ZIKRE-HIG

OF THE COUNCIL OF THE AMHARA NATIONAL REGIONAL STATE
IN THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA

<table>
<thead>
<tr>
<th>Unit Price</th>
<th>Unit Price</th>
<th>ISSUED UNDER THE AUSPICES OF THE COUNCIL OF THE AMHARA NATIONAL REGIONAL STATE</th>
<th>P.O. Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.30</td>
<td>3/12</td>
<td>312</td>
<td>P.O. Box</td>
</tr>
</tbody>
</table>

Contents

Regulation No.22/2004

The Amhara National Regional State Prison Police Officers’ Administration, Council of the Regional Government Regulation.

REGULATION NO.22/2004

A COUNCIL OF REGIONAL GOVERNMENT REGULATION ISSUED TO PROVIDE FOR THE ADMINISTRATION OF PRISON POLICE OFFICERS IN THE AMHARA NATIONAL REGIONAL STATE.
WHEREAS, it is found necessary to issue and implement a region wide administrative that determines the recruitment, assignment, transfer, selection, upgrading and dismissal of the amhara National Regional State Prison Police Officers at all levels in the region.

NOW, THEREFORE, the Council of the Amhara National Regional Government in accordance with the powers vested in it under the provisions of art. S8, sub.art.7 of the National Regional Constitution and art.24 of the Regional Prison Administration Offices establishment, re-organization and determination of powers and duties proclamation No. 67/2002, hereby issues this regulation as follows

PART ONE

GENERAL PROVISIONS

1. Short Title

This regulation may be cited as “The Amhara National Regional State Prison Police Officers Administration, Council of Regional Government Regulation  No. 22/2004”

2. Definitions

Unless the context otherwise requires, in this regulation:

A. The terms and phrases such as “Prisons” “Prisons Police Officer”, “Prisoner”, “Bureau and Bureau head” shall take the definitions given to them under art. 2, sub arts. 1, 2, 3 and 4 of the prison administration office establishment, re-organization and determination of powers and duties proclamation No.67/2002.

B. “Proclamation” means the Amhara National Regional
State prison administration office establishment, reorganization and determination of powers and duties proclamation No. 67/2002.

C. “Office” means the prison administration office established under the proclamation stated herein above.

D. “Rank promotion” means promoting a prison police officer from the rank he holds to the next higher rank.

3. Scope of Application of the Regulation

This regulation shall, with the exception of the head of the office and those civil servants administered pursuant to the regional civil service laws, be applicable to any prison police officers.

PART TWO
RECRUTIMENT, PLACEMENT AND TRANSFER

4. Selection and Recruitment

1. Any natural person wishing to serve as a prison police officer may, upon fulfillment of the criteria specified here below, be recruited as such where he:

   a. Is an Ethiopian citizen;
   b. Loyal to the Federal and Regional Constitutions;
   c. Has a good ethical conduct;
   d. Is not below the age of 18 years;
   e. Has at least completed 10th grade in pursuance of his education;
f. Is physically fit and healthy enough to be recruited as a prison police officer;
g. Has had no criminal conviction record;
h. Fulfils other additional criteria which the office may set out without prejudice to this regulation.

2. Without prejudice to the provisions of sub art.(1) of this article hereof, any selection carried out for a prison police recruitment shall take in to consideration the fair and balanced representation of all sexes as well as nation-nationalities and peoples residing in the Regional State.

3. Any person recruited to be a prison police officer in accordance with sub-art. (1) Of this article hereof, shall sign an employment contract prepared by the office. The effective date of the employment shall be specified in such contract.

4. The Process of selection of prison police officers and notification thereof shall be determined by a directive.

5. Any person recruited to be a prison police officer shall serve for a compulsory period of seven years; provided, however, that such a period of compulsory service shall be bound to commence, having been calculated as of the date of the completion of his training thereto.

5. Training

1. Any prison police officer shall receive basic police training before commencing his duties.

2. The objective of the training is to create a professional prison police officer dedicated to and capable of
enforcing the constitution.

3. The types of the training are categorized in three.
   These are:
   a. Basic prison police training;
   b. Professional training related to prison police service; and
   c. Trainings enabling one to assume managerial position.

4. Particular requirements necessary for the execution of the training shall be determined by a directive which the Bureau may issue thereto.

5. Any trainee shall, while in training:
   a. Participate in the training program in which he is assigned;
   b. Adhere to the internal regulations and directives of the training institution in which he is placed;
   c. Have the permission of the office prior to terminating, changing or extending the filed of training in which he is assigned to.

6. Without prejudice to the provisions stated under letters ‘a’ up to ‘c’ of sub art. 5 of this article hereof, any new trainee shall, while in training, be entitled to get food, closing, shoes, free lodging and medical services as well as pocket money pursuant to the decision by the bureau.

6. Oath

1. Any member of the prison police of the regional state who has completed his basic prison police
training program shall, before commencing his duties, take the following oath:

“I --------------- solemnly swear that I shall pledge to respect and enforce the Regional and Federal constitutions and other laws, to protect the human rights of prisoners, not to seek personal gains as well as to avoid discrimination for any reason and carry out my responsibilities with loyalty, integrity and diligence.”

2. The oath executed shall, after having been duly signed by the prison police officer, be kept in his personal file.

7. Assignment

Any trainee shall, upon completion of his training, be assigned in the office or those prisons found at all levels to render service in accordance with the area of his qualification.

8. Transfer and Temporary Assignment

1. The office may, wherever it finds it necessary for the duties, transfer and engage any prison police officer from one position to another position of an equal grade and salary or from one place of work to another, with similar work grades and salaries.

2. Any assignment envisaged under sub-art.(1) of this Article hereof shall be carried out on the basis of completion where there are other prison police officers interested to be placed in any position of work open for occupation by an internal transfer.
3. Notwithstanding the provision of sub-art.(1) of this article, the office may temporarily assign, for the purpose of the duty, a prison police officer to a position of work, without affecting his salary, irrespective of his grade and the type of work he occupies for the period, not exceeding one year.

4. Where it is medically proven that any prison police officer is, because of ill-health, unable to keep on working in the position or place of work he has already occupied thereof, he shall be transferred to another suitable position or place of work:
   a. With the same grade as he has been holding, if there exists a vacant position of work for possible assignments; or
   b. With a lower grade, where a vacant position of the same grade is not available and he is, therefore, willing to be transferred to a position of lower grade consequently.

5. Where circumstances so require, the office may assign a prison police officer to a higher position in an acting capacity.

6. No a prison police officer may be assigned in an acting capacity for more than a year.

7. Where the position of a prison police officer is cancelled, he shall be transferred to another position of equal grade within the office.

8. A prison police officer who has served at least for two years in a work place or department he has been assigned to may apply to the office for transfer. Details of the execution shall be determined by a
PART THREE

SALARY AND VARIOUS ALLOWANCES

9. Salary Scale

1. The office shall study salary scales for the use of prison police officers, present same through the bureau to the Council of the Regional Government as well as cause the execution of payments up on approval.

2. The salary scale shall contain the minimum and maximum levels applicable to each rank as well as indicate the salary increments to be given from time to time.

10. Salary Reform and Scale Increment

1. The salary ceiling of prison police officers of the regional state shall, from time to time be conditionally reformed, as to be determined and executed by the Council of the Regional Government.

2. The salary increment to be made to those prison police officers with outstanding performances or above may be reformed and determined with different variations depending on the degree of their performance.

3. Without prejudice to the provisions of sub arts. (1) and (2) Of this article hereof, a prison police officer whose performance is found to be satisfactory for two consecutive years shall be entitled to obtain a scale increment in respect to the level of rank he has held.

11. Payment of Salary

directive to be issued by the Bureau.
1. The salary of prison police officers shall be paid on the last day of every month.

2. Any prison police officer shall be entitled to advance payment of his monthly salary at the time of taking his annual leave.

3. With sufficient justification and full understanding of the department in which he is assigned, a prison police officer may be entitled to advance payment of his monthly salary.

12. Withholding and Deduction of Salary

1. The salary of any prison police officer may not be withheld or deducted except in accordance with:
   a. The consent of the prison police officer;
   b. A court order; or
   c. The provisions of the law.

2. The amount of monthly deductions from the salary of a prison police officer made pursuant to sub-art. (1), Letters “b” and “c” of this article hereof may not exceed one third of his salary.

13. Various Allowances

1. A prison police officer found at any level shall be paid allowances for food, transport in compensation of the expense spent while in deployment and other allowances to be determined as may be necessary.

2. A prison police officer shall, where he is assigned to a higher position of work temporarily or through agency, be entitled to a payment of 25 up to 50% of the difference between the salaries of the principal and agent, having regard to the degree of his responsibility. Details of the execution shall be
determined by a directive.

PART FOUR

MEDICAL SERVICE AND VARIOUS LEAVES

14. Medical service

1. Any prison police officer shall, whenever he falls sick or suffers from an employment injury, obtain medical services from the medical sections of prisons at any level as well as from any governmental health-institutions, with the expense being covered thereto.

2. Where any prison police office’s wife or husband or a child below the age of 18 years falls sick, he/she may obtain medical services from the medical facilities of prisons at all levels or be referred to any governmental health institutions, at the expense of the prison concerned.

3. Where any prison police officer at a retiring age, himself falls sick, or, in case he has passed away, his/her wife or husband or children below the age of 18 years become ill, shall obtain free medical services from those prisons with health-facilities.

4. The office shall cover the transportation expense of prison police officers sent to referral health institutions for further examination in the country as per the receipts they will have produced thereto.

15. Annual Leave

1. Any prison police officer shall have the right to
2. A prison police officer shall be entitled to annual leave of 20 working days for the first year of his service.

3. A prison police officer having a service of more than one year shall be entitled to an additional leave of one working day for every additional year of service; provided, however, that the maximum duration of the said annual leave may not exceed 30 working days.

4. Previous service rendered by the prison police officer in any other government office shall be considered for the application of sub-art. (1) Of this article hereof.

5. In as much as possible, annual leave shall have to be granted in accordance with the plan taking into account the interests of the office and the needs of the prison police officer.

16. Granting of Annual Leave

1. The period of the annual leave next the fiscal year of the office.

2. Annual leave shall have to be granted during the fiscal year at one time without interruption unless there exists an exceptional circumstance or such is so requested by the prison police officer and permitted by his immediate superior.

3. Where the prison police officer has not been granted annual leave due to compelling duties, the leave shall be postponed to the next fiscal year.

4. Where the office has been unable to grant a prison police officer his annual leave within the same fiscal year.
year owing to compelling reasons pertaining to the duties, the senior official of the office may authorize the postponement of the annual leave for two fiscal years; provided, however, that any accumulated leave shall be granted to the prison police officer in the third fiscal year.

5. The annual leave, not taken or postponed pursuant to this regulation shall be cancelled.

17. Leave to be Granted due to Sickness or employment Injury

1. Any prison police officer shall be entitled to a sick-leave certified by medical evidence where he is unable to perform his duties because of illness.

2. Any prison police officer, whose illness continues for one year without interruption shall be entitled to a sick-leave with full pay for the first three months and with half pay for the next three months as well as two months without pay, on the basis of the certificate he produces from the pertinent medical institution.

3. Where the duration of sick leave granted to any prison police officer exceeds eight months in a year or twelve months in four years, he shall not be granted another sick–leave.

4. Unless the officer recovers from his illness and resumes work, or where the board of medical doctors decides that he is permanently disabled, he shall be relived from his official duties, and his rights to obtain gratuity or pension shall be protected by the relevant laws.
5. Without prejudice to the provisions of sub-art (2) of this article hereof, an officer who has sustained an employment injury shall be entitled to an injury leave with full pay until he recovers and resumes work or until it is medically certified that he is permanently disabled due to his injury; provided, however, that the leave so granted may not exceed 12 months.

6. Where any prison police officer is absent from work due to sickness, he shall, as soon as possible, notify of the illness to his office, unless prevented from so doing by force major; provided, however, that he shall produce a medical certificate in case of absence from work for three consecutive days or for more than six days within a fiscal year.

7. Where it is certified that the officer is unable to recover and resume work within 12 months, the protection of his rights shall be dealt with pursuant to the provisions of the pension Law.

8. Where the prison police officer delay his recovery by not following up the treatment properly or by his non-observance of the physician’s recommendations, his entitlement to medical benefits and leave shall cease.

9. For the purpose of this regulation, the term “Employment Injury” shall have the meaning given to it under the Labor Law.

18. Maternity Leave
1. A pregnant prison police officer shall be entitled to a paid leave for medical examinations in relation with her pregnancy; provided, however, that the officer shall produce a medical certificate, to that effect.

2. A pregnant prison police officer shall be entitled to a paid leave before delivery if recommended by a physician.

3. A pregnant prison police officer shall be entitled to 30 consecutive days of leave before delivery as of the day of her guess to give birth and 60 consecutive days of maternity leave after delivery with pay.

4. If she does not deliver on the presumed date during her per-natal leave, she shall take additional leave until delivery or from her annual leave within the fiscal year.

5. The officer may be entitled to sick – leave in accordance with the provisions of article (17) Of this regulation if she becomes ill and needs an additional leave evidence by a medical recommendation after completion of her maternity leave as provided under sub-art (3) Of this article hereof.

19. Mourning Leave

1. Any prison police officer shall be entitled to a mourning leave with pay for three consecutive days in the event of the death of his spouse, descendant, or any other relative, by consanguinity or affinity, up to the second degree.
2. A prison police officer shall be entitled to a mourning leave with pay for one day in the event of the death of his close relative or friend other than those specified under sub-art. (1) Of this article; provided, however, that such a leave granted accordingly may not exceed six days within a fiscal year.

20. Special Leave

Any prison police officer shall be entitled to special leave with pay on the following conditions:

1. Three working days, while concluding marriage;

2. For all the days of the examination, while taking exams in pursuance of his education;

3. For all the days to accomplish the purpose for which he has been called upon, when he is summoned by a court of any level or an investigating body;

4. For the period which the voting process requires; where he has to participate in an election of Government officials;

5. For the time taken by education or training granted him, where he has to participate in such activities obtained in accordance with the plan of the office.

21. Special Leave Without Pay

Any prison police officer may be entitled to a leave without pay for 30 consecutive days once in a period of five years where he applies for same on convincing grounds; provided, however, that the interest of the office is not to be at jeopardy and his immediate superior believes in such an action.
22. Application for and Issuance of Leave

1. There shall be prepared a program of granting annual leave enabling the office to continuously carry out its duties without interruption as well as taking into consideration the interests of the prison police officers alike.

2. Any prison police officer shall have to request for his annual leave in writing.

3. The prison police officer may, in any way favorable to him, present his request for those leave other than annual leave specified under this regulation.

23. Absence Without permission

1. Where any prison police officer is absent from work without leave, his salary of absence shall be deducted; provided, however, that he may receive his full salary by producing adequate or presumed deserter. Details of the execution shall be determined by a directive.

2. Any prison police officer who may have been absent from work for more than 21 days without notifying of same to his department shall be presumed deserter. Details of the execution shall be determined by a directive.

PART FIVE

UNIFORM, FIREARMS, EMBLEM AND IDENTITY CARD

24. Distribution of uniform and firearms

The condition of uniform and firearms to be provided for any prison police officer shall be determined by a directive to be issued by the Bureau.

25. Emblem

1. The office shall have an emblem of its own which
reflects obedience to law, democracy, peace and humanity as well as professionalism and exemplariness.

2. The emblem of the office may be placed on prison police caps, identity card, uniform and any other place to be so determined, as may be necessary

3. The type of the color for the emblem shall be determined by a directive to be issued by the Bureau

4. It is prohibited to use the said emblem for any purpose without the permission of the office.

26. Identity

1. Any prison police officer shall have an identity card and identification number to be issued by the office.

2. The identity card of any prison police officer shall consist of the following particulars:

   A. The emblem of the Regional State,
   B. The emblem of the office
   C. Full name of the officer,
   D. Rank,
   E. Position or responsibility,
   F. Identification Number,
   G. Domicile, and
   H. Blood type.

3. Any prison police officer shall have the obligation to show his identity card on demand while carrying out his normal duties.
27. General

The hierarchy, designation and steps of the rank employed by the office shall be as follows:

1. Designation and steps of the lower rank:
   A. Constable
   B. Assistant Sergent
   C. Deputy Sergeant
   D. Sergeant
   E. Chief Sargent

2. Designation and steps of the medium rank:
   A. Assistant Inspector
   B. Deputy Inspector
   C. Inspector

3. Designation and steps of the higher rank:
   A. Chief inspector
   B. Deputy Commander
   C. Commander

28. Period of Stay In Rank

A prison police officer shall finish the period of stay assigned to each rank as indicted on the table below before he is promoted to the next higher rank.
29. Rank promotion

1. An prison police officer shall be eligible for promotion in rank where:
   A. There exists a vacant position for his appointment;
   B. His educational qualification, work experience and efficiency required for the vacant position of possible appointment is found to be better than that of other competitors;
   C. He has completed the necessary training rendered to him.

2. Notwithstanding the period of stay required for an assistant inspector in accordance with Article (28) Of this regulation, any prison police officer with a step of the lower rank may be entitled to compete for the rank of assistant inspector provided that he has fulfilled the criteria as are issued by the Ethiopia police college.

3. Any prison police officer who has rendered a special
contribution in his service and demonstrated an outstanding performance capability may be eligible for an accelerated promotion provided for under Art. (28) Of this regulation hereof;

4. Where any prison police officer takes additional training other than his training in the prison police profession and graduated with a Diploma or Degree in those fields related to prison police service from the recognized vocational and technical institutions, colleges and Universities, his educational evidence shall be considered in the decision on his rank promotions; particulars shall be determined by a directive.

30. Rank Insignia

1. Any prison police officer shall wear a rank insignia with his uniform indicating that he is a prison police officer with a certain step of rank.

2. The mode and the type of color preferred for the rank insignia shall enable one to identify the steps of the rank. Particulars of the execution shall be determined by a directive.

31. Granting of Rank Promotions

1. Any prison police officer, against whom a penalty has been imposed, as a result of rigorous disciplinary offence, may not be eligible to compete for a rank promotion during the following three consecutive years from the day of the decision having been passed, unless the penalty has been waived due to period of limitation.

2. Where the salary of a prison police officer before his promotion is more than or equal to the starting salary determined for the new grade obtained by promotion, he shall be entitled to a payment of salary which is a step higher than the previous one.
3. The bureau shall issue a detailed directive on matters of promotion in rank.

32. Awards

The office may grant awards to any prison police officer who has rendered an outstanding contribution in respect of his service. Details of the execution shall be determined by a directive.

PART SEVEN
TERMINATION AND EXTENSION OF SERVICE

33. Resignation

1. Any prison police officer may, giving a one-month prior notice in writing resign at any time.

2. Where the service of the prison police officer is indispensable and it is impossible to easily replace him, the senior official of the office may delay the release sought for a period not exceeding three months.

3. A prison police officer who has applied for a resignation prior to completing the period of his obligatory service or has received special training but not rendered the required services shall re-imburse to the office all corresponding expenses incurred due to the training provided thereto.

34. Inability to Render Service due to Sikness or Employment Injury

1. Where a prison police officer is unable to resume work within the period of sick leave specified under art.(17), sub art. (2) Of this regulation hereof, he shall, without a
35. የመሬት የወጣት ከምና ከልሟልጥ

1. የሚገባው የመጨረሻ ወንወ ያሱ ቢልሸው ከውለትና ያነሳው ከፍተኛ ቦታ እንቀጆቸው ከምና ከወ ይድርግ ግል ያስገወ ግብ ከጉዳት ከደረሰበት ከላባል፡፡

2. በዚህ ድወስ ከቀን 1 የተለቀቀው በፍረም የቁጥር ማስቀር ከውለት ከውለትና ማስቀር ከወ ይድርግ ያስገወ ግብ ከጉዳት ከደረሰበት ከላባል፡፡

3. በዚህ ድወስ ከቀን 1 የቁጥር 2 የቁጥር የመጨረሻ ወንወ ያሱ ቢልሸው ከምና ከወ ይድርግ ግል ያስገወ ግብ ከጉዳት ከደረሰበት ከላባል፡፡

A. የሚያስፈልገውን ሥልጣን የመስጠት ያላትም;

B. ይህ የመጨረሻ ወንወ ያሱ ቢልሸው ከውለት ከውለትና ማስቀር ከወ ይድርግ ግል ያስገወ ግብ ከጉዳት ከደረሰበት ከላባል፡፡

C. በዚህ ድወስ ከቀን 1/ የቁጥር ማስቀር ከውለት ከውለትና ማስቀር ከወ ይድርግ ግል ያስገወ ግብ ከጉዳት ከደረሰበት ከላባል፡፡

requirement of medical certificate be deemed unfit for service and discharged from his duty to that effect.

2. The service of any prison police officer, who is unable to resume work following the expiry of sick-leave in accordance with the provisions of art. (17), SUB-ARTS. (3) And (5) of this regulation hereof and who is medically declared to be permanently incapable of working shall be terminated.

35. Termination on Grounds of Inefficiency

1. The service of any prison police officer may be terminated where his performance evaluation result has been found to be unsatisfactory for two consecutive evaluation periods despite the fact that he has exerted all his knowledge and ability to accomplish the duty he is assigned to.

2. Notwithstanding the provision of sub-art. (1) of this article hereof, a prison police officer, whose performance evaluation result has been found to be outstanding for the previous five consecutive years, may not be dismissed on grounds of inefficiency unless his performance result becomes unsatisfactory for the following three consecutive evaluation periods.

3. The termination of service under sub-arts. (1) or (2) Of this article hereof, shall be effected:

A. After giving his a training required for his position; or

B. By transferring him to another suitable position of similar frade;

C. By giving him a one month prior notice, where the prison police officer is no longer able to improve
his performance result after having been at work at least for one year in the case of sub-art. (1) or one and half year in the case of sub-art. (2) Of this article hereof.

36. Termination on Disciplinary Cgrounds

1. The service of any prison police officer shall be terminated where the penalty resulting from a decision imposed on him on disciplinary grounds has not been quashed on appeal.

2. Where the penalty imposed on him has been mitigated or cancelled on an appeal, the prison police officer shall be entitled to the payment of his salary withheld during the period of appeal without interest.

37. Retirement

1. Unless it is so extended, the service of any prison police officer shall be terminated without any additional formality as of the last day on which he has attained the retirement age as determined by law.

2. The officer shall be notified of his retirement in writing three months in advance to such an action.

38. Certificate of Service

Where the service of any prison police officer is terminated for any reason or where he so requests, he shall be provided with a certificate of service indicating the type of work he was engaged in, duration of his service, the amount of his current pay and the reason for termination thereof.

39. Severance Pay

1. Any prison police officer shall, whenever he terminates his service, be entitled to salary and allowances for the
1. Without prejudice to the relevant provisions of the pension laws, where the service of prison police officer is terminated due to death, an amount of sum equivalent to his three months’ salary shall be paid to his legal spouse or in case he has no spouse, to his dependants whose names had officially been registered during his tenure.

2. Notwithstanding the provisions of sub-art. (2) of this article hereof, where a prison police officer has been sacrificed while in active service, an amount of sum equivalent to his six months’ salary shall be paid to his legal spouse, or in case he has no spouse, to his dependants whose names had officially been filed during his tenure.

40. Extension of Service

1. The service duration of a prison police officer may be extended beyond his retirement age for a period up to five years at a time and for a period not exceeding ten years in total.

2. The duration of service of a prison police officer may be extended where:

A. His qualification, special skill and ability is found to be essential for the duties of the office;

B. It is not possible to replace him with another officer for the time being;

C. It is medically proven that he is fit for the service; and

D. He consents to the extension of the service and the Bureau authorizes such an extension.
PART EIGHT

OBLIGATIONS AND ETHICAL CONDUCT OF PRISON POLICE OFFICERS

41. Loyalty and Obedience

Any prison police officer shall:

1. devote with loyalty all his energy and capacity for cause of the constitution and public interest;

2. Have good character and ethics at any time inside and outside the office so as to win public confidence and respect as well as obey to this regulation and other ethical directives to be issued by the office;

3. Fulfill all the requirements necessary to maintain his professional honour and integrity at any time;

4. Perform normal duties and other similar activities to his best Knowledge and ability;

5. Carry out all the functions vested in him as per his job description as well as orders passed on to him by his superior; provided, however, that the superior shall be responsible for the orders he has given under all circumstances.

42. Working Hours

1. Prison service shall, uninterruptedly, be rendered for 24 hours a day, 7 days a week, 30 days a month and 365 (6) days year.

2. The normal working hours of any prison police officer constitute 8 hours a day and 40 hours a week; provided, however, that it has to be rendered 24 hours of a day or all days of a week.
3. Where any prison police officer is late from the time he is due, or departs early or, is absent from work, he shall notify same to his immediate superior.

4. The office shall, having due regard to the circumstances, avail the necessary support to a prison police officer working in an unfavorable environment.

43. Necessity to Work in Excess of Normal Working Hours

1. Any prison police officer shall, where instructed by the concerned official to keep on working because of the special duty of the office, for consecutive working hours without interruption, work overtime; provided, however, that he shall be given a compensatory leave thereto.

2. It is prohibited to effecte an overtime pay to a prison police officer for the sake of his overtime duties.

44. Working conditions of women prison police officers

Women prison police officers may, because of their sex, not be assigned to duties, which are likely to cause harm on their body and health. Details shall be determined by a directive.

45. Condition of Prohibition from other Engagements

prison police officer may engage himself in any other employment activity detrimental to the service he renders to the office, contrary to the duties and responsibilities pertaining to his assignment or thereby incompatible with his professional ethics thereto.
46. Relationship to the Prisoners

1. Any prison police officer shall, in all the activities he undertakes, have the duty to serve the prisoners.


47. Secrecy

1. Any prison police officer may not disclose information that happens to come in to his hands by virtue of his duties and any other condition to any one unless it is already known to the public or found to be necessary to accomplish his regular duties in a legal way.

2. Any prison police officer may not disclose information which has been declared “confidential” through practice unless he has duly been instructed to do so by a competent head or to a person who otherwise deserves to know such matters in or out of work.

48. Taking loan and Receiving Gifts

1. No prison police officer may borrow money from any person whom he communicates with by virtue of his duties.

2. No prison police officer may demand or accept any gift or value in return to services rendered or expected to be rendered by him.
49. Conflict Between Official Duties and Individual Interests

1. Any prison police officer shall immediately report in writing to his superior whenever he encounters a matter coming in to conflict with his responsibilities in connection with the interest of his relatives or friends.

2. Where such a case as stipulated under sub art.(1) of this article arises, the superior, to whom the same has been reported, may, in order to resolve the conflict of interests and carry out the task, assign another prison police officer by way of replacement.

3. Any prison police officer, while carrying out his duties, may not favour any political party or show partiality thereof.

50. Handling and Use of Property

1. Any prison police officer shall have the responsibility to properly handle and utilize properties coming in to his possession and destined for duties.

2. Wherever a prison police officer fails to care for and thereby misuses properties destined for work, he shall be liable for the damage thereto.

51. Declaration of Income

Any prison police officer shall declare to the office any form of income other than salary, if obtained in accordance with a directive to be issued by the Bureau.

52. Obligation to Wear Uniform

Any prison police officer is duty bound to wear a complete uniform while discharging his official duties.
53. **Personal Hygiene**

Any prison police officer shall have the responsibility to properly take-care of his personal hygiene and observe the guidelines to be issued by the office with respect to matters pertaining thereto.

54. **Other Obligations**

Any prison police officer:

1. May not collect any contribution in the form of aid failing the permission of the office;
2. May not engage in a strike and peaceful demonstrations, being a prison police officer;
3. May not wear any sort of jewelery while wearing a uniform; provided, however, that this provision shall not be meant to prohibit married persons from wearing a wedding-ring to that effect…
4. Any male prison police officer may not be allowed to grow his hair long.
5. It is forbidden to appear wearing a regular uniform while engaging in private affairs.
6. It is impossible to lend, sale,exchange for and have pawned one’s uniform and firearms to and with any other person;
7. Any prison police officer shall have the duty to familiarize him self with the internal guidelines issued and to be issued by the office and implement same accordingly.
PART NINE
MAINTAINACE OF RECORDS AND
PLANPERFORMANCE EVALUATION
OF THE PRISON POLICE

55. Arrangement of Personal Files

1. The office shall cause a personal file to be kept with the
view to serving as the main tool of writing with regard
to each prison police officer under its administration.

2. All relevant pieces of information shall henceforth be
attached and kept within such personal file so organized
for the purpose.

56. Access to Personal File

1. Any prison police officer shall have access to all
information contained in his personal file or have a copy
thereof.

2. With the exception of the head of the office and the
concerned administrative staff, other persons in and out
of the office or government offices shall have acess to
the personal file of a prison police officer only when
they are so authorized by the head of the office thereof.

3. It is prohibited to put any document or piece of
information concerning him in to the personal file of a
prison police officer without his prior knowledge.

57. Request for Information and Certificate of
Work Experience

1. Where a prison police officer so requests that any sort of
evidence contained in his personal file be revealed to a third
party, a letter shall be written for him as per his desire.

www.chilot.me
2. A prison police officer who is on service shall be given a certificate of work experience in writing where he so requests for same.

58. Statistical Data
The office shall have the responsibility to collect, compile and analyze various statistical data regarding the prison police officer.

59. Objective of plan Performance Evaluation
1. The objective of performance evaluation shall be to enable prison police officers to:

A. Effectively discharge their duties in accordance with the expected amount, quality standard and time;
B. Identify their strong and weak sides and
C. Improve their future performance and develop self-initiative.

2. Performance evaluation shall be undertaken in a transparent manner having the collective participation of all the stake holders concerned with the duty together.

3. Performance evaluation shall be carried out in accordance with the directive to be issued by the Bureau.

USE OF FORCE
60. Use of force while Exercising Security and Escort Duties
1. Any use of force exercised by a prison police officer shall be backed by law and thereby have the basis of legal authority.
2. Use of force may, while exercising security duties, be applicable where:

A. The prisoner tries to cause a series harm on his escorting guard and other fellow prisoners;

B. The prisoner tries to escape or discovered while escaping, either on his own or together with others in conspiracy;

C. An action is taken or so attempted to apprehend a escaping prisoner or to the contrary;

D. It is necessary to prevent an offence possibly launched against the institution, be it form within or without.

3. Use of force during escort may be applied where a prisoner tries to escape or acts to assist other prisoner to escape while being accompanied to court, medical institutions or other places. Detailed execution shall be determined by a directive.

PART ELEVEN
DISCIPLINE

61. Objective of Disciplinary penalties

The basic objective of disciplinary penalties is to rehabilitate a prison police officer who commits disciplinary breaches by making him learn from his fault and enable him to perform his duties properly or to discharge him from service in case he becomes recalcitrant.

62. Simple Disciplinary offences

The following are, pursuant to this regulation, classified as simple disciplinary offences:
1. Not wearing a complete uniformation;
2. Absence from official duties without sufficient cause or permission;
3. Contempt of human persons;
4. Not being on duty, though present at work place;
5. Delaying activity reports;
6. Failure to notify disciplinary breaches on sight to the concerned division;
7. Failure to maintain the cleanliness of and protect the well being of the uniform, firearms, vehicles and the like properties given to him for carrying out his duties;
8. Failure to take-care of personal hygiene;
9. Committing other breaches similar to those specified under this article hereof.

63. Rigorous Disciplinary Offences

The following are, pursuant to this regulation categorized as rigorous disciplinary offences:

A. To disturb, obstruct or so collaborate with others against any security, as well as development and service rendering duties so that such may not be carried out and bear fruit;
B. To breach secrecy having become known to by virtue of official duties and being found to constitute an obstacle for work,
C. Abuse of power or act in an absence of authority;
D. To commit an immoral act in such away that it spoils the hifh regard of the office wearing uniform out of work place and being found in a disgracing situation;
E. To walk out of meetings;
2. የሱነት-ማርት ይታህ ṭው ይታወለ ይታበ ከሚታወለን ከሚታወለን ከሚታወለን ከሚታወለን

3. የታሸት ይታህ ይታወለ ይታበ ከሚታወለን ከሚታወለን ከሚታወለን ከሚታወለን

4. ይታሸት ይታህ ይታወለ ይታበ ከሚታወለን ከሚታወለን ከሚታወለን ከሚታወለን

5. ይታሸት ይታህ ይታወለ ይታበ ከሚታወለን ከሚታወለን ከሚታወለን ከሚታወለን

6. ይታሸት ይታህ ይታወለ ይታበ ከሚታወለን ከሚታወለን ከሚታወለን ከሚታወለን

7. ይታሸት ይታህ ይታወለ ይታበ ከሚታወለን ከሚታወለን ከሚታወለን ከሚታወለን

F. Becoming disobedient to appear and respond accordingly where he is summoned to do so due to charges for disciplinary offences;

G. Abandon the security work entrusted upon him and thereby flee away from official duties,

H. Sleep while in security watch on assignment or harm the duty by pretending to be sick though it is not true of him in actual fact;

I. Failure to bring report as per the prescriptions of the law or in ability to take actions as he encounters crime being committed;

J. Causing harm on official duties by Engaging, becoming alcoholic or drug addict;

K. Cancelling, falsifying, destroying or hiding documents and files by demanding an un due advantages or due to a negligent act, or demanding or receiving inducements, bribe or return-awards for the task he is meant to accomplishe;

L. Using or trying to use forged educational evidence and working experience certificates;

M. Performing sexual intercourse or similar acts inside an office and other work-places;

N. Failure to record which ought to be put in to or write what should not deserv being placed in a government files or documents, with full Knowledge.

O. Failure to receive, investigate and render timely response to any accusations and petitions to be put forward by the public and prisoners against the office or officers therein;
A. የህግ ቀርበት መብር መብረት ያለው ከнятиማ በመጡ፣
B. ህሉት ያስፈልገውን ይህት ገለጡ እርስታ ከሆነው፣
C. በሆነውን ይህ የህግ ቀርበት ይህን ያስቀርጠ፣
D. የህግ ቀርበት ሆነ ለቀርብ ያስቀር፣
E. የህግ ቀርበት ይህ ለቀርብ ያስቀር፣
F. የህGNU ቀርበት ይህ ለቀርብ ያስቀር፣
G. የህGNU ቀርበት ይህ ለቀርብ ያስቀር፣
H. የህGNU ቀርበት ይህ ለቀርብ ያስቀር፣
I. የህGNU ቀርበት ይህ ለቀርብ ያስቀር፣
J. የህGNU ቀርበት ይህ ለቀርብ ያስቀር፣
K. የህGNU ቀርበት ይህ ለቀርብ ያስቀር፣
L. የህGNU ቀርበት ይህ ለቀርብ ያስቀር፣
M. የህGNU ቀירበት ይህ ለቀርብ ያስቀር፣
N. የህGNU ቀירበት ይህ ለቀርብ ያስቀር፣
O. የህGNU ቀירበት ይህ ለቀርብ ያስቀር፣
P. Causing the escape of prisoners or assistance thereof;
Q. Failure to provide appropriate support to the well being of prisoners;
R. Brining in items prohibited not to enter the prisoner’s area or support their entrance;
S. Grossly violating or disregarding the human rights of prisoners;
T. Conspairing along with the prisoners in an illegal manner;
U. Performing sexual intercourse or acts of similar nature with the prisoners;
V. Failure to record on time any property put in custody by a prisoner entering the prison, allowing it to be spoiled using for personal advantages concealing or eliminating same thereof;
W. Pawning selling, spoiling using for personal advantages, dropping, failure to restore or facilitate for the advantage of another person, uniforms, firearms and other properties given to him for work.
X. Improperly using his authority as aprison police officer, abusing, wasting,concealing, stealing, stealing or causing to be stolen property or money put under his charges;
Y. Not following up the prisoner’s call for appearances and failure to bring him to court on prescribed times.
PART TWELVE
TYPES OF DISCIPLINARY PENALTIES
AND THEIR EXECUTION

64. Steps of Taking Disciplinary Measures

1. Before imposing a disciplinary penalty on any prison police officer, he shall be informed of the offence allegedly committed, in writing and hence be given an opportunity to defend himself.

2. Rigorous penalties arising from serious disciplinary offences shall be delivered by the office upon the recommendation to be submitted by the disciplinary committee established for the purpose.

3. The penalties arising from simple disciplinary offences shall be delivered by the immediate superior of the prison police officer charged for lack of discipline.

65. Types of Penalties Imposed due to Disciplinary offence

1. Depending on the gravity of the offence, any one of the following penalties may be imposed on any prison police officer where he is found to have been guilty of committing simple disciplinary offences he is accused of:

A. Verbal Warning;

B. Written warning;

C. Fine reaching up to 10% of his monthly salary.

2. Depending on the gravity of the offences, any one of the following penalties may be imposed on any prison police officer where he is found to have been guilty of committing rigorous disciplinary offences he is accused of:
A. Fine reaching up to three months’ salary starting from over and above 10% of his monthly wage;

B. Demotion from position, level of rank and salary grade;

C. Dismissal from job.

66. Period of Limitation

1. No disciplinary measure shall be put in to effect against a prison police officer who has committed an offence entailing simple disciplinary penalties unless such measure is taken within three months, excluding the time required for investigation, from the time such breach of discipline has been known.

2. No disciplinary measure shall be put in to effect against a prison police officer committing an offence entailing rigorous disciplinary penalty unless he has been formally charged due to the offence within a year from the time the breach of discipline has been known.

3. The official who has failed to take the measures specified under sub-art. 1 or 2 of this article hereof shall be held liable, to that effect, in accordance with law.

4. The period for the enforcement of any disciplinary penalty imposed pursuant to this regulation may not be lengthened for more than a year; provided, however, that the Bureau may determine by a directive the period of limitation applicable to each disciplinary penalty.
PART THIRTEEN

EFFECTS OF CRIMINAL PROSECUTION ON PRISON POLICE OFFICERS

67. Suspension from Duty

1. A prison police officer may be suspended from duty by withholding his salary for a period not exceeding two months, if such a course of action is believed to be necessary for the accomplishment of the task, on the part of the office.

2. The office may be able to suspend a prison police officer who happens by law to be under criminal or disciplinary proceedings with rigorous offence where such an act is presumed to have him removed from duty. Details shall be determined by a directive.

68. Prison Police Officer Accused of Crime on Account of his Duties

Where any prison police officer has committed a criminal offence, for which he is charged, while carrying out his official duties and the disciplinary committee proves that he has been rather compelled to so act under the circumstances of the case, with the view to discharging the obligations and responsibilities entrusted upon him, and not to commit illicit acts by intentionally violating laws and regulations instrumental to his permanent guidance, without prejudice to such penalties as may be imposed on him in pursuance of disciplinary proceedings:

1. He shall be paid full salary while remaining on duty provided that the court concerned releases him on bail.
2. Where he is denied the right to bail and thereby remains in detention:
   
   A. He shall be suspended from duty and his salary withheld until such time that the court having entertained the case renders finale decision thereof;
   
   B. He shall be dismissed from his official duties starting from the day suspension has been effected on, where the court finds him guilty of the criminal offence brought against him and imposes a penalty therewith;
   
   C. He shall be made to resume his official duties and collect his salary withheld excluding interes provided that he is acquitted freely by an appellate court.

69. Prison Police Officer Accused of Criminal Offence, Not Relating to His Duties

Where a prison police officer is accused of a criminal offence, not relating to his official duties, he shall, without prejudice to any decision possibly rendered by a disciplinary committee:

1. Defend him self by returning to his official duties and receiving his full salary provided that the court releases him on bail due to simple offence;

2. Not be entitled to any payment of his salary for the duration he has been out of work if he happens to be denied the right to bail and remains in detention or gets acquitted freely.

70. Allowing a Prison Police Officer Sentenced by Court to Resume His Official Duties

1. Where the sentence passed on a prison police officer who has been accused of a criminal offence relating to his duties is found to be less than three years of...
imprisonment, he may be allowed to resume his official duties if he applies within one month following his release after his health has been examined.

2. Where a sentence passed on a prison police officer who has been accused of a criminal offence unrelated to his duties is found to be not more than two years of imprisonment and where he applies to resume his official duties, the disciplinary committee shall cause him obtain final decision of the office in case his possible return to work is proposed on the part of his prison, having due regard to:

A. His behavior and capacity;
B. Type of criminal offence brought against him;
C. The fact that he has not repeatedly been punished for rigorous disciplinary offences within the last two years before the date of having been penalized where the prison police officer does not agree with the decision of the office, he shall have the right to lodge an appeal to the bureau.

3. The time spent while serving in jail by the prison police officer who has been found guilty of a criminal offence may not be considered to form part of his service years.

71. Dismissal of Prison police officer Sentenced by Judgment

Any prison police officer shall be dismissed from job, where convicted and sentenced by court, for having committed the following criminal offences in connection with his official Duties:

A. Breach of trust;
B. Reception of inducement or bribe;
C. Theft or robbery;
D. Fraudulent act or deceit;
E. Participation in conspiracy;
F. Taking or using additive substances;
G. Engaging in gambling or causing same to happen;
H. Releasing prisoners for receiving undue benefits.

PART FOURTEEN

INSTITUTION OF DISCIPLINARY PROCEEDINGS, INVESTIGATION AND DECISION-MAKING POWERS

72. Institution of Disciplinary Proceedings

Where any disciplinary offence is committed, the institution of its proceedings shall be effected by the immediate superior of the prison police officer concerned. The format of such proceedings shall be determined by a directive.

73. Right of Appeal

1. An appeal by any dissatisfied prison police officer may be lodged against the decision of his immediate superior on simple disciplinary offences to the next higher superior. The decision which such a superior renders shall be final.

2. A Prison police officer, who is dissatisfied with the decision passed on him due to rigorous disciplinary offence, shall have the right to appeal to the head of the office. The decision which the head renders shall be final.

3. Where the offence is capable of entailing demotion from position of work and salary grade, suspension or dismissal from duty such a case shall be decided
በዲሲኘሊንኮሚቴውየውሣኔሃሳብአቅራቢነትበጽ/ቤቱአላፊይወሰናል፡፡

4. በየደረጃውየሚገኝየማረሚያቤትኃላፊዎችንበክልልአቀፍ/ቤትየተመደቡአባሎችበከባድየዲبقىንጉዳይይየተከሰሱእንደሆነበጽ/ቤቱበኩልታይቶውሣኔየሚሰጥበትሲሆንጉዳይይግባኝከተጠይበትበቢሮውበኩልታይቶየመጨረሻውሣኔይሰጥበታል፡፡

4. Where Prison heads at all levels and those members of the prison police assigned in the regionwide office are charged for having committed rigorous disciplinary offences, such a case shall be entertained, however, that, when an appeal is lodged, the final decision of same shall be rendered by the Bureau.

PART FIFTEEN
VARIOUS COMMITTEES

74. Establishment of the Discipline Committee

There shall be established a disciplinary committee, vested with the powers to investigate rigorous disciplinary offences committed by the prison police officer and thereby submit recommendation to the heads at all levels.

75. Designation of the Disciplinary Committee, Composition of Members and Term of office

Having been accountable to the office:

1. The disciplinary committee shall have a chair-person and a secretary to be designated by the head of the office or those heads of prisons of various hierarchies, as the case may be, as well as three other members to be elected by prison police officers.

2. At least one of committee members elected thereto shall be a woman.

3. Members of the committee shall, regarding their work experience, diligence, loyalty, fairness and ethical conduct, be of good repute and honored by their work-
4. The term of office of the committee members shall be two years; provided, however, that they may be able to be designated or elected for the next term, as deemed necessary.

76. Powers and Duties of the Committee

The committee shall, pursuant to this regulation, have the following powers and duties:

1. To examine the matter and submit recommendations where rigorous offences are found to have been committed;

2. To provide opinions to the head of the office with the view to improving this regulation;

3. To call and question any prison police officer or official thereof considered appropriate in the process of investigating disciplinary offences;

4. To prepare a set of detailed execution and working procedures helpful for the implementation of this regulation and put in to effect upon approval.

77. Working Procedures of the committee

The working procedures of the committee shall be as follows:

1. The presence of two thirds of the members of the committee at any meeting shall constitute a quorum.

2. Any matter shall be decided upon by a majority vote of members present at the meeting.

3. In case of a tie, the side, for which the chairperson has voted, shall be the final decision of the committee.
4. Whenever decisions of the committee are made by a majority vote, the opinions of the minority shall be recorded with their reasons of exception.

78. Establishment of Rank and Promotion Committee

There shall be established, at any level, as per this regulation, a rank and promotion committee, vested with the powers to submit proposals to the office by investigation matters of rank and promotion of prison police officers.

79. Designation of the committee, Composition of Members and Term of office

1. The rank and promotion committee shall have the following members:

A. Head of Security and management of members............Chair person;

B. Two representatives to be elected by the general meeting of prison police officers........ members;

C. Head of prisoners’ Administration .................member;

D. Head of the concerned section, in which the vacant position is created..................member;

2. At least one of the members of the committee to be elected by the prison police officers shall be a woman.

3. The persons elected to serve as members of the committee shall be so honored for their good ethical conduct, fairness and performance efficiency and have served for more than five years in the office.

4. The term of office of the committee members shall be two years; provided, however, that they be able to be
elected for following term if they are so confided in.

5. The committee shall have a secretary to be designated from among its members through election.

80. Powers and duties of the Committee

The committee, having been accountable to the head of the office, shall:

1. Follow and ensure that the registration of the competitors is carried out properly and perfectly in accordance with the notice issued;

2. Examine and verify the accuracy of the competitors’ educational certificates and work experience documents;

3. With particulars of grading to be determined by a directive, cause a competition to be conducted between and among applicants for rank and promotion to the position available with the requirements and list them in orders of their respective results;

4. Select competing applicants or applicant with the highest result and submit same to the head of the office with its recommendations;

5. Be able to consult with appropriate sections where such an action is required for the purpose of investigative activities.

81. Working Procedures of the Committee

The provisions regarding the disciplinary committee stipulated under art. (77) Hereinabove shall, mutatis-mutandis, apply to the rank and promotion committee, so as to serve the purpose of its working procedures, as well.
82. **Conditions of Amendment of the Regulation**

This regulation may be amended to the extent required by the level of development which shall have been attained by the office.

83. **Inapplicable Laws**

Any other Regulation Directive or Customary practice inconsistent with this regulation may not apply to matters provided for in this regulation.

84. **Power to Issue Directives**

The Bureau may issue detailed directives for the execution of this Regulation.

85. **Effective Date**

This regulation shall enter into force as of the date of its publication in the Zikre Hig Gazette of the Regional State.

Done at Bahir Dar
This 9\textsuperscript{th} day of November, 2004
YOSEF RETA
Head of Government
of the Amhara National Regional State