

**THE DUTY MANUAL AND RULES, REGULATIONS, AND PROCEDURE ON
THE INTERNAL DISCIPLINE OF THE DRUG ENFORCEMENT AGENCY
(DEA)**

**3RD STREET, SAYE TOWN, SINKOR, MONROVIA, LIBERIA
MINISTRY OF JUSTICE
REPUBLIC OF LIBERIA**

PREPARED: OCTOBER 27, 2011

PUBLISHED: 2011

TABLE OF CONTENTS

Acknowledgement

Introduction

Purpose of the Manual

Scope and Responsibilities

Use of the Manual

CHAPTER ONE
Establishment

Page 2 – 3

CHAPTER TWO
Composition

Pages 3 – 4

CHAPTER THREE
Mission Statement
Vision

Page 4

Page 4

Page 5

Core Value

Page 5

Law Enforcement Code of Conduct

Pages 5 – 6

Oath of Office

CHAPTER FOUR

Personnel Policy

Pages 6 – 14

Training Policy

Pages 14 – 18

Operations Policy

Pages 18 – 20

Communication Policy

Pages 20 – 21

Internal Affairs Policy

Page 21

Legal Disclaimer

Page 21

CHAPTER FIVE

General Rules

Pages 21 - 25

CHAPTER SIX

Conflict of Interest

Pages 25 - 26

CHAPTER SEVEN

General Uniform Rules

Pages 26 – 31

CHAPTER EIGHT

Equipment Rules

Pages 31 – 33

CHAPTER NINE

Outside Employment Guidelines

Pages 33 – 34

CHAPTER TEN

Administrative Rules & Procedures

Pages 34 – 39

CHAPTER ELEVEN

Use of Force

Pages 39 – 56

CHAPTER TWELVE

Jobs Descriptions

Pages 56 – 74

CHAPTER THIRTEEN

Rankings/Grading

Pages 74 - 77

**THE DUTY MANUAL AND RULES, REGULATIONS, AND PRODEDURES ON
THE INTERNAL DISCIPLINE OF THE DRUG ENFORCEMENT AGENCY
(DEA)**

**3RD STREET, SAYE TOWN, SINKOR, MONROVIA, LIBERIA
MINISTRY OF JUSTICE
REPUBLIC OF LIBERIA**

ACKNOWLEDGEMENT

We wish to express our sincere thanks and appreciation to the following persons and institutions whose assistance made this Duty Manual possible.

The Liberia National Police (LNP), United Nations Mission in Liberia (UNMIL) Police (UNPOL), and the Center for Criminal Justice Research and Education (CCJRF) that somehow aided in our research by providing materials for the completion of this work.

Hon. Alex K. Dickson, Deputy Director for Administration for setting up and motivating the committee in the production of this document.

Hon. Reginald E. Tay, Deputy Director for Operations for his cooperative role in coordinating and researching, editing and compiling this manual.

Hon. J. Henry Shaw, Director, who for his farsightedness, initiated the idea for a Duty Manual and supporting the committee to do its work.

INTRODUCTION

Members and Officers of the Drug Enforcement Agency (DEA) have a responsibility to be ethical and maintain the highest possible standards of professional in their law enforcement behavior and tendency. Any unethical behavior and tendency by any DEA Member or Officer shall be subject to scrutiny by the general public, and could lead to a decrease in the public confidence or trust in the Agency. This is a great deal of responsibility for all DEA Members.

Yet, the question arises: "How can the DEA Members maintain the standards, if the rules of conduct are not clearly defined?" The United Nations recognized this need, and in 1979, developed a set of rules (Code of Conduct) concerning the professional ethics for Law Enforcement Officers which invariably include the DEA. These Codes took into consideration the rule of law and the principles of human rights and basic freedom.

PURPOSE OF THE MANUAL

The purpose of this manual is to provide a ready reference of the rules, procedures, and guidelines for all school DEA Personnel to assist them in the proper performance of their duties so they may serve the best interest of the DEA and the Government and people of Liberia.

SCOPE AND RESPONSIBILITIES

All DEA Personnel will be furnished a copy of the DEA Manual to read and understand the complete contents thoroughly. This manual shall be the sole property of the DEA, and each member shall be held responsible for it and any subsequently issued supplemental directives or orders. Each employ will be expected to return the manual, along with all other equipment and properties of the DEA, upon termination of service with this Agency.

USE OF THE MANUAL

Each member of the DEA is directed to read the material completely and to become thoroughly familiar with all the rules and regulations as set forth within this manual. If questions arise concerning the rules, regulations, or other matters not covered in this manual, it is suggested that these questions be brought to the attention of a supervisor in order that proper answers may be obtained.

CHAPTER ONE ESTABLISHMENT AND AUTHORITY

- 1.1.1 The Drug Enforcement Agency (DEA) was established in the Liberian Ministry of Justice in accordance with Section 22 of Chapter 22 Sub-Section "F" of the New Executive Law.
- 1.1.2 Whereas under the provisions of the New Public Health Law of the Republic of Liberia, the cultivation, production, importation, distribution, sale or use of narcotic drugs and other psychotropic substance have been designated as felonious offenses and;
- 1.1.3 Whereas the Republic of Liberia has ratified and is party to the various United Nations Conventions of 1961, 1971 and 1988 against narcotic drugs and psychotropic substances and;
- 1.1.4 Whereas the Government of Liberia is deeply concerned about the magnitude of and the rising trend in the demand for and traffic in narcotic drugs and psychotropic substances which adversely affecting the international image of the country and its people and;
- 1.1.5 Whereas the Government of Liberia recognizes that illicit drug trafficking and other crimes undermine the legitimate economy and threatens the peace, stability and security of the nation;
- 1.1.6 Whereas the Council of State as the Transitional Executive Authority of the Republic of Liberia recognizing these problems did, on June 2, 1995, by a special policy instrument created and established the National Inter-ministerial Drugs

Committee (NIDC) and its Secretariat to deal with all drug control matters on behalf of the Government of Liberia;

- 1.1.7 Now, therefore, it is enacted by the Senate and House of Representatives in legislature Assembled:
- 1.1.8 There is hereby created and established as an autonomous agency with the Ministry of Justice, the Drug Enforcement Agency which shall be headed by a Director appointed by the President of Liberia with the advice and consent of the Liberian Senate.
- 1.1.9 The President by and with the consent of the Senate shall appoint a Deputy Director for Administration and a Deputy Director for Operation of the Agency.
- 1.1.10 The duty of the Director shall be to conceive and formulate anti-drug policies, coordinate, collaborate and facilitate the efficient and effective enforcement of all domestic anti-drug legislations and the United Nations International Conventions of 1961, 1971, and 1988 against narcotic drugs and psychotropic substances and protocols to which the Republic of Liberia is a party.

CHAPTER TWO **COMPOSITION**

1. Director
2. Deputy Director/Administration
3. Deputy Director/Operations
4. Chief of Operations
5. Chief of Finance
6. Chief of Personnel
7. Chief of Assets and General Investigations
8. Chief of Drugs Intelligence
9. Project Analyst
10. Chief of Leeward
11. Chief of Anti-Cultivation
12. Chief Custodian
13. Chief of Training
14. Chief of Prevention
15. Chief of Planning, Research & Statistics
16. Chief of Special Drug Squad
17. Chief of Maintenance
18. Chief of Transport
19. Chief of Logistics
20. Chief of Press & Public Relations
21. Chief of Board of Inquiry & Standards
22. Chief of Juvenile & Women Affairs
23. Chief of Accountant

24. Administrative Assistants
25. Special Assistants
26. Officers-in-Charge

CHAPTER 3

SECTION 1: MISSION STATEMENT

The Mission Statement of the Drug Enforcement Agency (DEA), Ministry of Justice, Republic of Liberia shall be to enhance an illicit narcotic drugs free nation by respecting and observance of the tenets of the Liberian Constitution. Some key priorities to achieving this mission are listed to wit:

- Detect and investigate impartially all drug offenses;
- Arrest and successfully prosecute all drug offenders;
- Establish and properly maintain effective and efficient field offices all sea, air, and land ports of entry and exit in all of the political sub-divisions of Liberia;
- Establish and maintain effective and efficient anti-cultivation and production, rehabilitation and anti-addiction – reduction of narcotic drugs and psychotropic substances demand and supply - programs at all levels of the Liberian society;
- Effective enforcement of all local and international laws, conventions, treaties, schedules, protocol, ordinances and legal orders pertaining to narcotic drugs abuse and illicit trafficking;
- Provide the most effective and efficient control, command and management of the Agency's resources;
- Respect and uphold all human and civic rights standards (local and international) in the discharge of all DEA duties, functions, powers and responsibilities;
- Effectively monitor and surveillance all suspected narcotic drugs traffickers, pushers, importers, exporters, cultivators, producers, curriers, carriers, transshipments, movements, and intensity locations, etc.;
- Make Liberia and the sub-region a freer drug nation and region;
- Develop and maintain an effective and efficient drug information and data (intelligence) collection, analyses and record system of all drug users, pushers, traffickers, producers, cultivators, growers, brokers, importers/exporters, their assets and properties' locations, bank accounts, other front businesses, associates, trends, dynamics, arrests and seizures made, cases being handled (investigated and sent to court), fruit of the crime (FOC) sent to court, dispositions of all cases, fines, sentences imposed, etc.; and
- Improve and maintain the public confidence in the DEA, as well as, ensure the good image and integrity of the Agency at all times.

SECTION 2: VISION

The Vision of the Drug Enforcement Agency shall be to prevent, suppress, and eradicate all types of illicit narcotic drugs and psychotropic substances from Liberia and its borders through hard work, honesty and dedication.

SECTION 3: CORE VALUE

Each and every member of the Drug Enforcement Agency (DEA) irrespective of rank or position shall possess the following values:

- Honesty and truthfulness;
- Integrity
- Respect for diversity and the rights of others
- Service
- Commitment and dedication
- Dignity
- Courageous
- Obedient
- Exemplary
- Courteous

SECTION 4: LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property, to protect the innocent against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality, and justice.

I will keep my private life unsullied as an example to all, maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept over secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decision. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession ... law enforcement.

SECTION 5: OATH OF OFFICE

I _____ on appointment/employment as a member of the Drug Enforcement Agency (DEA), do solemnly swear and state that I shall without fear or favor:

Be faithful and bear allegiance to the Republic of Liberia;
Defend and uphold the Constitution of the Republic of Liberia;
Observe and enforce all laws, orders and regulations of Liberia, and rules,
policies, procedures, made by the DEA;
Assist in the preservation of peace, internal security and the maintenance of law
and order;
Arrest and/or Investigate any offence or alleged drug offence;
Protect life and property through the enforcement of all anti-drugs laws,
conventions, treaties, protocols to which Liberia is a party;
To the best of my skill and knowledge, discharge all DEA duties and
responsibilities in an ethical and correct manner, respect all human rights and
be honest and faithful according to law;
Shall abide by the provisions of the Duty Manual governing the administration of
the Drug Enforcement Agency, and any regulation or standing order or the
code of conduct of a Law Enforcement Officer or rules, regulation, policy,
procedure made by there under and obey any lawful code, orders or
instruction issued in pursuance of said legislation or standing, special or
general orders.

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

CHAPTER 4: POLICIES

These DEA Policies below are written to be consistent with the mission of the Drug Enforcement Agency, which are to be observed and enforced by all members without fear or favor.

SECTION 1: PERSONNEL POLICY

4.1.1 The quality of performance of the Drug Enforcement Agency (DEA) will greatly depend on the caliber of individual candidates recruited, selected, employed and trained for the great tasks. The DEA Director's most important administrative responsibility shall therefore be to ensure that adequately trained, properly compensated and skillfully motivated individual candidates, cleared of all criminal records, association, and behavior and tendencies, and medical and physical defects are employed or enlisted within the DEA. If improved law enforcement will be expected of the DEA, the Chiefs and Deputy Chiefs, Officers-in-Charge of Counties, Districts and Details/Posts, Supervisors and other senior DEA Officers must be graduates of a recognized police (law enforcement) or military police academy, or Criminal Justice Administration Students/Degree Holders with not less than ten (10) years of working experience in supervisory position(s) in a related field for Chiefs and Deputy Chiefs, and eight (8) years of experience, and five (5) of these years serving in supervisory positions within the profession. The DEA Directors must insist that the best candidates irrespective of tribe, sex, religion, cultural, sexual orientation, etc. backgrounds are invariably selected for promotions and appointments, taking into account the need for

geographical and gender balances. Promotions in rank must be carried out progressively after serving in a position for at least two (2) consecutive years without demerit, absences, etc.; based on the vacancies, training and acceptable score from a given test administered to all candidates applying for such promotions; an impartial review and validation by a Promotion Board of all quarterly evaluation reports of all such applicants. Absolutely, no person shall be considered a members of the Agency who is not on payroll, and as such, such person shall not perform any DEA duty and function and be issued DEA identification card in order to discourage acts of corruption – extortion, etc.

- 4.1.2 The recommendations from the Board shall be reviewed and endorsed by the three (3) Directors and approved by the Minister of Justice and/or the President of Liberia if the rank is of an equivalent commissioned one.
- 4.1.3 Additionally, the following requirements and standards shall be observed as the minimum requirements and procedures for the recruitment and selection for all candidates for employment of all DEA Personnel:
- A. Two (2) Passport size photos (taken within the last six months);
 - B. Age: 18 to 30 years;
 - C. Three (3) letters of recommendations;
 - D. Educational Background
 - a. Academic: Not less than High School and holder of WAEC Examination Certificate or its recognized equivalent.
 - b. Graduate of not less than three (3) to six (6) months of Basic Police Science or Military Police Training from a recognized institute;
 - E. Successful Examinations: Medical (including drug testing), physical, mental, and intelligence (aptitude test), etc.;
 - F. Fill in the DEA Autobiographic Form
 - G. Character Investigation (Background Checks);
 - H. Have an explored employment record, if currently or previously employed;
 - I. Must not have been dismissed from the DEA or any statutory security agency for any substantive reason(s);
 - J. Must have clean criminal records and should not be facing any criminal charges or subject to any investigation of war crimes, crimes against humanity or any crime that violates international human right conventions;
 - K. Must not be holding a post/membership in any labor or political organization;
 - L. Be a natural born Liberian Citizen; and
 - M. Take and sign an DEA Oath of Office.
- 4.1.4 Those candidates selected and vetted by a Recruitment Committee, which shall be headed by the Deputy Director/Administration, must also be suitable for the task: strength, energy, agility, speed, endurance, disciplined and coordination. These qualities must be excellent. Additional qualities shall be
- A. Initiative;
 - B. Ability to handle normal and emergency situations and to know how and where to acquire the appropriate assistances;

- C. Good social skills and ability to interact with persons of various cultures, economic, political and mental backgrounds. This will play an important part of general public appraisals for the DEA;
 - D. Capacity to learn a wide range of subjects, instructions, etc. correctly and quickly;
 - E. Desire and ability to adapt thinking to changes and not to interject one's personal dislikes, likes, ill-feelings, etc. into the discharge of his/her DEA Duties and Functions;
 - F. Understanding of fellow DEA Workmates, Leadership, Government of Liberia, etc., and the desire to render safety and emergency help to those in need;
 - G. Ability and capacity to imagine what might happen under given circumstances, and the appropriate actions to be taken to prevent such from happening;
 - H. Emotional ability to remain calm and objective and to provide good leadership during emotion charged situations. Let it be known that one does not have to be belligerent to be a firm and effective officer;
 - I. Ability to avoid undue hast; arguments, and the use of unnecessary and illegal force, etc.; and Loyalty at all times to the DEA and the Liberian Government.
- 4.1.5 To attract qualified, experienced, honest and committed candidates, the DEA Leadership shall strive to provide better salaries, benefits, working conditions, etc. for its personnel as compare to other renowned national security establishments within Liberia. The failures and problems experienced by most security bodies are the direct results of low salaries, poor training, wrong selection and employment, the lack of adequate support, etc. which gradually develop into poor morale, low production, theft, connivances, etc.
- 4.1.6 The personnel of the DEA shall be placed into two (2) classifications (Security and Civilian). Security Personnel shall include all personnel who have met the aforesaid requirements and bear the responsibility to prevent, suppress and eradicate drug trafficking and abuse by rigidly enforcing all laws. Civilian Personnel shall include, but not be limited to secretaries, clerks, accountants, drivers, technicians, mechanics, carpenters, plumbers, janitors/Cleaners, etc. who have met all of the above requirements, except for that pertaining to police or military training. But such candidates must be proficient and bear sufficient working experience in their vocations, and must be certified by the Civil Service Agency.
- 4.1.7 To avoid unnecessary rank promotions, those employees who will be serving in supervisory positions with some levels command should earn at least 5 to 10% differential in salary or general allowance between them and others of similar ranks because of the added responsibilities as a result of such assignments and, for degree holders, as per the Civil Service Pay Grading System.

SECTION 2: OTHER FACTS ABOUT DEA EMPLOYMENT

- 4.2.1 **SALARY:**
One of an employee's main concerns will be the salary and/or allowance he/she

receives for the job he/she performs. At Drug Enforcement Agency, the salary and general allowance shall be fair, equitable, and compare favorably with the allotments generated from the Government, and shall be based as a motivation for improved and better performance in keeping with the policy of the Civil Service Agency (CSA).

4.2.2 **INSURANCE:**

In an attempt to adequately spread and share the risks for the personnel of the DEA, the DEA Leadership shall engage, with the consent of the employees, a comprehensive group insurance policy which will offer the best premium, benefits and indemnity for all of its personnel against health, life, accident and losses at the expense of the individual personnel.

4.2.3 **EQUAL OPPORTUNITY:**

It shall be the policy of Drug Enforcement Agency (DEA) to be an equal opportunity employer. All personnel actions shall be affected without regard to tribe, religion, sex, culture, sexual orientation, national origin and region, marital status, non-job related medical condition or handicap and strictly based on the National Gender Strategy Policy of Liberia and United Nations Resolution 1325. Only the aforesaid minimum requirements shall be the basis for employment, assignment, salary scale, benefits and incentives, transfer, deployment, etc. within the DEA.

4.2.4 **DUTIES:**

When recruited, selected, trained and/or placed in a given assignment after having satisfied certain requirements necessary to perform your duties effectively and efficiently, the employee's immediate supervisor will direct him/her as to what their DEA duties and responsibilities are. Employees are required to diligently follow or execute their assigned duties and responsibilities, and look unto their immediate supervisor for guidance and direction.

All questions and answers regarding assigned jobs or duties and responsibilities shall be directed to the employee's immediate supervisor(s) or the Director, Drug Enforcement.

4.2.5 **TRANSFERS:**

In keeping with the nature of work of the DEA, no employee shall have a vested interest in any particular assignment, shift, post, or location, and may be removed or transferred for any professional reason(s) including, but not limited to the DEA leadership's direct request and approval. To affect continuity of employment, it may be required or necessary for personnel to be transferred from his/her particular location or assignment to another assignment where DEA is in need of manpower or to effect improved production. If otherwise a personnel wish to be transferred from his/her present assignment, he/she shall discuss the issue with and obtain the written approval of the Deputy Director under whose command he/she is assigned, but first with his/her immediate supervisor(s).

4.2.6 **TRAINING:**

In consideration with the various assignments or positions within the DEA, various training programs will be provided from time to time in order to enhance the capacity of the employees to deliver. After the required orientation or basic training, the various supervisor(s), the Chiefs and/or Officer-in-Charge shall conduct on-the-job training programs which procedures and forms applicable to DEA assignments will be discussed. It shall be the policy of Drug Enforcement Agency to encourage and assist its employees in broadening their knowledge and skills in Drug Intelligence, Enforcement, and Investigation, and to prepare its personnel for the increasing responsibilities within the DEA.

To achieve this obligation, manuals, training bulletins, etc. shall be made available when necessary and appropriate. It can be achieved also through self-improvement.

4.2.7 **NARCOTIC DRUGS AND ALCOHOL POLICY:**

A. Unless when undergoing prescribed medical treatment as authorized by a recognized medical authority or institution, any and all use, sale, or possession of narcotic drugs and controlled (psychotropic) substances, and/or alcoholic drinks while on duty shall be an offense subject to termination of employment and/or prosecution by the agency.

B. Off-the-job use of alcohol which adversely affects a member's job performance or which will jeopardize the safety of other employees or the general public, or the DEA's property or equipment shall be a proper cause for administrative or disciplinary action(s) up to and including termination of employment, depending on the extent of the injury or damage done.

C. The illegal use, sale, or possession of narcotic drugs and controlled substances and/or unreported, unofficial, and unauthorized association, contacts, and dealing with narcotic drugs dealer(s), trafficker(s), producer(s), etc. by any member of the DEA at any time shall be proper and legal cause for the termination of employment and the turning over of such member(s) over to the appropriate court of law for prosecution.

D. Employees undergoing prescribed medical treatment with controlled substance(s) shall immediately report this treatment to his/her immediate supervisor(s), and such treatment shall require a medical certificate (signed and stamped) from the prescribing physician stating that job performance will or will not be impaired by such treatment. If job performance will be impaired, a medical leave of absence will be required and granted by the supervisor, provided that such leave shall not be more than two (2) working days, and such documents shall be filed with the Personnel Division.

4.2.8 LEAVE OF ABSENCE:
Personal disability and other leaves are available for employees who qualify. These leaves of absence shall be granted with or without pay, depending on the circumstances.

- A. **Personal Leave** shall normally not be granted for a period exceeding seven (7) days with pay and
- B. **Disability Leave** as certified by a recognized medical physician or institution shall be granted for a period not to exceed ninety (90) days and may be granted with or without pay.
- C. **Extended Leave** shall apply to all DEA employees who are reportedly sick and shall be with pay for a period not more than twenty-four (24) weeks, provided that such is verified by a recognized medical certificate for extended illness or injury prior to the granting of such leave sick leave. Should an employee require sick leave in excess of 24 weeks or the pattern of sick leave indicates a chronic absence from duty, such employee shall be required to undergo medical examination that may result in retirement or dismissal from the DEA based on legality of circumstance.
- D. **Maternity Leave** for DEA female employees shall be granted upon request and shall not be less than two (2) months or more than three (3) months with pay and benefit, if applicable.
- E. **Annual Leave** as scheduled annually by the Personnel Division of the Agency shall be for employees who have served the Agency for a period of one (1) year calendar year and above. One (1), Two (2), Three (3), and four(4) weeks shall be granted for the first, second, third and fourth and above years, and this shall be with pay and allowance, if applicable.
- F. **Study Leave** for members of the DEA who wish to advance him/herself abroad at an accredited law enforcement or academic institution in a relevant field for the advancement of his/her competencies as a member of the DEA shall be granted a leave with pay, provided he/she has worked for not less than five (5) years for the Agency with excellent records – a drove record of excellent performance free from disciplinary action or pending disciplinary or criminal investigation, and submitted to the DEA Director a written request accompanied with the I-20 Form and other relevant documents verifying the acceptance and scholarship, submit three (3) letters of recommendations from outstanding individuals other than members of the Ministry of Justice and DEA, and secure the written approval from the DEA Director acknowledging the verification of the facts and circumstances. He/she must sign an indemnify bond binding him/her to serve the DEA upon completion of prescribed study for a period of not less than four (4) calendar years or fully restitute the full amount received from the Government as salary during his/her study leave.

All questions regarding Leaves of Absence should be directed to the Chief of Personnel through the chain of command.

4.2.9 PROMOTIONS/DEMOTIONS:
DEA Personnel are encouraged, irrespective of tribe, sex, sexual orientation,

religion, culture, etc., to develop and improve their individual professional skills and abilities in order that they may qualify for promotion and appointment. The Drug Enforcement Agency will be proud of employees who rise within the ranks to positions of additional responsibility strictly on the basis of **merit and competencies**. The personnel ability to learn, follow instructions and attitude towards his/her duties and responsibilities shall be factors for promotions, appointments or demotions. The DEA believes in promotions as oppose to the latter, because it stimulates growth and development. However, employees shall apply to the Promotion Board for promotions on a yearly basis, when the vacancies exist, and only those qualified based on the set criteria shall sit for the promotion tests.

4.2.10 **WORKWEEK:**

Every and each DEA Personnel, in keeping with high security standards, shall be required to perform not more than six days (48 hours) weekly duty, and for those on scheduled Shifts, not to exceed the total of seventy-two (72) working hours on the basis of twelve (12) hours per shift daily. However, during emergency situations, etc. should the need arise; such officers shall not exceed eighty (80) hours of duty within a given week. All shift employees shall be entitled to scheduled day off (free hours weekly) or Sundays for non-shift employees with full pay. To receive full monthly salaries at the end of each month, each and every member of the DEA must work not less than 48 hours each work week of a month.

However, personnel who do not serve on shift shall report for active duty not later than 0900 Hours to 1630 Hours, Monday to Friday and from 1000 Hours to 1400 Hours, on Saturdays and National Holidays.

4.2.11 **RETENTION:**

Retention of competent and qualified personnel is an issue for thought as they should receive better salaries, working conditions and benefits, especially, those who are transferred to areas outside of Monrovia or from lower cost of living areas by moving to other parts of the country where drug abuse and trafficking are serious problems for peaceful and innocent citizens and residents, or those who work 12-hours shift daily for six (6) days weekly, and those that possess the requisite knowledge and expertise needed by the Agency to professionally deliver the required services.

4.2.12 **HEALTH, SAFETY AND WELFARE:**

The Directorate's front-line officers are its most valuable asset. Their health, safety and wellbeing are of paramount importance in the process of delivering effective service to the people. DEA focus of attention shall shift to preventative and proactive work to create a healthy working environment coupled with fair, safe and robust action to reduce sickness absences and personal excuses.

The public would appreciate to see DEA Enforcement Officers and Vehicles

uniformed by some identifying system in the communities to ensure public safety. Front-line and Intelligence Officers must dedicate more of their time to dealing effectively with illicit drug abuse and trafficking, and arrest and bringing more drug offenders to justice. Every good resident or citizen wants the DEA and the criminal justice professionals to succeed in convicting the guilty and, in particular, persistent drug offenders whose activities blight the lives of a whole Liberian succeeding generation.

Therefore, it is essential to maximize our operational capacity by increasing the percentage of staff on front-line duties, which must exclude the use of local volunteers as Aides.

4.2.13 **PENSION**

Employees shall participate and receive, when eligible and as legally permitted, through contractual or governmental arrangement due pension benefit. In accordance with laws and regulations of the DEA Administration or competent authority shall ensure that all employees, equipment and facilities and such policies of arrangements are kept current. Any illness or injury that creates a substantial risk of death or serious permanent disfigurement, or protracted loss of consciousness or impairment of the function of any bodily member or organ qualifies a DEA member to be discharged from active service or pension if such member has rendered service to the Agency for a period not less than fifteen (15) consecutive years with good conduct.

4.2.14 **INTERNAL VACANCIES**

Vacancies for posts as per establishment and considered as lateral movement shall be advertised through official bulletin and open application all members of the DEA shall be considered for candidacy and selection based on competencies in satisfaction of published requirements and qualifications as defined in the official bulletin.

4.2.15 **EXTERNAL RECRUITMENT**

The DEA shall maintain a rolling recruitment to fill the Agency's vacancies with the budgeted authorized strength. Any employee is eligible to apply for the candidacy for the selection, provided such employee meets the criteria for such vacancy.

4.2.16 **DEVELOPMENT**

The Agency shall be committed to raising the professional standards of its personnel to the level of the best in the country. This can only be achieved by the Leadership ensuring that DEA Officers and Support Staffers continue their professional development throughout their career with the DEA and by providing effective and efficient training opportunities for its personnel without favor. This means investing in skills development to support the delivery of the Agency's priorities.

4.2.17 **LUNCH SCHEDULES**
Supervisors shall prepare lunch schedules for employees under their respective supervision and to ensure that all employees do not take lunch break together, thereby causing an empty section, post, etc. Lunch breaks for all non-senior staff shall not exceed more than thirty (30) minutes per day. For senior staff, lunch breaks per day shall not be more than forty-five (45) minutes.

4.2.18 **PERFORMANCE EVALUATION REPORT**
A quarterly performance evaluation report shall be submitted through channel to the Director of each and every employee of the DEA by his/her immediate supervisor, and a copy of each evaluation shall be presented to the concern employee in order to entertain his/her reaction(s) to said report.

4.2.19 **SEXUAL HARASSMENT**
It is the policy of the DEA to provide a working environment free of all forms of sexual harassment and intimidation consistent with the provisions of the UN Resolutions and national laws and policies. This policy also include employees asking ("do not ask") other employees and persons about their sexual orientation, having such individuals telling ("do not tell") their sexual orientation, and saying ("do not say") such person sexual orientation. These practices shall be strictly prohibited and punishable within the DEA.

SECTION 3: TRAINING POLICY

4.3.1 Orientation, Basic, In-Service, Roll Call (Muster), and Advanced Training Programs of the Drug Enforcement Agency shall be encouraged and demanded of each and every security/civilian employee, of course, through the proper planning and execution by the Deputy Director Director/Administration (DD/A) and the Training Division with the approval of the Director. The development, implementation, or coordination of curricula, schedules lesson plans, and examinations shall be the foremost responsibility of both DD/A and the Chief Training Officer (CTO). These officials shall ensure that the complete and prescribed coverage of all training subjects by all DEA Security Officers and Civilian Employees through proper explanations and demonstrations in order to have the personnel discharge their respective duties and responsibilities effectively and efficiently. The Director shall ensure that the Administrative Directorate of the Agency develops and maintains coordination between itself and the Operations Directorate as a means to determine deficiencies on the part of the officers which are the direct result of the lack of knowledge.

- A. A minimum of twelve (12) weeks of basic police and physical training shall be required for the selection, employment, deployment of any DEA security candidate, without the Basic (six months) Police or Military Police Training from a recognized academy or school.
- B. To satisfy the requirements and expectations of the government and people,

particularly, during these times of increasing crimes rate, the DEA Officers must perform their assigned duties maturely, legally, and automatically during times of emergency, all DEA Officers must possess and demonstrate an excellent background of knowledge and experience in self defense, report writing, driving, etc. The Training Programs shall also consider and emphasize that the security officers avoid petty graft, corruption, brutality, prejudice, etc. so as to win the compliance and control of those they will interact with in the discharge of their respective duties.

4.3.2 **ORIENTATION AND BASIC TRAINING:**

Such training programs require extensive subjects, materials, expertise, etc. and are the foundation of all potential law enforcement candidates; therefore, they shall not be tempered with unprepared. All candidates for selection who have not had such training must undergo such training in order to acquire said knowledge; of course, prior to sending such persons for such training at the National Police Academy or elsewhere, they must sign a Training Contract with the DEA to ensure that they will render professional security services to the DEA for a given period, or will fully refund the cost for such training.

4.3.3 **IN-SERVICE TRAINING:**

This training program shall be conducted by the DEA periodically, at least, every year for each officer, and shall be carried out in order to meet new needs developing from new changes in the DEA and its policies, procedures, regulations, and powers; criminal tactics, methods of new techniques, weaknesses detected, etc. In addition, DEA Officer must consider the effect of advanced security training programs of at least forty (40) hours or more for its Investigators, Intelligence Officers, Officers-in-Charge, Supervisor, etc. on the basis of pre-assignment.

4.3.4 **FIELD TRAINING:**

This method of training shall be an integral part of the DEA internal training package and shall be implemented by assigning properly trained, but inexperienced security officers under the command and supervision of trained and experienced security officers bearing the proper attitude and knowledge, and by using a field training checklist in order to determine within which area(s) or subject(s) the individual officer needs additional emphasis.

4.3.5 **ROLL CALL (MUSTER) TRAINING:**

The training of the DEA Officers must be conducted on a periodic basis during daily, weekly or monthly muster, and such programs should consist of brief lectures, demonstrations, and discussions, lasting not more than ten (10) to twenty (20) per session. All officers should be encouraged to develop their individual knowledge for increasing security tasks, but this can only be achieved through the acquisition of training manuals, bulletins, materials which shall be displayed on the various bulletins boards, etc.

- A. If these training objectives are to be achieved, there will be the need from time to time to contract and/or request the expertise of other security experts or specialists to assist the DEA Training Division lecture the concern personnel. To conduct such classes, the DEA will need a suitable classroom and appropriate equipment at its Headquarters.

4.3.6 **REQUIREMENTS OF A DEA EMPLOYEE:**

- A. **ABILITY:** To be capable to handle normal and emergency situations which a law enforcement officer should handle.
- B. **ALERTNESS:** To be vigilant at all times while on duty; to be always on the watch for narcotic drugs activities (trafficking, movements, etc.) and individuals involved into same, and conditions, hazards, etc. which could result into injury, damage, or loss of lives of DEA Personnel, properties and equipment of the Agency.
- C. **ATTITUDE:** Frequently, personnel on duty will be the first contact of a visitor to the Agency. The manner in which a visitor is greeted and his/her questions are answered by personnel will play an important part of his/her appraisal of the DEA's professionalism. Remember that human and employee relations depends a great degree upon one's attitudes.
- D. **COURTESY:** DEA Personnel must be courteous at all times. One does not need to be belligerent to be firm. A law enforcement officer, a first class citizen, can be courteous and well mannered and still be effective.
- E. **DISCIPLINE:** Personal likes, dislikes, or feelings should not deter a DEA Officer from executing his/her official duties. Prompt compliance and proper execution of all legal orders, mandates, etc. given by a superior officer is expected from all personnel. Note that discipline does not mean punishment. Proper discipline is indicative by good conduct under all conditions, particularly, by officers away from the presence of their superior officers.
- F. **EXEMPLARY CONDUCT:** To conduct ourselves at all times and under all conditions in a manner which will reflect credit on the members and the DEA.
- G. **IMAGINATION:** DEA employees should develop the capacity to:
- Imagine what might happen under a given set of circumstances.
 - Determine the appropriate action(s) to be taken if the need should arise.
- H. **JOB INTEREST:** DEA security employees must take pride and dignity in their duties and maintain a keen interest in their jobs. This will be effective in the manner in which they perform their duties and will be recognized by all who come into contact with them.
- I. **LOYALTY:** DEA Security and Civilian Employees must be loyal to the Drug Enforcement Agency. Loyalty means that superiors are comfortable to trust a security officer with confidential information or assignments.
- J. **COMMITMENT:** A sense of commitment to duty and the DEA shall be a key factor in Agency. It enhances productivity, trust and a belonging attitude to both the personnel and Agency.
- K. **DEDICATION:** The hallmark of a good law enforcement officer with a purpose of oneness and sincerity comes through dedication. It is only through this means that DEA can achieve maximum repute and satisfaction.

L. **TACT:** A DEA Personnel shall always act without haste and undue emotions. Do not argue with people, and avoid unnecessary and illegal use of force. Demonstrate a calm and dignified manner at all times in the discharge of the employee's duties and responsibilities.

M. **DISCIPLINARY ACTIONS:** Violations of any portion of the DEA Duty Plan; rule, regulation, policy, or procedure shall result into such disciplinary action(s):

- **ORAL WARNING:** When unintentional activity results into an unserious problem for the first time to the DEA, the DEA may correct same appropriately.
- **WRITTEN WARNING:** When a second warning or correction is necessary for a minor offense, written reprimand is to be made to the officer(s) or employee(s) with copies on his/her file and file with the Director, Deputy Directors, Chiefs of Finance and Personnel.
- **SUSPENSION:** A temporary lay off duty for serious misconduct or repeated violation. The Officer/Employee shall lose his/her pay for the designated period. This punishment may be on the job if authority deems it appropriate.
- **DISMISSAL/TERMINATION:** Action taken for a serious breach of Plan, rule, standard, practice, policy or procedure of the DEA. It may result from repeated disciplinary problems of a less serious nature.

N. REASONS FOR IMMEDIATE DISMISSAL/TERMINATION OF SERVICE:

- Refusal to work or perform assigned duty.
- Extreme insubordination to or superior officer or official of government.
- Fighting on the job, while on assignment or in DEA uniform.
- Intoxication on the job or reporting to work in such a state.
- Theft or other criminal activities.
- Willful destruction or misuse of DEA's property.
- Unauthorized or careless use of weapons, materials, equipment, etc. of the DEA.
- Malicious harassment of the public and fellow officer/employee.
- Activities with potentially serious consequences such as personal injury, injury to others or property damage.
- Acts which by their nature and impact severely limit the officer's ability to perform essential element of his/her duties.
- Providing false and misleading report or information to the DEA or other security agencies.
- Seeking another job or employment while in the employ of the DEA.
- Desertion of Post.
- Unauthorized disclosure of information, activities, etc. of the DEA, its member(s), and the Government.
- Withholding sensitive information or report that might endanger the lives, properties and interest of the Liberian people, or those of the DEA or its member(s).

- Guilt of violation of the Constitution and laws, particularly, the Anti-Drug, New Penal and New Public Health Laws of the Republic of Liberia.

SECTION 4: OPERATIONAL PLAN

- 4.4.1 Because the desire of the Drug Enforcement Agency (DEA) is geared and intended toward providing Liberian people with a professional law enforcement service against narcotic drugs abuse and trafficking, and at times, crimes and hazards and the proper enforcement of the DEA rules, regulations, policies, and procedures, these functions and duties shall be the sole responsibility of the Deputy Director for Operations and the Operational Directorate, and same must be achieved through professional direction and supervision.
- 4.4.2 The DEA Operations Wing shall ensure and maintain the required coverage and manpower, as would be specified in the various shifts and daily assignments; the operating methods; appearances; neatness; etc. The weekly work schedules (Days Off, Leaves, Absences, Hours of Duty, Nature and Locations of regular and special duties shall be properly, effectively, and efficiently observed at all times.
- 4.4.3 The highway and neighborhood patrols (foot, vehicular, etc.) as may be required and applicable shall be conducted by the Operations Wing, and these patrols shall be aggressive, repressive and irregular with the sole aim to suppress, prevent, and eliminate, as much as possible, all illicit narcotic drugs activities and opportunities. All DEA employees on and off active duty shall note and report or investigate suspicious individuals, objects and movements within their areas. The employees on active duty, during the period of darkness and official closures, shall concentrate on all doors, windows, openings, gates, and properties left on the outside, etc. at all DEA locations under their protection which could be targets for criminal activities.
- 4.4.4 A monthly report, in addition to the 12-hours daily reports of all arrests, searches, and seizure, shall be prepared outlining the field deficiencies, incidents, trends of narcotic drugs movements, trafficking, opportunities, concealment methods use new drugs mixtures, cases under investigation by the DEA, pending trials by the various courts, etc., awols, employees on leave, etc., with the appropriate modifications and recommendations to correct such problems. Such reports shall also indicate new assignments, deployments, transfers, and the need for additional manpower, training, equipment, etc. to avoid future threats, etc.
- 4.4.5 All incidents of arrests made, searches conducted, and narcotic drugs and psychotropic substances seized, cases sent to the various courts, dispositions of cases, courts' returns disorder, disputes between DEA employees, duty regulations, etc. and such other probes shall be fully documented and submitted through channel to the Office of the Deputy Director/Operations within 12- hours period. This Wing shall also professionally be required to collect vital

intelligence information, documents, photographs, passports numbers, etc. of drugs offenders which may be of importance and interest to the DEA and its clients (other security agencies, ECDRUG, UNODC, and shall efficiently conduct all character investigations of candidates for employment, etc.

4.4.6 The responsible operational supervisor shall ensure that the required manpower is utilized and deployed at all times, particularly, since each shift officer will be entitled to one (1) full day off for every six (6) days or 48 hours of weekly work. For those who will stay away from active duty without providing at least six (6) hours advance and written excuse, duly approved by their respective supervisors shall be carried absence without official leave (awol) and drastically dealt with according to the DEA rules and regulations.

4.4.7 For alertness, vigilance, efficiency, etc. at all DEA assignments, posts, etc., the officers on duty shall conduct irregular and aggressive inspections of their areas of assignment, and make regular radio/telephone contact with their supervisor or station routinely, reporting the security situations, observations, etc. All DEA shift officers shall remain on their respective assignments until they are properly and professionally relieved by all of the succeeding shift officers in order to avoid openness of the assignment(s), post(s), etc. All DEA Shift Officers shall report to their respective assignments not less than fifteen (15) minutes to the shift commencement schedules in order to jointly conduct inspectional tours of the entire assignment, post, etc. with the outgoing shift for proper accountability.

4.4.8 **SHIFTS:**
The deployment of DEA Officers shall be on a three (3) shift basis, provided that a given situation does not require re-adjustment:

- FIRST SHIFT:- 0700 to 1500 Hours;
- SECOND SHIFT:- 1500 to 2300 Hours; and
- THIRD SHIFT: - 2300 to 0700 Hours.

4.4.9 **USE OF DEADLY FORCE/FIREARM DISCHARGE, GENERALLY**
It is the policy of the Drug Enforcement Agency that officer shall attempt all reasonable means of apprehension and control within their command before resorting to the use of deadly force. However, an officer shall not unreasonably endanger himself/herself in applying these rules in actual situations. Caution shall be exercised for the protection of other life and property whenever a weapon is discharged. Any incident involving an officer's use of deadly force or discharge of firearm will be thoroughly, investigated and reviewed by the National Firearm Board or the DEA BIS.

4.4.10 **PUNCTUALITY:**
DEA shift officers MUST report for duty promptly and punctually at the prescribed time and location(s). All concerned officers shall be required to report not later than fifteen (15) minutes prior to the shift hour commencement. If a DEA member, for any reason(s), is unable to report for duty at the prescribed

time, such personnel shall notify his/her immediate supervisor at least six (6) hours before the duty time in order to have a properly arranged replacement or notification to the proper authority. Two (2) late nesses shall constitute one (1) absence without official leave (AWOL).

SECTION 5: COMMUNICATION POLICY

- 4.5.1 Because communication is a vital component of any professional security outfit, the DEA shall acquire two (2) ways communication (Telephones, FM and SSB) sets for its official use. Overloading, interruptions or delay of vital field operational information, unnecessary and repeated messages – the loss of air and rapid response times – shall not be permitted; therefore, handset holders and dispatchers shall be required to be attentive and to monitor all communications on their respective sets.
- 4.5.2 All operational information from handset holders, posts, etc. shall be recorded by the DEA Radio Operators – the depository and dispenser of all field information – as follow:
- Receive and process all calls and messages;
 - Audit and dispatch information in response to security or other calls;
 - receive and respond to information inquiries as well as calls for assistance; and
 - Maintain moment to moment status information on all security resources for the security and management command and control purposes.
- 4.5.3 These functions shall so delay only by the time it will take from the location, post, etc. to the proper authority when the message was received from and to the troubled or necessary action location, unless there is a delay due to transmission of the information or vehicular problem.
- 4.5.4 The DEA DD/O shall ensure that the radio codes of the DEA Senior Staff, Outstations, Supervisors, etc. are changed routinely to avoid easy monitoring by unauthorized person(s) or to cause threat(s) to the DEA' aims and objectives.
- 4.5.5 All operational information from handset holders, posts, etc. shall be recorded by the DEA Radio Operators – the depository and dispenser of all field information – as follow:
- Receive and process all calls and messages;
 - Audit and dispatch information in response to security or other calls;
 - Receive and respond to information inquiries as well as calls for assistance;
 - and
 - Maintain moment to moment status information on all security resources for the security and management command and control purposes.
- 4.5.6 These functions shall so delay only by the time it will take from the location, post, etc. to the concern authority when the message was received from and to the troubled or necessary action location, unless there is a delay due to transmission

of the information or vehicular problem.

- 4.5.7 The DEA DD/O shall ensure that the radio codes of the DEA Senior Staff, Outstations, Supervisors, etc. are changed routinely to avoid easy monitoring by unauthorized person(s) or to cause threat(s) to the DEA' aims and objectives.

SECTION 6: INTERNAL AFFAIRS POLICY/PROCEDURE

- 4.6.1 It shall be the policy of the DEA to effect a system whereby allegations of misconduct against members of the DEA can be promptly and thoroughly and impartially investigated.
It is the policy of the DEA through the equitable administration of employee discipline, to encourage voluntary and uniform compliance with the DEA rules, policies, and procedures and to emphasize determination of underlying causes for unsatisfactory behavior and tendencies.

LEGAL DISCLAIMER

This policy is for the DEA use ONLY and does not apply in any criminal or civil proceeding. The DEA policy should not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this policy will ONLY form the basis for DEA administrative sanctions. Violations of the law will form the basis for civil and criminal sanctions in a recognized judicial setting.

CHAPTER 5: GENERAL RULES

SECTION 1: ORGANIZATIONAL RESPONSIBILITY

- 5.1.1 **DUTY TO KNOW/COMPLY**
All members of the DEA shall familiarize themselves with and comply with all rules, policies, and procedures of the Agency.
- 5.1.2 **DUTY TO OBEY/ENFORCE LAW**
Violation of any national or international statute, rule, regulation, or policy of the DEA will be considered an act of misconduct and may subject the DEA member to disciplinary action. The failure to comply with enforcement laws and policies may also subject the employee to disciplinary action.
- 5.1.3 **CONSPIRACY/ATTEMPT**
Any DEA member /employee who attempts to violate or knowingly conspires with any person to violate a rule, regulation, or policy of the Agency shall be guilty as though the actual violation had been accomplished.
- 5.1.4 **PREJURY/MISREPRESENTATION**
No DEA employee shall knowingly or willfully misrepresent any matter, information, make or sign any false statement or report, perjure himself/herself or

give false testimony before any court, grand jury, board, commission, official hearing or DEA hearing.

5.1.5 SUBVERSIVE CONDUCT

No DEA employee/member, whether on duty or not, shall conduct himself/herself in such a manner as would be subversive to the good order or discipline of the Agency and/or the Government.

5.1.6 DUTY TO OBEY ORDERS

Members/employee of the Agency shall obey all lawful orders.

5.1.7 CONFLICTING ORDERS

When an order is received which conflicts with a previous order, the conflict will be respectfully pointed out to the supervisor giving the latter order. The supervisor issuing the conflicting order will then determine which order will take precedence and will be responsible for any consequences resulting from his/her decision.

5.1.8 SUBJECT TO CALL

Any employee of the DEA may be called to duty at any time when necessary regardless of the employee's regularly assigned duty hours.

5.1.9 BEARING/ALERTNESS

All DEA members/employees shall remain alert, observant, and occupied with official business during their tour of duty and shall not conduct themselves in a manner that would merit criticism for inattentiveness, slovenly bearing, or waste of time.

5.1.10 DUTY TO MAKE REPORT

It shall be the responsibility of all officers/members/employees to make a proper and detailed report of all offenses observed, reported or investigated; and to make detailed report through the chain of command to the desk of the Deputy Director for Operations on all arrests made, searches conducted, and drugs or contrabands seized.

5.1.11 WITHHOLDING INFORMATION PROHIBITED

No member of the DEA shall intentionally or unintentionally withhold information relating to any actual or suspected drug/criminal activity when such information might prevent the commission of a criminal act, facilitate an ongoing investigation, or expedite the apprehension of an offender.

5.1.12 DEBT COLLECTION

No employee shall be involved in the collection of debts or repossession of property other than just debts owed to or property owned by the employee or the DEA. No part of the DEA uniform, credentials or authority will be used for this purpose without the expressed approval of the DEA Administration.

5.1.13 VICTIM/SUSPECT COMPROMISE

No employee shall initiate or influence a compromise or other monetary arrangement between a person charged with or suspected of a drug/criminal offense and a person or the Government who had suffered by his/her act.

5.1.14 DUTY TO PROVIDE ASSISTANCE

Members of the DEA will make every effort to assist law abiding citizens or residents with problems or inquiries, even though such problems or inquiries may not relate directly to the member's assigned DEA duties or to the services normally provided by the Agency.

5.1.15 REQUESTS FOR NAME/I.D. /BADGE NUMBER

An employee shall politely furnish his or her name, I.D. and badge number upon the request of any person being arrested unless otherwise by proper authority. Officers will not be required to furnish such information if doing so would interfere with a DEA operation.

5.1.16 ABSENCE WITHOUT LEAVE

Failure to report for duty without notification of a supervisor or without proper authorization will be considered "absence without leave (AWOL)" and is strictly prohibited and punishable.

5.1.17 DESERTION OF POST

Any employee who has reported for duty or given assignment by a supervisor or authority of the DEA and leaves a place of duty or assignment without proper authorization shall be considered "desertion of post (DOP)" and is strictly prohibited and punishable.

5.1.18 COWARDICE

Cowardice or failure to perform duties because of danger may subject an officer to disciplinary action(s).

5.1.19 UNNECESSARY VIOLENCE/FORCE

It shall be prohibited for any officer to sue unnecessary violence or force against any person.

5.1.20 MALICIOUS PROSECUTION

It shall be prohibited for an officer/member of the DEA to direct malicious prosecution against any person.

5.1.21 INCITING VIOLENCE PROHIBITED

It shall be prohibited for any member of the DEA to verbally ridicule, taunt, or belittle a person or another member to do anything for the purpose of inciting a person to violence.

5.1.22 INDECENTY/HARSH LANGUAGE

The use of indecent, profane or unnecessarily harsh language in the performance of DEA official duties will be prohibited and punishable.

5.1.23 USE OF INTOXICANTS/NARCOTIC DRUGS/PRESCRIBED DRUGS

Drinking, using or being under the influence of intoxicants, narcotic and prescribed drugs while wearing the uniform of the DEA or on active duty is strictly prohibited unless such practices are necessary and authorized by the proper authority for the performance of DEA operation.

No member of the DEA shall keep intoxicants or narcotic drugs for strictly personal use in or upon any property or vehicle owned by the DEA.

Employees shall only use or be under the influence of drugs which have been legally prescribed and/or obtained. Prescription drugs may only be used as directed by a physician or dentist.

5.1.24 INVOLVEMENT IN POLITICAL AFFAIRS

While in the employ of the DEA, no employee may take part in any political activity (meeting, campaign, campaign management, or the management of political affairs) further than to cast his or her own vote during a national election or to privately express a political opinion.

5.1.25 BUSINESS CARDS

Business cards which show a connection with the DEA may only be used by employees in the performance of their duties. Such cards must not contain any information not directly pertinent to the Agency or to the employee's assigned duties.

5.1.26 SALUTE TO FLAG/NATIONAL ANTHEM

During public occasions, uniformed officers shall salute the National Colors and the playing of the National Anthem with the military hand salute unless engaged in the performance of an official duty requiring the officer's immediate attention. Members of the DEA who are not in uniform will be required to render the same honors to the National Colors and the playing of the National Anthem as are customarily accorded by the general public.

5.1.27 RESTRICTED ACCESS TO RECORDS FILES

Access to files within the DEA record system shall only be available to Records Officers or the proper authority.

5.1.28 COURT APPEARANCE

Members of the DEA are duty bound to appear in court as required and shall extend full cooperation and respect to official judicial bodies with the aims of thorough honesty and integrity. Providing accurate testimony leading to the effective prosecution of drug offenders.

5.1.29 INTERFERENCE WITH COURT

No member of the DEA shall knowingly or unknowingly interfere with the efficiency or integrity of the administration of neither criminal justice nor having knowledge of such interference, fail to report same to the competent supervisory authority of the DEA.

5.1.30 FAILURE TO APPEAR IN COURT

Being unexcused to appear in court may subject a member of DEA to contempt of court charges as well as disciplinary action, possible suspension without pay.

5.1.31 LEAVING COURT

No member of the DEA shall leave a court or witness stand before being officially excused or discharged without first obtaining the permission from the court or the prosecuting attorney to do so.

SECTION 2: PERSONAL CONDUCT

5.2.1 GENERAL CONDUCT

Employees shall conduct themselves at all times, whether on or off duty, in a manner which would not publicly discredit the Agency or any member thereof and which would not impair DEA operations.

5.2.2 MEMBERSHIP IN ORGANIZATIONS PROHIBITED

No employee shall become a member of any organization, association, movement, group, or combination having adopted a policy of advocating, approving, or committing acts of force or violence, the purpose of which is to deny others their constitutional rights. Nor shall any employee affiliate himself/herself with any group or organization whose goal is the alteration of the government of the Republic of Liberia by unconstitutional means. This shall constitute a violation of the Liberian Constitution and laws, and as such punishable under the New Panel Law of Liberia.

5.2.3 PARTICIPATION IN PROTEST DEMONSTRATIONS

No employee of the DEA shall participate in any violent or illegal protest demonstration, nor shall any employee act as spokesman, representative or agent for any group engaged in or planning to engage in any such demonstration.

5.2.4 TELEPHONE REQUIRED

All employees of the DEA are required to maintain active telephone services at their private residences or on their person at all times

CHAPTER SIX: CONFLICTS OF INTEREST
SECTION 1: GENERAL PROVISIONS

6.1.1 COMPENSATION OTHER THAN OFFICIAL SALARY AND BENEFITS

No employee shall request or accept a fee or compensation of any type for any official service rendered in the performance of the DEA assigned duties and

functions other than the salary and benefit(s) paid the employee by the Agency or the Government of Liberia.

Any reward, money, or gift paid or sent to a member of the DEA for services rendered in the performance of the DEA assigned duties, other than the member's regular salary or allowance, shall be relinquished to the Director of the DEA who shall place same in the General Account of the Liberian Government.

6.1.2 ASSOCIATION WITH KNOWN OFFENDER

No employee of the DEA shall borrow money from or accept any gift or favor from any person known or suspected of being a felon, drugs trafficker, or habitual violator of the law(s) of Liberia. Furthermore, it shall be prohibited for any employee to maintain regular social contacts with such person(s).

6.1.3 RECOMMENDING SERVICES PROHIBITED

No employee of the DEA shall recommend any professional service or business to person(s) contacted in the line of duty for the purpose of promoting or aiding the business or service.

6.1.4 OFFENSES INVOLVING EMPLOYEE/EMPLOYEE'S FAMILY/RELATIVE

No employee of the DEA shall personally investigate any criminal offense involving the employee or the employee's family or relative.

CHAPTER SEVEN: UNIFORM, DRESS AND APPEARANCE
SECTION 1: GENERAL UNIFORM RULES

7.1.1 PURPOSE

DEA uniform, dress and appearance rules are established to present DEA personnel to the public who are clean and neatly groomed, to instill a degree of personal discipline among officers, to assure easy recognition of officers in the field and to ensure that clothing and hair styles will not be a detriment to officer safety or job performance.

7.1.2 UNIFORM CONDITION

Each officer, when in a duty assignment that requires the DEA uniform, shall wear the standard issued uniform of the Drug Enforcement Agency. All items used or worn as part of the uniform as well as any other issued equipment shall be clean and in good repair. All shirts, jackets and trousers or jumpsuits shall be pressed. All leather gear, footwear, belt buckles, cap and shirt badges, cap bands and articles of insignia shall be highly polished.

7.1.3 UNIFORM WEAR PROHIBITED

With the exception of time spent traveling to and from duty, no officer shall wear the DEA uniform while off duty unless by Special Order.

7.1.4 UNAUTHORIZED ARTICLES

No officer, while in the DEA uniform, shall wear on or as part of the uniform, any item of clothing equipment not specifically authorized herein or by the Director of DEA or hi/her official designee.

7.1.5 CARE AND MAINTENANCE

Each officer shall be responsible for the care and maintenance of DEA uniforms and related issued equipment. If an officer loses, misplaces and/or through neglect, recklessness, carelessness, damages the DEA uniform or other items, the officer will be responsible for the dollar value for repair or replacement of same.

7.1.6 DUTY UPON SUSPENSION

No officer of the DEA shall wear the DEA uniform or be armed (if applicable) while under suspension. Upon being notified of suspension, an officer shall immediately surrender the identification card, badge, firearm, ammunitions, and equipment, vehicle and other DEA properties issued him/her to the Director of DEA, Deputy Director/Administration or Chief of Logistics.

7.1.7 DUTY UPON TERMINATION

In the event an officer is terminated, resigns or retires, the officer is obligated to return the entire DEA uniform inventory as well as any other issued items. All such items will be returned clean, dry cleaned if necessary, and in good repair. Allowances will be made for normal wear and tear.

SECTION 2; GENERAL APPEARANCE

7.2.1 ON DUTY APPEARANCE

Unless expressly authorized by the Director of DEA, all DEA employees, when on duty or at work, shall be clean, well groomed, and attired in clothing appropriate to their duty assignment.

7.2.2 ALIGNMENT

When the DEA uniform is worn, the shirt button flap shall be aligned with the zipper flap of the trousers. The equipment belt buckle shall be centered on the zipper flap of the trousers.

7.2.3 JEWELRY

While wearing the DEA uniform, no jewelry shall be worn on the wrist, ankle, hanging ear, or the finger rings and around the neck which would normally be visible due to the exposure of these parts of the body and collar. Exceptions shall be for wedding bands, class or award rings and suitable and appropriate ear rings.

7.2.4 UNAUTHORIZED OBJECTS

Items such as keys, matches, papers, etc. shall not be attached to hung on or protrude from any portion of the DEA uniform nor shall bulging objects be

carried in the pockets of the DEA uniform. Exceptions shall be made for writing instruments protruding from the slots provided for same on the shirt pocket.

7.2.5 HAIR STANDARDS – MALE EMPLOYEES

On duty male employees shall keep their hair properly trimmed. The hair shall be at least moderately tapered, shall not extend below the top of the shirt collar nor cover any portion of the ear.

Sideburns shall not extend below the bottom of the ear nor be wider at the bottom than at the top and shall be neatly trimmed.

Mustaches shall be neatly trimmed and shall not extend below or beyond the corners of the mouth nor over the defined line of the upper lip.

Uniform employees shall report for duty clean shaven. Beards will only be permitted for documented medical reasons or when required by the nature of the assignment.

7.2.6 HAIR STANDARDS – FEMALE EMPLOYEES

A. The hair will be cut, styled or worn so that when standing, looking straight collar in the back. Depth of hair may not exceed two (2) inches at any point.

B. Ponytails may be worn but may not extend more than three (3) below the bottom of the collar.

C. Hair will not be dyed an abnormal color.

D. The bulk or length of the hair will not interfere with the wearing of all issued headgear. The will be arranged in a manner that presents a neat, well groomed appearance. Hair will not flare out over the ears or protrude onto the forehead below the headband.

E. Wigs are acceptable if they meet the prescribed requirements for hairstyles.

F. Items used to hold the hair in place will be concealed as much as possible and will be black or midnight blue, or of a color and style that blends with the hair. Decorative ribbons or bows will not be worn.

G. The use of makeup by female officers, both uniformed and plainclothes will be conservative.

7.2.7 HEADWEAR

DEA Officers may wear issued baseball caps only in uniform and only if kept clean and in good repair. Approved black or navy blue watch caps which fit closely and do not have any type of ornamentation may be worn. The military style, dress cap shall be worn with the DEA dress uniform with the issued cap badge and band attached. All billed caps shall be worn squarely on the head with bills to the front and not cocked up or down. The bills on the baseball caps are not to be creased, tented, rolled or deformed in any manner. No pins, patches, or other items shall be attached to the uniform caps.

7.2.8 FOOTWEAR

Uniformed officers may wear low quarter, lace up shoes or lace up military style boots. Western style boots without laces are acceptable as long as the toe is rounded and there is no decorative stitching. Footwear shall be black, without

distinctively colored stitching, logos, or designs. DEA officers shall wear black or navy blue socks with low quarter shoes. Officers may wear appropriate black footwear during raining season.

7.2.9 UNIFORM JACKET

Each officer, when in uniform or not, may wear the DEA issued jacket or a personal jacket marked of the same color and similar in design to the issued DEA jacket.

7.2.10 RAIN GEAR

Officers on duty posts shall wear DEA marked and issued rain gear or personal rain gear of the same color and similar in design to the issued rain gear.

7.2.11 DRESS UNIFORM

DEA Officers attending formal function in uniform such as funerals, weddings, or other official occasions determined by the Director, his/her designee or the Government of Liberia, will wear a long sleeves uniform shirt or blouse, black neck tie and uniform trousers. Officers who attend a scheduled court appearance will wear the uniform or business attire. Senior Officers and Directors may wear ceremonial suits – long sleeves shirt or blouse, black tie, black lace shoes, issued dress caps, breast issued badges, black socks or stockings, etc.

7.2.12 UNIFORM SHIRTS

Officers have the option to wear either long sleeve or short sleeve uniform shirts throughout the year. If a T-shirt is worn beneath the uniform shirt, it should not be visible due to the open collar.

7.2.13 UNIFORM TROUSERS/SKIRTS

Each officer, when in uniform, shall wear the DEA issued or approved uniform trousers or skirts, or jumpsuit. The trousers shall be hemmed so the legs reach at least to the top of the footwear heel, but not past the middle of the heel and outside the top of the footwear.

7.2.14 BADGE

Drug Enforcement Agency issued shirt and cap badges shall be worn attached to the uniform shirt and cap in the areas provided for same.

7.2.15 BODY ARMOR (for anti-drug enforcement officers when applicable)

The purpose of this policy is to provide SDS Officers with guidelines for the proper use and care of the body armor. In order to maximize officer safety through the use of body armor in conjunction with the practice of prescribed safety procedures. The body armor provides a significant level of protection; it is not substitute for sound, basic safety procedures.

- A. All body armor issued must comply with the current minimum protective standards prescribed by acceptable Level 2 A;
- B. All SDS Officers shall be issued body armor; and

- C. Body armor that is worn or damaged shall be replaced by the Agency. Body armor that must be replaced due to misuse or abuse by the officer shall be paid for by the officer.

7.2.16 USE OF BODY ARMOR

DEA employees that are assigned to a uniformed function are required to wear the issued body armor while engaged in field activities while on or off duty unless exempted as follows:

- A. When an Agency-approved physician determines that an officer has a Medical condition that would preclude use of body armor;
- B. When the officer is assigned to perform an administrative function; or
- C. When the Agency determines that circumstances make it inappropriate to mandate body armor; and
- D. Officers shall wear only DEA-approved body armor.

7.2.17 INSPECTION OF BODY ARMOR

- A. Each officer shall be responsible for ensuring that their own body armor is worn and maintained as required by this regulation by a periodic documented inspection of their DEA employee's body armor. Each officer shall be responsible for inspecting their own body armor, completing the annual inspection form and submitting it to the Deputy Director/Operations by February 1st of each year.
- B. There shall be an annual inspection by the Director and Deputy Director/Operations of all body armor for fit, cleanliness, signs of damage, abuse and wear.

7.2.18 CARE AND MAINTENANCE OF BODY ARMOR

- A. Each officer is responsible for the proper storage of his/her body armor in accordance with manufacturer's instructions and daily inspection for signs of damage and general cleanliness.
- B. As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning his/her body armor in accordance with the manufacturer's instructions.
- C. Officers are responsible for reporting any damage or wear to the ballistic panels or cover to the Director of DEA through the Deputy Director/Operations.

SECTION THREE: OPTIONAL EQUIPMENT

7.3.1 PORTABLE TWO WAY RADIO WITH CARRIER/CLIP

While in uniform or not, officers may carry a DEA issued radio in a carrier/clip. The carrier, if worn, shall be attached to the equipment belt and positioned on the side opposite from the holster, or clip shall be attached to the officer's belt and positioned on the side.

7.3.2 BATON WITH CARRIER

While in uniform, officers may carry a DEA approved baton with which the officer has been qualified to use. The carries shall be attached to the equipment belt.

7.3.3 UTILITY KNIFE WITH CASE

While in uniform, officers may carry a folding knife or blades up to five (5) inches in length. The case shall be specifically designed for the knife carried and shall be of the same color, design and construction as the equipment belt.

CHAPTER EIGHT: EQUIPMENT RULES
SECTION 1: EQUIPMENT RULES

8.1.1 RESPONSIBILITY

Each employee will be responsible for the security of all property issued to him or her by the Agency.

8.1.2 REPAIR/ALTERATION

Each employee shall promptly report the need for repairs to any DEA-owned property, for which he/she is responsible, to the person officially designated for such maintenance.

No employee shall alter, repair or in any way change, add to, or remove any parts or accessories from the DEA-owned property without proper permission. This includes building, office equipment, machines, clothing, firearms, communications equipment, or motor vehicles.

8.1.3 LOSS

In cases involving the loss of DEA or offender property, such losses will be reported in writing as soon as practicable to the officer's immediate supervisor through channel to the Director of DEA.

8.1.4 RESTITUTION/DISCIPLINARY ACTION

Any member who has lost, damaged or destroyed any equipment issued by the DEA may be required to make restitution and may be subject to disciplinary action(s) if the loss or damage is the result of misuse, negligence, recklessness or carelessness on the part of the member.

8.1.5 CLEANLINESS

Each employee is responsible for the cleanliness of any auto, equipment, or work area assigned to them.

8.1.6 UNAUTHORIZED USE/OPERATION

No member will permit the use or operation of DEA-owned or issued property or equipment by any person who is not employed by the DEA and/or who is not authorized to use such equipment.

8.1.7 CELLULAR PHONES

Cellular phones are provided to offices and members for DEA official use only. Calls that are not business related must be documented. The Agency must be reimbursed for the cost of those calls that are made in a member's own interest.

8.1.8 LONG DISTANCE (OVERSEA) TELEPHONE, SMS AND FAX

Each member is responsible for documenting long distance telephone, long distance sms and long distance fax. Documentation must be on a form provided or a written report and forwarded through channel to the Director.

8.1.9 RADAR/ELECTRIC GUN/BATON

The radar or electric gun or baton shall be kept in DEA-secure storage and shall be signed out on a roster by an officer for daily use. Each officer must have documented training prior to the use of such gun or baton. Anti-drugs enforcement actions will take place on streets, highways any roads contiguous to schools, residential areas, hospitals, and places of worship and entertainment, athletic fields or near DEA property, or as it relates to public transport vehicles.

8.1.10 SURVEILLANCE EQUIPMENT

Any audio or visual surveillance equipment will be used only upon the authority of the Director or the Deputy Director/Operations or from the Minister of Justice and Attorney General.

SECTION TWO: GENERAL MOTOR VEHICLE RULES

8.2.1 UNAUTHORIZED PASSENGERS

Officers shall not have passengers in or on DEA marked motor vehicles as "observers" without proper prior approval.

8.2.2 PURPOSE AND INTENT

The policy of assigning take-home DEA units has been adopted for the following reasons:

- A. To increase the number of DEA units available for response to scenes and other urgent calls for assistance.
- B. To enhance the Agency's ability to summon off duty officers in emergencies and have them report directly to sites where they are needed.

8.2.3 PERSONAL USE

Assigned DEA motor vehicles to employees will only be used for transport to and from work or for official DEA business.

8.2.4 AUTHORIZED PASSENGERS

Persons who are not members of the DEA shall not accompany an officer as passengers in or on an assigned motor vehicle except on official DEA business.

8.2.5 SPECIAL PRIVILEGES

Officers will not presume special privileges with an assigned motor vehicle such as parking in "reserved" or "no parking" areas of apartment or business complexes without permission or along streets parking spaces which are intended to generate parking fees.

8.2.6 RADIO USE

Off-duty officers will operate assigned vehicles with their radios turned ON.

8.2.7 LIGHT DUTY, VACATION, OR OTHER LEAVE

Officers on light duty status or on extended sick leave or vacation shall be required to leave assigned motor vehicles at the Agency office or at the designated garage.

8.2.8 UNATTENDED MOTOR VEHICLES

Unattended motor vehicles assigned to off-duty officers must be locked at all times. If radios are left in unattended vehicles, they are to be locked in the vehicles' trunk.

8.2.9 MAINTENANCE

An officer with a permanently assigned DEA motor vehicle will be responsible for the maintenance, care and appearance of the vehicle.

8.2.10 REPAIRS

Mechanical repairs to an assigned motor vehicle will ONLY be performed by DEA garage personnel or by personnel at businesses contracted by the agency for such. Officers shall not add any type of non-issued equipment or make any type of alteration to the motor vehicle without the proper approval.

CHAPTER NINE: OUTSIDE EMPLOYMENT GUIDELINES
SECTION 1: GENERAL PROVISIONS

9.1.1 GENERAL RESPONSIBILITY

Departmental authority shall prevail at all times over the authority of any outside employer in regard to a member's DEA responsibility. No officer shall fail to enforce any ordinance, degree convention, protocol, treaty or law (national or international) at the direction of an outside employer.

9.1.2 OUTSIDE EMPLOYMENT

Direct or indirect outside employment is defined as the owning or operating of any private business or as any activity performed by a member of the DEA for which compensation or benefit is received by a person from any employer other than the DEA or Government.

8.2.5 SPECIAL PRIVILEGES

Officers will not presume special privileges with an assigned motor vehicle such as parking in "reserved" or "no parking" areas of apartment or business complexes without permission or along streets parking spaces which are intended to generate parking fees.

8.2.6 RADIO USE

Off-duty officers will operate assigned vehicles with their radios turned ON.

8.2.7 LIGHT DUTY, VACATION, OR OTHER LEAVE

Officers on light duty status or on extended sick leave or vacation shall be required to leave assigned motor vehicles at the Agency office or at the designated garage.

8.2.8 UNATTENDED MOTOR VEHICLES

Unattended motor vehicles assigned to off-duty officers must be locked at all times. If radios are left in unattended vehicles, they are to be locked in the vehicles' trunk.

8.2.9 MAINTENANCE

An officer with a permanently assigned DEA motor vehicle will be responsible for the maintenance, care and appearance of the vehicle.

8.2.10 REPAIRS

Mechanical repairs to an assigned motor vehicle will ONLY be performed by DEA garage personnel or by personnel at businesses contracted by the agency for such. Officers shall not add any type of non-issued equipment or make any type of alteration to the motor vehicle without the proper approval.

CHAPTER NINE: OUTSIDE EMPLOYMENT GUIDELINES

SECTION 1: GENERAL PROVISIONS

9.1.1 GENERAL RESPONSIBILITY

Departmental authority shall prevail at all times over the authority of any outside employer in regard to a member's DEA responsibility. No officer shall fail to enforce any ordinance, degree convention, protocol, treaty or law (national or international) at the direction of an outside employer.

9.1.2 OUTSIDE EMPLOYMENT

Direct or indirect outside employment is defined as the owning or operating of any private business or as any activity performed by a member of the DEA for which compensation or benefit is received by a person from any employer other than the DEA or Government.

~~9.1.3~~ **LAW ENFORCEMENT/SECURITY RELATED EMPLOYMENT**

Law Enforcement/security related outside employment is defined as any outside employment involving law enforcement or security related activities.

SECTION 2: AUTHORIZATION

9.2.1 TYPES OF EMPLOYMENT AUTHORIZED

Off duty employment is limited to activities related to legal commercial businesses which are privately or jointly owned by the employee and/or other person(s). Such businesses shall not include activities which are related to the duties and functions of the DEA.

9.2.2 DISCIPLINARY SUSPENSION

No member of the DEA will be permitted to participate in law enforcement related outside employment and/or activity while on disciplinary suspension.

9.2.3 SICK LEAVE/LIGHT DUTY

Officers on sick leave or light-duty status shall not be permitted to participate or engage in outside employment.

CHAPTER TEN: ADMINISTRATIVE RULES AND PROCEDURE

SECTION 1: WRITTEN COMMUNICATION/ORDERS

10.1.1 TRANSMITTAL OF WRITTEN, INTER-DEPARTMENTAL COMMUNICATIONS WILL BE RESTRICTED TO THE FOLLOWING:

- A. General Orders
- B. Special Orders
- C. Memorandum

10.1.2 GENERAL ORDERS

- A. Will only be issued by, or as authorized by the Director or a Deputy Director of the DEA;
- B. Will only transmit non classified information having an essentially permanent effect on the Agency's rules, policies, or procedures; and,
- C. Will be distributed to every officer and the Records Division who will be responsible for maintaining same in the Agency's Manual until removal is authorized.

10.1.3 SPECIAL ORDERS

- A. May be authorized by the Director or a Deputy Director of the DEA to transmit non classified information having a temporary effect on the Agency's rules, policies, or procedures; or,
- B. May be issued as a written command by a supervisor ordering a subordinate to perform a specific task or function.

10.1.4 MEMORANDUM

A memorandum may be used by any member of the DEA to communicate non classified information to any other person or group of persons affiliated with the Agency. Information transmitted by memorandum may not change or create (but may reiterate) the DEA rules, policies, or procedures.

SECTION 2: PERSONNEL RECORDS/INFORMATION/PERSONNEL PRACTICES

10.2.1 ADDRESS/PHONE NUMBER(S)

Each and every member of the Drug Enforcement Agency shall keep the Agency informed of his/her current address and telephone number(s). Any change in address or telephone number(s) shall be reported within twenty-four (24) hours, to the Office of the Deputy Director/Administration and the Chief of Communications respectively.

10.2.2 PERSONNEL FILE

A personnel file of all employees will be maintained in the Personnel Division and the Office of the Director. The release of any information contained in the files to any person(s) or another agency is strictly prohibited and punishable.

10.2.3 RELEASE OF INFORMATION PROHIBITED

Personal information about employees such as addresses, full names and description, phone, bank account and vehicles numbers, and or lists of member's names and location of DEA field offices shall not be released to anyone not affiliated with the DEA except as specifically authorized by the Director, or any of the Deputy Directors in writing. Also, information relating to DEA operations, target offenders listing,

10.2.4 DISCRIMINATION

It is the policy of the DEA that no member of the Agency or person seeking employment therewith shall be appointed, reduced or removed, or in any way favored or discriminated against because of the person's tribe, sex, religion, complexion, sexual orientation, marital status, or national origin. Any such act of discrimination by a member of the DEA shall be grounds for disciplinary action(s).

10.2.5 SEXUAL HARASSMENT

Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal and non verbal, or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, promotion, appointment, deployment, transfer, etc.; or,
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment, promotion, appointment, deployment, transfer, etc. decisions affecting that individual; or,

- C. Such conduct has the purpose or effect of substantially interfering with an individual's professional performance or creating an intimidating, hostile, or offensive employment environment.

All personnel shall take prompt and appropriate action upon learning of instances of sexual harassment or any other type of harassment or intimidation involving employees of the Agency.

False or frivolous and proven allegations of sexual harassment or intimidation will be subject to appropriate disciplinary action.

10.2.6 HARASSMENT/INTIMIDATION PROHIBITED

Any act of sexual harassment or intimidation or any other act of harassment and intimidation based on a person's tribe, sex, religion, national origin, sexual orientation, etc. wherein such an act would create an intimidating, hostile, or offensive working environment is strictly prohibited and punishable by drastic action(s).

10.2.7 HARASSMENT COMPLAINTS

Complaints concerning harassment of the Agency's employees will be taken directly to the Director of the DEA.

SECTION 3 INTERNAL BOARD OF INQUIRY & STANDARDS

10.3.1 CONFIDENTIAL INFORMATION

All DEA written and unwritten plans, records, discussions and conversation pertaining to any internal investigation or DEA personnel matter are confidential and not be disclosed to anyone except as authorized.

Confidentiality of information pertaining to internal investigations is necessary protection against:

- A. Civil liability;
- B. Invasion of privacy;
- C. Violation of constitutional rights; and,
- D. The possibility of jeopardizing criminal investigation and prosecution.

10.3.2 MISCONDUCT

Misconduct is failure to comply with, violation of, or conspiracy to violate any DEA rule, regulation, policy or procedure or failure to comply with any lawful order or directive issued by the proper authority.

10.3.3 ADMINISTRATIVE INVESTIGATION DEFINITION

For purposes of this section, an administrative investigation will be defined as any investigation conducted to document the facts surrounding a possible act of misconduct. During such investigation, the employee shall be suspended off the job with pay until the completion and submission of the investigative report to the proper authority in order not to delay or prejudice such investigation.

SECTION 4: INTERNAL AFFAIRS AUTHORITY/RESPONSIBILITY

10.4.1 INVESTIGATIVE DUTIES

The DEA Internal Board of Inquiry and Standards Unit (BIS) is authorized to:

- A. Investigate allegations of misconduct against a member of the DEA made in the form of a formal complaint;
- B. Assist in the investigation of cases involving personal harassment, threats, false accusations, or contrived situations which pertain to any member of the DEA;
- C. Direct to the appropriate level, citizens or residents' complaints which do not meet the criteria for a formal complaint;
- D. Investigate DEA officers-involved in shooting incidents;
- E. Investigate allegations against DEA members involving the commission of a criminal offense;
- F. Investigate any situation where a DEA member has been killed or injured by the willful or deliberate act of another person, and;
- G. Investigate any situation where a citizen or resident has been killed or injured by a DEA member, whether on duty or not, concurrent with but separate from any related criminal investigation.

10.4.2 MEMBER INVOLVED IN SHOOTINGS

The DEA Internal Board of Inquiry and Standards Unit shall conduct administrative investigations of DEA member involved in shooting incidents concurrent with but separate from any related criminal investigation.

10.4.3 CUSTODIAL DEATH REPORT

It shall be the responsibility of the Director of DEA to complete a Custodial Death Report which will be sent to the Minister of Justice and Attorney General within twenty-hours (24) hours of the death of any person while in DEA custody. A person is considered to be in custody if a DEA officer has, by word or action, indicated that he/she is attempting to make an arrest, even if the person is not actually in the DEA custody.

Supplementary information that is required in the report must be file within twenty (20) to sixty (60) days to the Minister of Justice and Attorney General's office. All such detailed reports (written or verbal) must be submitted through channel to the Director not later than twelve (12) hours after the incidents.

10.4.4 CRIMINAL GUILT/INNOCENCE

The BIS will not investigate differences of opinion over guilt or innocence relating to criminal charges, arrest or traffic investigations or summons unless there is specific allegation of misconduct against a DEA member.

SECTION 5: CITIZEN/RESIDENT COMPLAINTS

10.5.1 FORMAL COMPLAINTS

A formal complaint is an allegation of misconduct usually made by a citizen or resident which, shall be investigated by the DEA BIS or the member's supervisor and which could result in disciplinary action(s).

10.5.2 FORMAL COMPLAINT REQUIREMENTS

The requirements of a formal complaint are as follows:

- A. The complaint must allege a specific act of misconduct;
- B. The complaint must be in writing and signed by the complainant, and;
- C. The complaint must have first hand knowledge of the incident in question.

10.5.3 SWORN STATEMENTS

A sworn statement may be required from a complainant at the discretion of the investigative officer.

10.5.4 ORAL COMPLAINTS

An oral complaint is an allegation of misconduct, made by a citizen or resident which does not meet the criteria for a formal complaint and which would not normally result in disciplinary action. Situations in which all criteria are not met for formal complaints may be handled as oral complaints at the request of the complainant. Every effort will be made by supervisory personnel to resolve oral complaints at the initial contact.

10.5.5 TIME LIMIT

Complaints against DEA members will not be accepted more than thirty (30) days after the alleged incident unless:

- A. The act complained of is criminal violation in which case the criminal statute of limitations will prevail; or,
- B. The complainant can show good cause for the delay.

10.5.6 CRIMINAL INVESTIGATION

If, at any point during an administrative investigation, it appears that a DEA member has violated or may have been involved in the violation of a criminal law, the administrative investigation will cease immediately and the matter is referred to the Police or the Solicitor General of the Ministry of Justice to proceed thereafter.

10.5.7 MEMBER'S RIGHTS/OBLIGATIONS

During investigation of a complaint against a member, the member:

- A. Has the right to have counsel present ONLY at interviews which deal with criminal violations.
- B. Has the right to refuse to take a polygraph or other medical

- examination ONLY when he or she is accused of a criminal violation.
- C. Will, at his/her request, be given a polygraph or other medical examination to aid in establishing the true facts of an allegation.
 - D. Shall be given the Miranda warning ONLY when he/she is accused of a criminal violation.
 - E. Shall be protected against invasion of privacy with regard to private property but NOT regarding DEA property such as motor vehicles, lockers, office, radio set, uniforms, etc.
 - F. May be ordered to participate in a lineup without demonstration of probable cause in non-criminal investigations.

10.5.8 FAILURE TO COMPLY

Failure to answer questions, render material and relevant statements to or comply with orders from a DEA competent authority during an administrative investigation could be grounds for disciplinary action up to and possibly including termination of service from the DEA.

10.5.9 COMPLAINT CLASSIFICATION

Upon conclusion of an administrative investigation, the DEA Internal Board of Inquiry and Standards Unit (BIS) will classify the complaint as one of the following:

- A. Unfounded - allegation is false or not factual.
- B. Exonerated - incident complained of occurred but was lawful and proper.
- C. Not Sustained - insufficient evidence either to prove or disprove the allegation.
- D. Sustained - allegation is supported by sufficient evidence.

10.5.10 MEMBER NOTIFICATION

After a complaint has been classified and a course of discipline, if any, is determined, the DEA member who is the subject of the complaint will be notified as to the outcome of the investigation and will be given a copy of any disciplinary order or reprimand. Copies of disciplinary orders or reprimands will also be placed in the member's personnel file and properly recorded and initialed.

CHAPTER EIGHT: USE OF FORCE
SECTION 1: PROCEDURES, PURPOSE AND INTENT

PURPOSE

The purpose of these policy procedures is:

- To identify when and to what degree a DEA officer is justified in using force; and,
- To establish procedures for the reviewing incidents involving the use of force by members of the DEA.

INTENT

The intent of this policy is to help DEA members make rational decisions when the need for action is critical and there is little time for meditation or reflection. DEA members shall not unnecessarily or unreasonably endanger themselves in applying these rules to actual situations.

AGENCY USE

This policy is for the Drug Enforcement Agency use ONLY and does not apply in any criminal or civil proceeding. This Agency policy should not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this policy will only form the basis for DEA administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

SECTION 2: DEFINITIONS

AUTHORIZED WEAPON

A weapon whenever approved by the Drug Enforcement Agency for official use by its officers. Personal weapons are not authorized unless registered with the DEA to a particular officer.

BODILY INJURY

Physical pain, illness or any impairment of physical condition.

DEADLY FORCE

Force that is intended or known by the actor to cause, or in the manner of its use or intended use is capable of causing death or serious bodily injury.

DEADLY WEAPON

A firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury, or anything that in the manner of its use or intended use can cause death or serious bodily injury.

11.2.5 NON-DEADLY FORCE

Force which, under the circumstances, is not reasonably capable of causing death or serious bodily injury.

11.2.6 PHYSICAL STRENGTH AND SKILL

Any physical actions by one or more DEA officers (e.g. holding, restraining, pushing and pulling) which may include special skills (e.g. boxing, karate and judo) but do not include the use of deadly force or any authorized or other weapons.

11.2.7 PROBABLE CAUSE

That total set of apparent facts and circumstances based on reasonably trustworthy information which would warrant a prudent person (in the position

of and with the knowledge of the particular DEA officer/member) to believe something for example, that a particular individual has committed some offense against the law, particularly, Part V Sub-chapters B, C, D and E of the Public Health or Anti-Drug Laws.

11.2.8 SERIOUS BODILY INJURY

Bodily injury that creates a substantial risk of death or causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

SECTION 3: USE OF NON-DEADLY FORCE

11.3.1 USE OF FORCE, GENERALLY

In each individual event, lawful and proper force is restricted to ONLY that force necessary to control and terminate unlawful resistance and to preclude any further physical attack against the DEA officers or any other persons. In general, an officer must strive to achieve the following lawful objectives:

- A. To preserve peace and security, and to prevent the commission of other criminal offenses or inflicting injury to others;
- B. To make lawful arrests, searches, and seizures of narcotic drugs and psychotropic substances or expired pharmaceutical drugs, to overcome resistance to such arrests, searches and seizures and to prevent escapes from custody;
- C. To prevent or interrupt an intrusion on or interference with the lawful possession of DEA property or drugs.

11.3.6 REQUIREMENTS FOR USE OF FORCE

Before a DEA officer may use any force against any suspect, the officer must:

- A. Have probable cause to arrest that suspect;;
- B. Manifest his/her purpose to arrest and identify himself/herself as a DEA or peace officer (unless the officer reasonably believes that the suspect already knows his/her purpose and identity or unless the officer can not reasonably make that information known to the suspect); and;
- D. Give the reason for the arrest, unless impractical.

11.3.7 APPLICATION OF FORCE

A DEA officer shall ONLY apply force using the methods and weapons listed below. Unless impractical, an officer shall first exhaust every reasonable means of using the lowest level of force before escalating to a higher and more severe level of force.

- A. Officer presence;
- B. Verbal commands;
- C. Physical strength and skill;
- D. Chemical Agents (Those approved by the GOL);
- E. Authorized baton;

F. Authorized revolver, or other approved firearm with approved ammunition.

However, an officer may use any unauthorized weapon (or use any weapon in an unauthorized manner) if emergency circumstances make it necessary and lawful to do so.

11.3.8 NO OBLIGATION TO RETREAT

A DEA officer has no obligation to retreat or back down before resorting to the approved use of force. However, if it would not increase the risks to himself/herself or other, an officer should consider retreat or withdrawal where delay (e.g. to secure assistance) could increase the likelihood of a peaceful arrest.

11.3.9 BATONS

If the use of the baton becomes necessary, an officer shall:

- A. Avoid knowingly using baton techniques capable of causing permanent injury;
- B. Not raise the baton above the head to strike someone; and,
- C. Deliver ONLY those baton techniques to vulnerable areas of the human body designed to control and restrain or temporarily incapacitate the violator (s).

11.3.10 HANDCUFF

A DEA officer shall ONLY carry DEA approved handcuffs. An officer should always use approved handcuffs or other approved restraining devices on an arrestee, unless unnecessary (e.g. for the elderly, young juveniles, crippled, injured or other appropriate suspect). A DEA officer should reasonably protect an arrestee from injury caused by handcuffs or other restraining devices.

11.3.11 PEPPER FOAM/SPRAY

DEA officers shall carry ONLY DEA approved pepper foam/spray and shall be trained in the proper use of Chemical Aerosol Defensive Sprays. It is the officer's responsibility to protect the arrestee and the innocent from injury while under the effects of pepper foam. The arrestee and all other persons affected by the pepper foam shall be decontaminated within a reasonable time period. Prompt decontamination of arrestees shall take place in an area that can reasonably be secured to avoid escape of the arrestee such as the in the hospital, the nurse's office, DEA locker room, or restroom. Juvenile arrestees shall be transported directly to the Juvenile and Women Affairs Unit or the Police WACP Unit. Completed paperwork shall be delivered to the Agency.

SECTION 4: USE OF DEADLY FORCE/FIREARMS DISCHARGE

11.4.1 USE OF DEADLY FORCE

DEA officers may use deadly force:

- A. To defend themselves or other persons from what the officer reasonably perceives as an immediate risk of death or serious bodily injury or,
- B. To effect an arrest or prevent an escape when an officer reasonably believes the suspect or escapee has taken or endangered human life, or will endanger human life and alternative means have been attempted or would involve a risk of death or serious bodily injury to the officer or other person(s).

11.4.2 JUSTIFICATION LIMITED TO FACTS KNOWN TO OFFICER

Justification for the use of deadly force must be limited to what reasonably appears to be the facts known or perceived by a DEA officer at the time he/she decides to use deadly force. Fact unknown to an officer, no matter how compelling, can not be considered later to justify the use of deadly force.

11.4.3 PROHIBITED USE OF FIREARMS

DEA officers shall not discharge their firearms under the following circumstances:

- A. When the discharge of firearms or use of deadly force is not in accordance with the provisions of this chapter;
- B. As a warning shot;
- C. At the occupants of a moving motor vehicle unless the occupants are using or attempting to use deadly force against a DEA officer or other person, unless authorized in Section 11.4.1 B.
Furthermore, no officer shall position themselves in the direct path of any moving motor vehicle in an attempt to stop the vehicle. Positioning oneself in the direct path of any moving motor vehicle in an attempt to stop the vehicles will not justify the use of Deadly Force;
- D. At a fleeing motor vehicle, narcotic drugs transshipment fleeing vehicle or otherwise dangerously driven vehicle;
- E. At a fleeing drug suspect or felon, unless authorized in Section 11.4.1 B;
The assumption that a fleeing drug suspect or felon may escape and later arm themselves, does not authorize the use of deadly force as permitted in Section 11.4.1 B.
- F. Firing into buildings or other places where a suspect is hiding unless:
 - (i) The suspect is directing deadly force at the DEA officers or others; and,
 - (ii) There is no doubt about the suspect(s) location.

11.4.4 DRAWING OF FIREARMS

Justification for the use of deadly force must be limited to what reasonably appears to be the facts known or perceived by an officer at the time they decide

to use deadly force. Officers may draw or display a firearm when they have reason to fear for their own personal safety or the safety of others.

11.4.5 RISK TO INNOCENT BYSTANDERS

To the extent an officer has reasonable time for consideration, he/she shall never use deadly force when it appears likely that an innocent person may be injured.

11.4.6 DESTROYING INJURED ANIMALS

DEA officers are not authorized to destroy an injured roaming animal.

11.4.7 GUIDELINES FOR CONDUCTING DRUGS RAID OPERATIONS

- There must be an Intelligence Report(s) confirming the existing of narcotic drug(s), the type(s) of such drug(s), the quantity (ies) of all such drugs, substances, and farms, the description of the location(s) of the drug(s), farms, etc., the full name, alias, nationality, etc. of the drug offender(s), a security assessment of the environment to be raided, and any other facts needed to be considered in the planning of the raid;
- This and other reports must be channeled through the Deputy Director for Operations to the Director;
- The raid plan must be written and, reviewed and approved by the DEA Director, and must include the names of participating DEA and other security personnel, and their respective roles and functions, the targeted offenders, buildings or places to be searched, items to be seized, or destroyed, etc.;
- A competent court must issue a Search Warrant indicating the name(s) of person(s) to be arrested, drug(s) to be seized or destroyed, description of the building or place to be searched, date and time for the conduct of the search. The Sheriff of the issuing court must execute the physical search under the guidance and the direction of the DEA Raid Team Leader;
- The DEA Raid Team Leader shall conduct a thorough briefing of all participating officer for each raid;
- All searches must be conducted in a systematic and orderly manner;
- All seized items (drugs, monies, passports, phones, paraphernalia, etc.) shall be itemized against the names of the offender(s) and turned over to the DEA Exhibit Officer on the Team for proper labeling and security, and must consist of only such items described in the Warrant or other drugs and contrabands prohibited by law. A duly signed receipt shall be issued to the offender(s) bearing the names and signatures of the Sheriff, DEA Raid Team Leader and the DEA Exhibit Officer, and the offender(s). Drugs and other items/properties seized and the offender(s) arrested by DEA Officer(s) shall be

immediately reported to the DEA Charge of Quarter and/or Custodian, and a proper receipt shall be issued to the DEA Arresting Officer(s) indicating the particulars of the drug(s) and offender(s);

- Only the Sheriff from the issuing court, the DEA Raid Team Leader and Exhibit Officer shall be lawfully authorized and allowed into the premises, building(s), etc being searched;
- All other DEA/Police/Supporting Security officers shall remain on the outside of the described premises, building(s), etc. being searched in order to provide adequate security protection to those inside the premises/building(s), etc., to intercept any and all person(s) and item(s) entering or leaving the premises, building(s), etc.;
- Upon return to the DEA Office, there shall be debriefing of all participating officers by the DEA Raid Team Leader after each and every raid operations;
- Within 12-hours after a raid, a comprehensive and detailed report shall be written and submitted by the DEA Raid Team Leader, outlining the particulars of persons arrested, their addresses and places of arrest, ages, aliases, passport or Work and Resident Permits numbers, description and cell and numbers of phone(s), type(s), and quantity (ies) of drug(s) seized and the concealment methods used to hide the drug(s), the listing of all participates in the raid operations, the recipient(s) of the seized drug(s), other items/properties, and the names suspects/accused, names of the court and sheriff involved with the exercise. This report shall be channeled through the command to the Office of the DEA Director through the DEA Deputy Director/Operations;
- All drugs and other items/properties turned over to any court shall be signed for and stamped by the receiving court's authorized officer; and
- Copies of the Writ of Arrest and the DEA Charge Sheet shall accompany the report to the Deputy Director for Operations.

11.4.7 GUIDELINES ON PRE-TRIAL DETENTION

A. RIGHTS OF DEFENDANT PRESUMPTION OF INNOCENCE

A defendant in a criminal case is presumed to be innocent until the contrary is proved, and in a case of reasonable doubt whether his/her guilt is satisfactorily shown, he/she is entitled to an acquittal.

B. ADEQUATE LEGAL REPRESENTATION OF AN ACCUSED PERSON

- Right to representation by legal counsel at every stage of proceedings.

- Accused to be advised of his/her rights.
- Must be given facility to obtain and consult with legal counsel of his/her own choice.
- Right to proceed without legal counsel; exception.

C. CAUTION TO BE GIVEN ACCUSED ON INTERROGATIONS

No DEA officer or any member shall interrogate, interview, examine or otherwise make inquiries of a person accused or suspected of a drug offense or request any statement from him/her including a confession of guilt without first informing him/her of the following:

- The nature of the offense of which he/she is accused or suspected of.
- That he/she has the right to have legal counsel present at all times while he/she is being questioned or make any statement or admission.
- That he/she does not have to make any statement or admission regarding the offense of which he/she is accused or suspected of.
- That any statement or admission made by him/her may be used as evidence against him/her in a criminal prosecution.

D. PROCEDURE UPON AFFECTING AN ARREST

- If in plain clothes, the DEA Arresting Officer must identify himself/herself to the suspect or accused person prior to affecting an arrest and the arresting officer(s) must be in possession of a court warrant, or the offense must have been committed in his/her purview (direct use of the five senses).
- The suspect or accused and the immediate surroundings must be searched immediately by the arresting officer(s) to remove any article, which the suspect may use to escape or harm himself/herself or others or to take possession of any property or articles connected with the commission of the offense or serve as evidence in the prosecution of the offender/accused/suspect.
- The accused/suspect(s) must be advised of his/her Fundamental Rights or Miranda Rights, including the right to contact his/her legal counsel and his/her family concerning place of arrest or detention.

E. A written report of every arrest shall be made to the Director through the normal chain of command, and shall include the reason for the arrest, the date and time of the arrest, the place of custody, the time of appearance before a judicial authority, the arresting officer(s), details of the interrogation, etc.

F. DETENTION

- There shall be only one (1) custody officer (Shift Commander) for the DEA cell keys. The Management of the DEA detention cell(s) shall be the responsibility of the

Special Drug Enforcement Squad (SDS) or the Officer-in-Charge of the Satellite Office.

- There shall be one (1) Charge of Quarter at each and every DEA Office, which shall be manned by uniformed/uniformed members of the SDS operating under the command of a Shift Commander.
- Adult suspects who have attained the age of maturity (18 Years) shall not be detained in the same cell with juvenile(s) and/or DEA Members.
- Juvenile(s) shall not be detained together with adults.
- Female suspects shall not be detained in the same cell with male suspect(s) or detained DEA female Officer(s).
- Convicts and suspects or accused persons shall not be detained in the same cell.
- No suspect or accused shall be subject to torture or to cruel, inhuman or degrading treatment or punishment or to any form of violence or threats.
- Violent or refractory suspect(s) shall be restrained by leg irons and handcuffs and placed in isolation, and this fact must be recorded in the **DEA Detention Occurrence Book/LOG**.
- The Chief of SDS or Officer-in-Charge shall **ONLY** carryout the detention of any suspect or accused person based on the presentation of a completely filled out of a **DEA Detention Authorization Form: DEA-303** and satisfaction that the detention is lawful, necessary and appropriate.

G. **PURPOSE OF DETENTION**

The following shall constitute legal reasons for which drug offender/suspects/accused can be detained by the DEA:

- To prevent the offender or suspect from committing further offences.
- To ensure that the accused or suspect appears in court to answer to the charge(s) brought against him/her according to law.
- To prevent the accused or suspect from interfering with witnesses or evidence.
- The thrust should be to ensure that all persons arrested appear before a competent court **AS SOON AS POSSIBLE AND IN ANY CASE WITHIN 48 HOURS OF THE ARREST.** This means that the DEA should prioritize and expedite its investigation and processing of all cases to ensure that the suspects or accused in custody appear in court prior to the expiration of the Constitutional 48 hours.
- The DEA should not detain people because the Agency has power to do so or because it is lawful, but that it is necessary and justifiable in the circumstances to detain

~~the individual. There shall be no preventive detention in DEA cells.~~

H. SEARCH PRIOR TO DETENTION

All persons shall be thoroughly and professionally searched before being detained to ensure the removal of all articles which:

- May be used to harm themselves or others.
- May be used to facilitate escape from lawful custody
- May be connected to the commission of a crime.
- Female suspects or accused persons shall only be searched by female personnel of the DEA or by a recognized medical doctor.
- All searches shall be done with due regard to decency and dignity of all persons being searched irrespective of their gender, race, age, tribal, religious, social or political backgrounds.
- All items (cash, jewellery, watches, cell phones, and other valuable materials) seized from a suspect or accused person shall be carefully described according to quality and quantity and recorded in the **SUSPECT'S PERSONAL BELONGING(S) FORM: DEA-304** labeled and kept in a secure place and returned to the suspect or accused upon his/her release from DEA custody. Upon detention, the suspect or accused shall be asked to sign for his/her property in the Detention Book and Form: DEA-304 as soon as such is taken from him/her by the DEA as acknowledgement. Items such as shoes/sneaker laces, belts, shoes, sneakers, etc. shall be removed from the suspect or accused person and kept in a secure place by the Chief of SDS or the Officer-in-Charge.
- All foodstuffs brought in by visitors for a suspect or accused person(s) shall be searched, and the visitor(s) shall be asked to eat any portion of the food first before it may be given to the suspect or accused.
- Upon the release from detention, the suspect or accused shall be given back his/her property and asked to sign in the Detention Book as acknowledgement that he/she has received his/her property back from the DEA or same may be turned over to the court of trial of the suspect/accused.
- Any property taken from the suspect or accused which may afford evidence as to the commission of an offense, shall not be treated as suspect or accused property and shall not be returned to the suspect or accused upon release. The property in question shall be held or kept by the Property/Custodian Officer as an exhibit to be disposed of by a competent court of law.

I. PROCEDURES WHEN A SUSPECT UNDER
DETENTION/BROUGHT FOR DETENTION IS SICK OR
INJURED

- Whenever it appears to the Cell Guard, the Shift Commander, Chief of SDS, Officer-in-Charge or another officer placed in command position over him/her that a person whose detention is being sought or requested or ordered is ill or injured, the Cell Guard shall not detain any such person(s).
- The procedure to be followed is to record the full particulars of such person(s) in the **DEA Detention Book/Log** and to refer the sick or injured suspect(s) or accused to or hospital or available medical facility for treatment under guard. The removal of any suspect or accused person to hospital or medical facility shall be recorded in the **Detention Occurrence Book/Log**.
- It shall be the responsibility of the Chief of SDS to provide guards to escort and guard the suspect(s) or accused until such time the suspect(s) can be certified as fit to be lodged in the detention cell by a medical practitioner.
- Where it appears that the 48 hours may expire before the certified recovery of a suspect or accused person who is detained in hospital before his/her appearance in court, the DEA shall proceed with the Charge Sheet and refer the matter to the court.

J. **FEEDING OF SUSPECTS OR ACCUSED**

- It is the responsibility of the DEA to feed all persons in DEA Detention Cells. Detained suspects or accused persons shall be fed at the following times daily:
 Breakfast: 0900 Hours to 1000 Hours
 Lunch : 1300 Hours to 1400 Hours
 Supper : 1700 Hours to 1800 Hours
- Suspects or accused shall be fed on a standard diet which may be prescribed by the DEA Director based on medical advice from the Ministry of Health.
- Absolutely only plastic utensils are to be allowed in the DEA detention cells during feeding by the DEA or suspects or accused persons' visitors. Utensils must be immediately removed from the cell and stored in a safe place outside the detention cells or returned to the suspects or accused persons' visitors.
- Absolutely No suspect or accused person shall be allowed to consume any alcohol or other intoxicating substances or cigarettes.
- The Chief of SDS or the Officers-in-Charge of the DEA Outstation(s) shall be directly responsible to ensure that all suspects or accused persons in DEA custody are fed under conditions as mentioned above.

K. CLEANING OF DETENTION CELLS

- All DEA detention cells shall be thoroughly scrubbed and cleaned by the suspects under the supervision of the Chief of SDS or the Officer-in-Charge at least once a day to prevent disease and contamination.
- Airing of blankets, mattresses, etc. shall be done once a week by the Maintenance Section DEA Headquarters, or by a suspect under the supervision of DEA Officers-in-Charge of the DEA Offices.
- The washing of all beddings shall be done once in every fortnight.
- It shall be the joint responsibility of the Chiefs of Finance and Logistics to ensure that required cleaning materials and disinfectants are made available to the SDS and, for the various DEA Offices outside the DEA Headquarters in the leeward, the Officer-in-Charge from the monthly operational funds.

L. UNLAWFUL DETENTIONS

- The officer who authorizes the detention and the officer who commits the actual physical act of detaining any person shall be accountable for such detention. This means that the official who orders or requests for the detention of any person is also liable in any subsequent criminal or civil proceedings arising as a result of such unlawful detention.
- Before detaining any person, every member or officer of the Drug Enforcement Agency must satisfy himself/herself or entertain a reasonable belief that the person that he/she is about to detain must have committed or is suspected to have committed an drug offence punishable by law and for which detention is lawful, necessary and justifiable to secure his/her appearance in a competent court of law.
- No member or officer shall detain any person in DEA or LNP custody merely on the orders of a "*superior official*". If the officer receiving such order to detain any person believes on reasonable grounds that the person for whom detention is being sought or ordered has not committed any offence which is punishable by law or that detention is not justifiable, warranted or necessary in the circumstances and that the person's appearance in a court of law can be achieved by other means, it shall be lawful for the officer not to obey such illegal order to detain any person.

M. **VISITS BY RELATIVES, FRIENDS AND LEGAL COUNSEL OF SUSPECTS OR ACCUSED**

- Visits to a suspect or accused by his/her relatives and friends shall be allowed between **1000 to 1100 Hours** and **1500 to 1600 hours** daily.
- Only one visitor shall be allowed at a time to see a suspect or accused person in the DEA detention.
- An appropriate space or visitors' room shall be made available for the purpose of interviews or conversations between a detained suspect and his/her visitor.
- Interviews and conversations between a suspect or accused person with his/her visitor shall be allowed within sight and hearing of a DEA Officer.
- Visits shall be organized in such a manner that they do not compromise the security of the suspect or accused or the detention facility.
- All visits to a detained suspect or accused person shall be entered into the **Detention Occurrence Book/Log**.
- Visits to the suspect or accused by his/her **legal counsel** shall be allowed provided the interviews or conversations are done within sight, but out of hearing of the DEA Officer(s); however, if the suspect or accused is accused of a capital offence or treason, the interviews or conversations shall be done within the sight and hearing of a DEA Officer.

N. **CHECKS OF DETENTION CELLS AND SECURITY OF SUSPECTS OR ACCUSED**

Shift Commanders or the officer(s) in charge of the cell(s) shall check the suspects or accused at turnover and thereafter at least once every hour, and even more depending on the situation in the cell(s):

- To account for each and all suspects or accused through a physical headcount and reconciliation with the detention book/log record.
- To ensure that the detention room is well secured.
- To remove any object lying around such as metal objects, glass material, rope, wood, cloth or any other material(s) which might endanger the security of the cells or the suspects or accused persons.
- To see if there are any sick suspects or accused. Any sick suspect or accused shall be immediately referred to a recognized medical institution under guard for treatment.
- All matters relating to sick suspects or accused shall be advised to the Director through the normal chain of command for his/her information.
- To comply with any verbal or written instructions given by a superior officer.

- The outcome of all cells checks and observations made shall be written and recorded in the detention occurrences book/log immediately after the check, including any new instruction(s), follow up action(s) and the outcome thereof.

The Chief of SDS or the Officer-in-Charge of a DEA Office shall be responsible to conduct the following in connection with the proper management of the detention cells:

- Check detention cells at least twice during the day – once upon reporting for duty and once before departing off duty.
- To satisfy himself/herself that all individuals under DEA detention are lawfully detained.
- To ensure that detainees are referred to court as soon as possible within 48 hours of their arrest. A daily nominal roll call of suspects or accused persons in DEA detention shall be compiled not later than 0930 hours each and every day.
- To ensure that particulars of all persons in custody have been properly documented and that the relevant criminal charges are properly specified in respect of each and every person detained.
- To ensure that suspects or accused persons are being provided with food and safe drinking water in the approved quantities and at the right time, and that suspects or accused are in good health.
- That all written or verbal instructions previously given are being complied with.
- To give written instructions to the cell officers and/or Shift Commander and to address any errors in procedure or performance deficiencies identified.
- To check the **Detention Book/Log, Detention Authorization and Release Authorization Forms, Detention Occurrences Book, Accused or Suspects' Property Book, Daily Nominal Roll and other detention records.**
- To ensure satisfactory supervision of staff at the detention cell(s).
- To take decisive and appropriate disciplinary action(s) against all cases of misconduct or indiscipline or violation of these Regulations on the part of the concerned officers.

O. AUTHORIZATION OF RELEASES

- The Release Authorization Form: DEA-303A shall **ONLY** be completed and signed by the proper designated officer authorizing the release of a suspect(s) or accused person(s) to court or from DEA custody in compliance with a court order or for any other lawful and authorized reason. The Form 303A shall not be

completed to respect of a suspect released for the purpose of further investigations or medical treatment at a health institution.

- Detained suspects or accused persons shall be released to court or to the DEA Investigating Officer for further investigations or in compliance with a written court order or due to the lack of sufficient evidence, and this must be approved by the Director and/or the Deputy Director/Operations for areas within Montserrado County or the Officer-in-Charge or Deputy Officer-in-Charge of the concerned DEA Satellite Office.
- Before any suspect is released to court, a Release Authorization Form shall be completed and signed by the Chief of Investigation or the DEA Chief Prosecutor.
- The appropriate column of the Detention Book/Log shall be completed once a suspect is released to court, and the suspect or accused shall be made to sign for his/her release and/or property in the appropriate column in the Detention Book/Log.
- All releases of suspects or accused persons for further investigations shall be recorded in the Detention Occurrence Book/Log.

P. THE COLUMNS OF THE DEA DETENTION BOOK/LOG
The DEA Detention Book/Log shall be divided into the following columns:

- Column 1: DETENTION BOOK/LOG REFERENCE:
The detention reference shall be numbered consecutively throughout the year.
i.e. DB or DL001/BC/2011. This would mean that it is the first person detained at the DEA Bong County cell during the year 2011. At mid-night on December 31, 2011, the first person to be detained would carry the reference number DB/DL001/BC/2012, and so on. References for DEA Offices include: Headquarters (HQ); Bong County (BC); Grand Cape Mount County (CM); Bomi County (BO); Gbarpolu County (GB); Lofa County (LC); Nimba County (NC); Grand Gedeh County (GC); River Gee County (RG); River Cess County (RC); Maryland County (MC); Sinoe (SN); Grand Bassa County (BA); Margibi County (MA); Brewerville (BD); West Point (WP); Paynesville (PD); and Careysburg (CD).
- Column 2: DATE AND TIME OF DETENTION:
The date and time on which the suspect or accused person is physically placed in

SECTION 12: CHIEF OF LEEWARD

- 12.12.1 The Chief of Leeward of the Drug Enforcement Agency shall be directly under the direction and supervision of the Deputy Director for Operations or in his/her absence, to the Director.
- 12.12.2 He/She shall be directly responsible for the coordination and operational link between the Satellite Offices except for Montserrat County, the RIA, JSPA, Bo-Waterside, Lougatua, Toe Town and Tabou and Headquarters; the collection of detailed data from the former to the latter, and the effectiveness and efficiency of such offices with respect to tackling the use, movements, and trafficking, etc. of narcotic drugs and psychotropic substances in the political sub-divisions of the country.
- 12.12.3 He/She shall perform such other lawful duties as may be assigned him/her by the Deputy Director/Operations or the Director.
- 12.12.4 He/She shall be a member of the senior staff and his/her personal and professional conduct shall be exemplary at all times.
- 12.12.5 He/She shall conduct impartial evaluation of all members under his/her command monthly and make recommendations where necessary and appropriate.

SECTION 13: CHIEF OF SDS

- 12.13.1 The Chief of Special Drug Squad (SDS) of the Drug Enforcement Agency shall be directly subject to the Deputy Director for Operations or the Director and principle responsibilities shall include, but not limited to:
- To protect the country against illicit and dangerous drugs trafficking and abuse.
 - To assist the Agency in accomplishing its goals and objectives by saving lives from illicit drugs.
 - Arresting and seizing illicit narcotic drugs and psychotropic substances and those offenders directly and indirectly involved into the trafficking and abuse of same.
 - To serve as a deterrent to potential drugs traffickers and abusers by conducting aggressive and repressive anti-drugs patrols within drugs prone communities, roads, highways, etc.
 - To liaise and coordinate with the Chiefs of Intelligence, General Investigations, Leeward, Anti-Cultivation, the various OICs of the field offices, etc..
 - To perform such other lawful duties as the Deputy Director for Operations and the Director may deem necessary and appropriate.
 - To ensure that all drugs and illegal substances seized by the DEA are tested and certified.

- To assist with the prosecution of drugs offenders arrested by the DEA.
- To effectively and efficiently supervise the cleanliness and orderliness of the DEA clls at Headquarters and the field offices.
- To provide adequate and effective protection to all executives buildings, and the properties left on these premises.
- To ensure the proper use of all DEA properties assigned to the SDS.
- To submit daily, monthly and annual reports covering the activities, personnel attendance and evaluation, etc. of the SDS to the Deputy Director for Operations, and make recommendations to correct any deficiency observed.
- To ensure and insist that Detention/Release Authorization Forms all persons for detention and release from detention are duly filled out and signed by the authorized person(s) ordering such action(s); that all offenders' properties are duly signed for by the DEA Chief Custodian, and the Detention Book/Log and Detention Occurrence Book/Log are properly filled out at all times and under all conditions.

12.13.2 He/She shall be a member of the senior staff and his/her personal and professional conduct shall be exemplary at all times.

SECTION 14: CHIEF OF COMMUNICATIONS

12.14.1 The Chief of Communications of the Drug Enforcement Agency shall be under the direct supervision and control of the Deputy Director for Operations or in his/her absence, to the Director, and shall be a member of the senior staff.

12.14.2 His/Her functions shall include, but not be limited to:

- Supervise and properly maintain all DEA communication equipments within the country.
- Recommend the purchase, repair of all communication equipments that are out of operations, etc. and the installation all DEA radio sets, repeaters, etc. within the Republic of Liberia.
- Preparation and assignment of radio codes of the DEA.
- To ensure that the Communication Policy of the Agency is fully observed and achievable.

12.14.3 He/She shall be a member of the senior staff and his/her personal and professional conduct shall be exemplary at all times.

12.14.4 He/She shall conduct impartial evaluation of all members under his/her command monthly and make recommendations where necessary and appropriate.

12.14.5 He/She shall submit monthly and annual reports covering the activities of his/her division.

SECTION 15: CHIEF OF PREVENTION

- 12.15.1 The Chief of Prevention of the Drug Enforcement Agency shall be directly subject to the Deputy Director for Administration or the Director.
- 12.15.2 His/Her duties and responsibilities shall include, but limited to:
To conduct educational lectures at schools, places of worship, and other targeted groups, on TV and radio talk shows, etc. about the danger of involvement into illicit drugs trafficking and abuse.
Establishing anti-drugs clubs in communities, schools, colleges, and universities, places of worship, etc.
Create awareness through jingles, songs, bumper stickers, and other materials and programs, if applicable.
- 12.15.3 He/She shall conduct impartial evaluation of all members under his/her command monthly and make recommendations where necessary and appropriate.
- 12.15.4 He/She shall be a member of the senior staff, and his/her personal and professional conduct shall be exemplary at all times.
- 12.15.5 He/She shall perform all other lawful duties as may be assigned by the Deputy Director for Administration or the Director.
- 12.15.6 He/She shall submit monthly and annual reports covering the activities of his/her division.

SECTION 16: CHIEF OF REHABILITATION AND TREATMENT

- 12.16.1 The Chief of Rehabilitation and Treatment of the Drug Enforcement Agency shall be under the direct control and supervision of the Deputy Director for Administration, or during his/her absence, to the Director.
- 12.16.2 He/She shall be a member of the senior staff, and his/her personal and professional conduct shall be exemplary at all times.
- 12.16.3 He/She shall monitor all arrested persons, both users, pushers, and traffickers for the purpose of engaging them for possible rehabilitation and treatment, if applicable.
- 12.16.4 He/She shall coordinate with the rehabilitation and treatment homes, the Chiefs of Operations, Investigations, Leeward, and the OICs for the rehabilitation and treatment for drugs victims, if applicable.
- 12.16.5 He/She shall perform all other lawful duties as may be assigned by the Deputy Director for Administration or the Director.

12.16.6 He/She shall submit monthly and annual reports covering the activities of his/her division.

SECTION 17: CHIEF LEGAL COUNSELOR/ PROSECUTOR

12.17.1 The Chief Legal Counselor or Prosecutor of the Drug Enforcement Agency shall be directly subject to the control and supervision of the Director of DEA, and shall be a member of the senior staff.

12.17.2 His/Her duties and functions shall include, but not limited to:

- Handle all legal matters and issues of the Agency.
- Advise the DEA Director on all legal matters and issues.
- Certified through the Court Liaison Officer of DEA that cases of persons charged are properly sent to the various court, court hearings are conducted as per notice, indictments, prosecution, and sentencing are achieved by the DEA throughout Liberia.
- Coordinate and liaise with the various County Attorneys and City Solicitors to ensure that the proper legal actions are taken against all offenders sent to court.
- Responsible for supervising, guiding, and instructing DEA members while appearing at court.
- For coordinating the preparation, examination, and presentation to court of all documents and instruments that the DEA is responsible for submitting, and for coordinating the activities of the Agency with the court system.
- Handles communications with the courts to ensure witnesses and DEA officers are notified of court appearance.
- All reports generated in the SDS, General Investigations, and the Board of Inquiry and Standards are finally routed to this office where they are triaged and sent to the various courts.
- Order the releases of properties of drug offenders on adjudicated cases pursuant to the courts' orders.

12.17.3 He/She shall perform all other lawful duties as may be assigned by the the Director, and his/her personal and professional conduct shall be exemplary at all times.

12.17.4 He/She shall submit monthly and annual reports covering the activities of his/her division.

SECTION 18: CHIEF OF ANTI-CULTIVATION

12.18.1 The Chief of Anti-Cultivation of the Drug Enforcement Agency shall be subject to the direct direction and supervision of the Deputy Director for Operations, or in his/her absence, to the Director. He/She shall be a member of

the senior staff, and his/her personal and professional conduct shall be exemplary at all times.

- 12.18.2 His/She duties and responsibilities shall include, but limited to:
Locate and identify and cause to be completely destroyed narcotic farms and production sites or centers of narcotic drugs and psychotropic substances.
He/She shall supervise through the coordination with the DEA OICs on all anti-cultivation and production of narcotic drugs and psychotropic substances.
- 12.18.3 He/She shall submit a written daily, monthly and annual reports stating all farms and production sites located, identified, and discovered, the name(s) of the owners and sizes and security assessments made of the environment or locations of said farms and sites.
- 12.18.4 He/She shall keep and maintain a vibrant coordination with the Chiefs of Operations, Intelligence, Leeward, and the OICs and DOICs relative to the discovery of farms and production site or centers of narcotic drugs and psychotropic substances.
- 12.18.5 He/She shall perform such other lawful duties as may be assigned him/her by the Deputy Director for Operations or the Director.
- 12.18.6 His/her personal and professional conduct shall be exemplary at all times.
- 12.18.7 He/She shall submit an impartial monthly evaluation report on each and every member under his/her command.

SECTION 19: CHIEF CUSTODIAN

- 12.19.1 The Chief Custodian of the Drug Enforcement Agency shall be subject to the direction and supervision of the Chief of General Investigations, or in his/her absence, the Deputy Director for Operations.
- 12.19.2 He/She shall be a member of the senior staff, and his/her personal and professional conduct shall be exemplary at all times.
- 12.19.3 He/She shall carry out the following duties and functions:
Ensure that evidences (fruit of the crime) and other properties collected from searches and seizures are properly and carefully preserved.
- Take possession of all personal properties (i.e. phones, jewelries, passports, photos, monies, bank books, cloths, etc.) of persons arrested for investigation and/or prosecution.
 - Log each and every item turned over to him/her, or leaving the storage, stating the actual quantities, qualities, and types of drugs or properties,

the names of the arresting or receiving officer of such items, dates, time, designation of the officers, etc.

- 12.19.4 He/She shall perform such other lawful duties as may be assigned him/her by the Chief of General Investigations, the Deputy Director for Operations or the Director.
- 12.19.5 He/She shall keep and maintain accurate records of all drugs and other properties in his/her care, and shall submit monthly reports covering such activities.

SECTION 20: CHIEF OF PUBLIC RELATIONS

- 12.20.1 The Chief of Public Relations of the Drug Enforcement Agency shall be subject to the control and supervision of the Deputy Director for Administration and shall be a member of the senior staff.
- 12.20.2 He/She shall be responsible to develop, administer, and promote the programs to improve the DEA relations with the general public and the media.
- 12.20.3 His/Her personal and professional conduct shall be exemplary at all times, and shall perform such other lawful duties as may be assigned him/her by the Deputy Director for Administration or the Director.
- 12.20.4 He/She shall be responsible also for the following:
- Maintain liaison with other public and private agencies to ensure that cooperation and relationship are cordial and to the fullest between the DEA and those institutions at all times.
 - Educate the general public through the media on the DEA preventing programs and achievements made.

SECTION 21: CHIEF OF INTERNAL SECURITY

- 12.21.1 The Chief of Internal Security of the Drug Enforcement Agency shall be directly responsible to the direction and supervision of the Deputy Director for Administration, and shall be a member of the senior staff.
- 12.21.2 He/She shall be directly responsible for the effective and efficient security protection of the DEA Headquarters premises, properties and persons on said premises.
- 12.21.3 He/She shall submit daily, monthly and annual reports to the Deputy Director for Administration covering the activities and observations made by the Unit.
- 12.21.4 His/Her personal and professional conduct shall be exemplary at all times, and he/she shall submit monthly evaluation reports on each and every member of

the Unit.

- 12.21.5 His/Her duties shall include, but be limited to the following functions:
- Screen all visitors to the Headquarters, ensuring that absolutely NO visitor shall enter into "restricted areas" unless properly authorized by a director.
 - Log in and out and announce all visitors to these Headquarters, except for the President, Vice President, Spcaker, President Pro-Tempore of the Senate, Minister of Justice and Attorney General, and Head of other national security agencies.
 - Escort all visitors into and out of the Headquarters.
 - Ensure that there is NO loitering and loud talking, laughing, etc. in and around the building by employees and visitors at all times.
 - Prevent criminal intrusion into the premises of the DEA.
 - Perform such other lawful duties as may be assigned by a director.

SECTION 22: OFFICERS-IN-CHARGE

- 12.22.1 The Officer-in-Charge (OIC) of a Drug Enforcement Agency (DEA) Field Office shall be charged with the responsibility, and shall be subject to the direct control and supervision of the Chief of Leeward, or during his/her absence, the Deputy Director for Operations:-

- The prevention and detection of narcotic drugs use, abuse, dealing, trafficking and cultivation and/or production;
- Coordinate, cooperate and collaborate with other security and/or relevant government agencies (Customs & Excise Bureau, Police, Immigration Bureau, Armed Forces, the general public in the monitoring of goods and persons in Customs area/stations, ports, etc., the searching of suspected vehicles, aircrafts, vessels, containers, baggage/luggage, cargoes, etc. to deter narcotic drugs and psychotropic and other controlled substances i.e. Ephedrine, Ergometrine, Ergotamine, Hysergic Acid, Acetic Anhydride, Acetone, Amtranlic Acid, Ethyl, Phnylacetic Acid, etc. from entering or leaving Liberia without the appropriate authorization;
- Detecting consignments (bags, containers, packages, etc.) suspected of containing narcotic drug and psychotropic substances coming into or out of the country, county, district, city, or town ;
- Identifying and tracing persons involved in drugs abuse, cultivation, production, storing, dealing, trafficking, etc., high intensity drug areas, transshipment locations, composition, scope and internal or external dynamics of narcotic drugs group(s), individual(s), etc. operating within the borders of said country, county, district, city, or township;
 - Help organize Anti-Drug and youth Clubs, awareness campaigns, seminars, workshops, etc. in the various communities within areas of operations aimed at educating the residents about the danger of using,

dealing, trafficking, producing/cultivating, transporting, etc. such prohibited drugs, and what the law has to say about narcotic drugs and its related substances;

- Detecting and locating proceeds and other properties of drug offenders derived from narcotic drugs and psychotropic substances dealing, sale, trafficking, distribution, cultivation, production, etc.;
- Effective enforcement of all laws, UN Conventions, Protocols and Treaties relating to narcotic drugs and related substances which Liberia is a signatory or party to with the objective to prevent, suppress and eradicate drug abuse and trafficking within Liberia and the Sub-Region;
- The proper documentation and investigation of all arrests, searches, seizures, destructions, cases related to narcotic drugs sent to court;
- The effective and efficient collection and dissemination of needed drug intelligence information on all narcotic drugs and psychotropic substances and trafficking in person specifically link to narcotic drug and movements of proceeds derived from such transactions;
- Submit daily and monthly briefing(s) on each of such drug offense committed in area of operations, proper profiling (full name, alias, contact numbers, address, driver's license/passport numbers, DOB, POB, DOE, POA, TOA, etc.) of all drug offenders, offenses, trends and techniques or modus operandi used, addresses, ages, contact numbers, associates, sellers/buyers, cultivators/producers, transporters, conveyors' identifications, date and time, locations, etc. and availability and unavailability of DEA Personnel and Informants to perform active duty services, accidents, events, situation, etc. involving DEA Officials and Personnel within area of operations;
- The proper and efficient utilization of available resources in the best interest of the DEA, the government and people;
- Ensuring that the DEA's image and integrity are maintained at an excellent level at all times by all DEA Personnel; and
- Carry out all other lawful orders and assignments given out by the Chief of Operations, Deputy Director/Operations, the Director and the Minister of Justice and Attorney General of Liberia or his/her designee.
- Besides immediately reporting on events and incidents involving arrests made, searches and seizures conducted, particulars of offenders, drugs and substances, approved destruction of drugs, etc., He/She shall also submit monthly reports to the Chief of Leeward and the Deputy Director for Operations on:
 - (a) Personnel Attendance
 - (b) Statistics on offenders arrested, drugs seized, sent to court, in store, etc.
- Carry out periodical inspection of strategic areas such as check points and borders with his/her jurisdiction and make report to the Chief of

Leeward and the Deputy Director for Operations immediately after each and every inspection tour.

He/She shall be appointed by the Director of the DEA, and shall have immediate control and supervision of all employees of the DEA under his/her command.

12.22.3 His/Her personal and professional conduct shall be exemplary at all times.

SECTION 23: SPECIAL ASSISTANT

A Special Assistant shall be exclusively responsible to his/her immediate boss (Director or Deputy Director) as the case may be to carry out the following duties:

- Advise his/her boss accordingly on operational matters that need the immediate attention of his/her boss.
- Supervise the activities of the Administrative Assistant.
- Advise his/her boss on pending appointments, engagements, reports, documents, etc.
- Perform such other lawful duties as may be assigned him/her by his/her boss.

SECTION 24: ADMINISTRATIVE ASSISTANT

12.24.1 The Administrative Assistant shall be answerable to his/her immediate Chief (Director or Deputy Director) as the case may be, and shall:

- Supervise the clerical pool.
- Make appointments for his/her chief
- Conduct interviews and cause to be dispatched and filed all communications for or from his/her boss.
- Perform such other lawful duties that may be assigned him/her by his/her chief.

SECTION 25: COURT LIAISON OFFICER

12.25.1 The Court Liaison Officer of the Drug Enforcement Agency shall be subject to the authority of the Chief Prosecutor, and serve shall have the following duties and function:

- Serves as liaison between the DEA and County Attorney Office, Chief Prosecutor Office, and the various Municipal Courts, particularly, within Monrovia and its immediate environs.
- Schedules DEA officers and staff for trials, depositions and other appearances and courts' hearings.
- Responsible for filing most DEA Charge Sheets and issuing the proper writs of arrest against those charged by the DEA with the concern courts.

- Issues case assignments for processing with the courts in order to seek drug offense charges.
- Performs other lawful duties as may be assigned him/her by the Chief Prosecutor or the General Investigations Division.

SECTION 26: CHIEF ACCOUNTANT

- 12.26.1 The Chief Accountant of the Drug Enforcement Agency shall be a member of the senior staff, and be subject to the authority, supervision and control of the Chief of Finance of the DEA.
- 12.26.2 His/Her duties and responsibilities shall be:
- Analyze accounting transaction source documents, journals them and post them correctly to the ledger.
 - Prepare monthly reconciliation statements of DEA's accounts that need to be reconciled.
 - Ensure accuracy in all journal entries and ledges accounts.
 - Interpret and report on accounting data interested to him/her.
 - Take initiative and responsibility in checking ledger accounts and suggesting appropriate correcting entries where necessary.
 - Performs any other lawful duties as may be assigned him/her from time to time by the Chief of Finance, the Deputy Director for Administration or the Director.
- 12.26.3 His/Her personal and professional conduct shall be exemplary at all times.

CHAPTER FOURTEEN: RANKING/GRADES **SECTION 1: SPECIAL AGENT IN CHARGE**

- 13.1.1 A Special Agent In Charge (SAIC) of the Drug Enforcement Agency shall be the highest ranking officer in the Agency, and shall be the equivalent to the Colonel rank in the military.
- 13.1.2 He/She shall be appointed by the Director after qualification for same by the DEA Promotion Board and certifying all requirements appertaining to said rank.
- 13.1.3 He/She shall adhere to all rules, regulations, policies, procedures of the DEA and his/her personal and professional conduct shall be exemplary at all times and under all conditions.

SECTION 2: ASSISTANT SPECIAL AGENT IN CHARGE

- 13.2.1 An Assistant Special Agent In Charge (ASAIC) of the Drug Enforcement Agency shall be the second highest ranking officer in the Agency, and shall be the equivalent to the Lieutenant Colonel rank in the military.

13.2.2 He/She shall be appointed by the Director after qualification for same by the DEA Promotion Board and certifying all requirements appertaining to said rank.

13.2.3 He/She shall adhere to all rules, regulations, policies, procedures of the DEA and his/her personal and professional conduct shall be exemplary at all times and under all conditions.

SECTION 3: SPECIAL AGENT GRADE ONE

13.3.1 A Special Agent Grade 1 (SA1) of the Drug Enforcement Agency shall be the third highest ranking officer in the Agency, and shall be the equivalent to the Major rank in the military.

13.3.2 He/She shall be appointed by the Director after qualification for same by the DEA Promotion Board and certifying all requirements appertaining to said rank.

13.3.1 He/She shall adhere to all rules, regulations, policies, procedures of the DEA and his/her personal and professional conduct shall be exemplary at all times and under all conditions.

SECTION 4: SPECIAL AGENT GRADE TWO

13.4.1 A Special Agent Grade 2 (SA2) of the Drug Enforcement Agency shall be the fourth highest ranking officer in the Agency, and shall be the equivalent to the Captain rank in the military.

13.4.2 He/She shall be appointed by the Director after qualification for same by the DEA Promotion Board and certifying all requirements appertaining to said rank.

13.4.3 He/She shall adhere to all rules, regulations, policies, procedures of the DEA and his/her personal and professional conduct shall be exemplary at all times and under all conditions.

SECTION 5: SPECIAL AGENT GRADE 3

13.5.1 A Special Agent (SA3) of the Drug Enforcement Agency shall be the fifth highest ranking officer in the Agency, and shall be the equivalent to the first Lieutenant rank in the military.

13.5.2 He/She shall be appointed by the Director after qualification for same by the DEA Promotion Board and certifying all requirements appertaining to said rank.

13.5.3 He/She shall adhere to all rules, regulations, policies, procedures of the DEA and his/her personal and professional conduct shall be exemplary at all times and under all conditions.

SECTION 6: SPECIAL AGENT

- 13.6.1 A Special Agent (SA) of the Drug Enforcement Agency shall be the sixth highest ranking officer in the Agency, and shall be the equivalent to the Second Lieutenant rank in the military.
- 13.6.2 He/She shall be appointed by the Director after qualification for same by the DEA Promotion Board and certifying all requirements appertaining to said rank.
- 13.6.3 He/She shall adhere to all rules, regulations, policies, procedures of the DEA and his/her personal and professional conduct shall be exemplary at all times and under all conditions.

SECTION 7: AGENT GRADE 1

- 13.7.1 An Agent Grade 1 (AGT 1) of the Drug Enforcement Agency shall be the seventh highest ranking officer in the Agency, and shall be the equivalent to the Sergeant rank in the military.
- 13.7.2 He/She shall be appointed by the Director after qualification for same by the DEA Promotion Board and certifying all requirements appertaining to said rank.
- 13.7.3 He/She shall adhere to all rules, regulations, policies, procedures of the DEA and his/her personal and professional conduct shall be exemplary at all times and under all conditions.

SECTION 8: AGENT GRADE 2

- 13.8.1 An Agent Grade 2 of the Drug Enforcement Agency shall be the eighth highest ranking officer in the Agency, and shall be the equivalent to the Corporal rank in the military.
- 13.8.2 He/She shall be appointed by the Director after qualification for same by the DEA Promotion Board and certifying all requirements appertaining to said rank.
- 13.8.3 He/She shall adhere to all rules, regulations, policies, procedures of the DEA and his/her personal and professional conduct shall be exemplary at all times and under all conditions.

SECTION 9: AGENT

- 13.9.1 An Agent of the Drug Enforcement Agency shall be the lowest rank within the Agency, and shall be the equivalent of a Private rank in the military.

- 13.9.2 He/She shall devote his/her best efforts to preventing drugs offences, legally arrest, locate, search and seize narcotic drugs and psychotropic substances, and assist in the prosecution of drugs offenders.
- 13.9.3 He/She shall collect and compile data on drugs trafficking and abuse, and cooperate lawfully with other authority.
- 13.9.4 He/She shall be careful in his/her inquiries not to unnecessarily endanger the reputation of any person who may be subject to his/her investigation.
- 13.9.5 He/She shall conduct himself/herself in a courteous and respectful manner at all times and strive to promote and maintain good fellowship and cooperation with his/her fellow law enforcement officers and those placed above him/her.
- 13.9.6 He/She shall build up sources of information and acquire a list of informants who will greatly help him/her when the necessary information is needed. NO power should force him/her to disclose the source of his/her information or the evidence obtained.

Signed by:



02/11/1230

Hon. Reginald E. Tay
DEPUTY DIRECTOR/OPERATIONS



Hon. Alex K. Dickson
DEPUTY DIRECTOR/ADMINISTRATION

Attested by:



Hon. J. Henry Shaw
DIRECTOR

Approved by:



Hon. Christiana P. Tah
MINISTER OF JUSTICE & ATTORNEY GENERAL, R.L.

Acknowledgement

We gave thanks to the faithful committee members who stood the test of time and cooperated with the D E A administration to make this day possible for the DEA family to have an International Standard Duty Manual for the Drug Enforcement Agency (DEA).

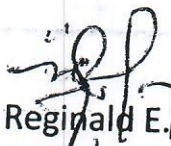
We salute these gallant men for the accomplishment and contribution for crafting the first duty manual for the Drug Enforcement Agency and this is commitment to national duty.



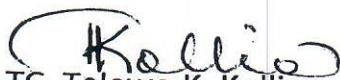
Hon. J. Henry Shaw Sr.
Director/DEA/MOJ/RL



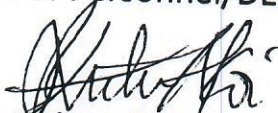
Hon. Alex K. Dickson
Deputy Director/Admin/DEA/MOJ/RL



Hon. Reginald E. Taylor
Deputy Director/Ops/DEA/MOJ/RL



LTC. Telewo K. Kollie
Chief of Personnel/DEA/MOJ/RL



Maj. Robert B. Kutu-Akoi Sr.
Chief of Prevention/DEA/MOJ/RL