) of section 43–

(a) every person taking part in convening collecting, forming or organising such assembly or procession shall be guilty of an offence and may be arrested without a warrant and shall be liable on conviction to a fine not exceeding two hundred thousand shillings or to imprisonment for a term not exceeding one year or to both such fine and imprisonment;

(b) every person attending such assembly or taking part in such procession, who knows or has reasons to believe that such assembly or procession has been convened, collected, formed or organised otherwise than in accordance with the provisions of subsection (1) of section 43, shall be guilty of an offence and may be arrested without a warrant and shall be liable on conviction to a fine not exceeding one hundred thousand shillings or to imprisonment for a term not exceeding six months or to both such fine and imprisonment

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P.G.O. No.402

POLITICAL PARTIES – ELECTION CAMPAIGNS BY

General Conduct during Campaigns

1. O/C Districts are reminded that a declaration of the period of campaign under election laws shall, without further assurance, constitute a permit for the candidates and the political parties sponsoring such candidates to convene and address public meetings for the purposes of furthering the candidate's election or undertaking any public or door to door canvassing.

2. O/C Districts are duty bound to ensure that all political parties and candidates enjoy equal rights with regard to election campaigns. Rallies, processions or other election campaigns of the opponents cannot be disrupted or obstructed by another party.

3. The right of every individual for peaceful and undisturbed home life shall be respected, however much the political parties or candidates may present his political opinions or activities. Organising demonstrations or picketing before the houses of individuals by way of protesting against their opinions or activities shall not be resorted to under any circumstances.

4. No political party or candidate shall permit its or his followers to make use of any individuals land, building, compound wall etc. without his permission for erecting flag-staffs, suspending banners, pasting notices, writing slogans etc.,

5. (a) Police officers should arrest anyone who create obstructions in or break up meetings and processions organised by the political parties.

(b) Workers or sympathisers of one political party shall not create disturbances at public meetings organised by another political party by putting questions orally or in writing or by distributing' leaflets of their own party.

(c) Processions shall not be taken out by one party along places at which meetings are being held by another party. Posters issued by one party shall not be removed by workers of another party.

Meetings

6. The party or candidate shall inform the local police authorities of the venue and time of any proposed meeting well in time so as, to enable the police to make necessary arrangements for controlling traffic and maintaining peace and order.

7. A party or candidate shall ascertain in advance if there are any restrictive or prohibitory orders in force in the place proposed for the meeting. If such orders exist, they shall be followed strictly. If any exemption is required from such orders it shall be applied for and obtained well in time.

8. If permission of license is to be obtained for the use of loudspeakers or any other facility in connection with any proposed meeting, the party or candidate shall apply to the authority concerned well in advance and obtain such permission or license.

9. Organisers of a meeting shall invariably seek the assistance of the police on duty for dealing with persons disturbing a meeting or otherwise attempting to create disorder. Organisers themselves shall not take action against such persons.

10. O/C District should ensure that reports to the police of disturbance or disruption by trouble makers to any rally, meeting or other programme are investigated and dealt with according to law. The organisers must not take measures against the trouble makers on their own lest they become guilt of an assault or any other offence under the Penal Code, Cap. 16.

11. O/C District should bring to the attention of the organisers of meetings, rallies or procession the fact that lands, buildings or other movable or immovable property of any person must not be damaged in connection with the election and personal peace of any person must not be violated by undesired activities or undisciplined behaviour of party members or those in attendance.

12. No contender will in any way exceed the fixed time limit of the election campaign.

Processions

13. A party or candidate organising a procession shall decide before hand the time and place of the starting of the procession, the route to be followed and the time and place at which the procession will terminate. There shall ordinarily be no deviation from the programme.

14. The organisers shall give advance intimation to the local police authorities of the programme so as to enable the latter to make necessary arrangements.

15. The organisers shall ascertain if any restrictive orders are in force in the localities through which the procession has to pass, and shall comply with the restrictions unless exempted specially by competent authority. Any traffic regulations or restrictions shall also be carefully adhered to.

16. The organisers shall take steps in advance to arrange for passage, of the procession so that there is no block or hindrance to traffic. If the procession is very long, it shall be organised in segments of suitable lengths, so that at convenient intervals, especially at points where the procession has to pass road junctions, the passage of held-up traffic could be allowed by stages thus avoiding heavy traffic congestion.

17. Processions shall be so regulated as to keep as much to the left of the road as possible and the direction and advice of the police on duty shall be strictly complied with.

18. If two or more political parties or candidates propose to take processions over the same route or parts thereof at about the same time, O/C District shall require the organises to establish contact well in advance and decide upon the measures to be taken to see that the processions do not clash or cause hindrance to traffic. The assistance of the police shall be availed of for arriving at a satisfactory arrangement. For this purpose, the parties shall contact the police at the earliest opportunity.

19. The political parties or candidates shall exercise control to the maximum extent possible in the matter of processionists carrying articles which may be put to misuse by undesirable elements, especially in moments of excitement.

20. Police officers are reminded to be vigilant of offences which may arise in the course of assemblies such as those covered by section 37 (incitement to violence) and 63B (raising discontent and ill-will for unlawful purposes) of the Penal Code.

Polling Day

21. O/C District may, at least one week before the polling day, organizse a meeting with representatives of political parties taking part in the election in their respective areas of jurisdictions and insist upon them that party leaders, members and candidates shall

(a) cooperate with the police officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;

(b) supply to their authorised staff in the polling area suitable badges or identity cards;

(c) cooperate with the authorities in complying with the restrictions to be imposed on the plying of vehicles on the polling day and obtain permits for them which should be displayed prominently on those vehicles.

(d) refrain from serving or distributing liquor on polling day and during the twenty four hours preceding it;

(e) not allow unnecessary crowds to be collected, near the camps set up by the political parties and candidates near the polling booths so as to; avoid confrontation and tension among staff and sympathisers of the parties and candidate; and

(f) ensure that the candidate's camps shall be simple. They shall not display any posters, flags, symbols or any other propaganda material. No eatables shall be served or crowds allowed at the camps.

Polling Stations and Booth

22. Police Officers on duty at the poling stations should ensure security in the area and that no person other than the following shall be admitted into the polling station:–

(a) presiding Officer;
(b) polling Assistant;
(c) polling agent;
(d) voter;
(e) a person assisting an incapacitated voter pursuant to section 61;
(f) an international or local observer duly authorised in writing by the Electoral Commission;
(g) the candidate;
(h) officials of the Electoral Commission;
(i) Returning Officer or an Assistant Returning Officer;
(j) any other person duly authorised in writing by the Electoral Commission to be at the polling station.

23. Police officers at poling stations should ensure that excepting the voters, no one without a valid pass from the Election Commission shall enter the polling booths or attend any of the polling materials.

OTHER PUBLIC MEETINGS AND PROCESSIONS

1 (a) Any person who is desirous of convening, collecting, forming or organising any assembly or procession in any public place shall, not less than forty eight hours before the time when the assembly or procession is scheduled to take place, submit a written notification of his impending assembly or procession to the police officer in charge of the area specifying:–

(i) the place and time at which the meeting is to take place;

(ii) the purpose in general of the meeting; and

(iii) such other particulars as the Minister may from time to time, by notice published in the Gazette, specify.

(b) Where a person submits a notification in accordance with the preceding paragraph, he may proceed to convene, collect, form or organise the assembly or procession in question as scheduled unless and until he receives an order from the Police Officer in charge of the area directing that the assembly or procession shall not be held as notified.

(c) A Police Officer to whom a notification has been submitted pursuant to paragraph (1)(a), shall not give a stop order in relation to the notification unless he is satisfied that the assembly or procession is likely to cause a breach of the peace or to prejudice the public safety or the maintenance of public order or to be used for any unlawful purpose.

(d) The officer in charge of Police may stop or prevent the holding or continuance of any assembly or procession in a public place which has been convened, collected, formed or organised otherwise than in accordance with the notification issued give or issue such orders as he may consider necessary or expedient, including orders for the dispersal of any such assembly or procession as aforesaid.

(e) In this connection “public place” means any highway, public park, common or garden any sea beach, or lake shore, and any public bridge, road, street, lane, footway, square, court, alley or passage, whether a thoroughfare or not; and includes any place, whether a building or not, to which for the time being the public have or are permitted to have access, whether on payment or otherwise.

2. It should be noted that Permits are not required for the following meetings/processions :-

(a) Meetings at which the only speakers are Ministers of the Government speaking in their own ministerial capacity.

(b) Religious, social, educational, entertainment or sporting meetings (G.N. No. 169/58).

(c) Assemblies convened by Local Authorities within the area of their jurisdiction for purposes connected with their official duties (G.N. No. 98/60).

SECTION XV
PROSECUTION OF CRIMINAL CASES
Nos. 411 - 420

P.G.O. No	Title
411	Prosecutions – Costs in Criminal Cases
412	Expulsion of Undesirables
413	Prosecutions – Fines in Certain Cases Credited to Police Rewards and Fines Fund
414	Prosecutions – Police Prosecutors, Appointment of
415	Prosecutions – Committal Proceedings
416	Prosecutions – Previous Convictions
417	Prosecutions – Production of Statements Made to Police
418	Prosecutions –Withdrawal of Charges
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PROSECUTIONS – COSTS IN CRIMINAL CASES

1. Under Section 345 of the Criminal Procedure Act, Cap. 20 R.E. 2002 and Section 32 of the Penal Code, an accused person who has been convicted may be ordered by the court to pay a limited amount towards the costs of the prosecution.

2. It is the duty of every O/C. District to instruct the Police Prosecutor to remind the Court of its powers under Section 345 of the Criminal Procedure Act, Cap. 20.R.E. 2002 and Section 32 of the Penal Code, Cap. 16, R.E. 2002 regarding costs in the following cases :-

(a) When the accused person has made a frivolous or unfounded allegation unforeseen by the Court, with the result that further evidence must be called in rebuttal, thereby causing additional expense in excess of the ordinary expenses of the prosecution.

(b) Where the accused requests, and is granted an adjournment which involves the Government in additional expense and it is subsequently shown during the course of the case that the adjournment was quite unnecessary for the proper and fair presentation of the accused's case.

(c) Where the accused requests, and is granted, an adjournment which would have been unnecessary had he taken certain precautions which were easily within his power to take, e.g. arranging for his defence witnesses to be present.

(d) Where the accused has been convicted for a traffic offence and police have incurred expenses for vehicle examination.

3. Provided that no such representation will be made by the prosecutor in the following cases:-

(a) Where the accused is quite obviously not in a position to pay costs; or

(b) Where it is thought that an accused person would be left so penniless through payment of costs that he might be exposed to temptation on his release from prison.

4. When an O/C. District considers that there are good grounds, other than those mentioned in para 2 (a), (b) or (c) above, for asking for costs in a criminal case, he will:- consult with the state Attorney of the area concerned.

PROSECUTIONS – EXPULSION OF UNDESIRABLES

1. When a member of an immigrant race (other than a citizen of Tanzania) is convicted for an offence involving either dishonesty or moral turpitude, the Prosecutor will draw the attention of the Magistrate to the terms of Section 2 (1) (a) of the Expulsion of Undesirables Act, Cap 39 R.E. 2002.

2. When initiating such applications, the Prosecutor shall hand into the Court a typed record containing the following particulars of the accused :-

(a) Nationality or tribal particulars.

(b) Country of origin, and place of residence therein.

(c) Place of residence in Tanzania .

(d) Length of residence in Tanzania

(e) Recent activities

(f) Any other relevant data.

3. In cases where a Magistrate recommends the issue of an Expulsion Order the Prosecutor will submit, in duplicate, to the Director of Criminal Investigation, through the O/C. Station, a copy of the report referred to above, together with the following further information :-

(a) Details of offences.

(b) Criminal Case No.

(c) Total period of imprisonment (if any) and date accused started serving his sentence.

4. If the trial Magistrate makes no recommendation and the O/C. Station considers the person convicted should not be allowed to remain in Tanzania the particulars referred to at paragraphs 2 and 3 above will be forwarded to the Director of Criminal Investigation so that the Inspector General may decide whether application should be made to the President to exercise his powers under Section 2 (1) (b) of the Expulsion of Undesirables Cap. 39 R.E. 2002 or, alternatively, under Section 10 (f) of the Immigration Act, Cap. 54 R.E. 2002.

Action when persons are convicted for failing to comply with Expulsion Order

5. (a) Where a person against whom an Expulsion Order is in force is in the Territory and is convicted of an offence under Section 5 (1) of the expulsion of Undesirables Act, Cap. 39, it is necessary to obtain an order from the President under the terms of Section 5 (3) of the Act, before he may be arrested and re-deported at the conclusion of his sentence.

(b) When a notification of a conviction of this nature is received at the Forensic Bureau, the O/C. will notify the Director of Criminal Investigation of the details, giving approximate date of release.

(c) The Director of Criminal Investigation will apply to the Permanent Secretary, Ministry of Public Security and Safety, for the Order to be made under the terms of Section 5 (3) of the Expulsion of Undesirables Act, Cap. 39 and will copy the letter to the O/C. District where the conviction was sustained.

(d) On receipt of the Order, the Director of Criminal Investigation will forward same to the O/C. District who will arrange for the arrest of the subject at the conclusion of his sentence and will execute the order for deportation.

(e) Each Order will be suitably endorsed after execution with the date and place of deportation and the subject's T.C.R.O. number and will then be sent to the Forensic Bureau.

PROSECUTIONS – FINES IN CERTAIN CASES CREDITED TO POLICE REWARDS AND FINES FUND

1. Section 62 (2) of the Police Force and Auxiliary Services Act, Cap 322 R.E. 2002 provides for the following payments into the Police Rewards and Fines Fund :-

(a) moneys accruing to the revenues of the United Republic in respect of fines levied in any Court for assaults upon police officers under Chapter XXV of the Penal Code;

(b) moneys or the proceeds of any property forfeited to the revenue of the territory by order of any Court in respect of any offence under the Prevention of Corruption Act, Cap. 329 R.E.2002, in which a police officer as a member of the public service is concerned:-

(i) corruption transactions with agents – Section 3;

(ii) public servant obtaining advantage without consideration – Section 6; and

(iii) gifts received on behalf of accused – Section 7.

2. In all the foregoing cases the prosecutor will obtain from the Court, and forward to the Director of Criminal Investigation, a copy of the judgment whenever a fine is imposed or property is forfeited to the Government.

3. On receipt of the judgment, the Director of Criminal Investigation will forward the papers in the case to the Inspector General, who may make application to the President through the Director of Public Prosecutions for such sums to be credited to the Police Rewards and Fines Fund.

PROSECUTIONS – POLICE PROSECUTORS, APPOINTMENT OF

General

1. The Director of Public Prosecutions has appointed every officer of the Force not being below the rank of Assistant Inspector to be a Public Prosecutor, with authority to act as such throughout Tanzania.

2. The powers of Public Prosecutors are set out under Section 97 of the Criminal Procedure Act, Cap. 20 R.E. 2002 hereunder :-

"A Public Prosecutor may appear and plead without any written authority before any Court in which any case of which he has charge is under inquiry, trial or appeal, and if any private person instructs an advocate to prosecute in any such case the Public Prosecutor may conduct the prosecutions and the advocate so instructed shall act therein under his directions".

Duties of Police Prosecutors

3. In general, police representations are made in Magisterial Courts through the Police Prosecutor, who is responsible to the O/C. Station that :-

(a) all witnesses appear in Court when cases are due for hearing and that Form P.F. 6 is used to warn those witnesses who have not already been summoned to appear by the Court;

(b) where a case is adjourned, summonses are served on outstanding witness before they leave the precincts of the Court, where this is impossible, the prosecutor will ensure that the witness is served with a summons prior to the next hearing;

(c) all the facts are properly collected and presented before the Court; that particular care is taken when an accused person is undefended and that no material evidence is omitted which might assist him in his defence;

(d) every Case File or Minor Offence Docket which requires further investigation or any charge which has been wrongly framed is returned to the Investigating Officer for immediate action;

(e) all files committed to his charge are treated as confidential and that the contents are not disclosed to any unauthorised person, other than in accordance with P.G.O. No. 417;

(f) the result of the trial and the sentence, if any, is endorsed on the file or docket cover before the file/docket is filed away or returned to the Station of origin;

(g) any remarks made from the Bench on the conduct of the prosecution or of interest to the Force are entered on the minute sheet of the file or dossier and brought to the notice of the Regional Commander and O/C. District;

(h) police and public conduct themselves in a manner befitting the dignity of the Court;

(i) strict order and decorum is observed in all Courts and that no member of the Force smokes within the precincts of the Court;

(j) witnesses are paid the fees due to them and the Clerk of the Court notified of the number of days for which fees are due and whether rations were provided by the Government;

(k) the results of all prosecutions are duly entered in the appropriate Column of the report book (P.F. 162) in accordance with P.G.O. No. 309.

4. Police prosecutors in addressing Courts after conviction and before sentence will be guided by the following rules :-

(a) They will produce evidence of previous convictions if they exist and should call evidence of make objective statements of any other antecedent facts in the accused's career which may be of assistance to the Court, whether for or against the accused and which are relevant (e.g., that the accused has never succeeded in holding a job or has previously been dismissed from Public Service). They must not introduce completely irrelevant prejudicial facts, e.g., relating to the accused's private morals, if such facts are not relevant to the case. They should only state facts in respect of which evidence is available if they are challenged and should not comment on those facts or express an opinion.

(b) They should state dispassionately any relevant facts of the case which have not already been brought out by evidence whether they tell in favour of a severe sentence or otherwise, but will not attempt by advocacy to influence the Court towards a more severe sentence. In particular, they will not ask for a severe or a deterrent sentence. There is however, no objection to referring the Court to the Penal sections relating to the offence concerned without any comment.

(c) Prosecutors may, and if the accused is not represented must, bring out any facts and make any objective comment which the facts justify which may tend to mitigate the seriousness of the offence. If the accused is represented, they will ensure that all the facts which may assist the defence advocate in mitigation are made known to him.

(d) If a certain course is suggested by the defence advocate in mitigation (e.g. that the accused be placed on probation or community service), the prosecuting officer will not tell the Court that he opposes the suggestion, nor should he address the Court at all after defence counsel has addressed it in mitigation, unless invited by the Court to assist it or to correct any misstatement of law or fact by defence counsel. It is in any case improper for a prosecutor to inform the Court at any time that he opposes a proposed course of action which may appear to him to be too lenient, e.g., placing the accused on probation, community service, payment of fine, conditional or unconditional discharge, reconciliation or any other lawful non-custodial measures.

(e) They should never comment on the seriousness of the offence. It is quite proper to inform the Court whether or not the offence is a prevalent one. In special cases, if, and only if, instructions have been given by or on behalf of the Director of Public Prosecutions, the Prosecutor may inform the Court that the Republic does not take a serious view of a particular offence (e.g. if the offence is a technical offence), or does not consider that the case calls for imprisonment. All prosecutors should encourage the use of non custodial sentences where they are justified by the law and nature or circumstances of the offence.

5. Where a police officer is posted to a Juvenile Court, he shall always wear civilian clothes and shall behave in a manner that attracts the confidence of the juvenile in conflict with the law. He should be as friendly as possible to the juvenile and cooperate with the parents or guardian and Social Welfare Department officials involved in the case. Social Welfare Department officials appear in Court by virtue of the Probation of Offenders Act, Cap. 247 R.E. 2002 and Children and Young Persons Act, Cap. 13 R.E. 2002.

6. All police officers who may for one reason or another appear before a Juvenile Court shall always be guided by the provisions of the Children and Young Persons Act, Cap. 13.

PROSECUTIONS – COMMITTAL PROCEEDINGS

1. Section 244 of the Criminal Procedure Act, Cap. 20 R.E. 2002, provides:-

"Wherever any charge has been brought against any person of an offence not triable by a subordinate Court or as to which the Court is advised by the Director of Public Prosecutions in writing or otherwise that it is not suitable to be disposed of upon summary trial committal proceedings shall be held according to the provisions hereinafter contained by a subordinate Court of competent jurisdiction"

2. The person arrested should be brought within 24 hours unless it is a capital offence where he should be brought as soon as practicable before a subordinate Court of competent jurisdiction within whose local limits the arrest was made, together with the charge upon which it is proposed to prosecute him, for him to be dealt with according to law, subject to this Act (Refer to Sections 245 of the Criminal Procedure Act).

3. After a person is committed to remand prison or on bail by a subordinate Court or after the investigations have been completed but before the suspect is arrested, the O/C. District shall forthwith cause the statements in quintuplicate of persons intended to be called as witnesses at the trial to be properly typed out, conveniently compiled and sent, along with the police case file, to the Director of Public Prosecutions or any other public officer designated by him in that behalf through the Director of Criminal Investigation or Regional Police Commander.

4. If the Director of Public Prosecutions or his designee, after studying the Police Case File and the statements of the intended witnesses, is of the view that the evidence available is insufficient to warrant the institution of a prosecution, and has reason to believe that further investigations can change the position, he will order further investigations to be carried out in which case the O/C. District will be informed accordingly through the Director of Criminal Investigation or Regional Police Commander. Otherwise the Director of Public Prosecutions has powers to discontinue the case if he is of the view that it is inadvisable to prosecute.

5. Committal proceedings are usually for serious offences which also attracts sever punishments in case of conviction. Police officers must always deal with this kind of cases expeditiously so as to minimise the length the investigation takes before trial can commence. Otherwise the O/C District should develop guidelines within their respective areas that will ensure speed investigation of cases, particularly those earmarked for committal proceedings.

PROSECUTIONS – PREVIOUS CONVICTIONS

General

1. The law relating to proof of previous convictions is set out under Section 141 of the Criminal Procedure Act:-

"(1) In any inquiry, trial or other proceeding under this Act, a previous conviction may be proved, in addition to any other mode provided by any law for the time being in force –:

(a) by an extract certified, under the hand of the officer having the custody of the records of the Court in which such conviction was had, to be a copy of the sentence or order; or

(b) by a certificate signed by the officer in charge of the prison in which the punishment or any part of it was inflicted; or

(c) by production of the warrant of commitment under which the punishment was suffered; or

(d) by production of a final judgment of a competent Court finally declaring a person to be guilty of the offence,

together with, in each such case, evidence as to the identity of the accused person with the person so convicted.

(2) A certificate in the form prescribed by the Director of Public Prosecutions given under the hand of an officer appointed by him in that behalf, who shall have compared the fingerprints of an accused person with the fingerprints of a person previously convicted, shall be prima facie evidence of all facts set forth in it provided it is produced by the person who took the fingerprints of the accused.

(3) A previous conviction in any place outside Tanzania may be proved by the production of a certificate purporting to be given under the hand of a police officer in the country where the conviction was had, containing a copy of the sentence or order and the fingerprints or photographs of the fingerprints of the persons so convicted, together with either–

(a) evidence that the fingerprints, or the photographs, of the person previously convicted are those of the accused person; or

(b) a certificate given under the hand of an officer appointed by the Director of Public Prosecutions under Subsection (2) that he has compared the fingerprints, or the photographs, of the person previously convicted with the fingerprints or the photographs of the accused person and that they are those of one and the same person.

(4) A certificate purporting to be given under the hand of a police officer in the country where the conviction was had and a certificate given in accordance with the provisions of paragraph (b) of Subsection (3) shall, if in the case of the latter certificate it is produced by the person who took the fingerprints of the accused person, be prima facie evidence of all facts set forth in it without proof that the officer purporting to sign it did in fact sign it and was empowered to do so."

2. Previous convictions used for the purpose of assessing sentence must be proved in accordance with the provision of Section 141 of the Criminal Procedure Act, Cap. 20 R.E. 2002 , after the accused has been found guilty and before sentence has been passed. Every precaution must be taken prior to the accused being found guilty, to ensure that the accused's previous convictions do not come to the knowledge of the Court unless there is legal authority to the contrary.

3. Person convicted of any offence constituted by any act may, notwithstanding such conviction, be subsequently charged with and tried for any other offence constituted by the same acts which he may have committed, if the Court by which he was first tried was not competent to try the offence with which he is subsequently charged.

Preparation of forms for previous convictions

4. Prosecutors shall prove previous convictions by producing a certificate of Previous Convictions (P.F. 18A) together with a set of finger prints on the Finger Print Form (P.F. 14B) which have been searched at the Forensic Bureau. (The finger prints on the Finger Print Form (P.F. 14B) must be produced by the person who took the finger prints.) P.G.O. No. 230 sets out the procedure at Police Stations for obtaining from the Forensic Bureau the prescribed certificate and other evidence necessary to prove a conviction. See also paragraph 6 below.

5. Previous convictions can only be proved if they relate to offences which the accused committed prior to the date of commission of the offence for which he is being tried. For this reason, accused persons who are awaiting trial for a series of offences which will require separate hearings should if possible, be brought to Court in the order in which the offences were committed.

Denial of previous convictions

6. (a) On denial of previous convictions in a subordinate Court the prosecuting officer shall:-

(i) request a remand;

(ii) signal or telegraph to the Forensic Bureau asking for a certificate of previous Conviction (P.F. 18A).

(iii) cause a further set of the prisoner's finger prints to be taken on Finger Print Form (P.F. 14B) and dispatch them to the Forensic Bureau with a copy of the telegram referred to in (ii) above.

(b) On receipt of the signal or telegram referred to in (a) (ii) above, the O/C. Forensic Bureau shall prepare and dispatch by airmail a certificate of Previous Convictions (P.F. 18A) and the original set of finger prints received from the Station on Finger Print Form (P.F. 14B).

7. Prosecutors will ensure that particulars of previous convictions are forwarded to the Director of Public Prosecutions, with the Case File, in respect of each accused person committed for trial by the High Court. The procedure to be followed by O/C. stations in obtaining particulars of previous convictions in High Court cases is set out in P.G.O. No. 230.

PROSECUTIONS – PRODUCTION OF STATEMENTS MADE TO POLICE

1. It is a well established practice for a deponent whether he be the accused, complainant or witness, to be furnished upon request with a copy of his statement made to the police and in this connections there is no distinction between the deponent and his legal representative, provided that the police officer is satisfied that he is a representative of the deponent. The copy of the statement may be handed to the applicant either immediately after making it to the police or during the course of investigation or trial, free of charge.

Copies of witnesses' statement

2. The defences have no right to the production or copies of statements made to the police by witnesses (except a complainant) other than that made by the person they are representing (see para. 1 above) except and until:

(a) the witness who made the statement is under examination at the trial and the prosecution wishes to use or tender the statement when such statement then becomes a relevant and material item of evidence; or

(b) the witness who made the statement is under cross examination at the trial when such statement may also become a relevant and material item of evidence.

3. The proper course for the defence is to give notice to the police that the production of such statement(s) will be required at the trial whereupon the O/C. station will arrange for copies of the statement(s) to be made available in Court. Such statement will not be handed to the defence until the witness is under cross-examination at the trial when the statement may become relevant. At this time the defence shall be permitted on request to have sight of the original statement made by the witness.

4. This order shall be read in conjunction with P.G.O. No. 236.

PROSECUTIONS –WITHDRAWAL OF CHARGES

1. The law relating to withdrawal of charges is found under Sections 98 and 224 of the Criminal Procedure Act, Cap. 20 R.E. 2002 , both of which are set out below :-

"Section 98 – Criminal Procedure Act

In any trial before a subordinate Court any Public Prosecutor may, with the consent of the Court or on the instructions of the Director of Public Prosecutions, at any time before judgment is pronounced, withdraw from the prosecution of any person either generally or in respect of one or more of the offences with which such person is charged; and upon such withdrawal-

(a) if it is made before the accused person is called upon to make his defence, he shall be discharged, but such discharge of an accused person shall not operate as a bar to subsequent proceedings against him on account of the same facts;

(b) if it is made after the accused person is called upon to make his defence, he shall be acquitted".

"Section 224 – Criminal Procedure Act

If a complainant, at any time before a final order is passed in any cases under this Part, satisfies the Court that there are sufficient grounds for permitting him to withdraw his complaint, the Court may permit him to withdraw the same and shall thereupon acquit the accused against whom the complainant is so withdrawn; save that this Section shall apply only in cases of minor offences."

2 The term "Public Prosecutor" is defined by Section 2 of the Criminal Procedure Act, Cap. 20 R.E. 2002, as follows :-

"... means any person appointed under Section 95 (see paragraph 1, P.G.O. No. 414) and includes the Director of Public Prosecutions, the Attorney General, the Deputy Attorney – General, a Parliamentary Draftsman, a State Attorney and any person acting in criminal proceedings under the directions of the Director of Public Prosecutions,"

The ***"complainant"*** is the person who makes the complaint to a Court under Section 128 of the Criminal Procedure Act.

"Public Prosecutor" when exercising his powers under Section 98 shall be guided by the following:-

(a) A prosecution may be withdrawn only with the consent of the Court or on the instructions of the Director of Public Prosecutions. In cases where the Director of Public Prosecutions has given consent to a prosecution or in which the Director of Public Prosecutions has tendered advice on evidence or framing of charges shall not be withdrawn without prior reference to the Director of Public Prosecutions through the Director of Criminal Investigation. (See P.G.O. No. 242).

(b) A prosecution may be withdrawn at any time before or after the trial has begun.

(c) Consent of the Court to withdraw will not be given as a matter of course but only as a matter of discretion. In particular, it will not be given in any case where the accused is before the Court and is entitled to an acquittal.

3 (a) In relation to a complainant's right to exercise his power of withdrawal under Section 224 of the Criminal Procedure Act, Cap. 20 R.E. 2002, the following points apply :-

(i) the prosecution may be withdrawn at any time before the final order is made and with the consent of the Court; and

(ii) the withdraw means the acquittal of the accused person and therefore he cannot be charged again with the same offence

(b) Where the accused cannot be traced, the Prosecutor or a complainant might as a matter of practice be allowed to withdraw but the provisions to be used in this case are those contained in Sections 98(a) and 99 of the Criminal Procedure Act, Cap. 20 R.E. 2002. This does not bar a fresh charge in case he is arrested after the charge has been withdrawn.

4. It is again emphasised that police in their capacity as "Public Prosecutor" can only withdraw criminal charges in exercise of the powers conferred upon them by Section 97 of the Criminal Procedure Act, Cap. 20 R.E. 2002.