

Minister of Justice Decree No. (1960) of 2013
on adopting the organisational structure and competencies of the Judicial Police
Department

The Minister of Justice

Upon review of:

- The Constitutional Declaration and the amendments thereof;
- Law No. (10) of 1992 on security and police;
- Law No. (5) of 2005 on correctional and rehabilitation institutions and the executive regulations thereof;
- Law No. 6 of 2006 issuing the Justice System Law and the amendments thereof;
- Law No. (12) of 2010 issuing the labour relations and the executive regulations thereof;
- Law No. (19) of 2013 on the re-organisation of the Audit Office;
- Cabinet Decree No. (50) of 2012 on adopting the organisational structure and competencies of the Ministry of Justice and regulating its administrative unit;
- Minister of Justice Decree No. (967) of 2012 on re-organising the Judicial Police;
- Minister of Justice Decree No. (1491) of 2013 adopting the minimum standard rules for the treatment of prisoners;
- Minister of Justice Decree No. (1201) of 2013 on forming a committee and determining its tasks;
- And the proposal of the undersecretary of the Judicial Police affairs;

has decreed:

Article (1)

The organisational structure and competencies of the Judicial Police Department shall be adopted as per this decree.

Article (2)

The Minister of Justice Decree No. (967) of 2012 on re-organising the Judicial Police shall be cancelled. Any contrary provision shall be cancelled and the Decree shall be published in the Official Gazette.

Article (3)

This decision shall enter into force from its date of issuance and it shall be implemented by the concerned entities.

Salah Bashir al-Marghani
Minister of Justice

Issued on: 27 Safar 1435 AH

Corresponding to: 31 December 2013 AH

Organisational Structure and Competencies of the Judicial Police Department

Chapter (1) General Definitions

Article (1)

The following terms shall have the corresponding meanings:

Ministry: Ministry of Justice.

Minister: Minister of Justice.

Undersecretary: Undersecretary of the Ministry of Justice for the affairs of the Judicial Police.

Police: Judicial Police.

Police Chief: Chief of the Judicial Police.

Deputy Chief: Deputy Chief of the Judicial Police.

Assistant: Assistant of the Chief of the Judicial Police for the affairs of institutions.

Committee: Board of Directors of the Judicial Police.

Branches: Branches of the Judicial Police.

Institutions: Correctional and rehabilitation institutions.

Institution Director: Director of a correctional and rehabilitation institution.

Chapter (2) General Provisions

Article (2)

1. The Judicial Police shall possess legal personality and independent financial liability, and shall be subordinate to the Ministry of Justice.
2. The Judicial Police shall be headquartered in the city of Tripoli, with branches in the jurisdiction of each Court of Appeal.
3. New branches may be established for the Judicial Police or existing branches merged if needed, upon the proposal of the Chief. A Decree shall be issued by the Minister of Justice in this regard.
4. The Judicial Police shall be considered one of the State's security and social institutions.
5. The Public Prosecutor and the members of the Public Prosecution shall have the right to inspect and supervise the institutions.
6. The Judicial Police shall directly supervise correctional and rehabilitation institution, administratively and technically.
7. The Judicial Police shall strive to achieve rule of law by executing the penalties imposed by the competent courts and the Public Prosecution. It shall also rehabilitate prisoners and protect their rights and human dignity.
8. The Judicial Police shall guard and protect the headquarters of judicial bodies and the headquarters of the Ministry of Justice and its affiliated parties.

Article (3)

Supervision of the Judicial Police Management

A chief appointed by the Minister shall undertake the management of the affairs of the Judicial Police. He shall be directly subordinate to the Undersecretary of the Ministry of Justice for the affairs of the Judicial Police or to the Minister of Justice, as the case.

Article (4)

Aides of the Chief

The Chief shall have a deputy chief, who shall be accountable to the Chief for the functions assigned to him and set forth in the text of Article (10) of this Decree. He shall be appointed by a Decree of the Minister, upon submission of the undersecretary of the ministry or the chief, as the case.

The Chief shall also have an assistant for the affairs of institutions, who shall be accountable to the Chief for the functions assigned to him and set forth in the text of Article (13) of this Decree. He shall be appointed by a Decree of the Minister, upon submission of the undersecretary of the ministry or the chief, as the case.

Article (5)

Components of the Organisational Structure of the Judicial Police

The organisational structure of the Judicial Police shall be comprised of the following main divisions:

First: Chief of the Judicial Police

Second: Deputy Chief of the Judicial Police

Fourth: Committee of Directors

Fifth: Branches

Sixth: Training Institutes

Seventh: Departments, as follows:

1. Department of Operations and Judicial Security.
2. Department of Inspection and Follow-up.
3. Department of Administrative and Financial Affairs.
4. Department of Human Resources Development.
5. Department of Relations and Cooperation.
6. Department of Planning, Studies, and Projects.
7. Department of Care and Rehabilitation of Prisoners.

Eighth: Offices, as follows:

1. Office of the Chief.
2. Office of Control and Internal Audit.
3. Office of Legal Affairs.

4. Office of the Deputy Chief.
5. Office of Information Technology.
6. Women's Affairs Office.
7. Office of the Affairs of the Chief Assistant.

Ninth: Correctional and rehabilitation institutions.

Article (6)

Competencies of the Judicial Police

The Judicial Police shall manage the institutions, supervise them administratively and technically, implement related legislation, and apply the international standards concerning the institutions for the purpose of reforming and rehabilitating inmates with scientific methods and implementing judgments and orders. In order to achieve its duties, the Judicial Police shall have the following competencies:

1. Manage, guard, and supervise institutions.
2. Guard the headquarters of the Ministry of Justice and its affiliated parties and the headquarters of judicial bodies, and ensure the protection of their members during the exercise of their duties.
3. Maintain security and order within the institutions and the Ministry's headquarters.
4. Provide health and social care for inmates.
5. Rehabilitate inmates through the latest methods used to integrate them in society.
6. Safeguard the human dignity of inmates and maintain respect for human rights principles.
7. Execute the announcements, notifications, judicial orders, and judgments issued by courts and procuratorates.
8. Initiate search and investigation works, collect proofs on crimes related to the implementation of the Institutions Act, and act as per the law in this regard.
9. Combat and control any riots in institutions, courts, and Prosecutions.
10. Cooperate with Arab and international entities related to the work of the Judicial Police.
11. Form and prepare specialized elements in the field of correction and rehabilitation, in coordination with the competent private authorities, and propose training and rehabilitation programs domestically and abroad to improve their competence.
12. Work on the provision of technical and media means used in the institutions to ensure better control and organise its work.
13. Conduct studies and research on the phenomenon of overcrowding in correctional and rehabilitation institutions, find out its causes, reach conclusions, and assist in proposing solutions and executive programs in coordination with the competent authorities concerned by this phenomenon.
14. Hold scientific seminars and conferences on the work process of the Judicial Police and benefit from their results in the development of the work.
15. Study the legislation on reform and rehabilitation and submit proposals aimed to amend them so they keep pace with the evolving development in this area.
16. Increase the capabilities of specialized elements in the field of correction and rehabilitation according to the latest in this area.

17. Any other competencies assigned to it by legislation in force.

Article (7)

Competencies of the Chief of the Judicial Police

1. Develop and implement the public policy of the Police in line with its objectives.
2. Adopt the annual plans and programs for the operation of the Police.
3. Represent the Police in the judiciary and in its relations with other third parties.
4. Sign local, Arab, and international contracts and conventions to which the Police is a party.
5. Adopt the final account, approve the draft balance of the Police, and refer it to the competent authorities.
6. Propose and prepare the regulations related to the work of the Police and refer them for approval.
7. Form advisory and technical committees, determine their rewards in accordance with the legislation in force, and issue decisions on their regard whenever the need arises.
8. Issue decisions and recommendations related to the work of the Police, in accordance with the legislation in force.
9. Issue payment orders on the amounts included in the budget approved for the Police.
10. Issue decisions regarding the functional affairs of the Police personnel, in the limits of the competencies provided for in the legislation in force.
11. Address competent authorities regarding the issuance of deployment orders in the course of official duties and training sessions, domestically and abroad, on the functioning of the Police, in accordance with the legislation in force.
12. Adopt the minutes of meetings of the Committee of Personnel in the Judicial Police.
13. Any competencies assigned by the legislation in force without any text thereon in this Decree.
14. Any tasks assigned to it by the Minister of Justice in its respective fields.

Article (8)

Organisational Divisions Directly Subordinate to the Judicial Police Chief

- a. Board of Directors.
- b. Branches.
- c. Police Training Institutes.
- d. Department of Operations and Judicial Security.
- e. Department of Inspection and Follow-up.
- f. Office of the Chief.
- g. Office of Control and Internal Audit.
- h. Office of Legal Affairs.

Article (9)

Competencies of the Organizational Divisions Subordinate to the Chief

a. Board of Directors

The Judicial Police shall have a committee titled the Board of Directors and it shall consist of the following:

1. The Judicial Police Chief as the chairman.
2. The Deputy Chief as a member.
3. Assistant of the Chief for the affairs of institutions as a member.
4. Directors of departments as members.

The Board of Directors shall have the following competencies:

1. Provide technical advice on the matters of a technical and specialist nature for the work of the Police, as presented by the Chairman or one of the members.
2. Adopt the strategies, plans, and programs of action relating to the activities of the Police and presented by the departments, offices, and agencies of the Police.
3. Discuss the budget of the Police and adopt it for referral to the Ministry.
4. Study the priority and needs of the Police.
5. Consider and adopt the inmate rehabilitation and employment program and approve constructive activities for them.
6. Propose technical, administrative, and financial solutions to the problems that hinder the progress of the work in the Police.
7. Analyse periodic studies on the status, management, and activities of the Police, draw conclusions contained therein, and propose solutions to the problems and difficulties faced by the Police.
8. The Board of Directors shall form one or more committees from among its members to study any subject related to the work of the Police, or provide data or information that result in the issuance of decisions of an important nature related to the public policy for the operation of the Police.
9. The Board shall develop a system that defines its periodic meetings. The Chairman may call for an emergency meeting in the cases that require it. Meeting shall be legal if attended by half of the members plus one. The Board shall take its decisions by majority vote, and in cases of a tie, the side of the Chairman shall dominate.
10. The Chairman shall assign the holder of the post of Rapporteur of the Board.

b. Branches:

Branches shall have the following competencies:

Branches shall exercise the competencies of the Judicial Police within their competencies, and each branch shall have a director appointed by the Chief.

Competencies of Branch Directors:

1. Exercise the competencies of the Judicial Police within the limits of their competencies.
2. Execute the announcements, notifications, judicial orders, and judgments issued by courts and procuratorates in collaboration with the Department of Operations and Judicial Security and the department and units of execution of judgments and judicial orders in the branch and institutions.
3. The offices and security checkpoints of the branch shall guard and secure the headquarters of the Ministry of Justice, its affiliates, and the judicial bodies within the geographical scope of the branch.

4. Conduct the daily work and management of the affairs of the branch and the institutions within its scope.
5. Follow up on the employees of the branch and institutions within its scope, in accordance with the tasks, responsibilities, and competencies of the Judicial Police.
6. Prepare and submit periodic reports on the work of the branch to the Chief on a regular basis.

c. Judicial Police Training Institutes

The Police Chief may propose the establishment of institutes for the training of the Judicial Police in various regions where he deems it necessary to establish such institutes. A Cabinet Decree shall be issued on the same upon the submission of the Minister of Justice, provided that a Minister of Justice Decree is issued on the internal organization of the institute.

Competencies of Institutes:

1. Train Police employees according to the latest methods used in training.
2. Prepare training courses to raise the capabilities of Police employees periodically and regularly, in accordance with the latest training programs in the field of the studies of the management of institutions in developed countries.
3. Develop training programs and present them to the human resources development manager to present them to the Chief for approval or to the Board of Directors to obtain comments on them.
4. Choose the training crews for the workers in training institutes who occupy the organizational divisions and sub-organizations of the organizational structure with competence and experience. The Chief shall issue their appointment decision upon a submission from Director of the Institute.
5. Determine the curricula taught in training institutes and propose the size of batches and regulations of the Institute and training sessions.
6. Any tasks assigned to them in the legislation in force.

d. Department of Operations and Judicial Security

The Department of Operations and Judicial Security shall be responsible for the protection of judicial bodies, litigants, and inmates and rapid intervention in the event the headquarters of the Ministry of Labour or its affiliate are subject to any attack. It shall protect and secure them and use legally available means to disperse riots, rebellion, frenzy, or any chaos that may occur within the institutions. In particular, it shall be responsible for the following:

1. Develop security plans to secure and protect the headquarters whose protection and guarding are assigned to the Judicial Police and oversee their implementation.
2. Support the sections and units of the execution of sentences and judicial orders and implement execute the declarations and notifications issued by the courts and procuratorates in branches and institutions.
3. Develop the necessary security proposals to improve the capability of personnel in the Department.
4. Request to recruit, train, and build the capacity of the elements who can implement the competencies of the Department.

5. Identify the machinery, equipment, devices, and supplies that the Judicial Police needs.
6. Ensure the technical supervision of technical equipment to monitor and secure the institutions and the headquarters of judicial bodies.
7. Prepare the units to maintain order within the institutions under protection in cases of riots, rebellion, frenzy, or escape attempts and follow up on their operations.
8. Protect public officials of the Ministry of Justice and its affiliated bodies from any attack.
9. Coordinate the deposit of inmates, their accommodation within the institutions, and the mechanism for transferring and presenting them to judicial bodies using the means of transport and equipment appropriate to the nature of each task.
10. Supervise the medical reference group and provide all the equipment, medicines, and supplies it needs to ensure the good performance of its work to the fullest.
11. Supervise the offices of operations and judicial security in branches and institutions.
12. Use advanced equipment in the investigation with fugitives or suspects, and track or hunt them down or monitor the inmates authorized to take leaves during their leave period.
13. Supervise the work of the command and operations room and control and develop it with the latest techniques.
14. Any tasks assigned to it by the Chief.

e. Department of Inspection and Follow-up:

The Department of Inspection and Follow-up shall ensure the planning, inspection, and evaluation of the performance of workers in all the units of the Judicial Police, provide a database and information for all the units, in terms of the level of performance, needs, and achievements, and submit periodic reports on the administrative and security situation to the Chief. It shall, in particular, have the following competencies:

1. Periodic and unscheduled inspections on the members and staff of the Judicial Police.
2. Investigate the issues referred to it by the Chief and present the results.
3. Search for weapons and ammunition and their records and validity.
4. Supervise the location of administrative detention for the members of the Judicial Police.
5. Supervise the workflow in the organizational divisions of the Police and submit their proposals in this regard to the Chief.
6. Develop the criteria to measure the performance of administrative divisions, in coordination with the relevant departments.
7. Develop the documents relating to the quality system (ISO) and the methods and procedures required for the performance of quality and excellence activities.
8. Propose the development of decision-making, planning, and prioritization methods by comprehensive and organized understanding of the activities of the Police, the changes, and the positive opportunities.
9. Coordinate the activities of various functions that provide advice with respect to the aspects of risk management within the Police.

10. Assess the administrative, service, and police performance in administrative and service units of the institutions of the Police, identify shortcomings, and suggest the best ways to address them.
11. Any tasks assigned thereto by the Chief.

f. Office of the Affairs of the Chief

The Office of the Affairs of the Chief shall organize the work of the Office of the Chief, receive correspondence and reports, prepare his meetings, record its decisions, follow up the work of the committees assigned, and inform him about the latest results. It shall, in particular, have the following competencies:

1. Organize the work of the Office of the Chief.
2. Receive the correspondence and reports addressed to the Chief and implement his instructions in their regard.
3. Prepare the meetings of the Chief, develop a draft agenda in accordance with his directives, prepare the minutes of his meetings, and inform the concerned authorities with a copy of them after their approval.
4. Record the decisions issued by the Chief, save them, and record them in a special register according to their issuance dates.
5. Notify all of the Police's organizational divisions of the decisions, instructions, and recommendations issued by the Chief.
6. Organize interviews and calls for the Chief and provide the information and data he requires.
7. Receive the invitations addressed to the Chief to attend meetings or committees he chairs or is a member thereof.
8. Keep confidential and private documents according to the controls established by the Chief.
9. Prepare the messages issued by the Chief, according to his instructions.
10. Follow up the work of committees and task forces assigned by the Chief and receive their reports.
11. Submit reports on the progress of work in the office.

g. Office of Control and Internal Audit

The Office of Control and Internal Audit shall review all the books, records, and payment orders, control disbursement aspects, provide financial advice to avoid any errors or deficiency or defect in the documentary cycle, and undertake an audit of the final accounts, budgets, and financial reports. It shall, in particular, have the following competencies:

1. Develop programs that enable the Office to carry out its tasks, in accordance with the financial laws and regulations in force.
2. Review all the books, records, and cards and ensure the validity of the financial restrictions therein.
3. Provide financial advice and suggest ways to avoid any errors, deficiency, or defect in the documents or disbursement procedures.

4. Review the final accounts, budgets, and financial reports of the Judicial Police, flag deficiencies, and propose ways to address them.
5. Review the financial procedures relating to all income and expenses carried out by the Police and ensure their validity, safety, and respect of the requirements and procedures required.
6. Review the draft budget of the Police and ensure the safety of its preparation.
7. Review the annual or special inventory of the assets and property of the Police.
8. Participate in the preparation of responses to inquiries and observations received from the Audit Bureau and other relevant authorities.
9. Fulfil internal control works to the fullest and ensure the application of the documentary cycle and regulations in force in the Police, in line with the State's financial system.
10. Conduct periodic and unscheduled inventories on cabinets, stores, and financial trusts to ensure the application of the legislation in force to avoid any shortfall in the funds of the Police.
11. Assess the results of the implemented budget, compare it to the approved budget, analyse deviations, and suggest ways to avoid them.
12. Participate in the work of the committees assigned by the Chief.
13. Work on the development of control and accounting systems and the documentary cycle of the Police.
14. Prepare technical reports at the request of the undersecretary for the affairs of the Judicial Police.
15. Prepare periodic reports on the work in the office.

h. Office of Legal Affairs:

The Office of Legal Affairs shall provide legal consulting on the subjects when counselling is required, propose draft laws, regulations, and their amendments, and review the contracts and agreements concluded by the Police from a legal point. It shall, in particular, have the following competencies:

1. Prepare and review the draft regulations and decisions.
2. Express an opinion, prepare memos, and provide legal advice on matters submitted to it by the Chief or an organizational division in the Judicial Police.
3. Follow up on the issues to which the Judicial Police is a party, prepare legal memos that show the point of view of the Police in particular, and take the necessary measures in this respect in coordination with the Department of Cases.
4. Develop and maintain the contracts concluded by the Police to carry out its mandate, in coordination with the competent administrations and offices and the other branches and related entities.
5. Take the necessary steps to refer the draft contracts concluded by the Police to the Audit Bureau and prepare responses to its remarks in coordination with the competent departments.
6. Conduct investigations into matters referred by the Chief, his deputy, assistant, departmental directors, or managers of branches or offices, participate in the membership of the commissions of inquiry, and investigate complaints assigned to it.

7. Participate in committees when asked in order to express a legal opinion on them.
8. Maintain the Official Gazette, legal encyclopaedias, and international treaties, conventions, and protocols in collaboration with the Department of Relations and International Cooperation, and work on classifying them and circulating them in the Police.
9. Participate in conferences, seminars, and workshops related in order to serve the purposes of the Police.
10. Prepare periodic reports on the work of the Office.

Article (10)

Competencies of the Deputy Chief

The Deputy Chief shall have the following competencies:

1. Exercise the functions of the Chief in case of his absence, if the post is vacant, or if the Chief has an impediment.
2. Attend conferences, seminars, and meetings that the Chief tasks him to attend on his behalf.
3. Undertake the competencies delegated to him by the Chief according to the laws and regulations in force in this regards.
4. Follow up the administrative, financial, and technical workflow in the departments and offices under his supervision.
5. Hold regular meetings with the directors of departments and offices under his supervision to discuss the workflow and difficulties encountered and propose appropriate solutions.
6. Propose the amendments of the laws, regulations, decisions, and provisions in favour of the work in the administrative unit, and present them to the Chief for approval.
7. Submit periodic reports to the Chief on the activity and the technical, administrative, and financial work in the organizational divisions under his direct supervision.
8. Propose the formation of permanent or temporary advisory committees, determine their competencies to discuss some of the topics within the competencies of the Judicial Police, and preside over some of them.
9. Propose encouragement bonuses and rewards to the committees formed to study some topics related to the Police.
10. Chair the working committees and commissions of disciplinary affairs.
11. Chair the Tenders Committee in the Police.
12. Other works or functions assigned to him by the Chief.

Article (11)

Organizational Divisions Subordinate to the Deputy Chief

- a. Department of Administrative and Financial Affairs.
- b. Department of Human Resources Development.
- c. Department of Relations and International Cooperation.
- d. Department of Planning, Studies, and Projects.
- e. Office of the Affairs of the Deputy Chief.
- f. Office of Information Technology.

g. Women's Affairs Office.

Article (12)

Competencies of the Organizational Divisions Subordinate to the Deputy Chief

a. Department of Administrative and Financial Affairs:

The Department of Administrative and Financial Affairs shall prepare the Judicial Police budget estimates, provide all the facilities, equipment, and materials the Police needs, follow up on all the matters related to the financial issues in the Police, and supervise cabinets and permanent and temporary financial trusts. It shall, in particular, have the following competencies:

1. Prepare the Judicial Police budget estimates, implement its provisions after its approval, prepare the necessary records, and prepare the final account.
2. Open accounts and financial credits in coordination with the Audit Bureau.
3. Prepare salary slips and other dues in cooperation with the competent divisions.
4. Follow up on accounts in banks and conduct and receive payments.
5. Provide the Police's needs of stationery items and various furniture and equipment, provide the necessary items to the storage within the limits set in the budget, and ensure temporary and permanent bookkeeping.
6. Supervise cabinets and temporary and permanent trusts.
7. Conduct the inventory in books and on the ground.
8. Supervise major stores and sub-stores, their documentary cycle, supply thereto, and disbursement therefrom, especially type cards and records stored.
9. Receive incoming correspondence and memos, classify outgoing correspondence and letters, and record each in a special record.
10. Refer incoming correspondences and memos after registration to the party responsible for the procedure.
11. Store the documents in respective files by category scheduled in cooperation with the competent departments and offices.
12. Record the matters referred to the departments and offices by marking, follow up and indicate the late ones, and submit periodic reports thereon.
13. Study and evaluate the system of archives, refer the correspondence and documents of the administrative apparatus, and suggest the best ways to develop them, including the use of mechanization and advanced means of preservation and retrieval.
14. Carry out the audit and inspection of purchases upon receipt to ensure they comply with the specifications agreed upon or not.
15. Submit proposals aimed at setting a new management system that would simplify and facilitate the movement of the documentary cycle in the Police, and participate in the development of a plan for the introduction of modern mechanization.
16. Participate in social events for all the employees of the Police.
17. Visit the sick and wounded employees of the Police, check their health and economic circumstances, and report thereon to the Deputy Chief in order to provide them with assistance.

18. Carry out the maintenance of vehicles and machineries of the Police and provide the necessary spare parts.
19. Provide all the administrative supplies and equipment needed by the Police.
20. Complete all the procedures of the Police employees.
21. Undertake simple maintenance needed in the Police facilities.
22. Supervise the application of safety systems and procedures, provide the means and equipment that prevent accidents and fires, and take into account the employees' application of professional security and safety instructions.
23. Carry out all the other similar tasks assigned thereto.

b. Department of Human Resources Development

The Department of Human Resources Development shall develop training plans to improve the capability of the Police employees, set the conditions and controls based on which new members and staff are recruited, work on the rehabilitation of employees in accordance with the best methods, and care for public functions. It shall, in particular, have the following competencies:

1. Implement the Police targets in the field of training and human resource development, develop plans and programs related thereto, in coordination with the relevant departments, and submit proposals related thereto.
2. Develop the training curricula permanently.
3. Follow up and evaluate the work of the Judicial Police training institutes and work to meet their technical requirements.
4. Develop awareness programs to publicize the work of the Judicial Police, in order to attract new staff to work with the Police.
5. Develop the standards and controls to recruit new members to the Police.
6. Work on the rehabilitation of the Police elements who deserve promotion to a higher grade to ensure the smooth flow of the hierarchy.
7. Undertake the procedures of appointment, promotion, transfer, delegation, secondment, and other personnel-related issues for the employees in the administrative unit.
8. Maintain the personal files of employees, prepare and save the staffing record, the seniority record, job descriptions cards, and career cards, and continuously update them to conform to reality.
9. Prepare for the meetings of the committee of worker affairs and disciplinary boards and take the necessary measures to implement the decisions they issue.
10. Conduct studies and research on the Police's need for various disciplines, according to its work plan and in coordination with the departments of the Police.
11. Participate in defining the professions that require certain skills and competencies.
12. Work to develop the best way for Judicial Police employees to deal with third parties while exercising their functions.
13. Follow up the latest developments, attend seminars and conferences related to the Police work, and benefit from them.

14. Develop programs for the dispatching of the Police employees for study or training domestically and abroad, follow up on them, prepare the necessary reports thereon, and coordinate with the relevant authorities.
15. Oversee the training programs (on-the-job training) to raise the capability of the Police employees through a similar adopted plan.

c. Department of Relations and Cooperation

The Department of Relations and Cooperation shall undertake the coordination tasks between the Judicial Police and the relevant local and international organizations, receive official visitors of the Police, and work to show the Police's activities and orientations in various media outlets. It shall, in particular, have the following competencies:

1. Participate in the preparation of cooperation projects with the Police counterparts and Arab and international organizations, in order to achieve the exchange of common interests.
2. Open communication and cooperation channels with relevant international and Arab partners and international and Arab organizations.
3. Participate in holding joint local and international conferences and seminars.
4. Maintain Arab, regional, international, and bilateral conventions and treaties concerning the operation of the Police and activate them to benefit from them.
5. Coordinate and follow up the technical cooperation activities with international organizations in the areas of operation of the Police.
6. Receive official visitors of the Police or its affiliated entities.
7. Provide services to official guests of the Police, such as accommodation, transport, and scheduling of their visits, meetings, and interviews.
8. Propose methods to utilize the technical assistance and work relevant to the Police activities provided by international organizations.
9. Translate documents, reports, correspondence, and agreements, taking into account the linguistic and technical essentials and accuracy in meaning.
10. Undertake interpretation in seminars, conferences, meetings, and committee meetings held in the Judicial Police.
11. Translate and summarize studies, research, and references.
12. Follow up all the published publications directly related to the work of the Judicial Police.
13. Collect public opinion reports and what is published in media outlets of all kinds and refer them to the appropriate entity in the Police.
14. Coordinate with media outlets on the Judicial Police activity.
15. Participate in the development of media and awareness plans, policies, and programs to carry out the goals of the Judicial Police and bring out its activities.
16. Develop educational programs to raise awareness among the inmates in correctional and rehabilitation institutions through lecturing and distributing leaflets.
17. Prepare periodic reports on the work of the Department.
18. Any other tasks assigned by the Chief Deputy.

d. Department of Planning, Studies, and Projects

The Department of Planning, Studies, and Projects shall participate in the development of annual budget plans, conduct research and studies to raise the work performance in the Judicial Police, and develop and improve the stay of inmates in institutions. It shall, in particular, have the following competencies:

1. Participate in developing the annual budget of the Judicial Police.
2. Develop engineering plans and drawings for the construction projects that the Police seeks to implement.
3. Prepare draft plans that ensure the achievement of specific objectives at the Police level and propose appropriate policies to implement the approved plans.
4. Examine the difficulties and obstacles that hinder the implementation of plans and policies and propose ways to address them.
5. Conduct studies and research, propose annual and periodic plans related to various activities at the Police level, and propose the budgets and work teams necessary to implement them.
6. Follow up on the performance of plans and prepare deviation and correction reports.
7. Prepare technical studies on the needs related to the development plans of institutions.
8. Conduct studies and research on the most appropriate methods and specifications used to develop the institutions according to international standards adopted in this regard, which thereby improves the stay of inmates in institutions.
9. Compile, study, and analyse the data and information on the activities of the Judicial Police and draw results for use in the preparation of plans and programs that implement the objectives, policies, and strategies of the Police.
10. Examine the construction contracts that the Police concludes with executing companies and provide technical opinion thereon.
11. Follow up with the companies implementing the Police projects and provide periodic reports on the stages of implementation.
12. Participate in the preparation of the specifications of the devices and equipment necessary for the Police, in coordination with the competent departments in the Judicial Police.
13. Prepare periodic reports on the work of the Department.
14. Any other tasks assigned by the Deputy Chief.

e. Office of the Deputy Chief Affairs

The Office of the Deputy Chief Affairs shall organize the work of the Deputy Chief Office, receive correspondence and reports, prepare his meetings, inform him of the schedule of his meetings, organize his interviews and calls, and prepare the correspondence the Deputy Chief assigns to it. It shall, in particular, have the following competencies:

1. Organize the Office affairs administratively and technically.
2. Receive the correspondence and reports addressed to the Deputy Chief and implement his instructions on them.
3. Preparation the meetings of the Deputy Chief, develop a draft agenda in accordance with the latter's directives, draft the minutes of meetings, and notify the parties concerned with a copy thereof.

4. Organize the interviews and calls of the Deputy Chief and provide the information and data he requests.
5. Receive the invitations addressed to the Deputy Chief to attend meetings or committees he chairs or is a member of.
6. Maintain confidential and private documents in accordance with the regulations set by the Deputy Chief.
7. Prepare correspondences sent by the Deputy Chief according to his directives.
8. Follow up the work of committees and work teams assigned by the Deputy Chief and receive their reports.
9. Provide progress reports in the Office to the Deputy Chief.
10. Any tasks assigned by the Deputy Chief.

f. Office of Information Technology

The Office of Information Technology shall establish the necessary mechanism for information and e-communication systems, provide the necessary software for the systems, and prepare the systems for documenting all data related to the operation of the Judicial Police. It shall undertake the following in particular:

1. Undertake IT works and establish the necessary mechanism for information systems of electronic communication between the Judicial Police departments and correctional and rehabilitation institutions.
2. Oversee the engineering and technical aspects of the installation of electronic equipment and computer networks and relevant parties.
3. Ensure the technical and security supervision and provide protection for the information networks of the Judicial Police and its affiliates.
4. Prepare and provide the necessary software for the systems, identify software and operating systems that the Judicial Police and its affiliates need, and contribute to the development of the ones available.
5. Regulate the flow of data between the Judicial Police and its affiliates.
6. Establish a database for the Judicial Police employees, such as officers, non-commissioned officers, civilian staff, and seconded workers, work to document such data, and save all the information related to these individuals.
7. Establish a system concerning the entry and exit of the inmates in correctional and rehabilitation institutions, prepare its own statistics, document them, and save them to use for reference when needed.
8. Prepare a special database for inmates, indicating their name, age, nationality, type of crime for which they are arrested or sentenced, place of execution of the sentence, and other data that help researchers study the causes of the crimes and find their perpetrators and methods to combat them.
9. Collect information and data relating to the procedures of the release committees for health reasons and pardons for inmates, and document and save them.
10. Prepare an information card for each inmate in correction and rehabilitation institutions, in full coordination with the directors of these institutions, and prepare a special information system to document escapes, capture, labour, and deaths among inmates.

11. Prepare monthly and annual statistics related to the work of the Judicial Police.
12. Select the human elements qualified to work in the Office and work to improve their scientific capacities to raise their performance level.
13. Prepare periodic reports on the work of the Office.
14. Any other tasks assigned by the Deputy Chief.

g. Women's Affairs Office

The Women's Affairs Office shall be responsible for professional affairs and any other requirements related to the female employees of the Judicial Police, implement the decisions related to women's issues, resolve the problems faced by female inmates, care for their health and psychological issues, care for their children, provide support to them, and organize their visit times. It shall specifically undertake the following:

1. Care for the functional affairs of the Judicial Police employees.
2. Implement the decisions related to women's affairs at the level of the Judicial Police and its affiliated bodies.
3. Receive the complaints related to women's affairs addressed to the Office, find solutions to them, and coordinate with the relevant authorities in this regard.
4. Organize and hold lectures, seminars, and forums that deal with the affairs of the Judicial Police employees and the inmates of correctional and rehabilitation institutions, so as to maintain the rights and duties of inmates.
5. Participate in forums and conferences focused on women's issues and rights at the local and international level and work to strengthen bilateral relations with the bodies and institutions related to women's issues.
6. Receive new female inmates and conduct social and health research in coordination with the relevant departments, express opinion on the employment programs of female inmates, and grant them leaves in full coordination with the directors of correctional and rehabilitation institutions, as per the administrative hierarchy applied in the matter.
7. Provide social care for female inmates, follow up with their children, and organize their visits.
8. Provide social, health, and psychological care for the rehabilitation of female inmates and work to provide financial subsidies and grants for their dues for female inmates and their families.
9. Prepare statistics and data on female inmates in correctional and rehabilitation institutions.
10. Prepare periodic reports on the work of the Office.
11. Any other tasks assigned by the Deputy Chief.

Article (13)

Competencies of the Assistant Chief of the Judicial Police for the Affairs of Institutions

The competencies of the Assistant Chief of the Judicial Police for the Affairs of Institutions shall be as follows:

1. Oversee the divisions directly subordinate to him.

2. Prepare the draft plans to achieve the objectives determined at the level of the divisions subordinate to him.
3. Directly oversee the works of institutions subordinate to the Judicial Police administratively and technically.
4. Monitor the needs of institutions and submit reports on these needs to the Judicial Police Chief.
5. Monitor the performance of institution directors, monitor violations, abuses, and infractions, and propose solutions and measures that reduce them.
6. Periodically monitor the activities carried out by the institutions to entertain inmates, educate them on health and psychologically, lecture them, and guide them religiously, according to the values of the Islamic religion.
7. Monitor the level of medical services provided for inmates.
8. Develop plans and programs that would improve the educational, cultural, and intellectual level of inmates in institutions and rehabilitate them and educate them to integrate in the society.
9. Participate in the estimation of the budget necessary for the human resources, devices, and equipment for institutions.
10. Develop the initial perceptions and proposals on the establishment of new institutions or the development of existing institutions in accordance with a progressive vision.
11. Develop the controls regulating the work of employees in institutions, so as to respect the dignity and humanity of inmates.
12. Distribute and transfer human resources between the institutions according to the needs and capabilities available in the Judicial Police.
13. Check the needs requests submitted by the institutions and take decision on them so as not to waste the funds of the Police.
14. Coordinate with the institutions directors and the director of the Department of Care and Rehabilitation of Inmates to hold regular meetings to check the progress of work and the obstacles they face upon executing and developing the necessary solutions.
15. Coordinate with the Director of the Department of Human Resources Development about holding specialized courses, according to the employment requirements in the institution.
16. Participate in the committees, conferences, and seminars he is assigned to attend.
17. Carry out periodic and unannounced check-up and inspection tours of institutions to examine the workflow and the obstacles and difficulties they face.
18. Submit periodic reports on the activity of the institution to the Judicial Police Chief.
19. Any other works or competencies assigned by the Chief.

Article (14)

Competencies of the Organizational Divisions subordinate to the Assistant

a. Correctional and rehabilitation institutions:

Institutions are places of correction and education designed to correct the behaviour of inmates convicted with criminal penalties of deprivation of liberty, and rehabilitate and train them to be good members of society. The institution shall be managed by a director

nominated by the branch director and appointed by a decision by the Chief of the Judicial Police.

New institutions may only be established by a decision of the Minister of Justice on the recommendation of the Chief of the Judicial Police.

- Institutions shall be divided into three types:
 - a. **Principal institutions: They shall execute the penalties for inmates in the following categories:**
 1. Sentenced to the death penalty.
 2. Sentenced to life imprisonment.
 3. Sentenced to a *hudud* punishment, until the execution of the judgment.

The Department of securing and guarding these institutions in coordination with the affiliate organization and management of seizure branches tasks.

- b. **Local institutions: They shall execute the penalties for inmates in the following categories:**
 1. Sentenced to imprisonment with labour.
 2. Sentenced to imprisonment if the inmate is a recidivist.

Each branch shall supervise the institutions within its work scope, in coordination with the departments of enforcement institutions and the departments concerned in the Judicial Police.

- c. **Private institutions (opened and semi-opened): They shall execute the penalties for inmates in the following categories:**
 1. Sentenced to simple imprisonment.
 2. Sentenced for traffic crimes and infractions.
 3. Seniors, aged 60 or older, sentenced to imprisonment.
 4. Sentenced to imprisonment and victims of physical coercion.

The branches of the Judicial Police shall undertake the tasks of securing and guarding these institutions within its work scope, in coordination with the departments of the enforcement institutions and the departments concerned in the Judicial Police.

- **The institutions shall have the following competencies:**
 1. Execute the penalties ruled by the competent courts and the Public Prosecution.
 2. Refuse to confine any person except by a written order sealed by the Public Prosecution. Inmates shall not remain beyond the period determined in the order.
 3. Document the inmate's detention in the institution's general register, in the presence of the party that brings him in. All personal data shall be recorded based on official documents.
 4. Undertake the distribution and separation of inmates as per the following:
 - a. Separate between inmates in provisional detention and convicted persons who do not exceed the age of twenty-one.

- b. Confine together the inmates close in age, culture, social status, psychological status, duration of punishment, criminal records, or crimes for which they are imprisoned.
- c. Inmates known for rioting, bullying, assault, or escape may be separated from others and each may be confined in a separate room.
5. Completely isolate female inmates from the rest of the inmates, in institutions specified for female inmates.
6. Take into account respect for the dignity of inmates and their human rights.
7. Provide social, health, and psychological care for inmates.
8. Safeguard the rights of inmates as guaranteed by Law No. (5) of 2005 and its Executive Regulation.

b. Department of the Care and Rehabilitation of Inmates

The Department of the Care and Rehabilitation of Inmates shall oversee correctional and rehabilitation institutions, develop plans and programs for the rehabilitation, education, sensitizing, guidance, and orientation of inmates in institutions, provide them with health and psychological care, and organize their encounters with their visitors. It shall, in particular, have the following competencies:

1. Oversee the facilities of correctional and rehabilitation institutions.
2. Submit reports on any damages caused to the institutions to the assistant as they happen.
3. Work on developing the policies of the Judicial Police in the field of care and rehabilitation in practice.
4. Coordinate with the competent departments in the Judicial Police to provide qualified human resources for the care and rehabilitation departments for inmates.
5. Oversee the provision of health, psychological, and rehabilitation care for inmates and supervise its implementation.
6. Develop programs and plans of education, religious awareness, recreation and rehabilitation of inmates and oversee their implementation.
7. Directly oversee the students in field training and field visits related to research and studies in university and college.
8. Directly oversee the libraries of correctional and rehabilitation institutions, as they contribute to the dissemination of knowledge and culture among inmates.
9. Conduct home visits to the families of inmates when needed to check their social and economic circumstances and the reasons for deviation.
10. Follow up all the employees of institutions and evaluate their performance.
11. Follow up chronic health conditions.
12. Monitor the program of vaccines and immunization against diseases and undertake the necessary campaigns in this regard.
13. Express opinions on the transfer of inmates from one institution to the other, classify inmates, and accommodate them.
14. Participate in the Work Committees of inmates and provide opinion in their regard.
15. Establish a database to determine the needs of inmates studying and qualified by the party responsible for the education and training in each institution.

16. Work on providing opportunities for inmates who desire to continue their studies and provide the means to study and perform examinations, as stipulated in Law No. (5) of 2005.
17. Propose granting financial bonuses to encourage the inmates who memorized the Quran in full or in half or received general or university degrees, as set in the executive regulations of Law No. (5) of 2005.
18. Work on obligatory education for illiterate inmates and train other inmates, professionally and technically, as per their educational qualifications and commensurate with their wishes.
19. Provide all the requirements of production and employment projects for inmates in institutions.
20. Provide social assistance to the families of inmates in need, in coordination with the party concerned in the State, charity institutions, and the civil society organizations focused on human rights.
21. Oversee the subsequent care for inmates in coordination with the Ministry of Social Affairs and the other entities that can provide suitable care from outside the institutions to the inmates.
22. Develop programs for the rehabilitation of inmates on the management of small project and coordinate with the competent authorities to grant released inmates sufficient support to establish such projects.
23. Ensure general supervision of the locations of education, training, and employment for inmates in all institutions.
24. Coordinate with the Ministry of Health on the training of medical personnel in the medical clinics in institutions, and provide all the supplies, equipment, and medicine needed for the same.
25. Receive the inmates' proposals, requests, and complaints with regards to social and health care, study them, and work on establishing possible solutions.
26. Submit periodic reports on the activity of institutions to the assistant.
27. The tasks assigned to it by the assistant.

c. Office of the Affairs of the Assistant of the Chief for the Affairs of Institutions:

The Office of the Affairs of the Assistant shall organize the works of the Office of the Assistant, receive the correspondences and reports addressed to him, prepare his meetings, organize his interviews, and prepare the correspondences he assigns it to prepare. It shall, in particular, have the following competencies:

1. Organize the affairs of the Office administratively and technically.
2. Receive the correspondences and reports addressed to the assistance and execute his directives in their regard.
3. Prepare the meetings of the Assistant, develop a draft agenda in accordance with his directives, prepare the minutes of his meetings, and inform the concerned authorities with a copy of them.
4. Organize the interviews and calls for the Assistant and provide the information and data he requires.

5. Receive the invitations addressed to the Assistant to attend meetings or committees he chairs or is a member thereof.
6. Keep confidential and private documents according to the controls established by the Chief.
7. Prepare the letters sent by the Assistant, according to his instructions.
8. Follow up the work of committees and task forces assigned by the Assistant.
9. Any tasks assigned to it by the Assistant.

Chapter (3) **Final Provisions**

Article (15)

The Minister and Undersecretary of the Affairs of the Judicial Police shall be the administrative and leadership reference of the Chief according to the circumstances. The Judicial Police Chief shall be the leadership, administrative, and technical reference of his deputy, assistant, branch directors, directors of institutions and training institutes, and all the directors of departments and offices of the Judicial Police. All the employees of the Judicial Police shall refer to their directors, as the case.

Article (16)

A decision shall be issued by the Chief on the organisational structure and organisational sub-divisions, so as not to contradict the provisions of this Decree.

Article (17)

The Manual of Typical Procedures and description of high leadership and administrative leadership functions shall accompany this Decree.

Article (18)

All the forms and drawings of the organisational structure of the Judicial Police, its components, and administrative divisions shall be considered an integral part of this Decree.

Issued in Tripoli

On: / /14 AH

Corresponding to 31 December 2013 AD