

**Secretary of the General People's Committee for Justice**  
**Decree No. (446) of 1985**  
**on the internal organisation regulation for the Police Training Institute**

**The Secretary of General People's Committee for Justice and Public Security**

**Upon review of:**

- Police Law No. (6) of 1972 and the amending laws therefor;
- (Former) Cabinet Decree on the establishment of the Police Training Institution issued on 26 Rabi' al-Thani 1393 AH corresponding to 30 May 1972 AD;
- This Secretariat Decree No. (126) of 1973 on the establishment and organisation of the Police Training Institute issued on 17 Rajab 1393 AH corresponding to 16 August 1973 AD;
- The proposal of the Administrative and Financial Affairs Department;

**has decreed:**

**Chapter (1)**  
**System for Admitting New Recruits**

**Article (1)**

The number of new recruits that are to be admitted during the year shall be determined in accordance with the needs of the General People's Committee for Justice. Requests shall be submitted to the Institute management during the months of June and December of each year.

**Article (2)**

The procedures that must be followed for the submission of applications to the Institute shall be determined so that Institute management can undertake the procedures of the medical examination of applicants by the competent doctor on the forms designated therefor by the Secretariat of the General People's Committee for Justice.

**Article (3)**

A committee of Institute officers shall be formed to select new recruits applying to join the Institute from the applicants that meet the enrolment conditions in accordance with the provisions of Article (23) of Police Law No. (6) of 1972. The committee may deny admission to anyone that fails to meet the conditions, regardless of who recruited him.

**Article (4)**

A file shall be prepared for each new recruit containing the following information:

- a. Documents submitted thereby to join the police and the medical examination results.
- b. Brief summary of the disciplinary penalties imposed on the recruit during the duration of his studies.
- c. Other documents related to the procedures, clinics and others.
- d. Documents related to examinations and their results.

### **Article (5)**

A register shall be created in the Institute for new recruits. Recorded therein shall be the full name and family name of the recruit, his date of birth, place of residence, guardian's name, profession, address, educational level, date of enrolment, examination results, resume, and the admission decision.

### **Chapter (2)**

#### **Admission of Non-Libyan Recruits**

### **Article (6)**

The number of new recruits that are to be admitted for study in the Institute from friendly and fellow Arab states shall be specified on the basis of a request from their governments or the representatives thereof in Libya in accordance with availability.

### **Article (7)**

Applications from new recruits shall meet the academic qualifications and physical fitness conditions and pass the prescribed medical examination. One or more of these conditions may be waived, and the delegate recruit shall be subject to the regulations in effect in the Institution during the prescribed duration of the course.

### **Article (8)**

If a delegate recruit is absent, the Secretariat of the General People's Committee for Justice shall be notified. The latter shall then notify the representative of the country that nominated the recruit or the entity with which he is affiliated. If the absence continues for a period of fifteen consecutive days, the recruit shall be considered suspended from the course with the exception of cases of absolute necessity, such as the death of a parent or sibling.

### **Article (9)**

The Director of the Institute may correspond with the General People's Committee for Justice to suspend a delegate recruit during the probation period for a duration of 45 days from the date of his enrolment in the course in the Institute if he violates the regulation.

### **Chapter (3)**

#### **System for Admission into Courses**

### **Article (10)**

Advanced specialised courses and refresher courses for security personnel of varying ranks shall be determined in accordance with the requirements of the yearly training plan for the period specified in the training plan. The opinion of Institute management shall be taken therein in terms of the designated number for and duration of each course.

### **Article (11)**

The candidates for the course shall be obligated to attend at the specified time and place. They shall arrive with their complete military equipment. The Director of the Institute or his assistant may decide not to admit anyone that misses the admission date or fails to arrive with his complete military equipment.

### **Article (12)**

Course participants of all ranks shall comply with the systems, regulations and rules in force inside the Institute. The disciplinary procedures stipulated in the special laws that organise their status

shall apply to violators, and they may be subject to the disciplinary penalties stipulated in Article (24) of this regulation.

#### **Chapter (4)** **Duration of Study and Subjects Taught in the Institute**

##### **Article (13)**

The duration of study in the Institute shall be a maximum of five months, so that two cohorts are graduated each year. The first course shall start on November 1 of each year, and last until the end of May. The second course shall start on July 1 and last until the end of November. The Secretary of the General People's Committee for Justice may amend the duration by increasing or decreasing the same in accordance with the requirements of public interest and work circumstances.

##### **Article (14)**

Study in the Institute shall be comprised of the following subjects:

First: Legal subjects:

The Code of Criminal Procedure – the Penal Code and the special and complementary laws thereof – other special criminal laws / border legislation.

Second: Police sciences:

Police management – police duties, operations, and crime prevention methods – criminal investigation – criminal statistics – criminal registration – national security – rescue and first aid – military training – advanced training.

Third: General sciences:

National thought – religious education – the English language – public relations – management science – administrative development – first aid.

Fourth: Supplementary courses:

Criminal psychology – criminology – forensics.

Fifth: Military training:

Weapons and infantry – physical education – The Institute's Board of Education shall distribute the curriculum to the courses of new recruits and other courses held at the Institute. It shall specify the times and topics that must be studied in each subject, and may add or remove some of the subjects.

#### **Chapter (5)** **Examinations**

##### **Article (15)**

Final examinations shall be held for each course on the curriculum prescribed therefor. Each teacher shall bear responsibility for preparing the questions in the subject he teaches with the utmost confidentiality. In the event of multiple teachers responsible for a single subject, the questions shall be prepared by all of them together, or submitted in a closed envelope to the Director of the Institute or the deputy thereof.

### **Article (16)**

The date and location of the examination shall be determined and the committees responsible therefor shall be formed by virtue of a decision issued by the Director of the Institute or his assistant. The committees shall be composed of officers whenever possible.

### **Article (17)**

One hundred points shall be the maximum grade for each of the subjects on the theoretical and scientific examinations. The passing grade shall be 50% for each subject on its own, and at the same percentage of the cumulative total for all subjects.

### **Article (18)**

If a student is unable to take the prescribed examination in the course for justifiable reasons accepted by the Director of the Institute, he shall be given a special examination within a period of no more than two weeks from the completion of examinations. In all cases, participation in the examination shall necessitate the student's attendance of two-thirds of the prescribed course hours and for him to not be considered as having failed.

### **Article (19)**

Passing grades for the student shall be as follows:

|   |            |
|---|------------|
| 85% and above of the total score for the grade: | excellent  |
| 75% and above of the total score for the grade: | very good  |
| 65% and above of the total score for the grade: | good       |
| 55% and above of the total score for the grade: | acceptable |

### **Article (20)**

Paragraph a)

The student shall be considered as having to repeat a year if he fails no less than three subjects. The test shall be given to the same on a date determined by the Director of the Institute no later than one month from the completion of the course.

Paragraph b)

The student shall be considered to have failed and shall have to repeat the term if he fails four or more subjects.

Paragraph c)

In the event of a student's failure for the second time, he shall be suspended from his studies and released.

Paragraph (d)

The student shall be considered to have failed and shall have to repeat the course if he is absent for the examination in one or more subjects without reasons accepted by the Director of the Institute.

### **Article (21)**

If a student is caught cheating while taking the examination in any way, the answer sheet shall be taken therefrom. He shall be granted a grade of 0 in the subject in which he is caught cheating. If the student repeats the same method in more than two subjects, he shall be banned from taking the entire examination. This provision shall apply to any student that helps another person cheat.

### Article (22)

The Director of the Institute shall approve the final examination results.

## Chapter (6) Disciplinary Penalties

### Article (23)

New recruits students and course participants must display an appearance that is appropriate for the noble function of the entity to which they belong. They shall be prohibited from committing actions that are unethical or that violate public morality or military discipline inside and outside of the Institute.

### Article (24)

The disciplinary penalties that may be imposed on students in the Institute shall be as follows:

1. Warning: Bringing the student's attention to not repeating a simple mistake he committed after a brief trial and on one occasion during the course.
2. Additional education after school hours: Student shall undertake the military education prescribed in the curriculum with all of his equipment at 45 minutes per hour, which may not be implemented for more than one hour per day during the period following the lunch meal and before evening sports.
3. Shaving off all hair: This may only be imposed one time per month.
4. Deprivation of leave: Denying the student permission to leave during holidays. He must remain in his military attire inside the Institute. He may be assigned any daily work. The duration of the deprivation of leave shall not exceed three vacation days per penalty. Each vacation day shall represent one week.
5. Reduction of the regular rank prescribed for trainees.
6. Confinement to the room for a maximum period of two weeks, while the student continues to attend lectures and training.
7. Suspension from course.

### Article (25)

- a. The Director of the Institute may inflict all the penalties stipulated in the preceding article. The articles shall be considered in force immediately after their date they are inflicted, with the exception of the suspension penalty, which shall be considered in force after being approved by the Secretary.
- b. Other Institute officers may inflict the disciplinary penalties in Paragraphs (1), (2), (3), and (4) and confinement to the room for no more than three days.

| Penalty                   | Points deducted                   |
|---------------------------|-----------------------------------|
| 1. Warning                | Two points                        |
| 2. Additional education   | One point for each day            |
| 3. Shaving off all hair   | One point for each act of shaving |
| 4. Deprivation of leave   | One point for each day            |
| 5. Detainment in the room | One point for each day            |
| 6. Reduction in rank      | Five points                       |

### **Article (26)**

The grade for the trainee's behaviour shall be determined out of 50 points. If the trainee loses more than 20 points, he shall be considered to have failed the course.

## **Chapter (7) Discipline and Order**

### **Article (27)**

Administrative hierarchy shall be followed when meeting with officers inside the Institute, from the lowest to the highest levels in the platoon.

### **Article (28)**

A weekly inspection shall be conducted every Thursday to assess personal hygiene, uniform, weapons, equipment, and duties.

### **Article (29)**

Clinic papers may only be granted by the Director of the Institute or the substitute thereof in the case of his absence.

### **Article (30)**

All Institute officers shall be considered entrusted with monitoring and supervising the behaviour and conduct of recruits outside of the Institute in order to maintain the reputation thereof and of the Institute and entity to which they belong. They may take any immediate disciplinary measures they deem fit.

### **Article (31)**

If the recruit leaves the Institute or escapes from the course for a period that exceeds fifteen days for any reason other than health or justifiable reasons accepted by the Director of the Institute, he may be suspended from the course by the latter if a decree is not issued in his regard by the Secretary of the General People's Committee for Justice. In this case, the Administrative and Financial Affairs Department shall be notified.

### **Article (32)**

Study in the Institute shall cease during the months of June and December of each year in order to receive applications in accordance with the stipulations of Article (1) of this regulation.

### **Article (33)**

The Director of the Institute may grant emergency leave to students during the course, the maximum duration of which shall not exceed one week. Leave shall be granted in cases of absolute necessity such as the death of a parent or a sibling, or to give testimony in court.

### **Article (34)**

Students shall be permitted to exit the Institute during weekly, official and religious holidays. They shall all return on the evening of the day of the holiday, unless otherwise prescribed by the Director of the Institute for serious reasons. Students shall only be permitted to sleep outside of the Institute or leave the city of Tripoli after obtaining written permission from Institute management.

### **Article (35)**

Convalescence shall be spent inside the Institute in a designated place in the clinic whenever possible.

### **Article (36)**

- a. If it is prescribed that a student be kept in the hospital for treatment, Institute management shall notify the student's guardian or one of his relatives whenever necessary, as well as the entity that recruited him and the public relations office.
- b. When the student leaves the hospital, he shall notify Institute management accordingly.
- c. When any student is kept in the hospital, the clinic officer shall visit him and submit a report on his health condition.
- d. During his stay in the hospital, the student shall abstain from undertaking any action that exposes him to legal accountability.

### **Article (37)**

After enrolling in the course, student recruits shall not be permitted to exit the Institute before the completion of four weeks, unless circumstances require the contrary.

### **Article (38)**

Students may be visited in the Institute as follows:

- a. Every Thursday from 16:00 until 18:00.
- b. Every Friday from 10:00 until 18:00.
- c. The visit shall be under the supervision of the commander of the guard and in the designated place therefor.
- d. Women may only be visited by guardians. The entry of cars and food into the Institute shall be prohibited.
- e. Students shall be prohibited from accompanying visitors outside of the visiting area or to any other place inside the Institute.

## **Chapter (9)**

### **Uniform**

### **Article (39)**

Students in the Institute shall wear the following uniform:

- a. Work suit, a waist belt, short shoes for officers and long shoes for other rankings and new recruits, a cap, shirt, tie and socks during training. Students shall have two suits for courses that last for more than three months.
- b. Prescribed athletic clothing during the summer and winter.
- c. Recruits shall receive their official prescribed military duties a sufficient amount of time before their exit.
- d. Wearing civilian clothing inside the Institute shall be prohibited, with the exception of cooks and nurses.

## **Chapter (10)**

### **General Provisions**

### **Article (40)**

Duties and competencies shall be in accordance with Decree No. (126) of 93/73 on the organisation of the Police Training Institute.



#### **Article (41)**

Instructions shall be issued by the Director of the Institute to specify daily timing during regular days and holidays, as well as during the month of Ramadan.

#### **Article (42)**

During each course convened in the Institute, a number of course participants shall be granted a temporary ranking that enables them to supervise their classmates by virtue of a command from the Director of the Institute, as follows:

- a. Rank of Staff Sergeant as Staff Sergeant for each course.
- b. Rank of Sergeant as Sergeant for each platoon.
- c. Rank of Corporal as Corporal for each section in the platoon.

The selection of these rankings shall observe moral, disciplinary and practical aspects.

#### **Article (43)**

The top three students in the prescribed final examination for all courses shall be granted an award that shall act as incentive for the same and for others to improve their discipline and academic attainment.

#### **Article (44)**

The Institute shall organise a graduation ceremony for courses that exceed a period of three months. Several officials from the Secretariat, as well as other officials, shall be invited thereto.

#### **Article (45)**

The attached tables (a) and (b) shall be adopted as a measure of the nutrition, clothing, and supplies prescribed for each student in the Institute. The student shall be fined for the value of the clothing or supplies he loses or consumes out of negligence or remissness in accordance with the police regulations in effect.

#### **Article (46)**

The functions of the store, restaurant, dispensary, barber, washing and bathing system and other functions shall be organised by instructions from the Director of the Institute, which shall organise and facilitate the flow of work, in such a manner as does not contradict the provisions of this regulation.

#### **Article (47)**

A yearly festival shall be prepared in the Institute during the month of September of each year that includes sports, training, cultural and entertainment aspects. Awards shall be distributed therein to the winners.

#### **Article (48)**

The Institute shall hold a graduation ceremony for each cohort of students. This shall be done with sufficient time to notify the Secretariat of the General People's Committee of Justice thereof.

#### **Article (49)**

To ensure self-reliance and instil self-confidence in the new students, the students shall be assigned the duties of platoon Sergeants, section commanders and guard Sergeants, as well as the functions of guarding, night patrols, and maintaining notification records.



**Article (50)**

The competent bodies shall implement this regulation. It shall enter into force from its date of issuance and shall be published in the Official Gazette.

**Miftah Muhammed K'eba – Libya**  
**Secretary of the General People's Committee for Justice**

**Issued on: 9 Ramadan 1394 FDP**

**Corresponding to: 29 May 1985 AD**

## Appendix (a) Supplies

**Table of supply measurements during courses held in the Institute for varying ranks**

| No. | Product name               | Prescribed daily quantity in grams | Number of distributions per week | Remarks                           |
|-----|----------------------------|------------------------------------|----------------------------------|-----------------------------------|
| 1   | National meat (lamb)       | 300 grams                          | 2 per week                       |                                   |
| 2   | Non-national meat (veal)   | 300 grams                          | 3 per week                       |                                   |
| 3   | Local beef                 | 300 grams                          | 1 per week                       |                                   |
| 4   | Fish                       | 200 grams                          | 1 per week                       |                                   |
| 5   | Chicken                    | 500 grams                          | 1 per week                       |                                   |
| 6   | Liver                      | 150 grams                          | 1 per week                       | If not available, distribute meat |
| 7   | Olives                     | 50 grams                           | 2 per week                       |                                   |
| 8   | Different types of cheese  | 50 grams                           | 2 per week                       |                                   |
| 9   | Jam                        | 50 grams                           | 5 per week                       | Distributed together              |
| 10  | Butter                     | 30 grams                           | 2 per week                       |                                   |
| 11  | Levantine sweets           | 60 grams                           | 2 per week                       |                                   |
| 12  | Eggs by unit               | 2 eggs                             | 2 per week                       |                                   |
| 13  | Sardines or tuna           | 125 grams                          | 1 per week                       |                                   |
| 14  | Milk                       | 250 grams                          | 7 per week                       |                                   |
| 15  | Rice                       | 200 grams                          | 3 per week                       |                                   |
| 16  | Pasta                      | 200 grams                          | 4 per week                       |                                   |
| 17  | Couscous                   | 200 grams                          | 1 per week                       |                                   |
| 18  | Lemons                     | 30 grams                           | 7 per week                       |                                   |
| 19  | Vegetables                 | 300 grams                          | 7 per week                       |                                   |
| 20  | Fruits                     | 300 grams                          | 7 per week                       |                                   |
| 21  | Local fruits               | 170 grams                          | 7 per week                       |                                   |
| 22  | Carrots                    | 100 grams                          | 7 per week                       |                                   |
| 23  | Lettuce or cucumber        | 150 grams                          | 7 per week                       |                                   |
| 24  | Fresh tomatoes             | 150 grams                          | 7 per week                       |                                   |
| 25  | Flour                      | 420 grams                          | 7 per week                       |                                   |
| 26  | Yeast                      | 1 gram                             | 7 per week                       |                                   |
| 27  | White bread                | 600 grams                          | 7 per week                       |                                   |
| 28  | Croquant                   | 300 grams                          | 7 per week                       |                                   |
| 29  | Dry onion                  | 50 grams                           | 7 per week                       |                                   |
| 30  | Green onion                | 30 grams                           | 7 per week                       |                                   |
| 31  | Olive oil or ghee          | 60 grams                           | 7 per week                       |                                   |
| 32  | Tomato paste               | 60 grams                           | 7 per week                       |                                   |
| 33  | Sugar                      | 75 grams                           | 7 per week                       |                                   |
| 34  | Tea                        | 10 grams                           | 7 per week                       |                                   |
| 35  | Table salt                 | 20 grams                           | 7 per week                       |                                   |
| 36  | Turmeric                   | 3 grams                            | 7 per week                       |                                   |
| 37  | Ground pepper              | 3 grams                            | 7 per week                       |                                   |
| 38  | Parsley                    | 10 grams                           | 7 per week                       |                                   |
| 39  | Different types of legumes | 100 grams                          | 7 per week                       |                                   |
| 40  | Potatoes                   | 100 grams                          | 7 per week                       |                                   |
| 41  | Celery or mint             | 10 grams                           | 7 per week                       |                                   |
| 42  | Spices                     | 2 grams                            | 7 per week                       |                                   |

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## Appendix (b)

### Measures for clothing and supplies for new recruit Institute course participants

| No. | Product Name                    | Quantity | Minimum per product        | Remarks                      |
|-----|---------------------------------|----------|----------------------------|------------------------------|
| 1   | Winter shirt                    | 1        | Throughout course duration | In Police Training Institute |
| 2   | Summer shirt                    | 1        | Throughout course duration | In Police Training Institute |
| 3   | Undershirt                      | 2        | Throughout course duration | In Police Training Institute |
| 4   | Professional suit               | 2        | Throughout course duration | In Police Training Institute |
| 5   | Undergarments                   | 2        | Throughout course duration | In Police Training Institute |
| 6   | Wool undershirt                 | 2        | 3 years                    | In Police Training Institute |
| 7   | Wool coat                       | 1        | 4 years                    | In Police Training Institute |
| 8   | Round hat (beret)               | 1        | Throughout course duration | In Police Training Institute |
| 9   | Wool socks for training         | 3        | Once per year              | In Police Training Institute |
| 10  | Sportswear                      | 1        | Throughout course duration | In Police Training Institute |
| 11  | Long rubber shoes               | 1        | Throughout course duration | In Police Training Institute |
| 12  | Long training shoes             | 2        | Throughout course duration | In Police Training Institute |
| 13  | Half-black shoes for officers   | 1        | Throughout course duration | In Police Training Institute |
| 14  | Puttee                          | 1        | Throughout course duration | In Police Training Institute |
| 15  | Blankets                        | 4        | 3 years                    | In Police Training Institute |
| 16  | White sheets                    | 2        | Throughout course duration | In Police Training Institute |
| 17  | Shoe brush                      | 1        | Throughout course duration | In Police Training Institute |
| 18  | Waist belt                      | 1        | Throughout course duration | In Police Training Institute |
| 19  | Tie                             | 2        | Throughout course duration | In Police Training Institute |
| 20  | Face towel                      | 2        | Throughout course duration | In Police Training Institute |
| 21  | Shower towel                    | 1        | Throughout course duration | In Police Training Institute |
| 22  | Winter or summer sleep garments | 2        | Throughout course duration | In Police Training Institute |

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