

Annex 1 to the PNTL Organic Law

PNTL	NORMS OF ORGANISATION AND PROCEDURE		
Subject:	Norms of Organisation and Procedure Concept, Competency and Structure		
<i>DATE</i>	<i>SCOPE</i>	<i>ENTRY INTO FORCE</i>	<i>CODE</i>
	<i>GENERAL</i>	<i>IMMEDIATE</i>	<i>20.01-01/07</i>
<p>1. INTRODUCTION</p> <p>The Organic Law of the Polícia Nacional de Timor-Leste (OL/PNTL) establishes in Article 41 that the subject-matter related to the technical and administrative procedures to be adopted by PNTL, when they don't affect the rights of the citizens and are not reserved to law or regulation, are subject to internal rules of procedure, designated NOP, created and published in accordance with the present Annex.</p> <p>With this NOP, those NOP produced under the previous Organic Law of PNTL that is now revoked, remain in force, and establishes the criteria and objectives to be achieved with the NOP.</p> <p>Objectives of NOP:</p> <ul style="list-style-type: none">➤ Uniform technical and administrative procedures;➤ Simplify the preparation and transmission of orders;➤ Reduce the possibilities of error by action or by omission;➤ Facilitate the performance of tasks that, by their nature, don't suffer substantial changes through time;➤ Clarify the relations between the organs of command or leadership and the ones of execution. <p>2 . DISCIPLINE OF DRAFTING</p> <p>2.1 - Concept of NOP</p> <p>The NOP are the exclusive means of transmission of directives, regulation norms or procedures which must be followed and are of a permanent character.</p> <p>2.2 - Competency</p> <p>2.2.1 The projects of NOP are the competency of the General-Commander under the proposal of the chiefs of the units or services to which they are related.</p> <p>2.2.2 All NOP projects before being published are signed by the respective author and submitted to dispatch for approval by the General-Commander.</p> <p>2.3 - Form</p> <p>The NOP are prepared in the present graphic form.</p>			

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2.4. – Structure

The NOP observe the following structure:

2.4.1 – Subject

The subject of the regulation must be indicated in the corresponding field in the template.

2.4.2 – Code

Corresponding to the needs of compilation and consultation, the NOP are distributed in the following functional areas:

General

01.00 a 01.99

02.00 a 02.99

Public Security

03.00 a 03.99

04.00 a 04.99

Special Unit

05.00 a 05.99

06.00 a 06.99

07.00 a 07.99

08.00 a 08.99

09.00 a 09.99

Criminal Investigation

10.00 a 10.99

11.00 a 11.99

12.00 a 12.99

13.00 a 13.99

Forensic

14.00 a 14.99

15.00 a 15.99

General Administration

16.00 a 16.99

17.00 a 17.99

Training

18.00 a 18.99

19.00 a 19.99

Management of Personnel

20.00 a 20.99

21.00 a 21.99

Other

22.00 a 22.99

23.00 a 23.99

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As an example, in the item “Management of Personnel” personnel subjects that are related to personnel subjects, namely: regime of leave plans, regime of transfers and appointments, discipline, etc. In the item “General” are included all the structural norms of organisation of each one of the areas of intervention. In the remaining items the discipline of procedures that must be followed in the action of each area.

This coding is completed by other numbers that mean the following:

Subject	Nr. of NOP	-	Nr. Of the page	/	Total of Pages
XX	XX	-	XX	/	XX

Exemplifying:

- 22 – Other – Norms of general application
- 01 – NOP Nr. 1 of this area
- 01 – Page Nr. 1 of NOP in reference
- 91 - Total of pages that compose the NOP

Subject	Nr. of NOP	-	Nr. Of the page	/	Total of Pages
22	01	-	01	/	91

2.4.3 – Scope

- **GENERAL**, when applicable to all areas of PNTL, being the exclusive competency of the General-Commander;
- **RESTRICT**, when the application is confined to an area or a district command. In this situation the boundary of the scope application is expressly referred in the respective box. For instance: “Criminal Investigation”, “District Command of Dili”.

2.4.4 – Date

The “Date” field refers to the date of approval, to be added only after the respective dispatch of approval of the General-Commander.

2.4.5 – Entry into force

The correct field of the form must refer to the date by which the norms must be observed.

2.4.6 – Introduction

The text of the NOP must be preceded by an introduction specifying and justifying, the reason for its existence and the objectives that are to be achieved.

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2.5 – Procedures and control

2.5.1 – Each NOP must relate to only one subject of service.

2.5.2 – Each NOP project, independent of its origin, shall be submitted to an opinion from the planning unit and the cabinet of general-inspection in the general-command of PNTL, that will make their analysis on:

- Compliance, or not, with the relevant legal regime and with the rules of the present NOP;
- Existence, or not, of previous regulation, in all or in part, of the subject contained in the project;
- In the case of an NOP with a restricted scope of application, the existence of contradictions with the regime of a previous NOP of general application;
- Other substantiated observations considered pertinent, that refer to the contents of the NOP, with a merely consultative character.

2.5.3 – The changes or amendments to any NOP shall follow the procedure referred in 2.5.2 and shall serve as a revision, that will be signalled in the following way:

- Adding to the code the number of the revision (i.e.: 1st revision, 2nd revision, etc.);
- Changing the date field, putting the date of the dispatch of the approval of the revision.

When the amendment is approved, the NOP must be totally re-published.

3. DISSEMINATION AND ARCHIVE

3.1 – After the approval the NOP must be sent to the Department of Human Resources, for publication in the General-Command service order.

3.2 – After the receipt of any NOP, the heads of the commands, units, departments, divisions and sections must familiarise themselves with the contents, must promote their dissemination and control compliance, with the goal that all personnel under their supervision have knowledge of the contents.

3.3 – The NOP must be archived in an appropriate folder, with easy access and consultation.

3.4. These folders must always be updated when a norm is reviewed, replacing the previous version with the reviewed version.