



Standard Operating Procedure

Assessment of Operational Capability of Formed Police Units for Service in United Nations Peacekeeping Operations

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**STANDARD OPERATING PROCEDURE FOR
ASSESSMENT OF OPERATIONAL CAPABILITY OF FORMED POLICE UNITS
FOR SERVICE IN UNITED NATIONS PEACEKEEPING OPERATIONS**

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A. PURPOSE

1. This Standard Operating Procedure (SOP) provides instructions on how to assess formed police units (FPUs)¹ from United Nations Member States (MS) against the requirements of operational capability for service in United Nations peacekeeping operations (PKOs). The SOP also provides guidance and assistance to MS in their pre-selection procedures.

B. SCOPE

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

C. RATIONALE

4. This SOP outlines clear and coherent assessment procedures, which will contribute to increase efficiency and effectiveness of selection and deployment of FPUs to PKOs. 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 2010 *Policy (Revised) on Formed Police Units in United Nations Peacekeeping Operations*²; the *United Nations Peacekeeping Pre-deployment Training Standards for Formed Police Units*³; and the 2011 *Standard Operating Procedure: Selection and Recruitment Procedures for United Nations Personnel at the Police Division, Peacekeeping Operations and Special Political Missions*.⁴

¹ 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 peacekeeping operation, FPUs work in support of the establishment and maintenance of safe, democratic and more robust policing in accordance with a mission's mandate. See Department of Peacekeeping Operations/Department of Field Support, *Policy (Revised): Formed Police Units in United Nations Peacekeeping Operations*, 1 March 2010 (DPKO/DFS/2009.32) [hereinafter: Revised Policy on Formed Police Units], paragraph 8.

² See footnote 1 above.

³ Until these standards are formally approved, the *Temporary Training Standards for Formed Police Units, Annex A* (revised as of 20 December 2011) are used as the basis for pre-deployment training of FPUs.

⁴ 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*

D. PROCEDURES

SUMMARY

6. All FPU from MS must meet the requirements of operational capability to qualify for service in a PKO, as established in the 2010 *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 successfully completed the entire AOC regime and meet all individual and unit requirements of operational capability qualify for peacekeeping service.
7. Whether an FPU and its members meet the requirements of operational capability is determined in an AOC by a United Nations Formed Police Assessment Team (FPAT) deployed to a MS. In the context of a pre-deployment visit (PDV) prior to the first FPU deployment from a Member State (MS) to a specific PKO, the FPAT will be integrated into the PDV team. The AOC is mandatory and AOC clearance is a pre-requisite for service in a PKO. On the basis of the AOC results, the DPKO Police Adviser, in consultation with DPKO/DFS leadership, decides on the deployment of the unit.
8. Depending on the FPU rotation timelines in ongoing PKOs and on the need for FPU in new PKOs, the Selection and Recruitment Section (SRS) of the DPKO/OROLSI Police Division (PD) deploys an FPAT to a MS willing to contribute one or more FPU. During the AOC, the fulfilment of certain requirements is assessed by the FPAT directly, while the MS certifies the fulfilment of the other requirements. The medical fitness of the FPU members is certified by the MS to the SRS after the AOC and shortly before deployment.
9. Those FPU members authorised to drive a vehicle in the mission area must pass an additional driving test on arrival in the PKO to obtain a United Nations driving permit.

REQUIREMENTS OF OPERATIONAL CAPABILITY

10. The requirements of operational capability as defined in the 2010 *Policy (Revised) on Formed Police Units in United Nations Peacekeeping Operations*,⁵ the *United Nations Peacekeeping Pre-deployment Training Standards for Formed Police Units*,⁶ and other relevant guidance fall into individual and unit requirements. FPU must meet all requirements to qualify for peacekeeping service.

Police Division, Peacekeeping Operations and Special Political Missions, 25 March 2011 (DPKO/PD/SOP/2011).

⁵ See footnote 1 above.

⁶ See footnote 3 above.

Individual Requirements of Operational Capability

11. The individual members of an FPU must meet specific individual requirements to qualify for service in a PKO.⁷ In certain categories, senior FPU officers must meet additional requirements.
12. The individual requirements of operational capability fall into three (3) categories: basic eligibility; professional competence; and professional conduct.

Basic Eligibility

13. The basic eligibility requirements fall into four (4) sub-categories: age and professional experience; rank; medical fitness; and UN performance.
14. 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 but shall not include periods of basic police training.
 - b) *Minimum experience of certain senior FPU staff:* The FPU Commander, the Deputy Commander, the Platoon Commanders, the Section Commanders, 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 but shall not include periods of basic police training.
 - c) *Maximum age of all FPU staff:* All FPU staff should be less than sixty-two (62) years old to qualify for PKO service. Generally, it is strongly recommended that an FPU member be under fifty-five (55) years of age at the time of deployment.
15. Rank: Generally, it is the responsibility of the MS 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; Platoon Commanders will be at a rank of no less than Lieutenant or equivalent.
16. Medical fitness: All FPU members must be physically and mentally fit taking into consideration that they will have to perform crowd management and other physically demanding tasks, and that they will be deployed to a potentially hostile and hazardous environment.

⁷ These requirements correspond, where applicable, to the requirements that individual police officers must meet for individual deployment to a peacekeeping operation or special political mission. 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].

17. United Nations performance of certain senior FPU officers: The FPU Commander, the Deputy Commander, the Platoon Commanders, the Section Commanders, the Operations Officer, the Liaison Officer, the Logistics Officer and the Duty Officers are subject to United Nations performance appraisals for service in PKO.⁸ An FPU officer who received an unsatisfactory performance rating for a service with a PKO will be disqualified from future peacekeeping service.⁹

Professional Competence

18. The professional competence requirements fall into four (4) sub-categories: professional knowledge and skills; language skills; driving skills; and weapons handling and shooting skills.
19. Professional knowledge and skills: 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 below a-c). In addition, FPU officers in command positions should have a detailed understanding of command, control and coordination of FPUs in PKOs and will know how to react to and manage public order incidents (see below d).
- a) *United Nations peacekeeping*: All FPU members will be familiar with United Nations peacekeeping and its principles; the establishment, structures and functioning of United Nations peacekeeping operations; and relevant DPKO policies and procedures.
 - b) *United Nations policing*: All FPU members will have a good understanding of the principles, tasks and responsibilities of the UN police and FPUs; the basic concepts and characteristics of the main legal systems and the practical aspects of working within these systems in a UN mission; 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 PKO 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 Operations Officer, Platoon Commanders and Section Commanders must know 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

⁸ 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.

⁹ SOP on Performance Appraisals, paragraph 5.12.

to the specific position he or she will occupy. These officers must also have a detailed understanding of FPU command and control arrangements in PKOs, cooperation and coordination with other mission components, as well as assistance to national police and other national law enforcement agencies, particularly in cases of humanitarian disasters and national elections.

20. Language skills of senior 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(s) of the PKO they are deployed to, generally either English or French. On an exceptional basis when the working language is not English, a minimum of 50% of these officers must have proven skills in the working language of the PKO while the remaining officers must have proven English skills. However, either the FPU Commander or the Deputy Commander must have proven skills in the PKO's working language. Basic language skills in either English or the working language of the PKO are sufficient for the Medical Officer and for the Section Commanders.
21. Driving skills: An FPU member authorised to drive a vehicle in the PKO must be in possession of a valid national driving licence, have at least one (1) year of driving experience with the category of vehicle he or she is authorised to drive, know standard traffic regulations, and be able to safely operate the vehicle he or she is authorised to drive.
22. Weapons handling and shooting skills: An FPU member who will carry a firearm or a non-lethal weapon in the PKO must be able to handle it safely and must have proven shooting skills with the weapon. The specific handling and shooting requirements are different for sidearms, rifles and other types of firearms/non-lethal weapons.

Professional Conduct

23. The professional conduct requirements fall into two (2) sub-categories: knowledge of standards related to professional conduct and background integrity:
24. 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; human rights standards on arrest and detention; human rights standards on the use of force; 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; standards and zero tolerance policy

on sexual exploitation and abuse; obligations relating to HIV/AIDS; respect for diversity; and safety and security of UN personnel.

25. Background integrity refers both to conduct prior to a UN deployment and to conduct in a previous UN assignment:
- a) *Conduct prior to UN deployment.* An FPU member who has been convicted of, or is currently under investigation or being prosecuted for, any criminal 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 peacekeeping service.
 - b) *Conduct in a previous UN 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 peacekeeping service.¹⁰

Unit Requirements of Operational Capacity

26. In addition to the individual requirements that the individual members of an FPU must meet, the FPU as an entire unit must meet specific requirements to qualify for peacekeeping service. The unit requirements of operational capacity fall into five (5) categories: organisational standards; police techniques in peacekeeping operations; public order management capacity; capacity to provide protection to UN personnel, UN facilities and civilians; and support to capacity building.

Organisational Standards

27. The organisational standards of an FPU refer to its composition of personnel and to the weapons and other equipment needed.
28. Composition: The composition and organisation of FPUs may vary due to mission-specific requirements. At a minimum, an FPU will have a total strength of approximately 140 members and will consist of an operational component, a command element and a logistics element:
- a) *Operational component.* The operational component comprises a minimum capacity of 120 police officers and consists of tactical sub-units (platoons). The recommended number of sub-units is four (4); the minimum number is three (3), consisting of approximately 30 officers each. Specialised capacities such as forensics, canine, SWAT or close protection may be added but do not count towards the minimum capacity of 120. The sub-units are made up of sections, consisting of a minimum of ten (10) operational members per section. The sections make up the smallest deployable units and cannot be broken down further. The operational component and its command element should have been formed no less than six months prior to deployment.

¹⁰ 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.

- b) *Command element*: The command element of an FPU includes the Commander, the Deputy Commander and sufficient capacity in information analysis, logistics, operations, communications and personnel. Normally, the command element consists of the Commander, the Deputy Commander, the Platoon Commanders, the Operations Officer, the Liaison Officer, the Logistics Officer, the Medical Officer and the Duty Officers.
 - c) *Logistics element*: The logistics element may vary in size but must have sufficient capacity in terms of trained craftsmen and personnel to provide all agreed services under the Memorandum of Understanding (MOU) between the United Nations and the MS, as well as under the rules and regulations on contingent-owned equipment (COE).
 - d) *National support element (NSE)*: An NSE is not a requirement but optional and is not counted in the police strength of the PKO.¹¹
29. Weapons and other equipment: The specific weapons and other equipment needed in a given mission environment are determined by the United Nations on the basis of the strategic and operational planning process and reflected in the related planning documents, particularly in the mission's Concept of Operations (CONOPS), the Operational Plan (OPLAN), and the mission-specific directive on detention, searches and use of force for members of FPUs.

Police Techniques in Peacekeeping Operations

30. The FPU will, in its smallest deployable units, be able to carry out police interventions in PKO environments. In particular, the units 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 an inbuilt stress management mechanism.

Public Order Management

31. The FPU as a unit will be able to perform public order management techniques in PKO environments. In particular, the FPU shall be familiar with crowd control equipment; foot manoeuvres and tactical formations; techniques to clear barricades; tactical use of vehicles and water canons; arrest methods in public order situations; fire fighting in crowd control situations; response to sniper incidents in public order situations; rescue of threatened or injured FPU member(s); and methods of tactical withdrawal and unit relief.

Protection of United Nations Personnel, United Nations Facilities and Civilians

32. The FPU as a unit will be able, in collaboration with the UN military component, to provide protection to United Nations personnel, United Nations facilities and when so mandated, to local civilians, local officials and/or local facilities. In particular, the

¹¹ The exact size and composition of the NSE is determined by the MS in coordination with the United Nations, normally during the MOU negotiations and can be articulated in the memorandum of understanding (MOU). For more details see Revised Policy on Formed Police Units, paragraph 20.

FPU will be capable of planning and conducting checkpoint operations; planning and conducting patrols; providing tactical responses to incidents such as roadblocks; providing static and dynamic security to UN personnel and facilities; and providing security for UN convoys.

33. When mandated and within means and capabilities, the FPU as a unit will be able to provide support to higher risk police operations such as evacuating occupied premises, responding to threatening incidents in prisons, providing support to hostage taking incidents, identifying and handling explosive devices, and safely deploying with United Nations helicopters and airplanes.

Support to Capacity Building

34. Support to capacity building is not a core FPU task. As a rule, training experts on public order management are recruited separately and serve in United Nations police capacity-building programmes. Nonetheless, if the mandate and the security situation allow for a diversion from the core tasks, an FPU may support the United Nations police in building the capacity of the national police in the area of public order management. Generally, such support will be provided through joint trainings and joint exercises.

MEMBER STATE PRE-DEPLOYMENT TRAINING AND PRE-SELECTION

35. It is the responsibility of the MS 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 10-34 above). Detailed instructions on the FPU training requirements are provided in the *United Nations Peacekeeping Pre-deployment Training Standards for Formed Police Units*.¹²
36. PD should advise the MS to organise pre-deployment trainings, to conduct pre-AOC exercises, and to pre-screen the FPU and its members in order to prepare them for an AOC. Further, PD should encourage MS to facilitate the participation of FPUs with female officers through training and other appropriate measures.¹³
37. In collaboration with relevant DPKO and DFS offices, PD regularly provides MS with information on the needs for FPUs in peacekeeping operations in order to guide the pre-training and pre-selection in the MS. PD also maintains regular contact with the MS to plan and prepare for an AOC. PD should 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 AOC.

THE FORMED POLICE ASSESSMENT TEAM (FPAT)

38. Certified AOC instructors oversee the AOC process. AOC instructors are either PD staff members or serving United Nations police officers, generally from the PKO's

¹² See footnote 3 above.

¹³ 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.

support office of the Deputy Chief of Operations for Formed Police Units. AOC instructors who are serving United Nations police officers are selected by the SRS in consultation with the PKO's Head of Police Component (HOPC) on the basis of the AOC 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 PKO. The AOC instructors are regularly briefed by the PKO's Integrated Training Unit (ITU) and the SRS to ensure their AOC preparedness. AOC instructors who are PD staff are certified by the Chief, SRS.

39. Any complaints about the conduct of AOC instructors should be addressed to the DPKO Police Adviser. In case of misconduct¹⁴ or failure to perform to the established standards in this SOP, the SRS may withdraw the AOC instructor's certification. Possible further disciplinary actions will be determined by the relevant HOPC or the DPKO Police Adviser if the instructor is a PD staff member, in accordance with relevant UN rules and regulations on conduct and discipline.
40. A Formed Police Assessment Team (FPAT) is established to oversee an AOC. The FPAT determines whether an FPU meets the requirements of operational capability; makes recommendations on additional pre-deployment training needs; comments on the overall operational readiness of the unit; and makes recommendations about its possible deployment.
41. The FPAT is composed of certified AOC instructors. Whenever possible, the members of a FPAT should include both SRS staff and serving United Nations police officers. Where possible, there should be at least one female instructor on the team. Whenever there is a PD representative on the team, that person will be the team leader. To ensure transparency and reliability of the assessment, nationality of the AOC instructors should be taken into account. The terms of reference of the FPAT are included in Annex B.
42. PD and PKOs are to cover the travel costs of their AOC instructors participating in a FPAT respectively.
43. FPAT members who are United Nations staff members shall, as officials of the United Nations in accordance with article V of the *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.
44. FPAT members who are not included in the definition in paragraph 43 above but are United Nations police officers deployed on mission subsistence allowance shall be regarded as "experts on mission" 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 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.

¹⁴ Misconduct is 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.

45. 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 any official or expert on mission in any case where, in his opinion, the immunity would impede the course of justice and it can be waived without prejudice to the interests of the United Nations.

AOC PREPARATIONS

SRS Planning

46. Depending on the FPU rotation timelines in on-going PKOs and on the need for FPUs in new PKOs, the SRS deploys a FPAT to a MS willing to contribute one or more FPUs.
47. Prior to a MS's first FPU deployment to a specific PKO, DPKO organizes a PDV visit to the MS.¹⁵ In such instances, the FPAT is integrated into the PDV team.
48. Generally, an AOC should take place between two (2) months and one (1) month before the planned FPU deployment date. The AOC should be completed no less than 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 SRS will inform the MS about the proposed dates, duration and scope of the AOC.

MS Preparations

49. No later than one (1) month in advance of the FPAT visit, the MS must submit to the SRS the following four sets of documents:
50. AOC list of FPU personnel, both in hard and electronic copies: The MS should use the template of the AOC list of FPU personnel provided by the SRS (see Annex C). The list must be complete and include the following details of each FPU to be assessed:
 - a) The FPU composition and organisation, as well as the date when the FPU 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), the rank, the position in the FPU, if authorised to carry a weapon (if applicable, what type of firearm), if authorised to drive in the mission area (if applicable, what type of vehicle).
 - c) The same details of all reserve FPU members. For each component or element of an FPU, the MS can present a maximum 10% personnel reserve to the FPAT.

¹⁵ Department for Peacekeeping Operations, *Policy Directive: Pre-deployment Visits*, 5 October 2005 (2400/MIL/POL/0502).

51. AOC note of certification, using a standard format (see Annex D). In the note, the MS is requested to certify, in writing, that:
- a) The FPU and its members have undergone the required pre-deployment trainings and have been pre-selected (see paragraphs 18-22 and 30-37 above). Along with the certification, the MS will provide the SRS with a copy of the pre-deployment training programme.
 - b) The FPU members who are authorised to carry non-lethal weapons or firearms other than side arms or rifles are able to safely handle them and have proven shooting skills with these weapons. The names of these FPU members have to be provided (see paragraphs 22 above and 91 below).
 - c) The FPU members who are authorised to drive vehicles other than regular vehicles (see paragraph 75) are in possession of a valid national driving licence that qualifies them to drive this category of vehicle; have at least one (1) year of driving experience with the category of vehicle they are authorised to drive; know standard traffic regulations; and are able to safely operate the vehicle they are authorised to drive. The names of each of these FPU members have to be provided (see paragraphs 21 above and 79 below).
 - d) No FPU member has been convicted of, or is currently under investigation or being prosecuted for, any criminal offence, or any violations of international human rights law or international humanitarian law. In the case of an FPU member who has been investigated for, charged with or prosecuted for any criminal offence but was not convicted, the MS has to provide information regarding the investigation or prosecution concerned. The MS is also requested to certify that it is not aware of any allegations against an FPU member that he or she has committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law (see paragraph 25a 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 and SGBV (see paragraph 25b above).
52. Self-attestations of all FPU members, using a standard format (see Annex E): Each FPU member has to attest in writing that he or she has not been convicted of, nor prosecuted for, any criminal offence; and that he or 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 25a above).
53. Curriculum vitae of the FPU Commander, the Deputy Commander, the Platoon Commanders and the Section Commanders, as well as of the Operations Officer, the Liaison Officer, the Logistics Officer and the Duty Officers.
54. Only FPU members whose names have been included in the AOC list of FPU personnel and communicated to the SRS no later than one (1) month in advance of

the AOC will be assessed during the FPAT visit. No FPU members can be added to the list unless exceptionally authorised by the SRS.

55. No later than one (1) month in advance of the AOC, the MS must provide the SRS 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.
56. The liaison officer should assist the FPAT in arranging meetings and should provide the SRS in advance of the team's arrival with a proposed agenda and a list of attendees. The SRS should strongly encourage the MS to arrange, at the conclusion of the FPAT visit, meetings of the FPAT with relevant authorities to discuss how to further strengthen the MS's pre-training and pre-selection process, how to improve the matching of the FPUs with the requirements of current PKOs, as well as the outcomes of the AOC process.
57. AOCs are only possible with the logistical and administrative support of the MS 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 in Annex F. Annex G lists facilities to be provided by the MS during an AOC.

THE AOC PROCESS

58. Before the FPAT deploys to the MS, the SRS will confirm that the four sets of documents provided by the MS (see paragraphs 49-53 above) are complete. Moreover, the SRS will verify the conduct and performance of those FPU officers who served previously in a PKO (see paragraphs 17 and 25b above).
59. Generally, the AOC takes place at the location in the MS where its FPUs receive the pre-deployment training. The MS will ensure that all FPU members are present and appear on time for the AOC.
60. The MS will also ensure that all FPU members are ready to present a valid national photo or police ID (in Latin alphabet) or passport. Moreover, the MS will ensure that the FPU members do not carry their firearms during the AOC with the exception of the weapons handling and shooting assessment.
61. 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 or French. The MS will provide interpreters to all FPAT members if necessary.
62. The AOC consists of six (6) stages: the verification of the information provided by the MS, the language competency assessment, the driving competency assessment, the weapons handling and shooting assessment, the operational interview, and the tactical exercise:

Verification of Information Received

63. At the start of the AOC, the FPAT will verify the following information received from the MS:
- a) The AOC list of FPU personnel, particularly the identity of the FPU members; their age; their years of police service (excluding years of basic police training); and the composition and organisation of the FPU. Every FPU member must identify him- or herself with a valid ID card (see paragraph 50 above).
 - b) The AOC note of certification, particularly the identity of the FPU members who are authorised to carry non-lethal weapons or firearms other than sidearms or rifles; the identity of the FPU members who are authorised to drive vehicles other than regular vehicles (these drivers have to present valid national driving licences that qualify them to drive these categories of vehicles); and receipt of the certification concerning criminal offences and violations of international human rights law and international humanitarian law (see paragraph 51 above).
 - c) The curriculum vitae of the FPU Commander, the Deputy Commander, the Platoon Commanders and the Section Commanders, as well as of the Operations Officer, the Liaison Officer, the Logistics Officer 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 UN service (if applicable).

Language Competency Assessment

64. 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 language competency assessment (see paragraph 20 above).¹⁶ Basic language skills of Medical officers and Section Commanders will be assessed only through the Operational Interview.
65. The language competency assessment is conducted in the working language of the PKO, generally either English or French. On an exceptional basis when the working language is not English, a minimum of 50% of the officers have to be tested in the working language while the remaining officers are tested in English. However, either the FPU Commander or the Deputy Commander will be tested in the working language of the PKO.
66. 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 operational interview (see paragraphs 70-73 below).

¹⁶The assessment process corresponds to the language competency assessment of individual police officers. See SOP on Assessment of Individual Police Officers, paragraphs 52-53.

Reading Exercise

67. The FPU officers receive a document describing a PKO-related FPU incident. They have twenty (20) minutes to read the document and answer ten (10) questions related to the incident. The AOC instructors use a question and answer matrix to evaluate the reading exercise of the language assessment. An officer requires a minimum of seven (7) correct answers to pass the reading exercise.

Report Writing Exercise

68. The FPU 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.
69. 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 assessment (see Annex H). An FPU officer should demonstrate a B1 or higher level of language to pass the report writing exercise of the language assessment.

Operational Interview

70. The FPU Commander, the Deputy Commander, the Platoon Commanders and the Section Commanders, as well as the Operations Officer, Liaison Officer, the Logistics Officer, the Medical Officer, 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 and his or her knowledge of integrity standards. The interview lasts a minimum of twenty (20) minutes per officer. A MS representative may attend the interviews as an observer if the MS so desires, but will not be allowed to intervene in the interview.
71. 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 PKOs (see paragraph 19 above). The instructor(s) also ask(s) the officer about specific knowledge and skills required in the position he or she will occupy in the FPU. Moreover, the FPU officer is interviewed about his or 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 24 above). Annex I provides a detailed guide on how to conduct the operational interview.
72. The Commander, the Deputy Commander, the Operations Officer, the Liaison Officer, the Logistics Officer and the Duty Officers also have to perform a practical computer exercise during the interview to determine their level of computer proficiency (see Annex J for sample exercises).

73. The AOC instructor(s) use(s) standard scoring matrices to evaluate the oral communication skills of the FPU officer (see Annex I) and the FPU officer's level of knowledge of professional and integrity standards (see Appendix 1 to Annex I). The computer skills of the Commander, the Deputy Commander, the Operations Officer, the Liaison Officer, the Logistics Officer and the Duty Officers are not included in the grade of the interview but officers with demonstrated computer skills will be given preference over other officers for deployment.

Driving Competency Assessment

74. All FPU members authorised to drive a vehicle in the PKO must pass the driving competency assessment. The assessment depends on the type of vehicle the FPU member is authorised to drive.

Regular vehicle

75. All FPU member authorised to drive a regular vehicle such as a sedan or a pick-up truck must meet the driving requirements set out in the SOP on Assessment of Individual Police Officers:¹⁷
76. The FPU member must identify him- or herself to the FPAT 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. The driving competency assessment consists of two parts: the handling exercise and the road exercise (for details see Annex K):
77. In the handling exercise, the FPU member 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 K. 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.
78. In the road exercise, the FPU member is expected to demonstrate his or 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 K to assess the driving skills of the FPU member.

Other Vehicles

79. An FPU member authorised to drive any other type of vehicle must be certified by the MS to be in possession of a valid national driving licence that qualifies him or her to drive this category of vehicle, have at least one (1) year of driving experience with the category of vehicle he or she is authorised to drive, know standard traffic regulations, and be able to safely operate the vehicle he or she is authorised to drive (see paragraph 51c above).

¹⁷ SOP on Assessment of Individual Police Officers, paragraphs 22, 58-59.

Driving Test in the Mission Area

80. Given the fact that the mission driving and road conditions likely differ from those in the FPU member's home country, all deployed FPU members who are authorised to drive are required to pass another driving test in the mission area, under mission conditions and with mission vehicles, to obtain a driving permit for the mission area. The test should be taken within the first five (5) working days of arrival in the mission area. Should a deployed FPU member 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 FPU member may be required to undergo driving training and may have to produce proof thereof prior to being admitted to the third test. FPU members 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).

Weapons Handling and Shooting Assessment

81. An FPU member who will carry a firearm or non-lethal weapon in the PKO must pass a weapons handling and shooting assessment that should be conducted with the same type of weapon that the FPU member will carry in the PKO. Different assessment procedures apply to sidearms, rifles and other types of firearms/non-lethal weapons:

Sidearm

82. 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.¹⁸ The assessment consists of two parts:
83. In the handling exercise, the FPU member has to demonstrate to the FPAT his or her ability to handle the sidearm safely to continue to the shooting exercise. 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.
84. The shooting exercise is conducted under the responsibility of the MS's firearms instructor and supervised by an AOC instructor. 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 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 sidearm, under supervision of the MS firearms instructor, must be holstered prior to and

¹⁸ SOP on Assessment of Individual Police Officers, paragraphs 62-63.

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 FPU member has to hit the target in four (4) out of the five (5) rounds.

- b) In *step two*, the FPU member 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 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 MS firearms instructor.

- 85. 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. Only in case of misfire due to technical reasons beyond the FPU member's control will he or 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 firearms handling and shooting skills (see Annex L).

Rifle

- 86. An FPU member authorised to carry a rifle must meet the following handling and shooting requirements that are assessed in two parts:
- 87. In the handling exercise, the FPU member has to demonstrate to the FPAT his or 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.
- 88. The shooting exercise is conducted under the responsibility of the MS's firearms instructor and supervised by an AOC instructor. 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 has to shoot a total of five (5) rounds in standing position from a distance of twenty-five (25) metres at a target of 45 cm x 68 cm; and
 - b) In *step two*, the FPU member has to shoot a total of five (5) rounds in kneeling or prone position from a distance of thirty (30) metres at a target of 45 cm x 68 cm. The AOC instructor decides in what position the exercise is conducted.
- 89. To pass the rifle handling and shooting exercise, the FPU member must hit the target in at least seven (7) out of ten (10) rounds in the two 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 will he or 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 firearms handling and shooting skills (see Annex L).

90. An FPU member who fails the shooting exercise immediately receives one more chance.

Other Firearms/Non-Lethal Weapons

91. An FPU member authorised to handle any other type of weapon such as a machine gun, a tear gas launcher or a Taser must be certified by the MS to be able to handle it safely and to have proven shooting skills with the weapon (see paragraph 51b above).

Tactical Exercise

92. In addition to the individual requirements of operational capability that the individual members of an FPU must meet to qualify for peacekeeping service, the FPU as a unit will demonstrate to the FPAT in a tactical exercise that it meets the unit requirements of operational capacity.
93. 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 police techniques in peacekeeping operations; its public order management capacity; and its capacity to provide protection to United Nations personnel, United Nations facilities, local civilians, local officials and local facilities (see paragraphs 30-33 above).
94. 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 capacity and of its capacity to provide protection to United Nations personnel, United Nations facilities, local civilians, local officials and local facilities will involve the entire FPU. Specialised capacities of an FPU such as forensics, canine, SWAT or close protection capacities will also be assessed during specific scenarios of the tactical exercise. For detailed instructions on what the tactical exercise should include see Annex M.
95. To assess the tactical exercise, the AOC instructors use a standard scoring matrix that evaluates the technical skills and capacities of the FPU; the operational cohesiveness of the unit; its command and control, 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 scoring matrix (see Appendix 1 to Annex M).

Inspection of Weapons and Other Equipment

96. The weapons and the COE are inspected only in the context of the PDV prior to a MS's first FPU deployment to a specific PKO.¹⁹ The purpose of this inspection by the FPAT is to ensure that the equipment meets the operational requirements of the PKO environment in question. In the inspection, the FPAT will be guided by the provisions in the draft MOU between the United Nations and the MS.

Assessment of Specialized Capacities

97. The assessment of specialized capacities, such as Canine units and SWAT teams that serve a specific expert function shall be conducted separately by qualified AOC instructors in subject matters.

AOC RESULTS AND AOC VALIDITY

98. 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, and provides observations on the AOC process. The report is addressed to the Police Adviser through the Chief, SRS, and copied to the MS authorities. The standard format of the AOC report is attached in Annex N. The AOC list of FPU personnel with completed AOC results will be attached to the report (see Annex C). Appendix 1 to Annex N includes a sample cover letter from the FPAT leader to the MS authorities.
99. Only FPUs that have successfully completed the entire AOC regime and that meet all individual and unit requirements of operational capability qualify for peacekeeping service and will be permitted to deploy to a PKO. Unsuccessful FPUs will have to undergo retraining and will have to be re-assessed. An individual FPU member who failed a requirement may be assigned to a position within the FPU in which he or she does not need the requirement he or she did not meet.
100. On the basis of the AOC, the DPKO Police Adviser determines the overall operational readiness of the FPU and decides on its deployment in accordance with the PKO needs.
101. Under exceptional circumstances and subject to SRS approval on a case-by-case basis, an individual FPU member may be assessed after arrival in the PKO. An FPU member who does not pass the in-mission AOC will be repatriated at the cost of the MS.
102. An AOC clearance is valid for the expected tour of duty of the unit. An FPU serving in a PKO may be redeployed to another PKO without being re-assessed, provided the FPU has not been reorganised and the Commander, the Deputy Commander, the Platoon Commanders and the Section Commanders, as well as the Operations Officer, the Liaison Officer, the Logistics Officer and the Duty Officers have been

¹⁹ Department for Peacekeeping Operations, *Policy Directive: Pre-deployment Visits*, 5 October 2005 (2400/MIL/POL/0502).

cleared for the new PKO's official language (the exceptional provision of paragraph 64 applies).

103. AOC language assessment is valid for a period of no longer than twenty-four (24) months from the date of completion of the AOC. In case of deployment to a PKO with the same official language the FPU Commander, the Deputy Commander, the Platoon Commanders and the Section Commanders, as well as the Operations Officer, the Liaison Officer, the Logistics Officer and the Duty Officers shall be tested only in their operational skills through the Operational Interview, weapons handling and shooting and tactical exercise when applicable.
104. Individual FPU members who have served in a PKO and have returned to their home country may be deployed to another PKO after having served for a minimum of six (6) months in their home country.
105. Individual FPU members serving in a PKO may be re-deployed to another FPU in a different PKO. In such instances, they do not have to undergo an entire AOC but only those requirements have to be assessed that are different in the new position.

FINAL AOC BRIEFINGS AND POST-AOC ACTIONS

106. At the conclusion of the FPAT visit, the FPAT will brief the FPU officers in command positions and debrief the MS authorities. Before the actual deployment, the MS will certify the medical fitness of all FPU members:

Pre-deployment Briefing of FPU Officers in Command Positions

107. To enhance the pre-deployment preparedness of the FPU, the FPAT will brief the Commander, the Deputy Commander, the Operations Officer, the Platoon Commanders and the Section Commanders about the way forward until deployment (see Annex O). Material on the mandated tasks and the operational environment of the relevant PKO will be distributed during the briefing.
108. 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.

Debriefing of MS Authorities

109. The FPAT leader will submit a copy of the AOC report to the relevant MS 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.
110. The FPAT should also deliver to the MS authorities printed material including a copy of this SOP, an updated list with links to relevant guidance material, mission briefings and best practices in order to support their efforts to train and pre-select FPUs that meet the requirements of operational capacity.

Member State Certification of Medical Fitness

111. The medical fitness of the FPU members is certified by the MS in a written note to the DPKO Police Adviser before the actual deployment phase starts. A standard format for this medical certification can be found in Annex P.

E. TERMS AND DEFINITIONS

112. For the purpose of this SOP, the following definitions shall apply:

<i>AOC</i>	The Assessment of Operational Capability (AOC) 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 PKO.
<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 PKO's support office of the Deputy Chief of Operations for Formed Police Units) who is certified by the SRS to participate in a FPAT and oversee an AOC.
<i>COE</i>	Contingent-owned equipment
<i>CONOPS</i>	Concept of operations
<i>DPKO</i>	The United Nations Department of Peacekeeping Operations
<i>DMS/CMS</i>	Director of Mission Support/Chief of Mission Support
<i>FPAT</i>	A Formed Police Assessment Team (FPAT) is a team of AOC instructors sent by the United Nations to MS to conduct an AOC.
<i>FPAT leader</i>	A FPAT leader coordinates and supervises a FPAT sent to a specific MS. The FPAT leader has to be an AOC instructor. Preferably, he or 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>	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, FPUs work in support of the establishment and maintenance of safe, democratic and more robust policing in accordance with a mission's mandate.

<i>FPU Coordinator</i>	The FPU Coordinator in the SRS plans and coordinates all FPAT visits to MS.
<i>HOM</i>	The Head of Mission leads a PKO including its police component
<i>HOPC</i>	The Head of the Police Component of a PKO
<i>ITU</i>	Induction Training Unit of the police component of a PKO
<i>MOU</i>	Memorandum of Understanding
<i>MS</i>	A Member State of the United Nations
<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
<i>PCC</i>	A Police Contributing Country is a MS that provides police officers (individual or FPU) for service in a PKO.
<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 Component</i>	All United Nations police officers in a given PKO including individually deployed police officers and FPUs
<i>SRS</i>	The Selection and Recruitment Section of the Police Division in the DPKO Office of Rule of Law and Security Institutions

F. REFERENCES

Normative or Superior References

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

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

United Nations Basic Principles on the Use of Force and Firearms by Law Enforcement Officials (Eighth United Nations Congress on the Prevention of Crime

and the Treatment of Offenders, welcomed by General Assembly resolution 45/121, 18 December 1990)

Department of Peacekeeping Operations/Department of Field Support, *Policy on Authority, Command and Control in United Nations Peacekeeping Operations* (15 February 2008)

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)*, 27 October 2011 (A/C.5/66/8)

Department of Peacekeeping Operations/Department of Field Support, *Manual on Surface Transport Management in the Field*

Secretary-General's Bulletin: Special measures for protection from sexual exploitation and abuse, 9 October 2003 (ST/SGB/2003/13)

Related Guidance

Department of Peacekeeping Operations/Department of Field Support, *Policy (Revised): Formed Police Units in United Nations Peacekeeping Operations*, 1 March 2010 (DPKO/DFS/2009.32)

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, 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)

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

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

United Nations Police, *Temporary Training Standards for Formed Police Units, Annex A* (revised as of 20 December 2011)

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)

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

G. MONITORING AND COMPLIANCE

113. 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

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

115. This SOP was developed following a review of the *2004 Guidelines for Formed Police Unit Standards and Assessment Procedures in United Nations Peacekeeping Operations*.²⁰ The review process included wide consultations at Headquarters, with PKOs, and with MS. It has not been amended.
116. This SOP supersedes the Department of Peacekeeping Operations, Civilian Police Division *Guidelines for Formed Police Unit Standards and Assessment Procedures in United Nations Peacekeeping Missions*, January 2004 and all previous DPKO SOPs on the assessment and selection of FPU.
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APPROVAL SIGNATURE: /s/ HL, E. Mule, oic DPKO

DATE OF APPROVAL: August 9, 2012

²⁰ Department of Peacekeeping Operations, Civilian Police Division, *Guidelines for Formed Police Unit Standards and Assessment Procedures in United Nations Peacekeeping Missions*, January 2004.

Annex A

ASSESSMENT OF OPERATIONAL CAPABILITIES (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 certified by the Selection and Recruitment Section (SRS) of 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 PKO'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 the 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 MS, 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 PKO's operational requirements.
- e) Collect data for the AOC database and forward the data to the SRS and to the PKO'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 or her superior.

3. Requirements

- a) Minimum of 8 years of active service in a MS police or other law enforcement agency.
- b) Minimum of 3 months of international policing experience with the United Nations or other international organization.
- c) AOC clearance (i.e., meets the requirements for United Nations PKO service).

- d) Fluency in English and/or French in order to conduct the AOC language competency assessment, effectively communicate with MS representatives, analyse the AOC data, and prepare an AOC report for presentation.
- e) Possess relevant FPU experience.
- f) Knowledge of policies and procedures related to contingent-owned equipment (COE).
- g) Knowledge of the FPU pre-deployment training standards.
- h) 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.
- f) **Technological awareness:** Keeps abreast of available technology and ability to apply basic computer skills such as word processing, database management, electronic communication tools and applicability of basic office equipment (computer, scanner, printer, copier, etc.).

Annex B

FORMED POLICE ASSESSMENT TEAM (FPAT)

Terms of Reference

1. Mandate

- a) A FPAT is established to oversee 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 consists of certified AOC instructors (see Annex A) and is led by the FPAT leader.
- b) Whenever possible, the members of a FPAT should come from both the PD and the PKO concerned. When possible, there should be at least one female AOC instructor on the team.
- c) The SRS of the DPKO/OROLSI/PD selects the members of a FPAT and decides on the distribution of roles within the team. The FPAT members who are serving United Nations police officers are selected in consultation with the PKO's Head of Police Component (HOPC).

3. FPAT Leader

- a) Whenever possible a PD representative leads the FPAT.
- b) The role and functions of the FPAT leader include but are not limited to:
 - i. Coordinate and liaise with the MS 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 MS 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 MS 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 MS 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 MS 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 headquarters and PKO offices.

- ix. Liaise with the SRS on the AOC and facilitate the flow of information to and from the SRS.

4. FPAT Logistics

- a) The PKOs and the PD respectively have to cover the travel costs of their AOC instructors.
- b) The FPAT members shall ensure they have all the necessary materials in order 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 on the basis of the draft MOU and the manual on contingent-owned equipment (COE) to ensure they meet the operational requirements of the PKO 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 C

AOC LIST OF FPU PERSONNEL / RESULTS MATRIX

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

A) FPAT		Candidates:	Member State:	FPAT Instructor
B) Deployment		Date FPU constitution:	PKO:	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	Operational Interview	Driving Test	Weapons handling	Shooting Test	Tactical Exercise	Role/position
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1															FPU Commander
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Annex D

STANDARD FORMAT FOR MEMBER STATE NOTE OF CERTIFICATION

1. The MS Note of Certification should include the following text:

- a) The Government of [*name of the Member State*] herewith certifies with respect to the FPU [*designation of the FPU*] it nominates for service in the peacekeeping operation [*name of the peacekeeping operation*] that:
 - i. All FPU members have undergone the required pre-deployment training and have been pre-selected. A copy of the FPU's pre-deployment training programme is attached to this note.
 - ii. The FPU members who are authorised to carry non-lethal weapons or firearms other than side arms or rifles are able to safely handle them and have proven shooting skills with the firearms. A list with the names of these FPU members is attached to this note.
 - iii. The FPU members who are authorised to drive vehicles other than regular vehicles are in possession of valid national driving licences that qualify them to drive this category of vehicle, have at least one (1) year of driving experience with the category of vehicle they are authorised to drive, know standard traffic regulations, and are able to safely operate the vehicle they are authorised to drive. A list with the names of these FPU members is attached to this note.
 - iv. No FPU member has been convicted of, or is currently under investigation or being prosecuted for, any criminal offence, or any violations of international human rights law or international humanitarian law. Moreover, the Government certifies that it is not aware of any allegations against its nominated FPU members that they have committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international human rights law or international humanitarian law.
 - v. No FPU member has been involved in serious misconduct in a previous United Nations assignment including in an incident of sexual exploitation and abuse.
- a) [*If applicable:*] In addition, the Government of [*name of Member State*] 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 offences but were not convicted.
- b) The note of certification should be signed by the Permanent Representative of the Member State. Date and place of the signature should be clearly indicated on the note.

Annex E

STANDARD FORMAT FOR SELF-CERTIFICATION OF FPU MEMBERS

1. The MS Note of Certification should include the following text:

Each FPU member should personally sign the self-certification form. Date and place of the signature should be clearly indicated on the form. The form should include the following text:

I attest that I have not been convicted of, nor prosecuted for, any criminal offence. I attest that I have not been involved in the commission of any violation of international human rights law or international humanitarian law.

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

Annex F

STANDARD SCHEDULE OF FPAT ACTIVITIES

1. FPAT Preparations prior to MS Visit

- a) Confirmation that documents provided by MS are complete
 - i. AOC list of FPU personnel
 - ii. AOC note of certification
 - iii. Self-attestations of FPU members
 - iv. Curriculum vitae of senior FPU officers
- b) Records check of FPU officers with previous PKO service
 - i. Check of performance of the command element
 - ii. Check of conduct

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

- a) Coordination meeting with the MS 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 Capabilities (AOC)

- a) Verification of information received
 - i. 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 organisation of FPU
 - ii. AOC note of certification
 - 1. Identity of FPU members authorised to carry non-lethal weapons or firearms other than sidearms and rifles
 - 2. Identity of FPU members authorised to drive vehicles other than regular vehicles (with valid national driving licences)
 - iii. Self-attestations personally signed by all FPU members
 - 1. Submission of self-attestations by all FPU members
 - 2. Personal signature on all self-attestations
 - iv. Curriculum vitae of senior FPU officers
 - 1. Age, years of police experience and rank
 - 2. Periods of previous UN service
- b) Language competency assessment

- i. Reading exercise
 - ii. Report writing exercise
 - iii. Grading of both exercises
 - iv. Announcement of results
- c) Operational interview
 - v. Oral interview
 - vi. Computer exercise
 - vii. Grading
 - viii. Announcement of results
- d) Driving competency assessment (regular vehicles)
 - ix. Handling exercise
 - x. Announcement of results
 - xi. Road exercise
 - xii. Announcement of results
- e) Weapons handling and shooting assessment
 - xiii. Handling exercise
 - xiv. Shooting exercise (sidearm)
 - 1. Step1 (distance five (5) meters)
 - 2. Step2 (distance seven (7) meters)
 - xv. Shooting exercise (Rifle)
 - 1. Step 1 (standing position, distance (25) meters)
 - 2. Step 2 (kneeling or prone position, distance (30) meters)
 - xvi. Announcement of results
- f) Tactical exercise assessment
 - xvii. Distribution of two tasking orders at the start of the AOC
 - xviii. Preparation of exercises by FPU
 - xix. Demonstration of police techniques at level of one section
 - xx. Demonstration of public order management capacity
 - xxi. Demonstration of capacity to provide protection to UN personnel and facilities, local officials, local population and local facilities
 - xxii. Grading
 - xxiii. 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 MS authorities and debriefing

Annex G

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

1. **During a FPAT visit, the Member State (MS) shall make available to the FPAT 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 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 MS shall make available:**
 - a) Several small office rooms that provide privacy for the interviews.
 - 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 officers' computer skills.
5. **For the driving competency assessment, the MS 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 drivers licenses in the Latin alphabet for the FPU members. 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 weapons handling and shooting assessment, the MS shall make available:**
 - a) A shooting range with adequate safety provisions.
 - b) Permits for the FPAT members to supervise the AOC at the shooting range.
 - c) The type of firearm that will be used and ten (10) rounds of ammunition for each candidate.
 - d) Proper holsters and slings for the weapons.
 - e) An appropriate number of targets (45 cm x45 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.

7. For the tactical exercise, the MS 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 PKOs (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.

ID:

Annex H - Evaluation Grid for Language Assessment

1st Part: Reading

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

Result: Pass Fail

Level

A1 A2 B1 B2 C1 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. <input type="checkbox"/>	Some errors in word choice, spelling and punctuation. <input type="checkbox"/>	Attempts to use police terminology ² . 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 ³ . 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 ² . 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:

Annex H - Grille d'évaluation du test de langue

1^{ère} Partie : Compréhension écrite

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

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 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

OPERATIONAL INTERVIEW

Terms of Reference

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 skills and his or her knowledge of integrity standards.

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 Officer
 - vii. Platoon Commander
 - viii. Section Commander
 - ix. Medical Officer

3. Core Competencies

The operational interview will focus on core competencies including the professional knowledge and skills needed in complex, integrated PKOs (see paragraph 19 in the SOP); specific knowledge and skills required in the position he or she will occupy in the FPU; and his or her understanding of relevant integrity standards (see paragraph 24 in the SOP). Specifically, these core competencies include but are not limited to the following:

- a) FPU Commander and Deputy Commander
 - i. UN core values & UN code of conduct
 - ii. UN policies on sexual exploitation & abuse policies and on sexual & gender-based violence
 - iii. Human rights standards and guidelines
 - iv. Guidelines on gender equality and child protection

- v. Mandate of the PKO
 - vi. FPU-related documents such as the revised FPU policy, guidelines, SOP, COE Manual, MOU (Memorandum of Understanding)
 - vii. Host country awareness
 - viii. His or 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 Officer
- i. UN core values & UN code of conduct
 - ii. UN policies on sexual exploitation & abuse policies and on sexual & gender-based violence
 - iii. Human rights standards and guidelines
 - iv. Guidelines on gender equality and child protection
 - v. Mandate of the PKO
 - vi. FPU-related documents such as the revised FPU policy, guidelines, SOP, COE Manual, MOU (Memorandum of Understanding)
 - vii. Host country awareness
 - viii. His or her specific duties and responsibilities in the FPU
 - ix. Organizational skills
- c) Logistics Officer
- i. UN core values & UN code of conduct
 - ii. UN policies on sexual exploitation & abuse policies and on sexual & gender-based violence
 - iii. Human rights standards and guidelines
 - iv. Guidelines on gender equality and child protection
 - v. Mandate of the PKO
 - vi. FPU-related documents such as the revised FPU policy, guidelines, SOP, COE Manual, MOU (Memorandum of Understanding)
 - vii. Host country awareness
 - viii. His or 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, checkout, handover, etc.
- d) Operations Officer
- i. UN core values & UN code of conduct
 - ii. UN policies on sexual exploitation & abuse policies and on sexual & gender-based violence

- iii. Human rights standards and guidelines
 - iv. Guidelines on gender equality and child protection
 - v. Mandate of the PKO
 - vi. FPU-related documents such as the revised FPU policy, guidelines, SOP, COE Manual, MOU (Memorandum of Understanding)
 - vii. Host country awareness
 - viii. His or her specific duties and responsibilities in the FPU
 - ix. Composition and specification of operational equipment
 - x. Principles of use of force
 - xi. Operational planning
- e) Platoon and Section Commander
- i. UN core values & UN code of conduct
 - ii. UN policies on sexual exploitation & abuse policies and on sexual & gender-based violence
 - iii. Human rights standards and guidelines
 - iv. Guidelines on gender equality and child protection
 - v. Mandate of the PKO
 - vi. FPU-related documents such as the revised FPU policy, guidelines, SOP, COE Manual, MOU (Memorandum of Understanding)
 - vii. Host country awareness
 - viii. His or 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 Officer
- i. UN core values & UN code of conduct
 - ii. UN policies on sexual exploitation & abuse policies and on sexual & gender-based violence
 - iii. Human rights standards and guidelines
 - iv. Guidelines on gender equality and child protection
 - v. Mandate of the PKO
 - vi. FPU-related documents such as the revised FPU policy, guidelines, SOP, COE Manual, MOU (Memorandum of Understanding)
 - vii. Host country awareness
 - viii. His or 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 no limited to:

- a) History and experience of the Unit

- b) Professional experience and skills
- c) General knowledge of UN 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 on 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. Computer Skills

The Commander, the Deputy Commander, the Operations Officer, the Liaison Officer, the Logistics Officer and the Duty Officers also have to perform a practical computer exercise during the interview to determine their level of computer proficiency (see Annex I for sample exercises).

6. Evaluation of the Operational Interview

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

The computer skills of the Commander, the Deputy Commander, the Operations Officer, the Liaison Officer, the Logistics Officer and the Duty Officers are not included in the grade of the interview but officers with demonstrated computer skills will be given preference over other officers for deployment.

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

FPAT ASSESSMENT MATRIX
Operational Interview

FPU Member's
 Last/First Name

Date

ID #

Time

AOC list #

Location

AREAS OF EVALUATION

Essential knowledge

P F

- | | | | |
|---|--|--------------------------|--------------------------|
| 1 | UN core values & UN code of conduct | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Sexual exploitation & abuse / sexual and gender-based violence | <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 country awareness | <input type="checkbox"/> | <input type="checkbox"/> |

FPU COMMANDER/DEPUTY COMMANDER

P F

- | | | | |
|---|--|--------------------------|--------------------------|
| 1 | FPU-related documents such as revised FPU policy, guidelines, SOP, COE Manual, MOU (Memorandum of Understanding) | <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"/> |
| 5 | Computer skills | <input type="checkbox"/> | <input type="checkbox"/> |

FPU LOGISTIC OFFICER

P F

- | | | | |
|---|--|--------------------------|--------------------------|
| 1 | FPU related documents such as revised FPU policy, guidelines, SOP, 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Computer skills | <input type="checkbox"/> | <input type="checkbox"/> |

FPU DUTY OFFICER and LIAISON OFFICER

P F

- 1 Revised FPU policy, guidelines & SOP
- 2 Specific duties & responsibilities within his/her unit
- 3 Organizational skills
- 4 Computer skills

FPU OPERATIONS OFFICER

P F

- 1 Revised FPU policy, guidelines & SOP
- 2 Specific duties & responsibilities within the unit
- 3 Composition and specification of operational equipment
- 4 Principles of use of force
- 5 Operational planning
- 6 Computer skills

FPU PLATOON/SECTION COMMANDER

P F

- 1 Revised FPU policy, guidelines & SOP
- 2 Specific duties & responsibilities within his/her unit
- 3 Knowledge of capabilities / composition of operational equipment
- 4 Principles of use of force
- 5 Radio communication skills

FPU MEDICAL OFFICER

P F

- 1 Revised FPU policy, guidelines & SOP
- 2 Specific duties & responsibilities within the unit
- 3 Administrative issues (NOTICAS, medical updates)

TEST RESULT: PASS FAIL

Remarks

FPAT Team Leader:

Signature

UN ID #:

Date

Annex J

COMPUTER ASSESSMENT

The following are sample exercises to determine an FPU officer's computer proficiency:

Exercise 1:

- a) Open Microsoft Word
- b) Create a new document
- c) Type 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 *<your name>* in the folder C:\AOC\2012
- f) Close Microsoft Word

Exercise 2:

- a) Open Microsoft Word
- b) Create a new document
- c) Type 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 *<your name>* in the folder C:\AOC\2012
- f) Close Microsoft Word

Exercise 3:

- a) Open Microsoft Word
- b) Create a new document
- c) Type one paragraph (no more than 4 lines) about your motivations for joining the United Nations Police
- d) Format the text to Arial font, bold, size 12
- e) Save the document as *<your name>* in the folder C:\AOC\2012
- f) Close Microsoft Word

Annex K

DRIVING COMPETENCY ASSESSMENT

At the outset of the driving competency assessment, the FPU member 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 FPU member 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 FPU member 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 AOC 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) 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 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 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 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.

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 K – 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 K – Handling Exercise Assessment Criteria

1. Vision Test

Before the handling exercise, the FPU member 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. 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 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 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.

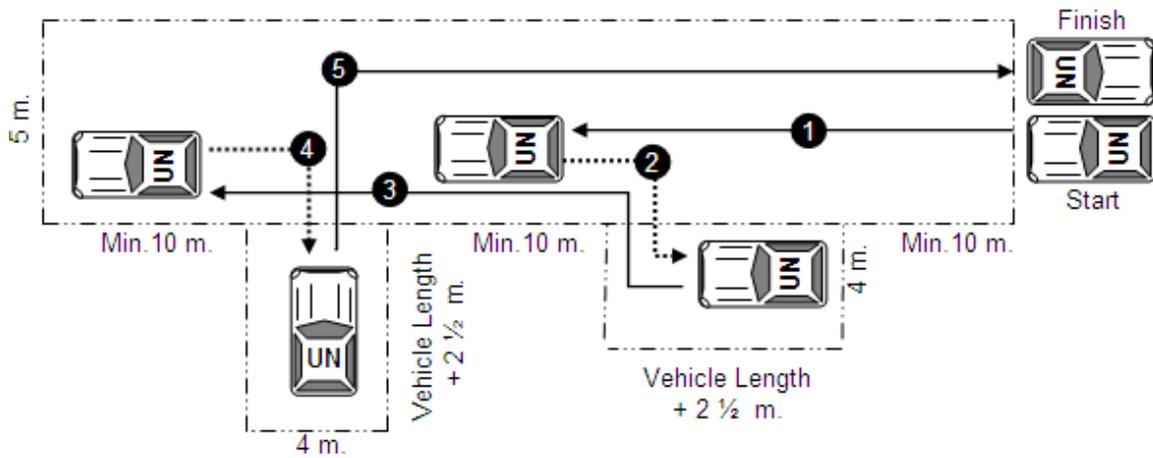
During the handling exercise:

- 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.

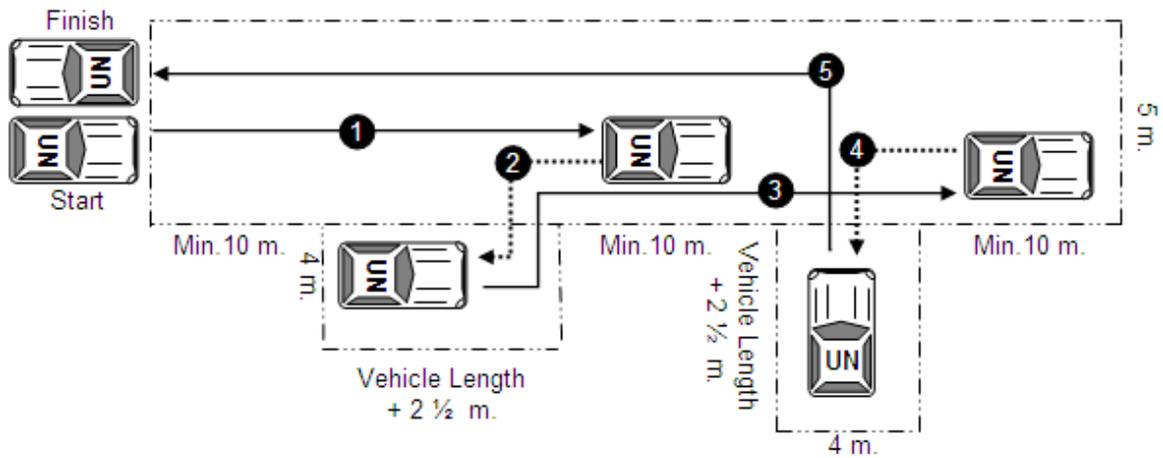
UN Driver's Permit Handling Test Range (Right Hand Drive)



Legend:

- Forward movement
- ⋯ Backward movement

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



The exercise area must be set up on a test range away from regular traffic. 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 K – 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)

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

Total Points

Appendix 4 to Annex K – 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 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 or 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 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 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 L

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
			FIRE	TARGET	0	1
1	HG DISASSEMBLING AND ASSEMBLING		↓ FIRE	↓ TARGET	<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) A SINGLE TEST SECTION FAILURE (SAFE WEAPON HANDLING/WEAPON HANDLING INCLUDED) WILL DISQUALIFY THE FPU MEMBER AND TERMINATE THE ASSESSMENT.
- 2) TO PASS THE TEST, EVERY SINGLE SECTION HAS TO BE COMPLETED.

STANDARD FIREARMS ASSESSMENT MATRIX

FPU Member's
Last/First Name

Date/Time

ID #

Location

AOC list #

Unit

RIFLE TEST

MINIMUM RESULT: 7 OUT OF 10 in the two exercises

MAXIMUM SIZE OF TARGET

TARGET SHAPE AND POSITIONING

46 CM X 68 CM



TEST RESULTS

EXERCISE PROGRESSION	DISTANCE	RESULT		FAILED	PASS
		FIRE	TARGET		
1 AR DISASSEMBLING AND ASSEMBLING		↓	↓	0	1
2 STANDING POSITION	25	5			
3 KNEELING POSITION (option a)	30	5			
3 PRONE POSITION a (option b)	30	5			
4 SAFE WEAPON HANDLING 4 WEAPON HANDLING a	<hr style="border: none; border-top: 1px solid black; width: 100%;"/> DISASSEMBLE AND REASSEMBLE THE RIFLE - WITHIN 5 MINUTES -				

TOTAL

SCORE ASSIGNMENT/TEST RESULT

00-06	INSUFFICIENT	FAILED
07-10	SUFFICIENT	PASS

NOTE:

- 1) A SINGLE TEST SECTION FAILURE (SAFE WEAPON HANDLING/WEAPON HANDLING INCLUDED) WILL DISQUALIFY THE FPU MEMBER AND TERMINATE THE ASSESSMENT.
- 2) TO PASS THE TEST, EVERY SINGLE SECTION HAS TO BE COMPLETED.

REMARKS

FINAL DECISION

FAILED

PASS

FPAT
Instructor (1)

ID #

Signature

FPAT
Instructor (2)

ID #

Signature

FPAT
Team Leader

ID #

Signature

Annex M

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 peacekeeping service, 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 have to be based on the *United Nations Peacekeeping Pre-deployment Training Standards for Formed Police Units*.²¹ Moreover, the tactical exercise will be tailored to the mandate of the PKO in question and the most common tasks entrusted to FPUs in this PKO.

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 particular area to be assessed in the AOC.

At the start of the AOC, the FPAT will provide the FPU Commander with two tasking orders. On the basis of these orders, the FPU will have to develop exercises that demonstrate its police techniques in peacekeeping operations; its public order management capacity; and its capacity to provide protection to United Nations personnel and United Nations facilities, as well as to local officials, local facilities and the local population.

Specialised 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 has to be assessed during the AOC, it is recommended that the tactical exercise be carried out in different scenarios in order 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 search and handcuffing; vehicle search; patrolling (foot/vehicles); tactical progression

²¹ Until these standards are formally approved, the *Temporary Training Standards for Formed Police Units, Annex A* (revised as of 20 December 2011) are used as the basis for pre-deployment training of FPUs.

(house search, open area, hard entry); protection of premises; escort convoy; and extraction and evacuation of persons.

Demonstration of Public Order Management Capacity and Protection Capacity

The demonstrations of the FPU's public order management capacity and of its capacity to provide protection to United Nations personnel and United Nations facilities, as well as to local officials, local facilities and the local population 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 scoring 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 scoring matrix (see below).

3. MS Logistical Support

The MS 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: 80px; 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 0	Sufficient 3	Good 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			OBSERVATIONS:
0 - 29 NOT RECOMMENDED	FAILED	<input type="checkbox"/>	
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 N

STANDARD FORMAT FOR AOC REPORT

UNITED NATIONS



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UN 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
[PKO in question]

From: **[Name and signature of FPAT Team Leader]**
Team Leader, FPAT
UN Formed Police Assessment Team to [Name of MS]

Subject: **RESULTS OF THE ASSESSMENT OF OPERATIONAL CAPABILITY
CONDUCTED IN [NAME OF MS] ON [DATE]**

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

Conduct of the Assessment: *This paragraph gives a short overview of how the AOC was carried out including the sequence of the various stages of the AOC. This paragraph should also include the names of the AOC instructor and the number of FPU members (male/female) presented for assessment to the FPAT.*

Summary of Results: *This paragraph provides an analytical summary of the results of the various stages of the AOC. These 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. In the event that an AOC has been conducted for units to be deployed to more than one PKO, the summary should clearly differentiate between the different PKOs.

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

Annexes:

1. *List of personnel selected*
2. *Results matrix*

Appendix 1 to Annex N

COVER LETTER TO MS AUTHORITIES

UNITED NATIONS



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UN FORMED POLICE ASSESSMENT TEAM

Date: -----

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

Through: **MS Liaison Office**
MS Police Service
MS Capital

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

From: **[Name and signature of FPAT Team Leader]**
Team Leader, FPAT
UN Formed Police Assessment Team to [Name of MS]

Subject: **RESULTS OF THE 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 MS Formed Police Units (FPU) presented for service with United Nations Peacekeeping Operations 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 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 O

PROPOSED TOPICS FOR BRIEFINGS OF FPU OFFICERS IN COMMAND POSITIONS

At the conclusion of 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) The components of the mandatory pre-deployment training conducted by the MS.
- b) Short history of the United Nations police in peacekeeping, including core values and principles, with a particular focus on FPUs.
- c) Tasks of integrated PKOs (early peacebuilding, protection of civilians including against sexual and gender-based violence, gender issues etc.).
- d) Organization of the United Nations Secretariat, the United Nations Department of Peacekeeping Operations and the United Nations Department of Field Support.
- e) Roles and responsibilities of FPUs on assignment with PKO.
- 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 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 members of Formed Police Unit.
- g) Standard operating procedures.
- h) Concept of operations.

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

Annex P

STANDARD FORMAT FOR MEMBER STATE MEDICAL CERTIFICATION

The medical certification of the MS should include the following text:

The Government of [*name of Member State*] herewith certifies that all members of the FPU [*designation of the FPU*] to be deployed to the peacekeeping operation [*name of peacekeeping operation*] have been medically examined and cleared for peacekeeping service, in accordance with the form *United Nations Entry Medical Examination* (MS.2 (11-09)-E).

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