

**United Nations
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Police Division**

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**GUIDELINES FOR UNITED NATIONS
POLICE OFFICERS ON ASSIGNMENT
WITH PEACEKEEPING OPERATIONS**

TABLE OF CONTENTS

General Information	3
Introduction	3
Correspondences	4
Background	4
Authority	4
Mandate	4
Duration of the Mandate	4
Head of Mission	5
Administration	5
General Conditions of Service of United Nations Police Officers	5
Definition	5
Conduct of Personnel	5
Disciplinary Matters	7
Command and Control	9
National Police Contingent Commanders' Duties and Responsibilities	10
Respect for national legislation and international criminal justice standards	11
Gender Mainstreaming and Balance	11
Financial Liabilities	11
Undertaking	11
Qualifications	11
Selection Criteria/Requirements	12
Complementary Skills	14
Pre-Deployment Preparation, Deployment, Rotation, Extension and Transfer	14
Pre-Deployment Preparation	14
Pre-deployment Training	14
Duration and National Entitlements During the Tour of Duty	14
Initial Deployment	15
Rotations	18
Extension	18
Transfer to Another Mission	18
Medical Support	19
Pre-deployment Medical Examination	19
Entitlement to and Provision of Medical Services	20
Compensation for Injury, Illness or Death Attributable to Service	21
Reimbursement of Medical and Dental Expenses	21
Travel Arrangements	22
Class and Route	22
Shipment and Insurance of Personal Baggage	23
Cases of Early Repatriation	25
Compensation for Loss of Personal Effects	28
Duty Schedule, Leave, Compensatory Time Off, Clothing and Related Matters	28
Hours of Duty	28
Leave and CTO	29
Mission Subsistence Allowance (MSA)	30
Clothing and Equipment	30
United Nations Medal	31
Miscellaneous	31
Entry into Force	32
Attachments	33

GUIDELINES FOR UNITED NATIONS POLICE OFFICERS ON ASSIGNMENT WITH PEACEKEEPING OPERATIONS

General Information

Introduction

1. These guidelines prepared by the Police Division, Department of Peacekeeping Operations (DPKO), contain general information about the administrative aspects of the selection, deployment, rotation, transfer and repatriation of United Nations Police Officers on assignment as Experts on Mission with United Nations peacekeeping operations (1). These guidelines shall enable Member States to make the necessary arrangements prior to the departure of United Nations Police Officers to a United Nations peacekeeping operation and shall serve as guidance during their tour of duty in the mission area. These guidelines are complementary to other mission-specific information, which United Nations Police Officers will receive upon their arrival in the mission area. These guidelines do not apply to personnel from Formed Police Units.
2. These guidelines aim to:
 - a. Provide Member States with relevant information enabling them to select qualified officers to serve as United Nations Police Officers and facilitate all their pre-deployment preparations;
 - b. Standardize the administrative procedures for the selection, deployment, rotation, replacement, extension, transfer and repatriation of United Nations Police Officers; and
 - c. Ensure that the Governments and all United Nations Police Officers are fully aware of professional, disciplinary, administrative, logistic and financial terms and conditions of service which govern the contribution of United Nations Police Officers.
3. These guidelines shall be applied in conjunction with other DPKO directives, and/or any other applicable rules, regulations, administrative instructions or other issuances from the United Nations Secretariat. These guidelines shall have primacy over any other issuances from the mission.
4. Should any amendments to this document have to be made and/or any additional information becomes available, this will be distributed accordingly. In case of any points of clarification, the Permanent Missions to the United Nations of Member States should contact the appropriate points of contacts in DPKO (see annex 4).

1. These guidelines are not applicable to members of Formed Police Units. Matters pertaining to this category of United Nations Police Officers are addressed in the *Guidelines for Formed Police Units on Assignment with Peace Operations*, dated 8 May 2006, reference DPKO/PD/2006/15.

Correspondences

5. All correspondences from Member States within the scope of these guidelines should be addressed to the Police Division. The Police Division is responsible for the selection, deployment, rotation, extension and repatriation of United Nations Police Officers. Other offices, including the Office of Mission Support (2), will not be able to initiate any movement of United Nations Police Officers until it has been authorised by the relevant Police Division Mission Management Officer.

6. The Police Division will ensure, to the extent possible, that the concerned Permanent Missions of Member States to the United Nations are given sufficient advance notice and time in order to facilitate the necessary consultations with their respective National Authorities. All Police Division communications include a reference number (e.g. a Fax or Note Verbale) that should be reflected in any reply.

Background

Authority

7. The mandate of the mission is foreseen in the mission-specific United Nations resolution(s). The authority and functions of the United Nations Police Component are derived from such resolution(s). The Secretary-General delegates overall responsibility for the conduct of these operations to the Under-Secretary-General for Peacekeeping Operations.

8. The Secretary-General appoints the Head of the Police Component (3) for the mission. The Head of the Police Component is responsible for the implementation of the mission's mandate. The Head of the Police Component has the authority over and responsibility for all United Nations police activities within the mission area in support of the mission mandate. The Head of the Police Component performs all his/her functions under the overall authority and guidance of the Head of Mission, who is the Secretary-General's representative in the mission area.

Mandate

9. The mandate and tasks of the Police Component of the mission are based on the mission-specific United Nations resolution(s).

Duration of the Mandate

10. The duration of the mandate of the mission is based on mission-specific United Nations resolution(s).

2. Department of Field Support as of 1 July 2007.

3. Referred to as Police Commissioner or Senior Police Adviser.

Head of Mission

11. The Head of Mission (4) assists the Secretary-General and the Under-Secretary-General for Peacekeeping Operations in the implementation of the mission's mandate and is responsible for the overall management of the mission.

Administration

12. The Head of the Administration Component (5) is responsible for the facilitation of support to the mission. He/She assists the Head of the Police Component in the exercise of his/her administrative responsibilities. Under the overall authority of the Head of Mission, the Head of the Administration Component is responsible *inter alia* for:

- a. Acting as the principal adviser to the Head of Mission on United Nations rules, regulations, policy instruments and procedures and assisting the Head of Mission in ensuring that the mission is managed within the framework established by the legislative bodies of the United Nations;
- b. All administrative functions and all general, logistical and technical services relating to the mission, and for providing the requisite administrative support to carry out the substantive work of the mission effectively, efficiently and economically;
- c. All administrative and financial certification, policy and procedural guidance and the proper implementation of the rules, regulations, instructions and supplementary directives issued by the United Nations in the areas of finance, personnel, logistics, procurement and general services; and
- d. Committing United Nations financial resources for any purpose.

General Conditions of Service of United Nations Police Officers

Definition

13. United Nations Police Officers are police or other law enforcement personnel (6) assigned to serve with the United Nations on secondment by Governments of Member States at the request of the Secretary-General.

Conduct of Personnel

14. The United Nations Organization embodies the aspirations of all people of the world for peace and security. In this context, the Charter of the United Nations requires all personnel to maintain the highest standards of integrity and conduct. The standards summarised below reflect those included in various official issuances of the United

4. Referred to *inter alia* as Special Representative of the Secretary-General or Executive Representative of the Secretary-General or Representative of the Secretary-General.

5. Referred to *inter alia* as Director of Administration (DOA) or Chief Administrative Officer (CAO).

6. Including commissioned and non-commissioned officers.

Nations, including the Charter of the United Nations. A code of personal conduct for “Blue Helmets” ⁽⁷⁾ will be distributed to all mission police personnel. However the following guidelines on conduct are issued to all categories of personnel in United Nations peacekeeping operations as a reminder of the high standards they are required to maintain in both their official and personal activities.

15. All personnel serving within the mission must follow all lawful instructions received from the Head of Mission. United Nations Police Officers serving within the mission are under the authority and direction of the Head of Police Component and are answerable to him/her for the conduct and performance of their duties. They should also actively collaborate with other mission components active in the field of the rule of law: Judicial Affairs and Corrections as well as Human Rights.

16. In exercising their official duties, United Nations Police Officers must:

- a. Perform their duties with the interests solely of the United Nations in mind, acting so as to recognise the needs and interests of the host country and its people, and acting with strict impartiality, integrity, independence and tact in all their dealings;
- b. Not abuse or exploit members of the local population, in particular, women and children;
- c. Neither solicit nor accept any material reward, honour or gift from any source other than the Organisation;
- d. Treat United Nations property, especially vehicles and communications equipment, with care and must not trade, sell or use such property for personal benefit; and
- e. Abide by these guidelines, standard operating procedures, UN rules, regulations and other issuances.

17. United Nations Police Officers must exercise utmost discretion in all matters of official business; they shall not communicate to an unauthorised person any information known to them by reason of their official position and not at any time use such information to their private advantage. This obligation shall not cease after their tour of duty with the mission.

18. United Nations Police Officers shall not accept instructions from sources external to the United Nations.

19. United Nations Police Officers must act with impartiality and show courtesy and respect to all other United Nations mission personnel, without distinction of any kind.

7. Two cards, entitled “Ten Rules – Code of Personal Conduct for Blue Helmets” and “We are United Nations Peacekeepers” should be issued to each United Nations Police Officer (see annex 2 and 2a).

Disciplinary Matters

20. All United Nations Police Officers must strictly adhere to the standards of conduct for personnel assigned to the United Nations including the standards on sexual exploitation and abuse laid out in the Secretary-General's bulletin on *Special Measures for Protection from Sexual Exploitation and Sexual Abuse* (see annex 1b).

21. Any act, omission or negligence that may constitute serious or minor misconduct is strictly prohibited. All alleged breaches of conduct must be dealt with in accordance with the *Directives for Disciplinary Matters Involving Civilian Police Officers and Military Observers* (see annex 12). In addition, mission specific standard operating procedures and/or directives pertaining to disciplinary matters may be applied by the mission.

Standards of Conduct

22. It is incumbent upon all United Nations Police Officers to display a public appearance that is without tarnish and reflects favourably on the image of the United Nations. Therefore, police officers are expected to refrain from conduct that could adversely affect their credibility, professional image or impartiality, which is critical to the mission. Officers shall conduct themselves in a professional manner both on and off duty. Officers will neither engage in political activity within the mission area, nor will they publicly express any preference for any political, religious or ethnic entity within the mission area. Officers will respond to all requests for assistance in a fair and impartial manner.

23. The provisions of the Secretary-General's Bulletins on *Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on missions* (see annex 1a) and the *Special Measures for Protection from Sexual Exploitation and Sexual Abuse* shall be upheld by all United Nations Police Officers.

Serious Misconduct

24. Serious misconduct is defined as any act, omission or negligence, including criminal acts, that is a violation of standard operating procedures, directives, or any other applicable rules, regulations or administrative instructions, that results in or is likely to result in serious damage or injury (8) to an individual or to the mission. Serious misconduct includes, but is not limited to:

- a. Sexual abuse and exploitation of any individual, particularly children (9);
- b. Harassment, including sexual harassment;
- c. Abuse of authority;
- d. Excessive use of force;
- e. Unlawful discharge of firearms;

8. The term "injury" denotes any harm illegally caused to any person, in body, mind, reputation or property.

9. As defined in the Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse (ST/SGB/2003/13, dated 9 October 2003).

- f. Breach of confidentiality;
- g. Abuse of United Nations privileges and immunities;
- h. Conduct prejudicial to good order and discipline;
- i. Driving while intoxicated or other grossly negligent driving;
- j. Intoxicated while on duty or in public on repeated occasions;
- k. Repeatedly absent from duty without permission;
- l. Use, possession or distribution of illegal narcotics;
- m. Embezzlement or other financial malfeasance;
- n. Wilful disobedience of a lawful order; and
- o. Unlawful acts (e.g. theft, fraud, smuggling, bribery) on or off United Nations premises, with or without the involvement of United Nations vehicles, and whether or not the individual was officially on duty at the time of the offence.

25. Disciplinary measures for serious breaches of conduct are foreseen in the *Directives for Disciplinary Matters Involving Civilian Police Officers and Military Observers*.

Minor Misconduct

26. Minor misconduct shall be defined as any act, omission or negligence that is a violation of this directive or any other applicable rules, regulations or administrative instructions, but which does not result in or is not likely to result in major damage or injury to an individual or the mission. Minor misconduct includes, but is not limited to:

- a. Improper uniform appearance;
- b. Neglect in performance of duty not amounting to a wilful or deliberate act;
- c. Intoxication while on duty or in public;
- d. Negligent driving;
- e. Absence from duty without permission; and
- f. Malingering.

27. Any United Nations Police Officer who has committed a minor breach of conduct as defined in the *Directives for Disciplinary Matters Involving Civilian Police Officers and Military Observers*, shall be subjected to disciplinary measures.

28. Disciplinary measures for minor breaches of conduct as foreseen above shall be limited to a written censure or reprimand and/or redeployment to another position/area and/or removal of United Nations administrative benefits and concessions, such as the driving license when appropriate.

Rights of the Investigated

29. Before taking any final administrative and/or disciplinary action as referred to in paragraph 23 of the *Directives for Disciplinary Matters Involving Civilian Police Officers and Military Observers*, it must be ensured that:

- a. The United Nations Police Officer has been informed of the allegation(s) against him/her and of his/her right to respond to the allegations;

- b. He/She has the opportunity to submit comments on the results of the formal investigation and findings; and
- c. The findings, after considering the comments, if any, will be forwarded to DPKO which will provide relevant information to the country contributing the police concerned for follow-up and disciplinary action.

Privileges and Immunities

30. As Experts on Mission, United Nations Police Officers are *inter alia* "...immune from personal arrest or detention" and are immune from legal process of any kind "in respect to words spoken or written and acts done by them in the course of the performance of their mission" (article VI, section 22 of the 1946 Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly on 13 February 1946). However, the Secretary-General has "...the right and the duty to waive the immunity of any expert in any case where, in his opinion, the immunity would impede the course of justice and it can be waived without prejudice to the interests of the United Nations" (article VI section 23, *Idem*). United Nations Police Officers are subject to the jurisdiction of the host country/territory in respect of any criminal offences that may be committed by them in the host country/territory and any disputes/claims of a civil nature not related to the performance of their official functions.

Cooperation from Police-Contributing Countries

31. Police contributing countries are encouraged to cooperate with DPKO in the implementation of the provisions of these guidelines pertaining to disciplinary matters as well as to inform DPKO of any criminal and/or disciplinary procedures undertaken against a United Nations Police Officer in his/her home country for any act, omission or negligence during his/her assignment with a United Nations Peacekeeping Operation.

Authority and responsibilities of the Office of Internal Oversight Services

32. The above-mentioned provisions on disciplinary matters are adopted without prejudice to the authority and responsibilities of the Office of Internal Oversight Services as set forth in General Assembly Resolutions 59/287, dated 13 April 2005, and 59/300, dated 30 June 2005, and relevant United Nations resolutions and related issuances.

Command and Control

33. The Head of the Police Component directs the Police Component within the mission. The Head of the Police Component establishes a Police Headquarters with his/her core staff in the mission. This Headquarters contain the offices of the Head of the Police Component as well as other senior staff of the component and provides overall leadership and management for United Nations Police Officers on assignment with the mission. All United Nations Police Officers must comply with lawful orders from their designated supervisors.

National Police Contingent Commanders' Duties and Responsibilities

34. The National Police Contingent Commander is appointed by his/her national government. The National Police Contingent Commander is considered as responsible for the welfare of his/her contingent members and is not considered to be within the United Nations Police Chain of Command for this purpose. Moreover, all operational and administrative matters are under the sole authority of the Head of the Police Component, or his/her designate, and command and control arrangements from the United Nations shall in all circumstances have primacy.

35. The National Police Contingent Commander is the official national representative of his/her contingent. The National Police Contingent Commander shall not receive any order from his/her national authorities regarding United Nations operational duties. The primary duties and responsibilities of the National Police Contingent Commanders in the mission area, in addition to their regular duties, are as follows:

- a. To monitor the welfare and medical condition of all United Nations Police Officers from their contingent whilst in mission and to ensure that necessary action is taken to ensure their well-being;
- b. To ensure that instructions from the Head of the Police Component are carried out by the United Nations Police Officers from their contingent;
- c. To monitor the arrival and departure to/from the mission area of United Nations Police Officers from their contingent;
- d. To ensure that the United Nations Police Officers are treated in accordance with United Nations rules, regulations and other issuances;
- e. To ensure and monitor that all United Nations Police Officers from their contingent are aware of their responsibilities, including through induction, to adhere, both on and off duty, to these guidelines, standard operating procedures and all other United Nations rules, regulations and other issuances;
- f. To maintain an up-to date list of all United Nations Police Officers from their contingent in the mission area, with details of their postings, home address, contact telephone numbers, e-mail addresses, next of kin and details of their leave dates, destination and contact details;
- g. To meet with their own Contingents at regular intervals in order to review professional and welfare matters. Detailed minutes of these meetings must be prepared and submitted to the Head of the Police Component no later than seven (7) days afterwards;
- h. To ensure that during his/her absence that all contingent duties are performed by the Deputy Police Contingent Commander; and

- i. To provide an End of Mission report to the Head of the Police Component for the time of their tenure no later than fourteen (14) days prior to their departure. This report must be copied to the DPKO Police Adviser.

Respect for national legislation and international criminal justice standards

36. In implementing the mission mandate, United Nations Police Officers shall respect the legislation applicable in the mission area insofar as it is not in conflict with internationally recognized human rights standards or United Nations Rules, Regulations and other issuances.

37. In exercising their functions, United Nations Police Officers shall observe internationally recognized human rights standards, and shall not discriminate against any person on any grounds, such as gender, race, colour, language, religion, political or other opinion, national, ethnic or social origin, sexual orientation, association with a national community, property, birth or other status. They must uphold United Nations criminal justice standards (see annex 1c) in all aspects of their work. They should report human rights violations they witness to their commanders for transmission to the human rights component, or equivalent, of the peacekeeping operation.

Gender Mainstreaming and Balance

38. All United Nations Police Officers shall observe and assist in the realization of Security Council Resolution 1325 (2000), dated 31 October 2000, on women, peace and security, including in relation to the protection, rights and special needs of women as well as on the importance of involving women in all peacekeeping and all peace-building measures. They should particularly actively encourage, including through training and advising as appropriate, the increased representation of women at all levels of national police and law enforcement agencies.

Financial Liabilities

38. United Nations Police Officers may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations (such as damage to United Nations vehicles or any other United Nations property) as a result of their negligence or of their having violated any regulation, rule or administrative instruction.

Undertaking

39. United Nations Police Officers arriving in the mission shall be required to sign an undertaking to comply with these guidelines, standard operating procedures, policies, and directives as issued by the United Nations.

Qualifications

40. Selection standards have been established to ensure that qualified police and other law enforcement officers of the highest quality are selected for service with the United

Nations. These selection standards represent the minimum requirements that must met in order to be deployed as a United Nations Police Officer. The Police Division will indicate any supplemental changes to be added to the conditions listed below, as required.

41. The United Nations Selection Assistance Team assists and advises police contributing countries in selecting national police and other law enforcement personnel to serve as United Nations Police Officers in United Nations peacekeeping operations. Assistance to police contributing countries includes assessment of personnel nominated by the countries at their request.

42. Qualified United Nations Police Officers may be deployed, without prior assessment of their qualifications as laid down in the United Nations Selection Assistance Team Guidelines only in exceptional cases with the prior approval of the DPKO Police Adviser. Such deployments will be based on an analysis of the Personal History Form (blank form attached as annex 13) as well as interviews.

43. The desired professional competencies and expertise of United Nations Police Officers are mentioned herein and in the request initiated by the Police Division for initial deployment of United Nations Police Officers. However, United Nations Police Officers must have certain core competencies, including professionalism, integrity, and respect for diversity and a good knowledge of international criminal justice standards, which will enhance their performance on the ground and reduce the need for additional training in the mission area. Furthermore, it is understood that the provision of well-equipped ⁽¹⁰⁾, pre-inducted and disciplined police and other law enforcement personnel to United Nations peacekeeping operations is the collective responsibility of all Member States.

Selection Criteria/Requirements ⁽¹¹⁾

Age

44. Member States shall not deploy police and other law enforcement personnel who are less than 25 years of age. The maximum age limit for service with the United Nations is sixty two (62) years; however, it is strongly recommended that the deployment of said personnel be under fifty five (55) years of age.

Professional Status

45. The United Nations is open to considering contributions from all police contributing countries regarding their nomination of personnel assigned to their national police and other law enforcement agencies for deployment to United Nations peacekeeping operations. United Nations Police Officers should have served in a national police or other law enforcement agency for a minimum of five (5) years, excluding

10. Including recent uniforms appropriate to the climate of the mission area as well as operable firearms, ammunitions and other equipment. A detailed list of equipment may be provided by the Police Division.

11. United Nations Police Officers must be seconded through the respective Permanent Missions to the United Nations. These selection criteria/requirements are considered basics for United Nations Police Officers assigned to any United Nations Peacekeeping Operation.

training. Retired personnel can be deployed if they have retired within the past five (5) years.

Assignment of United Nations Police Officers

46. The Head of the Police Component has the right to assign United Nations Police Officers, considering their background and experience, to appropriate duties, responsibilities and/or positions within the Police Component's structure as he/she deems appropriate. The assignment of all contracted posts, if any, will be processed by the Police Division in consultation with the mission. Capabilities, special skills, national and regional diversity, ranking and gender balance will be taken into account for the assignments of United Nations Police Officers.

Language(s)

47. It is indispensable to speak fluently, read and write clearly in the official language(s) of the mission.

48. Police and other law enforcement personnel nominated for service as United Nations Police Officers should preferably have passed the mandatory language assessments as set out in the United Nations Selection Assistance Team Guidelines prior to leaving their home countries. Officers that have passed such assessments shall not be subjected to any other language tests in the mission upon arrival.

49. United Nations Police Officers arriving in the mission area without the United Nations Selection Assistance Team clearance must take the mandatory language test in the mission as administered by the designated unit. The concerned candidate who fails this test will be repatriated and the travel costs shall be borne by the Member State.

Firearms

50. The United Nations Police Officers assigned to the mission are only authorized to carry and use firearms in accordance with the relevant issuances of DPKO if and when so authorized by the United Nations. They should preferably receive a United Nations Selection Assistance Team clearance on the use of firearms prior to their deployment.

Driving

51. Police and other law enforcement personnel nominated for service as United Nations Police Officers must have at least one (1) year of recent driving experience, and must be in possession of a valid national or international driving licence for at least one (1) year. In addition, they may be submitted to a driving test by the United Nations Selection Assistance Team. United Nations Police Officers must bring their valid national driving licences or international driving licences to the mission area, which should be valid during their service.

Computer Skills

52. Basic computer knowledge is an essential skill in the mission. Member States are strongly encouraged to incorporate lectures on this topic into their pre-deployment training.

Complementary Skills

53. The following additional criteria are desirable: previous experience in United Nations peacekeeping operations; proficiency in map reading, land navigation and use of global positioning systems; knowledge of basic negotiation, mediation and conflict resolution, interviewing techniques and basic first aid.

Pre-Deployment Preparation, Deployment, Rotation, Extension and Transfer

Pre-Deployment Preparation

Passport

54. United Nations Police Officers shall preferably obtain a diplomatic or service passport from their national authority. The passport should preferably be valid for at least two (2) years. United Nations Police Officers are responsible for securing their own travel documents.

Visas

55. United Nations Police Officers must ensure, with support from their national authorities, that visas for entry into the mission area are obtained prior to their departure, if so required. Transit visas for countries en-route to the mission must also be obtained as necessary.

Pre-deployment Training

56. Experience has shown that United Nations Police Officers who have been provided pre-deployment training prior to their departure for any United Nations Peacekeeping Operation adjust much better to the mission conditions, work culture and the peacekeeping tasks. They are able to make an impact with their professional skills much sooner than those who have not had the benefit of any pre-deployment training. Training is a national responsibility and is strongly encouraged. The officers previously deployed to United Nations peacekeeping operations could be used as a valuable training resource that could be used to good effect.

Duration and National Entitlements during the Tour of Duty

57. Unless otherwise provided for, assignments are normally for one (1) year from the date of authorization for the deployment in the mission area by the Police Division and the United Nations will bear the cost of travel of the United Nations Police Officer's initial deployment and final repatriation. However, there may be variation on the length

of tour of duty when a Member State chooses to confine the length of tour duty of its United Nations Police Officers to less than the normal period of one (1) year due to its national requirements. In such cases, the cost for inward travel into the mission area will be at the expense of the Member State while the United Nations will arrange for repatriation unless otherwise agreed upon. Member States contemplating such deployments are requested to indicate their intention and enter into working arrangements with the Police Division and Office of Mission Support on administrative and financial matters.

58. All emoluments and other entitlements from Member States should continue to be paid and/or provided to United Nations Police Officers as if they were serving in their home country.

Initial Deployment

59. Each request from the Police Division to Member States for deployment of United Nations Police Officers specifies the qualifications for each position and/or area of expertise for which the request is made. If no specific requirements have been established then each United Nations Police Officer must meet the minimum selection criteria and qualifications as set out in these guidelines.

60. During the planning phase of a United Nations Peacekeeping Operation, the Police Division may informally contact the Permanent Missions of Member States to seek their contribution. Once a resolution establishing a United Nations Peacekeeping Operation has been adopted, the Police Division may forward the relevant Notes Verbale to the Permanent Missions in New York of prospective police contributing countries requesting the provision of suitably qualified police and other law enforcement personnel.

61. Requests for contribution of police and other law enforcement personnel for service as United Nations Police Officers includes, *inter alia*, the following items:

- a. Profile and numbers of such personnel;
- b. A formal certification from the Permanent Mission that each candidate has not ever been convicted of, and is not currently under investigation or being prosecuted for, any criminal or disciplinary offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose);
- c. The selection criteria, including experience and specific skills as required;
- d. The length of tour of duty;
- e. The tentative date by which they should deploy to the mission area; and
- f. The deadline for formal reply of Member States.

Personal History Forms Analysis and Interviews

62. After a comprehensive review of all the Personal History Forms, the Police Division may conduct phone interviews for pre-selected candidates whose profiles meet the requirements for positions as requested in the Note Verbale for deployments of United Nations Police Officers. The language of the interview will be in the official language(s) of the mission to which the police and other law enforcement personnel may be deployed. The interviews are based upon their educational and professional experience and whether they match the requirements of the specific posts. It should be noted, however, that not every candidate whose Personal History Form is forwarded is subject to an interview. In addition, the concerned police contributing country may request the Police Division to send a United Nations Selection Assistance Team to their country in order to assist in the selection of United Nations Police Officers.

Deployment Procedure

63. The primary objective of these guidelines is to standardize the deployment procedure. The concerned offices within DPKO should take all the necessary steps to ensure transparency and to allow sufficient time for processing the deployments. The Police Division reserves the right to approve the deployments.

Medical Examination and Clearance

64. All United Nations Police Officers deployed in United Nations Peacekeeping Operations must be physically, mentally and emotionally fit. The examining physician must determine the fitness of an individual by a thorough medical examination, and take into consideration that he/she could be deployed in a potentially hostile and hazardous environment. All United Nations Police Officers deployed in United Nations Peacekeeping Operations must receive a medical clearance from the Medical Services Division, United Nations Headquarters, New York.

65. The United Nations Police Officers will be examined in accordance with United Nations medical standards to determine their fitness for duty. The MS-2 form attached as annex 5 must be filled and the following information required must be provided:

- a. Medical history and a complete physical examination, findings, which are to be recorded within the MS-2;
- b. An electrocardiogram (ECG/EKG), to be done for all candidates above the age of forty (40) or if medically indicated; and
- c. Chest x-ray, including the findings, which must be recorded in the form. Note that the original X-ray negatives are not to be sent to New York. The report of the radiologist is sufficient.

66. The completed original MS-2 form and other documents mentioned above must be forwarded to the United Nations Medical Services Division in New York (Room S-535). The Police Division shall not receive any medical records, but rather a list of

personnel whose records have been forwarded to the United Nations Medical Services Division in New York. It is the responsibility of the Police Division to ensure that medical clearance is obtained prior to deployment, and that the Medical Guidelines for United Nations Peacekeeping Operations on the Pre-deployment medical examinations for uniformed peacekeepers (issued by the Office of Mission Support) shall be followed to achieve full compliance with the medical standards stated in the Medical Support Manual (MSM).

67. Following the procedures set out in the Medical Guidelines for United Nations Peacekeeping Operations, a medical doctor should assess the physical and mental fitness of the individual according to current medical practice, keeping in mind the precluding conditions stated in the MSM Chapter 5-01. Deviation from recommendations of the UN Medical Services Division must be verified in writing, including a statement to follow the Medical Certificate of the individual (attached as annex 6). When applicable, a medical certificate should be issued to certify that the individual has been found to be in good health with no clinical signs of disease, according to his/her medical records, and does not suffer from any of the diseases or conditions as cited in the MSM Chapter 5-0212.

Submission of the List of Candidates

68. The List of selected candidates forms (annex 8), together with the list of individuals for which medical documentation is submitted to the relevant office as foreseen above, should be forwarded to the Police Division in order to process the deployment no later than fourteen (14) days prior to their deployment. Member States are requested to clearly indicate all tours of duty for less than one (1) year together with their preparedness/acceptance to cover, at their cost, travel to the mission area.

69. Prior to approval of the deployments, each nominated United Nations Police Officer will be subjected to a background check to ensure that they have not committed any acts of serious misconduct in a previous assignment with the United Nations. The Police Division maintains a database of names of those found responsible for serious misconduct to ensure that they will not be reassigned to another United Nations Peacekeeping Operation.

70. United Nations Police Officers are also subject to a background search within DPKO records to ascertain the individual's past performance, in accordance with the Police Division's performance appraisal procedures.

71. Once the deployment has been approved, the Police Division assigns an index number to the approved officers in the United Nations internal database (i.e. the Integrated Management Information System (IMIS)) to process the deployment.

12. For ease of reference the Medical Guidelines for United Nations Peacekeeping Operations on the pre-deployment medical examinations for peacekeepers is attached as annex 6. And the Medical Support Manual Chapter 5 and 6 are attached as annex 7, and should be considered when referring to these guidelines.

Rotations

72. Member States are requested to follow-up their own rotations three (3) months prior to the completion of the concerned United Nations Police Officer's tour of duty and plan, when applicable, the replacement of the officer on completion of his/her assignment.

73. However, taking into consideration the changes in the size of United Nations peacekeeping operations, the Police Division will keep the Member States informed on the rotations, as necessary. The Member States' compliance is indispensable with regard to rotations.

Extension

74. The normal tour of duty is one (1) year. Extension of a United Nations Police Officer's normal tour of duty in the mission is granted as an exception, and not as a matter of routine, when considered essential due to operational reasons and based on, at least, a fully satisfactory performance appraisal (see Annex 11). The Head of the Police Component of the mission acts on the request initiated by the concerned United Nations Police Officer at least three (3) months prior to the completion of his/her tour of duty. A United Nations Police Officer's tour of duty may be extended but the total tenure may not normally exceed two (2) years. Specific exceptions for granting additional extensions may be made to this rule on a case-by-case basis based on mission operational requirements and the performance of the concerned United Nations Police Officers.

Extension Requested by a United Nations Police Officer

75. The Police Division will forward the request for extension to the concerned Permanent Mission along with the necessary details, requesting his/her Member State's concurrence for extension. Upon receipt of the Member State's concurrence, the Police Division will inform the mission about the decision and the length of extension granted.

Extension Requested by Member State

76. The Permanent Mission may initiate a request addressed to the DPKO Police Adviser indicating the United Nations Police Officer's name and mission along with the reasons and proposed duration for extension, at least three (3) months prior to completion of the tour of duty.

77. The Police Division will inform the Head of the Police Component of the mission about the request and seek his/her concurrence. The final decision on the approval/disapproval of extension will be forwarded to the concerned Permanent Mission.

Transfer to Another Mission

78. Under normal circumstances, United Nations Police Officers are not transferred from one mission to another. However, in certain cases, due to operational necessities and

mission exigencies, United Nations Police Officers may be transferred either at the request of the Police Division or following a request by Member States. The following shall apply in such cases:

- a. When the Police Division transfers a United Nations Police Officer, the Police Division shall obtain the individual's willingness and availability from the mission (concurrence of the Head of the Police Component), prior to initiating a request to his/her Member State asking for authorisation for the proposed transfer. Obtaining the concurrence for transfer shall remain a national responsibility;
- b. Member States may initiate a request to transfer United Nations Police Officers. In this case, the Permanent Mission shall give the details of the request and a brief explanation of the reasons for the transfer. The Police Division will consult with the Head of the Police Component, to ensure that the transfer does not affect the operational capability of the mission. The administration of transfer will be co-ordinated within the United Nations system.

Reassignment to the Same Mission

79. It is recommended that United Nations Police Officers returning to the mission for a second tour of duty must have spent a period not shorter than six (6) months outside of the mission area. United Nations Police Officers returning to the same mission after spending six (6) months outside of the mission area are subject to follow the above-mentioned procedure.

Medical Support

Pre-deployment Medical Examination

80. As mentioned above, a pre-deployment medical examination is required for all United Nations Police Officers being considered for a mission assignment with the United Nations. This examination must have taken place within the preceding three (3) months.

Immunization

81. The Medical Services Division of the United Nations recommends the vaccination requirements within United Nations peacekeeping operations, which should be the minimum requirement observed by all police contributing countries. These requirements are divided into those that are mandatory and those that are recommended.

82. It is a national responsibility (at national expense) to ensure that all personnel have received at least the initial dose of mandatory vaccinations before deployment into the mission area. The immunization status of each individual is to be properly documented for monitoring by the respective doctor. It is recommended that each United

Nations Police Officer is provided with the World Health Organization International Certificate of Vaccination or its national equivalent ⁽¹³⁾.

HIV Awareness

83. Sexually transmitted infections, including the Human Immunodeficiency Virus (HIV), are a major medical problem when personnel are deployed throughout the world. Conflict and post-conflict areas are high-risk environments for the spread of HIV, which causes AIDS, and United Nations Police Officers are at risk of both contracting and spreading the virus.

84. The United Nations does not require an HIV test but strongly recommends that personnel be offered voluntary confidential counselling and testing prior to deployment. However, HIV-positive individuals who do not show clinical manifestations of AIDS are not precluded from deployment.

85. It is a national responsibility to ensure that personnel are provided with HIV/AIDS awareness training before deployment. Such training should underscore preventative measures and also stress the vulnerability of the host community and the importance of adhering to the United Nations' code of conduct. Ongoing HIV awareness training in the mission area is also crucial.

86. HIV is transmitted through unprotected sex (both vaginal and anal) and via blood and blood products. However, there is no risk of contracting HIV from casual person-to-person contact such as sharing food, eating or drinking utensils, or using the same bedding, toilet facilities or bath water.

87. If the need for any type of injection arises, disposable needles and syringes should be used. These are provided in the medical kit and are also available in United Nations dispensaries or United Nations Development Programme offices. Sexual Transmission is the most common route of HIV infection, therefore practising safer sex and using condoms is vital to prevent infection. The mission will also supply condoms. While encouraging abstinence as the best form of protection, the Head of the Police Component should ensure that condoms are available and that personnel understand how to use them properly.

Entitlement to and Provision of Medical Services

88. Arrangements are made by the United Nations to provide United Nations Police Officers with medical coverage during their assignment in the mission area. This covers any illness or injury that occurs while performing official duties or taking authorized time off, and which is attributable to conditions and hazards within the area of assignment. As such, United Nations Police Officers may not have direct access to United Nations medical facilities. They may seek treatment at clinics or hospitals of their choice, with the exception of mandatory United Nations medical examination, which must be carried out

13. Refer to MSM Chapter 6-02, under Immunization Policy.

by a United Nations designated physician. Medical claims, including hospitalisation, are to be settled directly by the Administration Section of the mission, or reimbursed to the individual upon presentation of bills and supporting documentation (See MSM Chapter 5-03, paragraph B).

89. Member States should facilitate the provision of medical, including psychological, services for all United Nations Police Officers upon completion of their assignment.

Compensation for Injury, Illness or Death Attributable to Service

90. Provisions are made by the United Nations to cover costs incurred for treatment and hospitalisation, as well as to make financial awards for disability or death to United Nations Police Officers in United Nations Peacekeeping Operations. Such claims are reviewed by the Advisory Board on Compensation Claims appointed by the Secretary-General to validate these claims, determine the degree of incapacity and the relevant award. As far as entitlements are concerned, The United Nations may provide United Nations Police Officers with compensation coverage for death, injury or illness which is determined by the Secretary-General to have been attributable to the performance of official duties on behalf of the United Nations, to the amount of USD \$ 50,000, or twice the officer's annual base salary, less allowances, whichever is greater. The compensation payable under the rules governing this entitlement will be the sole compensation payable by the United Nations in respect of death, injury or illness.

91. The regulations governing award of such compensation are as follows:

- a. Injury, illness, disability or death must have occurred in the mission area;
- b. It must have occurred while performing duty on behalf of the United Nations, or at the time of officially designated rest time; and
- c. It must have occurred while travelling on behalf of the United Nations by means of transportation provided by or paid for by the same.

92. Where illness, injury or death occurs after completion of the assignment or where this arises as a result of wilful misconduct or intent of the individual, the above provisions will not apply. Where the individual is entitled to similar provisions through other arrangement, reimbursement is only authorized for expenses and recoverable under the respective scheme. All doubtful cases will be given sympathetic consideration.

Reimbursement of Medical and Dental Expenses

93. The United Nations provides United Nations Police Officers with coverage for medical examinations, as well as for other medical services which they might require as a result of illness or injury, including hospitalisation, during their period of service in the mission area. To qualify for coverage by the United Nations, the illness or injury must have occurred while United Nations Police Officers concerned were in the mission area

either performing official duties or on authorized time off and be attributable to conditions and hazards peculiar to the area of assignment.

94. All arrangements for medical and hospital services for United Nations Police Officers are made through the Head of the Administration Component of the mission who should report all cases of serious illness, injury or hospitalisation to the Office of Mission Support. A physician may provide medical services or a hospital of a United Nations Police Officer's choice except for United Nations medical examinations, which must be carried out by the United Nations, designated physician in the area.

95. Claims for medical and hospital services rendered are settled directly by the Head of the Administration Component of the mission or reimbursed to the United Nations Police Officer on presentation of all bills and supporting documentation certified by him/her as correct. All medical bills should first be verified by the Chief Medical Officer in the mission before being submitted to the Head of the Administration Component of the mission.

96. If other insurance arrangements cover United Nations Police Officers, the United Nations does not reimburse hospital or medical expenses that are reimbursable by another source.

97. Cost for dental treatment is normally considered the responsibility of United Nations Police Officers. Expenses relating to dental treatment will only be reimbursed in cases determined by NY Headquarters to be attributable to the performance of official duties on behalf of the United Nations ⁽¹⁴⁾.

Travel Arrangements

98. The United Nations is only responsible for the cost of travel of a United Nations Police Officer to the mission on initial deployment with a tour of duty of one (1) year and from the mission on final repatriation upon completion of his/her tour of duty. The Police Division is to authorize all United Nations Police Officers' deployments. However, due to the specific mission requirements or mission mandate length, the Police Division can authorize deployment of personnel for less than one (1) year. In this case, the United Nations will only be responsible for the cost of return travel.

Class and Route

Travel

99. Travel will be by air using the most direct and economical commercial route from the United Nations Police Officer's place of residence in the home country, duty station in the home country or the location of their national authorities to the mission area. The class of air travel will always be **economy** irrespective of the duration of travel.

14. See annex 9 on the reimbursement of Medical and Dental Expenses in the DPKO Human Resources Handbook.

100. In cases where either the Member State or the United Nations Police Officer chooses to travel by another mode (e.g. by surface using private automobile), such request in writing should be forwarded through the Police Division to the Office of Mission Support, in advance, for appropriate reflection in the official travel documents. No such travel is to be undertaken without the explicit authority from the Office of Mission Support, since they require prior security clearance in selected missions.

101. Once the Office of Mission Support has completed the travel arrangements, the details will be forwarded, including the travel authorization, to the concerned Permanent Mission. At the same time they will inform the mission in order to ensure that necessary reception arrangements are made.

102. Some Member States have entered into written agreements with the Office of Mission Support whereby the travel and/or shipment of personal effects of United Nations Police Officers are arranged by them as per established entitlements and claims are submitted through their permanent mission in New York for reimbursement. All such deployments also need to follow the deployment procedures in accordance with these guidelines and require official authorization prior to departure of the concerned officers.

Shipment and Insurance of Personal Baggage

Shipping Entitlements

103. The baggage allowance is of one hundred (100) kg accompanied excess baggage on deployment, and one hundred (100) kg unaccompanied on repatriation by the most economical means, normally by air freight as surface shipments may cause unreasonable delays. However, in instances where the concerned Member State does not provide an helmet and a flak jacket to the United Nations Police Officer, this baggage allowance shall be limited to ninety (90) kg on deployment and ninety (90) kg on repatriation.

104. When travelling on initial assignment, the United Nations will prepay the cost of accompanied excess baggage in certain cases. Where the United Nations does not prepay such costs, either the Member State or the officer is requested to pay the costs and seek reimbursement later. When Member State prepays, such costs will be reimbursed by the United Nations in New York through the Permanent Mission upon submission of relevant documentation. If United Nations Police Officers pay the charges of accompanied excess baggage, reimbursement will be made by the receiving mission upon submission of the standard United Nations form, i.e. Voucher for Reimbursement of Expenses (F.10 form), together with original receipts.

105. In cases where the tour of duty is less than one (1) year, the respective Member State is responsible for the shipment of personal effects during the inward travel and United Nations is responsible for shipment by the most economical means at the time of repatriation.

Insurance

106. The United Nations does not accept responsibility for insuring accompanied baggage. United Nations Police Officers requiring such insurance should arrange it at their own expenses. In the event, when the United Nations provides unaccompanied airfreight, insurance coverage will be provided only if an itemised inventory with values is received in advance of travel.

Travel Documentation

107. The Member State and/or the United Nations Police Officers is/are responsible for obtaining or securing proper travel documents such as passports validated for duration of the mission assignment, all visas (transit and destination) and the necessary vaccination and relevant certificate(s) as required under established United Nations travel advisories.

Travel Information

108. United Nations Police Officers are normally met on arrival at the airport in the mission area. A United Nations Police Officer whose travel has not been arranged directly by the United Nations Headquarters is under the obligation to ensure that the Police Division and the Office of Mission Support are informed, as soon as possible, if necessary by cable or facsimile, of his/her itinerary, including airline and flight numbers, and of any subsequent changes. This information is communicated by the Police Division and the Office of Mission Support to the mission area. Delays encountered en route affecting the date of arrival should be sent by facsimile to the Police Division (fax number: +1 917-367-2222) or after working hours to the Situation Centre (fax number: +1 212-963-9053).

Group Travel

109. In the event of group travel, where a large number of United Nations Police Officers are travelling together, the United Nations may consider the use of a chartered aircraft for their transportation. Generally, such arrangements are made for groups of fifty (50) or more personnel when rotating. It is dependent on an assessment of whether chartering will be more economical than the use of commercial aircraft for each particular case. The United Nations Police Officers may be deployed under a Letter of Assistance. The Office of Mission Support will resolve the mode of travel, and will advise the relevant Permanent Mission accordingly.

Charter Flights

110. Where a chartered aircraft is used for the transportation, United Nations Police Officers are limited to a total of one hundred and twenty (120) kg of personnel effects, which will be transported with them on the chartered aircraft.

Travel Claims

111. The individual travelers are not authorized to purchase their own ticket and no claim for reimbursement will be entertained. The air tickets are normally arranged either by the United Nations in New York or by local offices in the country of origin or by the respective Member State. Individual travel claims, to be submitted to the mission administration upon arrival, are essentially restricted to a daily subsistence allowance for any forced stop-over en-route, terminal expenses and excess baggage if pre-paid directly by the traveler. Originals of used air-tickets, boarding passes and any receipts must be retained by the travelers and submitted together with the established claim form (F.10).

Cases of Early Repatriation

112. United Nations Police Officers may be repatriated prior to the completion of their tour of duty in the following circumstances:

- a. Failure to meet the minimum mission requirements;
- b. Disciplinary grounds;
- c. Medical grounds;
- d. Compassionate grounds;
- e. Death in service;
- f. A formal request citing personal reasons; and
- g. At the Member State's request.

Failure to Meet the Minimum Requirements for Service with the Mission

113. When United Nations Police Officers fail to meet the minimum requirements for service with the mission, the Head of Mission should seek authorization from the Under-Secretary-General for Peacekeeping Operations to repatriate those concerned. Once decided, repatriation shall be immediate and the national authorities concerned shall be contacted at once through the Permanent Mission in New York. The Member State shall be responsible for the cost of repatriation travel as well as for the travel on deployment and final repatriation of any replacement sent to complete the repatriated United Nations Police Officer's tour of duty. If, however, the replacement completes the repatriated tour of duty plus an additional tour of duty, the United Nations will pay for the travel of the replacement on initial deployment and final repatriation at the end of the second tour of duty.

114. United Nations Police Officers who have passed the tests (English and/or French and/or another official United Nations language, driving, interview, firearms) of the United Nations Selection Assistance Team prior to their deployment to the mission should, in principle, not be subjected to repatriation. If they, however, fail to show ability to adapt to local road and traffic conditions before the issuance of a United Nations driver's license, they should be assigned to non-driving duties and given three (3) opportunities within one (1) month, to undergo further assessment after they have familiarized themselves to local conditions. If, after this period of one (1) month, he/she has not met the requirements to obtain a United Nations driver's licence and there are no other appropriate duties in the mission that he/she could be assigned to, the matter should

be raised with the Under-Secretary-General for Peacekeeping Operations. The costs for repatriation shall be borne by the United Nations if the circumstances so warrant (see above).

Disciplinary Grounds

115. The decision to repatriate a United Nations Police Officer on disciplinary grounds shall be made, in all cases, by the Under-Secretary-General for Peacekeeping Operations based upon the recommendation of the Head of Mission. Once decided, repatriation shall be immediate and the national authorities concerned shall be informed at once through their respective Permanent Mission in New York. The expenses associated with the repatriation and any replacement sent to complete the repatriated United Nations Police Officer's tour of duty shall be borne by the Member State. United Nations Police Officers repatriated on disciplinary ground will not be considered for future service with the United Nations.

Medical Grounds

116. Medical repatriation is a return of a patient or casualty to his/her home country, because of medical reasons, following which he/she would be unlikely to return to duty. The United Nations will pay for the repatriation travel of a United Nations Police Officer as well as the round trip travel on deployment and repatriation of replacement sent to complete the repatriated United Nations Police Officer's tour of duty in these cases. Where necessary and authorized by Headquarters in New York, the United Nations will also pay for the round-trip travel costs for an escort to accompany any United Nations Police Officer who will be repatriated on medical grounds.

Compassionate Grounds

117. Where the Head of the Police Component has approved early repatriation of a United Nations Police Officer on compassionate grounds, the United Nations will pay the one-way travel expenses to the home country against the entitlement to final repatriation travel. If a replacement provided to complete the repatriated United Nations Police Officer's tour of duty, or if the repatriated United Nations Police Officer decides to return to the mission to complete his/her tour of duty, the trip back to the mission as well as the final travel on completion of the tour of duty will be either at the expense of the repatriated United Nations Police Officer or the Member State. The United Nations is only obliged to pay travel costs to and from the mission area on deployment and repatriation in respect of a tour of duty. If, however, the replacement completes the repatriated tour of duty plus an additional tour of duty, the United Nations will pay for the travel of the replacement on initial deployment and final repatriation at the end of the second tour of duty.

Death and Injury in Service

118. In the event of the death of a United Nations Police Officer, the United Nations will be responsible for all costs associated with the return of the remains to the home country as well as the round trip travel of a replacement on initial deployment and

repatriation. Where authorized, the United Nations may also pay the round-trip travel expenses of an escort to accompany the remains to the home country.

119. Compensation may not be paid where a United Nations Police Officer's death, injury or illness is deemed to have been caused by that individual's own wilful misconduct or wilful negligence.

120. A claim for compensation by or on behalf of a United Nations Police Officer must be submitted through the Assistant Secretary-General of the Office of Mission Support to the United Nations Secretary-General by the officer, his/her dependants or his/her Government, within four (4) months of the United Nations Police Officer's death, injury or onset of illness. In exceptional circumstances, the Secretary-General may accept for consideration a claim made at a later date. The Secretary-General has appointed an Advisory Board on Compensation Claims to review claims filed under the rules governing entitlement and to report to him regarding such claims or appeals. The determination of the injury or illness and the type and degree of incapacity and of the relevant award will be decided on the basis of the documentary evidence and in accordance with the provisions established by the Secretary-General. All cases will be given sympathetic consideration, taking into account all relevant factors, including the possibility that such death, injury or illness could have occurred during the performance of United Nations official duties.

121. A United Nations Police Officer is at liberty to name his/her own beneficiary, whether the latter is a recognized dependant or not. For this purpose, each United Nations Police Officer, upon arrival in the mission, is required to complete, in triplicate, a designation of beneficiary form.

122. In the event of death in the service of the United Nations, the award of compensation will follow a similar procedure, but the payment will be made to the duly designated beneficiary of the United Nations Police Officer. If no beneficiary has been named, the payment will be made to the estate of the deceased. In either case, payment will be made by the United Nations through the United Nations Police Officer's Government.

Individual or Member State Request

123. Upon the request of a United Nations Police Officer or Member State, the costs associated with repatriation and replacement shall be borne by the Member State. If, however, the replacement completes the repatriated United Nations Police Officer's tour of duty plus an additional tour of duty, the United Nations will pay for the travel of the replacement on initial deployment and final repatriation at the end of the second tour of duty.

Compensation for Loss of Personal Effects

General

124. United Nations Police Officers may be entitled for a reasonable amount of compensation to be paid, within established limits, to their personal effects, which has been determined by the United Nations to be directly attributable to the performance of official duties on behalf of the United Nations.

Definition of Personal Effects

125. Personal effects are defined as goods normally required for United Nations Police Officers' personal or household use, and exclude animals and power-assisted vehicles.

Conditions under which Compensation May Be Payable

126. Loss of or damage to personal effects are deemed to be attributable to the performance of official duties when the loss or damage:

- a. Was caused by an incident, which occurred while the concerned United Nations Police Officer was performing official duties on behalf of the United Nations;
- b. Was directly due to the presence of a United Nations Police Officer, in accordance with an assignment by the United Nations, in an area designated by the United Nations Security Coordinator as hazardous, and occurred as a result of the hazards in that area; and
- c. Was caused by an incident, which occurred during any travel by means of transportation furnished by or at the expense or direction of the United Nations, undertaken in connection with the performance of official duties.

127. Compensation is not payable for loss or damage to personal effects when the loss or damage was caused by the negligence or misconduct of a United Nations Police Officer.

Duty Schedule, Leave, Compensatory Time Off, Clothing, Equipment and Related Matters

Hours of Duty

128. The Head of the Police Component shall establish the hours of work for United Nations Police Officers, with the concurrence of the Head of the Administration Component of the mission. An equitable duty schedule is organized to meet operational and administrative requirements of the mission. If the operational requirements allow, the norm would be the establishment of a five-day workweek, including through the establishment of a duty roster for Saturdays, Sundays and official holidays. If for operational reasons United Nations Police Officers are required to work on Saturdays,

Sundays and official holidays, CTO should be granted to compensate for the weekends and holidays worked.

Leave and CTO

129. Leave with MSA is accrued at the rate of 1.5 days per month of completed service. The following general conditions apply to leave:

- a. Except with regard to leave accruing in respect of the final month of service, leave may not be taken before it is earned;
- b. There will be no cash payment for accrued, but unused leave;
- c. Leave must be taken during the tour of duty. Assignments will not be extended for the purpose of exhausting leave entitlements;
- d. Leave may be taken in conjunction with compensatory time off;
- e. During the final month of service no more than 12 days' leave and/or compensatory time off may be approved; and
- f. The full rate of MSA applicable to United Nations Police Officers posting is payable for all leave days taken, irrespective of where they are taken.

Sick Leave

131. The attending physician must certify any absence on sick leave in excess of one day per month. Repeated absence on sick leave will render the United Nations Police Officer liable to repatriation on medical grounds. Sick and compassionate leave shall not interrupt the compensatory time off (CTO) cycle.

132. MSA is not payable when United Nations Police Officers are hospitalised or on sick leave outside the mission area.

Compensatory Time Off (CTO)

133. The criteria for determining eligibility to CTO is whether the nature of duty is continuous, without a break for weekends, holidays, periodic rest days or scheduled days off. CTO may be granted when operational requirements necessitate the active duty of a United Nations Police Officer on a continuous basis i.e., twenty-four (24) hours per seven (7) days a week including weekends and holidays where the only days off would be for reasons of sick leave or annual leave. United Nations Police Officers who enjoy weekends, holidays or days off in lieu of weekends/holidays, do not qualify for CTO even if the individuals are required to perform stand-by or duty officer functions ⁽¹⁵⁾.

Departure From and Arrival in Mission Area

134. Leave and CTO days leave will be calculated from the date of arrival to or departure from the mission area.

15. See “*CTO Policy for Military Observers and Civilian Police*” attached as annex 10.

Mission Subsistence Allowance (MSA)

135. The Mission Subsistence Allowance (MSA) is a daily allowance payable by the United Nations for living expenses incurred in the mission in connection with temporary assignments. MSA is primarily determined on the basis of long-term accommodation, food and incidental expenses at the duty station. MSA rates are established by the United Nations Office of Human Resources Management based on a survey of accommodation, food and miscellaneous expenses. The rates are reviewed and may be adjusted accordingly. When either United Nations or another entity provides accommodation and/or food the MSA will be reduced accordingly. MSA is payable in the following circumstances:

- a. For actual work days spent in the mission area;
- b. For the weekends and official holidays, whether spent within or outside the mission area, which occur within a period during which the staff member was otherwise entitled to MSA;
- c. For annual leave days accrued while on mission assignment and taken prior to the end of the tour of duty; and
- d. For sick leave spent in the mission area. In the case of hospitalisation in the mission area, only the accommodation portion of the MSA is payable.

136. When required to travel on official business within the mission area which requires an overnight stay at a location away from the normal duty station, the full MSA rate is payable at the place of the overnight stay, in addition to the accommodation portion of the MSA for the normal duty station.

Currency regulation

138. It is the United Nations Police Officer's responsibility to learn and abide by the currency regulations of his/her home country and the mission area, especially as regards to foreign currency exchanges on the local market. Violations of these regulations may result in disciplinary action.

Clothing and Equipment

General Information

139. United Nations Police Officers are obliged to wear their national uniforms during the performance of their duties. The United Nations will provide a blue beret, peak cap, cap badge, neck scarf and six shoulder patches to be sewn on the upper right sleeve of the uniform shirt or jacket. A national identification symbol, normally a small national flag, should be sewn on the upper left sleeve of the uniform shirt and jacket. United Nations Police Officers must have the United Nations blue helmet and anti-flack jacket readily accessible to wear in case of emergency, or upon notification and order from the chain of command. It is recommended to Member States to provide protective equipments to their deployed contingents as appropriate.

140. Selection of clothing and equipment will depend on climatic and terrain conditions in the mission area. United Nations Police Officers may wear civilian clothes while off-duty.

Firearms and ammunition

141. Member States are fully responsible for the provision and transport, to and from the mission area, of firearms and ammunition for United Nations Police Officers deployed in peacekeeping operations, when so required by the United Nations. Such weapons must be in excellent working condition and ammunition must be valid for at least two (2) years at the time of their transportation to the mission area.

Cameras

142. United Nations Police Officers are not authorized to carry cameras while on duty, unless as otherwise authorized by the mission. Upon arrival, all United Nations Police Officers should acquaint themselves with the standard operating procedures and other administrative directives, which give details governing the off-duty use of cameras.

Clothing and Equipment Allowance

143. The present entitlement for clothing and equipment is \$US 200 for each full year of service. The allowance is paid in two instalments, the first half upon arrival in the mission area and the second half at the end of six (6) months, when there is a reasonable expectation that the United Nations Police Officer will complete a full year's tour of duty.

United Nations Medal

144. The Secretary-General establishes the United Nations Medal for award, subject to the applicable regulations, to United Nations Police Officers who are or have been in the service of the United Nations.

Miscellaneous

Performance Appraisals

145. Performance appraisals must be completed in accordance with the *DPKO Standard Operating Procedures on Performance Appraisal of United Nations Police Officers* (see annex 11).

Administrative and Financial Matters

146. During their tour of duty in the mission, United Nations Police Officers shall be responsible for administrative and financial matters at the mission level in accordance with United Nations rules, regulations and other issuances. After the completion of assignments of United Nations Police Officers with the mission, DPKO shall handle all

communications with police contributing countries pertaining to administrative and financial matters.

Entry into Force

147. These Guidelines shall come into force on 29 June 2007. They shall supersede all existing guidelines applicable to United Nations Police Officers, excluding members of Formed Police Units, on assignment with Peacekeeping Operations.

Jean-Marie Guéhenno
Under-Secretary-General
Department of Peacekeeping Operations
29 June 2007

ATTACHMENTS

1. **Article VI of the Convention on the Privileges and Immunity of the United Nations (Annex 1)**
2. **Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Missions (Annex 1a)**
3. **Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse (Annex 1b)**
4. **United Nations Criminal Justice Standards for Peacekeeping Police (Annex 1c)**
5. **"We are United Nations Peacekeepers" (Annex 2)**
6. **Ten Rules Code of Conduct for Blue Helmets (Annex 2a)**
7. **Letter of undertaking by United Nations Police Officers (Annex 3)**
8. **List of points of contacts in DPKO (Annex 4)**
9. **Entry Medical Examination Form (Annex 5)**
10. **United Nations Medical Guidelines for Peacekeeping Operations (Annex 6)**
11. **Health care policies and procedures (Annex 7)**
12. **United Nations Police Officer Deployment List (Annex 8)**
13. **Extract from DPKO Human Resources Handbook (Annex 9)**
14. **CTO Policy for Military Observers and Civilian Police (Annex 10)**
15. **DPKO Standard Operating Procedures on Performance Appraisal of United Nations Police Officers (Annex 11)**
16. **Directive for Disciplinary Matters involving Civilian Police Officers and Military Observers (Annex 12)**
17. **Blank Personal History Form (Annex 13)**