



Standard Operating Procedure (Revised)

Assessment of Operational Capability of Formed Police Units for Service in United Nations Peacekeeping Operations and Special Political Missions

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**STANDARD OPERATING PROCEDURE (REVISED) FOR
ASSESSMENT OF OPERATIONAL CAPABILITY OF FORMED POLICE UNITS
FOR SERVICE IN UNITED NATIONS PEACEKEEPING OPERATIONS
AND SPECIAL POLITICAL MISSIONS**

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A. PURPOSE

1. This Standard Operating Procedure (SOP) provides instructions and guidance to DPKO/DPA/DFS personnel on how to assess formed police units (FPUs) against the requirements of operational capability for service in United Nations peace operations.¹ The SOP also supports Police-Contributing Countries (PCCs) in their pre-deployment selection and training processes.

B. SCOPE

2. The SOP applies to the assessment of FPUs for service in peace operations. Compliance with this SOP is mandatory.
3. This SOP is not applicable to the assessment and selection of individual police officers (IPO) or of United Nations staff members serving within the police components of peace operations.²

C. RATIONALE

4. This SOP outlines clear and coherent assessment procedures to ensure efficient and effective selection and deployment of FPUs to peace operations. The SOP first summarises the requirements of operational capability, followed by a description of the process of preparing for, conducting and following up on an Assessment of Operational Capability (AOC).
5. This SOP should be read together with other relevant United Nations guidance material, in particular with the *Policy on United Nations Police in Peacekeeping Operations and Special Political Missions*,³ Security Council resolution 2185 on United Nations Police,⁴ the *Policy (Revised) on Formed Police Units in United Nations Peacekeeping Operations*,⁵ the *Specialized Training Materials for Formed Police Units*,⁶ the *Standard Operating Procedure on Selection and Recruitment Procedures for United Nations Personnel at the*

¹ For the purposes of this SOP, peace operations refer to both United Nations peacekeeping operations and United Nations special political missions.

² For the assessment and selection of IPOs see Department of Peacekeeping Operations/Department of Field Support, *Standard Operating Procedures: Assessment of Individual Police Officers for Service in United Nations Peacekeeping Operations and Special Political Missions*, 1 February 2012 (2011.18) [hereinafter: SOP on Assessment of Individual Police Officers].

³ Department of Peacekeeping Operations/Department of Field Support, *Policy on United Nations Police in Peacekeeping Operations and Special Political Missions*, 1 February 2014 (Ref. 2014.01).

⁴ Security Council, *Resolution on United Nations Police*, 20 November 2014 (S/RES/2185).

⁵ Department of Peacekeeping Operations/Department of Field Support, *Policy (Revised): Formed Police Units in United Nations Peacekeeping Operations*, 1 January 2017 (Ref. 2016.10) [hereinafter: Policy (Revised) on Formed Police Units].

⁶ United Nations, *Specialized Training Materials for Formed Police Units*, available at <http://research.un.org/stm/fpupackage>.

*Police Division, Peacekeeping Operations and Special Political Missions;*⁷ and the Operational Guidance on the implementation of Security Council resolution 2272 (2016) addressing sexual exploitation and abuse by peacekeepers deployed under Security Council mandates.⁸

D. PROCEDURES

SUMMARY

6. All FPU must meet the requirements of operational capability to qualify for service in peace operations. These requirements are established in the *Policy (Revised) on Formed Police Units in United Nations Peacekeeping Operations* and other relevant guidance. The requirements of operational capability consist of individual and unit requirements. Only FPU that have completed the entire assessment process and meet all individual and unit requirements qualify for service in peace operations. This process is called Assessment of Operational Capability (AOC) and is conducted by a United Nations Formed Police Assessment Team (FPAT).
7. Depending on the FPU rotation timelines in ongoing peace operations and on the need for FPU in new peace operations, the DPKO/OROLSI Police Division (PD) in consultation with the peace operation concerned deploys a Formed Police Assessment Team to a PCC to conduct an Assessment of Operational Capability of one or more FPU.
8. Before the first FPU deployment from a PCC to a specific peace operation, the United Nations conduct a pre-deployment visit (PDV) to the PCC. Within the framework of a pre-deployment visit, the Formed Police Assessment Team is integrated into the PDV team and the assessment of the FPU is conducted during the PDV.
9. The operational capability of an FPU must also be assessed when an FPU is transferred (“re-hatted”) from a non-UN mission to a UN peace operation. Usually, the assessment of an FPU that is to be re-hatted takes place during a pre-deployment visit.
10. Within the framework of the United Nations Peacekeeping Capability Readiness System (PCRS), an Assessment of Operational Capability must be conducted before an FPU can be elevated to Rapid Deployment Level.
11. Before a Formed Police Assessment Team deploys to a PCC, the PCC must certify in writing that the FPU meets certain requirements as determined in this Standard Operating Procedure (SOP). The majority of the requirements of operational capability are assessed by the Formed Police Assessment Team during its visit. The medical fitness of the FPU members is certified by the PCC after the FPU’s assessment by the FPAT and shortly before deployment.

⁷ Department of Peacekeeping Operations, Office of Rule of Law and Security Institutions, Police Division, *Standard Operating Procedure: Selection and Recruitment Procedures for United Nations Personnel at the Police Division, Peacekeeping Operations and Special Political Missions*, 25 March 2011 (DPKO/PD/SOP/2011).

⁸ Secretary-General, Operational Guidance on the Implementation of Security Council Resolution 2272 (2016) and Select Related Measures in A/70/729.

12. An FPU member designated to operate a vehicle in the mission area must not only pass the driving competency assessment during the Assessment of Operational Capability but also a driving test on arrival in the peace operation to obtain a United Nations driver's permit.
13. The successful completion of the Assessment of Operational Capability is a pre-requisite for service in a peace operation. Based on the AOC results, the DPKO Police Adviser, in consultation with the DPKO/DPA/DFS leadership and the peace operation leadership, authorizes the deployment of the FPU.

FORMED POLICE UNITS⁹

14. FPUs are specialized, cohesive armed mobile police units, providing security support to United Nations operations by ensuring the safety and security of United Nations personnel and assets; contributing to the protection of civilians; and supporting police operations that require a formed response. Depending on the mission's mandate, FPUs may perform these tasks independently (in the case of executive law enforcement mandate) or in support of existing host-state law enforcement agencies and within the limits of their operational and logistical capabilities, areas of deployment and relevant UN policies.
15. Within the category of FPUs, there may be units with various expertise and specialized capacities either comprising their full strength or embedded within the unit. Additional specialized police units or teams may be added, as required, from the same or a different PCC. Specialized capacities may include, but shall not be limited to, canine handling, close protection, crime analysis, forensics, investigation, public order management, special weapons and tactics (SWAT), guard units and riverine policing, in accordance with mandated tasks. The exact tasks and composition of FPUs, including personnel (strength, capabilities, command and control arrangements, specialized capacities, etc.) and equipment requirements shall be determined within the framework of the integrated UN assessment and planning process¹⁰ and detailed in the Statement of Unit Requirements (SUR). They may be subject to adjustment based on ongoing review.
16. FPUs are deployed under a Memorandum of Understanding (MOU) between the United Nations and the PCC within the contingent-owned equipment (COE) system described in the COE Manual.¹¹
17. The standard tour of duty for FPU personnel is one year and should not exceed 18 months.

REQUIREMENTS OF OPERATIONAL CAPABILITY

18. The requirements of operational capability as defined in the *Policy (Revised) on Formed Police Units*,¹² the *Specialized Training Materials for Formed Police Units*,¹³ and other

⁹ This section is based on Policy (Revised) on Formed Police Units, paragraphs 8-11.

¹⁰ See United Nations, *Policy on Integrated Assessment and Planning*, 9 April 2013.

¹¹ General Assembly, *Manual on Policies and Procedures Concerning the Reimbursement and Control of Contingent-Owned Equipment of Troop/Police Contributors Participating in Peacekeeping Missions (COE Manual)*, 28 February 2014 (A/C.5/69/18).

¹² See footnote 6 above.

¹³ See footnote 6 above.

relevant guidance fall into individual and unit requirements. FPU must meet all requirements to qualify for service in peace operations.

Individual Requirements

19. Each member of an FPU must meet specific individual requirements to qualify for service in a peace operation.¹⁴ In certain areas, the FPU Commander, the Deputy Commander, the Platoon Commanders, the Operations Officer, the Liaison Officer, the Logistics Officer, the Medical Officers, the Section Leaders and the Duty Officers must meet additional requirements. Job descriptions of commanding officers are attached in Annex A.
20. The individual requirements of operational capability fall into three (3) categories: basic eligibility; professional competence; and professional conduct and performance.

Basic Eligibility

21. The basic eligibility requirements fall into three (3) sub-categories: age and professional experience; rank; and medical fitness.
22. The age and professional experience requirements for FPU members:
 - a) *Minimum experience of FPU staff:* All FPU members shall have a minimum of two (2) years of police service in their home countries prior to deployment. The years of police experience may include periods of police service in assignments other than formed police functions, as well as periods of specialized police training, but shall not include periods of basic police training.
 - b) *Minimum experience of FPU commanding staff:* The FPU Commander, the Deputy Commander, the Platoon Commanders, the Section Leaders, the Operations Officer, the Liaison Officer, the Logistics Officer and the Duty Officers must have a minimum of five (5) years of police experience in their home countries prior to deployment. These years of police experience may include periods of police service in assignments other than formed police functions, as well as periods of specialized police training, but shall not include periods of basic police training. In addition, the FPU Commander and the Deputy FPU Commander must have at least one (1) year of unit command experience in public order management or related to the specialized capacity of an FPU.
 - c) *Minimum and maximum age of FPU staff:* All FPU staff should be more than eighteen (18) and less than fifty-five (55) years of age at the time of deployment.
23. Rank: Generally, it is the responsibility of the PCC to determine the appropriate ranks of the FPU officers in command positions. However, the FPU Commander will be at a rank of no less than Major or equivalent, the Deputy Commander will be at a rank of no less than Captain or equivalent, and Platoon Commanders will be at a rank of no less than Lieutenant or equivalent.

¹⁴ These requirements correspond, where applicable, to the requirements that IPOs must meet for individual deployment to a peace operation. See SOP on Assessment of Individual Police Officers.

24. Medical fitness: All FPU members must be physically fit to perform crowd management and other physically demanding tasks. The FPU members must also be mentally and psychologically fit taking into consideration that they may be deployed in a potentially hostile and hazardous environment. Fitness does not simply imply absence of disease, but also the ability to work effectively under such circumstances.

Professional Competence

25. The professional competence requirements fall into four (4) sub-categories: professional knowledge; language skills; driving skills; and weapons handling and shooting skills.
26. Professional knowledge: All FPU members should have a good understanding of the following three (3) areas: United Nations peacekeeping; United Nations policing; and the mission mandate (see paragraphs 26 a)-c) and 70 below). In addition, FPU officers in command positions should have a detailed understanding of command, control and coordination of FPUs in peace operations and will know how to react to and manage public order incidents (see paragraph 26 d) below).
- a) *United Nations peacekeeping*: All FPU members will be familiar with United Nations peacekeeping and its principles; the establishment, structures and functioning of peace operations; and relevant DPKO/DFS policies and procedures.
 - b) *United Nations policing*: All FPU members will have a good understanding of the principles, tasks and responsibilities of the United Nations police including FPUs, in particular the *Policy on United Nations Police* and related guidelines;¹⁵ the basic concepts and characteristics of the main legal systems and the practical aspects of working within these systems in a United Nations mission; the tasks and responsibilities relating to protection of civilians, child protection, sexual and gender based violence, and the applicable reporting and referral arrangements; basic land navigation tools and procedures (including the use of maps, compass and GPS); radio communication procedures (including procedure words and international phonetic alphabet); and road safety standards and procedures.
 - c) *Mission mandate*: All FPU members will be familiar with the mandate of the peace operation to which they are being deployed, as well as mission-specific directives and SOPs.
 - d) *Special knowledge and skills of FPU officers in command positions*: The FPU Commander, the Deputy Commander, the Platoon Commanders, the Section Leaders and the Operations Officer should be familiar with the procedures applying

¹⁵ Department of Peacekeeping Operations/Department of Field Support, *Policy on United Nations Police in Peacekeeping Operations and Special Political Missions*, 1 February 2014 (Ref. 2014.01); Department of Peacekeeping Operations/Department of Field Support, *Guidelines on Police Administration in United Nations Peacekeeping Operations and Special Political Missions*, 1 February 2017 (2016.26); Department of Peacekeeping Operations/Department of Field Support, *Guidelines on Police Operations in United Nations Peacekeeping Operations and Special Political Missions*, 1 January 2016 (2015.15); Department of Peacekeeping Operations/Department of Field Support, *Guidelines on Police Command in United Nations Peacekeeping Operations and Special Political Missions*, 1 January 2016 (2015.14); Department of Peacekeeping Operations/Department of Field Support, *Guidelines on Police Capacity-Building and Development*, 1 April 2015 (2015.08).

in tactical operations including but not limited to crowd control operations, as well as with the procedures related to specialized capacities of an FPU; the decision-making process in FPU engagements; stress and fear management; in-service FPU training; tactical mediation and negotiation processes; the use of language assistants; and any particular skills related to the specific position he/she will occupy. These officers must also have a detailed understanding of FPU command and control arrangements in peace operations, cooperation and coordination with other mission components, as well as assistance to host-state police and other host-state law enforcement agencies, particularly in cases of humanitarian disasters and national elections (see paragraphs 92-94 below).

27. Language skills of commanding FPU officers: The FPU Commander, the Deputy Commander, the Platoon Commanders, as well as the Operations Officer, the Liaison Officer, the Logistics Officer and the Duty Officers will speak fluently, read easily, and write clearly in the working language of the peace operation they are deployed to, generally either English or French. This corresponds to B1 level in the language competency assessment. Basic language skills in either English or the working language of the peace operation are sufficient for the Medical Officers and the Section Leaders. This corresponds to A2 level in the language competency assessment. The Medical Officers and the Section Leaders do not undergo the entire language competency assessment but the operational interview only (see paragraphs 88-91 below and Annexes B and N).

If the working language is not English, at least 50 percent of the commanding officers shall be able to communicate in the working language while the remainder should be proficient in English. However, both the FPU Commander and the Deputy Commander should have proven skills in the peace operation's working language. As a minimum, one of the two must have proven skills in the peace operation's working language. On an exceptional basis, the PD, in consultation with the field mission, may accept an FPU with less than 50 percent of its commanding officers able to communicate in the working language of the peace operation. A condition for granting an exception is the provision by the PCC of an adequate number of interpreters who can translate and interpret to and from the working language of the peace operation. These interpreters are to be deployed as National Support Element.¹⁶ PCCs are required to assume all costs associated with these additional interpreters.

28. Driving skills: An FPU member authorised to drive a vehicle in the peace operation must be in possession of a valid national driving licence that qualifies him/her to drive the specific type of vehicle he/she is authorised to drive, has been issued at least two (2) years prior to the AOC and is valid at least for the duration of the FPU member's deployment; know standard traffic regulations; be able to safely operate the vehicle he/she is authorised to drive; and pass the UN driving test required for regular vehicles (see paragraphs 70c), 95-101 below, and Annex C).
29. Weapons handling and shooting skills: An FPU member who will carry a firearm or a non-lethal weapon in the peace operation must be able to handle the weapon safely and must have proven shooting skills with the weapon. The specific handling and shooting requirements differ between sidearms, rifles and other types of weapons (see paragraphs 106-117 below and Annex D).

¹⁶ See Policy (Revised) on Formed Police Units, paragraph 33.

Professional Conduct and Performance

30. The professional conduct and performance requirements fall into three (3) sub-categories: knowledge of standards related to professional conduct; background integrity; and performance during previous United Nations service.
31. Knowledge of standards related to professional conduct: An FPU member will be familiar with the following two (2) areas:
- a) *Human rights and humanitarian law standards in peacekeeping* including international law applicable in peacekeeping contexts; human rights protection in peacekeeping environments; the promotion of gender equality in peacekeeping contexts; child protection in peacekeeping settings; sexual and gender-based violence in peacekeeping settings; human rights standards on arrest and detention; human rights standards on the use of force and firearms; and the mission-specific directive on detention, searches and use of force for members of FPUs.
 - b) *Responsibilities and obligations of individual peacekeepers* including United Nations core values (integrity, professionalism, respect for diversity, and commitment to the United Nations); code of conduct for blue helmets; standards on conduct and discipline; reporting mechanisms and procedures relating to any form of misconduct; obligations relating to HIV/AIDS; standards relating to respect for diversity; and standards on safety and security of United Nations personnel. Familiarity with the United Nations standards and zero tolerance policy on sexual exploitation and abuse is particularly important.¹⁷
32. Background integrity refers both to conduct prior to a United Nations deployment and to conduct in a previous United Nations assignment:
- a) *Conduct prior to United Nations deployment*: An FPU member who has been convicted of, or is currently under investigation or being prosecuted for, any criminal or disciplinary offence, or who has been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law, is disqualified from service with a peace operation.¹⁸
 - b) *Conduct in a previous United Nations assignment*: An FPU member who has been involved in serious misconduct in a previous United Nations assignment including in an incident of sexual exploitation and abuse and/or SGBV will be disqualified from future service with a peace operation.¹⁹
33. Performance of FPU commanding officers during previous United Nations service: The FPU Commander, the Deputy Commander, the Platoon Commanders, the Section Leaders, the Operations Officer, the Liaison Officer, the Logistics Officer and the Duty Officers are subject to United Nations performance appraisals for their service with a

¹⁷ Secretary-General, Operational Guidance on the Implementation of Security Council Resolution 2272 (2016) and Select Related Measures in A/70/729.

¹⁸ United Nations, *Policy: Human Rights Screening of United Nations Personnel*, 11 December 2012.

¹⁹ Department of Peacekeeping Operations, *Directives for Disciplinary Matters Involving Civilian Police Officers and Military Observers* (DPKO/CPD/DDCPO/2003/001, DPKO/MD/03/00994), paragraphs 4, 23.

peace operation.²⁰ An FPU officer who received an unsatisfactory performance rating for previous United Nations service will be disqualified from future service with a peace operation.²¹

Unit Requirements

34. In addition to the individual requirements that each member of an FPU must meet, the FPU as a unit must meet specific requirements to qualify for service in a peace operation. The unit requirements of operational capacity fall into two (2) categories: organizational standards and unit competencies.

Organizational Standards

35. The organizational standards of an FPU refer to its organization and composition of personnel and to the weapons and other equipment needed.
36. Organization and composition: The composition and organization of FPUs may vary due to mission-specific requirements as determined in the integrated assessment and planning process and described in the SUR. A standard FPU consists of three components: a) command and operation component, b) logistic support component and c) executive component, to make up a desired minimum strength of 160. Special components or embedded special units should be added based on mission-specific requirements. A sample organizational chart is attached as Annex H.
 - a) *Command and operation component*: The command and operation component includes the Commander, the Deputy Commander, Platoon Commanders, Section Leaders as well as Duty Officers, Liaison Officers and Operations Officers.
 - b) *Logistic support component*: The logistic support component is supervised by the Logistic Officer and may vary in size, but should have sufficient capacity in terms of trained craftspeople and personnel to provide all services to the FPU in accordance with the Memorandum of Understanding (MOU) between the United Nations and the PCC, as well as under the rules and regulations on COE. This may include the maintenance and repair of all major equipment such as vehicles, generators, water treatment plants and weapons, and the provision of qualified experts able to maintain and serve the agreed self-sustainment services and categories, such as catering, minor engineering, medical level 1, laundry, cleaning and accommodations.
 - c) *Executive component*: The executive component comprises all operational FPU members except for the command and operation component. Together, the command and operation component and the executive component make up the FPU's *operational capacity*, which is deployed in interoperable tactical sub-units (platoons). The minimum number of platoons per FPU is four (4), consisting of approximately 32 officers each (including the platoon commander). The platoons

²⁰ Department of Peacekeeping Operations, *Standard Operating Procedures: Performance Appraisals of United Nations Police Officers*, 19 December 2006 (2006.29, DPKO/PD/2006/00132) [hereinafter: SOP on Performance Appraisals]. The officers listed here are considered higher-ranking members of formed police units in accordance with paragraph 2.1 of the SOP on Performance Appraisals.

²¹ SOP on Performance Appraisals, paragraph 5.12.

are made up of at least three (3) sections, consisting of a minimum of ten (10) operational members each (including the section commander). The sections make up the smallest deployable units and cannot be broken down further.

The *minimum* overall operational capacity of a company size FPU is approximately 135 officers (FPU Commander, Deputy Commander, 1 Liaison Officer, 2 Operations Officers, 2 Duty Officers and 4 platoons). Specialized capacities such as forensics, canine, SWAT or close protection may be added, but shall not count towards the minimum operational capacity required for public order management tasks.²² The operational capacity of an FPU should be formed no less than four months prior to deployment. Regardless of the overall strength of a company size FPU, operational personnel should constitute a minimum 85 percent of the unit while support personnel should not exceed 15 percent.

- d) *National support element*. FPUs may also contain an additional discretionary national support element (NSE). An NSE is optional. The exact size and composition of the NSE will be determined by the PCC in coordination with the United Nations. The size and capacities vary depending on the mission structure and mandate, as well as on which capacities already exist in the mission's police component or the mission as a whole. NSE personnel and equipment provided by a PCC shall only perform national administrative and logistical functions.²³

NSE personnel are not included in the number of agreed staff as per the MOU between the United Nations and the host state. PCCs are required to assume all costs associated with NSE deployment, repatriation and operation including expenses linked to accommodation, meals, salaries or allowances. The PCC will also provide workspace for its NSE personnel. The PCC can provide vehicles to its NSE but no support can be expected from the United Nations in this regard. The NSE personnel will be granted the status of experts on mission and be afforded functional immunity (see paragraph 55 below). The NSE personnel is subject to the authority, command and control of the United Nations and should comply with all applicable United Nations rules and regulations. The government of the host state must agree in writing that the NSE personnel are afforded functional immunity, "as members of the peace operation," under the status-of-forces agreement (SOFA) concerning the peace operation, signed between the government of the host state and the United Nations.

37. *Female officers* play a critical role in the various tasks of FPUs, including public order management, specialized capacities like SWAT and high risk operations. They are indispensable during high visibility patrols and cordon and search operations, particularly pat-down searches of women. In some societies, only female police officers can interact with female members of the community. Additionally, in post-conflict environments where sexual- and gender-based violence may have occurred during the conflict, community members may be more likely to approach female police officers. Thus, they enhance operational effectiveness and help to rebuild the trust that is essential for re-establishing the rule of law.

²² The concrete requirements for specialized units will be specified in the Status of Unit Requirements (SUR).

²³ Policy (Revised) on Formed Police Units, paragraph 36.

38. The inclusion of women in police services provides a greater sense of security overall and improves access to and support from law enforcement agencies to women.²⁴ Experience suggests that mixed-gender FPUs, in which at least one platoon is composed of female officers, have more operational impact and hence should be prioritized for deployment.
39. Weapons and equipment: The specific FPU weapons and equipment needs for a given mission environment, including technical specifications and numbers of firearms, shields, helmets, batons, etc., as well as the required supply of ammunition for in-mission training, shall be determined on the basis of the integrated assessment and planning process and included in the SUR.²⁵

Unit Competencies

40. FPUs have three core functions: (a) protect United Nations personnel and property; (b) contribute to the protection of civilians; and (c) support police operations that require a formed response or specialized capacity above the capability of IPOs. These tasks will in most cases be conducted in support of host-state law enforcement services. FPUs can, however, be called upon to act independently in accordance with the mission mandate and authorities allocated therein.
41. The protection of United Nations personnel and property involves, in particular, the protection of convoys, relocation or evacuation of staff and intervention for the protection of staff. FPUs contribute to the protection of civilians (POC) by providing a formed response to threats to public order. Support for police operations that require a formed response or specialized capacity may include high-visibility patrols and joint patrols with IPOs and/or host-state law enforcement services, as well as public order management, intervention and tactical progression. Operational support may also be provided by specialized capacities such as SWAT teams or canine units. The three core functions are described in detail in the Policy (Revised) on Formed Police Units.²⁶
42. To fulfil these functions, FPUs must be proficient in public order management and specific police tactics and techniques required for service in peace operations in accordance with international policing and human rights standards:
43. Public order management (POM) techniques may have to be performed within any of the core FPU functions. The focus of POM is to facilitate the population's exercise of fundamental rights without disturbance or unjustified hindrance while preventing grave harm to public safety. POM techniques in peace operation environments include crowd and riot management; foot manoeuvres and tactical formations; techniques to clear barricades; tactical use of vehicles and water cannons; arrest methods in public order situations; fire fighting in crowd management situations; response to sniper incidents in public order situations; rescue of threatened or injured FPU personnel; and methods of tactical withdrawal and unit relief. Public order management techniques must be applied in accordance with international human rights and humanitarian law standards. The deployment and operations of FPUs shall always be based on the principles of legality, necessity (including minimal and graduated levels of force), proportionality and

²⁴ Secretary-General, *Report on United Nations Policing*, 10 November 2016 (S/2016/952), paragraph 10.

²⁵ Policy (Revised) on Formed Police Units, paragraph 99.

²⁶ *Ibid.*, paragraphs 13-26.

accountability, and all actions of FPUs shall be aimed at the protection and preservation of human life, property, liberty and dignity.²⁷

44. Police techniques in peace operations: The FPU will, in its smallest deployable units (i.e., sections), be able to carry out police interventions in peace operation environments. In particular, the unit will be capable of conducting a body search; handcuffing a person; performing basic self-defence techniques; conducting a vehicle control; conducting tactical progression both indoors and outdoors; providing first aid; and using stress management mechanisms.
45. Capacity building of host-state police and other law enforcement agencies is not considered a core FPU task. As a rule, if training experts are required, they should be recruited separately and serve with United Nations police capacity-building programmes to provide relevant long-term expertise to build sustainable host-state capacity. However, if the mandate and the security situation allow for a diversion from the core tasks into capacity building and if an FPU has dedicated training capabilities, an FPU may support capacity-building programmes, together with relevant mission components, for the benefit of host-state law enforcement services, while ensuring this support is compliant with the Human Rights Due Diligence Policy (HRDDP).
46. FPU conduct and performance during previous United Nations service: If a whole FPU has been repatriated from a peace operation on disciplinary grounds, the FPU members shall be barred from service in any current or future peace operation. An FPU that has been repatriated because of poor performance (such as non-compliance with the SUR or the MOU, or failure to implement the peace operation's mandate or the police CONOPS) may be considered for future service only after the performance shortcomings have been addressed, and after the FPU has completed the entire AOC process and meets all individual and unit requirements of operational capability for service in a peace operation.

PCC PRE-SELECTION AND PRE-DEPLOYMENT TRAINING

47. In collaboration with relevant DPKO, DPA and DFS offices, the PD regularly provides PCCs with information on the needs for FPUs in peace operations to guide the pre-deployment training and pre-selection processes in PCCs. The PD also maintains regular contact with the PCCs to plan and prepare for AOCs. The PD should also encourage PCCs to facilitate the participation of female officers through training and other incentives.²⁸ The PD will deliver printed material as well as links to relevant guidance material, mission briefings and best practices to the Permanent Mission of a PCC prior to an AOC.
48. It is the responsibility of the PCC to provide the required pre-deployment trainings, to conduct pre-AOC exercises, and to pre-screen the FPU and its members so that they meet the requirements of operational capability as set forth in this SOP (see paragraphs 18-46 above). Following its formation at least four months prior to deployment, the FPU should undergo pre-deployment training. The duration of the pre-deployment training will

²⁷ For details on public order management see United Nations, *Specialized Training Materials for Formed Police Units*, Module 5, available at <http://research.un.org/stm/fpupackage>. For detailed information on the use of force see Policy (Revised) on Formed Police Units, paragraphs 66-80.

²⁸ Department of Peacekeeping Operations/Department of Field Support, *Guidelines for Integrating Gender Perspectives into the Work of United Nations Police in Peacekeeping Missions*, June 2008, 32-36.

depend on the internal arrangements of the PCC. However, a minimum of eight weeks should be devoted exclusively to the delivery of the training as envisaged in the UN pre-deployment training standards for FPUs. PCCs should consider using officers who have recently served in peace operations to provide the training. Detailed instructions on the FPU training requirements are provided in the *Specialized Training Materials for Formed Police Units*.²⁹

THE FORMED POLICE ASSESSMENT TEAM (FPAT)

49. A Formed Police Assessment Team (FPAT) is established to conduct an AOC. The FPAT determines whether an FPU meets the requirements of operational capability; makes recommendations on additional composition and/or pre-deployment training needs; comments on the overall operational readiness of the unit; and makes recommendations about its possible deployment.
50. The FPAT is composed of certified AOC instructors who conduct the AOC process. AOC instructors are either PD staff members and/or serving United Nations police officers, generally from a peace operation's FPU Coordination Office. The Head of Police Component (HOPC) of the peace operation to which the FPU is to be deployed nominates the peace operation's candidates for AOC instructor positions based on mission requirements and the AOC instructor job description (see Annex E).
51. The PD conducts the training and certification of the AOC instructors. For serving United Nations police officers, the certificate is valid for the duration of the officer's tour of duty in the peace operation. For PD staff members, the certificate is valid for the duration of their assignment to the PD. Recertification is required when the assessment procedure has been significantly modified. The SRS regularly briefs the AOC instructors to ensure their AOC preparedness.
52. The FPAT should consist of at least two (2) instructors to ensure the integrity and impartiality of the AOC. Gender, regional and seniority concerns, as well as the required technical knowledge, including in key cross-cutting areas of concern, should be considered when composing a FPAT. The FPAT leader must be of sufficient rank seniority to represent the FPAT at meetings with high-level government officials. Whenever there is a PD representative on the team, that person will be the team leader. The terms of reference of the FPAT including a description of the role and functions of the FPAT leader are attached as Annex F.
53. The PD and the peace operation, respectively, must cover the travel costs of their AOC instructors participating in a FPAT. All travel costs associated with PDVs including those for PD staff should be covered by the respective peace operation. Costs associated with AAVs should be covered by funds available under the PCRS, as appropriate.
54. FPAT members who are United Nations staff members shall, as officials of the United Nations, be immune from legal process in respect of words spoken or written and all acts performed by them in their official capacity.³⁰

²⁹ See footnote 6 above.

³⁰ *Convention on the Privileges and Immunities of the United Nations* (adopted by the General Assembly on 13 February 1946 and came into force on 17 September 1946), article V.

55. FPAT members who are not included in the definition of paragraph 54 above but are United Nations police officers deployed on mission subsistence allowance shall be regarded as “experts on mission” for the United Nations and shall be accorded immunity from personal arrest or detention and immunity from legal process in respect of words spoken or written and all acts performed by them in the course of the performance of their mission.³¹
56. Privileges and immunities are granted in the interests of the United Nations and not for the personal benefit of the individuals themselves. The Secretary-General shall have the right and the duty to waive the immunity of an official or expert on mission in any case where, in his/her opinion, the immunity would impede the course of justice and can be waived without prejudice to the interests of the United Nations.³²
57. Any complaints about the conduct of FPAT members should be addressed to the DPKO Police Adviser. In case of misconduct³³ or failure to perform to the established standards in this SOP, the PD may withdraw the AOC instructor’s certification. Possible further disciplinary action will be determined by the relevant HOPC or the DPKO Police Adviser if the instructor is a PD staff member, in accordance with relevant United Nations rules and regulations on conduct and discipline.

AOC PREPARATIONS

AOC Planning

58. Depending on the FPU deployment and rotation timelines, the PD deploys a FPAT to a PCC willing to contribute or currently contributing one or more FPUs.
59. Should the United Nations become aware of grave human rights violations which give rise to concerns as to the record and performance of the PCC’s police personnel, this may constitute grounds to revoke its acceptance of one or more FPUs for service in a peace operation. In such a case, the PD would not deploy a FPAT to the PCC.
60. Should the United Nations become aware of serious allegations of misconduct which give rise to concerns as to the record and performance of the PCC’s police personnel, this may constitute grounds to suspend AOC preparations until the United Nations is able to make a determination on the PCC’s suitability to contribute police personnel for service in a peace operation.
61. Prior to a PCC’s first FPU deployment to a specific peace operation, DPKO/DFS organizes a PDV visit to the PCC.³⁴ In such instances, the FPAT is integrated into the PDV team.
62. Generally, an AOC should take place between two (2) months and one (1) month before the planned FPU deployment/rotation date. The AOC should be completed no less than

³¹ Ibid., article VI.

³² Ibid., articles V and VI.

³³ Serious and minor misconduct are defined in the *Directives for Disciplinary Matters Involving Civilian Police Officers and Military Observers* (DPKO/CPD/DDCPO/2003/001, DPKO/MD/03/00994), paragraph 4.

³⁴ Department for Peacekeeping Operations/Department of Field Support, *Standard Operating Procedures: Pre-deployment Visits to Countries Contributing Troops and Formed Police Units to UN Peace Operations*, 1 March 2017 (2017.04).

one (1) month before the deployment date to ensure enough time to take remedial action should the FPU not meet all requirements of operational capability during the AOC and to finalise all necessary preparations for deployment. The PD will inform the PCC about the proposed dates, duration and scope of the AOC.

63. In case a PCC pledges an FPU within the framework of the PCRS, an AOC must be conducted before the FPU can be upgraded to Rapid Deployment Level.³⁵
64. An AOC should also be conducted when an FPU is transferred from a non-United Nations organization to a peace operation (this process is commonly called “re-hatting”). The AOC should take place before the FPU personnel are re-hatted.

PCC Preparations

65. The SRS of the PD will inform the PCC about the preparatory steps described in this section that are to be taken by the PCC before a FPAT can deploy.
66. Credentials for clearance of medical professionals: No later than three (3) months in advance of deployment, the PCC must forward to the UN Medical Services Division (MSD) and the Medical Support Section/Logistic Support Division (MSS) the government certified credentials required for the technical review and clearance of the Medical Officers (doctors and nurses) to be deployed with the FPU. The documents required for clearance of a Medical Officer are the certificates and diplomas obtained during their formal training; registration certificates with relevant national regulatory bodies for primary or specialized areas of practice; current licences to practice in such areas; and a curriculum vitae or history profile clearly mentioning, with dates, the work experience of the Medical Officer. Further details on the basic credentials and professional experience required for each category of medical staff are listed in the Medical Support Manual for UN Field Missions.³⁶ Annex G provides a standard template to be completed for the technical review of the professional qualifications and experience of PCC medical personnel, which is to be submitted to the MSD and the MSS.
67. No later than one (1) month in advance of the FPAT visit, the PCC must submit to the PD, preferably in electronic copy, the following sets of documents (paragraphs 68-72 below):
68. The FPU organizational chart (see Annex H).
69. AOC list of FPU personnel, using the template in Annex I. The list must be complete and include the following details of each FPU to be assessed:
 - a) The FPU composition indicating clearly the command and operation, logistic, and executive components, as well as the date when the unit was formed.
 - b) The following details of each FPU member: the full name, gender, date of birth, the number of a valid national photo ID or police ID or national passport, the date of entry into active police service (after the basic police training has been completed),

³⁵ Department for Peacekeeping Operations/Department of Field Support, *Policy on Force Generation / Police Recruitment Visits*, 1 March 2017 (2017.01).

³⁶ Department of Peacekeeping Operations/Department of Field Support, *Medical Support Manual for United Nations Field Missions*, 3rd Edition (2015), 81-90.

the rank, the position in the FPU, if authorised to carry a weapon (if applicable, what type of firearm), if authorised to drive a vehicle in the mission area (if applicable, what type of vehicle).

- c) The same details of all reserve FPU members. For each FPU component the PCC should present a minimum 10 percent reserve personnel to the FPAT.

70. AOC note of certification, using a standard format (see Annex J). In the note, the PCC is required to certify in writing that:

- a) The FPU and its members have been pre-selected and will have undergone the required pre-deployment training at the time of the FPAT visit (see paragraphs 25-29 and 40-48 above). Along with the certification, the PCC will provide the PD with a copy of the pre-deployment training programme.
- b) Each FPU member who is authorised to carry any type of weapon other than a personal sidearm or rifle is in possession of a valid national handling and shooting certificate for this type of weapon, can safely handle it and if applicable, has proven shooting skills with this weapon. The names of all FPU members authorised to carry these weapons must be provided (see paragraphs 29 above and 117 below).
- c) Each FPU member who is authorised to drive any type of vehicle other than a regular vehicle is in possession of a valid national driving license that qualifies him/her to drive the specific type of vehicle he/she is authorised to drive, has been issued at least two (2) years prior to the AOC, and is valid at least for the duration of the FPU member's deployment; knows standard traffic regulations; and is able to safely operate the vehicle he/she is authorised to drive. The names of all FPU members authorised to drive these vehicles must be provided (see paragraphs 28 above and 100 below).
- d) No FPU member has been convicted of, or is currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violation of international human rights law or international humanitarian law. In case an FPU member has been investigated for, charged with or prosecuted for any criminal or disciplinary offence but was not convicted, the PCC is requested to provide information regarding the investigation or prosecution concerned. The PCC is also requested to certify that it is not aware of any allegations against its nominated FPU members that they have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law (see paragraph 32a) above).
- e) No FPU member has been involved in serious misconduct in a previous United Nations assignment including in an incident of sexual exploitation and abuse, or has been repatriated on disciplinary grounds and barred from participation in current or future peace operations in connection with an act of misconduct, including sexual exploitation and abuse (see paragraph 32b) above).
- f) No FPU commanding officer has received an unsatisfactory performance rating for previous United Nations service (see paragraph 33 above).

- g) The required pre-deployment standards, as listed in Annex A to the Operational Guidance on the implementation of Security Council resolution 2272 (2016) addressing sexual exploitation and abuse by peacekeepers, have been met.³⁷
- h) The process of nomination, selection and training of the FPU and its members has been free from any form of corruption and/or discrimination.
- i) A false statement in the note of certification and any other violation of this SOP may result in the FPU's disqualification from service in a peace operation.

71. Notes of self-attestation of all FPU members, using a standard format (see Annex K). In the note, each FPU member must attest in writing that:

- a) He/she has not committed, been convicted of, nor prosecuted for, any criminal or disciplinary offence.
- b) He/she has not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law (see paragraph 32a) above).
- c) He/she has not been involved in acts of serious misconduct in a previous United Nations assignment, including in sexual exploitation and abuse, and has not been barred from participating in current or future peace operations in connection with such acts.
- d) He/she has not received an unsatisfactory performance rating for previous United Nations service.

72. Performance appraisals of FPU members who served previously with the United Nations as IPO, as FPU commanding officer, or in another capacity.

73. Completed Electronic Application for Seconded Police (EASP) forms of the FPU Commander, the Deputy Commander, the Platoon Commanders, as well as of the Operations Officer, the Liaison Officer, the Logistics Officer, the Medical Officers and the Duty Officers.

74. The FPAT visit may be postponed if these sets of documents (see paragraphs 66-73 above) have not been submitted one (1) month in advance of the visit. Only FPU members whose names have been included in the AOC list of FPU personnel and communicated to the PD no later than one (1) month in advance of the FPAT visit will be assessed during the AOC. No names of FPU members can be added to the list unless exceptionally approved by the PD.

75. No later than one (1) month in advance of the AOC, the PCC must provide the PD with the name and contact details of the national AOC liaison officer who will assist the FPAT in planning the visit and facilitate the AOC process.

³⁷ Secretary-General, Operational Guidance on the Implementation of Security Council Resolution 2272 (2016) and Select Related Measures in A/70/729.

76. The liaison officer should assist the FPAT in arranging meetings and provide the SRS of the PD in advance of the team's arrival with a proposed agenda and a list of attendees. The PD should strongly encourage the PCC to arrange, at the conclusion of the FPAT visit, meetings of the FPAT with relevant authorities to discuss how to further strengthen the PCC's pre-deployment training and pre-selection process, how to improve the matching of the FPU members with the requirements of current peace operations, as well as the outcomes of the AOC process.
77. AOCs are only possible with the logistical and administrative support of the PCC to the FPAT. Such support may include, for instance, assistance with the issuance of entry visas, facilitation of immigration formalities, reservation of adequate accommodation (to be paid for by the FPAT members), security protection, in-country transportation, and the provision of interpreters. To facilitate the preparations of an AOC, a standard schedule of AOC activities is attached as Annex L. Annex M lists facilities to be provided by the PCC during an AOC.
78. The PCC will also ensure that all FPU members are ready to present a valid national photo ID card, police ID card (in Latin alphabet) or passport during the AOC.

PD Preparations

79. Before the FPAT deploys to the PCC, the SRS of the PD will confirm that the sets of documents provided by the PCC (see paragraphs 66-73 above) are complete. Moreover, the SRS will verify the conduct and performance of those FPU officers who served previously with the United Nations (see paragraphs 32b) and 33 above).
80. Based on the nominations of AOC instructors by the peace operation's HOPC, the PD constitutes the FPAT, appoints the FPAT leader and informs the peace operation, providing all necessary administrative details including information about travel and visa requirements.
81. No later than three (3) days prior to the AOC, the PD provides the FPAT leader with the necessary AOC materials, including the language test(s), and briefs him/her on the specific AOC process.

FPAT Preparations

82. Before the start of the AOC visit the FPAT members should familiarise themselves with the past and recent performance of the PCC's FPUs, including COE and operational shortfalls.
83. The FPAT members are responsible for any administrative arrangements related to the visit, including obtaining visas if necessary.

THE AOC PROCESS

84. The duration of the AOC needs to be adapted to the circumstances of the PCC. Generally, the AOC takes place at the PCC location where the FPUs receive their pre-deployment training. The PCC will ensure that all FPU members are present and appear on time during the entire AOC process.

85. At the outset of the AOC process, the FPAT should clearly communicate the procedure to the FPU members. During an AOC, information to FPU members is provided in either English, French or another official United Nations language if an FPAT member masters the language. The PCC will provide interpreters to all FPAT members if necessary.
86. The AOC consists of six (6) stages: the verification of the information provided by the PCC, the language competency assessment, the operational interview, the driving competency assessment, the weapons handling and shooting assessment, and the tactical exercise:

Verification of Information Received

87. At the start of the AOC, the FPAT will verify the following information received from the PCC:
 - a) The FPU organizational chart.
 - b) The AOC list of FPU personnel. For details on the information to be included in the list see paragraph 69 above. Every FPU member must identify him-/herself with a valid ID card.
 - c) The AOC note of certification. For details on the information to be included in the note see paragraph 70 above.
 - d) The notes of self-attestation of all FPU members. For details on the information to be included in the notes see paragraph 71 above.
 - e) The completed EASP forms of the FPU Commander, the Deputy Commander and the Platoon Commanders, as well as of the Operations Officer, the Liaison Officer, the Logistics Officer, the Medical Officers and the Duty Officers. In particular, the FPAT will verify the age of these officers, their years of police experience (excluding years of basic training), their rank, FPU functions performed, and periods of previous United Nations service (if applicable).

Language Competency Assessment

88. The FPU Commander, the Deputy Commander and the Platoon Commanders as well as the Operations Officer, the Liaison Officer, the Logistics Officer and the Duty Officers must undergo a comprehensive language competency assessment (see paragraph 27 above).³⁸ The assessment of these officers consists of three parts: the reading exercise; the report writing exercise; and the assessment of oral communication skills that is part of the operational interview (see paragraphs 89-94 below). The Medical Officers and the Section Leaders undergo the operational interview only (see paragraphs 27 above and 92-94 below).

³⁸This assessment process corresponds to the language competency assessment of individual police officers.

Reading Exercise

89. The FPU Commander, the Deputy Commander and the Platoon Commanders as well as the Operations Officer, the Liaison Officer, the Logistics Officer and the Duty Officers receive a document describing a FPU incident in a peace operation context. They have twenty (20) minutes to read the document and answer ten (10) questions related to the incident. The officers may take notes in any language and keep those notes for the report writing exercise. The AOC instructors use a question and answer matrix to evaluate the reading exercise of the language competency assessment. An officer requires a minimum of seven (7) correct answers to pass the reading exercise (see Annex B).

Report Writing Exercise

90. Following the reading exercise, the FPU Commander, the Deputy Commander and the Platoon Commanders as well as the Operations Officer, the Liaison Officer, the Logistics Officer and the Duty Officers listen to an audio recording that provides additional information on the same incident. The officers may take notes while listening. The notes may be taken in any language. The officers have thirty (30) minutes to write a comprehensive police report about the incident. The report should include and summarize all relevant facts of the incident. The spelling, grammar and style of the report will also be assessed.
91. All written notes and reports produced by the FPU officers are collected by the FPAT at the end of the second exercise. The AOC instructors use a standard scoring matrix to evaluate the report writing exercise of the language competency assessment (see Annex B). An FPU officer should demonstrate a B1 or higher level of language to pass the report writing exercise of the language assessment.

Operational Interview

92. The FPU Commander, the Deputy Commander, the Platoon Commanders and the Section Leaders, as well as the Operations Officer, Liaison Officer, the Logistics Officer, the Medical Officers and the Duty Officers are interviewed during the AOC. The interview serves two main purposes: i) to assess the FPU officer's oral communication skills; and ii) to assess the officer's professional knowledge and skills as well as his/her knowledge of standards related to professional conduct. A PCC representative may attend the interviews as an observer if the PCC so desires, but will not be allowed to intervene in the interview.
93. During the interview, the AOC instructor(s) ask(s) the FPU officer a set of general questions about the professional knowledge and skills needed in complex, integrated peace operations (see paragraph 26a)-c) above). The instructor(s) also ask(s) the officer about specific knowledge and skills required in the position he/she will occupy in the FPU (see paragraph 26d) above. Moreover, the FPU officer is interviewed about his/her understanding of the standards related to professional conduct including United Nations core values, standards on conduct and discipline, and standards and zero tolerance policy on sexual exploitation and abuse (see paragraph 31 above). Should an officer be moved to another position in the command element subsequently to the AOC, the PD must be informed and the officer must be interviewed by the peace operation about the specific knowledge and skills required in the position he/she now occupies. Annex N provides a detailed guide on how to conduct operational interviews.

94. The AOC instructor(s) use(s) standard scoring matrices to evaluate the oral communication skills of the FPU officer (see Annex B) and the FPU officer's level of professional knowledge and understanding of standards related to professional conduct (see Appendix 1 to Annex N).

Driving Competency Assessment

95. All FPU members authorised to drive a regular vehicle in the peace operation must pass the driving competency assessment for regular vehicles. FPU members authorised to drive other vehicles must also pass the driving competency assessment for regular vehicles and meet additional requirements related to the specific type of vehicle.

Regular vehicle

96. All FPU members authorised to drive a regular vehicle must meet the driving requirements set out in the SOP on Assessment of Individual Police Officers:
97. At the outset of the driving competency assessment, the FPU member must identify him-/herself to the FPAT with a valid national driving license in Latin alphabet (with photo, if required in the PCC) that has been issued at least two (2) years prior to the AOC and is valid at least for the duration of the FPU member's deployment. An official translation prepared by the PCC authorities must accompany the original license if it is not in Latin alphabet. For reasons of United Nations insurance, military driving licences are not sufficient. The driving competency assessment consists of two parts: the handling exercise and the road exercise (for details see Annex C):
98. In the handling exercise, the FPU member must prove his/her ability to safely reverse and park a manual gear four-wheel drive vehicle on a standard driving range within five (5) minutes in accordance with Appendices 1 and 2 to Annex C. An FPU member who fails the handling exercise immediately receives one more chance. An FPU member who fails the handling exercise twice is disqualified and shall not be admitted to the road exercise.
99. In the road exercise, the FPU member is expected to demonstrate his/her ability to drive safely on a predetermined route. The driving will be conducted in low traffic. The AOC instructor will follow Appendices 3 and 4 to Annex C to assess the driving skills of the FPU member.

Other Vehicles

100. An FPU member authorised to drive any other type of vehicle must also meet the requirements set out for driving regular vehicles (see paragraphs 96-99). In addition, the FPU member must be in possession of a valid national driving licence that qualifies him/her to drive the other type of vehicle he/she is authorised to drive, has been issued at least two (2) years prior to the AOC, and is valid at least for the duration of the FPU member's deployment. The FPU member must also be certified by the PCC to know standard traffic regulations and to be able to safely operate the vehicle he/she is authorised to drive (see paragraph 70c) above).

Driving Test in the Mission Area

101. Because the mission driving and road conditions likely differ from those in the home country, all deployed FPU members authorised to drive are required to pass another driving test in the mission area to obtain a UN driver's permit.³⁹ In the test, the FPU member must also demonstrate his/her ability to handle all auxiliary technical parts of the vehicle such as water tanks, hydraulic tools or specific APC equipment. The test should be taken within the first five (5) working days of arrival in the mission area.
102. In view of the number of personnel within missions requiring driver's permits and the distances involved, FPU commanders, through their respective motor transport officers (MTO), may be granted authorisation by the mission's Chief Transport Officer (CTO) to assess their FPU personnel, ensuring that they have been briefed, tested and that they meet all other UN driver qualification requirements.
103. Nonetheless, the CTO has ultimate authority to issue UN driver's permits. The MTO of an FPU must report to the CTO as soon as possible after his/her arrival in the mission area, for briefing about the control and use of UN vehicles, before he/she is authorised by the CTO to process applications for UN driver's permits. The MTO shall be tested and have his/her UN driver's permit issued by the office of the CTO, and be certified as the approved testing officer for the FPU.
104. Should a deployed FPU member fail the initial practical driving test in the mission area, he/she will be informed about the reason(s) for failure and may take two (2) further tests. The second and third tests may be taken within 15 working days following the initial test, however an FPU member will only be able to take one (1) retest within a five (5) working day period. Depending on the circumstances, these requirements may be waived by the CTO on an exceptional basis. After the second failure, the FPU member may be required to undergo driving training and may have to produce proof thereof prior to being admitted to the third test. An FPU member who fails the in-mission driving test three times is not to be given any further attempts unless exceptionally granted by the Director/Chief of Mission Support (DMS/CMS). The FPU member must be re-assigned to a non-driving position or repatriated at the cost of the PCC.
105. Driver's permits for FPU personnel shall be obtained by submitting to the office of the CTO the completed form "Request to CTO for United Nations Drivers' Permits", a copy of which is attached as Annex O.⁴⁰ UN driver's permits are valid only for operating vehicles in the mission where issued and may not be used in other UN missions. Any permit shall be cancelled at the time of the departure check out process.

Weapons Handling and Shooting Assessment

106. An FPU member who will carry an authorized weapon in the peace operation must pass a weapons handling and shooting assessment that is to be conducted with the same type

³⁹ Vehicles for which a UN driver's permit is required are all UN vehicles, whether provided with local registration or UN number plates applicable to the mission, i.e. UNOE, COE, vehicles on short or long term lease, and including armoured vehicles and mobile equipment operated by contingents. See Department of Peacekeeping Operations/Department of Field Support, *Manual. Surface Transport Management in the Field*, 1 February 2014 (DPKO/DFS/2013.06), paragraph 187.

⁴⁰ For more information on the testing procedures and the UN driver's permit see Department of Peacekeeping Operations/Department of Field Support, *Manual. Surface Transport Management in the Field*, 1 February 2014 (DPKO/DFS/2013.06), paragraphs 186-243.

and calibre of weapon that the FPU member will carry in the peace operation. An FPU member who will carry more than one weapon must pass a handling and shooting assessment for each weapon. Different assessment procedures apply to sidearms, rifles and other types of weapon:

Sidearm

107. An FPU member authorised to carry a sidearm must meet the handling and shooting requirements as set out in the SOP on Assessment of Individual Police Officers. The assessment consists of two parts:
108. In the handling exercise, the FPU member must demonstrate to the FPAT his/her ability to safely handle the sidearm. The FPU member should safely clean the cylinder of a revolver within one (1) minute. Alternatively, the FPU member should safely disassemble and reassemble a pistol within three (3) minutes. A failure in the handling exercise will disqualify the FPU member and immediately terminate the assessment. An FPU member who safely handles the sidearm moves on to the shooting exercise.
109. The shooting exercise is conducted under the responsibility of the PCC's firearms instructor and monitored by an AOC instructor. Under no circumstances will the AOC instructor replace the PCC's firearms instructor and give direct orders to the FPU member performing the shooting exercise. The AOC instructor will disqualify any FPU member who fails to comply with the safety rules of the shooting range or otherwise fails to handle the sidearm safely. The shooting exercise is carried out in two (2) steps:
 - a) In *step one*, the FPU member must shoot a total of five (5) rounds on a target of 45 cm x 45 cm from a five (5) metre distance. The sidearm, under supervision of the PCC firearms instructor, must be holstered prior to and after each round is fired. There is a five (5) second time limit for each round from the holstered stage to the firing of the round. To proceed to step two of the shooting exercise, the FPU member must hit the target in at least four (4) out of the five (5) rounds.
 - b) In *step two*, the FPU member must shoot a total of five (5) rounds on a target of 45 cm x 45 cm from a seven (7) metre distance. The sidearm will be in the low-ready position prior to and after each round is fired. There will be a five (5) second time limit for each round to be delivered from the low-ready position to the firing of the round. During the exercise the FPU member should bring the sidearm to the shooting position on the command of the PCC firearms instructor.
110. To pass the sidearm handling and shooting exercise, the FPU member must hit the target in at least nine (9) rounds out of the total of ten (10) rounds in both steps and demonstrate safe handling of the sidearm throughout the process. In case of misfire due to technical reasons beyond the FPU member's control will he/she be given a second chance to pass the shooting assessment. The AOC instructor(s) use(s) a standard assessment matrix to evaluate the FPU member's weapons handling and shooting skills (see Annex D).

Rifle

111. An FPU member authorised to carry a rifle must meet the following handling and shooting requirements that are assessed in two parts:

112. In the handling exercise, the FPU member must demonstrate to the FPAT his/her ability to handle the rifle safely to continue to the shooting exercise. The FPU member must be able to safely disassemble and reassemble the rifle within five (5) minutes. A failure in the handling exercise will disqualify the FPU member and immediately terminate the assessment. An FPU member who safely handles the rifle moves on to the shooting exercise.
113. The shooting exercise is conducted under the responsibility of the PCC's firearms instructor and supervised by an AOC instructor. Under no circumstances will the AOC instructor replace the PCC's firearms instructor and give direct orders to the FPU member performing the shooting exercise. The AOC instructor will disqualify any FPU member who fails to comply with the safety rules of the shooting range or otherwise fails to handle the rifle safely. The shooting exercise is carried out in two (2) steps:
- a) In *step one*, the FPU member must shoot a total of five (5) rounds in standing position from a twenty-five (25) metre distance at a target of 45 cm x 68 cm. There is a five (5) second time limit for each round.
 - b) In *step two*, the FPU member must shoot a total of five (5) rounds in kneeling or prone position from a thirty (30) metre distance at a target of 45 cm x 68 cm. The AOC instructor decides in what position the exercise is conducted. Again, there is a five (5) second time limit for each round.
114. To pass the rifle handling and shooting exercise, the FPU member must hit the target in at least eight (8) out of the total of ten (10) rounds in both steps and demonstrate safe handling of the rifle throughout the process. In case of misfire due to technical reasons beyond the FPU member's control he/she will be given a second chance to pass the shooting assessment. The AOC instructor(s) use(s) a standard assessment matrix to evaluate the FPU member's firearms handling and shooting skills (see Annex D).
115. An FPU member who failed the sidearm or rifle shooting exercise once receives one more chance at the end of the session, following a brief remedial training on the shooting range conducted by the PCC firearms instructor.
116. An FPU member who definitively failed the weapons handling and shooting assessment cannot be deployed as member of the command and operation component or of the executive component of the FPU.

Other Types of Weapon

117. An FPU member authorised to handle any type of weapon other than a personal sidearm or rifle, such as a machine gun, a sniper rifle, a tear gas launcher or an electric stun gun must be certified by the PCC to be able to handle it safely and if applicable, to have proven shooting skills with this type of weapon (see paragraph 70b) above).

Inspection of Weapons and Other Equipment

118. The weapons and the COE are inspected only in the context of a PDV prior to a PCC's first FPU deployment to a peace operation or of a re-hatting of an FPU from a non-United

Nations organization to a peace operation.⁴¹ The purpose of this inspection is to ensure that the equipment meets the operational requirements of the environment of the peace operation in question. In the inspection, the PDV will be guided by the provisions in the draft MOU between the United Nations and the PCC.

Tactical Exercise

119. In addition to the individual requirements of operational capability that the individual members of an FPU must meet to qualify for service in a peace operation, the FPU as a unit will demonstrate to the FPAT in a tactical exercise that it meets the unit requirements of operational capacity. The tactical exercise will be based on the Specialized Training Materials for FPUs.⁴² Throughout the exercise, the FPU must demonstrate its understanding and ability to apply the tactics and techniques described in the training materials.
120. At the start of the AOC, the FPU Commander receives two tasking orders. On the basis of these orders, the FPU will have to develop exercises that demonstrate its capacities to protect United Nations personnel and property; to contribute to the protection of civilians; and to support police operations that require a formed response or specialized capacity above the capability of IPOs (see paragraphs 40-46 above).
121. To fulfill these functions, the FPU will have to demonstrate, in particular, its police techniques in peace operations and its public order management capacity. The police techniques of the FPU will be demonstrated at the level of one section (the smallest deployable units with a minimum of ten (10) operational members). The demonstrations of the FPU's public order management capacities and/or of specialized capacities will involve the entire FPU. For detailed instructions on what the tactical exercise should include see Annex P.
122. To assess the tactical exercise, the AOC instructors use a standard matrix that evaluates the technical skills and capacities of the FPU; the operational cohesiveness of the unit; its command and control arrangements, and communication capacities; the unit's familiarity with the equipment used; and the FPU's respect of relevant policies, directives and procedures, particularly the directive on detention, searches and use of force, as well as relevant safety and security rules and procedures. To pass the tactical exercise, the FPU must complete the assigned tasking orders and must meet, as a minimum, a "sufficient" score in each category of the evaluation matrix (see Appendix 1 to Annex P).
123. The tactical assessment of specialized capacities that serve a specific expert function, such as canine, protection support or SWAT units shall be conducted separately by subject matter AOC instructors. If an AOC instructor with the required expertise is not available, a non-certified police expert may be included in the FPAT to support the AOC process, in particular in the tactical assessment.

AOC RESULTS AND AOC VALIDITY

⁴¹ Department for Peacekeeping Operations, *Policy Directive: Pre-deployment Visits*, 5 October 2005 (2400/MIL/POL/0502).

⁴² United Nations, *Specialized Training Materials for Formed Police Units*, available at <http://research.un.org/stm/fpupackage>.

124. Following the completion of the AOC, the FPAT will compile the AOC results. The FPAT leader will prepare the AOC report that summarizes the results of the AOC, makes recommendations about the possible deployment of the FPU, provides observations on the AOC process, comments on noted shortfalls, and makes recommendations for improvements. The report is addressed to the DPKO Police Adviser through the Chief, SRS, and copied to the PCC authorities, who will receive an initial draft of the report during the AOC debriefing (see paragraph 135 below). The standard format of the AOC report is attached as Annex Q. The AOC list of FPU personnel with completed AOC results and the completed evaluation matrix to assess the tactical exercise will be attached to the report (see Annexes I and P). Appendix 1 to Annex Q includes a sample cover letter from the FPAT leader to the PCC authorities.
125. Only FPUs that have completed the entire AOC process and meet all individual and unit requirements of operational capability will be permitted to deploy to a peace operation. FPUs that do not meet all requirements will have to undergo retraining and will have to be re-assessed.
126. Based on the AOC results, the DPKO Police Adviser determines, in coordination with the peace operation, the overall operational readiness of the FPU and authorizes its deployment.
127. Under exceptional circumstances and subject to PD approval on a case-by-case basis, an individual FPU member may be deployed without having undergone an AOC. This FPU member must be assessed upon arrival in the mission area. The scope of the assessment will depend on the role and function of the FPU member in question. An FPU member who does not pass the in-mission AOC will be repatriated at the cost of the PCC.
128. The AOC clearance of an FPU is valid for a period of twenty-four (24) months from the date of completion of the AOC, as long as the core component of its personnel remains unchanged. An FPU serving in a peace operation may be redeployed to another peace operation without being re-assessed, provided the FPU has not been reorganised and the Commander, the Deputy Commander, the Platoon Commanders and the Section Leaders, as well as the Operations Officer, the Liaison Officer, the Logistics Officer, the Medical Officers and the Duty Officers have been cleared for the new peace operation's official language. The exceptional provisions of paragraph 27 above apply.
129. If an individual FPU member is reassigned within a serving FPU or re-deployed to another FPU in a different peace operation, within the twenty-four (24) month period, to a position requiring competencies other than those he/she has been cleared for during the AOC, the member does not have to undergo another complete AOC but only an assessment of the competencies that are different in the new position.
130. An individual FPU member being proposed to serve as IPO in a peace operation must undergo an assessment for mission service (AMS) and meet the minimum requirements for mission service before being accepted as IPO.⁴³
131. Individual FPU members who have served in a peace operation and have returned to their home country may be deployed to another peace operation after having served for a

⁴³ See SOP on Assessment of Individual Police Officers.

minimum of six (6) months in their home country. On an exceptional basis and subject to PD approval, an FPU member may be re-deployed earlier.

FINAL AOC BRIEFINGS AND POST-AOC ACTIONS

132. At the conclusion of the FPAT visit, the FPAT will brief the FPU officers in command positions and debrief the PCC authorities.

Pre-deployment Briefing of FPU Officers in Command Positions

133. To enhance the pre-deployment preparedness of the FPU, the FPAT will brief the Commander, the Deputy Commander, the Platoon Commanders, the Operations Officer, the Liaison Officer, the Logistics Officer, the Medical Officers, the Section Leaders and the Duty Officers about the way forward until deployment (see Annex R). Material on the mandated tasks and the operational environment of the relevant peace operation will be distributed during the briefing.
134. The briefings are not intended to substitute the mandatory pre-deployment training conducted by the PCC nor the induction training provided on arrival in the mission, but rather to supplement them.

Debriefing of PCC Authorities

135. The FPAT leader will submit an initial draft of the AOC report to the relevant PCC authorities and debrief them on the outcomes of the AOC; raise awareness about the selection and deployment of FPUs in general; and indicate areas where improvements or reinforcements are possible.
136. The FPAT should also deliver to the PCC authorities a copy of this SOP, relevant guidance material, mission briefings and best practices to support their efforts to train and pre-select FPUs that meet the requirements of operational capacity.

PCC Certification of Medical Fitness

137. Medical examination and clearance of FPU members remain the responsibility of the PCC. The mandatory United Nations medical standards to be employed in the pre-deployment health assessment of an individual FPU member are listed in Annex S. The medical fitness of all FPU members shall be certified by the PCC in a written note to the DPKO Police Adviser before the actual deployment phase starts. A standard format for the medical certification of all FPU members is attached as Annex T. Copies of the certified *United Nations Entry Medical Examination Forms* (MS.2 (11-09)-E) of each FPU member shall be submitted by a FPU Medical Officer to the office of the peace operation's Chief Medical Officer/Force Medical Officer on arrival in the mission area, and returned to the PCC along with the medical history files of all FPU members on repatriation.⁴⁴

⁴⁴ Department of Peacekeeping Operations/Department of Field Support, *Medical Support Manual for United Nations Field Missions*, 3rd Edition (2015), 66-77.

In-Mission Inspection and Assessment

138. During the deployment of an FPU, its operational readiness should be reviewed on an ongoing basis, regular trainings should be conducted, and the FPU's compliance with relevant administrative rules and procedures should be checked. A list of areas to review regularly during deployment is attached as Annex U. The HOPC oversees the implementation of all in-mission inspections and assessments.

E. TERMS AND DEFINITIONS

139. For the purposes of this SOP, the following definitions shall apply:

<i>AAV</i>	An Assessment and Advisory Visit is done within the framework of the PCRS to advise a PCC on the operational readiness of an FPU for deployment to peace operations.
<i>AMS</i>	Assessment for Mission Service of individual police officers
<i>AOC</i>	The Assessment of Operational Capability is a mandatory process to determine whether an FPU and its members meet the individual and unit requirements of operational capability for service in a peace operation.
<i>AOC instructor</i>	An AOC instructor is a staff member of the Police Division or a serving United Nations police officer (generally assigned to the peace operation's support office of the Deputy Chief of Operations for Formed Police Units) who is certified by the PD to participate in a FPAT and conduct an AOC.
<i>CMMRB</i>	COE/MOU Management Review Boards
<i>COE</i>	Contingent-Owned Equipment
<i>CTO</i>	Chief Transport Officer of a peace operation
<i>CONOPS</i>	Concept of Operations
<i>DFS</i>	United Nations Department of Field Support
<i>DPA</i>	United Nations Department of Political Affairs
<i>DPKO</i>	United Nations Department of Peacekeeping Operations
<i>DMS/CMS</i>	Director of Mission Support/Chief of Mission Support
<i>DUF</i>	Directive on the Use of Force
<i>EASP</i>	Electronic Application for Seconded Police

<i>FPAT</i>	A Formed Police Assessment Team is a team of AOC instructors sent by the United Nations to a PCC to conduct an AOC.
<i>FPAT leader</i>	A FPAT leader coordinates and supervises a FPAT sent to a specific PCC. The FPAT leader must be an AOC instructor. Preferably, he/she should be from the SRS.
<i>FPAT member</i>	A FPAT member is an AOC instructor who participates in a FPAT.
<i>FPU</i>	A Formed Police Units is a specialized, cohesive armed mobile police unit, providing security support to United Nations operations by ensuring the safety and security of United Nations personnel and assets; contributing to the protection of civilians; and supporting police operations that require a formed response. Depending on the particular mission's mandate, an FPU may perform these tasks independently (in the case of executive law enforcement mandate) or in support of existing host-state law enforcement agencies and within the limits of its operational and logistical capabilities, areas of deployment and relevant UN policies. ⁴⁵
<i>FPU Coordinator</i>	The FPU Coordinator in the SRS plans and coordinates all FPAT visits to PCCs.
<i>HRDDP</i>	Human Rights Due Diligence Policy
<i>HRMS</i>	Human Resources Management System
<i>HOM</i>	The Head of Mission leads a peace operation including its police component
<i>HOPC</i>	The Head of the Police Component of a peace operation
<i>IPO</i>	Individual police officer
<i>ITU</i>	Induction Training Unit of the police component of a peace operation
<i>MOU</i>	Memorandum of Understanding
<i>MS</i>	A Member State of the United Nations
<i>MTO</i>	Motor Transport Officer of an FPU
<i>OPLAN</i>	Operational Plan
<i>OROLSI</i>	The Office of Rule of Law and Security Institutions in the United Nations Department for Peacekeeping Operations

⁴⁵ Policy (Revised) on Formed Police Units, paragraph 8.

<i>PCC</i>	A Police-Contributing Country is a MS that provides police officers (individual or FPU) for service in a peace operation.
<i>PCRS</i>	United Nations Peacekeeping Capability Readiness System
<i>PD</i>	The Police Division in the DPKO Office of Rule of Law and Security Institutions
<i>PDV</i>	Pre-Deployment Visit
<i>Peace operation</i>	For the purposes of this SOP, peace operation refers to both a United Nations peacekeeping operation and a United Nations special political mission.
<i>Police Adviser</i>	The DPKO Police Adviser is the head of the United Nations Police Division in the Office of Rule of Law and Security Institutions of the Department of Peacekeeping Operations.
<i>Police Component</i>	All United Nations police officers in a given peace operation including individually deployed officers and FPU members
<i>PSU</i>	Protection Support Unit
<i>Re-hatting</i>	Re-hatting involves the transfer of uniformed personnel from non-UN organizations to peace operations
<i>SRS</i>	The Selection and Recruitment Section of the Police Division in the DPKO Office of Rule of Law and Security Institutions
<i>SUR</i>	Statement of Unit Requirements
<i>SWAT</i>	Special Weapons and Tactics

F. REFERENCES

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General Assembly, *Code of Conduct for Law Enforcement Officials*, 17 December 1979 (A/RES/34/169)

General Assembly, *Convention on the Privileges and Immunities of the United Nations*, adopted by the General Assembly on 13 February 1946

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United Nations, *Specialized Training Materials for Formed Police Units*, 16 March 2017

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Department of Peacekeeping Operations/Department of Field Support, *Guidelines on Police Administration in United Nations Peacekeeping Operations and Special Political Missions*, 1 February 2017 (2016.26)

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Department of Peacekeeping Operations/Department of Field Support, *Guidelines on Police Operations in United Nations Peacekeeping Operations and Special Political Missions*, 1 January 2016 (2015.15)

Department of Peacekeeping Operations/Department of Field Support, *Guidelines on Police Command in United Nations Peacekeeping Operations and Special Political Missions*, 1 January 2016 (2015.14)

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Department of Peacekeeping Operations, Office of Rule of Law and Security Institutions, Police Division, *Standard Operating Procedure: Selection and Recruitment Procedures for United Nations Personnel at the Police Division, Peacekeeping Operations and Special Political Missions*, 25 March 2011 (DPKO/PD/SOP/2011)

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Department of Peacekeeping Operations, Police Division, *Guidelines for Formed Police Units on Assignment with Peace Operations*, 8 May 2006 (DPKO/PD/2006/15)

Department of Peacekeeping Operations, *Standard Operating Procedures: Performance Appraisals of United Nations Police Officers*, 19 December 2006 (2006.29, DPKO/PD/2006/00132)

G. MONITORING AND COMPLIANCE

140. The compliance with this SOP shall be monitored by the Selection and Recruitment Section of the Police Division in the Office of Rule of Law and Security Institutions of the United Nations Department of Peacekeeping Operations.
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H. CONTACT

141. The contact office for this SOP is DPKO/OROLSI/PD/SRS.
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I. HISTORY

142. This SOP was created on 1 September 2012 and revised on 1 April 2017 following a comprehensive review of the 2012 SOP in 2016-2017. The review process included wide consultations at Headquarters, with peace operations, and with PCCs. The SOP was also aligned with the 2017 Policy (Revised) on Formed Police Units.
143. This SOP supersedes the Department of Peacekeeping Operations/Department of Field Support, *SOP on Assessment of Operational Capability of Formed Police Units for Service in United Nations Peacekeeping Operations*, 1 September 2012 (2012.11) and all previous DPKO SOPs on the assessment and selection of FPU.
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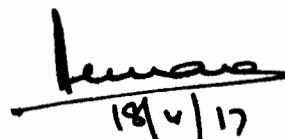
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Annex A

JOB DESCRIPTIONS OF FPU COMMANDING OFFICERS

This annex starts with general competencies and skills all commanding FPU officers should have followed by specific job descriptions of the Commander, the Deputy Commander, the Operations Officer, the Logistics Officer, the Duty Officer, the Liaison Officer and the Platoon Commander.

GENERAL COMPETENCIES AND SKILLS OF FPU COMMANDING OFFICERS

- **Integrity, professionalism, and respect for diversity:** Ability to identify issues, formulate opinions, present conclusions and offer recommendations; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Planning and organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; and shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Judgement and decision making:** Ability to apply good judgment in the context of assignments given; and ability to plan own work and manage work/task priorities.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standard; operates in compliance with organizational regulation and rules; takes personal responsibility for his/her shortcomings and those of the work unit, where applicable.

Leadership/Management: Leadership and supervisory skills and ability to coach, mentor and develop staff (this competency applies mainly to the FPU Commander and his/her Deputy).

FPU COMMANDER

1. Post Description

The FPU Commander is a serving PCC police officer designated by his/her government to command an FPU in a peace operation and to have tactical control over the FPU under the direction of the peace operation's Police Commissioner or a delegated supervisor.

The FPU Commander reports to the Police Commissioner through the Deputy Police Commissioner for Operations and/or the mission's FPU Coordinator. The FPU Commander shall not receive any order from his/her national authorities related to operational or administrative duties in the peace operation.

2. Duties and Responsibilities

Under the guidance and supervision of the FPU Coordinator and the Deputy Police Commissioner for Operations, the duties and responsibilities of the FPU Commander include but are not limited to the following:

- Manage and supervise the deployment of the FPU in the mission area.
- Ensure the welfare and medical well-being of all FPU members on mission.
- Ensure the safety and security of FPU personnel.
- Collaborate with and assist the Chief of Operations/the FPU Coordinator in the execution of operational plans and the implementation of the mission's Concept of Operations.
- Act as a focal point for conduct and disciplinary matters of the FPU members including allegations of sexual exploitation and abuse.
- Ensure that the members of the FPU are briefed on, and act in accordance with, the United Nations rules, regulations and directives including relevant international human rights, humanitarian law and law enforcement standards.
- Comply with United Nations guidelines, SOPs and other United Nations rules and regulations related to FPU operations, management and administration.
- Ensure and monitor that all FPU members are aware of their responsibilities and adhere, both on- and off-duty, to the guidelines, SOPs and all other United Nations rules and regulations.
- Provide regular and updated reports in accordance with the reporting lines of the peace operation.
- Assume responsibility for the command, control and discipline of the FPU.
- Collaborate with and assist the COE inspection team to quarterly identify COE shortfalls and report to his/her competent authorities seeking remedial action.
- Collaborate with and assist the FPU Coordination Office in preparing the Monthly Operational Readiness Assessment of the FPU and provide to the mission's FPU Coordination Office a detailed list of law enforcement equipment of his/her unit including serial numbers of firearms.
- Ensure during his/her absence that all FPU duties are performed by his/her Deputy.
- No later than one month before his/her tour of duty ends, submit an end of mission (EOM) report to the Police Commissioner or a delegated supervisor.

- Collaborate with and support the Chief of Operations/the FPU Coordinator in the in-mission training of the FPU members and in familiarizing them with the technical aspects of the directive on the use of force (DUF).

3. Requirements

- Minimum of five (5) years of active service in a MS police or other law enforcement agency prior to the deployment. The years of police experience may include periods of police service in assignments other than formed police functions, as well as periods of specialized police training, but shall not include periods of basic police training.
- Minimum of one (1) year of unit command experience in public order management or related to the specialized capacity of the FPU.
- Minimum rank of Superintendent/ Deputy Superintendent of Police or equivalent to the military rank of Major or above.
- Proficiency in the working language of the peace operation he/she is deployed to, generally either English or French. This corresponds to B1 level in the UN language competency assessment. If the working language is not English, either the FPU Commander or the Deputy Commander must have proven skills in the peace operation's working language.
- Ability to safely handle his/her firearm, proven shooting skills with the firearm, and pass the UN weapons handling and shooting assessment.
- If authorised to drive, be in possession of a valid national driving licence that qualifies him/her to drive the specific type of vehicle he/she is authorised to drive, has been issued at least two (2) years prior to the AOC, and is valid at least for the duration of the FPU member's deployment; know standard traffic regulations; be able to safely operate the vehicle he/she is authorised to drive; and pass the UN driving test required for regular vehicles.
- Knowledge of the commands in public order situations and other tactical situations; the decision-making process in FPU engagements; tactical vocabulary; stress and fear management; in-service FPU training; tactical mediation and negotiation processes; the use of language assistants; and any particular skills related to the specific position he/she will occupy.
- Knowledge of relevant human rights and humanitarian law standards, as well as standards related to sexual and gender-based violence, protection of civilians and child protection.
- Detailed understanding of FPU command and control arrangements in peace operations, cooperation and coordination with other mission components, as well as assistance to host-state police and other host-state law enforcement agencies, particularly in cases of humanitarian disasters and national elections.
- Knowledge of policies and procedures related to COE.
- Less than fifty-five (55) years of age at the time of deployment.
- Formal clearance in the Assessment for Operation Capability (AOC).

FPU DEPUTY COMMANDER

1. Post Description

The Deputy FPU Commander is a serving PCC police officer designated by his/her national government to act as a substitute and assist the FPU Commander in overseeing the FPU personnel, administration and operations.

The Deputy FPU Commander reports to the FPU Commander. In the absence of the FPU Commander, the Deputy FPU Commander reports to the Police Commissioner through the Deputy Police Commissioner for Operations and/or the mission's FPU Coordinator. The Deputy FPU Commander shall not receive any order from his/her national authorities related to operational or administrative duties in the mission.

2. Duties and Responsibilities

Under the guidance and supervision of the FPU Commander, the duties and the responsibilities of the Deputy FPU Commander include but are not limited to the following:

- Distribute the task orders and daily instructions received from the FPU Coordination Cell and the FPU Commander to the FPU members.
- Oversee the operational and administrative activities of the FPU.
- Disseminate all instructions to the platoon and section commanders.
- Monitor and oversee the FPU patrolling, security & escort duties.
- Monitor and oversee the QRT/ standby platoon, special deployments and operations of the platoon, as well as camp security.
- Oversee the preparation of the reports on operational activities of the FPU.
- Attend all meetings related to operational activities.
- Assume other tasks assigned by the FPU Commander.
- Assume the duties and responsibilities of FPU Commander in his/her absence.
- Responsible for SEA prevention and discipline.
- Assume the responsibilities of FPU focal point for in-mission training.
- Develop and supervise the implementation of the FPU welfare activities plan.
- No later than one month before his/her tour of duty ends, prepare an end of mission report to the Police Commissioner through the FPU Commander.

3. Requirements

- Minimum of five (5) years of active service in a MS police or other law enforcement agency prior to the deployment. The years of police experience may include periods of police service in assignments other than formed police functions, as well as periods of specialized police training, but shall not include periods of basic police training.
- Minimum of one (1) year of unit command experience in public order management or related to the specialized capacity of the FPU.
- Minimum rank of Inspector of Police or equivalent to the military rank of Captain or above.
- Proficiency in the working language of the peace operation he/she is deployed to, generally either English or French. This corresponds to B1 level in the UN language

competency assessment. If the working language is not English, either the FPU Commander or the Deputy Commander must have proven skills in the peace operation's working language.

- Ability to safely handle his/her firearm, proven shooting skills with the firearm, and pass the UN weapons handling and shooting assessment.
- If authorised to drive, be in possession of a valid national driving licence that qualifies him/her to drive the specific type of vehicle he/she is authorised to drive, has been issued at least two (2) years prior to the AOC, and is valid at least for the duration of the FPU member's deployment; know standard traffic regulations; be able to safely operate the vehicle he/she is authorised to drive; and pass the UN driving test required for regular vehicles.
- Knowledge of the commands in public order situations and other tactical situations; the decision-making process in FPU engagements; tactical vocabulary; stress and fear management; in-service FPU training; tactical mediation and negotiation processes; the use of language assistants; and any particular skills related to the specific position he/she will occupy.
- Knowledge of relevant human rights and humanitarian law standards, as well as standards related to sexual and gender-based violence, protection of civilians and child protection.
- Detailed understanding of FPU command and control arrangements in peace operations, cooperation and coordination with other mission components, as well as assistance to host-state police and other host-state law enforcement agencies, particularly in cases of humanitarian disasters and national elections.
- Knowledge of policies and procedures related to COE.
- Less than fifty-five (55) years of age at the time of deployment.
- Formal clearance in the Assessment for Operation Capability (AOC).

FPU OPERATIONS OFFICER

1. Post Description

The FPU Operations Officer is a serving PCC police officer designated by his/her national government to manage the FPU's day-to-day operations.

The FPU Operational Officer reports to the FPU Commander through the Deputy FPU Commander. He/she shall not receive any order from his/her national authorities related to operational or administrative duties in the mission.

2. Duties and Responsibilities

Under the guidance and supervision of the FPU Commander and/or the Deputy FPU Commander, the duties and the responsibilities of the FPU Operations Officer include but are not limited to the following:

- Assist the FPU Commander/Deputy FPU Commander in managing, controlling, directing and deploying FPUs in the mission and functions as chief of operations within the FPU.
- Supervise the FPU in accordance with UN rules, regulations and directives and provide regular updates on day-to-day activities to the FPU Commander.

- Draft operational orders, develop operational plans, prepare schedules, assign duties and review written orders to ensure compliance with relevant guidelines and SOPs.
- Attend operational meetings, brief the FPU members on operational matters and oversee the implementation of the operational orders and plans.
- Brief on and explain police operations to the FPU members to assist them in performing their duties as mandated.
- Prepare and execute the welfare and security plan for all FPU members (responsibilities transferred from the Deputy FPU Commander).
- Act as FPU focal point for conduct and discipline.
- Ensure that all FPU members are aware of, and monitor compliance with, relevant guidelines, SOPs and other United Nations rules and regulations.
- Provide regular operational reports to the FPU Commander and advise on operational matters.
- Prepare an end of mission report to the Police Commissioner through the FPU Commander no later than one month before his/her tour of duty ends.
- Responsible for the command, control and discipline of the FPU's operational members.

3. Requirements

- Minimum of five (5) years of active service in a MS police or other law enforcement agency prior to the deployment. The years of police experience may include periods of police service in assignments other than formed police functions, as well as periods of specialized police training, but shall not include periods of basic police training.
- Minimum of one (1) year of experience in police operation and crowd control management or experience related to the specialized capacity of the FPU.
- Minimum rank of Inspector of Police or equivalent to the military rank of Captain or above.
- Proficiency in the working language of the peace operation he/she is deployed to, generally either English or French. This corresponds to B1 level in the UN language competency assessment. If the working language is not English, either the FPU Commander or the Deputy Commander must have proven skills in the peace operation's working language.
- Ability to safely handle his/her firearm, proven shooting skills with the firearm, and pass the UN weapons handling and shooting assessment.
- If authorised to drive, be in possession of a valid national driving licence that qualifies him/her to drive the specific type of vehicle he/she is authorised to drive, has been issued at least two (2) years prior to the AOC, and is valid at least for the duration of the FPU member's deployment; know standard traffic regulations; be able to safely operate the vehicle he/she is authorised to drive; and pass the UN driving test required for regular vehicles.
- Knowledge of the commands in public order situations and other tactical situations; the decision-making process in FPU engagements; tactical vocabulary; stress and fear management; in-service FPU training; tactical mediation and negotiation processes; the use of language assistants; and any particular skills related to the specific position he/she will occupy.
- Knowledge of relevant human rights and humanitarian law standards, as well as standards related to sexual and gender-based violence, protection of civilians and child protection.
- Detailed understanding of FPU command and control arrangements in peace operations, cooperation and coordination with other mission components, as well as assistance to

host-state police and other host-state law enforcement agencies, particularly in cases of humanitarian disasters and national elections.

- Knowledge, skills and experience in drafting operational orders and developing operational plans.
- Less than fifty-five (55) years of age at the time of deployment.
- Formal clearance in the Assessment for Operation Capability (AOC).

FPU LOGISTICS OFFICER

2. Post Description

The FPU Logistics Officer is a serving PCC police officer designated by his/her national government to oversee the support, transport and sustainment of the FPU, as well as the maintenance and efficient use of the stocks.

The FPU Logistics Officer reports to the FPU Commander through the Deputy FPU Commander. The Logistics Officer shall not receive any order from his/her national authorities related to operational or administrative duties in the mission.

3. Duties and Responsibilities

Under the guidance and supervision of the FPU Commander and/or the Deputy FPU Commander, the duties and responsibilities of the FPU Logistics Officer include but are not limited to the following:

- Coordinate and ensure the smooth implementation of and adherence to the COE manual and the mission's SUR, and ensure logistical support to FPU in terms of food supply, water and sanitation.
- Conduct periodical inspections of facilities, supplies, equipment and armament to ensure compliance with the COE manual and the SUR.
- Process requests for, reception, return and setup of equipment in accordance with established procedures.
- Ensure the security and maintain appropriate ledger of use of equipment, particularly weapons, ammunitions, vehicles and crowd control equipment.
- Take necessary measures to avoid damage or loss, fire, leaks and theft of equipment, as well as to prevent fraud and ensure safe driving.
- Proceed with the control of stocks and material reception in service at the moment of replacement of the logistics officer, as well as during the handover of command.
- Follow-up and address all FPU logistical issues at the mission level in consultation with the FPU Commander/Deputy FPU Commander.
- Keep the FPU Commander/Deputy FPU Commander informed of all logistical problems which could negatively affect the operational capabilities or living conditions of the FPU.
- Advise the FPU Commanders and the Dep FPU Commander on logistical issues.
- Facilitate the quarterly COE and monthly operations inspection at the FPU camp.
- Maintain updated records of the FPU equipment, serviceability and self-sustainment, and maintain a well-run logistics database.
- Implement health, hygiene and safety procedures.
- Take the lead of the rear party at the time of the FPU's final repatriation to oversee the COE packing and final shipment.

- Completes all other tasks / missions as assigned by the FPU Commander or his/her designate.
- Prepare periodic (weekly, monthly etc.) operational, serviceability and other logistics reports of the FPU.
- Responsible for the command, control and discipline of the FPU support staff.

3. Requirements

- Minimum of five (5) years of active service in a MS police or other law enforcement agency prior to the deployment. The years of police experience may include periods of police service in assignments other than formed police functions, as well as periods of specialized police training, but shall not include periods of basic police training.
- Minimum of one (1) year of experience in police supply and logistics management.
- Minimum rank of Inspector of Police or equivalent to the military rank of Captain or above.
- Proficiency in the working language of the peace operation he/she is deployed to, generally either English or French. This corresponds to B1 level in the UN language competency assessment. If the working language is not English, either the FPU Commander or the Deputy Commander must have proven skills in the peace operation's working language.
- Ability to safely handle his/her firearm, proven shooting skills with the firearm, and pass the UN weapons handling and shooting assessment.
- If authorised to drive, be in possession of a valid national driving licence that qualifies him/her to drive the specific type of vehicle he/she is authorised to drive, has been issued at least two (2) years prior to the AOC, and is valid at least for the duration of the FPU member's deployment; know standard traffic regulations; be able to safely operate the vehicle he/she is authorised to drive; and pass the UN driving test required for regular vehicles.
- Knowledge of relevant human rights and humanitarian law standards, as well as standards related to sexual and gender-based violence, protection of civilians and child protection.
- Less than fifty-five (55) years of age at the time of deployment.
- Formal clearance in the Assessment for Operation Capability (AOC).
- Commercial awareness and numeracy skills (desirable).

FPU DUTY OFFICER

1. Post Description

The FPU Duty Officer is a serving PCC police officer designated by his/her government to a rotating, 24 hour on-call position within his/her FPU, and to act as a commanding officer's representative.

The FPU Duty Officer reports the FPU Commander through the Operations Officer. The Duty Officer shall not receive any order from his/her national authorities related to operational or administrative duties in the mission.

2. Duties and Responsibilities

Under the guidance and supervision of the FPU Commander and/or the Deputy, the duties and responsibilities of the FPU Duty Officer include but are not limited to the following:

- Inspect FPU members on guard duties at any time of day and night, as well as inspect the armament, vehicles, equipment and facilities, and to oversee the security situation in the FPU camp.
- Distribute and assign duties to the FPU members according to the task orders.
- Monitor the operational activities of the contingent.
- Distribute the daily work instructions from the FPU Coordination Cell and the FPU Commander to the contingent members.
- Disseminate instructions to platoon commander and section commanders.
- Monitor the FPU members' patrolling, security & escort duties.
- Monitor the QRT/ standby platoon, special deployment and operations of the platoon, as well as camp security.
- Report to the Operations Officer any concerns or complaints received from FPU members and other operational/administrative issues.
- Report immediately any emergency to the Commanding Officers.
- Maintain the duty log-book and hand over at his/her relief relevant data, reports and related documentation before returning to his/her normal duties.

3. Requirements

- Minimum of five (5) years of active service in a MS police or other law enforcement agency prior to the deployment. The years of police experience may include periods of police service in assignments other than formed police functions, as well as periods of specialized police training, but shall not include periods of basic police training.
- Minimum rank of Junior Commissioned Officer, Assistant Sub-Inspector of Police or equivalent to the military rank of warrant officer.
- Proficiency in the working language of the peace operation he/she is deployed to, generally either English or French. This corresponds to B1 level in the UN language competency assessment. If the working language is not English, either the FPU Commander or the Deputy Commander must have proven skills in the peace operation's working language.
- Ability to safely handle his/her firearm, proven shooting skills with the firearm, and pass the UN weapons handling and shooting assessment.
- If authorised to drive, be in possession of a valid national driving licence that qualifies him/her to drive the specific type of vehicle he/she is authorised to drive, has been issued at least two (2) years prior to the AOC, and is valid at least for the duration of the FPU member's deployment; know standard traffic regulations; be able to safely operate the vehicle he/she is authorised to drive; and pass the UN driving test required for regular vehicles.
- Knowledge of relevant human rights and humanitarian law standards, as well as standards related to sexual and gender-based violence, protection of civilians and child protection.
- Good communication skills
- Less than fifty-five (55) years of age at the time of deployment.
- Formal clearance in the Assessment for Operation Capability (AOC).

FPU LIAISON OFFICER

1. Post Description

The FPU Liaison Officer is a serving PCC police officer designated by his/her national government to liaise between the FPU and various mission components and other FPU Commanders.

The FPU Liaison Officer reports to the FPU Commander through the Deputy FPU Commander. The FPU Liaison Officer shall not receive any order from his/her national authorities related to operational or administrative duties in the mission.

2. Duties and Responsibilities

Under the guidance and supervision of the FPU Commander and/or the Deputy Commander, the duties and responsibilities of the FPU Liaison Officer include but are not limited to the following:

- Act as the FPU's focal person to coordinate and communicate with other sections of the mission, with other United Nations entities and with local authorities.
- Establish positive working relationships with the mission's other sections.
- Facilitate and attend meetings on behalf of the FPU Commander.
- Prepare and oversee medal parades and other FPU ceremonies.
- Maintain a list of contacts of key sections and personnel of the mission.
- Establish clear lines of communication between the FPU and other stakeholders, and ensure that requests and queries are followed up.
- Follow-up on administrative requests of the FPU.

3. Requirements

- Minimum of five (5) years of active service in a MS police or other law enforcement agency prior to the deployment. The years of police experience may include periods of police service in assignments other than formed police functions, as well as periods of specialized police training, but shall not include periods of basic police training.
- Minimum rank of Inspector of Police or equivalent to the military rank of Captain or above.
- Proficiency in the working language of the peace operation he/she is deployed to, generally either English or French. This corresponds to B1 level in the UN language competency assessment. If the working language is not English, either the FPU Commander or the Deputy Commander must have proven skills in the peace operation's working language.
- Ability to safely handle his/her firearm, proven shooting skills with the firearm, and pass the UN weapons handling and shooting assessment.
- If authorised to drive, be in possession of a valid national driving licence that qualifies him/her to drive the specific type of vehicle he/she is authorised to drive, has been issued at least two (2) years prior to the AOC, and is valid at least for the duration of the FPU member's deployment; know standard traffic regulations; be able to safely operate the vehicle he/she is authorised to drive; and pass the UN driving test required for regular vehicles.

- Knowledge of relevant human rights and humanitarian law standards, as well as standards related to sexual and gender-based violence, protection of civilians and child protection.
- Communication skills.
- Less than fifty-five (55) years of age at the time of deployment.
- Formal clearance in the Assessment for Operation Capability (AOC).
- Minimum experience in finance (desirable).

FPU PLATOON COMMANDER

1. Post Description

The FPU Platoon Commander is a serving PCC police officer designated by his/her national government to lead a platoon consisting of three tactical sections, and to oversee their training, discipline, control and tactical deployment.

The FPU Platoon Commander reports to the FPU Commander through the Operations Officer. The FPU Platoon Commander shall not receive any order from his/her national authorities related to the mission's operational or administrative duties.

2. Duties and Responsibilities

Under the guidance and supervision of the FPU Commander and/or the Deputy Commander, the duties and responsibilities of the FPU Platoon Commander include but are not limited to the following:

- Ensure that the platoon performs the correct training, and maintains effectiveness and unit readiness.
- Ensure that the section leaders are trained and equipped with the necessary knowledge and tools to effectively lead their sections.
- Assist the FPU Commander in drafting and executing operational plans.
- Ensure that the members of the platoon are briefed to act and supervise in accordance with the United Nations rules, regulations and directives.
- Command and execute operational orders and plans at the platoon level.
- Prepare and execute the welfare and security plan of the platoon.
- Act as a focal point for conduct and discipline of his/her platoon.
- Ensure and monitor that all members of the platoon are aware of their responsibilities to adhere, both on and off duty, to the guidelines, SOPs and all other United Nations rules and regulations.
- Provide regular reports on his/her platoon to the FPU Commander through the Operations Officer.
- Ensure before taking on duties that all platoon members have their individual equipment, particularly armament and POM assets, ready for operations.

3. Requirements

- Minimum of five (5) years of active service in a MS police or other law enforcement agency prior to the deployment. The years of police experience may include periods of

police service in assignments other than formed police functions, as well as periods of specialized police training, but shall not include periods of basic police training.

- Minimum of one (1) year of experience in crowd control management and techniques.
- Minimum rank of Inspector/Sub-Inspector of Police or equivalent to the military rank of Lieutenant.
- Proficiency in the working language of the peace operation he/she is deployed to, generally either English or French. This corresponds to B1 level in the UN language competency assessment. If the working language is not English, either the FPU Commander or the Deputy Commander must have proven skills in the peace operation's working language.
- Ability to safely handle his/her firearm, proven shooting skills with the firearm, and pass the UN weapons handling and shooting assessment.
- If authorised to drive, be in possession of a valid national driving licence that qualifies him/her to drive the specific type of vehicle he/she is authorised to drive, has been issued at least two (2) years prior to the AOC, and is valid at least for the duration of the FPU member's deployment; know standard traffic regulations; be able to safely operate the vehicle he/she is authorised to drive; and pass the UN driving test required for regular vehicles.
- Knowledge of the commands in public order situations and other tactical situations; the decision-making process in FPU engagements; tactical vocabulary; stress and fear management; in-service FPU training; tactical mediation and negotiation processes; the use of language assistants; and any skills related to the specific position he/she will occupy.
- Detailed understanding of FPU command and control arrangements in peace operations, cooperation and coordination with other mission components, as well as assistance to host-state police and other host-state law enforcement agencies, particularly in cases of humanitarian disasters and national elections.
- Knowledge of relevant human rights and humanitarian law standards, as well as standards related to sexual and gender-based violence, protection of civilians and child protection.
- Less than fifty-five (55) years of age at the time of deployment.
- Formal clearance in the Assessment for Operation Capability (AOC).

ID:

Annex B - Evaluation Grid for Language Assessment

1st Part: Reading

	1	2	3	4	5	6	7	8	9	10
Correct answers										

Result: Pass <input type="checkbox"/> Fail <input type="checkbox"/>				
Level				
A1 <input type="checkbox"/>	A2 <input type="checkbox"/>	B1 <input type="checkbox"/>	B2 <input type="checkbox"/>	C1 <input type="checkbox"/>

2nd Part: Report writing

Language level	A1	A2	B1	B2	C1
Sentence structure	Too many errors to be understood. <input type="checkbox"/>	Many errors in simple sentences. Sometimes difficult to understand. <input type="checkbox"/>	Attempts complex sentences (2 verbs ¹) with errors. General meaning clear. <input type="checkbox"/>	No errors in simple sentences. Few errors in complex sentences ¹ . Meaning clear. <input type="checkbox"/>	No errors. Wide variety of expression, mostly complex sentences. <input type="checkbox"/>
Vocabulary and spelling	Lacks words to explain, uses another language . Many spelling and punctuation ² errors. <input type="checkbox"/>	Some errors in word choice, spelling and punctuation. <input type="checkbox"/>	Attempts to use police terminology ³ . Few spelling and punctuation errors. <input type="checkbox"/>	Uses terminology without errors. No spelling and punctuation errors. <input type="checkbox"/>	No repetition . No spelling and punctuation errors. <input type="checkbox"/>
Verb⁴ tenses (past / present / future)	No use of tenses. <input type="checkbox"/>	Sentences mainly in the present tenses . <input type="checkbox"/>	Sentences in the past and may use sentences in the present and the future with some errors. <input type="checkbox"/>	Accurate use of verb tenses with few conjugation's errors. <input type="checkbox"/>	Accurate use of verb tenses without any errors conjugation. <input type="checkbox"/>
Information	Major lack of information. Information misunderstood . (0 to 5 key facts) <input type="checkbox"/>	Lacks sufficient information. Information comes from written part only. (6 to 10 key facts) <input type="checkbox"/>	Incorporates sufficient written and oral information but lacks some details . (11 to 15 key facts) <input type="checkbox"/>	Incorporates almost all or all information with accurate details . (16 to 20 key facts) <input type="checkbox"/>	Incorporates all information with accurate details and properly structured . (20 key facts) <input type="checkbox"/>
Report structure and form	Text very difficult to follow, no links between information. No presentation, no paragraphs, no organisation. <input type="checkbox"/>	Text difficult to follow, uses only " and ", " because " and " but " to make links between information. Inappropriate presentation , some paragraphs, organized. <input type="checkbox"/>	Simple text easy to follow. Links simple information successfully. Appropriate presentation , uses of paragraphs. <input type="checkbox"/>	Text clear and developed . Attempts complex links between information ⁵ . Well organized . <input type="checkbox"/>	Text clear, coherent and well-developed . Accurate use of complex links. Appropriate organization . <input type="checkbox"/>

3rd Part: Oral interview

Sentence construction	Too many errors to be understood. <input type="checkbox"/>	Many errors in simple sentences. Sometimes difficult to understand. <input type="checkbox"/>	Attempts complex sentences (2 verbs ¹) with errors. General meaning clear. <input type="checkbox"/>	No errors in simple sentences. Few errors in complex sentences ¹ . Meaning clear. <input type="checkbox"/>	No errors in simple sentences. Few errors in complex sentences ¹ . Meaning clear. <input type="checkbox"/>
Vocabulary and pronunciation	Lacks words to explain, uses another language . Many words cannot be understood because of the pronunciation. <input type="checkbox"/>	Some errors in word choice, some words are difficult to be understood because of the pronunciation. <input type="checkbox"/>	Attempts to use police terminology ³ . Pronunciation does not impede the understanding. <input type="checkbox"/>	Uses terminology without errors. The pronunciation and intonation are good. <input type="checkbox"/>	No repetition . Pronunciation and intonation clear. <input type="checkbox"/>
Verb⁴ tenses (past / present / future)	No use of tenses. <input type="checkbox"/>	Sentences mainly in the present tenses . <input type="checkbox"/>	Sentences in the present, past and future with some errors. <input type="checkbox"/>	Accurate use of verb tenses with errors conjugation. <input type="checkbox"/>	Accurate use of verb tenses without any errors conjugation. <input type="checkbox"/>
Monologue	Speech incomplete and minimalist . <input type="checkbox"/>	Speech is short and factual . No details . <input type="checkbox"/>	Gives some details , factual speech. Ideas are structured. <input type="checkbox"/>	Long and clear speech and including many details and comments. <input type="checkbox"/>	Long organized speech well developed with many details and explanations . <input type="checkbox"/>
Interaction	Understand questions with difficulty or not at all . Constantly asks for repetition . The answers are minimal and / or off-topic . Doesn't know to be polite or informal. <input type="checkbox"/>	May need repetition . The answers are difficult and not detailed , sometimes off-topic. May be too polite sometime or too informal . <input type="checkbox"/>	Appropriate answers to questions even if details may be few . May confuse occasionally formal and informal. <input type="checkbox"/>	Appropriate answers, clear and detailed . Stay Formal . <input type="checkbox"/>	Complete answers. Can direct the interaction by offering interpretations of questions. Stay formal. <input type="checkbox"/>
Language level	A1	A2	B1	B2	C1

¹ Example: He outlined what had been discuss at the briefing to them.

² Example: At 07.15 on monday Ist november 2010 the sector commander of UN police in sector 2 reported for duty!

³ Example: He was inebriated or intoxicated and NOT He was completely drunk.

⁴ Verb = action word: To go, to run...

⁵ Example: Based on the information at hand and having regarded to the time scale involved...

The language levels range from A1 (weakest) up to C1 (strongest). In order to obtain the pass mark, the candidate should demonstrate the B1 or higher level of language. The language level of the candidate is equal to the lowest mark he/she obtains (i.e. if the candidate has received one mark in A2 column while the rest are in B1 and/or higher, language level would be A2, therefore he/she fails the exam).

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Annexe B - Grille d'évaluation du test de langue

1^{ère} Partie : Compréhension écrite

Réponses correctes	1	2	3	4	5	6	7	8	9	10
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Résultat: Succès Échec

Niveau

A1 A2 B1 B2 C1 2^{ème} Partie : Rapport écrit

Niveau de langue	A1	A2	B1	B2	C1
Construction des phrases	Trop d'erreurs pour être compris. <input type="checkbox"/>	Beaucoup d'erreurs dans les phrases simples. Parfois difficile à comprendre. <input type="checkbox"/>	Tentative de phrases complexes (2 verbes ⁶) avec des erreurs. Le sens général est clair. <input type="checkbox"/>	Pas d'erreurs dans les phrases simples. Peu d'erreurs dans les phrases complexes¹. Sens clair. <input type="checkbox"/>	Pas d'erreur. Grande variété d'expression, phrases surtout complexes. <input type="checkbox"/>
Vocabulaire et orthographe	Manque de mot pour s' expliquer , utilise des mots d'autres langues. Beaucoup de fautes d'orthographe et de ponctuation ⁷ . <input type="checkbox"/>	Quelques erreurs dans le choix des mots. Quelques fautes d'orthographe et de ponctuation. <input type="checkbox"/>	Essaye d'utiliser le vocabulaire de la police⁸. Peu de fautes d'orthographe et de ponctuation. <input type="checkbox"/>	Pas d'erreurs de vocabulaire dans tous les domaines. Pas de fautes d'orthographe et de ponctuation. <input type="checkbox"/>	Pas de répétition. Pas de fautes d'orthographe et de ponctuation. <input type="checkbox"/>
Verbes et temps (présent / passé / futur)	Verbes non conjugués. <input type="checkbox"/>	Phrases essentiellement au présent. <input type="checkbox"/>	Phrases au passé , peut aussi utiliser le présent , et le futur avec quelques fautes. <input type="checkbox"/>	Bonne utilisation des temps avec quelques fautes de conjugaison. <input type="checkbox"/>	Utilisation correcte des temps sans aucune faute de conjugaison <input type="checkbox"/>
Informations	Manque important d'informations. Des informations ne sont pas comprises ou mal comprises. (de 0 à 5 faits clés) <input type="checkbox"/>	Manque d'informations adéquates. Présence des informations obtenues seulement de l'écrit. (de 6 à 10 faits clés) <input type="checkbox"/>	Prise en compte des informations écrites et orales mais manquant quelques détails. (de 11 à 15 faits clé) <input type="checkbox"/>	Utilise toutes ou presque toutes les informations avec des détails précis. (de 16 à 20 faits clé) <input type="checkbox"/>	Bonne utilisation de toutes les informations et une Organisation parfaite. (20 faits clé) <input type="checkbox"/>
Organisation et structure du rapport	Texte très difficile à suivre. Pas de lien entre les informations, pas de présentation, pas de paragraphes, pas d'organisation. <input type="checkbox"/>	Texte difficile à suivre. Utilisation de « et », « parce que » et « mais » pour lier les informations. Présentation inappropriée et mal organisée de quelques paragraphes. <input type="checkbox"/>	Texte facile à suivre. Relie des informations simples entre elles. Bonne présentation, utilisation appropriée des paragraphes. <input type="checkbox"/>	Texte clair et organisé. Essaye d'établir des liens complexes⁹ entre les informations. Bonne présentation. <input type="checkbox"/>	Texte clair, fluide et articulé. Établit des liens complexes⁴ entre les informations. Excellente organisation. <input type="checkbox"/>

3^{ème} Partie: Entretien oral

Construction des phrases	Trop d'erreurs pour être compris. <input type="checkbox"/>	Beaucoup d'erreurs dans les phrases simples. Parfois difficile à comprendre. <input type="checkbox"/>	Tentative de phrases complexes (2 verbes ¹) avec des erreurs. Le sens général est clair. <input type="checkbox"/>	Pas d'erreurs dans les phrases simples. Peu d'erreurs dans les phrases complexes¹. Sens clair. <input type="checkbox"/>	Pas d'erreurs dans les phrases simples. Grande variété d'expression, phrases surtout complexes. <input type="checkbox"/>
Vocabulaire et prononciation	Manque de mot pour s' exprimer , utilise des mots d'autres langues. Beaucoup de mots ne sont pas compréhensibles à cause de leur mauvaise prononciation <input type="checkbox"/>	Quelques erreurs dans le choix des mots, quelques mots sont difficilement compréhensibles à cause de leur mauvaise prononciation <input type="checkbox"/>	Essaye d'utiliser le vocabulaire de la police³. La prononciation n'empêche pas la compréhension. <input type="checkbox"/>	Pas d'erreurs de vocabulaire dans tous les domaines. La prononciation et l' intonation sont bonnes. <input type="checkbox"/>	Pas de répétition. La prononciation et l'intonation sont claires. <input type="checkbox"/>
Verbes et temps (présent / passé / futur)	Verbes non conjugués. <input type="checkbox"/>	Phrases essentiellement au présent. <input type="checkbox"/>	Phrases au passé , peut aussi utiliser le présent , et le futur avec quelques fautes. <input type="checkbox"/>	Bonne utilisation des temps avec quelques fautes de conjugaison. <input type="checkbox"/>	Utilisation correcte des temps sans aucune faute. <input type="checkbox"/>
Monologue	Exposé incomplet et minimaliste. <input type="checkbox"/>	L'exposé est court et factuel. Pas de détails. <input type="checkbox"/>	Donne quelques détails , exposé des faits. Les idées sont organisées. <input type="checkbox"/>	L'exposé est long et clair indiquant beaucoup de détails et de commentaires. <input type="checkbox"/>	Long exposé bien organisé et structuré. Beaucoup de détails et d' explications. <input type="checkbox"/>
Interaction	Comprendre les questions avec difficulté ou pas du tout. Demande constamment de répéter. Les réponses sont brèves et/ou hors-sujet. Manque de courtoisie. <input type="checkbox"/>	Pourrait besoin de répétition. Réponses peu claires et non détaillées , parfois hors-sujet. Souvent trop poli ou informel <input type="checkbox"/>	Réponses appropriées aux questions même s'il manque de détails. Pourrait parfois confondre formel et informel. <input type="checkbox"/>	Réponses appropriées, claires et détaillées. Reste formel <input type="checkbox"/>	Réponse complète. Peut orienter l'interaction en offrant beaucoup d' interprétations. Reste formel <input type="checkbox"/>
Niveau de langue	A1	A2	B1	B2	C1

Les niveaux de langue vont de A1 (plus faible) à C1 (plus fort). Afin d'obtenir la note de passage, le candidat doit être évalué au niveau B1 ou supérieur. Le niveau de langue du candidat est égale à la note la plus basse qu'il / elle obtient (si le candidat a reçu une marque dans la colonne A2 alors que le reste sont en B1 et / ou supérieur, son niveau de langue est considéré comme A2, par conséquent, il / elle échoue à l'examen).

⁶ Exemple : *Il a insisté sur ce qui a été mentionné durant la réunion.*

⁷ Exemple : *Le lundy Ter Novembre 2010, le policier s'est rendu à son bureau!*

⁸ Exemple : *Il était en état d'ébriété et non Il était complètement ivre.*

⁹ Exemple : *Malgré les consignes de sécurité, pourtant clairement énoncées auparavant, l'agent a néanmoins enlevé la sécurité de son arme.*

Annex C

DRIVING COMPETENCY ASSESSMENT

At the outset of the driving competency assessment, the FPU member must identify himself/herself with a valid national or international driving license in Latin alphabet (with photo, if required in the PCC). An official translation prepared by the PCC authorities must accompany the original license if it is not in Latin alphabet.

The FPU member will be assessed as to his/her ability to safely operate a manual gear four-wheel drive vehicle. The driving competency assessment consists of two parts, the handling exercise and the road exercise.

1. Handling Exercise

- a) The FPU member must prove his/her ability to safely reverse and park the vehicle within five (5) minutes on the standard driving range set up by the AOC instructor in an exercise area closed to regular traffic, as per graphic in Appendix 2 to this Annex.
- b) The Handling Exercise Assessment Form in Appendix 1 to this Annex is used to carry out the handling assessment. The assessment criteria are further elaborated in Appendix 2 to this Annex.
- c) An FPU member who fails the handling exercise shall immediately be given one more chance. An FPU member who fails the handling exercise twice shall be disqualified and shall not be admitted to the road exercise.

2. Road Exercise

- a) The FPU member is expected to demonstrate his/her ability to drive safely on a predetermined route in low traffic. The exercise should take a minimum of 10 minutes and cover a distance of at least 3 to 5 km.
- b) At all times during the exercise, the FPU member must operate the vehicle in a safe and responsible manner, obeying all traffic laws.
- c) The AOC instructor will give the FPU member directions for each manoeuvre as far in advance as possible and will not ask him/her to perform any illegal or unsafe manoeuvres.
- d) The Road Exercise Assessment Form in Appendix 3 to this Annex is used to carry out the road assessment. The use of the assessment form and application of the assessment criteria is further explained in Appendix 4 to this Annex.

FPU members performing any of the following activities shall be **automatically disqualified** and the on-going driving competency assessment will be terminated immediately:

- a) Being under influence of alcohol or drugs.
- b) Disregarding lawful instructions or refusal to perform instructed manoeuvres.
- c) Offering the AOC instructor a bribe or a gratuity.
- d) Refusal to wear a safety belt unless a physician's statement or a waiver is presented.
- e) Causing an accident.
- f) Accident is prevented by others.
- g) AOC instructor prevents an accident or an illegal action (i.e. running a red light).

- h) Stalling the vehicle resulting in hazardous action or obstructing traffic.
- i) Driving over a curb or sidewalk and hereby endangering others.
- j) Creating serious hazard to other traffic.
- k) Driving the wrong way on a one-way street.
- l) Driving on the wrong side of the street.

Appendix 1 to Annex C – Handling Exercise Assessment Form



**UNITED NATIONS DRIVER'S PERMIT
HANDLING EXERCISE ASSESSMENT FORM**

FPU member's name

Date

ID #

Time

AOC list #

Place

Assessment Criteria

		P	F
1	The FPU member can read a sample vehicle license plate with letters 79.4 mm high in good daylight from 20.5m, using glasses or contact lenses if necessary	<input type="checkbox"/>	<input type="checkbox"/>
2	The FPU member involved in an activity resulting in automatic disqualification	<input type="checkbox"/>	<input type="checkbox"/>
3	The FPU member failed to complete the circuit within five minutes	<input type="checkbox"/>	<input type="checkbox"/>
4	Vehicle touched a marker	<input type="checkbox"/>	<input type="checkbox"/>
5	Vehicle crossed the imaginary line between the markers	<input type="checkbox"/>	<input type="checkbox"/>
6	Engine stopped more than twice	<input type="checkbox"/>	<input type="checkbox"/>
7	A third party assisted the FPU member	<input type="checkbox"/>	<input type="checkbox"/>
8	Part of vehicle outside the parking space	<input type="checkbox"/>	<input type="checkbox"/>
9	Vehicle positioned non-parallel to the side markers	<input type="checkbox"/>	<input type="checkbox"/>
10	The FPU member exited the vehicle to check the position	<input type="checkbox"/>	<input type="checkbox"/>

TEST RESULT: **PASS** **FAIL**

Remarks

AOC instructor:

UN ID #:

Signature:

Appendix 2 to Annex C – Handling Exercise Assessment Criteria

1. Vision Test

Before the handling exercise, the FPU member must undergo a vision test in which he/she must read in good daylight from a distance of 20.5 metres a sample vehicle licence plate with letters that are 79.4 mm high, using glasses or contact lenses as required. FPU members failing the vision test are disqualified from the AOC.

2. Handling Exercise

In the handling exercise, the FPU member will be assessed as to his/her ability to safely perform reversing and parking on the standard driving range, as per the graphic on the next page. To pass the handling exercise, the FPU member must complete all manoeuvres within five (5) minutes as described below:

- a) On the signal of the AOC instructor, start from the “START-FINISH” line, drive forward, pass by the first parking space, and stop.
- b) Reverse into the first parking space.
- c) Drive out of the first parking space, pass by the second parking space, and stop.
- d) Reverse into the second parking space.
- e) Drive forward to the “START-FINISH” line and stop.

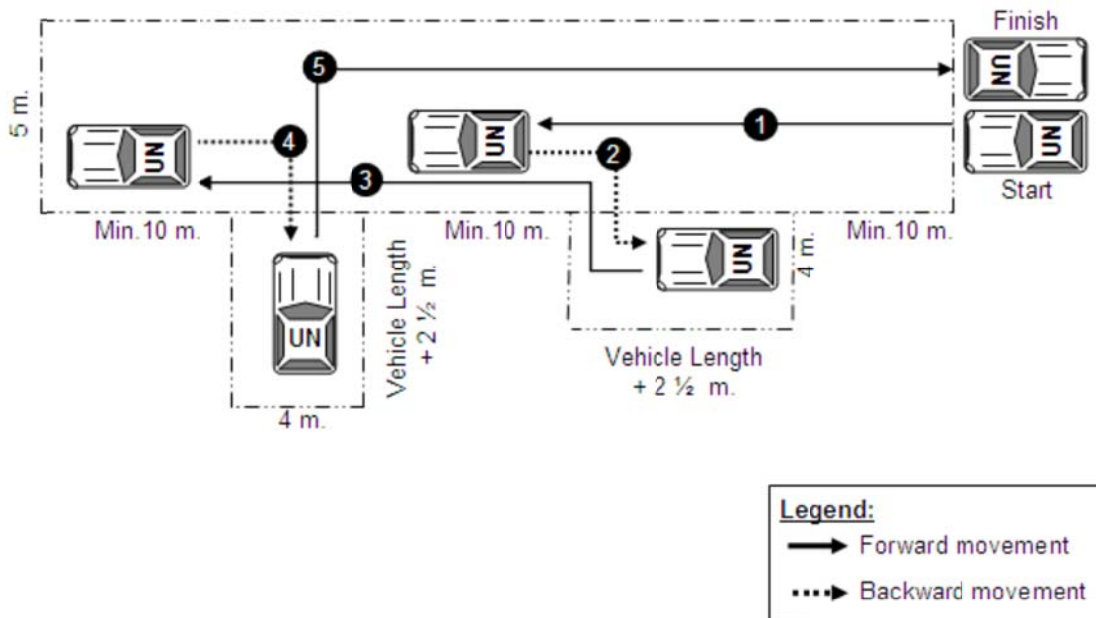
During the handling exercise:

- a) The vehicle must be positioned in parallel to the side markers and completely within the parking space, without touching any markers or crossing over any imaginary lines between the markers.
- b) The engine must not be stopped more than two times.
- c) The FPU member must not leave the vehicle.
- d) No other passengers are allowed in the vehicle.

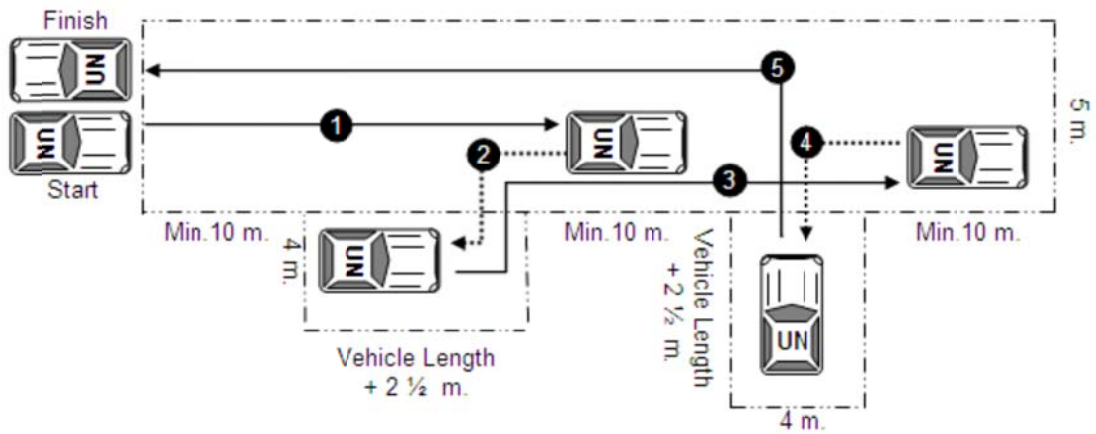
To pass the handling exercise, the FPU member must meet all criteria listed in the assessment form (see Appendix 1).

A FPU member who fails the handling exercise shall immediately be given a second chance. In this case, the exercise must restart at the START-FINISH line.

UN Driver's Permit Handling Test Range (Right Hand Drive)



UN Driver's Permit Handling Test Range (Left Hand Drive)



At least forty (40) traffic cones – brightly coloured, if possible – and measuring tape are needed to mark the exercise area (taller cones can be used to mark the corner points).

Appendix 3 to Annex C – Road Exercise Assessment Form



DRIVER'S PERMIT ROAD EXERCISE ASSESSMENT FORM

Candidate Name:

ID #:

AOC list #:

Nationality:

I. Assessed Capabilities (5 points for each failure)

Seating position

- Bending the left knee when the clutch is fully depressed
- Bending elbows when the arms rest on the steering wheel

Mirrors and/or seat adjustment

- Adjusting rear view mirrors inside and outside
- Adjusting seat

Use of seatbelt

- Fastening the seatbelt prior to moving
- Keeping seatbelts fastened while driving

Moving off

- Releasing clutch smoothly so vehicle doesn't jerk or stall
- Checking traffic in all directions before moving off
- Checking left and right blind spots before moving off
- Using appropriate signals

Use of gears

- Changing gears without looking down to the gear shift
- Selecting correct gear to match road and traffic conditions
- Driving with gear engaged at all times

Steering

- Maintaining steering control at all times
- Steering smoothly

Following distance (candidate to be warned)

- Keeping a safe distance from other vehicles

Passing / changing lane

- Correct and timely use of observation/mirrors/indicators
- Passing in the correct lane
- Choosing correct speed

Negotiating curves

- Choosing appropriate speed of approach
- Correct positioning of the vehicle on the roadway

Stopping

- Choosing a safe, legal and convenient place to stop
- Correct and timely use of observation/mirrors/indicators

Turns

- Use of proper lanes
- Correct and timely use of observation/mirrors/indicators

Observation of traffic signs and signals

- Stop at all red lights
- Obey police instructions
- Comply with road signs encountered on route

Dealing with junctions/crossroads/traffic circles

- Adjusting speed accordingly when approaching
- Being able to determine who has the right of way

Dealing with other road users

- Effective observation of vulnerable road users
- Choosing appropriate speed of approach

Planning ahead

- Ability to think and plan ahead
- Early anticipation and reaction
- Concentration on driving

II. Aggressive Driving (10 points for each occurrence)

- Following too close (after warning)
- Weaving in and out of traffic
- Speeding up to beat a traffic light
- Cutting between vehicles to change lanes
- Using the horn excessively
- Flashing headlights excessively
- Expressing frustration/cursing/yelling/gesturing to other drivers
- Deliberately ignoring the rules/signs
- Failing to yield (adversely affecting traffic/passengers)

Total Points

Point

III. Instances of Automatic Disqualification

- Being under influence of alcohol or drugs.
- Refusal to perform instructed manoeuvres.
- Refusal to wear a safety belt without a valid reason.
- Causing any accident.
- Accident is prevented by others.
- AOC instructor prevents crash or illegal action.
- Stalling the vehicle resulting in hazardous situation.
- Driving over curb or sidewalk.
- Creating serious hazard for other traffic.
- Driving the wrong way on a one-way street.
- Driving on the wrong side of the street.
- Offering the instructor a bribe or gratuity.

IV. Remarks / Recommendations:

V. Assessment Result: PASS FAIL

Name of AOC instructor:

Date

Signature

Appendix 4 to Annex C – Road Exercise Assessment Criteria

The road exercise assessment form and the assessment criteria described in the form are used as follows:


- 1. Section I of the form: “Assessed Capabilities”:** Based on his/her observations, the AOC instructor marks 5 (five) points in the boxes at the end of each row if the FPU member failed these actions.
- 2. Section II of the assessment form: “Aggressive Driving”:** Based on his/her observations, the AOC instructor marks 10 (ten) points in the boxes at the end of each row for each occurrence of the actions listed in this section.
- 3. Section III of the assessment form: “Instances of Automatic Disqualification”:** In the event that an FPU member performs any of the actions listed in this section, he/she will be automatically disqualified and the assessment will not start or end immediately if it is already in progress.
- 4. Section IV of the assessment form: “Remarks and Recommendations”:** This section will be used to enter any remarks of the AOC instructor on the assessment process.
- 5. Section V of the assessment form: “Assessment Result”:** At the conclusion of the road assessment, the assigned points are added up. An outcome of 20 or more points will result in the failure of the road exercise. The AOC instructor checks the applicable box (pass or fail) based on the overall assessment, enters the date of the assessment, and signs the assessment form.

Annex D

STANDARD FIREARMS ASSESSMENT MATRIX

FPU Member's Last/First Name		Date/Time	
ID #		Location	
AOC list #		Unit	

SIDEARM TEST

MINIMUM RESULT: 9 OUT OF 10	
MAXIMUM SIZE OF TARGET 45 CM X 45 CM	TARGET SHAPE AND POSITIONING 

EXERCISE PROGRESSION	DISTANCE	TEST RESULTS			
		RESULT		FAILED	PASS
		FIRED	TARGET	0	1
1 HG DISASSEMBLING AND ASSEMBLING		↓	↓	<input type="text"/>	<input type="text"/>
2 FRONT STANCE POSITION	<input type="text" value="7 m"/>	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 DRAW WEAPON FROM HOLSTER	<input type="text" value="5 m"/>	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 SAFE WEAPON HANDLING				<input type="text"/>	<input type="text"/>
4a WEAPON HANDLING (option a)	DISASSEMBLE AND REASSEMBLE A PISTOL - WITHIN 3 MINUTES -			<input type="text"/>	<input type="text"/>
4b WEAPON HANDLING (option b)		CLEAN THE CYLINDER OF A REVOLVER - WITHIN 1 MINUTE -		<input type="text"/>	<input type="text"/>

SCORE ASSIGNMENT/TEST RESULT

00-08: INSUFFICIENT	FAILED	<input type="text"/>
09-10: SUFFICIENT	PASS	<input type="text"/>

NOTE:

- 1) THERE IS A FIVE (5) SECOND TIME LIMIT FOR EACH ROUND.
- 2) A SINGLE TEST SECTION FAILURE (SAFE WEAPON HANDLING/WEAPON HANDLING INCLUDED) WILL DISQUALIFY THE FPU MEMBER AND TERMINATE THE ASSESSMENT.
- 3) TO PASS THE TEST, EVERY SINGLE SECTION MUST BE COMPLETED.

STANDARD FIREARMS ASSESSMENT MATRIX

FPU Member's Last/First Name		Date/Time	
ID #		Location	
AOC list #		Unit	

RIFLE TEST

MINIMUM RESULT: 8 OUT OF 10 in the two exercises

MAXIMUM SIZE OF TARGET

46 CM X 68 CM

TARGET SHAPE AND POSITIONING



TEST RESULTS

EXERCISE PROGRESSION	DISTANCE	RESULT		FAILED	PASS
		FIRED	TARGET	0	1
1 AR DISASSEMBLING AND ASSEMBLING		↓	↓	<input type="text"/>	<input type="text"/>
2 STANDING POSITION	<input type="text" value="25"/>	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 KNEELING POSITION (option a)	<input type="text" value="30"/>	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3a PRONE POSITION (option b)	<input type="text" value="30"/>	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 SAFE WEAPON HANDLING	→			<input type="text"/>	<input type="text"/>
4a WEAPON HANDLING	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> DISASSEMBLE AND REASSEMBLE THE RIFLE - WITHIN 5 MINUTES - </div>			<input type="text"/>	<input type="text"/>
TOTAL				<input type="text"/>	<input type="text"/>

SCORE ASSIGNMENT/TEST RESULT

00-06: INSUFFICIENT

FAILED

07-10: SUFFICIENT

PASS

NOTE:

- 1) THERE IS A FIVE (5) SECOND TIME LIMIT FOR EACH ROUND.
- 2) A SINGLE TEST SECTION FAILURE (SAFE WEAPON HANDLING/WEAPON HANDLING INCLUDED) WILL DISQUALIFY THE FPU MEMBER AND TERMINATE THE ASSESSMENT.
- 3) TO PASS THE TEST, EVERY SINGLE SECTION MUST BE COMPLETED.

REMARKS

FINAL DECISION

FAILED

PASS

FPAT
Instructor (1)

ID #

Signature

FPAT
Instructor (2)

ID #

Signature

FPAT
Team Leader

ID #

Signature

Annex E

ASSESSMENT OF OPERATIONAL CAPABILITY (AOC) INSTRUCTOR

Job Description

1. Post Description

An AOC instructor is a staff member of the Police Division or a serving United Nations police officer who is trained and certified by the DPKO/OROLSI Police Division to conduct an AOC.

An AOC instructor who is a staff member of the Police Division reports to the Police Adviser through the Selection and Recruitment Section (SRS). An AOC instructor who is a serving United Nations police officer reports to the peace operation's Deputy Chief of Operations for Formed Police Units. During a mission with a Formed Police Assessment Team (FPAT), an AOC instructor reports to the SRS through the FPAT leader.

2. Duties and Responsibilities

Under the guidance and supervision of his/her superior, the duties and responsibilities of an AOC instructor include but are not limited to the following:

- a) Participate in a FPAT to conduct an AOC, as required by the SRS.
- b) Participate in all stages of the AOC including the verification of the information provided by the PCC, the language competency assessment, the driving competency assessment, the weapons handling and shooting assessment, the operational interview, and the tactical exercise.
- c) Verify that the FPU has sufficient logistics capacities in terms of trained craftsmen and personnel to provide all agreed services under the Memorandum of Understanding (MOU).
- d) When an AOC is conducted in the context of a Pre-Deployment Visit (PDV), assess the FPU equipment to ensure it meets the peace operation's operational requirements.
- e) Collect data for the AOC database and forward the data to the SRS and to the peace operation's Deputy Chief of Operations for Formed Police Units for follow-up.
- f) Review AOC related guidance as/if requested by the SRS.
- g) Perform any other duties as assigned by his/her superior.

3. Requirements

- a) Minimum of 8 years of active service in a PCC police or other law enforcement agency.
- b) Minimum of 3 months of international policing experience with the United Nations or other international organization.
- c) AMS clearance (i.e., meets the requirements for service in a peace operation).
- d) Fluency in English and/or French to conduct the AOC language competency assessment, effectively communicate with PCC representatives, analyse the AOC data, and prepare an AOC report for presentation. This corresponds, at a minimum, to B2 level in the language competency assessment (see Annex B).
- e) Possess general FPU experience. If an FPU with specialized capacity is assessed, the AOC instructor should have expertise related to that specialized capacity.

- f) Knowledge of policies and procedures related to COE.
- g) Comprehensive knowledge of the FPU pre-deployment training standards.
- h) Knowledge of FPU responsibilities relating to human rights, sexual and gender-based violence, protection of civilians and child protection.
- i) Prior AOC experience or experience in police training, selection or recruitment during a previous United Nations or other international assignment is desirable.

4. Competencies and Skills

- a) **Integrity, professionalism, and respect for diversity:** Ability to identify issues, formulate opinions, present conclusions and offer recommendations; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- b) **Planning and organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary.
- c) **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- d) **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; and shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- e) **Judgement and decision-making:** Ability to apply good judgment in the context of assignments given; and ability to plan own work and manage work/task priorities.

Annex F

FORMED POLICE ASSESSMENT TEAM (FPAT)

Terms of Reference

1. Mandate

- a) A FPAT is established to conduct an AOC.
- b) The FPAT determines whether an FPU meets the requirements of operational capability; makes recommendations on additional pre-deployment training needs; comments on the operational readiness of the unit; and makes recommendations about its deployment.

2. Composition and Establishment

- a) A FPAT is comprised of certified AOC instructors (see Annex E) and led by the FPAT leader. A FPAT should consist of at least two (2) instructors to ensure the integrity and impartiality of the AOC.
- b) Whenever possible, the members of a FPAT should come from both the PD and the peace operation concerned. When possible, there should be at least one female AOC instructor on the team, particularly when the FPU includes female personnel
- c) Gender, regional and seniority concerns, as well as the required technical knowledge, including in key cross-cutting areas of concern, should be considered when composing a FPAT.
- d) The SRS of the DPKO/OROLSI/PD selects the members of a FPAT and decides on the distribution of roles within the team. The Head of Police Component (HOPC) of the peace operation to which the FPU is to be deployed nominates the peace operation's candidates for AOC instructor positions based on mission requirements and the AOC instructor job description (see Annex E).

3. FPAT Leader

- a) Whenever possible a PD representative leads the FPAT.
- b) The FPAT leader must be of sufficient seniority to represent the FPAT at meetings with high-level government officials.
- c) The role and functions of the FPAT leader include but are not limited to:
 - i. Coordinate and liaise with the PCC authorities during the FPAT visit.
 - ii. Exercise overall supervision of the AOC during the FPAT visit and ensure that all activities are carried out in accordance with this SOP.
 - iii. During the AOC, attend all official meetings with the PCC authorities and ensure they are provided with relevant briefing material during the AOC.
 - iv. Submit the final AOC report to the Police Advisor through the SRS, provide copies of the report to the PCC authorities and the HOPC concerned, and enter the data of the final AOC results into the AOC database no later than three days after the conclusion of the FPAT visit.
 - v. Conduct a briefing of the FPU officers in command positions at the end of the AOC.

- vi. Debrief the relevant PCC authorities on the outcomes of the AOC, raise awareness about the selection and deployment of FPUs in general; and indicate areas where improvements or reinforcements are possible.
- vii. Address any concerns raised by FPU members or by PCC authorities related to the AOC process and the conduct of a FPAT member.
- viii. Ensure information sharing on the AOC and internal coordination with relevant offices at headquarters and in the peace operation.
- ix. Liaise with the SRS on the AOC and facilitate the flow of information to and from the SRS.

4. FPAT Logistics

- a) The peace operation and the PD, respectively, must cover the travel costs of their AOC instructors. All travel costs associated with PDVs including those for PD staff should be covered by the respective peace operation. Costs associated with AAVs should be covered by funds available under the PCRS, as appropriate.
- b) The FPAT members shall ensure they have all the necessary materials to effectively conduct the AOC.

5. FPAT in conjunction with a Pre-Deployment Visit (PDV)

- a) When the AOC is conducted in the context of a PDV, the FPAT will assess the weapons and other operational equipment of the FPU based on the draft MOU and the COE manual to ensure they meet the operational requirements of the peace operation in question.
- b) In particular, the FPAT will ensure that the expiry dates on lethal and less-lethal ammunition do not affect the operational capability of the FPU;
- c) At least one FPAT member will be familiar with the COE manual and related issues.

Annex G

TECHNICAL REVIEW OF PCC MEDICAL PERSONNEL PROFESSIONAL QUALIFICATIONS AND EXPERIENCE⁴⁶

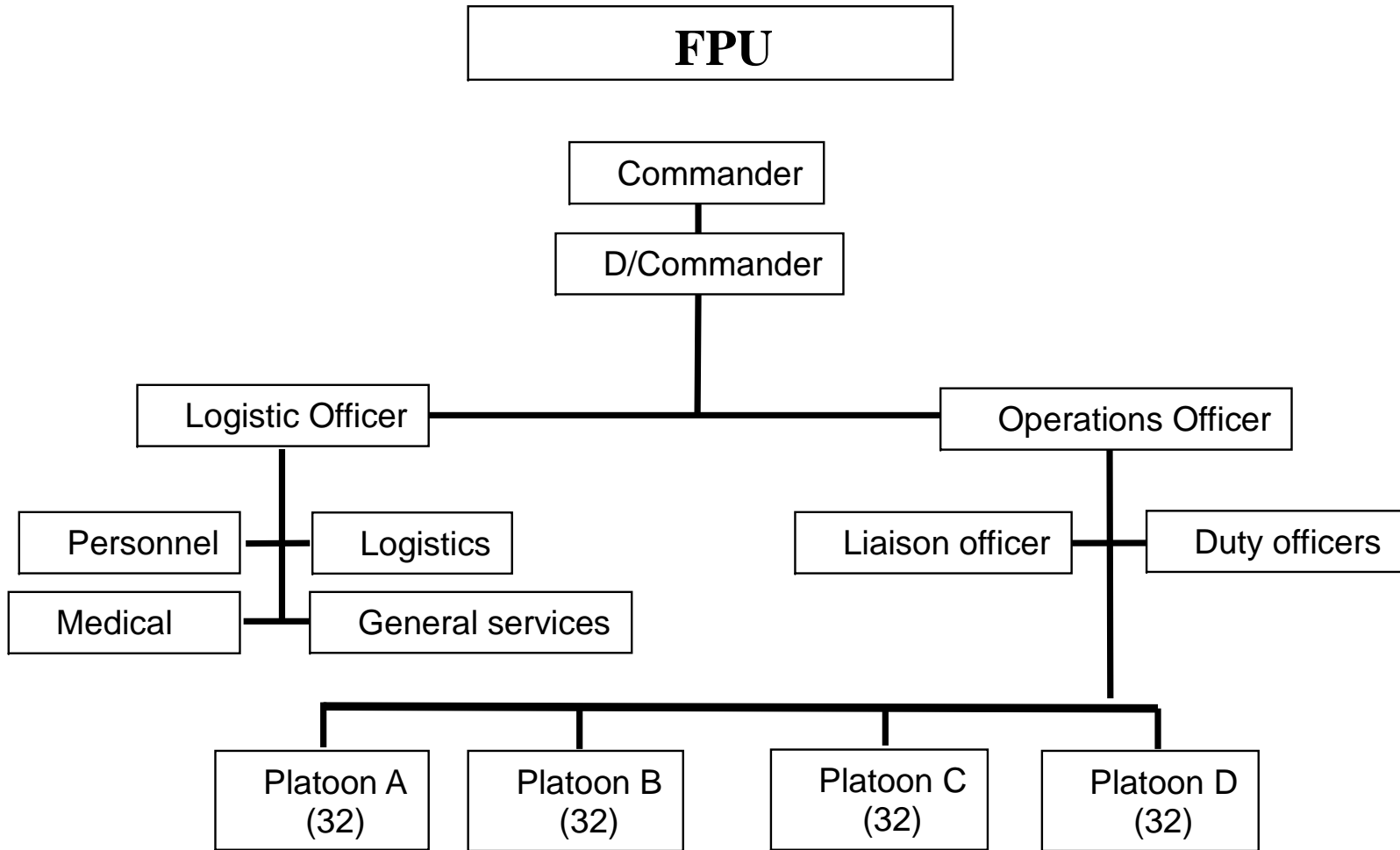
Name of TCC/PCC:

Category of medical facility to be deployed:

Serial	Name of TCC/PCC	Title/ appointment	Name	Date of birth	Qualifications	Schools attended	Year of qualification	Year of specialization (if any)	Validity of the license to practice	Remarks

⁴⁶ Department of Peacekeeping Operations/Department of Field Support, *Medical Support Manual for United Nations Field Missions*, 3rd Edition (2015), 89-90.

FPU ORGANIZATIONAL CHART



Annex I

AOC LIST OF FPU PERSONNEL / RESULTS MATRIX

An electronic version of Annex I will be provided by the SRS.

A)	FPAT	Candidates:	PCC:	FPAT Instructor
B)	Deployment	Date FPU constitution:	Peace Operation:	Date of AOC:

Serial No	* ID or Passport No	* Rank	* Gender	* Date of Birth	* Date Joined Police	* First Name	* Family Name	English Test Reading	English Test Writing	English Test Report	Operational Interview	Driving Test	Weapons handling	Shooting Test	Tactical Exercise	Role/position
1																FPU Commander
2																
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Platoon 1

1																	Plat. Commander
2																	

Section -A

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Section -B

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Section -C

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Platoon 2

1														Plat. Commander
2														

Section -A

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Section -B

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Section -C

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Platoon 3

1																				Plat. Commander
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Section -A

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Section -C

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Reserve Element

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Annex J

STANDARD FORMAT FOR PCC NOTE OF CERTIFICATION

The PCC Note of Certification should include the following text:

The Government of [*name of the PCC*] herewith certifies with respect to the FPU [*designation of the FPU*] it nominates for service in the peace operation [*name of the peace operation*] that:

- a) The FPU and its members have been pre-selected and have undergone the required pre-deployment training. A copy of the FPU's pre-deployment training programme is attached to this note.
- b) Each FPU member who is authorised to carry any type of weapon other than a personal sidearm or rifle is in possession of a valid national handling and shooting certificate for this type of weapon, can safely handle it and if applicable, has proven shooting skills with this weapon. A list with the names of these FPU members is attached to this note.
- c) Each FPU member who is authorised to drive any type of vehicle other than a regular vehicle is in possession of a valid national driving licence that qualifies him/her to drive the specific type of vehicle he/she is authorised to drive, has been issued at least two (2) years prior to the AOC, and is valid at least for the duration of the FPU member's deployment; knows standard traffic regulations; and is able to safely operate the vehicle he/she is authorised to drive. A list with the names of these FPU members is attached to this note.
- d) No FPU member has been convicted of, or is currently under investigation or being prosecuted for, any criminal or disciplinary offence, or any violation of international human rights law or international humanitarian law.* The Government also certifies that it is not aware of any allegations against its nominated FPU members that they have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law.
- e) No FPU member has been involved in serious misconduct in a previous United Nations assignment including in an incident of sexual exploitation and abuse, or has been repatriated on disciplinary grounds and barred from participation in current or future peace operations in connection with an act of misconduct, including sexual exploitation and abuse.
- f) No FPU commanding officer has received an unsatisfactory performance rating for previous United Nations service.
- g) The process of nomination, selection and training of the FPU and its members has been free from any form of corruption and/or discrimination.
- h) A false statement in the note of certification and any other violation of this SOP may result in the FPU's disqualification from service in a peace operation.

*) *[If applicable:]* In addition, the Government of *[name of PCC]* provides information in the attached documents regarding investigation(s) and/or prosecutions of FPU members who have been investigated for, charged with or prosecuted for criminal or disciplinary offences but were not convicted.

The note of certification should be signed by the Permanent Representative of the PCC. Date and place of the signature should be clearly indicated on the note.

Annex K

STANDARD FORMAT FOR NOTE OF SELF-ATTESTATION BY FPU MEMBERS

The Note of Self-Attestation of individual FPU members should include the following text:

I attest that I have not committed, been convicted of, nor prosecuted for, any criminal or disciplinary offence. I attest that I have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law. I also attest that I have not been involved in acts of serious misconduct in a previous United Nations assignment, including in sexual exploitation and abuse, and that I have not been barred from participating in current or future United Nations peacekeeping operations/ special political missions in connection with such acts. I further attest that I have not received an unsatisfactory performance rating for previous United Nations service.

I am not able to attest to the preceding paragraph for the following reasons: ...

Each FPU member should personally sign the self-attestation form. Date and place of the signature should be clearly indicated on the form.

Annex L

STANDARD SCHEDULE OF FPAT ACTIVITIES

The following schedule can serve as a guide to prepare for an AOC. The duration of an AOC and the sequence of its steps need to be flexibly adapted to the circumstances of specific AOC process.

1. FPAT Preparations prior to PCC Visit

- a) Confirmation that documents provided by PCC are complete
 - i. FPU organizational chart
 - ii. AOC list of FPU personnel
 - iii. AOC note of certification
 - iv. Self-attestations of FPU members
 - v. Electronic Application for Seconded Police (EASP) forms of FPU commanding officers
- b) Records check of FPU officers with previous United Nations service
 - i. Check United Nations performance of FPU commanding officers
 - ii. Check United Nations conduct of FPU members
- c) Check pre-deployment training programme

2. Upon Arrival in the PCC (before the AOC)

- a) Coordination meeting with the PCC representatives
 - i. Overview of the AOC
 - ii. Review, verification and finalisation of list of candidates
- b) Visit to the designated AOC sites
 - i. Classroom for language exercises
 - ii. Driving area
 - iii. Shooting range
 - iv. Site of tactical exercise
- c) Meeting with all FPU members to explain AOC process

3. Assessment of Operational Capability (AOC)

- a) Verification of information received
 - i. FPU organizational chart
 - ii. AOC list of FPU personnel
 1. Identity of FPU members with valid ID card
 2. Their age and years of police experience
 3. Composition and organization of FPU
 - iii. AOC note of certification
 1. Identity of FPU members authorised to carry weapons other than sidearms and rifles
 2. Identity of FPU members authorised to drive vehicles other than regular vehicles (with valid national driving licences)
 - iv. Self-attestations personally signed by all FPU members

1. Submission of self-attestations by all FPU members
2. Personal signature on all self-attestations
- v. Completed EASP forms of FPU commanding officers
 1. Age, years of police experience and rank
 2. Periods of previous United Nations service
- b) Language competency assessment
 - i. Reading exercise
 - ii. Report writing exercise
 - iii. Grading of both exercises
 - iv. Announcement of results
- c) Operational interview
 - i. Oral interview
 - ii. Grading
 - iii. Announcement of results
- d) Driving competency assessment (regular vehicles)
 - i. Verification of identity and driver's licenses
 - ii. Handling exercise
 - iii. Announcement of results
 - iv. Road exercise
 - v. Announcement of results
- e) Weapons handling and shooting assessment
 - i. Verification of identity and certificates of authorisation
 - ii. Handling exercise
 - iii. Shooting exercise (sidearm)
 1. Step1 (distance five (5) meters)
 2. Step2 (distance seven (7) meters)
 - iv. Shooting exercise (rifle)
 1. Step 1 (standing position, distance 25 meters)
 2. Step 2 (kneeling or prone position, distance 30 meters)
 - v. Announcement of results
- f) Tactical exercise assessment
 - i. Distribution of two tasking orders at the start of the AOC
 - ii. Preparation of exercises by FPU
 - iii. Demonstration of the capacities to protect United Nations personnel and property; to contribute to the protection of civilians; and to support police operations that require a formed response or specialized capacity above the capability of IPOs
 - iv. Grading
 - v. Announcement of results
- g) Inspection of weapons and other equipment (in PDV context only)

4. Following the Completion of the AOC

- a) Compilation of results and preparation of AOC report
- b) Briefing of FPU officers in command positions
- c) Submission of copy of AOC report to PCC authorities and debriefing

Annex M

FACILITIES TO BE PROVIDED BY THE PCC DURING A FPAT VISIT

1. **During a FPAT visit, the PCC shall make available to the FPAT dedicated office space equipped with computers with Internet access, printers, a heavy-duty copy machine, and long-distance telephone lines.**
2. **The PCC shall ensure medical facilities adequate for emergency first aid and, if necessary, immediate transportation to a hospital.**
3. **For the language competency assessment, the PCC shall make available:**
 - a) Classroom/s or amphitheatre large enough to accommodate the FPU members undergoing the language assessment
 - b) A MP3 or CD player with adequate loudspeakers so that all FPU members undergoing the language assessment will be able to understand the audio recording
 - c) A public-address system (if the number of candidates to be assessed requires it)
 - d) Adequate quantities of paper and writing materials for note taking
4. **For the operational interviews, the PCC shall make available:**
 - a) Office rooms that provide privacy for personal interviews
5. **For the driving competency assessment, the PCC shall make available:**
 - a) An appropriate number of vehicles with four-wheel drive and manual gearbox (floor shift), preferably a pick-up (a utility or sports utility vehicle). All vehicles must be in good condition. All front seat belts and both side and rear view mirrors must be functional at the time of the road exercise
 - b) Valid driver's licenses in the Latin alphabet for the FPU members authorised to drive. In the absence of such licenses an official translation should accompany the original licenses
 - c) A driving area away from any regular traffic with sufficient space to set up the exercise area, as per graphic in Appendix 2 to Annex C
 - d) At least forty (40) traffic cones per driving area – brightly coloured, if possible – to mark the exercise area (taller cones can be used to mark the corner points)
 - e) 100 meter of measuring tape
6. **For the weapons handling and shooting assessment, the PCC shall make available:**
 - a) A shooting range with adequate safety provisions
 - b) Access permits for the FPAT members to supervise the AOC at the shooting range
 - c) The type of firearms that will be used and at least ten (10) rounds of ammunition for each candidate
 - d) Proper holsters and slings for the weapons
 - e) An appropriate number of targets (45 cm x 45 cm and 45 cm x 68 cm)
 - f) At least one qualified firearms instructor
 - g) Ear and eye protectors for the candidates, the instructor and the FPAT members.
 - h) Bulletproof jackets for the candidates, the instructor and the FPAT members
 - i) A fully equipped ambulance with medical team comprising a medical doctor and at least one nurse

7. For the tactical exercise, the PCC shall make available:

- a) A safe and controlled area (built-up location) where the FPU officers can conduct body searches; handcuffing and arrest of one or several suspects; setup a vehicle check-point; conduct a tactical progression; and conduct a hard-entry and clearing of a room in a building
- b) A large safe and controlled area, away from any regular traffic and public spaces, with sufficient room to perform basic foot manoeuvres in crowd control operations. The area must be suitable for the use of tear gas, smoke and sound ammunition
- c) All law enforcement equipment that FPUs will be requested to use in the peace operation (including individual uniforms, shields, batons, protection equipment sets, necessary crowd control support material such as tear gas launchers, T/G smoke grenades and ammunition, and SKPs) and crowd control vehicles to transport the unit (including police armoured vehicles and water canons)
- d) A safe and controlled area to setup one or several barricades, as well as sufficient materials to build up the scenarios for the tactical exercise
- e) Enough participants (role players) to simulate a crowd (with a leader to act under the direction of the FPAT instructor)
- f) A minimum of two vehicles to be used by the FPAT during the tactical exercise to assess the performance of the unit

Annex N

GUIDE FOR OPERATIONAL INTERVIEW

1. Objective

The operational interview serves two main purposes: i) to assess the FPU officer's oral communication skills; and ii) to assess the officer's professional knowledge and his/her knowledge of standards related to professional conduct.

2. Format

The operational interview is conducted following the language competency assessment and will consist of two phases:

- a) Phase 1 – The FPU Commander introduces his/her unit and the command staff, and will give general information on the unit, its origins, the training it received, etc.
- b) Phase 2 – Individual interviews of a minimum of twenty (20) minutes will be conducted with the following FPU officers:
 - i. Commander
 - ii. Deputy Commander
 - iii. Liaison Officer
 - iv. Logistics Officer
 - v. Operations Officer
 - vi. Duty Officers
 - vii. Platoon Commanders
 - viii. Section Leaders
 - ix. Medical Officers

3. Core Competencies

The operational interview will focus on core competencies including the professional knowledge needed in complex, integrated peace operations (see paragraph 26 in the SOP); specific knowledge and skills required in the position he/she will occupy in the FPU; and his/her understanding of relevant standards related to professional conduct (see paragraph 31 in the SOP). Specifically, these core competencies include but are not limited to the following:

- a) FPU Commander and Deputy Commander
 - i. United Nations core values & United Nations code of conduct
 - ii. United Nations policies on sexual exploitation & abuse
 - iii. Human rights standards and guidelines
 - iv. Guidelines on gender equality and child protection
 - v. Mandate of the peace operation

- vi. FPU-related documents such as the revised FPU policy, guidelines, SOPs, COE Manual, MOU
 - vii. Host state awareness
 - viii. His/her specific duties and responsibilities in the FPU
 - ix. Mission-related documents such as the Concept of Operations and mission directives on use of force
 - x. FPU standard training modules
- b) Liaison and Duty Officers
- i. United Nations core values & United Nations code of conduct
 - ii. United Nations policies on sexual exploitation & abuse
 - iii. Human rights standards and guidelines
 - iv. Guidelines on gender equality and child protection
 - v. Mandate of the peace operation
 - vi. FPU-related documents such as the revised FPU policy, guidelines, SOPs, COE Manual, MOU
 - vii. Host state awareness
 - viii. His/her specific duties and responsibilities in the FPU
 - ix. Organizational skills
- c) Logistics Officer
- i. United Nations core values & United Nations code of conduct
 - ii. United Nations policies on sexual exploitation & abuse
 - iii. Human rights standards and guidelines
 - iv. Guidelines on gender equality and child protection
 - v. Mandate of the peace operation
 - vi. FPU-related documents such as the revised FPU policy, guidelines, SOPs, COE Manual, MOU
 - vii. Host state awareness
 - viii. His/her specific duties and responsibilities in the FPU
 - ix. Knowledge of COE composition and specification
 - x. Knowledge about storage of dangerous goods, ammunition & weapons
 - xi. Knowledge of ration manual/directives
 - xii. Mission logistics structure
 - xiii. Knowledge of administrative processes such as check-in, check-out, handover, etc.
- d) Operations Officer
- i. United Nations core values & United Nations code of conduct
 - ii. United Nations policies on sexual exploitation & abuse
 - iii. Human rights standards and guidelines
 - iv. Guidelines on gender equality and child protection
 - v. Mandate of the peace operation

- vi. FPU-related documents such as the revised FPU policy, guidelines, SOPs, COE Manual, MOU
 - vii. Host state awareness
 - viii. His/her specific duties and responsibilities in the FPU
 - ix. Composition and specification of operational equipment
 - x. Principles on the use of force
 - xi. Operational planning
- e) Platoon Commander and Section Leaders
- i. United Nations core values & United Nations code of conduct
 - ii. United Nations policies on sexual exploitation & abuse
 - iii. Human rights standards and guidelines
 - iv. Guidelines on gender equality and child protection
 - v. Mandate of the peace operation
 - vi. FPU-related documents such as the revised FPU policy, guidelines, SOPs, COE Manual, MOU
 - vii. Host state awareness
 - viii. His/her specific duties and responsibilities in the FPU
 - ix. Knowledge of capabilities and composition of operational equipment
 - x. Principles of use of force
 - xi. Radio communication skills
- f) Medical Officers
- i. United Nations core values & United Nations code of conduct
 - ii. United Nations policies on sexual exploitation & abuse
 - iii. Human rights standards and guidelines
 - iv. Guidelines on gender equality and child protection
 - v. Mandate of the peace operation
 - vi. FPU-related documents such as the revised FPU policy, guidelines, SOPs, COE Manual, MOU
 - vii. Host state awareness
 - viii. His/her specific duties and responsibilities in the FPU
 - ix. Administrative issues (NOTICAS, medical updates)

4. General Operational Questions

Any operational interview may include generic questions to solicit complementary information from the FPU officer including but not limited to:

- a) History and experience of the Unit
- b) Professional experience and skills
- c) General knowledge of United Nations peacekeeping
- d) Personal and professional motivations
- e) Mission-specific information

Moreover, the operational interview may include scenario-related questions to assess the FPU officer's knowledge about operational processes such as:

- a) Operational orders
- b) Daily situation reports
- c) Flash reports
- d) Emergency incidents (MVC, injuries, medical)
- e) Function-specific information

5. Evaluation of the Operational Interview

The operational interview will be evaluated on the basis of two standard scoring matrices: a first matrix to evaluate the oral communication skills of the FPU officer (see Annex B) and a second matrix to evaluate the FPU officer's level of knowledge of professional standards and of standards related to professional conduct (see Appendix 1 to this Annex).

The evaluation of the operational interview will contribute to the FPU officer's assessment of operational capability.

Appendix 1 to Annex N

GUIDELINES FOR OPERATIONAL INTERVIEW

FPU Member's
Last/First Name

Date

ID #

Time

AOC list #

Location

Essential knowledge

P F

- | | | | |
|---|---|--------------------------|--------------------------|
| 1 | United Nations core values & United Nations code of conduct | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Sexual exploitation & abuse | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Human rights, gender equality & child protection | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Mission mandate | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Host state awareness | <input type="checkbox"/> | <input type="checkbox"/> |

FPU Commander/Deputy Commander

P F

- | | | | |
|---|--|--------------------------|--------------------------|
| 1 | FPU-related documents such as revised FPU policy, guidelines, SOPs, COE Manual, MOU | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Specific duties & responsibilities within the unit | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Mission-related documents such as Concept of Operations and mission directives on use of force | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | FPU standard training modules | <input type="checkbox"/> | <input type="checkbox"/> |

FPU Logistics Officer

P F

- | | | | |
|---|---|--------------------------|--------------------------|
| 1 | FPU related documents such as revised FPU policy, guidelines, SOPs, COE Manual, MOU | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Specific duties & responsibilities within the unit | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Knowledge of COE composition and specification | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Storage of dangerous goods, ammunition & weapons | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Ration manual/directives | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Mission logistics structure | <input type="checkbox"/> | <input type="checkbox"/> |

7 Administrative processes such as check-in, check-out, handover, etc.

FPU Duty Officers and Liaison Officer **P F**

1 Revised FPU policy, guidelines & SOPs

2 Specific duties & responsibilities within his/her unit

3 Organizational skills

FPU Operations Officer **P F**

1 Revised FPU policy, guidelines & SOPs

2 Specific duties & responsibilities within the unit

3 Composition and specification of operational equipment

4 Principles on the use of force

5 Operational planning

FPU Platoon Commanders and Section Leaders **P F**

1 Revised FPU policy, guidelines & SOPs

2 Specific duties & responsibilities within his/her unit

3 Knowledge of capabilities / composition of operational equipment

4 Principles on the use of force

5 Radio communication skills

FPU Medical Officers **P F**

1 Revised FPU policy, guidelines & SOPs

2 Specific duties & responsibilities within the unit

3 Administrative issues (NOTICAS, medical updates, COE-related issues)

TEST RESULT: **PASS** **FAIL**

Remarks

FPAT Team Leader:

Signature

UN ID #:

Date

Annex O⁴⁷

REQUEST TO CTO FOR UNITED NATIONS DRIVER'S PERMITS

(Front page)

I certify that all personnel listed below: (i) are members of the _____ Contingent / Battalion; (ii) have successfully passed their United Nations driver's tests; (iii) have completed the necessary briefing regarding United Nations vehicle regulations & safe operation of UN vehicles; (iv) are holders of valid driver's licenses (National / International / Military, whichever applies).

Contingent Transport Officer Rank ID No. Date Signature

Name of Driver	Rank	UN Number	ID	License Type (*)	No.,	UN Driver's Permit no.	Valid for the Categories of Vehicle Listed Below: (See Table on Reverse Side)				
							A	B	C	D	Other**

(*) Specify which type of license (National or Military) and name of Licensing Authority.

(**) Specify.














For Completion by the Office of the Chief Transport Officer

<i>Approved by CTO</i>		<i>Permits Received by</i>	
Name		Name and Rank	
Date		Date	
Signature		Signature	

⁴⁷ Department of Peacekeeping Operations/Department of Field Support, *Manual. Surface Transport Management in the Field*, 1 February 2014 (DPKO/DFS/2013.06), Annex F.

(Reverse Page)

- A. Motorcycles;
- B. Motor vehicles, other than those in category A, having a 'permissible maximum mass' not exceeding 3,500 kg and not more than eight seats in addition to the driver's seat; or motor vehicles of category B coupled to a trailer the permissible maximum mass of which does not exceed 750 kg; or motor vehicles of category B coupled to a trailer the permissible maximum mass of which exceeds 750 kg but does not exceed the 'unladen mass' of the motor vehicle, where the combined permissible maximum mass of the vehicles so coupled does not exceed 3,500 kg;
- C. Motor vehicles, other than those in category D, having a permissible maximum mass exceeding 3,500 kg; or motor vehicles of category C coupled to a trailer the permissible maximum mass of which does not exceed 750 kg;
- D. Motor vehicles used for the carriage of passengers and having more than eight seats in addition to the driver's seat; or motor vehicles of category D coupled to a trailer the permissible maximum mass of which does not exceed 750 kg;
- BE. Motor vehicles of category B coupled to a trailer the permissible maximum mass of which exceeds 750 kg and exceeds the unladen mass of the motor vehicle; or motor vehicles of category B coupled to a trailer the permissible maximum mass of which exceeds 750 kg, where the combined permissible maximum mass of the vehicles so coupled exceeds 3,500 kg;

A		A1	
B		B1	
C		C1	
D		D1	
BE			
CE		C1E	
DE		D1E	

- CE. Motor vehicles of category C coupled to a trailer whose permissible maximum mass exceeds 750 kg;
- DE. Motor vehicles of category D coupled to a trailer whose permissible maximum mass exceeds 750 kg.
- A1. Motorcycles with a cubic capacity not exceeding 125 cm³ and a power not exceeding 11 kW (light motorcycles);
- B1. Motor tricycles and quadricycles;
- C1. Motor vehicles, with the exception of those in category D, the permissible maximum mass of which exceeds 3,500 kg but does not exceed 7,500 kg; or motor vehicles of subcategory C1 coupled to a trailer, the permissible maximum mass of which does not exceed 750 kg;
- D1. Motor vehicles used for the carriage of passengers and having more than 8 seats in addition to the driver's seat but not more than 16 seats in addition to the driver's seat; or motor vehicles of subcategory D1 coupled to a trailer, the permissible maximum mass of which does not exceed 750 kg;
- C1E. Motor vehicles of subcategory C1 coupled to a trailer the permissible maximum mass of which exceeds 750 kg but does not exceed the unladen mass of the motor vehicle, where the combined permissible maximum mass of the vehicles so coupled does not exceed 12,000 kg;
- D1E. Motor vehicles of subcategory D1 coupled to a trailer, not used for the carriage of persons, the permissible maximum mass of which exceeds 750 kg but does not exceed the unladen mass of the motor vehicle, where the combined permissible maximum mass of the vehicles so coupled does not exceed 12,000 kg.

Annex P

INSTRUCTIONS FOR THE TACTICAL EXERCISE

1. Process and Scenarios of the Tactical Exercise

In addition to the individual requirements of operational capability that the individual members of an FPU must meet to qualify for service in a peace operation, the FPU as a unit will demonstrate to the FPAT in a tactical exercise that it meets the unit requirements of operational capacity.

The tactics and techniques demonstrated by the FPU during the tactical exercise must be based on the *United Nations Specialized Training Materials for Formed Police Units*.⁴⁸ Moreover, the tactical exercise will be tailored to the mandate of the peace operation in question and the most common tasks entrusted to FPUs in this peace operation.

All command and operational personnel should participate in the tactical exercise and will have to simulate real case scenarios. These scenarios will be presented as pre-set sequences of events related to the area to be assessed in the AOC.

At the start of the AOC, the FPAT will provide the FPU Commander with two written tasking orders. Based on these orders, the FPU will have to develop exercises that demonstrate its capacities to protect United Nations personnel and property; to contribute to the protection of civilians; and to support police operations that require a formed response or specialized capacity above the capability of IPOs. To fulfill these functions, the FPU will have to demonstrate, in particular, its police techniques in peace operations and its public order management capacity. Specialized capacities of an FPU such as forensics, canine, SWAT or close protection capacities will also be assessed during the tactical exercise.

In case that more than one unit must be assessed during the AOC, it is recommended that the tactical exercise be carried out in different scenarios to assess all operational personnel. Alternatively, the FPAT team leader may decide to organise a joint exercise involving all units to be assessed.

Demonstration of Police Techniques

The police techniques of the FPU will be demonstrated at the section level (the smallest deployable units with a minimum of ten (10) operational members). All command and operational FPU personnel will participate in separate section-level exercises presenting different scenarios.

The demonstration of police techniques may involve exercises in the following areas: equipment familiarization; vehicle check point set-up; identification of persons, body

⁴⁸ United Nations, *Specialized Training Materials for Formed Police Units*, available at <http://research.un.org/stm/fpupackage>.

search and handcuffing; vehicle search; patrolling (foot/vehicles); tactical progression (house search, open area, hard entry); protection of premises; escort convoy; and extraction and evacuation of persons.

Demonstration of Public Order Management Capacity

The demonstrations of the FPU's public order management capacity will involve the entire FPU. The scenarios for these demonstrations may require an escalating involvement of the FPU starting with a basic prepositioning of FPU personnel to the most advanced use of force involving all command and operational personnel of the FPU.

The demonstration of the public order management capacity may involve exercises in the following areas: equipment familiarization; deployment, embarking and disembarking; negotiation and warning messages; response to peaceful demonstrations and sit-ins; foot manoeuvres; arrest methods; reaction to intense object throwing; officer down; fire fighting in public order management; addressing barricades; and reaction to enemy fire.

2. Assessment of the Tactical Exercise

The FPAT uses a standard evaluation matrix to assess the tactical exercise focusing on the following criteria:

- a) Technical capacities and skills of the FPU
- b) The cohesiveness of the unit
- c) The command, control and communication capacities of the FPU
- d) The unit's familiarity with the equipment used
- e) The FPU's respect of the Directives for Use of Force, various policies and procedures
- f) Relevant safety and security rules and procedures

To pass the tactical exercise, the FPU must complete the assigned tasking orders and must meet, as a minimum, a "sufficient" score in each category of the evaluation matrix (see below).

3. PCC Logistical Support

The PCC is expected to make available all equipment and other logistical support required to carry out the tactical exercise including but not limited to vehicles, firearms, ammunition, support personnel and training grounds.

EVALUATION MATRIX

LOCATION: _____ DATE: _____

INSTRUCTOR: _____ UNIT: _____

SUBJECT: **CHECKPOINT OPERATIONS**

SITUATION AND TASK:	The sub unit (section / platoon) must perform a hasty vehicles / personnel one way checkpoint in a urban area, controlling their area of operation, dealing with different situations: <ol style="list-style-type: none"> 1. Identification/Control of civilian 2. suspect vehicles and personnel search 3. reacting to IED threat. 		
UNIT LEVEL DEPLOYABLE FOR THE EXERCISE:	PLATOON ()	SECTION ()	
	SCORE	ASSIGNED	
	Insufficient	Sufficient	Good
	SCORE	0	3
EXERCISE PROGRESSION			
1 EQUIPMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 VCP SET UP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- canalization zone			
- deceleration zone			
- search zone			
-safe zone			
3 SEARCHING PROCEDURES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 TACTICAL CONSIDERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- crew served weapon positioning			
- geometry of fire			
- cover and concealment			
5 PERSONAL TASKS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- commander			
- personnel search zone			
- vehicles search zone			
- reaction force zone			
6 COMMAND AND SIGNALS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- radio procedures			
7 DUF STANDARDS APPLICATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 IMMEDIATE ACTION DRILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- IED			
- mortar and shelling attack			
- sniper attack			
9 TACTICAL CONTROL MEASURES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- base of fire positions			
- phase line			
- detainees movement routes			
10 BASIC POLICE TACTICS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- persons / vehicle search			
- handcuffing			
- less lethal options			
		TOTAL	<input style="width: 100px; height: 20px;" type="text"/>
SCORE ASSIGNMENT			
0 - 29 NOT RECOMMENDED	FAIL	<input type="checkbox"/>	OBSERVATIONS: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
30 - 40 RECOMMENDED	PASS	<input type="checkbox"/>	
41 - 50 HIGHLY RECOMMENDED	PASS	<input type="checkbox"/>	
THE UNIT MUST ATTAIN AT LEAST THE SUFFICIENT MARK IN ALL THE AREAS			

EVALUATION MATRIX

LOCATION: _____ DATE: _____

INSTRUCTOR: _____ UNIT: _____

SUBJECT: **TACTICAL PROGRESSION IN TERRAIN AND BUILDINGS**

SITUATION AND TASK:		One FPU platoon\SWAT Team, must perform a search operation within a building. The unit has to be able to perform the tasks as required on the annex to this doc.		
MINIMUM UNIT LEVEL DEPLOYABLE FOR THE EXERCISE:		PLATOON		
SCORE	Insufficient	Sufficient	Good	
	0	3	5	
EXERCISE PROGRESSION				
1 EQUIPMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 BRIEFING PROCEDURES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 APPROACH - from up position - final assault pos. - route to FAP -order of march	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 INNER AND OUTER PERIMETER - isolation of the area - target isolation/surveillance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 ROOM CLEARING PROCEDURES - task - entry point - method of entry - diversion - room clearing - handcuffing and body searches - combatant / non combatant handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 RE - ORG - link points - prisoner exit point - order of evaquation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 WITHDRAWAL - withdrawal point - order of withdrawal - route to holding area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 COORDINATING INSTRUCTIONS - timing - action on compromise - coordination with other assets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 COMMAND AND SIGNALS - commander's location - communications channel - seniority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 USE OF FORCE STANDARDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		TOTAL	<input style="width: 100px; height: 20px;" type="text"/>	
SCORE ASSIGNEMENT				
0 - 29	NOT RECOMMENDED	FAILED	<input type="checkbox"/>	OBSERVATIONS:
30 - 40	RECOMMENDED	PASS	<input type="checkbox"/>	
41 - 50	HIGHLY RECOMMENDED	PASS	<input type="checkbox"/>	

EVALUATION MATRIX

LOCATION: _____ DATE: _____

INSTRUCTOR: _____ UNIT: _____

SUBJECT: **CONVOY ESCORT**

SITUATION AND TASK:		The unit must perform: 1) A Convoy escort from point A to point B in order to protect and intervene against potential offense/attacks; 2) To assure movement's continuance and guarantee free route availability. During the exercise the sequence of events and related escalation in the use of force, has to follow the exercise progression format as shown below.		
MINIMUM UNIT LEVEL DEPLOYABLE FOR THE EXERCISE:		PLATOON		
		<i>SCORE ASSIGNED</i>		
		Insufficient	Sufficient	Good
		0	3	5
EXERCISE PROGRESSION				
1.EQUIPEMENT FAMILIARIZATION / BRIEFINGS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.DEPLOYMENT / VEHICLE LAYOUT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.ORGANIZATION OF FORCES		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.ARMED SUPPORT TEAM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.SCOOT PATROL		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.RESERVE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.CONTINGENCY RESPONSE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.NEGOTIATING CHECK POINTS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.REACTIONS TO AMBUSH		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. COMMAND AND SIGNALS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		TOTAL		
		<input style="width: 100px; height: 20px;" type="text"/>		
SCORE ASSIGNMENT		OBSERVATIONS:		
0 - 29 NOT RECOMMENDED	FAIL	<input type="checkbox"/>		
30 - 40 RECOMMENDED	PASS	<input type="checkbox"/>		
41 - 50 HIGHLY RECOMMENDED	PASS	<input type="checkbox"/>		
THE UNIT MUST ATTAIN AT LEAST THE SUFFICIENT MARK IN ALL THE AREAS TO BE RECOMMENDED				

EVALUATION MATRIX

LOCATION: _____ DATE: _____

INSTRUCTOR: _____ UNIT: _____

SUBJECT: **CROWD CONTROL**

SITUATION AND TASK: The unit must perform a crowd control operation, during a demonstration. During the exercise the sequence of events and related escalation in the use of force, has to follow the exercise progression format as shown below.

MINIMUM UNIT LEVEL DEPLOYABLE FOR THE EXERCISE: ONE, TWO OR THREE PLATOONS

SCORE ASSIGNED

	Insufficient	Sufficient	Good
SCORE	0	3	5

EXERCISE PROGRESSION

1 EQUIPEMENT FAMILIARIZATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 DEPLOYMENT/EMBARKING AND DISEMBARKING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 NEGOTIATION AND WARNINGS MESSAGES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 PEACEFULL DEMONSTRATION/SIT-IN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 FOOT MANOUVRES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 ARREST METHODS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 REACTION TO INTENSE OBJECT THROWING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 OFFICER DOWN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 FIRE FIGHTING IN PUBLIC ORDER MAN.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 ADDRESSING BARRICADES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 REACTION TO ENEMY FIRE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 USE OF VEHICLES (Water cannon/ APC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 COMMAND CONTROL AND COMMUNICATIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 COHESIVENESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL

SCORE ASSIGNEMENT

0 - 41 NOT RECCOMENDED	FAIL	<input type="checkbox"/>
42 - 56 RECCOMENDED	PASS	<input type="checkbox"/>
57 - 70 HIGLY RECCOMENDED	PASS	<input type="checkbox"/>

Remarks/Comments:

THE UNIT MUST ATTAIN AT LEAST THE SUFFICIENT MARK IN ALL THE AREAS

(*) In order to better assess the performance of the Unit, the SPAT Inspector should be in control of the exercise and the role players.

Annex Q

STANDARD FORMAT FOR AOC REPORT

UNITED NATIONS



NATIONS UNIES

UNITED NATIONS FORMED POLICE ASSESSMENT TEAM

Date: -----

To: [Name of DPKO Police Adviser]
Police Adviser/Director
Police Division OROLSI/DPKO/UNHQ – New York

Through: [Name of Chief, SRS]
Chief, Selection and Recruitment Section
Police Division OROLSI/DPKO/UNHQ – New York

Cc: [Name of Police Commissioner]
Police Commissioner
[Peace operation in question]

From: [Name and signature of FPAT Team Leader]
Team Leader, FPAT
United Nations Formed Police Assessment Team to [Name of PCC]

Subject: ASSESSMENT OF OPERATIONAL CAPABILITY CONDUCTED IN [NAME OF PCC] ON [DATE]

Introduction: *This section provides basic information on the AOC, particularly the number of FPU assessed and the PCC they are coming from, the date and place of the AOC, as well as the peace operation to which the unit will be deployed. There should also be reference to DPKO/PD/SRS correspondence with the PCC (facsimile) approving the deployment of the FPAT to the PCC.*

Conduct of the assessment: *This section gives an overview of how the AOC was carried out including a detailed description of all activities performed by the FPAT. This section should also include the names of the AOC instructors and the number of FPU members (male/female) presented for assessment to the FPAT.*

Summary of results: *This section provides an analytical summary of the results of the various stages of the AOC. The results should also list the personnel interviewed during the operational interview; the calibre(s) of the weapons used during the weapons handling and*

shooting assessment; and the type(s) of vehicles used during the driving competency assessment. The summary should make clear reference to the assessment matrices of the AOC and present key data from these matrices. If an AOC has been conducted for units to be deployed to more than one peace operation, the summary should clearly differentiate between the different peace operations.

Observations: *The observations of the FPAT on the AOC process and on the performance of the assessed FPU are presented in this section. Areas of improvement that might affect the operational readiness of the unit should be stated without ambiguity. The FPAT should also comment on the preparedness of the PCC for the AOC.*

Recommendations: *While noting that the final decision on deployment of an FPU rests with the DPKO Police Adviser, the FPAT will make recommendations on additional pre-deployment training needs; comment on the overall operational readiness of the unit; and make recommendations about its possible deployment. The FPAT may also recommend remedial action to the Police Adviser or the PCC on any observation made during the AOC.*

Annexes

1. *List of personnel selected*
2. *Evaluation matrices*

Appendix 1 to Annex Q

COVER LETTER TO PCC AUTHORITIES

UNITED NATIONS



NATIONS UNIES

UNITED NATIONS FORMED POLICE ASSESSMENT TEAM

Date: -----

To: **Inspector-General of Police**
PCC Police Service
PCC Capital

CC: **Police Adviser/Director**
Police Division OROLSI/DPKO/UNHQ – New York

Chief, Selection and Recruitment Section
Police Division OROLSI/DPKO/UNHQ – New York

From: **[Name and signature of FPAT Team Leader]**
Team Leader, FPAT
United Nations Formed Police Assessment Team to [Name of PCC]

Subject: **ASSESSMENT OF OPERATIONAL CAPABILITY OF FORMED POLICE UNITS CONDUCTED ON [DATE]**

The United Nations Formed Police Assessment Team (FPAT) has completed the Assessment of Operational Capabilities (AOC) of the Formed Police Units (FPU) [designation of the FPU] presented for service with United Nations Peacekeeping Operations/Special Political Missions by [name of PCC] and wishes to forward herewith the AOC results.

The AOC was carried out in six (6) stages; Verification of Personnel Information, Language Competency Assessment, Operational Interview, Driving Competency Assessment, Weapons Handling and Shooting Assessment, and Tactical Exercises. The results are summarized in the enclosed AOC report and included in the attached evaluation matrices.

Kindly note the observations and recommendations made in the report and initiate necessary steps to address them.

The team wishes to express its appreciation to the Inspector-General of Police and his/her officers for facilitating the exercise.

Annex R

PROPOSED TOPICS FOR BRIEFINGS OF FPU OFFICERS IN COMMAND POSITIONS

After the AOC, the AOC instructors brief the FPU officers in command positions about the way forward until possible deployment. The briefing should cover, among other things, the following topics:

1. Generic Issues

- a) Relevant United Nations policies, guidelines and SOPs, particularly those relating to UN policing⁴⁹
- b) The components of the mandatory pre-deployment training conducted by the PCC
- c) Short history of the United Nations police in peacekeeping, including core values and principles, with a focus on FPUs
- d) Tasks of integrated peace operations (early peacebuilding, protection of civilians including protection against sexual and gender-based violence, gender, child protection, etc.)
- e) Organization of the United Nations Secretariat, the United Nations Department of Peacekeeping Operations, the United Nations Department of Political Affairs, and the United Nations Department of Field Support
- f) Roles and responsibilities of FPUs on assignment with peace operations
- g) United Nations rules and procedures relating to conduct and discipline (including sexual exploitation and abuse)
- h) Medical issues

2. Mission-Specific Issues

- a) Mandate and organization of the peace operation in question and its components
- b) Responsibilities, tasks and structure of its police component
- c) Living conditions in the mission
- d) Administrative preparation for deployment
- e) Security information
- f) Directive on detention, searches and use of force for FPU members
- g) SOPs
- h) Concept of operations

Generic or specific material on the police mandated tasks, particularly the FPU mandate, and the operational environment of the peace operation may be distributed during the briefing, if available.

⁴⁹ These include, in particular, Department of Peacekeeping Operations/Department of Field Support, *Policy on United Nations Police in Peacekeeping Operations and Special Political Missions*, 1 February 2014 (Ref. 2014.01); Department of Peacekeeping Operations/Department of Field Support, *Guidelines on Police Administration in United Nations Peacekeeping Operations and Special Political Missions*, 1 February 2017 (2016.26); Department of Peacekeeping Operations/Department of Field Support, *Guidelines on Police Operations in United Nations Peacekeeping Operations and Special Political Missions*, 1 January 2016 (2015.15); Department of Peacekeeping Operations/Department of Field Support, *Guidelines on Police Command in United Nations Peacekeeping Operations and Special Political Missions*, 1 January 2016 (2015.14); Department of Peacekeeping Operations/Department of Field Support, *Guidelines on Police Capacity-Building and Development*, 1 April 2015 (2015.08); and Department of Peacekeeping Operations/Department of Field Support, *Policy (Revised): Formed Police Units in United Nations Peacekeeping Operations*, 1 January 2017 (Ref. 2016.10).

Annex S

PRE-DEPLOYMENT COMPREHENSIVE HEALTH ASSESSMENT

Medical examination and clearance of all FPU members remains the responsibility of the PCC. The pre-deployment comprehensive health assessment of every FPU member shall at a minimum include:

- A medical history;
- A complete physical and psychological examination; findings must be recorded in the United Nations MS-2 or Entry Medical Examination Form (see Chapter 5 Enclosure 1);
- A chest X-ray, the findings of which must be recorded in the United Nations MS-2 form;
- Laboratory investigations, including haematology, erythrocyte sedimentation rate, blood chemistry, urinalysis, Venereal Disease Research Laboratory test and voluntary confidential counselling and testing for HIV;
- An electrocardiogram (ECG/EKG), to be done for all candidates above 40 years of age and those with a clinical indication despite their age;
- Pre-deployment mental health assessment by a clinical psychologist, including the history of substance abuse, if any;
- If any specific health risk factors are detected, a complete investigation should be conducted and results attached to the MS-2 form; and
- All vaccinations as required and recommended by MSD.

Copies of the certified *United Nations Entry Medical Examination Forms* (MS.2 (11-09)-E) of each FPU member shall be submitted by a FPU Medical Officer to the office of the peace operation's Chief Medical Officer on arrival in the mission area. The copies should be returned to the PCC along with the medical history files of all FPU members on repatriation.⁵⁰

⁵⁰ Department of Peacekeeping Operations/Department of Field Support, *Medical Support Manual for United Nations Field Missions*, 3rd Edition (2015), 66-77.

Annex T

STANDARD FORMAT FOR PCC MEDICAL CERTIFICATION OF MEDICAL SCREENING AND FITNESS EXAMINATION

The PCC certification of medical screening and fitness examination should include the following text:

The Government of [*name of PCC*] herewith certifies that all members of the FPU [*designation of the FPU*] to be deployed to the peacekeeping operation/special political mission [*name of peacekeeping operation or special political mission*] have been medically examined and cleared for service in a peacekeeping operation/special political mission, in accordance with the mandatory United Nations medical standards.

The medical certification should be signed by the Permanent Representative of the PCC and sent to the DPKO Police Adviser. Date and place of the signature should be clearly indicated on the note.

Annex U

Checklist for In-Mission Inspection and Assessment

During the deployment of an FPU, its operational readiness should be checked on an ongoing basis, regular briefings and trainings should be conducted, and the FPU's compliance with relevant administrative rules and procedures should be determined. Under the supervision of the HOPC, particularly the following activities should be regularly performed:

1. Periodic briefings of the FPU members by the FPU Commander or a designated commanding officer on relevant SOPs, mission directives and other relevant guidance on the use of force, human rights and international humanitarian law, United Nations core values (integrity, professionalism, respect for diversity, and commitment to the United Nations); code of conduct for blue helmets; standards on conduct and discipline; standards and zero tolerance policy on sexual exploitation and abuse; reporting mechanisms and procedures relating to any form of misconduct; reporting and referral responsibilities relating to protection of civilians, child protection and sexual and gender based violence; obligations relating to HIV/AIDS; standards relating to respect for diversity; and standards on safety and security of United Nations personnel; etc.
2. Inspection of leave records and periodic performance appraisals of FPU personnel as per the revised FPU policy and related guidelines
3. Monthly operational readiness inspection
4. Quarterly COE inspection
5. Environmental inspection
6. Hygiene inspection of storage, kitchen and other facilities
7. Regular training on public order management, use of force, VIP escort drills and mission-specific training including SKP training
8. Periodic firing training and assessment of the FPU's executive component
9. Inspection of deployment and rotation plans
10. Dissemination of UN CONOPS, operational orders, policies, SOPs, directives and related guidelines
11. Inspection of plans and facilities for welfare and stress relief
12. Support to reconnaissance, PDV and FPAT visits
13. Review and if required, revision of SUR
14. Monitor compliance with conduct and discipline regime, in accordance with UN rules and regulations
15. Monitor CASEVAC, MEDEVAC, contingency planning