

General People's Committee for Justice
Decree No. (360) of 1991
on the internal organization of the Secretariat of Justice

The General People's Committee for Justice

Upon review of:

- General People's Committee No. (1160) of 1990 on reorganising the Secretariat of Justice;

has decreed:

Article (1)

First: The internal organisation of the Secretariat of Justice shall be in accordance with the following:

a. Secretary of the General People's Committee for Justice. Directly subordinate thereto shall be:

1. Administrative and Financial Affairs Department
2. General Directorate for Training
3. Committee Affairs Office
4. Legal Affairs Office
5. Follow-Up Office
6. Public Relations Office

b. Undersecretary for Judicial and Legal Affairs:

He shall assist the Secretary of the General People's Committee for Justice in executing General People's Committee for Justice decrees related to judicial and legal affairs and shall exercise direct supervision over the following directorates and authorities:

1. Judicial Body Inspection Department
2. Lawsuits Authority
3. Department of People's Legal Defence
4. General Law Department
5. General Directorate for Judicial Police

c. Undersecretary for Security Affairs:

He shall assist the Secretary of the General People's Committee for Justice in executing General People's Committee for Justice decrees related to security affairs and shall exercise direct supervision over the following directorates and authorities:

1. General Department of Passports and Nationality
2. General Directorate for Operations and Coordination
3. General Directorate for Security Affairs
4. General Directorate for Combatting Narcotic Drugs and Psychotropic Substances
5. General Directorate of Civil Defence
6. General Directorate for Traffic Affairs
7. Arab and International Criminal Police Bureau

Second: The following bodies shall be subordinate to the General People's Committee for Justice:

1. Socialist Real Estate and Authentication Department
2. Internal Security Agency
3. Judicial Institute
4. Police Faculty
5. Civil Defence Center
6. Judicial Expertise and Research Centre
7. The Information and Documentation Centre
8. Public Facility and Establishment Security Authority
9. Public Safety Commodity Importing Co.
10. Public Company for Judicial Facility Equipment and Maintenance

Article (2)

The Administrative and Financial Affairs Department shall be composed of the following:

a. The Service Affairs Office, which shall include the following:

1. Officer Affairs Division
2. Non-Commissioned Officer and Enlisted Division
3. Local Public Security Volunteer Affairs Division
4. Employee Affairs Division

• Through its multiple divisions, the office shall be responsible for the following:

- Undertake the procedures of appointments, transfers, delegations, secondment, promotions, remuneration and other benefits, as well as leaves, missions, and referrals for retirement, in accordance with the laws and regulations in effect in this regard.
- Organise and document personal files, employee life cards, seniority tables, financial disclosure statements, and all matters related to employee affairs.
- Prepare and organise cadre and leave records and provide the necessary information, data, and reports on employee affairs.
- Plan for the needs of the Secretariat in terms of the workforce through coordination with the competent departments and prepare the information and data related thereto.
- Oversee the conditions of those referred for retirement and propose ways to make use of their expertise.

b. The Judicial Bodies Affairs Office, which shall comprise the following:

1. The Judicial Bodies Affairs Division, which shall be responsible for the following:

- Tally and inspect the headquarters of judicial bodies, record the status thereof, and present reports thereon and on the extent to which judicial bodies require new headquarters.
- Tally the existing furniture in judicial bodies' headquarters and prepare a technical report on the state thereof, submit practical proposals on the headquarters' needs in terms of the furniture and supplies necessary for the workflow in judicial bodies.
- Tally the judicial bodies' needs in terms of cameras and photocopiers, as well as the stationery needs thereof, and work to meet these needs.

- Prepare proposals related to developing and improving the conditions of the judicial agencies to ensure the successful flow of work therein.
 - Monitor the Secretariat's demands for statistics, data, and information related to the affairs of judicial bodies.
2. The Judicial Body Members Affairs Division, which shall be responsible for the following:
- Organise and document personal files and employee life cards belonging to judicial body members, as well as seniority tables, financial disclosure statements, and all matters related to the employee affairs of judicial body members.
 - Prepare proposals pertaining to the needs of judicial bodies in terms of the workforce through coordination with the competent departments.
 - Everything related to the administrative and employee affairs of judicial body members.
- c. The Administrative Oversight Office, which shall be responsible for the following:
- Coordinate with the competent departments and offices in the Secretariat to organise and oversee the arrival and departure of employees and prepare and review the necessary registers therefor.
 - Prepare and organise a register for the Secretariat headquarters and a register for each department and office outside of the Secretariat headquarters to record cases of exit and return to work during official working hours for anyone who has been granted permission and authorised to be absent and the duration of the absence; prepare the forms that shall be submitted for this purpose by anyone authorised to exit to verify the legitimacy of his absence.
 - Prepare daily shift schedule in the Secretariat, supervise and oversee the implementation thereof and report any negligence in this regard.
 - Monitor performance rates in all departments and offices in the Secretariat and submit periodic reports thereon.
- d. The Financial Affairs Office, which shall comprise the following:
- The Budget and Accounts Division shall be responsible for the following:
 - Prepare draft budgets for the General People's Committee for Justice.
 - Maintain the prescribed accounting records in accordance with the Financial System Law and the executive regulation thereof, as well as the relevant forms and documents.
 - Issue financial compensation, payment orders and cheques, issue salaries and all other financial dues related to the credits of the General People's Committee for Justice.
 - Prepare and transfer monthly and final accounts, and provide all competent bodies therewith.
 - Collect all revenues that fall within the competency of the General People's Committee for Justice and monitor the renewal of letters of guarantee issued for the Secretariat.
 - Supervise the execution of accounting systems to ensure the correctness of spending and revenue.
 - Activities related to the social welfare fund for police officers. The matters of this fund shall be organised and the resources and methods of spending therefrom and rules and regulations related thereto shall be determined by a decree issued by the Secretariat of the General People's Committee for Justice.
 - The Contracts and Procurement Division, which shall be responsible for the following:

- Announce the Secretariat of Justice’s public tenders.
- Prepare the draft contracts necessary to fulfil the needs of the Secretariat through coordination with the competent bodies.
- Perform the functions of making the necessary procurement for the Secretariat.
- Perform the functions of obtaining imported goods from abroad for the Secretariat.
- Prepare information and data, and maintain the records, files, and other entries related to contracting and procurement.
- Other functions assigned thereto related to undertaking the functions of contracting and procurement.

e. The Services Office, which shall include the following:

1. The Works Division, which shall be responsible for the following:

- Prepare technical sketches, drawings, and specifications for the necessary projects for the Secretariat, oversee the execution thereof and follow the procedures for the receipt thereof.
- Build and maintain the buildings assigned thereto.
- Organise and archive the documents and papers pertaining to the buildings and projects, and prepare the information and statistics related thereto.

2. The Vehicles Division, which shall be responsible for the following:

- Study the Secretariat’s needs in terms of vehicles and machinery, and draft the necessary plans to provide them.
- Receive vehicles and machinery, store, maintain, and disburse them, secure their storage, and disburse the necessary spare parts therefor.
- Monitor to ensure the proper usage of vehicles and machinery in the official purposes designated therefor, prepare the reports necessary in that regard.
- Propose the procedures, rules, and regulations necessary to ensure the proper distribution of motor vehicles, the disbursement thereof and the disbursement of the spare parts therefor.
- Provide the fuel, oil, and petrol necessary for motor vehicles.
- Prepare driver’s licences for police and local public security vehicles.

3. The Supply and Storage Division, which shall be responsible for the following:

- Study the Secretariat’s needs in terms of materials, equipment, and accessories, and draft the plans necessary for the provision thereof.
- Provide, store, and disburse all materials, equipment, and accessories and organise the maintenance of records, cards, and forms related thereto.

4. The Clubs and Shops Division, which shall be responsible for the following:

- Prepare the plans necessary in regards to clubs and shops and the development thereof.
- Perform the necessary procurement activities for shops, and store and distribute them in accordance with the decrees issued in this regard.
- Maintain and organise the registers, cards, forms, documents, books, and other records necessary to control the accounting system for clubs and shops.
- Prepare organised periodic reports in regards to the accounts of the clubs and shops.

5. Prepare the necessary information and statistics in accordance with the requirements of ensuring proper flow of work.
- f. The Archives Division, which shall be responsible for the following:
 - Receive incoming mail for the Secretariat and perform the mail activities issued thereby.
 - Establish, arrange, and archive files related to the Secretariat's functions.
 - Prepare indexes for the file guide.
 - Maintain signature slips and certified stamps and certify the validity thereof.
 - Perform the printing, copying, retrieval, and photographing activities necessary for all of the Secretariat's functions.
- g. The Secretariat of Justice's Printing Press:
 - The Printing Press shall be responsible for printing the Official Gazette and the annexes thereto, as well as the records, sheets, cards, forms, and other printing functions required by the functions of the Secretariat, the bodies subordinate thereto. It shall also be responsible for what the Secretariat agrees with other bodies to print for a consideration in accordance with the arrangement determined by virtue of a decree issued by the Secretary of the General People's Committee for Justice.

Article (3)

The General Directorate for Training shall be composed of the following:

- a. The Planning Office, which shall comprise the following:
 1. The Curricula Division, which shall be responsible for the following:
 - Conduct research and studies to increase job performance efficiency, create specialised technical and administrative professional cadres, develop individual skills and personal capabilities, and cultivate practical experience in coordination with the competent bodies in the Secretariat.
 - Prepare theoretical and practical educational curricula in accordance with the training and qualification plans.
 - Participate in drafting the necessary plans and programs for training and vocational formation for employees of the sector.
 2. The Training Division, which shall be responsible for the following:
 - Prepare training and qualification plans to be adopted.
 - Establish the programs necessary to prepare and form the educational and training cadres necessary to execute the plans, and supervise the execution thereof.
 - Equip the necessary technical cadres to meet the sector's needs.
 - Organise procedures for the annual marksmanship demonstrations of the police.
 - Communicate and coordinate with other competent bodies to benefit from their programs in the field of training and vocational formation.
 3. The Media Division, which shall be responsible for the following:

- Organise and participate in panels, lectures, and meetings related to the field of training and boosting efficiency.
 - Provide the necessary supporting technical media, tools, and equipment for training programs.
 - Provide programs, pamphlets, periodicals, and other publications related to training and the methods and requirements thereof.
- b. The Oversight Office, which shall comprise the following:
1. The Training and Qualification Organisation Affairs Division, which shall be responsible for the following:
 - Supervise training and qualification organisations subordinate to the Department, which shall include police training centers and institutes, police science secondary schools, and police music units.
 - Connect and coordinate with specialised organisations, institutions, and entities in the fields of training internally and externally, and strive to benefit from their programs to meet the needs of the sector.
 - Propose developments to existing training and qualification organisations and create new ones.
 2. The Courses and Delegations Affairs Division, which shall be responsible for the following:
 - Deliver its opinion on candidates for enrolling in the training and qualification courses.
 - Oversee the affairs of educational and training courses and delegations internally and externally, and prepare the necessary report in their regard.
 3. The Information and Statistics Division, which shall be responsible for the following:
 - Establish and organise entries, and maintain records related to training and qualification.
 - Prepare statistics and information pertaining to the fields of training and qualification, refer them to the Information and Documentation Centre.
- c. The Police Sports Union, which shall be responsible for the following:
- Spread Jamahiriya sports amongst police and local public security employees.
 - Prepare athletes, including players, trainers, administrators, and coaches.
 - Hold sports courses and meetings and participate therein internally and externally by coordinating with sports unions and competent bodies.
 - Supervise the branches thereof in the municipalities.
- d. The Music Division, which shall be responsible for the following:
- Prepare and qualify artists for police music ensembles.
 - Participate in official events and other events in which the participation thereof is requested.
 - Supervise the police music units in the municipalities and work on the artistic qualification thereof.
- e. The Administrative Affairs Division:
- Shall be responsible for performing the functions of archival and administrative affairs at the General Directorate for Training.

Article (4)

The Committee Affairs Office shall comprise the following:

- a. The Secretariat, which shall be responsible for the following:
 1. Organise the Secretary's meetings and communications.
 2. Gather the information and data requested by the Secretary.
 3. Prepare and review the correspondence issued by the Secretary in accordance with his instructions.
 4. Any other tasks assigned thereto.
- b. The Sessions Affairs Division, which shall be responsible for the following:
 1. Arrange for the meetings of the General People's Committee for Justice or the Secretary thereof, including preparing tables of activities and gathering any memoranda and information related to the items thereof in accordance with the instructions issued by the Secretary.
 2. Record and take down the minutes of meetings for the General People's Committee for Justice or the Secretary thereof, and notify the relevant entities of the contents of these minutes.
- c. The Archives Division, which shall be responsible for the following:
 1. Undertake archive affairs related to mail and information of a confidential or private nature.
 2. Record the decrees and publications issued by the General People's Committee for Justice or the Secretary thereof, number them and refer them for implementation while maintaining copies thereof.
 3. Carry out the necessary functions of printing, copying, and photographing for the activities of the Committee Affairs Office.

Article (5)

The Legal Affairs Office shall be responsible for the following:

1. Prepare and review draft regulations and decrees that the General People's Committee for Justice is competent to issue.
2. Deliver its opinion and provide counsel in legal and organisational matters brought before the Secretary or the Secretariat's two undersecretaries.
3. Prepare and review draft laws and regulations related to the sector.
4. Monitor cases filed by or against the Secretariat, in coordination with the Lawsuits Authority.
5. Prepare and review the contracts and agreements entered into by the Secretariat.
6. Attend the meetings assigned thereto by the Secretary or either of the undersecretaries.

Article (6)

The Follow-Up Office shall be responsible for the following:

1. Tally and collect Basic People's Congress resolutions and General People's Committee decrees that pertain to the judicial sector, follow-up on the execution thereof with the competent entities in the Secretariat as they are issued, prepare the necessary reports in their regard, and coordinate therein with the competent department in the General People's Committee.
2. Follow up on the execution of decrees and instructions issued by the General People's Committee for Justice and provide periodic reports in their regard.

3. Collect and summarise the minutes and decrees of the General People's Committees for Justice in the municipalities, submit them to the Secretary and follow up on the implementation of his remarks in their regard.
4. Follow up on the execution of bilateral, regional, and international agreements in the justice sector through coordination with the competent bodies.
5. Archive the reports of official delegations participating in international congresses and meetings, and follow up on the implementation of the procedures taken in their regard.
6. Any other tasks assigned thereto.

Article (7)

The Public Relations Office shall comprise the following:

- a. The Public Affairs Division, which shall be responsible for the following:
 - Participate in making the necessary arrangements for the meetings, gatherings, and panels convened at the Secretariat level.
 - Receive the complaints and grievances submitted by citizens and others, examine them and present them to the two undersecretaries according to their mandate, accompanied with the necessary remarks in particular and the execution of the instructions issued in their regard.
 - Ensure that Secretariat headquarters are guarded and organise their parking lots.
 - Supervise the Secretariat's guard units, organise the work between them, and oversee them.
 - Perform light maintenance on the Secretariat headquarters, supervise the cleanliness thereof and work on providing the accessories required therefor.
 - Organise the Secretariat's inquiries and draft the necessary regulations for the entry of visitors thereto and their exit therefrom.
- b. The Relations Division, which shall be responsible for the following:
 - Perform all necessary functions for the reception, residence, and farewell of delegations and visitors whose visits are related to the activity of the Secretariat.
 - Undertake measures related to the travel and reception of delegates from the Secretariat in official missions domestically and abroad.
 - Document the link between Secretariat employees and the bodies affiliated therewith between themselves, and work on providing methods of social and humanitarian service therefor.
 - Undertake public relations activities between the Secretariat and the bodies associated therewith, and with other bodies domestically and abroad.
 - Organise participation in exhibitions and festivals to showcase the Secretariat's role in the activities related thereto, and participate in reinvigorating national and religious holidays.
 - Contribute to drafting public relations programs in the People's Committees for Justice in the municipalities and the training and qualification organisations affiliated with the Secretariat.
- c. The Media Division, which shall be responsible for the following:
 - Draft media plans to raise the public's awareness of the local public security philosophy in coordination with the competent department in the Secretariat, and oversee the execution thereof through multiple media outlets.

- Oversee what is presented or published by various media networks on matters related to the activities of the Secretariat, summarise them and present them in memoranda to the two undersecretaries by their mandate, and implement the instructions issued in their regard.
- Define the activity of the Secretariat and the bodies affiliated therewith.
- Organise the holding of lectures, convene cultural seminars and meetings in the various fields of the Secretariat's activities in cooperation with the competent bodies in the Secretariat.
- Issue books, magazines, newspapers, and pamphlets, and prepare and present programs linked to the activity of the Secretariat in both visual and audio broadcasts.
- Provide the Secretariat's need in terms of books, references, pamphlets, magazines, newspapers, and other publications.
- Translation activities required by the Secretariat.
- Activities of photography and broadcasting and visual recording in the Secretariat.

d. The Administrative Affairs Division:

- Shall be responsible for performing archival affairs and all other administrative functions related to the Relations Office.

Article (8)

The Judicial Body Inspection Department:

- Shall undertake the execution of its competencies in accordance with the Judicial System Law issued by Law No. (51) of 1976 and the inspection regulations issued pursuant thereto. It shall be composed of the following:

a. The Technical Inspection Office, which shall be responsible for the following:

1. Inspect the activities of judicial body members in accordance with the laws in effect and the regulation on inspection of judicial bodies.
2. Investigate complaints brought against judicial body members and propose methods of dealing therewith.
3. Examine grievances and objections expressed by judicial body members.
4. Maintain a confidential file for each judicial body member subject to inspection.
5. Prepare judicial movements, including the proposal of appointments, transfers, and promotions, and deliver its opinion on delegation and secondment of judicial body members.
6. Maintain records and entries related to the distribution of movement amongst judicial body members, and organise and prepare seniority records therefor.
7. Propose the establishment of courts, prosecutions, and branches and offices of the Lawsuits Authority and the Department of People's Legal Defence, and determine the jurisdiction of each one based on the studies and information provided by the competent bodies in this regard.
8. Nominate candidates from judicial body members for training courses and study delegations in accordance with the plans determined by the competent bodies in the Secretariat.
9. Other matters that the Secretary of the General People's Committee for Justice or Undersecretary for Judicial and Legal Affairs deems necessary to transfer for research or feedback thereon.

b. The Administrative and Clerical Inspection Office, which shall be responsible for the following:

1. Inspect the administrative and clerical functions of employees of the judge, the departments, and the other judicial bodies in coordination with the competent bodies in the People's Committees for Justice in the municipalities, with the goal of achieving these employees' successful execution of their functions, their proper implementation of laws, regulations, and instructions, and the guidance thereof.
2. Prepare periodic reports on the flow of administrative work in judicial bodies, propose solutions that ensure the development thereof in order to achieve success and raise the level of services.
3. Monitor the integrity and consistency of work in the treasuries of courts and prosecutions, follow up on the movement [...] and deposits and guarantees therein, verify the implementation of the financial systems and rules in particular.
4. Investigate the complaints brought against judicial body members that relate to their functions, perform the other administrative investigations assigned thereto.

c. The Studies and Statistics Division, which shall be responsible for the following:

1. Prepare studies and research related to the development of judicial systems and improvement of the workflow in judicial bodies.
2. Prepare and collect judicial statistics, and classify, tabulate, and analyse them.

d. The Administrative Affairs Division:

- Shall be responsible for performing the activities of archives, correspondence, printing, copying, photography, and other administrative transactions in the Department.

e. Department Branches:

The Judicial Body Inspection Department shall have a branch in Benghazi that shall be responsible for the Department's functions related to the inspection of the activities of judicial body members and the administrative and clerical inspection of the employees of these bodies, within the scope of jurisdiction of the Benghazi Court of Appeals, and under the supervision of the Department president.

Other branches of the Department may be established by virtue of a decree issued by the Secretary of the General People's Committee for Justice in accordance with the requirements of the public interest.

Article (9)

The Lawsuits Authority:

- Shall be responsible for exercising its competencies in accordance with Law No. (87) of 1971 on the Lawsuits Authority. The organisation thereof and workflow therein shall be in accordance with the aforementioned law and the internal regulation of the Authority issued pursuant thereto.

Article (10)

The Department of People's Legal Defence:

- Shall be responsible for exercising its competencies in accordance with Law No. (4) of 1981 on the establishment of the Department of People's Legal Defence. The organisation thereof and

workflow therein shall be in accordance with the aforementioned law and the executive regulation thereof.

Article (11)

The General Law Department shall be composed of the following:

a. The Legal Opinion Division:

- Shall be responsible for providing its legal opinion in matters referred to the Department from the Secretariats, People's Committees, public entities and organisations, and public facilities and companies, or those that contribute to the capital of these bodies, as well as in the case of a differing opinion on an interpretation or implementation of a legislative text.

b. The Legislation, Agreement, and Contract Review Division, which shall be responsible for the following:

1. Write and review draft laws, regulations, and organisational decrees before they are issued.
2. Review administration contracts, agreements, and treaties before they are entered into in accordance with the law.
3. Propose the organisation of existing legislation and the amendment thereof so as to remove the shortcomings thereof that are revealed by practical implementation.
4. Deliver its opinion in projects for peacefully settling disputes related to administrative contracts, or cancel them and withdraw work in accordance with the regulations issued in this regard.

c. The Technical Affairs division, which shall be responsible for the following:

1. Supervise the issuance of the Official Gazette, tabulate it, and arrange the publishing of laws, regulations, decrees, and everything the laws and regulations stipulate shall be published thereby.
2. Supervise the issuance of the annex to the Official Gazette pertaining to judicial sales.
3. Extract the legal principles from the opinions that are issued by the Department as well as collect, tabulate, and publish them.

d. The Administrative Affairs Division:

- Shall be responsible for performing the activities of archives, correspondence, printing, copying, photographing, and other administrative transactions in the Department.

Article (12)

The General Directorate for Judicial Police:

- Shall be responsible for undertaking the implementation of notices, service of process, and commands issued by courts and prosecutions, arresting persons sentenced to custodial penalties, and bringing detainees from reform and rehabilitation institutions from the courts, prosecutions, and their guards.
- Shall also be responsible for guarding the headquarters of judicial bodies, guaranteeing the safety of the members thereof, and providing means of transportation for judges and public prosecution members for investigation and inspection. The General Directorate for Judicial Police shall have branches and offices in the municipalities that shall be organised by virtue of a decree issued by the General People's Committee for Justice.

Article (13)

The General Department of Passports and Nationality shall be composed of the following:

a. The Administrative and Financial Affairs Office, which shall comprise:

1. The Administrative Affairs Division, which shall be responsible for the following:

- Perform the functions of the Department's incoming and outgoing mail, other administrative archival functions, maintain the necessary records and files therefor, and perform customer service affairs functions in the Department, in coordination with the competent bodies in the Secretariat.
- Submit periodic reports every three months on the activities of the Department and the branches and divisions subordinate thereto, and perform the public relations activities for the Department.
- Perform inquiries, guard the Department's headquarters, and organise watch-keeping activities.
- Organise and monitor the arrival and departure of employees in the Department, prepare the necessary registers therefor, identify violators and preserve general order inside the Department.
- Prepare training programs and courses for Department employees in coordination with the General Directorate for Training.
- Any other functions assigned thereto by the General Director of the Department.

2. The Financial Affairs Division, which shall be responsible for the following:

- Maintain custody over travel documents and distribute them in accordance with work demands and conduct the Department's financial affairs and accounting.

3. The Services Division, which shall be responsible for the following:

- Perform communications affairs activities and provide maintenance to machinery in the General Department as well as the branches and divisions thereof and the bodies subordinate thereto, in coordination with the various bodies in the Secretariat.
- Work on providing the Department's needs in terms of supplies, tools, accessories, and other services.
- Supply, storage, and vehicle affairs in the Department.

b. The Follow-Up Office, which shall comprise:

1. The Investigation Division, which shall be responsible for the following:

- Perform the functions of investigating and collecting evidence against violators of the provisions of the legislation organising Arab nationality, travel documents, identification cards, and the entry and residence of foreigners, and take the necessary measures to refer them to judicial bodies.
- Follow-up the execution of rulings and decrees related to deportation, take the necessary measures therefor based on the law.
- Investigate foreigners and monitor their movements to verify the legitimacy of their residence, and implement the legislation that is implemented by the Department in their regard.
- Receive requests from foreign countries in regards to residence and examine their transactions to verify the validity of their procedures, present them to the General Director and execute his instructions in their regard, archive and organise the necessary entries and records therefor.

2. The Inspection Division, which shall be responsible for the following:

- Periodic and spot administrative and technical inspection of the branches, offices, divisions, and controls to verify the proper flow of work as required.
- Regulate administrative and technical violations, uncover shortcomings and submit reports in their regard.
- Evaluate the performance level and propose suitable solutions for development and increase in the efficiency of employees.

c. The Information and Statistics Office, which shall comprise:

1. The Central Guide Division, which shall be responsible for the following:

- Prepare a unified guide for travel documents through information cards.
- Review the information related to travel document requests coming from the branches and divisions to verify that there is no duplication in issuing more than one passport for a single citizen.
- Prepare a general guide for nationality entries.
- Prepare a unified guide for identification cards.
- Coordinate with the Department's branches and divisions and the Information and Documentation Centre in the Secretariat in regards to the documentation of information.

2. The Archives Division, which shall be responsible for the following:

- Organise and archive the files pertaining to travel and nationality documents and identification cards, prepare the necessary registries therefor, classify the files and control the movement thereof.
- Supervise travel document and identification card archives in the branches and divisions.
- Organise and archive files pertaining to residency, organise the necessary registries, arrange the files, and control the movement thereof.
- Supervise residency archives in the branches and divisions.
- Organise and prepare a guide of the foreigners residing in the Great Jamahiriya.

3. The Statistics Division, which shall be responsible for the following:

- Prepare statistics related to travel and nationality documents and identification cards through the information collected from the competent offices, branches, and divisions, and classify, tabulate, and analyse them.
- Receive notifications on lost travel documents, identification cards, and nationality certificates from the branches and divisions, take circulation and follow-up measures and provide the necessary recommendations to treat the causes thereof.
- Prepare a monthly bulletin with the statistics related to travel documents, identification cards, and nationality certificates completed and lost, and present them to the General Director.

d. The Monitors Affairs Office, which shall comprise:

1. The Monitoring Division, which shall be responsible for the following:

- Oversee movement, entry, and exit through the prescribed crossings therefor.

- Provide direct technical supervision to passports monitors in entry and exit crossings.
- Receive notifications pertaining to entry and exit movement, and take the necessary procedures in their regard.

2. The Lists Division, which shall be responsible for the following:

- Maintain lists and monitor their movement in accordance with the legislation in force.
- Any other functions assigned thereto by the General Director of the Department.
- There shall be a passport control at each prescribed entry and exit crossing that shall be subordinate to the General Department's Controls Affairs Office. Its jurisdiction shall be organised by virtue of a decree issued by the Director of the General Department of Passports and Nationality.

e. The Documents Office, which shall comprise:

1. The Travel Documents Division, which shall be responsible for the following:

- Prepare studies and submit proposals in regards to developing the principles for issuing travel documents.
- Organise the procedures of obtaining and renewing travel documents.
- Receive requests pertaining to the issuing of group passports and documents of a special and urgent nature.
- Undertake the functions of issuing travel documents in the consulate divisions of People's Bureaus and Brotherhood Bureaus abroad.
- Organise and archive the entries of documents issued thereby and transfer them to the Central Guide Division.
- Issue sea and air passports.

2. Identification Card Division, which shall be responsible for the following:

- Prepare studies and submit recommendations in regards to the principles for issuing identification cards.
- Organise the procedures of obtaining and renewing identification cards.
- Receive notifications on the loss of identification cards, and notify the Information and Statistics Office thereof.
- Tabulate and archive identification document entries and refer them to the Central Guide Division.

3. The Visa Division, which shall be responsible for the following:

- Prepare correspondence related to granting foreigners entry permits into the Great Jamahiriya for purposes designated in the law.
- Undertake the functions of issuing entry and transit visas for foreigners at consulate divisions and People's Bureaus abroad.
- Respond to the inquiries of branches and divisions on the prescribed regulations for granting and renewing residency.
- Circulate the instructions issued by the competent bodies in regards to the conditions prescribed for the usage and granting of residency necessary on the basis thereof.

- Grant residency to the categories for which special instructions are issued that are required by the General Department.

f. The Legal Affairs Division, which shall be responsible for the following:

- Prepare its opinion in matters presented to the division related to the activities of the Department, and prepare correspondence of a legal nature.
- Formulate draft decrees, memoranda, publications, instructions, and others assigned thereto by the General Director of the Department.
- Propose the insertion of amendments to legislation implemented by the Department.

g. The Arab Nationality Division, which shall be responsible for the following:

- Receive requests related to nationality affairs, classify and record them and undertake the necessary procedures in their regard.
- Verify the conditions that must be met for the issuing of nationality certifications through proof or granting, and request that the information and documents related thereto be fulfilled.
- Oversee and tally cases of the loss, revocation, or forfeiture of citizenship and present them in order for the necessary procedures to be taken in their regard.
- Tabulate and archive nationality records and refer them to the Central Guide Division.

h. The Computer Division, which shall be responsible for the following:

- Draft a program for the digital documentation of information.
- Receive information and data from the offices and divisions and document it in accordance with the certified software.
- Supervise computer units in the bodies subordinate to the Department, and provide technical advice thereto.
- Prepare training programs on computer use for the Department's activities.
- Study all documents, forms, and papers in effect in the Department, and submit recommendations for the development thereof that are consistent with the computer's uses.
- Coordinate with the Information and Documentation Centre in the Secretariat to serve the sector's unified program in the field of computers.
- Contact and cooperate with public bodies in relation to the development of computer usage programs to obtain technical information and assistance in this field.
- Establish and manage workshops on the maintenance and development of machinery and tools used by the Division, and work on providing the necessary spare parts for maintenance.
- Work on establishing a specialised library in the field of computers and supplying it with the necessary books and resources.
- Any other tasks assigned thereto.

i. Branches:

- Branches in the municipalities shall be subordinate to the General Department of Passports and Nationality. Other branches may be established by virtue of a decree issued by the General People's Committee for Justice on the basis of a proposal by the Director of the General Department of Passports and Nationality. The scope of the jurisdiction of these branches shall be determined by virtue of the aforementioned decree.

- General Department of Passports and Nationality branches shall be subordinate to divisions in the branches of the municipality. The decree establishing them and defining their competencies shall be issued by the Director of the General Department of Passports and Nationality. The General Department of Passports and Nationality branches shall be responsible for the following:
 - Receive transactions related to obtaining travel documents, identification cards, residence, exit, and return visas, and entry permits to be decided upon under the legislation and instructions organising such.
 - Receive notifications of the accommodations and registration of foreigners, identify their places of residence in coordination with the competent bodies, and take the necessary action in this regard.
 - Issue and renew travel documents and residency permits under the legislation in effect.
 - Provide the competent offices and divisions in the General Department with information and statistics in accordance with the rules and regulations in effect.
 - Execute deportation orders in coordination with the Follow-Up Office.
 - Any other tasks assigned thereto by the General Director of the Department.

Specialised offices and divisions shall be subordinate to the General Department of Passports and Nationality in accordance with the requirements of the public interest. They shall be established and their competencies shall be determined by virtue of a decree issued by the General Director of the Department.

Article (14)

The General Directorate for Operations and Coordination shall be composed of the following:

- a. The Central Rescue and Support Office, which shall be responsible for the following:
 - Manage central rescue patrols, and maintain security and public order in the designated cases and locations assigned thereto.
 - Support municipalities with equipped manpower when required by the security circumstances.
 - Coordinate with the rescue divisions in the municipalities in relation to security programs in general.
- b. The Anti-Infiltration Office, which shall comprise:
 1. The Monitoring and Investigation Division, which shall be responsible for the following:
 - Perform the functions of investigating and gathering information about infiltration, and propose practical solutions for the reduction thereof.
 - Draft security programs in neighbouring areas and areas of a desert nature in the form of desert patrols to combat infiltration, and coordinate therein with the relevant bodies.
 - Participate in the functions of investigating and collecting information required by anti-infiltration divisions in the municipalities.
 2. The Lodging and Deportation Division, which shall be responsible for the following:
 - Tally and classify infiltrators, and gather them in the designated areas therefor in coordination with the anti-infiltration divisions in the municipalities.
 - Organise the lodging and deportation of infiltrators and take all measures related thereto.

c. The Communications Office, which shall comprise:

1. The Planning and Follow-Up Division, which shall be responsible for the following:

- Prepare the plans necessary to secure and develop police telecommunications and wireless communications means, and propose the devices, equipment, and spare parts needed to achieve such.
- Conduct technical studies to introduce the most modern means to use the devices and tools.
- Participate in drafting the necessary curricula for training and qualification in the field of communications.
- Provide technical advice to the People's Committees for Justice in the municipalities and other security apparatuses in the field of communications.
- Prepare a communications guide for the Secretariat and circulate it to the relevant bodies.
- Perform the procedures of granting licenses related to the use of wireless devices, fax machines, and any other tools or equipment related to information transfer.

2. The Installation and Maintenance Division, which shall be responsible for the following:

- Establish and install communications systems, provide maintenance therefor and oversee the performance thereof.
- Provide maintenance for short-term and long-term wireless communications devices.
- Organise and coordinate communications between the various bodies subordinate to the General People's Committee for Justice, and between the People's Committees for Justice in the municipalities amongst themselves.

3. The Technical and Supply Division, which shall be responsible for the following:

- Work on providing the needs of the Secretariat and the bodies subordinate thereto in terms of communications systems and the various devices and accessories thereof, and store them and disburse them upon request.
- Work on providing and storing the necessary spare parts for the communications devices used.
- Organise and archive entries related to the devices and tools, and prepare monthly and yearly statistics pertaining thereto.

4. The Central Communications Room, which shall be responsible for the following:

- Provide communication and coordination between the Communications Room and the People's Committees for Justice in the municipalities and the various security agencies.
- Receive and record notices in cases and serious accidents, as well as security information that must be urgently notified.
- Receive continuous notices about the state of security daily within 24 hours.
- Receive the daily overview of patrols and guards.
- Receive urgent telegrams and correspondence that are transferred by means of fax after official working hours.
- Submit a daily report on the state of security.
- The Central Communications Room shall be organised internally by virtue of a decree issued by the Director of the General Directorate for Operations and Coordination.

d. The Police Aviation Division, which shall be responsible for the following:

- Perform aerial research and rescue activities.
- Monitor and engage in the reconnaissance of beaches and neighbouring areas, and participate in combating smuggling and infiltration.
- Monitor traffic management.
- Train pilots and technicians, participate in preparing the curricula necessary for training in coordination with the competent department.
- Perform reconnaissance and aerial-visual security photography.
- Provide aerial emergency and rescue services in cases of general and natural disasters.
- Archive the files of pilots and their assistants and monitor their fitness for flight.

e. The Coast Guard Division, which shall be responsible for the following:

- Perform maritime research and rescue activities.
- Monitor beaches and regional waters, and control the crimes that may be committed therein.
- Train the necessary personnel to command and manage naval boats.
- Propose the necessary plans to protect the security of the coasts, and execute the implementation thereof after they have been adopted.

f. The Technical Affairs Division, which shall be responsible for the following:

- Establish and manage workshops and factories for the maintenance and development of machinery and equipment used by the Directorate.
- Provide, store, and distribute the necessary spare parts.
- Perform the functions of maintaining and equipping the airplanes and boats used by the Directorate.
- Provide maintenance for and equip the airstrips and air corridors used by the Directorate, and provide maintenance for and equip the harbours used by Coast Guard boats.
- Study offers pertaining to the machinery, equipment, airplanes, and boats for which the Directorate has a need, and analyse them from technical aspects before agreeing to purchase them.
- Coordinate communication between the relevant bodies to organise police aviation activities, as well as the activities of coast guard boats.
- Perform activities of aerial monitoring and wireless communication with police aviation and coastguard boats.

g. The Administrative Affairs Division:

- Shall be responsible for performing archive activities and other administrative affairs related to the General Directorate for Operations and Coordination

Article (15)

The General Directorate for Security Affairs shall be composed of:

a. The Public Security Affairs Office, which shall comprise:

1. The Volunteer Affairs Division, which shall be responsible for the following:

- Propose the methods, means, regulations, and procedures for admitting and training local people's security volunteers, and improving the efficiency of their professional performance.

- Evaluate the needs of the operational programs for local people's security, and collect information related to volunteers, departments, branches, and the local people's security branches in the municipalities, and all equipment and media.
- Contribute to managing mobilisation and guidance programs to motivate citizens to join the local people's security through coordination with the Relations Office and various media outlets.

2. The Planning and Follow-Up Division, which shall be responsible for the following:

- Propose security plans related to preserving security and public order, and supervise the implementation thereof.
- Coordinate with the local people's security departments in the municipalities, reduce the technical and organisational challenges to the implementation of their duties, monitor the activities thereof, and prepare periodic reports in their regard.
- Prepare studies and plans and participate in implementing programs that facilitate the success of the practical applications of the local people's security system through coordination with the People's Committees for Justice in the competent municipalities and departments.
- Monitor the activities of the local people's security in the municipalities, prepare regular periodic reports in their regard, and propose solutions in coordination with the People's Committees for Justice in the municipalities.

b. The Criminal Investigation Office, which shall comprise:

1. The Investigation and Evidence Collection Division, which shall be responsible for the following:

- Perform the functions of investigation and evidence collection in serious and important criminal cases on the basis of assignments from the Secretary of the General People's Committee for Justice.
- Participate in the activities of investigation and evidence collection undertaken by the criminal investigation divisions in the municipalities on the basis of the request thereof.
- Tally and classify dangerous criminals, their tendencies and their criminal methods, monitor their activities in coordination with the criminal investigation divisions in the municipalities, and prepare a guide in their regard.

2. The Criminal Planning and Statistics Division, which shall be responsible for the following:

- Propose security plans related to prohibiting, preventing, and combatting crimes in coordination with the competent divisions in the municipalities.
- Work on developing devices, equipment, and tools used in the fields of crime prevention.
- Propose training and qualification plans for employees in the criminal investigation field, and transfer them to the competent body in the Secretariat.
- Review reports on important crimes and serious accidents, analyse the information thereof and extract the results in their regard.
- Receive monthly and yearly criminal statistics from criminal investigation divisions in the municipalities regularly, coordinate, tabulate, analyse the information thereof and conduct the necessary comparisons in their regard, and transfer them to the competent bodies.

3. The Criminal Records Division, which shall be responsible for the following:

- Oversee the monitoring of indicators and trends of criminal phenomena.
- Prepare periodic reports on criminal trends on the basis of the outcomes of criminal studies and statistics.
- Organise and develop methods for criminal registration.
- Receive daily notices on important crimes and serious accidents, and prepare regular periodic daily reports in their regard. The criminal investigation divisions in the municipalities shall undertake to provide this division with these notices on a regular and ongoing basis.
- Prepare and distribute crime bulletins related to the circulation of wanted, missing, and lost persons, and on missing and found funds.

c. The Criminal Evidence Office, which shall comprise:

1. The Criminal Record Division, which shall be responsible for the following:

- Receive fingerprints from all local people's security branches and criminal investigation divisions in the municipalities and other bodies, and record them in the designated registries.
- Classify fingerprints technically and archive them using the standard methods.
- Technically examine the fingerprints archived in the division.
- Classify and archive individual fingerprints for dangerous persons and criminal offenders that are provided by the criminal investigation divisions in the municipalities.
- Examine crime scenes, collect and submit fingerprints and footprints for correlation, and prepare technical reports with the results of examination and correlation.
- Perform the functions of fingerprint expertise before judicial bodies.
- Correlate fingerprints that are impugned for forgery and falsification.
- Open and prepare criminal files by virtue of the fingerprint cards received by the division.
- Prepare alphabetical directory cards.
- Receive judicial rulings in criminal cases and archive them in files.
- Issue criminal status certificates.
- Provide the competent bodies with the information requested thereby in regards to criminal status.

2. The Technical Division, which shall be responsible for the following:

- 1) Examine crime scenes at the request of the competent bodies.
- 2) Forensic photography of crime scenes and of suspects.
- 3) Any other tasks assigned thereto.

3. The Tracking Division, which shall be responsible for the following:

- Provide technical expertise to People's Committees for Justice in the municipalities and other bodies at the request thereof in the field of its competency.
- Prepare plans and studies to make use of tracking dogs in security fields.
- Coordinate with the competent bodies in the Secretariat to train and qualify personnel employed in the field of its activity.
- Work on circulating the uses of tracking dogs in the People's Committees for Justice in the municipalities.

d. The Reform and Rehabilitation Institution Affairs Office, which shall comprise:

1. The Shelter Affairs Division, which shall be responsible for the following:

- Tally needs in the field of reform and rehabilitation institutions, draft studies and information related to the descriptions thereof, determine the degrees thereof on the basis of these needs.
- Propose the equipment and tools and all accessories necessary for reform and rehabilitation institutions.
- Oversee the conditions of existing reform and rehabilitation institutions, submit periodic reports on the state thereof, and propose necessary solutions to the difficulties and problems existing therein in order to improve their efficiency and capacity to achieve their objectives.

2. The Inmate Affairs Division, which shall be responsible for the following:

- Draft plans to provide social, cultural, and health care to inmates, and work on achieving the philosophy of criminal punishment in Jamahiriyan society.
- Draft training curricula and programs to rehabilitate inmates and improve their skills in order to prepare them to be righteous people, through coordination with the People's Committees for Justice in the municipalities.
- Gather and archive information related to inmates, and classify it and submit any information requested in their regard from the content of that information.
- Monitor the enforcement of the laws and regulations in force within the institutions on inmates, and provide the necessary remarks and proposals in this regard.
- Monitor inmate affairs after the completion of their sentences and their release in order to help them return to coexistence with society in a coherent way.

e. The Administrative Affairs Division:

- Shall be responsible for performing the functions of archives, other administrative affairs related to the General Directorate for Security Affairs, and the functions of inquiries and guarding of the Secretariat headquarters.

Article (16)

The Anti-Narcotic Drugs and Psychotropic Substances General Directorate shall be composed of the following:

a. The Planning and Coordination Office, which shall comprise:

1. The Research and Planning Division, which shall be responsible for the following:

- Study criminal phenomena related to drugs and psychotropic substances to determine the various causes and effects thereof, and the methods of treating them and combating the spread thereof throughout society.
- Propose general and detailed plans to combat drug and psychotropic substance crimes within the Great Jamahiriya.
- Study bilateral, regional, and international agreements, as well as all legislation related to drugs and psychotropic substances, and propose ways of benefiting from the application and development thereof in a way that is in agreement with the social, cultural, and scientific development of the society.
- Take interest in cultural research and activities related to drugs and psychotropic substances, participate in local and international conferences and meetings in this field, and work on making

use of the results thereof in order to improve efficiency and increase the awareness of workers in the Directorate.

2. The Information and Coordination Division, which shall be responsible for the following:

- Gather information to determine the sources of the production, manufacturing, and export of narcotic and psychotropic substances and the trafficking thereof.
- Gather information on the individuals, entities, and groups that smuggle drugs or psychotropic substances or those that are suspected thereof.
- Make use of the information available from international organisations, bodies, and institutions related to drugs and psychotropic substances and the sources and methods of trafficking the same.
- Take interest in collecting information related to addicts of drugs and psychotropic substances and dangerous criminals who have a record of smuggling or trafficking such substances, and record comprehensive information thereon and on the criminal tendencies and methods thereof.
- Deliver its opinion in regards to the issuing of licenses and permits related to the procurement or export of drugs and psychotropic substances, or the possession or trafficking thereof, and maintain records and files related thereto.
- Perform periodic and spot inspections on storage facilities and stores licensed to have in their possession or traffic drugs and psychotropic substances, and review their records and documents to verify their adherence to the restrictions and regulations prescribed in the Law on Drugs and Psychotropic Substances.
- Provide technical supervision over anti-drug and psychotropic substance crimes offices in the municipalities, coordinate efforts therewith and share urgent and confidential information to implement plans to combat the same.
- Draft awareness programs to expose the danger of the illegal use of narcotic and psychotropic substances in cooperation and coordination with the Public Relations Office and other relevant bodies.

b. The Investigation and Oversight Office, which shall comprise:

1. The Investigation Office, which shall be responsible for the following:

- Track and monitor criminal activity in the field of drugs and psychotropic substances, collect information on the movements and communications of criminals, and the locations of their criminal activity.
- Work on formulating documented sources of information pertaining to drug and psychotropic substance crimes, organise communication therewith and identify the information required therefrom.
- Encourage citizens to come forward with their information on drug and psychotropic substance crimes and the perpetrators thereof.
- Make use of all public and private sources in gathering information that is beneficial in uncovering crimes and the perpetrators thereof.

2. The Evidence Division, which shall be responsible for the following:

- Receive reports from the Investigation Division on criminal and suspected facts in the field of drug and psychotropic substance crimes, find sufficient evidence and clues that assist in the uncovering of the crime and the perpetrators thereof and in attributing the same thereto.
- Take the necessary measures to draft evidence collection reports, arrest offenders, and seize criminal properties by following the legal procedural methods that guarantee that evidence and clues are not lost and that their value as evidence is not squandered.
- Receive the properties seized in drug and psychotropic substance crimes, and transfer them to the competent bodies to be examined and analysed and for technical reports to be prepared thereon.
- Examine the scenes of drug and psychotropic crimes to examine and move the traces indicating the crime at the request of the competent bodies.
- Plan checkpoints to stop crimes in cases of *in flagrante delicto*, and execute the seizure plans in cooperation with the intelligence officers and leaders in the Investigations Division.
- Execute public prosecution instructions in regards to the requirement of reports and evidence collection.

c. The Security Office, which shall comprise:

1. The Guard Division, which shall be responsible for the following:

- Guarantee the guarding of the Anti-Narcotic Drugs and Psychotropic Substances General Directorate headquarters, and the offices and divisions thereof.
- Provide the maintenance and guarding of the seized narcotic and psychotropic substances until the disposal thereof in accordance with the law.
- Organise sentry duty and entry and exit into and from the Directorate's headquarters and the offices and divisions thereof.
- Organise the storage and distribution of weapons and ammunition used by Directorate employees.

2. The Arrest Division, which shall be responsible for the following:

- Guarantee the needs of detention centers in terms of the facilities, accessories, and specifications required to secure detention therein.
- Guard arrest headquarters and ensure that detainees are unable to make external contact without the permission of the competent body.
- Inspect arrestees and guarantee that dangerous objects are not in their possession during the duration of their time under arrest.
- Organise the status registry in the Arrest Division, and verify the date and time of the detainee's entry and exit and the body that ordered his arrest or transfer to the body responsible for the investigation or release thereof.

d. The Technical Affairs Division, which shall be responsible for the following:

- Work on providing the Directorate's needs in terms of various supplies, equipment, and means.
- Perform the functions of communications affairs and maintenance of devices in the Directorate, offices, and divisions subordinate thereto in coordination with the competent bodies in the Secretariat.
- The supply, storage, and vehicle affairs of the Directorate.

e. The Administrative Affairs Division:

- Shall be responsible for performing the functions of archives, incoming and outgoing mail, printing, copying, and photographing activities, and other administrative affairs of the Anti-Narcotic Drugs and Psychotropic Substances General Directorate.

Article (17)

The General Directorate of Civil Defence shall be composed of the following:

a. The Planning and Follow-Up Office, which shall comprise:

1. The Planning Division, which shall be responsible for the following:

- Prepare civil defence projects and plans in times of peace and war, in cooperation and coordination with the competent divisions, units, and bodies, in preparation for their adoption.
- Conduct the necessary studies and research to develop and improve the means and uses of civil defence.
- Provide the Directorate's divisions and units with information on the nature and type of functions related to the development of means, and the results of the studies and research conducted in their regard.
- Plan for needs in terms of the necessary media, supplies, tasks, equipment, and human elements for the various specialisations and tasks of the civil defence.
- Analyse technical information related to the latest accidents in the field of civil defence through statistics received from the Follow-Up Division, and propose civil prevention methods on the basis thereof.
- Archive and collect international and local resources, books, studies, and publications in the field of civil defence.

2. The Follow-Up Division, which shall be responsible for the following:

- Oversee the execution of civil defence plans and projects, evaluate the existing work systems and uncover the shortcomings thereof and difficulties faced in execution, and submit the necessary proposals for development and treatment.
- Perform field oversight activities and provide technical counsel in work locations.
- Perform the necessary experiments and tests to verify the efficiency of civil defence arrangements, in cooperation with the Operations Division.
- Prepare the necessary statistics for the different civil defence activities in cooperation with the various divisions and units in the Directorate, and extract results therefrom.
- Provide the documentation, information, and statistics apparatuses inside and outside of the Secretariat with the information and statistics related to civil defence.

b. The Technical Affairs Office, which shall comprise:

1. The Firefighting Division, which shall be responsible for the following:

- Draft the necessary projects and plans to organise the means of extinguishing and preventing fires.
- Draft the systems and operations for extinguishment and rescue, provide the necessary technical assistance in this field to improve capacities in the field of firefighting and rescue.

- Tally and classify the available equipment and means of extinguishment and rescue, determine methods for the distribution thereof, and plan the centralisation thereof.
- Provide technical supervision of firefighting facilities in the municipalities, provide technical assistance and advice thereto, and prepare reports on the conditions thereof.
- Travel during serious fire accidents and provide technical reports thereon.
- Prepare statistics connected to the activities thereof and provide the relevant bodies therewith.

2. The Explosives Division, which shall be responsible for the following:

- Organise operations for detecting bombs during time of peace and war that have not exploded during air raids or war operations, and take the necessary procedures to remove them in cooperation with the competent bodies.
- Provide technical advice to secure and defend facilities and means of transport and communication from the dangers of bombs, explosives, fireworks, and the equivalents thereof.
- Organise the necessary procedures to secure the transport, storage, and use of bombs, explosives, fireworks, and the like.

3. The Engineering Division, which shall be responsible for the following:

- Prepare and oversee engineering projects related to civil defence.
- Prepare projects to build public bomb shelters, monitor the execution thereof, and draft instructions pertaining thereto.
- Propose preventative instructions and arrangements to protect important facilities and utilities against the dangers of air raids, acts of war, and general and natural disasters.
- Supervise the formation of rescue teams and removal of debris.
- Supervise the maintenance of the Directorate's facilities and units.

4. The Medical Division, which shall be responsible for the following:

- Prepare medical project connected to the functions of civil defence.
- Supervise the civil defence's emergency centers.
- Organise and coordinate the use of the services of hospitals, rescue centers, the Red Crescent Society, pharmacies, medical storage facilities, and blood banks for the purposes of civil defence.

5. The Maintenance Division, which shall be responsible for the following:

- Establish and manage the necessary workshops and factories for the performance thereof, and develop the tools and modes of civil defence.
- Direct the use of tools and modes of civil defence in general.
- Perform periodic inspection of civil defence divisions and units in the municipalities to verify the maintenance and validity of use of the technical tools and equipment.

c. The Operations Division, which shall be responsible for the following:

- Establish and monitor the main specialised room for civil defence operations, prepare and organise a specialised operations room in the municipalities, and coordinate work between them and the main room.

- Tally vital strategic objectives and determine priorities in the execution of civil defence plans during times of peace and war.
- Draft civil defence work plans to be put into effect in cases in which they must be implemented.
- Specify mobilization areas and organise the means thereof in coordination with the competent bodies.
- Study and organise the methods and types of lighting restrictions.
- Organise communication with the competent bodies, whether military or civilian, to coordinate civil defence operations.
- Prepare and organise evacuation and aid plans in the event of war or general or natural disasters.
- Prepare projects for the formation of volunteer teams, prepare and organise urgent civilian land formations, select their assembly points and monitor the operation and direction thereof in accordance with the instructions organising the same.
- Prepare, organise, and distribute maritime rescue teams and monitor the operation and direction thereof in accordance with the instructions organising the same.
- Become familiar with the available local capabilities in everything related to civil defence activities regardless of the entity to which they are subordinate, tally them and draft plans to make use of them, organise and coordinate the aid exchanged between them in cases of public mobilisation.
- Establish stationary and mobile stations, outposts, and teams to detect nuclear radiation and environmental pollution in accordance with the international agreements in effect in this regard.

d. The Administrative Affairs Division, which shall be composed of:

1. The Administrative Affairs Unit:

- Shall be responsible for performing the functions of archives, and other administrative affairs related to the General Directorate of Civil Defence.

2. The Storage Unit, which shall be responsible for the following:

- Evaluate the required needs in terms of tools and tasks for the various functions of civil defence, and work on the provision and storage thereof.
- Guarantee the presence of a strategic reserve in terms of all required supplies and accessories for civil defence activities during times of peace and war.
- Perform the functions of storing tools and emergency tasks, and oversee the maintenance thereof in coordination with the Maintenance Division in the Technical Affairs Office in order to guarantee the preservation thereof in the event that they are valid for immediate use.
- Maintain custody over supplies stored under the laws and regulations in effect.
- Take the procedures for disbursing stored supplies that are of a limited validity, or that are privy to spoilage if stored for a long duration, to the bodies that use such supplies and items. They shall be replaced with new items in completion of the declarations.
- Retain the statistical information for inventory statements of the stored supplies and items, and provide the Planning and Follow-Up Division therewith.

2. The Guidance and Mobilisation Affairs Unit, which shall be responsible for the following:

- Disseminate the rules, means, and objectives of civil defence amongst the citizens in general, and specifically amongst employees.

- Draft educational and guiding programs to raise awareness and provide general direction for citizens to properly behave in facing the risks of fires, pollution, nuclear radiation, and acts of war, and guide them towards the ways of benefiting from general bomb shelters and the use of available means during times of peace and war.
- Organise the process of receiving inquiries in the Directorate, direct citizens and reply to their enquiries.
- Prepare booklets and publications relevant to the procedures of civil defence, in cooperation with the Relations Office in the Secretariat.

Article (18)

The General Directorate for Traffic Affairs shall be composed of the following:

a. The Planning and Statistics Division, which shall be responsible for the following:

- Propose the necessary plans to execute traffic systems and rules on public roads in accordance with the stipulations of the laws and regulations in a unified way in all municipalities.
- Collect information, statistics, and data related to the various elements of traffic security in terms of human capacities, modes, tools, and means, evaluate performance, and guarantee the optimal usage thereof.
- Propose the necessary plans to increase the efficiency of employees in the traffic field and train them in coordination with the relevant bodies.
- Collect information, statistics, and data related to driver's licenses, motor vehicles, accidents, traffic misdemeanours and violations, then tabulate, classify, analyse, and inquire about the trends thereof, and make this information available for the purposes of planning and research in cooperation with the competent divisions in the municipalities.
- Issue guiding and organisational booklets, pamphlets, and publications related to traffic and responsible for spreading traffic awareness.
- Participate in local and international conferences and panels related to traffic.
- Work on spreading traffic awareness and general safety rules in the use of roads and vehicles, in cooperation with the Relations Office in the Secretariat.

b. The Traffic Engineering Division, which shall be responsible for the following:

- Plan in the field of traffic engineering, focus on planning roads in general and within cities specifically.
- Study the distribution of guiding and international traffic signs, in coordination with the traffic divisions in the municipalities and the other relevant bodies.
- Submit proposals related to the development of devices and equipment related to traffic and the methods of using them, as well as those related to the planning of roads, squares, traffic lights, and guiding and international signs.
- Oversee research and developments in traffic systems, control traffic movement and the legislation related thereto, benefit therefrom in developing the systems in effect.
- Participate in local and international conferences and panels that have a scientific aspect to them related to the planning of roads and traffic engineering.

c. The Licence Division, which shall be responsible for the following:

- Organise the procedures of motor vehicles, driver's licenses, circulation permits, and motor vehicle signs, and unify the procedures in force for extracting, renewing, and revoking these licenses, including preparing the general designs thereof and the unified forms used in this regard.
- Study and review technical standards for the validity of motor vehicles and develop them in a way that ensures general safety.
- Collect information and data on repair workshops, vehicle factories, and the measures for the scrapping and disposal thereof in coordination with the traffic divisions in the municipalities.
- Monitor metal sign factories for motor vehicles, verify that they conform with the prescribed specifications and conditions for manufacturing.

d. The Follow-Up and Inspection Division, which shall be responsible for the following:

- Manage central traffic patrols on highways and coastal roads outside of city limits ensure communication therewith and oversee the state of the traffic security thereof.
- Inspect the state of highways and coastal roads, as well as those that connect cities, maintain the traffic lights and signs thereof and oversee repair of any damages that may occur therein with the relevant bodies.
- Study work problems and the reasons therefor, and expose shortcomings and provide recommendations for the treatment thereof.
- Evaluate the performance and efficiency of employees in the traffic and licensing agencies, and provide recommendations to improve their level in this regard.
- Coordinate work between the traffic divisions in the municipalities in cases that require such.

e. The Administrative Affairs division:

- Shall be responsible for performing the functions of archives, and other administrative affairs related to the General Directorate for Traffic Affairs.

Article (19)

The Arab and International Criminal Police Department shall be composed of the following:

a. The Cooperation Division, which shall be responsible for the following:

- Collect and exchange information and publications with the International Criminal Police Organisation (INTERPOL) on international criminal gangs and dangerous criminals.
- Organise communication and coordinate cooperation with the International Police offices in other countries to stop and combat crimes that are committed on an international scale.
- Contact the competent agencies to organise the procedures of receiving and extraditing criminals in accordance with bilateral, regional, and international laws and agreements.
- Monitor the execution of agreements of cooperation in the field of extraditing criminals and convicts, and submit remarks and suggestions in this regard.
- Participate in Arab and international conferences and meetings related to combatting crime, and prepare information and studies therefor.

b. The Investigation and Evidence Collection Division, which shall be responsible for the following:

- Perform the functions of investigation and evidence collection related to persons wanted by the Arab and International Criminal Police Department.
- Apprehend persons wanted for justice by the Arab and International Criminal Police Department.
- Create and archive files, cards, records, and other entries pertaining to international criminals.

c. The Communication Branch, which shall be responsible for the following:

- Provide the General Secretariat of the Arab Interior Ministers Council and the specialised offices thereof with anything it requires within its specialisation, in terms of information, data, statistics, and documents.
- Distribute the publications of the General Secretariat of the Arab Interior Ministers Council, in terms of studies, publications, and statistics to the relevant bodies.
- Coordinate cooperation with the liaison branches in Arab Criminal Police offices in fellow Arab countries.

d. The Administrative Affairs Division:

- Shall be responsible for performing the functions of archives, and all other administrative affairs related to the Arab and International Criminal Police Department.

Article (20)

The internal organisation of the bodies subordinate to the General People's Committee for Justice stipulated in Article (1), Clause (2) of this decree shall be determined by virtue of special decrees issued by the General People's Committee for Justice on the basis of a proposal from the presidents or directors thereof. It shall not violate the provisions of the laws or decrees of the establishment thereof and General People's Committee Decree No. (1160) of 1990 on the reorganisation of the Secretariat of Justice and the provisions of this decree.

Article (21)

The internal organisation of the General Directorate for Judicial Police stipulated in Article (12) of this decree shall be determined by virtue of a decree issued by the Secretary of the General People's Committee on the basis of a proposal from the Director of the Directorate.

Article (22)

The directors of the departments and offices shall issue the necessary instructions to organise the flow of work in their departments and offices, provided that they do not contradict the provisions of this decree.

Article (23)

Secretary of the General People's Committee for Justice Decree No. (198) of 1989 on the internal organization of the Secretariat of Justice shall be repealed. Any provision contrary to the provisions of this decree shall also be repealed.

Article (24)

This decree shall enter into effect from its date of issuance and shall be published in the Official Gazette.

General People's Committee for Justice – Libya

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