



Standard Operating Procedure

Assessment of Individual Police Officers for Service in United Nations Peacekeeping Operations and Special Political Missions

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**STANDARD OPERATING PROCEDURE FOR
ASSESSMENT OF INDIVIDUAL POLICE OFFICERS 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 on how to assess if individual police officers¹ from United Nations Member States (MS) fulfil the requirements for service in United Nations peacekeeping operations (PKO) or special political missions (SPM). This SOP also provides guidance and assistance to MSs in their pre-selection procedures.

¹ This term refers to individual officers who serve in Member State police, customs or border agencies, or in other Member State law enforcement agencies.

B. SCOPE

2. The SOP shall apply to all DPKO/DFS staff and personnel in PKOs and SPMs who are responsible for assessing individual police officers for service in PKOs and SPMs. Compliance with this SOP is mandatory.
3. This SOP is not applicable to the assessment and selection of members of Formed Police Units (FPUs) or United Nations staff members serving within the police components.

C. RATIONALE

4. This SOP should be read together with other relevant United Nations guidance material, in particular with the *2007 Guidelines for United Nations Police Officers on Assignment with Peacekeeping Operations*² and with the *Standard Operating Procedure: Selection and Recruitment Procedures for United Nations Personnel at the Police Division, Peacekeeping Operations and Special Political Missions*.³
5. This SOP was developed in 2011 following a review of the *United Nations Selection Assistance Team, Pre-deployment Assessment Procedures: Guidelines for Police Contributing Countries* (1 January 2005). The review process included wide consultations at Headquarters, with PKOs and SPMs, and with MSs. The 2005 Guidelines were subsequently converted into this SOP to reflect the need for greater coherence between the assessment conducted by the United Nations in MSs and the assessment conducted upon arrival in PKOs and SPMs. Clear and coherent assessment procedures will contribute to increased efficiency and effectiveness of selection and deployment of police officers to United Nations missions.

D. PROCEDURES

SUMMARY

6. All individual police officers from MSs must meet minimum requirements relating to age, medical fitness, professional experience, professional integrity, language skills, mission-specific skills, computer skills⁴, driving skills, and firearms handling and shooting skills (for armed missions) to be selected for service in a PKO or SPM, as established in the *2007 Guidelines for United Nations Police Officers on*

² Guidelines for United Nations Police Officers on Assignment with Peacekeeping Operations (DPKO/PD/2006/00135), 29 June 2007.

³ *Standard Operating Procedure: Selection and Recruitment Procedures for United Nations Personnel at the Police Division, Peacekeeping Operations and Special Political Missions* (DPKO/PD/SOP/2011), 25 March 2011.

⁴ Computer skills are not a requirement but Candidates with demonstrated computer skills are given preference over other Candidates for deployment.

Assignment with Peacekeeping Operations. In addition, the MSs have to ensure that deployed police officers are well equipped and trained.

7. Whether a candidate meets the necessary requirements is determined through an Assessment for Mission Service (AMS) – either on the basis of a Selection Assistance and Assessment Team (SAAT) deployed to a MS or on the basis of an in-mission AMS. The AMS is mandatory and AMS clearance is a pre-requisite for service in a PKO or SPM.
8. MSs are strongly encouraged to request a SAAT to conduct an AMS in the MS. The AMS may only be conducted on arrival in the mission area with the agreement of the SRS. A candidate who has not been pre-cleared and does not pass the in-mission AMS will be repatriated at the cost of the MS.
9. Upon the request of a MS, a Selection Assistance and Assessment Team (SAAT) is deployed by the Selection and Recruitment Section (SRS) of the Police Division, to conduct an Assessment for Mission Service (AMS) of the candidates in the MS. The language, driving, firearms, computer and professional experience requirements are assessed by the SAAT. The MS provides additional documentary evidence on the age, professional experience and professional integrity requirements. The medical fitness is certified before the deployment phase.
10. Before a final deployment request is made to a MS, the SRS also takes into consideration the gender and geographical distribution of United Nations police officers in the PKO or SPM to which the candidate would be deployed to.
11. Police officers who have been AMS-cleared by a SAAT in their home country will not be assessed again upon arrival in the mission. However, they have to pass an additional driving test in the mission area to obtain a United Nations driving permit.

REQUIREMENTS FOR MISSION SERVICE

12. The minimum requirements for mission service as defined in the 2007 *Guidelines for United Nations Police Officers on Assignment with Peacekeeping Operations* and other relevant guidance are briefly summarized below. Individual police officers must meet these minimum requirements to qualify for deployment to a PKO or SPM.

Age

13. A candidate has to be at least twenty-five (25) years of age and should be less than sixty-two (62) years old for service in a PKO or SPM. Generally, it is strongly recommended that a candidate be under fifty-five (55) years of age at the time of deployment.

Medical Fitness

14. A United Nations police officer must be physically and mentally fit taking into consideration that he or she will be deployed to a potentially hostile and

hazardous environment. Before deployment to a PKO or SPM the candidate must undergo a thorough medical examination in the MS. The results of the medical examination must be submitted to the United Nations Medical Services Division, through the Police Division, United Nations Headquarters, for clearance before deployment.

Professional Experience

15. A candidate has to be an officer who serves in a MS police service, customs or border agency, or in another MS law enforcement agency. A candidate should have served a minimum of five (5) years in these agencies, excluding training. Retired officers can be selected if they have retired within the past five (5) years, effective from date of deployment to the mission.
16. A candidate is also subject to a background check within United Nations records to ascertain the candidate's performance in past United Nations assignments, in accordance with the DPKO Standard Operating Procedures on Performance Appraisals of United Nations Police Officers.⁵ A candidate who received an unsatisfactory performance rating during a previous United Nations assignment will be disqualified from future service in a PKO or SPM.

Professional Integrity

17. A candidate must have a good understanding of the core values of the United Nations (integrity, professionalism, respect for diversity, and commitment to the United Nations) and must be a person of integrity. In particular, a candidate must not have been convicted of, and must not be under investigation or being prosecuted for, any criminal, human rights or disciplinary offence, with the exception of minor traffic accidents (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose). Both the MS and each of its candidates certify during the AMS that they meet these requirements.
18. The background check within United Nations records (see paragraph 16 above) may also yield information on the candidate's conduct in past United Nations assignments including on incidents of sexual exploitation and abuse, in accordance with the DPKO Directives for Disciplinary Matters Involving Civilian Police Officers and Military Observers.⁶ A candidate who has been involved in serious misconduct in a previous United Nations assignment will be disqualified from future service in a PKO or SPM.

Language Skills

19. A candidate should speak fluently, read easily, and write clearly in the working language(s) of the PKO or SPM, generally either English or French.

⁵ DPKO SOP Performance Appraisals of the United Nations Police Officers (DPKO/PD/2006/132).

⁶ Directive for Disciplinary Matters Involving Civilian Police Officers and Military Observers (DPKO/CPD/DDCPO/2003/001).

Mission-Specific Skills

20. The candidate must demonstrate that he or she has at least one or more of the specialized skills required for deployment to a specific PKO or SPM (see Annex G).

Computer Skills

21. A candidate should have basic computer skills. Candidates with demonstrated computer skills will be given preference over other candidates for deployment.

Driving Skills

22. As a minimum, a candidate must be in possession of a valid national driving license, have at least one (1) year of driving experience, know standard traffic regulations, and be able to safely operate a manual gear four-wheel drive vehicle. The candidate's driving skills are assessed during the AMS and again upon arrival in the mission.

Firearms Handling and Shooting Skills

23. For service in an armed PKO or SPM, a candidate must be authorized to carry a firearm, be able to handle a firearm, and demonstrate his or her shooting skills.

MS PRE-SELECTION OF CANDIDATES

24. Candidates who have not been pre-screened by the MS prior to an AMS with the aim to ensure that they meet the requirements for mission service as set forth in this SOP should not be admitted to the SAAT. SRS should encourage MSs to conduct pre-SAAT exercises to prepare the candidates.
25. SRS should especially encourage MSs to facilitate the participation of female candidates through training and other appropriate measures and strongly encourage MSs to nominate a minimum of twenty (20) percent female candidates for each AMS.
26. The SRS regularly provides MSs with information on the required skill sets of United Nations police officers in ongoing or upcoming PKOs and SPMs in order to guide the pre-selection process in the MSs. The SRS also maintains regular contact with the MSs to plan and prepare for an AMS.

THE ASSESSMENT FOR MISSION SERVICE

General Modalities

27. The AMS is a mandatory process to determine whether an individual police officer from a MS meets the minimum requirements to serve as United Nations police officer in a PKO or SPM. The fulfilment of the language, computer, professional experience, driving, and firearms requirements are assessed by a United Nations-led team. The MS provides additional documentary evidence on

- the requirements of age, professional experience and professional integrity. The medical fitness will be certified only before possible deployment.
28. To reach the target of 20 percent female police officers in PKOs and SPMs, preference for deployment will be given to equally qualified female candidates.
 29. As part of the AMS, the SRS may conduct phone interviews with candidates at any time during the selection process.
 30. Upon the request of a MS, the SRS sends a SAAT to conduct an AMS in the MS. With the agreement of the SRS, the AMS may also be conducted on arrival in the mission area. The Induction Training Unit (ITU) or equivalent section of the mission's police component is responsible for the organization of an in-mission AMS. A candidate who does not pass the in-mission AMS will be repatriated at the cost of the MS.
 31. The MS-based AMS process is described in detail below in paragraphs 34 and following; the in-mission AMS process is described below in paragraphs 69 and following.

AMS Instructors

32. Certified AMS instructors oversee the AMS process. AMS instructors are either Police Division staff members or serving United Nations police officers. AMS instructors who are serving United Nations police officers are selected by the SRS in consultation with the mission's head of police component (HOPC) on the basis of the AMS instructor job description (see Annex A) and certified by the SRS. The certificate is valid for the duration of the United Nations police officer's tour of duty in the mission. The AMS instructors are regularly briefed by the mission's ITU and the SRS to ensure their AMS preparedness. AMS instructors who are Police Division staff are certified by the Chief, SRS.
33. Any complaints about the conduct of AMS instructors should be addressed to the DPKO Police Adviser. In case of misconduct⁷ or failure to perform to the established standards in this SOP, the SRS may withdraw the AMS instructor's certification. Possible further disciplinary actions will be determined by the relevant HOPC or by the DPKO Police Adviser if the instructor is a SRS staff member in accordance with relevant UN regulations on conduct and discipline.

MS-BASED AMS

The Selection Assistance and Assessment Team (SAAT)

34. A SAAT is established to oversee a MS-based AMS. The SAAT is composed of certified AMS instructors. Whenever possible, the members of a SAAT should include both SRS staff and serving United Nations police officers. When possible, there should be at least one female instructor on the team. Whenever there is a

⁷Misconduct is defined in the 2003 *Directives for Disciplinary Matters Involving Civilian Police Officers and Military Observers* (DPKO/CPD/DDCPO/2003/001, DPKO/MD/03/00994).

SRS representative on the team, that person will be the team leader. The terms of reference of the SAAT leader and SAAT members are included in Annex B.

35. The PKOs and SPMs are to cover the travel costs of their AMS instructors participating in a SAAT.
36. SAAT members who are United Nations staff members shall, as officials of the United Nations in accordance with article V of the United Nations Convention on the Privileges and Immunities of the United Nations (13 February 1946), be immune from legal process in respect of words spoken or written and all acts performed by them in their official capacity.
37. SAAT members not included in the definition in paragraph 36 above, the United Nations individual police officers deployed on mission subsistence allowance, shall be regarded as “experts on missions” for the United Nations under Article VI of the Convention on the Privileges and Immunities of the United Nations and shall be accorded immunity from personal arrest or detention in respect of words spoken or written and all acts performed by them in their official capacity.

Authorization of SAAT visits

38. MS requests for SAAT visits should be directed to the DPKO Police Adviser and submitted with a minimum of three (3) months notice. MSs may be granted up to two (2) SAAT visits per year. The SRS organizes SAAT visits according to mission needs and the availability of AMS instructors. New or returning police-contributing countries and MSs increasing their contribution of police officers may be prioritized.
39. For the request to be granted, the number of candidates to be assessed during the MS-based AMS visit should be in proportion to the MS’s current or imminent level of contribution to PKOs and SPMs, with a minimum of 50 and a maximum of 800 candidates. The SRS will notify the Permanent Mission of the MS in question about the authorization and timing of a SAAT visit.

MS Preparations

40. No later than one (1) month in advance of the SAAT visit, the MS must submit to the SRS a complete list of the candidates using an electronic template of the AMS list of candidates / results matrix provided by the SRS (see Annex J). The list must include, among other things, i) the total number of candidates to be assessed; and ii) the following details of each candidate: full name, gender, date of birth, the number of a valid national photo ID or police ID or national passport, and the date of entry into active police service. The list should be submitted both in hard and electronic copies. During the AMS, the candidates will have to identify themselves with the ID document in the Latin alphabet that corresponds to the ID number provided in the list.
41. Only candidates whose names have been included in the list and communicated to the SRS no later than one (1) month in advance of the SAAT visit will be

assessed during the visit. No candidates can be added to the list unless exceptionally authorised by the SRS.

42. Along with the list of candidates, the MS has to certify, in writing, that no candidate has ever been convicted of, is under investigation or being prosecuted for, any criminal, human rights or disciplinary offence, with the exception of minor traffic accidents (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose).
43. No later than one (1) month in advance of the SAAT visit, the MS also provides the SRS with the name and contact details of the national SAAT liaison officer who will assist the SAAT in planning the visit and facilitate the AMS during the SAAT visit. The liaison officer and members of the liaison team cannot form part of the group of candidates undergoing the AMS.
44. The SAAT should strongly encourage the MS to arrange SAAT meetings with relevant authorities to discuss how to further strengthen the MS's pre-selection process, how to improve the matching of the MS's candidates with the required skills in current United Nations missions, as well as the outcomes of the AMS process. The liaison officer should assist the SAAT in arranging these meetings and should provide the SRS in advance of the team's arrival with a proposed agenda and a list of attendees.
45. SAATs are only possible, if a MS provides logistical and administrative support to the SAAT. 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 SAAT members), security protection, and in-country transportation. To facilitate the preparations of a SAAT visit, a standard schedule of SAAT activities is attached in Annex C. Annex E lists facilities to be provided by the MS during a SAAT visit.

The Assessment Process

46. The MS will ensure that the candidates appear on time for the AMS. The MS will also ensure that all candidates are ready to present a valid national photo or police ID (in Latin alphabet) or passport, as well as a national driving license in Latin alphabet at all times during the AMS. Moreover, the MS will ensure that the candidates do not carry their side arms during the AMS with the exception of the firearms handling and shooting assessment.
47. At the outset of the AMS process, the SAAT should clearly communicate the procedure to the candidates. During an AMS, information to candidates is provided in either English or French.
48. The AMS consists of four stages. It starts with the language assessment followed by an interview, continues with the driving assessment, and ends with the firearms handling and shooting assessment (for armed missions). Following the AMS, a briefing is provided to the candidates on the process leading up to possible deployment to a PKO or SPM.

49. Candidates who fail the language assessment are not admitted to the interview; candidates who fail the interview are not admitted to the driving competency assessment; and candidates who fail the driving assessment are not admitted to the assessment of firearms handling and shooting skills.
50. A candidate who fails any part of the AMS will not be given a second opportunity to be assessed during the same AMS with the exception of the driving competency assessment in accordance with this SOP.
51. The SAAT leader will exclude any candidate who fails to observe appropriate conduct during the AMS process. Such actions will be duly noted and communicated in writing to the authorities of the MS and to the SAAT Coordinator in the SRS. The MS is responsible for taking disciplinary action for misconduct of candidates during the SAAT.

Language Competency Assessment

52. The language competency assessment is conducted in English and/or in French. The MS decides in which language its candidates are to be assessed, in accordance with the PKO or SPM to which the candidates are likely to be deployed. The language competency assessment consists of three parts: the reading exercise; the report writing exercise; and the assessment of oral communication skills that is part of the interview (see paragraph 54).
 - a) Reading exercise: The candidates receive a document describing a United Nations mission related incident. They have 20 minutes to read the document and answer 10 questions related to the incident. A candidate requires a minimum of seven (7) correct answers to pass the reading exercise.
 - b) Report writing exercise: The candidates listen to an audio recording that provides additional information on the same incident. The candidates may take notes while listening. The notes may be taken in any language. The candidates have 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.
53. All written notes and reports produced by the candidates are collected by the AMS instructors at the end of the second exercise. The AMS instructors use a question and answer matrix to evaluate the reading exercise of the language assessment. The AMS instructors use a standard scoring matrix to evaluate the report writing exercise of the language assessment (see Annex H).

Interview

54. The interview serves three main purposes: i) to assess the candidate's oral communication skills; ii) to assess the candidate's professional experience, mission-specific skills, and general understanding of the core values of the United Nations; and iii) to assess the candidate's basic level of computer

- proficiency. The interview lasts a minimum of twenty (20) minutes per candidate. A MS representative may attend the interviews as a monitor if the MS so desires.
55. During the interview, the AMS instructor(s) ask(s) the candidate a set of general questions related to his or her police career and to skills needed in complex, integrated PKOs or SPMs. The instructor(s) also ask(s) the candidate about his or her understanding of United Nations core values and peacekeeping guiding principles, including gender-related issues.
 56. Next, the AMS instructor(s) conduct(s) a practical computer exercise with the candidate to determine his or her computer proficiency (see Annex I for sample exercises).
 57. The AMS instructor(s) use(s) a standard scoring matrix to evaluate the oral communication skills of the candidate (see Annex H) and a standard skills catalogue to determine the candidate's professional profile (see Annex G). The computer skills are not included in the grade of the interview but candidates with demonstrated computer skills will be given preference over other candidates for deployment

Driving Competency Assessment

58. The candidate must identify him- or herself with a valid national driving license in Latin alphabet (with photo, if required in the MS) at the outset of the driving competency assessment. An official translation prepared by the MS authorities must accompany the original license if it is not in the Latin alphabet.
59. The driving competency assessment consists of two parts: the handling exercise and the road exercise (for details see Annex D):
 - c) Handling exercise: The candidate must prove his or 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 D. A candidate who fails the handling exercise immediately receives one more chance. A candidate who fails the handling exercise twice is disqualified and shall not be admitted to the road exercise.
 - d) Road exercise: The candidate is expected to demonstrate his or her ability to drive safely on a predetermined route. The driving will be conducted in low traffic. The AMS instructor will follow Appendices 3 and 4 to Annex D to assess the driving skills of the candidate.
60. Given the fact that the mission driving and road conditions likely differ from those in the candidate's home country, deployed police officers are required to pass another driving test in the mission area, under mission conditions and with mission vehicles, to obtain a United Nations driving permit. The test should be taken within the first five (5) working days of arrival in the mission area. Should a deployed officer fail the initial driving test in the mission area, he or she will be informed about the reason(s) for failure and may take two (2) further tests, with a minimum of five (5) working days between each test. All driving tests in the mission area should be completed within 30 days of arrival in the mission area.

Depending on the circumstances, these requirements may be waived by the Mission's Chief Transport Officer on an exceptional basis. After the second failure, the officer may be required to undergo driving training and may have to produce proof thereof prior to being admitted to the third test. Candidates who fail the in-mission driving test three times are not to be given another chance unless exceptionally granted by the Director of Mission Support/Chief of Mission Support (DMS/CMS).

61. The MS bears the repatriation costs for an officer who was not previously AMS-cleared and who failed the driving test in the mission area. The United Nations only cover the repatriation costs of an officer who passed the driving competency assessment during a MS-based AMS but failed the in-mission driving test.

Firearms Handling and Shooting Assessment

62. For service in an armed PKO or SPM, a candidate must pass the handling of firearms and shooting assessment that consists of two parts: a firearm handling exercise and a shooting exercise. The two parts of the assessment should be conducted with the same type of sidearm that the MS provides to its police officers deployed to a PKO or SPM:
 - a) Handling exercise: the candidate has to demonstrate his or her ability to handle the firearms safely to continue to the shooting exercise. The candidate should safely clean the cylinder of a revolver within one (1) minute. Alternatively, the candidate should safely disassemble and reassemble a pistol within three (3) minutes.
 - b) The shooting exercise is conducted under the responsibility of the MS's firearms instructor and supervised by an AMS instructor. The AMS instructor will disqualify any candidate who fails to comply with the safety rules of the shooting range or otherwise fails to handle the weapon safely. The shooting exercise is carried out in two steps:
 - (1) In step one; the candidate has to shoot a total of five (5) rounds on a target of 45 cm x 45 cm from a five (5) meter distance. The weapon, under supervision of the MS 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. In order to proceed to step two of the shooting exercise, the candidate has to hit the target in four (4) out of the five (5) rounds.
 - (2) In step two, the candidate has to shoot a total of five (5) rounds on a target of 45 cm x 45 cm from a distance of seven (7) meters. The weapon 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 candidate should bring the weapon to the shooting position on the command of the MS firearms instructor.
63. To pass the shooting exercise, the candidate 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 weapon throughout the process. Only in case of misfire due to technical reasons beyond the candidate's control will he or she be given a second chance to pass the shooting assessment.

64. Candidates who fail the firearms handling and shooting assessment may be deployed to non-armed missions.

Briefing of Candidates

65. To enhance the pre-deployment preparedness, the AMS instructors brief the candidates who have passed the AMS about the way forward until possible deployment (see Annex F). Material on the mandated tasks and the operational environment of the PKO or SPM the candidates are likely to be deployed to is distributed during the briefing.
66. The briefings are not intended to substitute the mandatory pre-deployment training conducted by the MS nor the induction training provided on arrival in the mission, but rather to supplement them.

Consultations with MS Authorities

67. The SAAT leader should meet with relevant MS authorities to submit a written report with the AMS results and any observations on the process; to raise awareness about the selection and deployment of United Nations police officers in general; and to indicate areas where improvements or reinforcements are possible. The list of candidates with completed AMS results will be attached to the report (see Annex J).
68. The SAAT Coordinator should also deliver printed material as well as an updated list with links to relevant guidance material, mission briefings and best practices to the Permanent Mission of the MS in question prior to the SAAT visit as well as to MS authorities during the SAAT visit in order to support their efforts to pre-select candidates who meet the minimum requirements for mission service.

IN-MISSION ASSESSMENT FOR MISSION SERVICE

69. Candidates who have not been AMS-cleared prior to deployment will undergo pre-screening phone interviews with the SRS prior to deployment and will be assessed within one week of their arrival in the mission area. The rules and procedures of the MS-based AMS apply to the in-mission AMS unless stated otherwise below.
70. The in-mission AMS is led by the Chief of the Induction Training Unit (ITU) of the mission's police component (or equivalent section of the mission's police component) who should be a certified AMS instructor, or by any other certified AMS instructor to whom the head of the ITU (or equivalent section) delegates the task.
71. A candidate who fails any part of the AMS cannot request a second opportunity to be assessed during that same deployment except as described in this SOP.

<i>Candidate</i>	A candidate is a MS police officer who has been nominated by his or her government for an AMS.
<i>DMS/CMS</i>	The Director of Mission Support/Chief of Mission Support oversees all administrative functions of a PKO or SPM.
<i>DPKO</i>	The United Nations Department of Peacekeeping Operations
<i>FPU</i>	Formed Police Units are cohesive mobile police units providing support to United Nations operations and ensuring the safety and security of United Nations personnel and missions, primarily in public order management. As an integral part of the police component of a PKO or SPM, FPUs work in support of the establishment and maintenance of safe, democratic and more robust policing in accordance with a mission's mandate.
<i>HOM</i>	The head of mission leads a PKO or a SPM.
<i>HOPC</i>	The head of the police component of a PKO or a SPM
<i>ITU</i>	Induction Training Unit of the police component of a PKO or SPM
<i>MS</i>	A Member State of the United Nations
<i>OROLSI</i>	The Office of Rule of Law and Security Institutions in the United Nations Department for Peacekeeping Operations
<i>PCC</i>	A Police Contributing Country is a MS that provides police officers for service in a PKO or SPM.
<i>PD</i>	The Police Division in the DPKO Office of Rule of Law and Security Institutions
<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 officer</i>	An officer who serves in a MS police, customs or border agency, or in another MS law enforcement agency
<i>SAAT</i>	A Selection Assistance and Assessment Team (SAAT) is a team of AMS instructors sent by the United Nations to MSs to conduct an AMS.
<i>SAAT Coordinator</i>	The SAAT Coordinator in the SRS plans and coordinates all SAAT visits to MSs.

<i>SAAT leader</i>	A SAAT leader coordinates and supervises a SAAT sent to a specific PPC. The SAAT leader has to be an AMS instructor. Preferably, he or she should be from the SRS.
<i>SAAT member</i>	A SAAT member is an AMS instructor who participates in a SAAT.
<i>SRS</i>	The Selection and Recruitment Section (SRS) of the Police Division in the DPKO Office of Rule of Law and Security Institutions
<i>United Nations police officer</i>	A MS police officer who is AMS-cleared and serves in a PKO or SPM

F. REFERENCES

Related guidance

Guidelines for United Nations Police Officers on Assignment with Peacekeeping Operations (DPKO/PD/2006/00135), 29 June 2007

Standard Operating Procedure: Selection and Recruitment Procedures for United Nations Personnel at the Police Division, Peacekeeping Operations and Special Political Missions (DPKO/PD/SOP/2011), 15 March 2011

Directives for Disciplinary Matters Involving Civilian Police Officers and Military Observers (DPKO/CPD/DDCPO/2003/001 DPKO/MD/00994)

Convention on the Privileges and Immunities of the United Nations (GA 13 February 1946)

DPKO/DFS Manual on Surface Transport Management in the Field

G. MONITORING AND COMPLIANCE

79. 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

80. The contact office for this SOP is DPKO/OROLSI/PD/SRS.

I. HISTORY

81. This SOP was created on 3 January 2012. It has not been amended.

APPROVAL SIGNATURE:

DATE OF APPROVAL:

10 Jan 2012

A handwritten signature in black ink, appearing to read "H. Brown", is written over two horizontal lines.

Annex A

ASSESSMENT FOR MISSION SERVICE (AMS) INSTRUCTOR

Job Description

1. Post Description

An AMS instructor is a staff member of the Police Division or a serving United Nations police officer who is certified by the Selection and Recruitment Section (SRS) of the DPKO/OROLSI Police Division to conduct an AMS that is carried out in a Member State (MS) or in United Nations mission.

An AMS instructor who is a serving United Nations police officer reports to the Police Chief of Personnel through the Police Chief of the Induction Training Unit (ITU) of the PKO's or SPM's police component (or equivalent section of the police component).

2. Duties and Responsibilities

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

- Participate in a Selection Assistance and Assessment Team (SAAT) to conduct a MS-based AMS, as required by the SRS.
- Collect data for the AMS database and maintain it.
- Ensure internal coordination of and sharing of information on MS-based and in-mission AMSs with relevant units.
- Review AMS related guidance as/if requested by the SRS.
- Perform any other duties as assigned by his or her superior.

In addition, the responsibilities of an AMS instructor who is a serving United Nations police officer include the following:

- Coordinate the AMS activities in the mission.
- Conduct in-mission AMSs with newly arrived United Nations police officers.
- Liaise with the SRS on AMS matters, facilitating the flow of information from and to the SRS, and support the SRS in arranging AMS related activities as required.

3. Requirements

- Minimum of 8 years of active service in a MS police or other law enforcement agency, and at least 5 years of active experience in police selection, recruitment, training or related field.
- Minimum of 6 months of international policing experience with the United Nations or other international organization.

- AMS clearance (i.e., meets the minimum requirements for United Nations mission service).
- Fluency in English and/or French in order to analyze the AMS data, prepare an AMS report, and present it.
- Prior AMS experience or experience in police training, selection or recruitment during a previous United Nations or other international assignment is desirable.

4. Competencies and Skills

- **Integrity, professionalism, and respect for diversity:** Ability to identify issues, formulate opinions, present conclusions and offer recommendations; knowledge of and ability to apply human resources rules, regulations, policies and guidelines in work situations and prepare reports or rational with respect to key administrative decisions; motivated by professional rather than personal concerns; 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; abilities to apply good judgment in the context of assignments given; and ability to plan own work and manage work/task priorities.
- **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.

Annex B

SELECTION ASSISTANCE AND ASSESSMENT TEAM (SAAT)

Terms of Reference

1. Mandate and Establishment

- a. A SAAT is established to oversee an AMS that is carried out in a MS.
- b. The SRS of the DPKO/OROLSI/PD selects the members of a SAAT and decides on the distribution of roles within the team. The SAAT members who are serving United Nations police officers are selected in consultation with the mission's HOPC.

2. SAAT Leader

- a. The SAAT leader has to be a certified AMS instructor (see Annex A).
- b. Whenever possible a SRS representative leads the SAAT.
- c. The role and functions of the SAAT leader include but are not limited to:
 - i. Coordinate and liaise with the MS authorities during the SAAT visit.
 - ii. Exercise overall supervision of the AMS during the SAAT visit and ensure that all activities are carried out in accordance with this SOP.
 - iii. Submit the final AMS report to the MS authorities with a copy to the SRS and enter the data about the final AMS results into the SAAT database no later than two weeks after the conclusion of the SAAT visit.
 - iv. Attend all official meetings with the MS authorities and provide them with relevant briefing material during the AMS.
 - v. Conduct briefings of the candidates who have been AMS cleared.
 - vi. Resolve any issues that may affect the integrity of the AMS process.
 - vii. Address any concerns raised by candidates or by MS authorities related to the AMS process and the conduct of a SAAT member.

3. SAAT Member

- a. A SAAT member has to be a certified AMS instructor (see Annex A).
- b. Whenever possible, the members of a SAAT should come from both the SRS and the PKO or SPM concerned. When possible, there should be at least one female AMS instructor on the team.
- c. Under the supervision of the SAAT leader the responsibilities of a SAAT member include but are not limited to:
 - i. Conduct the language competency assessment, the driving competency assessment, and the firearms handling and shooting assessment, as well as the interviews with the candidates.
 - ii. Evaluate and compile the AMS results.
 - iii. Draft the AMS report.
 - iv. Perform other tasks as directed by the SAAT leader.

4. SAAT Logistics

- a. MS requests for SAAT visits should be directed to the DPKO Police Adviser and submitted with a minimum of three (3) months notice. MSs may be granted up to two (2) SAAT visits per year. The SRS organizes SAAT visits according to mission needs and the availability of AMS instructors. MSs participating for the first time in United Nations missions and PCCs increasing their contribution of police officers may be prioritized.
- b. For the request to be granted, the number of candidates to be assessed during the MS-based AMS visit should be in proportion to the MS's current or imminent level of contribution to PKOs or SPMs, with a minimum of 50 and a maximum of 800 candidates.
- c. The SAAT Coordinator in the DPKO/PD/SRS works closely with the MS's Permanent Mission to the United Nations in planning and preparing for a SAAT visit.
- d. The composition of the SAAT and exact travel plans shall be communicated to the MS two weeks before the visit.
- e. The PKOs or SPMs are required to cover the travel costs of their AMS instructors.

Annex C

STANDARD SCHEDULE OF SAAT ACTIVITIES

1. Upon arrival in the MS (before the AMS)

a. Coordination meeting with the MS representatives

- i. Overview of the AMS
- ii. Review and finalisation of list of candidates

b. Visit to the designated AMS sites

- i. Classroom for language exercises
- ii. Driving area
- iii. Shooting range

2. Assessment for Mission Service (AMS)

a. Language competency assessment

- i. Reading exercise
- ii. Report writing exercise
- iii. Grading of both exercises
- iv. Announcement of results

b. Interview

- i. Oral interview
- ii. Computer exercise
- iii. Grading
- iv. Announcement of results

c. Driving competency assessment

- i. Handling exercise
- ii. Announcement of results
- iii. Road exercise
- iv. Announcement of results

d. Firearms handling and shooting assessment

- i. Handling exercise
- ii. Shooting exercise
 1. Part 1 (firing from five (5) meters)
 2. Part 2 (firing from seven (7) meters)
- iii. Announcement of results

3. Following the Completion of the AMS

- a. Compilation of results and preparation of final report to MS authorities
- b. Generic and mission-specific briefing of candidates who passed the AMS
- c. Debriefing meeting with MS authorities
- d. Visit to the National Police Headquarters and National Police Academy

Annex D

DRIVING COMPETENCY ASSESSMENT

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

The candidate will be assessed as to his or 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 candidate must prove his or her ability to safely reverse and park the vehicle within five (5) minutes on the standard driving range set up by the AMS instructor in an exercise area closed to regular traffic, as per graphic in Appendix 2 to Annex D.
- 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. A candidate who fails the handling exercise shall immediately be given one more chance. A candidate who fails the handling exercise twice shall be disqualified and shall not be admitted to the road exercise.

2. Road Exercise

- a. The candidate is expected to demonstrate his or 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 candidate must operate the vehicle in a safe and responsible manner, obeying all traffic laws.
- c. The AMS instructor will give the candidate directions for each manoeuvre as far in advance as possible and will not ask him or 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.

Candidates performing any of the following activities shall be **automatically disqualified** and the ongoing 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 AMS 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. AMS 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 D – Handling Exercise Assessment Form



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

Candidate's Name _____ Date _____
 ID # _____ Time _____

Assessment Criteria		P	F
1	Candidate 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	Candidate involved in an activity resulting in automatic disqualification	<input type="checkbox"/>	<input type="checkbox"/>
3	Candidate 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 candidate	<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	Candidate exited the vehicle to check the position	<input type="checkbox"/>	<input type="checkbox"/>

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

Remarks _____

AMS instructor: _____
 UN ID #: _____
 Signature: _____

Appendix 2 to Annex D – Handling Exercise Assessment Criteria

1. Before the handling exercise, a candidate has to undergo a vision test in which he or she has to 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. Candidates failing the vision test are disqualified from the AMS.
2. In the handling exercise, the candidate will be assessed as to his or her ability to safely perform reversing and parking on the standard driving range, as per the graphic on the next page. In order to pass the handling exercise, the candidate must complete all manoeuvres within five (5) minutes as described below:
 - a. On the signal of the AMS 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.
3. 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 candidate must not leave the vehicle.
 - d. No other passengers are allowed in the vehicle.
4. To pass the handling exercise, a candidate must meet all criteria listed in the assessment form (see Appendix 1).
5. A candidate who fails the handling exercise shall immediately be given a second chance. In this case, the exercise must restart at the START-FINISH line.

Appendix 4 to Annex D – 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 or her observations, the AMS instructor marks 5 (five) points in the boxes at the end of each row if the candidate failed these actions.
2. **Section II of the assessment form: “Aggressive Driving”:** Based on his or her observations, the AMS 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 a candidate performs any of the actions listed in this section, he or 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 AMS 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 AMS 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 E

FACILITIES TO BE PROVIDED BY THE MEMBER STATE DURING A SAAT VISIT

1. During a SAAT visit, the Member State (MS) shall make available to the SAAT private office space equipped with computers with Internet access and connected to printers, a heavy-duty copy machine, and long-distance telephone lines.
2. The MS shall ensure medical facilities adequate for emergency first aid and, if necessary, immediate transportation to a hospital.
3. For the **language competency assessment**, the MS shall make available:
 - a. Classroom/s or amphitheatre large enough to accommodate the candidates put forward by the MS for the AMS.
 - b. A MP3 or CD player with powerful loudspeakers so that all candidates 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 **interviews**, the MS shall make available:
 - a. At least one small office room per 100 candidates.
 - b. Each of these rooms should be equipped with a computer with basic operating software (Windows, Word, Excel, etc.) to enable the testing of the candidates' computer skills.
5. For the **driving competency assessment**, the MS shall make available:
 - a. At least one vehicle per 100 candidates 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 drivers licenses in the Latin alphabet for all candidates. 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 D.
 - 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 **firearms handling and shooting assessment**, the MS shall make available:
 - a. A shooting range with adequate safety provisions.
 - b. Permits for the SAAT members to supervise the AMS at the shooting range.
 - c. Ten (10) rounds of ammunition for each candidate.
 - d. Proper holsters for the weapons.
 - e. An appropriate number of targets (45x45 cm).
 - f. At least one qualified firearms instructor.
 - g. Ear and eye protectors for the candidates, the instructor and the SAAT members.

Annex F

PROPOSED TOPICS FOR BRIEFINGS OF CANDIDATES DURING SAAT VISITS

To enhance the pre-deployment preparedness, the AMS instructors brief the candidates, who have passed the AMS, about the way forward until possible deployment. The briefings should cover, among other things, the following topics:

1. Generic Issues

- a. The components of the mandatory pre-deployment training conducted by the MS.
- b. Short history of United Nations police in peacekeeping, including core values and principles.
- c. Tasks of integrated PKOs (early peacebuilding, protection of civilians including against sexual and gender-based violence, gender issues etc.) and of SPMs.
- d. 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.
- e. Roles and responsibilities of United Nations police officers on assignment with PKOs or SPMs.
- f. United Nations rules and procedures relating to conduct and discipline (including sexual exploitation and abuse).
- g. Medical issues.

2. Mission-Specific Issues

- a. Mandate and organization of the PKO or SPM 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. Rules of engagement.
- g. Standard operating procedures.
- h. Concept of operations.

Generic or specific material on the police mandated tasks and the operational environment of the PKO or SPM may be distributed during the briefing, if available.

Annex G

GENERIC SKILL SETS AND EXPERT PROFILES

	Skill Sets	Expert Profiles
1	Management	<ul style="list-style-type: none"> • Supervision/command of police units • Project design and management • Institution building • Organizational planning • Police reform and restructuring
2	Administration	<ul style="list-style-type: none"> • Police infrastructure administration • Fiscal management, budget development, payroll system management, financial auditing • Procurement, logistics, assets management, fleet management, tenders and contracts • Human resources management • Internal affairs, discipline management • Audit and inspection of police units • Legal support and legal drafting
3	Police Operations/ Security	<ul style="list-style-type: none"> • Planning and running critical police/security operations (elections, demonstrations, public events, etc.) • Public order (FPU-related) • VIP protection and security • Traffic management • Airport security and security of other strategic infrastructures • Border security, customs, riverside police, immigration, etc. • Transnational crime operations, Interpol, operations to combat trafficking in human beings, drugs and weapons • Special police (SWAT, rapid reaction units, antiterrorist, undercover operations)
4	Crime Management/ Crime Prevention	<ul style="list-style-type: none"> • Crime scene management • Suspect/witness interview • Crime investigation (serious crimes, fraud, homicide, burglary, SGBV, etc.) • Criminal records/data base management • Crime/data analysis, crime trend recognition • Criminal intelligence analysis and management • Forensics including crime scene and evidence preservation, fingerprints, ballistics, firearm examination, DNA, pathology, handwriting and fraudulent documents identification, money counterfeiting, etc. • Community policing • Traditional policing (paramount, tribal, nomad-focused, etc.)
6	Training	<ul style="list-style-type: none"> • Training organization and management • Training curriculum and training plans development • General training delivery (including in-service training) in the areas of basic training, leadership training, general policing, police legislation, ethics, etc. • Tactical training including training in self defence, police formations, procedures such as arrest, search, detention, etc.

		<ul style="list-style-type: none"> • Weapons handling training (non lethal and fire arms)
		<ul style="list-style-type: none"> • Language training
7	Technical Support	<ul style="list-style-type: none"> • Weaponry: armoury management and inspection, gunsmith, weapon safety and storage, shooting range construction, explosives handling, etc.
		<ul style="list-style-type: none"> • IT: database development and administration, system design, computer programming, network specialists, etc.
		<ul style="list-style-type: none"> • Communication: radio and data communication system establishment and management, police radio network installation and maintenance, etc.
		<ul style="list-style-type: none"> • Police surveillance: equipment installation, running operations, use of evidence, etc.
		<ul style="list-style-type: none"> • Public information
		<ul style="list-style-type: none"> • Civil engineering: construction projects, building standards, architecture, building plan developing, etc.
		<ul style="list-style-type: none"> • Medical services

ID:

Annex H: EVALUATION GRID FOR LANGUAGE ASSESSMENT

Result: Pass Fail

Level				
A1 <input type="checkbox"/>	A2 <input type="checkbox"/>	B1 <input type="checkbox"/>	B2 <input type="checkbox"/>	C1 <input type="checkbox"/>

Correct answers	1	2	3	4	5	6	7	8	9	10
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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 errors. ² <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 errors conjugation. <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 interfere with 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

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).

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

² Example: At 07.15 on monday 1st 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...

ID:

Annexe H : GRILLE D'ÉVALUATION DU TEST DE LANGUE

1^{ère} Partie : Compréhension écrite

Résultat: Succès Échec

Réponses correctes	1	2	3	4	5	6	7	8	9	10
--------------------	---	---	---	---	---	---	---	---	---	----

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 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 complexes ¹ . 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 ² . <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 police ³ . 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. <input type="checkbox"/>
Informations	Manque important d'informations. Des informations ne sont pas comprises ou mal comprises. (de 0 à 5 faits clé) <input type="checkbox"/>	Manque d'informations. Présence des informations obtenues de l'écrit. (de 6 à 10 faits clé) <input type="checkbox"/>	Prise en compte des informations écrites et orales mais encore quelques manques. (de 11 à 15 faits clé) <input type="checkbox"/>	Utilise toutes ou presque toutes les informations avec des détails. (de 16 à 20 faits clé) <input type="checkbox"/>	Organisation de toutes les informations avec tous les détails. (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 » uniquement. Présentation inappropriée, quelques paragraphes, organisation. <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 complexes ⁴ entre les informations. Bonne présentation. <input type="checkbox"/>	Texte clair, fluide et articulé. Établit des liens complexes ⁴ entre les informations. Organisation exemplaire. <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 complexes ¹ . Sens clair. <input type="checkbox"/>	Pas d'erreurs. Grande variété d'expression, phrases surtout complexes. <input type="checkbox"/>
Vocabulaire et prononciation	Manque de mot pour s'expliquer, utilise des mots d'autres langues. Beaucoup de mots ne sont pas compréhensibles. <input type="checkbox"/>	Quelques erreurs dans le choix des mots, quelques mots sont difficilement compréhensibles. <input type="checkbox"/>	Essaye d'utiliser le vocabulaire de la police ³ . 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	Monologue incomplet et minimaliste. <input type="checkbox"/>	Le monologue est court et factuel. Pas de détails. <input type="checkbox"/>	Donne quelques détails, monologue factuel. Les idées sont organisées. <input type="checkbox"/>	Le monologue est long et clair. Beaucoup de détails et de commentaires. <input type="checkbox"/>	Long monologue organisé et structuré. Beaucoup de détails et d'explications. <input type="checkbox"/>
Niveau de langue	A1	A2	B1	B2	C1

Les niveaux de langue vont de A1 (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 l'examen).

¹ Exemple : Il a insisté sur ce qui a été mentionné durant la réunion.

² Exemple : Le lundi 1er Novembre 2010, le policier s'est rendu à son bureau!

³ Exemple : Il était en état d'ébriété et non Il était complètement ivre.

⁴ Exemple : Malgré les consignes de sécurité, pourtant clairement énoncées auparavant, l'agent a néanmoins enlevé la sécurité de son arme.

Annex I

COMPUTER ASSESSMENT

The following are sample exercises to determine a candidate's computer proficiency:

Exercise 1:

- a. Open Microsoft Word
- b. Create a new document
- c. Type in one paragraph (no more than 4 lines) about your computer skills
- d. Format the text to Arial font, bold, size 12
- e. Save the document as <*yourname*> in the folder C:\AMS\2011
- f. Close Microsoft Word

Exercise 2:

- a. Open Microsoft Word
- b. Create a new document
- c. Type in one paragraph (no more than 4 lines) about your understanding of the United Nations Police
- d. Format the text to Arial font, bold, size 12
- e. Save the document as <*yourname*> in the folder C:\AMS\2011
- f. Close Microsoft Word

Exercise 3:

- a. Open Microsoft Word
- b. Create a new document
- c. Type in one paragraph (no more than 4 lines) about your motivations for joining the United Nations Police Division
- d. Format the text to Arial font, bold, size 12
- e. Save the document as <*yourname*> in the folder C:\AMS\2011
- f. Close Microsoft Word

