

# Liberia Immigration Service

## Organization Structure and Decentralization

### Regulation of 2016

OFFICIAL USE ONLY



Signed by: Minister of Justice

Signature:

Dean, Jr.

Date: April 17, 2018

Approved by: President of the Republic of Liberia

Signature:

George Weah

Date: August 21st 2018

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**WHEREAS** there is required by §22.130 (c) (ii) and (vi) the Liberia Immigration Service Act of 2015(herein after referred to as “Act”) promulgation of Divisions and Units, and decentralization of the Liberia Immigration Service;

**AND WHEREAS** there is established by §22.122 (a) of the Act the Liberia Immigration Service Policy Management Board(herein after referred to as “Policy Board”);

**AND WHEREAS**, the Board is mandated by §22.122 (c)(8) to propose Regulations under the Act for the endorsement of the Commissioner-General of Immigration and the approval of the Minister of Justice;

**NOW THEREFORE**, consistent with the statutory mandate aforementioned, theseLiberia Immigration Service Organizational Structure and Decentralization Regulations, proposed by the Policy Board, endorsed by the Commissioner-General of Immigration, and approved by the Minister, are hereby made.

**Part I. Preliminary Provisions**

**1. Citation**

These Regulations shall be cited as the Liberia Immigration Service Organizational Structure and Decentralization Regulations of 2017.

**2. Purpose**

The purpose of these Regulations is to provide regulatory framework on organizational structure of Liberia Immigration Service and devolution of power and authority thereof to Regional and CountyHeads.

**3. Commencement**

These Regulations shall come into force on the ..... day of ..... 2016.

**4. Coverage**

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These Regulations shall apply to the all components and institutions of the Liberia Immigration Service including the Liberia Immigration Service Academy and Training School.

### 5. Revocation

Upon the coming into force of these Regulations, any previous Policies or Regulations applicable stands revoked and shall cease to have any effect.

### 6. Interpretation

In these Regulations, unless the context otherwise requires:

‘Act’ means the Liberia Immigration Service Act of 2015;

‘Civilian Personnel’ means all employees of the Liberia Immigration Service who are not Immigration Officers;

‘Head’ means the head of LIS, who has authority to be in charge of whole administration and operation of the branch;

‘County’ means one of the fifteen administrative counties in the Republic of Liberia;

‘Minister’ means the Minister of Justice and Attorney General of the Republic of Liberia.

‘Policy Board’ means the Liberia Immigration Service Policy Management Board;

‘Region’ means six administrative regions in the Republic of Liberia as specified in the LIS Regulation; and

## Part II. Decentralization of Liberia Immigration Service

### 7. Governing Principles



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- 7.1. The Liberia Immigration Service shall devolve the administrative and operational authority from the Central level to Regional and County levels to ensure efficient and effective immigration service across Liberia.
- 7.2. Without prejudice to the general authority of the Commissioner-General of Immigration, certain aspects of administration and operational control of Liberia Immigration Service in the Regions and Counties may be decentralized and delegated to Regional and County Heads.

### **8. Decentralization in Structure and Authority**

- 8.1. The Regional and County Commanders shall be responsible for the administration of their own Headquarters and delivery of immigration services in each Region or County with authority delegated and empowered by the Commissioner-General of Immigration.
- 8.2. The structure of the Regional Headquarters and County Headquarters shall reflect the structure of the Central Headquarters. The regional and county structures shall include functions of their own administration, operations, naturalization, and professional standards. The training function may not be decentralized or delegated to Regional and County levels.
- 8.3. The Commissioner-General of Immigration shall decide an appropriate number of Immigration Detachment, Depots, Details and its Immigration Officers of Regions and Counties in consideration of security needs, administrative capability, geographical circumstances and manpower by referring to proposals made by Heads of Regional and County Headquarters. Such decision shall be under review of the Policy Management Board in accordance with Regulation 8.2 of the Policy Management Board Regulations.

### **Part III. Liberia Immigration Service Organizational Structure**

#### **9. Organizational Structure and Manpower Establishment**

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- 9.1. Under the Liberia Immigration Service, there shall be one Central Headquarters, six Regional Headquarters, fifteen County Headquarters and the Liberia Immigration Service Training Academy.
- 9.2. Manpower of Immigration Officers and Civilian Personnel at Liberia Immigration Service shall be established in accordance with relevant Administrative Instructions and Manpower Establishment issued by the Commissioner-General of Immigration.

### **10. Central Headquarters**

- 10.1. The Headquarters of the Liberia Immigration Service shall be located in Monrovia, and shall be referred to as the Central Headquarters.
- 10.2. The Central Headquarters is in charge of the whole immigration operations, activities, duties, obligations and administration of the Liberia Immigration Service.
- 10.3. The Head of the Central Headquarters shall be the Commissioner-General of Immigration and there shall be the Office of the Commissioner-General of Immigration.
- 10.4. There shall be three Departments at the Central Headquarters, each headed by a Deputy Commissioner-General of Immigration, as follows:
  - (a) Administration Department;
  - (b) Operations Department; and
  - (c) Naturalization Department.
- 10.5. There shall be Divisions under each Department in accordance with the Act, which is headed by a Comptroller of Immigration.

### **11. Regional Headquarters**

- 11.1. There shall be six Regional Headquarters at each Region which cover the following Counties of Liberia:
  - (a) Region 1 – Margibi, Grand Bassa, and River Cess;



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- (b) Region 2 – Bomi, Grand Cape, and Gbarpolu;
  - (c) Region 3 – Bong, Nimba, and Lofa;
  - (d) Region 4 – Sinoe and Grand Gedeh; and
  - (e) Region 5 – River Gee, Maryland and Grand Kru.
  - (f) Region 6- Montserrado
- 11.2. Each Regional Headquarters shall be located in one of the Counties which it covers.
- 11.3. Montserrado Region – Montserrado Region including Monrovia County is covered by the Central Immigration Headquarters.
- 11.4. Each Regional Headquarters shall be called by the name of its Region, such as Region One Headquarter.
- 11.5. Regional Headquarters shall be sub-organization of Liberia Immigration Service and shall be placed under the Operations Department of the Central Headquarters.
- 11.6. Each Regional Headquarters shall be headed by a Chief Superintendent of Immigration.
- 11.7. The Regional Commander shall serve as the direct representative of the Operations Division in his or her Region and shall report any matter to the Operations Division.
- 11.8. The Regional Commander shall coordinate, command and supervise all County Commanders in his or her Region. Each regional commander shall report to the General Inspector who shall be a Comptroller of Immigration.
- 11.9. Regional Commander shall:
- (a) Coordinate, direct and supervise all administrative and operational activities of the Liberia Immigration Service in Counties within the Region;
  - (b) Coordinate execution of actions for maintaining high professional standards in the counties within the Region;

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- (c) Promote and encourage cooperation between the Liberia Immigration Service and local authorities and civilian people in the counties within the Region;
- (d) Promote and encourage cooperation between the Liberia Immigration Service and other national security agencies in the counties within the Region; and
- (e) Effect periodic transfers and rotation of Immigration Officers and Civilian Personnel in accordance with the Rights and Conditions of Service Regulations and relevant Administrative Instructions.

### 12. County Headquarters

12.1.

12.2. There shall be a County Headquarters in each of the fifteen Counties of Liberia, and each County Headquarters shall be called by the name of its County.

12.3. Each County Headquarters shall be headed by a Superintendent of Immigration.

12.4. County Commanders shall report to the Regional Head. All other sub-organs underneath of it shall report to the County Commander through the chain of command.

12.5. County Commander shall:

- (a) Provide, coordinate all administrative and operational activities of the Liberia Immigration Service in the County;
- (b) Coordinate execution of actions for maintaining high professional standards in the County;
- (c) Promote and encourage cooperation between the Liberia Immigration Service and local authorities and civilian people in the County;
- (d) Promote and encourage cooperation between the Liberia Immigration Service and other national security agencies in the County; and
- (e) Effect periodic transfers and rotation of Immigration Officers and Civilian Personnel in accordance with the Rights and Conditions of Service Regulations and relevant Administrative Instructions.



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- 12.6. In the event of death, illness, incapacitation, or absence of the Regional Head, the County Commander of a County where the Regional Headquarters is situated shall serve as acting Regional Commander until the Regional Commander returns to duty, or a new Regional Commander is appointed.

### 13. Immigration Post

- 13.1. There shall be Immigration Posts across Liberia in order to provide effective and instant law enforcement and immigration services.
- 13.2. Immigration Post shall be headed by an officer not below the rank of Inspector of Immigration.

### 14. Transitional Arrangements

- 14.1. Regional Headquarters may be located in the same building with County Headquarters, but shall maintain and operate separately and distinctively from the County Headquarter.
- 14.2. The functions and structure of the Liberia Immigration Service Academy and Training School and other training institutions of Liberia Immigration Service are provided in the Rights and Conditions of Service Regulations and Administrative Instructions on Training.

Further organizational and command structure of the Liberia Immigration Service, including Immigration Support Unit and Border Patrol Unit which are specialized formed forces of Liberia Immigration Service, shall be structured and established by Manpower Establishment, Development and Deployment Plan or Administrative Instructions of the Commissioner-General of Immigration in consideration of security needs, administrative capability, geographical circumstances and manpower of Liberia Immigration Service, without prejudice to provisions in these Regulations