Rwanda

Presidential Order Specific Statute for Police Officers
Presidential Order 30 of 2012

Legislation as at 30 July 2012
FRBR URI: /akn/rw/act/po/2012/30/eng@2012-07-30

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Presidential Order Specific Statute for Police Officers

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Rwanda

Presidential Order Specific Statute for Police Officers

Presidential Order 30 of 2012

Published in Official Gazette 51 on 30 July 2012

Assented to on 9 July 2012

Commenced on 2 September 2011

[This is the version of this document from 30 July 2012.]

We, Paul KAGAME,

President of the Republic;

Pursuant to the Constitution of the Republique of Rwanda of 04 June 2003 as amended to date, especially in Articles 112, 113, 169, 170 and 201;

Pursuant to Law nº 22/2002 of 09/07/2002 on General Statutes for Rwanda Public Service especially in Articles 3 and 4;

Pursuant to Law nº 46/2010 of 14/12/2010 determining the powers, responsibilities, organization and functioning of the Rwanda National Police especially in Articles 10 and 11;

Having reviewed the Presidential Order nº 155/01 of 31/12/2002 on Statutes Governing National Police;

On proposal by the Minister of Internal Security;

After consideration and approval by the Cabinet in its session of 02/09/2011;

HAVE ORDERED AND HEREBY ORDER:

Chapter One

Preliminary provisions

Section One – General provisions

Article One – Purpose of this Order

This Order establishes Statutes Governing Police officers. It determines the structure of the tasks, recruitment procedure into the Rwanda National Police, promotion and cessation of service.

For what is not mentioned in this Order, the General Statute for Rwanda Public Service shall be applied.

Article 2 – Duration of service

While serving, a Police officer shall fulfill his/her professional work and be governed by this Statute. The period for basic training shall not be counted in the service period.

Article 3 – Composition of the Executive Authority of Police

The Executive Authority of Police shall be composed of the Inspector General of Police, Deputy Inspector General of Police, Commissioners of Department and other Police Officers appointed to various services within Rwanda National Police.
Article 4 – Civil servant in the Rwanda National Police

Without prejudice to Article One of this Order any civil servant with specialised knowledge working in Rwanda National Police shall be governed by the General Statutes for Rwanda Public Service or labor contracts.

Section II – Commencement of service

Article 5 – Recruitment into Rwanda National Police

The recruitment into Rwanda National Police shall depend on the required number according to the Police to Population ratio.

The number of the Rwanda National Police Personnel shall be determined by the Cabinet on request by the Minister in charge of the Police on advice by the Police High Council.

Article 6 – Conditions for admission

Any person to be admitted in Rwanda National Police, must meet the following conditions:

1° to be of Rwandan Nationality;
2° to voluntary apply;
3° to be at least eighteen (18) years old and not more than twenty five (25) years old. For persons with special skills, this age can be increased by the responsible organs if deemed necessary;
4° to have good conduct and morals;
5° not to have had any criminal conviction of more than six (6) months;
6° to hold a diploma or another certificate certifying that he/she has capacities corresponding to the recruitment level;
7° to be healthy and strong enough to wok in Police, this being supported by a medical certificate issued by a Doctor registered by the State;
8° not to have been dismissed from his/her functions without consultation or expelled from any public service without notice;
9° to have passed tests for recruitment into the Rwanda National Police.

Other additional conditions may be determined by instructions of the Minister in charge of the Police.

Article 7 – Required academic documents

During recruitment, for Civilians who wish to undergo basic training for officers, must have at least a university degree.

For Civilians who wish to undergo basic training to become Police constables, must have a senior six (6) certificate.

Article 8 – Categorisation of Police officers

During recruitment, each person shall be put in a category of a low-ranking police officer, or in a category of officers.
Section III – Basic training and taking oath

Article 9 – Police Schools

Rwanda National Police shall have schools to help in providing basic training, professional courses, and other courses aimed at building capacity of Police officers. Categories and functioning of these schools are determined by instructions of the Minister in charge of the Police.

Article 10 – Higher institutions

Rwanda National Police may own higher institutions of learning established and administered in accordance to Laws governing higher institutions of learning in Rwanda.

Article 11 – Recruits undergoing basic training

Without prejudice to Article 8 of this Order, any person recruited to become a Police officer must undergo and pass a basic training.

For those who wish to become officers shall undergo a basic training in the National Police Academy or in other Police Schools at the same level. They shall be designated as officer cadet.

Persons to become Police constables must undergo a basic training in the Police training school and are designated as Recruits.

Officer Cadets shall be paid the monthly salary of "Chief Sergeant" while recruits shall be paid the monthly salary of Police Constable.

Article 12 – Determination of programmes for basic training

The programme for basic training of Officers and Police Constables shall be determined by the Inspector General of Police.

Article 13 – Apprenticeship contract

Every recruit shall, before beginning the basic training sign an apprenticeship contract with the State represented by the Inspector General of Police.

Article 14 – The oath

Except the Inspector General of Rwanda National Police and the Deputy Inspector General of Police who take oath as provided by the Law determining the powers, responsibilities, organization and functioning of the Rwanda National Police, other Police Officers at the completion of their basic training to become officers or constables take oath which is provided by the Constitution of the Republic of Rwanda.

Members from other security organs integrated in the Rwanda National Police shall not be required to take oath except if they are appointed to the post of Inspector General of Police or Deputy Inspector General of Police.

The officers shall take oath before the President of the Republic.

The Police constables shall take oath takes before the Minister in charge of Police.
Section IV – Police High Council

Article 15 – Internal rules and regulations of Police High Council

Internal rules and regulations of Police High Council shall be determined by the Minister in charge of Police after consultation with the Inspector General of Police.

Article 16 – Composition of Police High Council

The Police High Council shall be composed of Inspector General of Police, Deputy Inspector General of Police, Commissioners, Directors, Regional Police Commanders, District Police Commanders, Principal Commandant of Police Schools, Commandant of Medical Services, and other Police Officers determined by the Inspector General of Police.

Chapter II
Service

Section One – Rank, category and service

Article 17 – Definition of a rank

A rank shall be a title which categorises any Police officer in the Police hierarchy and enables him/her to exercise a corresponding service.

Article 18 – Hierarchical order of Police ranks

Police ranks shall be arranged in a descending order as follows:

First category: Commissioners
1° Commissioner General
2° Deputy Commissioner General
3° Commissioner
4° Assistant Commissioner

Second category: Senior Officers
1° Chief Superintendent
2° Senior Superintendent
3° Superintendent

Third category: Junior Officers
1° Chief Inspector
2° Inspector
3° Assistant Inspector

Fourth category: Non-Commissioned Officers
1° Chief Sergeant
2° Senior Sergeant
3° Sergeant
4° Corporal

Fifth category: Low-ranking Police officers
Police Constable

**Article 19 – Seniority on rank**

Seniority of Police officers with the same rank shall be proven according to:

1° the appointment;

2° the date on which he/she got the rank: a Police officer given a rank before others shall become the superior to others;

3° the matriculation numbers: a Police officer whose matriculation number comes before others on the nominal roll list shall be superior to others.

The proofs for seniority shall be considered valid depending on how they are arranged in the Paragraph One of this Article. Without prejudice to what is mentioned in Paragraph One of this Article, in case they work on the same level the head shall become the superior.

The allocation of matriculation numbers to Police officers shall depend on their date of entry, marks obtained and on the list of their names in Rwanda National Police. The matriculation number can never be given to any other Police officer.

Any period of non-activity other than for health reasons shall be deducted from the seniority of any Police officer.

Officers shall have their matriculation numbers and others Police officers also have their own.

Any Police officer promoted from a category to another category with a different number, shall be given another number corresponding to that category.

**Article 20 – Organ empowered to award ranks**

Commissioners and officers of Rwanda National Police shall be promoted by the President of the Republic.

Officer cadets shall be commissioned to the rank of Assistant Inspector of Police by the President of the Republic after their successful completion of the training.

Non-Commissioned Officers and Police Constables shall be given their ranks by the Minister in charge of Police after their successful completion of the training.

**Article 21 – Adjustment of duties with ranks of the Police**

The adjustment of appointments with ranks of the Police shall be as follows:
<table>
<thead>
<tr>
<th>Duty</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspector General of Police:</td>
<td>Deputy Commissioner General</td>
</tr>
<tr>
<td></td>
<td>Commissioner-Independent</td>
</tr>
<tr>
<td>Deputy Inspector General of Police:</td>
<td>Commissioner-</td>
</tr>
<tr>
<td></td>
<td>Deputy Commissioner General-Independent</td>
</tr>
<tr>
<td>Principal Commandant of Police Schools:</td>
<td>Commissioner-</td>
</tr>
<tr>
<td></td>
<td>Deputy Commissioner General-Independent</td>
</tr>
<tr>
<td>Wing Commander of National Police Academy:</td>
<td>Assistant Commissioner-</td>
</tr>
<tr>
<td></td>
<td>Commissioner-</td>
</tr>
<tr>
<td></td>
<td>Deputy Commissioner General</td>
</tr>
<tr>
<td>Wing Commander of Basic Police Training School:</td>
<td>Chief Superintendent-</td>
</tr>
<tr>
<td></td>
<td>Assistant Commissioner-</td>
</tr>
<tr>
<td></td>
<td>Commissioner-</td>
</tr>
<tr>
<td>Commissioner of a Department:</td>
<td>Assistant Commissioner-</td>
</tr>
<tr>
<td></td>
<td>Commissioner-</td>
</tr>
<tr>
<td></td>
<td>Deputy Commissioner General</td>
</tr>
<tr>
<td>Regional Police Commanders:</td>
<td>Chief Superintendent-</td>
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<tr>
<td></td>
<td>Assistant Commissioner-</td>
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<tr>
<td></td>
<td>Commissioner-</td>
</tr>
<tr>
<td>Principal Staff Officer:</td>
<td>Chief Superintendent-</td>
</tr>
<tr>
<td></td>
<td>Assistant Commissioner-</td>
</tr>
<tr>
<td></td>
<td>Commissioner-</td>
</tr>
<tr>
<td>Director:</td>
<td>Superintendent-</td>
</tr>
<tr>
<td></td>
<td>Senior Superintendent-</td>
</tr>
<tr>
<td></td>
<td>Chief Superintendent-</td>
</tr>
<tr>
<td>Position</td>
<td>Rank</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Head of Division:</td>
<td>Assistant Commissioner</td>
</tr>
<tr>
<td>Commanding Officer of Units:</td>
<td>Superintendent-</td>
</tr>
<tr>
<td></td>
<td>Senior Superintendent-</td>
</tr>
<tr>
<td></td>
<td>Chief Superintendent-</td>
</tr>
<tr>
<td></td>
<td>Assistant Commissioner</td>
</tr>
<tr>
<td>District Police Commander:</td>
<td>Superintendent-</td>
</tr>
<tr>
<td></td>
<td>Senior Superintendent-</td>
</tr>
<tr>
<td></td>
<td>Chief Superintendent-</td>
</tr>
<tr>
<td></td>
<td>Assistant Commissioner</td>
</tr>
<tr>
<td>Officer in Command of Police Station:</td>
<td>Inspector-</td>
</tr>
<tr>
<td></td>
<td>Chief Inspector-</td>
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<tr>
<td></td>
<td>Superintendent-</td>
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<td></td>
<td>Senior Superintendent</td>
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<tr>
<td>Post Commander:</td>
<td>Senior Sergeant-</td>
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<td>Chief Sergeant-</td>
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<td></td>
<td>Assistant Inspector-</td>
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<tr>
<td></td>
<td>Inspector</td>
</tr>
</tbody>
</table>

**Article 22 – Determination of other duties in the Police**

Besides the duties mentioned in Article 22 of this Order, administrative, logistical and technical services shall be created within Police units as well as other services which can be provided by Police officers who have other ranks, following the resolution of the Police High Council.

Police officers appointed in these services mentionned in the Paragraph One of this Article shall be entitled to a bonus determined by the Minister in charge of the Police after consultation with the Police High Council.

**Section II – Secondment, transfer and detachment**

**Article 23 – Transfer of a Police officer**

The transfer from one unit to another or from one service to another, without prejudice to the competence of the nominating organs, shall be done by the Inspector General of Police.
The transfers within the same unit or in services without prejudice to other nominating organs, shall be done by the Commander of the unit or the head of services and inform the Inspector General of Police.

**Article 24 – Provisional replacement**

Inspector General of Police shall determine Police officer to replace others in their absence; he/she may also delegate his/her powers to other Police Officer having authority to do so when replacement concerns Junior officers, Non Commissioned Officer and Police Constables.

**Article 25 – Secondment**

A Police officer can be given an external transfer from Rwanda National Police to a Government post or any other organisation of public utility. This shall be done by the authority with power of nomination.

A police officer transferred under provisions of Paragraph One of this Article shall be paid by the hosting Institution. Where his/her salary by rank is superior than the salary of the post occupied, he/she shall be remunerated according to his rank.

**Article 26 – Detachment of a Police officer to an international organisation**

Detachment shall be the period during which a Police officer provisionally stops working for the country’s interest in order to:

1° carry out services in an international organisation in which the government has got interests or in a private organisation under contract with the government;

2° carry out political activities

Such detachment shall be made by the President of the Republic without consultation for the whole duration of services.

**Article 27 – Laws governing a Police officer on detachment**

Any detachment of a Police officer for a period exceeding two (2) months shall make the original post vacant.

A Police officer on detachment shall be governed by statutory regulations of the institution where he/she is on detachment except regarding discipline and definitive cessation of Police services. He shall retain his/her rights to advance in ranks, remuneration, category, and seniority within the framework of Rwanda National Police.

He/she shall be remunerated by the Institution to which he/she is attached except when there is a contract that stipulates otherwise.

At the expiry of detachment period, a Police officer is automatically reinstated into Police work with all his/her rights.

**Article 28 – Integration into security organs**

A Police officer can be integrated into other security organs, and therefore governed by laws and instructions of the organs in which he/she is integrated to.

Integration into security organs provided in this Article shall be made by a Presidential Order.

A Presidential Order integrating a police officer into security organs shall precise the new rank allowed to him/her.
Chapter III
Obligations, prohibitions, incompatibilities and rights of a Police officer

Section One – Obligations of a Police officer

Article 29 – Responsibilities of Inspector General of Police

The Inspector General of Police shall plan, organize, coordinate, lead and control all the activities of the Rwanda National Police, and shall, in particular:

1° have the general control and administration of the Rwanda National Police and the employees connected with it;
2° ensure that the Police is run in accordance with the objectives set by the Government;
3° ensure that Police officers carry out their duties in accordance with the law, orders and other regulations made under it and ensuring that discipline is maintained;
4° develop and implement short, medium and long term plans setting out the priorities and objectives of police;
5° determine the deployment of the Force in compliance with this Statute;
6° promote the general welfare of Police officers.

Article 30 – Responsibilities of Deputy Inspector General of Police

Deputy Inspector General of Police is entrusted to:

1° assist the Inspector General of Police in his duties, to deputize him/her in his/her absence in the respective area of competence. In particular, ensure proper management and utilization of financial, material and human resources of the Rwanda National Police through a strict adherence to the statutory and policies governing the Police.
2° implement policies, procedures and standards on financial accounting, recording, audit and safety of related records through a periodized check and report-back mechanisms that is self auditing;
3° ensure fairness, justice and uniformity in the punishment of discipline related cases by standardizing faults and penalties across all Police units;
4° promote the use of and adherence to standard operating procedures for uniformity and standardization of operations and activities in all units under him/her;
5° accomplish special programs assigned to him/her by the Inspector General of Police.

Article 31 – Attributions of a Commanding officer

Any Police officer placed at the head of a service shall be the responsible person to the hierarchical superiors for the smooth functioning of that service by virtue of this, he:

1° must punish or make punished those who make mistakes, those who are negligent, those who breach laws and regulations when exercising his functions;
2° must be impartial, without any individual, social, ethnic, political, religious or interest considerations;
3° Shall be instructed to work in favour of his/her subordinates’ interests and resolve any conflict which may arise.
Any commanding officer is responsible for the negative consequences resulting from orders he gives to his subordinates.

**Article 32 – Obligations to every Police officer**

Every Police officer, irrespective of the rank or the post, shall have the following obligations:

1° to Serve for the Republic of Rwanda with loyalty, integrity and dignity;
2° to personally fulfil the mission entrusted to him/her and with all his/her conscience, to respect orders given to him/her by his superiors and to collaborate with other Police officers in whatever is useful to the services;
3° to be courteous;
4° to avoid any behaviour that could undermine the confidence of the population and his/her service;
5° to know the laws, guidelines, and measures regarding the respect of his/her duties, their implementation and respect;
6° to respect instructions regarding professional secrecy;
7° to take care of the installations and materials belonging to the State or placed under his/her guard and protection;
8° to reinforce other organs regarding maintenance of security if deemed necessary;
9° to aim at anything that may promote welfare, good performance and discipline at work;
10° to respect rights of his/her subordinates and to brief them about the prevailing situation any time that is possible;
11° to always be ready for work.

**Section II – Prohibitions to a Police officer’s duties**

**Article 33 – Prohibited activities**

Any Police officer shall be prohibited to:

1° undertake any act jeopardising the security of the Republic of Rwanda and integrity of the nation;
2° participate in demonstration movements or take part in actions intended to provoke a demonstration;
3° demand or receive personally or through a third person, even out of his/her duty hours, bribes, gifts/donations, commissions and other gratuitous/tips of any kind whatsoever likely to undermine the confidence of the people, honest, good conduct, truth and justice;
4° To take advantage of his/her status of being a Police officer in order to evade paying his/her debts or solicit a favoured treatment;
5° be involved in political parties or any other association of a political nature;

**Article 34 – Incompatibilities with duties**

The following activities shall be incompatible with Police duties:

1° Any political activity;
2° Any commercial or industrial profession;
Any participation in the management or administration of a company, cooperative or any other commercial or industrial enterprise. However, this shall not be applicable to mandates exercised on behalf of the State in private enterprises;

Any Police officer on detachment in an institution or international organisation shall be prohibited to have interests in them likely to cause him/her partial.

Section III – Rights of Police officers

Article 35 – Acquired rights of a Police officer

The acquired rights of a Police officer shall be the right to the rank and remuneration.

Article 36 – Rights of a Police officer provided by the present Statute

Irrespective of the rights of Police officers provided by this Statute, the State must protect Police officers against attacks, threats, abuses and defamations while on exercise of their duties and help them to follow-up compensations for the prejudice suffered because of that.

When a Police officer is prosecuted by a third party for a service fault, and the State proves that the fault is not attributable to him/her, it shall cover him/her for civil damages pronounced against him/her.

Article 37 – Rights to consult his personal file

Police officers shall have right to consult their personal files, but without taking any single sheet out of them; they may only copy them. Individual file of any Police officer must contain only records regarding Police duties. These records shall be filed according to their statements and time of reception.

All the records filed in his/her file must be communicated to him/her and shall be the only ones to be invoked against him/her in disciplinary actions.

Article 38 – Appeal against decisions rendered upon a Police officer

Any Police officer who feels wronged can institute an appeal as provided by the Instructions governing Discipline in Police. In any case, the Police High Council shall be entrusted to take a definitive decision on the matter concerning Police Officers.

Chapter IV
Leave, training and temporary suspension of service

Section One – Annual leave

Article 39 – Authorities granting annual leave

Except for Inspector General of Police and Deputy Inspector General of Police allowed leave or permission by the President of the Republic, annual leaves and permissions shall be granted by Police authorities according to the resolution of the Police High Council.

Commissioners and other Senior Officers who intend to have their holiday outside the Republic of Rwanda shall be given permission by the President of the Republic. For other Police officers, permission to take a leave abroad shall be given in accordance with the Disciplinary Regulations for Police officers.
Article 40 – Leaves and permissions granted to a Police officer

Any Police officer shall be allowed to annual leave and permission as provided for by the General Statutes for Rwanda Public service.

Section II – Training of a Police officer

Article 41 – Training

Each Police officer shall undergo training in career courses and specialized courses. However any Police officer who has undergone specialized courses can as well undergo training in career courses.

Training of Police officers abroad shall be determined by the Minister having the Police in his/her attributions upon demand by the Inspector General of Police.

The organisation of training courses for Police officers shall be determined by the Inspector General of Police.

Any police officer who benefits training lasting more than six (6) months shall sign a contract with the Minister in charge of Police so that in case of voluntary resignation he/she shall reimburse the counterpart of all expenses. The format of the contract shall be determined by the Minister in charge of Police after consultations with the Inspector General of Police.

Article 42 – Rights of a Police officer undergoing a training course

Attending a training course does not oblige any Police officer to leave his/her post vacant.

A Police officer under a training course shall be entitled to hid service remuneration, and retains his/her rights of advancement, as regards promotion in rank and seniority on rank.

Section III – Suspension of service

Article 43 – Suspension from service caused by illness or disability

Suspension from service shall be a period of absence given to a Police officer as a result of illness or disability certified by a state doctor if this period exceeds three (3) months. The suspension shall never exceed eighteen (18) months.

Article 44 – Decision of suspension from service

Suspension from service shall be decided by the Inspector General of Police, who shall inform his/her decision the Minister in charge of Police.

Section IV – Temporary suspension of a police officer from service

Article 45 – Definition of temporary suspension

Temporary suspension aimed for investigation purposes shall mean the situation when a Police officer cannot fulfil his/her duties temporarily due to suspicions of the mistake incompatible to his/her duties he/she has made.

Temporary suspension of a Police officer from services shall be made by the Inspector General of Police on proposal by the Police High Council.
Temporary suspension of service shall prevent the concerned Police officer from carrying out any other kind of duty and he/she shall have to wait for a period not exceeding six (6) months.

**Article 46 – Reasons of temporary suspension**

A Police officer is suspended from his/her service if:

1° he/she has been away from duty without any sound reason, without permission for at least seven (7) consecutive days;
2° he/she has remanded in custody or has been sentenced to less than six (6) months;
3° there exist tangible evidences of a serious mistake he/she has committed and which is likely to get him/her suspended, dismissed without consultation, or infringement committed in breach of ordinary laws until investigations are completed.

**Article 47 – Effects of temporary suspension**

Any Police officer temporary suspended shall have no rights to his/her remuneration and promotion on rank, as well as category and seniority during the period of suspension.

The post of a Police officer under suspension from his/her duties shall fall vacant after two (2) months.

**Article 48 – End of temporary suspension**

Temporary suspension of service shall end by:

1° Dismissal without notice;
2° Resumption of service after expiry of the sentence pronounced by courts or of the sanction inflicted by the competent authorities;
3° Resumption of services at the end of custody or disciplinary proceedings;
4° Definitive dismissal.

**Section V – Temporary release from service**

**Article 49 – Definition of temporary release**

Temporary release from service shall be a situation whereby a Police officer, for his/her personal reasons, is authorised to suspend his/her duties.

The time limit for any one applying for temporary release from service for personal reasons shall be one year except for specific reasons. The prolonged time limit shall never exceed six (6) months.

**Article 50 – Application for temporary release**

An application for temporary release from service shall be made in writing submitted to the authority with competence to recruit through his/her immediate superior. The authority with competence to award rank shall examine the proposal within thirty (30) days starting from the receipt of the application letter for release.

Any Police officer applying for temporary release from service must remain to his/her post until notification of authorisation for temporary release. In case the request is granted, he/she is notified in writing. Should the opposite occur the reasons for denying temporary release from service to a Police officer are notified by writing to the concerned.
In case of expiration of time limit stated in Paragraph One of this Article, a Police officer shall reiterate the demand within fourteen (14) calendar days, after appeal to the Minister in charge of the Police who shall state lastly within fifteen (15) calendar days.

**Article 51 – Effects of temporary release from service**

Any Police officer who suspends his/her services shall cease to be a Police officer and have no right to salary, promotion in rank, and not enjoy rank seniority, and must immediately hand over equipments and properties put at his/her disposal by Rwanda National Police.

At the end of suspension, a Police officer shall resume his post.

**Chapter VI**

**Evaluation and promotion**

**Section One – Evaluation of a Police officer**

**Article 52 – Certificate of merit**

All Police officers shall be subjected to annual evaluation established under the form of evaluation report and concerning his/her merit likely to be promoted to a higher rank.

The standard of merit shall be given by one of the following words: "Elite, Active, Hard working, Inactive, Mediocre".

The appreciation of the ability for a Police officer to be promoted to a higher rank shall be given by one of the following words "Merit, Very Good, Fair" and must be accompanied by his/her evaluation report.

**Article 53 – Determination of Certificate of Merit**

The modalities of certificates of merit, and their award shall be determined by the Minister in charge of the Police on advice by the Police High Council.

**Section II – Promotion and rank**

**Article 54 – Typical document for promotion on rank**

At the end of each year, a typical document is established for Police officers fulfilling the conditions for promotion in the following year.

This typical document specifies the current rank and the proposed rank, as well as the ordinary date for next promotion and the previous promotion.

The Inspector General of Police shall establish a table for each promotion after publishing it within two (2) weeks and submit it in January for each year to the Minister in charge of the Police, who will take two (2) weeks publishing it so that whoever finds any mistake or allegations does make it corrected.

**Article 55 – Denial of promotion**

No Police officer can be promoted to a higher rank when he/she is not in service, or provisionally suspended for investigations or fails to pass an exam prepared in this intent.
He can be awarded a rank but this promotion shall be valid before it is awarded when:

1° a Police officer gets back to his/her post after a provisional suspension due to health reasons and having not lost his/her seniority on rank because of these reasons;
2° a Police officer gets back to his/her post after a temporary suspension;
3° When a Police officer’s promotion delayed because of his/her health or administrative reasons but when promotion had been approved.

**Article 56 – Normal promotion**

Except for special promotion done by the President of the Republic, all Police officers are promoted according to the provisions of this Order.

**Article 57 – Promotion on rank of Officers**

Officers of Rwanda National Police shall be promoted in ranks by a Presidential Order. Promotion award shall depend on the performance of an Officer in fulfilling his/her tasks as shown by evaluation assigned to him/her.

To be promoted in ranks, the Officer must also in particular fulfil the following conditions:

1° to have held the current rank for at least three (3) years for a junior officer;
2° to have held the current rank at least four (4) years for Senior Officer;
3° to have held the current rank at least five (5) years for a Commissioner.

The rating for an Officer to be promoted must contain "Merit" and have been rated at least "Active" in the three (3) last consecutive ratings.

**Article 58 – Conditions for promotion of Non-Commissioned Officers**

Non-Commissioned Officers shall be promoted by the Minister in charge of the Police.

Award of a rank shall depend on the performance of a Non-Commissioned Officer in fulfilling his/her tasks as shown by the evaluation assigned to him/her.

To be promoted in ranks, the Non-Commissioned Officer must also have held the current rank for at least three (3) years;

The rating for a Non-Commissioned Officer to be promoted must contain "Merit" and have been rated at least "Active" in the three (3) last consecutive ratings.

**Article 59 – Conditions for a Non-Commissioned Officer to be promoted to the category of officer**

A Non-Commissioned Officer can be promoted to the category of officers if he fulfils the following conditions:

1° to hold an advanced diploma or certificate required for those willing to become Officers;
2° to pass an exam to be admitted in the training school for Officers;
3° to attend and pass courses organised by the training school for Officers.

The Minister in charge of the Police may, upon resolution of the Police High Council, approve that Non Commissioned Officers having five (5) years of seniority in the Police service and a Diploma of Senior Six (6) undergo cadet course.
Article 60 – Conditions for promotion of Police Constable

Police Constables shall be promoted by the Minister in charge of the Police.

For a Police Constable to be awarded a higher rank, he/she must fulfil the following conditions:

1° To have at least four (4) years of seniority on the rank;
2° To have been rated “Merit” in his/her last rating;
3° To have obtained at least “Active” in the last three (3) consecutive years.

Article 61 – Conditions for a Police Constable to be promoted to the category of officers

A Police Constable can be promoted to the category of officers if he/she fulfils the following conditions:

1° to hold an advanced general certificate of education required for those willing to become officers;
2° to pass an exam to be admitted in the Training school for officers;
3° to attend and pass courses organised by the Training school for officers.

Article 62 – Special promotion

Pursuant to the National Policy of gender promotion, due also to special skills corresponding to Police functions and duties, the Police High Council may propose the Minister having Police in its attributions to promote Police officers to the higher rank even if not fulfilling the required age proposed in this Order.

Chapter VII
Disciplinary provisions

Article 63 – Offence and sanction of misconduct

Misconduct and sanction for the behaviour of a Police officer have no relation with the offence and sanction provided by the penal code, provided that the same fact can bring about criminal and disciplinary proceedings.

Whatever the outcome of the criminal proceeding, the disciplinary authority to punish a Police officer can rule on the application of disciplinary sanctions.

Article 64 – Procedure of punishing

The procedure to punish Police officers must be made in writing.

No sanction can be pronounced without the party concerned being allowed to defend himself/herself within circumstances and periods prescribed by disciplinary rules governing Police officers.

No sanction can have an effect upon a person to be sanctioned before its pronouncement.

Article 65 – Competent authority to remove disciplinary sanctions

The authority with competence to recruit can remove all disciplinary sanctions pronounced against a Police officer.
Article 66 – Establishment of disciplinary regulations governing Police officers

Any Police officer must fulfil his/her duties diligently. If during exercise of his/her duties, it appears that he/she worked with negligence; he/she shall be therefore punished according to laws.

Disciplinary regulations are fixed by the Minister in charge of the Police.

Chapter VIII
Cessation of service

Article 67 – Definitive cessation of service

Definitive cessation of service leads to removal of a Police officer from the list of personnel of Rwanda National Police.

A Police officer shall definitively cease to in case of:

1° resignation is accepted;
2° dismissal without notice;
3° dismissal after pronouncement of prison sentence exceeding six (6) months or penal prison sentences if added exceed six (6) months;
4° mass lay off;
5° retirement;
6° discharge for health reasons;
7° Death.

Article 68 – Accepted resignation

Resignation from work for personal reasons shall be made in writing by a Police officer through his/her superior, submitted to the authority with competences, who rule on the case within thirty (30) days starting from the date of receipt that application.

A Police officer applying for resignation for personal reasons must occupy his/her post until notified the decision taken.

The Police High Council shall determine the modalities of application to the provision of this Article.

No Police officer can apply for resignation for personal reasons if he/she has not yet spent ten (10) years working for Rwanda National Police.

Article 69 – Dismissal without notice

Dismissal without notice shall be a decision taken by the competent authority to remove a Police officer from carrying out Police duties.

Dismissal without notice shall be made by the authority with competence to recruit when a Police officer:

1° is no longer a Rwandese national;
2° is guilty of having made false declarations during recruitment;
3° is restricted by penal laws to resume his/her services;
4° applied for temporary release and exceeds fifteen (15) days without resuming his/her work after expiry of the period given;

5° applied for resignation and leaves his/her post before obtaining permission for resignation;

6° abandons his/her post or is absent without valid reasons for at least fifteen (15) consecutive days;

7° is not promoted for two (2) consecutive times.

**Article 70 – Definitive dismissal from service**

Definitive dismissal from service shall be a decision taken against a Police officer to remove him/her definitively from Police duties due to a serious disciplinary fault he/she committed.

Such a decision shall be taken by the competent authority entrusted with the powers of promoting to the higher rank.

Definitive dismissal shall commence when the concerned Police officer is notified of the decision dismissing him/her.

**Article 71 – Lay off**

A Police officer can be laid off upon his/her request and accepted or made by the authority with the powers of promoting to the higher rank.

**Article 72 – Diversion into retirement period**

The age limit for Police officers for retirement period is as follows:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Age Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner:</td>
<td>60 years</td>
</tr>
<tr>
<td>Senior officer:</td>
<td>55 years</td>
</tr>
<tr>
<td>Junior officer:</td>
<td>50 years</td>
</tr>
<tr>
<td>Non-Commissioned officer:</td>
<td>45 years</td>
</tr>
<tr>
<td>Police Constable:</td>
<td>40 years</td>
</tr>
</tbody>
</table>

Diversion into retirement shall show common cessation of Police officer's duties, which renders him/her rights to pension allowances as provided by the social security legislation.

Any Police officer can apply for retirement if he/she has served for at least fifteen (15) years.

**Article 73 – Discharge for health reasons**

The authority with competence to recruit, on advice by a team of Doctors, can discharge for health reasons a Police officer who is not in a state to continue to serve and who does not meet the required conditions to obtain allowances for health reasons.
Article 74 – Death of a Police officer

A Police officer's death shall lead to definitive cessation of his/her duties, penal and disciplinary proceedings for the offences he/she had committed during exercise of his/her functions.

The Inspector General of Police shall be entrusted to radiate a Police Officer deceased from the nominal Roll of Police Officers.

Article 75 – Allowance for compensation and burial fund for a Police officer

When a Police officer dies, the widow and her children or if he/she has none, his/her dependants determined by courts are receiving money equivalent to six (6) times of the monthly wage received for the last time.

Funeral expenses of a deceased Police officer shall be granted by the State as provided for by the regulations for Rwanda Public service.

Article 76 – Rights of an Officer who ceases definitively his/her service

Any Commissioner or Senior Officer retired shall be authorized to put on ceremonial dresses.

Chapter IX
Remuneration and other benefits for a Police officer

Section One – Remuneration

Article 77 – Nature of remuneration

The remuneration of a Police officer shall be linked to the nature of particular services and the category of services assigned to him/her.

The remuneration of a Police officer shall be made up of:

1° the initial remuneration related to the conferred rank;
2° the bonus which can be paid due to the certificates education corresponding to the profession;
3° the annual remuneration increments;
4° the bonus for performance at work and other different bonuses given while on duty.

Article 78 – Period for the wage

The wage of a Police officer shall be paid at the end of each month. The wage shall be counted from the date of commencement of services and stop at the following day of the day on which he/she stopped working.

Bonus for work shall be given during work.

Article 79 – Determination of wages

The amount of money paid to a Police officer shall be determined by a Presidential Order.

Article 80 – Bonus for performance practice

The amount of money for each annual increment shall follow the general Statutes governing Public Servants.
Article 81 – Wages increase

Advancement in rank shall lead to increase in remuneration.

Increasing wages plus annual increases, shall be paid on the basic wage corresponding to the Police officer’s current rank, and are calculated according to his/her last wage.

Article 82 – Bonus for professional experience

A Police officer shall be entitled to money for his/her experience at work every year, calculated in conformity with General Statute governing Public servants.

Article 83 – Deductions from wages

Except money deducted from wages according to laws in force, no person shall be allowed to deduct any amount of money unless provided as a security or by will of the Police officer.

Section II – Fringe benefits of a Police officer

Article 84 – Determination of equipments and accommodation of a Police officer

The State shall make available the uniform and other basic equipments to any Police officer so that he/she fulfils his/her duties.

A Police officer shall be lodged and fed by the State. Lodging and food shall be given as such or in cash.

Lodging category and granted food or money equivalent to them shall be determined by the Minister in charge of the Police in consultations with the Minister in charge of the finance.

Article 85 – Determination of money for accommodation on official mission orders

Beside ordinary accommodation, any Police officer on official mission out side his/her usual place of work, shall be entitled to mission allowances.

The amount and the way the mission allowance are paid shall be determined by the Instructions of the Minister in charge of the Police.

Official missions outside the country shall be governed by a Presidential order. Official mission inside the country shall be governed by Instructions of the Minister in charge of the Police.

Article 86 – Medical treatment of a Police officer and his/her family

The Police officer and his/her family shall get medical treatment in accordance with health insurance.

Without prejudice to what is stated in the Paragraph One of this Article, a Police officer whose sickness originated from work shall be treated medically by the State.

Medical treatment stated above, can take place in hospitals outside the country, according to advice given by Hospital experts habilitated to do so.

Costs for medical treatment of a Police officer who falls sick while on official mission abroad shall be covered by the State.
Article 87 – Aid for disability derived from work

Any Police officer with disability derived from work shall be assisted by the State. The Minister in charge of the Police shall determine the implementation of this Article upon resolutions made by the Police High Council.

Article 88 – Bonus, money for retirement, health reasons and lay off

Any Police officer at the age of retirement shall be given money at the end of his/her career. The money shall be equivalent to thirty six (36) months calculated considering remuneration and other benefits as provided by this Order.

Any Police officer discharged for health reasons shall be entitled to money equivalent to twelve (12) months of his/her last salary when he/she was still at work and other benefits as provided by this Order.

Any Police officer laid off shall be entitled to money equivalent to six (6) months of his/her last salary when he/she was still at work and other benefits as provided by this Order.

Any Police officer concerned by the Paragraph One, 2 and 3 of this Article shall sign with Rwanda National Police a contract respectable as long as he/she still receiving money mentioned above in this Article.

Police officers with special skills shall be entitled to money as bonuses. An Order of the Minister in charge of the Police shall determine these skills and the amount of money according to this article.

Article 89 – Transfert cost

Any Police officer who is transferred to a location exceeding twenty five (25) kilometres shall be facilitated by Rwanda National Police in transport.

Article 90 – Social security

Any Police officer shall be registered in the social security as provided by the relevant laws.

Article 91 – Improving Police officer’s welfare

The President of the Republic upon proposal by the Minister in charge of the Police shall establish the way of improving Police officer’s welfare.

Chapter X
Recognition of services

Article 92 – Honorary recognition of services

Honorary medals, awards and ribbons of Rwanda National Police given to Police officers who served with integrity in Rwanda National Police shall be determined by Instructions of the Minister in charge of the Police.

Chapter XI
Final provisions

Article 93 – Authorities responsible for the implementation of this Order

The Prime Minister, the Minister of Internal Security and the Minister of Finance and Economic Planning are responsible for the implementation of this Order.
Article 94 – Repealing provision

All prior provisions and contrary to this Order are hereby repealed.

Article 95 – Entry into force of this order

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effects as 02.09.2011.