



DISTRICT CHAIN LINKED COMMITTEE GUIDELINES

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WHAT IS JLOS?

The justice law and order sector (JLOS) is a sector wide approach that brings together all agencies involved in the administration of justice and maintenance of law and order to foster cooperation communication and coordination i.e. the 3Cs.

What is the purpose of JLOS?

The purpose of JLOS is to improve safety of the person security of property and access to justice in order to promote economic development and benefit the poor and vulnerable people. The JLOS institutions collectively contribute to the attainment of this purpose

through collaborative exercise of their mandates.

Despite each agency having its own mandate and specific objective which may conflict in the end all JLOS agencies work towards the overall goal of improving the safety of the person security of property and access to justice in order to promote economic development and benefit the poor and vulnerable people. All JLOS institutions focus on ensuring justice for all.

1.1 WHAT ARE THE JLOS OBJECTIVES?

To guide to inter-agency cooperation in JLOS a strategic plan was developed (SIP11). It is based on five key result areas/ strategic objectives.

1. Promote the rule of law and due process.
2. Foster a human rights culture across JLOS institutions.
3. Enhance access to justice for especially the poor and marginalized.
4. Reduce incidence of crime and promote safety of person and security of property.
5. Enhance JLOS contribution to economic Development.

1.2 WHAT ARE THE JLOS FOCUS AREAS?

- Commercial justice
- Land justice
- Criminal justice
- Anti corruption
- Transitional justice.

1.3 WHAT ARE THE CORE JLOS INSTITUTIONS?

- Ministry of Justice and Constitutional Affairs.
- Ministry of Internal Affairs
- The Judiciary
- The Uganda Prison Service
- Uganda Police Force
- The Directorate of Public Prosecutions.

- The Judicial Service Commission
- The Uganda Law Reform Commission
- The Ministry of Gender Labour and Social Development (Juvenile Justice/ Probation Service)
- The Ministry of Local Government (Local Council Courts)
- The Uganda Human Rights Commission

1.4 ALLIED INSTITUTIONS

- The Law Development Centre
- Centre for Alternative Dispute Resolution
- Tax Appeals Tribunal
- Uganda Law Society

2.0 HOW IS THE SECTOR MANAGED?

2.1 JLOS at National Level

A Leadership Committee - to provide political and policy guidance

A steering committee –to providing policy direction

A technical committee and its five thematic working groups (commercial, criminal, land, family and budget)-to manage implementation of the plan.

The JLOS development partners' group – to ensure donor coordination and input into policy matters.

2.2 JLOS AT DISTRICT LEVEL

This is represented by the JLOS Chain Linked Committees based in each District to oversee and coordinate the reform programme.

The JLOS committees at the district work on the principle of chain link and are primarily focused on

Promoting **cooperation, communication and coordination** at the local level covering all the four focus areas of the JLOS

2.2.1 What is coordination?

Characterized by the chain of JLOs institutions coming together from entry to exit.

2.2.2 What is cooperation?

Exemplified by JLOS agencies and stakeholders working together to identify bottlenecks in the administration of justice and maintenance of law and order and devising local solutions to address them, followed by peer reviews to compel actors to take action.

2.2.3 What is communication?

Facilitating openness and transparency about challenges being faced in dispensing justice. It is also used to inform the agenda on identification of local issues affecting administration of justice and maintenance of law and order.

3.0 WHO ARE MEMBERS OF THE JLOS COMMITTEES AT DISTRICT LEVEL?

- All the JLOS institutions present in the district
- Relevant Civil Society organisations and private sector organisations; operating within the four(4) JLOS thematic or focal areas of Criminal Justice , Land Justice, Commercial Justice and Family Justice.
- Civil and Local Leaders;

- Nominated members of the public.

3.1 ROLE OF DISTRICT COMMITTEES

3.1.1 Oversee and coordinate improvements in the administration of justice and maintenance of law and order.

3.1.2 Enhance case management and reducing case backlog.

3.1.3 Address issues relating to the JLOS focus areas of Land Justice Commercial Justice, Criminal Justice and Family Justice.

3.1.4 Conduct district level monitoring of JLOS activities and inspect or visit offices of JLOS agencies

3.1.5 Be the focal point for JLOS district activities

3.1.6 Undertake civic, public education and outreach programmes.

3.1.7 Iron out misunderstandings between stakeholders and enhance the 3Cs.

3.1.8 Create an open and safe environment in which it is possible to discuss each other's performance, strength and weaknesses.

3.1.9 Undertake periodic reporting to the JLOS Technical committee through the JLOS Secretariat with copy of the report to the committee patron who is the resident Judge of the High Court circuit.

3.1.10 Strive to remove impediments in the chain of justice;

3.1.11 Organisation JLOS open days in the areas of their jurisdiction;

3.1.12 Ensure that all institutions respect, observe and promote the bill of rights in the Constitution with

regard to timely delivery of justice, fair trial rights, rights of suspects and persons in detection.

3.2 COORDINATION OF STAKEHOLDERS AT DISTRICT LEVEL

3.2.1 The stakeholders coordinate through meetings and peer review.

3.2.2 Every JLOS committee at the district elects a chairperson and an alternate chairperson as well as a secretary who will serve for 2 financial years and are eligible for re – election.

3.2.3 In the event of departure (transfer, resignation, retirement or death) resulting into the office holder leaving the district, the incoming replacement will assume the

position held by his /her predecessor until the end of term of the said person.

3.2.4 The chair person should come from a core JLOS institution and should preferably be a chief magistrate and in District without a Chief magistrate a magistrate Grade one or any representative of core JLOS institution. She / He shall coordinate the meetings of the committee deems fit.

3.2.5 The secretary shall be selected from a core JLOS institution. She / He shall coordinate the meetings of the committee.

3.2.6 To ensure ownership the chairperson and secretary should at no time be from the same sector institution.

3.3 NUMBER OF REPRESENTATIVES FROM EACH CORE INSTITUTION TO THE COMMITTEE

3.3.1 Each JLOS institution will nominate one representative to the committee, but will also name an alternate who may attend in the absence of the substantive member.

3.3.2. The above not with standing assistant registrars of High court circuits and all magistrates in the district, resident state attorneys, District Police Commanders, District Prison commanders and District CID officers are deemed to be members of the committee in their own right.

3.3.3 Each district committee shall have between 10 and 35 members. However the exact

number shall vary depending on the number of agencies present in the district.

3.4 MEETINGS OF THE COMMITTEE

3.4.1 The committee shall meet at least once in 2 months

3.4.2 The committee may create subcommittees based on the 4 focus areas of land, family, commercial and criminal justice.

3.4.3 The subcommittees shall meet at least once in 2 months to provide input into the committee proceedings.

3.4.4 Each institution shall provide a report at every committee and or subcommittee meeting.

3.4.5. Until otherwise advised each committee will develop

its rules of procedures for the meetings and shall regulate own proceedings.

3.5 ROLE OF CHAIRMAN

3.5.1 The chairperson shall be the overall coordinator of the committee and JLOS stakeholders in District.

3.5.2 The chairperson shall be the overall accounting officer of all funds received.

3.6 ROLE OF SECRETARY

3.6.1 The secretary will coordinate stakeholder meetings and will prepare accountabilities of all funds received.

3.6.2 Take minutes of meetings and prepare quarterly committee reports for submission to JLOS secretariat with copies to

Resident Judge of the High Court Circuit.

3.6.3 Prepare and submit reports and accountabilities.

4.0 FUNDING AND ACCOUNTABILITIES

4.1 Committee activities will be funded by the government under JLOS.

4.2 Funds will be released quarterly based on an approved work plan.

4.3 Funds will be used to facilitate meetings of the committee, community sensitization, as well as monitoring and inspection.

4.4 Each committee secretary will prepare and submit quarterly accountabilities with original invoices,

receipts and payment vouchers to the JLOS secretariat for the attention of Technical Advisor Monitoring and Evaluation Component, JLOS Secretariat, Ministry of Justice and Constitutional Affairs Kampala.

5.0 THE ROLE OF THE RESIDENT JUDGE

- 5.1 To be patron of all district committees within their High Court Circuit. In case of circuits with more than one resident Judge, the most senior Judge will be the patron
- 5.2 To receive reports from all district committee
- 5.3 To hold a meeting of all chairpersons, alternate

chairpersons and secretaries of the district committees in the High Court Circuit at least once in six months.

- 5.4 Provide a advice and guidance to all committees in his/her area of operation.

- 5.5 Each patron shall make reports to the Chief Justice on a semi annual basis copied to the JLOS secretariat.

6.0 REPORTING AND FEEDBACK MECHANISMS

- 7.0 Each committee will prepare and submit quarterly reports of what they were able to undertake, the issues arising from the district, how the Committee resolved these issues, as well as recommendations on matters

that may be beyond its role or mandate and which need immediate attention or policy guidance.

6.2 The quarterly reports shall be submitted to the Technical

Committee through **JLOS secretariat for the attention of Technical Advisor Monitoring and Evaluation Component** on the address below-

CONTACT

The Justice Law and Order Sector Secretariat

Ministry of Justice and Constitutional affairs

4th Floor Queens Chambers, Plot 1 Parliament Avenue

P .O Box 7183 Kampala | Telephone 04142 253 207

Direct Line: 041 423406

ANNEX

THE JUSTICE LAW AND ORDER SECTOR

PERFORMANCE STANDARDS AND GUIDELINES FOR JLOS AGENCIES

Key Activity	Performance Guidelines	
Investigation and mention practice	1. No minor offences should be mentioned for more than 3 months	
	2. All investigations for capital offences should be completed within 6 months.	
	3. Set separate days for hearing criminal and civil cases.	
	4. Warrants of arrest in single cases should be made no more than 3 times after which non capital cases should be terminated pending re-arrest	
	5. All inactive capital cases that have been pending for more than 360 days should be referred to DPP for action.	
	6. Applications for warrant of arrest shall be made simultaneously with application for criminal summons to surety(if any)	
Arrest and Arraignment	1. No person is held in a police cell for more than 48 hours	
	2. Court clerks shall promptly extract warrants of arrest and other court documents to be followed up by prosecutors and investigators.	
	3. As far as possible investigations shall be completed before arrest and charge	
	4. All police files shall be sanctioned by Resident State Attorneys before registration in court to control back log	
	5. For all files requiring amendment RSA shall remit police	

	files direct to O?C prosecution with ready amended charge	
	6. All criminal cases other than minor contraventions cases from police posts shall go to court through their mother police stations where their criminal register book is.	
	7. The police shall draw charge sheets for juveniles in accordance with the law and copies sent to probation and court.	
Bail and Remand	1. Opposition to bail shall be with good reasons and the reason, practice and court thereof recorded	
	2. All prisons shall submit monthly returns to commissioner general of prisons with copies to chief magistrates and RSA within one week after the end of the month	
	3. Remand warrants shall be strictly adhered to.	
	4. Courts shall issue remand warrants promptly and prisons shall act promptly	
	5. No juveniles shall be remanded in adult prisons	
	6. Courts shall not demand formal technical application documents in bail applications	
	7. Statutory mandatory remand periods shall be strictly adhered too	
	8. The name of the prison to which the accused is remanded shall always be indicated both of court file and remand warrant	
	9. Prosecutors shall record full particulars of sureties on police practice files	
	10. Police and prisons shall take leading role in cases of recidivism for appropriate action	

	11. Police shall liaise with LCs and complainants to trace defaulting accused and sureties	
Hearing and disposal of cases in court	1. All hearing shall be on a day to day basis once inquiries are complete	
	2. Entire criminal proceedings of a non capital offense shall take less than 4 months	
	3. Maximum targeted time of capital cases shall be 12 months after committal	
	4. All courts shall adhere to public service standing orders on court working days and time.	
	5. Frequency of adjournments shall be minimized and reasons and reasons for adjournment recorded	
	6. Hearing of minor offences on day of plea with the police summoning witnesses promptly	
	7. Witnesses present in court shall be heard whenever and practicable	
	8. Alternative sentences other than imprisonment shall be awarded where appropriate	
	9. In congested prisons convicts shall be promptly transferred to prison farms and maximum security prison as appropriate	
	10. Prosecution shall minute police files to guide investigating offices and vice versa	
	11. Complainants and other stakeholders shall be utilised to secure attendance of witnesses and the witnesses summons shall indicate the courtroom as well as the time	
Establishing monitoring systems	1. Each category of court order including production warrant and arrest warrants shall have a separate register maintained by each criminal justice agency	

2. Joint interagency meetings between relevant staff shall be held at least once a month.	
3. Police /prisons shall utilize court files movement register to update police files not remitted in time and dates for remand warrants.	
4. Court cases cause list shall be copied to all heads of JLOS agencies by Thursdays indicating court, police reference etc	
5. Adherence to constitutional standards and statistical data shall be reviewed as standard DCC agenda items	
6. Uniform data entry forms shall be introduced for each agency	
7. Capital and minor offences shall be registered in separate registers and listed by year of registration	
8. Joint monthly statistical reports shall be compiled for the procedure agencies using a joint data centre.	
9. Record keeping shall be improved through training records personnel and regular supervision.	
10. DCCs shall conduct regular inspection JLOS agencies and places detention including police cells, prisons and remand homes.	