



Human Rights

Employment of Aliens

Domestic Violence



CITIZENS RIGHTS CHARTER

CYPRUS POLICE



CITIZENS RIGHTS CHARTER

Edited by:
Police Headquarters

FIRST ENGLISH EDITION

Note:

Amounts in euro (except the amount referred to on p. 71 which has been set by the Council of Ministers) referred to in the text have been converted according to the exchange rate as set on 10.7.07 (1euro @ £0.585274).

The Chief of Police has the authority to increase or reduce the fees charged by the Police for various services.

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ADDRESS BY THE CHIEF OF POLICE
Mr. Iacovos Papacostas

It is with great pleasure that I welcome the English edition of the “Citizen’s Rights Charter” which aims to help citizens, by informing them of the various services provided by the police.

The Citizen’s Rights Charter has been established within the framework of the continuous upgrading of the services offered to the public and the ever-growing need for accountability and respect for human rights. European and international developments, as well as changes that take place in every sector of our society, make imperative the availability of information to citizens. Every citizen has the right to be properly informed of the services available to him/her, and with this in mind we have prepared an updated version of the Citizen’s Rights Charter.

At the same time, Cyprus Police, aware of its position in a new context of globalization and on-going social change, is continuously developing new “bridges” of communication with citizens, so that it can keep abreast of developments and ensure that citizens are served in the best possible way.

I am absolutely certain that this issue of the Citizen’s Rights Charter, which is the English translation of the third edition of the Citizen’s Rights Charter in Greek, will be a valuable guide for English speaking persons, in their everyday dealings with the police.



Iacovos Papacostas
Chief of Police

INTRODUCTION

The duties, responsibilities and authority of the Police are set out in the amended Police Law (N.73(I)) of 2004. According to this, the police exercise their authority throughout the territory of the Republic in:

- maintaining Law and Order
- safeguarding the peace
- preventing and detecting crime
- arresting and prosecuting offenders

Within the framework of its duties and mission, the Police are obliged to serve and inform citizens. For this purpose, the police have drawn up the “Citizen’s Rights Charter” which contains clear directions and sets out the obligations of the members of the police towards citizens, safeguarding the right of citizens to receive the highest quality of service possible. This document describes all services available to citizens from the Police, and it should be emphasized that all cases / requests are always dealt with professionally and in confidence.

The Citizen’s Rights Charter is divided into eight parts – the first part refers to the various channels that can be used by citizens to communicate with the police, while the second gives information regarding the different Offices of the Police from which citizens can seek assistance when dealing with problems, or when lodging a complaint against a member of the police. In addition the charter covers Human Rights issues and more specifically, the rights a citizen has if he/she is arrested or detained.

Parts III and IV contain directions on the procedures to be followed for issuing various certificates and licenses, such as a Clear Criminal Record Certificate, a Permit for possessing a firearm, employment of alien domestic workers etc.

Part V refers to the Units that deal with the prevention and detection of drug-related and domestic violence offences. There is also a list of the services provided by the police in such cases.

In Part VI deals with recruitment to the police (procedure and pre-requisites for recruitment), while Part VII outlines various other services provided by the police, such as the connection of alarm systems/ detection of fires/ burglaries, obtaining fingerprints etc. Finally, Part VIII gives useful advice on various issues, such as preventative measures for theft / burglary.

The Citizen’s Rights Charter enables citizens to access police services, by listing telephone numbers and addresses for various aspects of Police work.



PART I
Communication

Police website

Citizen's Telephone Line / Hotline 1460

24hour Helpline (Drug Law Enforcement Unit) 1498

Fire Service

Help at Sea

Filing a complaint / Giving Information / Reporting a crime

Reporting theft / loss of property

Certificate for theft / loss of property

Data Protection

Useful Telephone Numbers

Email: police@cytanet.com.cy

POLICE WEBSITE

Cyprus Police has its own website www.police.gov.cy containing information on the duties of the Police, as well as News Bulletins, Announcements and statistical information relating to crime. Moreover, there is an outline of the activities of various Police Services, Departments, Units. In an attempt to expedite procedures and help citizens with various types of application forms, the Police have posted a variety of downloadable and printable forms.

CITIZEN'S TELEPHONE LINE / HOTLINE (1460)

The Citizen's Telephone Line (Hotline) operates on a 24hour basis, and citizens may call, free of charge, in order to report crimes, give information, or request information etc. Such information is handled on the spot by trained police officers, or citizens may be referred to the relevant departments of the Police for further processing. The citizen is informed of any action taken concerning his/her complaint / information in due time.

24HOUR HELPLINE (DRUG LAW ENFORCEMENT UNIT) 1498

Citizens may give information or ask for help and counseling on matters relating to illicit substances using the dedicated 24hour Helpline.

FIRE SERVICE

Headquarters Tel. 22802424

To prevent or extinguish fires that threaten life or property or for any other kind of help, please call the Fire Service on 199 or 112.

HELP AT SEA

For information or help within the territorial waters of Cyprus, please call (at any time) telephone number 25805350.

In addition, any craft may communicate with the nearest Port and Marine Police Station by radio on the international frequency call, channel 16, V.H.F.

USEFUL TELEPHONE NUMBERS OF PORT AND MARINE POLICE

| | |
|----------------------------------|----------|
| Port Police at new Limassol Port | 25805333 |
| Limassol Marine Police | 25805372 |
| Larnaca Port and Marine Police | 24804400 |
| Port Police at Larnaca Marina | 24804053 |
| Paphos Port and Marine Police | 26811390 |
| Latsi Port and Marine Police | 26815050 |
| Agia Napa Marine Police | 23816438 |

FILING A COMPLAINT / GIVING INFORMATION / REPORTING A CRIME

All citizens may file a complaint, give information or report a crime at their local Police Station. After a citizen does so, investigations are carried out in order to establish whether or not a criminal offence has actually been committed. If the complaint does not relate to a criminal offence, the citizen involved is advised to appeal to a Civil Court. However, if there are indications that a criminal offence has been committed, then necessary action is taken for its full investigation. The citizen involved, is entitled to be informed, in writing, within one month of the outcome of the investigation.

REPORTING THEFT OR LOSS OF PROPERTY

All citizens may visit their local Police Station and report theft or loss of property. In such cases, they should bring with them their Identity Card and a Certificate of proof of the ownership of the property.

Note:

In case the property lost or stolen, is a cell phone, citizens need to bring with them the International Mobile Equipment Identity number of the cell phone in question.

CERTIFICATE FOR THE THEFT OR LOSS OF PROPERTY

In order to obtain a Certificate for the Theft or Loss of Property, interested parties must visit the Police Station where they initially reported the theft / loss or property. *There is no charge for the issuance of this certificate.*

DATA PROTECTION

According to the relevant Law, L. 138(I)/2001, the Police are not permitted to process any personal data without the consent of the interested party, except for purposes of public interest or while executing their powers according to the relevant legislation.

(a) Right of Access

All citizens may, by sending a letter to the Chief of Police and after paying 17,09 euro (£10), request to find out whether any information concerning themselves is being processed or has been processed by the Police. Should it be established that such information contains inaccuracies or omissions, the citizen may request that it be amended or deleted. The Police are obliged to reply to such requests within four weeks.

(b) Right of Compensation

The Police are obliged to compensate citizens whose rights have been violated in relation to the Data Protection Act, unless it is proven by the Police, that damages / violations have not resulted from any Police action.



Patrol of the territorial waters of Cyprus



Fire service training

USEFUL TELEPHONE NUMBERS**POLICE HEADQUARTERS**

1478 Nicosia
Tel.: 22808080

NICOSIA DIVISIONAL POLICE HEADQUARTERS

1 Strovolos Avenue, Strovolos 1479, Nicosia
Tel.: 22802020

Lykavittos Police Station

34 Spyrou Kyprianou Rd., Strovolos 1075, Nicosia
Tel.: 22802380

Regions:

Agia Paraskevi, Aglantzia, Agioi Omologites (section), Agios Andreas, Agios Antonios, Acropolis (section), Dasoupoli (section), outer road of Athalassa north of Higher Institute of Technology (HIT), Nicosia (section), Lykavittos, Pallouriotissa (section), Strovolos.

Pyli Paphou Police Station

85-87 Rigainis Rd., 1010 Nicosia
Tel.: 22802200

Regions:

Agios Konstantinos, Agios Antonios (section), Agios Ioannis, Agios Kasianos (section), Agios Savvas, Nicosia, Tripiotis, Faneromeni, Crisaliniotissa (section), Geni Tzami, Nepet Chane, Omerie, Tapak Chane, Tocht Al. Kalf.

Agios Dometios Police Station

14 Kyriakou Matsi Rd., Agios Dometios 2368, Nicosia
Tel.: 22802838

Regions:

Agios Dometios, Egkomi, Makedonitissa, Agios Andreas (section), Agios Pavlos, Archaggelos (section), Lakatameia (section), Nicosia (section), Strovolos (section), Parissinos.

Strovolos Police Station

34 Archiepiskopou Kyprianou Rd., Strovolos 2059, Nicosia
Tel.: 22607100

Regions:

Athalassa, Akropolis (section), Archaggelos (section), Dasoupoli, Parissinos (section), Strovolos.

Omorfita Police Station

27-29 Kolokotroni Rd., Kaimakli 1037, Nicosia

Tel.: 22802800

Communities:

Agios Antonios (section), Agios Kassianos (section), Agiou Konstantinou and Elenis (section), Geni Tzami (section), Chrysaliniotissa (section), Kaimakli, Palouriotissa, Omorfita.

Latsia Police Station

43 Agiasmaton Rd., 2230 Nicosia

Tel.: 22467007

Regions:

Agios Georgios, Agios Eleftherios, Latsia, Geri, south of the road by Athalassa forest, Arona rise, river bed until Aglantzia cemetery.

Lakatameia Police Station

5 Fanis Rd., Lakatameia 2304, Nicosia

Tel.: 22802888

Communities /Regions:

Analiontas, Tseri, Kampia, Kapedes, Pera, Politiko, Pano Deftera, Kato Deftera, Psimolofou, Anageia, Ergates, Episkopeio, Anthoupoli, Pano Lakatameia, Kato Lakatameia, Archaggelos (section), Agios Mamas, Anthoupoli, Gerani and Koulouratos Refugee Government Housing Estates, Ergates Industrial Area, Nicosia, and Filani.

Pera Chorio Police Station

17 Filias Rd., Potamia 2573, Nicosia

Tel.: 22455995

Communities:

Dali, Pera Chorio, Nisou, Lympia, Alambra, Sia, Agia Varvara, Mathiatis, Lythrodontas, Marki, Kotsiatis, Helioupolis, Konstantia and Kallithea Estates, Potamia, Pera Chorio Industrial Area.

Peristerona Police Station

16 Griva Digeni Rd., Peristerona 2731, Nicosia

Tel.: 22465035

Communities:

Peristerona, Akaki, Menoiko, Orounta, Kato Moni, Panagia (Forest Station), Agioi Heliofotioi.

Kokkinotrimithia Police Station

Grigori Afxentiou Side Road, Kokkinotrimithia 2660, Nicosia
Tel.: 22872606

Communities:

Kokkinotrimithia, Palaiometochi, Agioi Trimithias, Mammari, Deneia.

Palaichori Police Station

79B Polykarpou Giorkatzi Str., Palaichori Oreinis 2745, Nicosia
Tel.: 22816655

Communities:

Palaichori, Askas, Fterikoudi, Alithinou, Alona, Polystypos, Platanistasa, Livadia, Saranti, Apliki, Farmakas, Kampi (Farmaka), Lagoudera.

Klirou Police Station

51 Archiepiskopou Makariou Str., Nicosia 2600
Tel.: 22462376

Communities:

Klirou, Kalo Chorio (Oreinis), Agios Epifanios, Gourri, Fikardou, Lazania, Mitsero, Agrokipia, Arediou, Malouna, Machaira Monastery, Agios Ioannis, Acheras farm, Kionia.

LIMASSOL DIVISIONAL POLICE HEADQUARTERS

1 Leontiou & Gladstonos Ave., P. O. Box 56059, Limassol 3304
Tel.: 25805050

Central Police Station

1 Leontiou & Gladstonos Rd., P.O. Box 56059, Limassol 3304
Tel.: 25805015

Communities / Regions:

Agia Zoni, Agia Triada, Agios Antonios, Agios Nektarios, Agios Nikolaos, Enaerios, Katholiki, Kapsalos, Limassol, Old Port, Mesa Geitonia, Neapoli, Heroes Square.

Agios Ioannis Police Station

Archiepiskopou Makariou III Avenue & Gianoulli Chalepa Rd. , Limassol
Tel.: 25805280

Communities /Regions:

Zakaki, Kato Polemidia (section), Agios Ioannis, Agios Georgios (Chavouzas), Omonoia, Monovolikos, New Port, Agios Spyridonas, Apostolos Andreas, Apostolou Petrou and Pavlou, Limassol, Tsireio Field, Tsiflikoudia.

Polemidia Police Station

8, 2nd Road, Kato Polemidia, Limassol 4156

Tel.: 25805657

Communities:

Kato Polemidia Municipality, Pano Polemidia, Ypsonas, Agia Fyla, Ekali, Nea Ekali, Laiki Lefkothea, Agios Sylas, Ypsoupoli, 1st and 2nd Monovolikos, New Hospital.

Germasogeia Police Station

Georgiou A´ Rd., Potamos Germasogeias, Limassol 4047

Tel.: 25805300

Communities /Regions:

Agios Athanasios (including the area around the coastal road from KEAN factory up to HOLIDAY INN Hotel), Agia Paraskevi, Agios Tychon, Akrounta, Amathounta, Germasogeia, Linopetra, Panthea, Potamos Germasogeias, Foinikaria, location Kalogiroi, Armenochori, Mouttagiaka.

Episkopi Police Station

1st Road, Episkopi, Limassol 4620

Tel.: 25873835

Communities:

Akrotiri, Apostolos Andreas Kolossiou and Apostolos Loukas Kollosiou Refugee Government Housing Estates, Erimi, Souni - Zananzia, Sotira, Trachoni, Ypsonas, Fasouri farm, Kantou, Asomatos, Episkopi, Kolossi, Tserkez – Tsiflik.



Limassol Divisional Police
Headquarters



Larnaca Divisional Police
Headquarters

Pissouri Police Station

Paphou Str., Pissouri, Limassol 4607

Tel.: 25222611

Communities / Regions:

Pissouri, Kato Pissouri, Pissouri Tourist Area.

Pachna Police Station

14 Griva Digeni Rd., Pachna, Limassol 4700

Tel.: 25816228

Communities:

Agios Amvrosios, Agios Georgios (Moni), Agios Therapon, Kato Kivides, Vouni, Gerovasa, Malia, Arsos, Vasa Koilaniou, Dora, Kissousa, Pano Kivides, Pano Pachna, Kato Pachna, Potamiou, Trozena.

Lania Police Station

Limassol - Platres Rd., Limassol 4744

Tel.: 25873004

Communities / Regions:

Agios Georgios Agios Mamas, Alassa, Kato Amiantos, Trimiklini, Apaisia, Zygos location, Kapileio, Korfi, Lania, Lofou, Limnatis, Mandres tou Konnari location, Monagri, Pelentri, Saittas, Doros, Fylagra, Moniatis, Sylikou.

Platres Police Station

Olympou Str., Pano Platres, Limassol 4820

Tel.: 25813018

Communities / Regions:

Mandria, Pano Platres, Kato Platres, Omodos, Foini, Koilani, Kouka, Trooditissa Monastery, Pera Pedi, Helia Bridge location, Mesa Potamos Monastery.

Troodos Police Station

4800 Limassol

Tel.: 25813999

Communities / Regions:

Pano Amiantos, Troodos, Chrysovrisi Housing Estate, Troodos - Prodromos Road up to 'Vathy Arkatzi' and Kato Troodos up to Platres – Troodos Road and up to Arkatzi, Ierapostolon camp.

Moni Police Station

10 Antistratygou Floraki Rd., Moni, Limassol 4525

Tel.: 25828428

Communities / Regions:

Agiou Georgiou Alamanou Monastery, Asgata, Vasa Kellakiou, Vikla, Moni Power Station, Kellaki, Klonari, Mazokampos location, Monagrouli, Moni, Panagia tou Glossa Monastery, Parekklesia, Prasteio Kellakiou, Pyrgos, Pentakomo, Sanida, Plateies (cement mine).

Kalo Chorio Police Station

1 Pefkou Rd., Kalo Chorio 4566 , Limassol

Tel.: 25813300

Communities / Regions:

Agios Kotsantinos, Agios Pavlos, Akapnou, Arakapas, Apsiou, Gerasa, Profitis Elias area, Dierona, Eptagoneia, Zoopigi, Kakomallis area, Kalo Chorio, Louvaras, Mathikoloni, Palodia, Paramitha, Spitali, Fasoula, Sikopetra.

Agros Police Station

2 Panagias Eleousas Rd., Agros 4860 , Limassol

Tel.: 25874034

Communities:

Agios Theodoros Agrou, Agios Ioannis Agrou, Agridia, Agros, Dimes, Kyperounta, Kato Mylos, Potamitissa, Chandria, Kyperounta Sanatorium (up to Karvouna crossing).

PAPHOS DIVISIONAL POLICE HEADQUARTERS

Corner of Griva Digeni Avenue & Grigori Afxentiou Rd., P.O. Box 60006,
Paphos 8100 Tel.: 26806060

Central Police Station

Corner of Griva Digeni Avenue & Grigori Afxentiou Rd., P.O. Box 60006,
Paphos 8100

Tel. 26806033

Municipality / Communities:

Agia Marinouda, Agiou Georgiou Monastery, Koloni, Lempa, Moutalos, Agia Varvara, Agios Neofytos Monastery, Agios Theodoros, Agios Pavlos, Anavargos, Moni Anatolikou, Armou, Acheleia, Gerokipias farm, Geroskipou, Empa, Episkopi, Konia, Lempa, Marathounta, Mesa Chorio, Mesogi, Petridia location, Paphos, Tala, Tremithousa, Clorakas, Kato Paphos.

Polis Chrysochous Police Station

1 Agia Kyriaki Rd., Polis Chrysochous 8820, Paphos

Tel.: 26806280

Municipality / Communities:

Agia Varvara Monastery, Agios Isidoros, Agia Marina, Androlikou, Appidaki, Argaka, Gialia, Goudi, Poli Chrysochou, Drousia, Evretou, Paliampela, Zacharia, Pachyammos, Ineia, Pelathousa, Istintzo, Peristerona, Karamoulides, Pittokopos, Kynousa, Prodromi, Kritou Tera, Pomos, Latsi Port, Sarama, Skoulli, Limni mine, Steni, Lysos, Tera, Makounta, Fasli, Meladia, Filousa, Melandra, Choli, Nea Dimmata, Tremithousa, Neo Chorio, Agios Merkourios, Potamos farm, Mirmikofou, Giolou farm, Agios Nikolaos farm, Agias Marinas dam, Argakas dam, Pomos dam, Agios Kononas dam.

Stroumpi Police Station

1 Grigori Afxentiou Rd., Kato Stroumpi 8550, Paphos

Tel.: 26814060

Communities / Regions:

Agion Anargyron Monastery, Letymvou, Simou, Agios Dimitrianos, Loukrounou, Kato Akourdaleia, Pano Akourdaleia, Milia, Gialia, Miliou, Pitar-gou, Drymou, Polemi, Thrinia, Theletra, Stavros farm, Kallepeia, Stroumpi, Koili, Tsada, Fyti, Lasa, Psathi, Panagia location, Monero location, Kourda-kas.

Kouklia Police Station

12 Apostolou Louka Rd., Kouklia 8500, Paphos

Tel.: 26812820

Communities / Regions:

Agios Georgios, Anarita, Kato Archimandrita, Pano Archimandrita, Kouklia, Mamonias, Mandria, Maronas, Mousere, Nata, Nikokleia, Souskiou, Timi, Fasoula, Foinikas, Agios Savvas Monastery, Kedares, Kelokedara, Nea Episkopi location, Oreites farm.

Kelokedara Police Station

Vaili Rd., Kelokedara 8626, Paphos

Tel.: 26817110

Communities / Regions:

Agios Ioannis Pafou, Agios Nikolaos Pafou, Arminou, Kedares, Kelokedara, Kidasi, Mesana, Praitori, Prastio, Salamiou, Sinti Monastery, Stavrokonnou, Trachypedoula, Filousa (Kelokedara), Pefkos tis Pera Vasas Forest Station.

Pegeia Police Station

26 Michalaki Kyprianou Rd., Pegeia 8560, Paphos

Tel.: 26815542

Municipality / Communities:

Akoursos, Kato Arodes, Pano Arodes, Pegeia, Kathikas, Kissonerga, Coral Bay.

Panagia Police Station

4 Alonia Rd., Pano Panagia 8640, Paphos

Tel.: 26817484

Communities:

Agia Marina, Agia Moni, Agia, Amargeti, Anadiou, Axylou, Asprogia, Eledio, Vretsia, Galataria, Kannaviou, Koilineia, Kritou Marottou, Faleia, Lapithiou, Lemona, Mamountali, Panagia, Pentalia, Statos—Agios Fotios, Stavros tis Psokas Forest Station, Choulou, Chrysorroiyatissa Monastery, Melamiou.

LARNACA DIVISIONAL POLICE HEADQUARTERS

Corner of Archiepiskopou Makariou Avenue & Athinon Rd., P.O. Box 40104,

Larnaca 6301

Τηλ.: 24804040

Larnaca Police Station

Corner of Archiepiskopou Makariou Avenue & Athinon Rd., Larnaca 6301

Tel.: 24804034

Communities:

Agion Anargyron B', Agios Georgios and Makarios III Refugee Government Housing Estates, Agios Lazaros, Agios Nikolaos, Kamares, Larnaca, Skala, Sotira, Chrysopolitissa.

Athienou Police Station

9 Georgiou Griva Digeni Rd., Athienou 7600, Larnaca

Tel.: 24811420

Communities:

Avdellero, Athienou, Troulloi, Fourni farm, Charalambidis farm, Petrofani.

Aradippou Police Station

91 Akropoleos Rd., Aradippou 7101, Larnaca

Tel.: 24813750

Communities:

Agion Anargyron A', Aradippou, Archangelou Monastery, Kokkines, Tsakilerio, Pano Vlachos, Kato Vlachos, Klavdia, Kochi, Kalo Chorio Larnacas.

Kiti Police Station

1 Angeloktistis Avenue, Kiti 7550, Larnaca

Tel.: 24816290

Communities / Regions:

Kiti, Mazotos, Tersefanou, Kivisili, Softades, Tekke farm, Dromolaxia, Me-neou, Perivolia Larnacas.

Lefkara Police Station

11 Petraki Kyprianou Rd., Lefkara, Larnaca

Tel.: 24811133

Communities:

Agioi Vavatsinias, Vavatsinia, Vavla, Lageia, Pano Lefkara, Kato Lefkara, Agios Minas Monastery, Kato Drys, Melini, Odou, Ora.

Zygi Police Station

62 Konstantinoupoleos Rd., Zygi 7739, Larnaca

Tel.: 24817200

Communities:

Choirokoitia, Psematismenos, Mari, Zygi, Kalavastos, Maroni, Tochni.

Public Services Installations :

EAC at Vasiliko, Vasiko Port, Zygi Naval Base.

Installations:

British Forces Broadcasting Station (BFBS), Vasilikos Cement factory, Choirokoitia Refineries, Kalavassou Dam, Agricultural Research Institute.

Other:

The highway from Governor's Beach on the border with Limassol district to Agia Paraskevi church on the border of Choirokoitia village - a total distance of 12,5 Km.

Oroklini Police Station

21 Mesogeiou Rd., Oroklini 7041, Larnaca

Tel.: 24804250

Communities / Regions:

Livadia Larnacas, Oroklini, Tourist area, Larnaca – Dekeleia Road, Kellia, Pyla.

Kofinou Police Station

Archiepiskopou Makariou Avenue, Kofinou 7735, Larnaca

Tel.: 24804380

Communities / Regions:

Agia Anna, Agia Varvara Monastery, Agia Thekla Monastery, Anglisides,

Galaktotrofousa Monastery, Delikipos, Kornos, Mosfiloti, Skarinou, Stavrovouni Monastery, Psevdas, Aplanta, Kofinou, Menogeia, Agios Theodoros, Alaminos, Alethriko, Anafotida, Pyrga Larnacas.

Public Services Installations :

CYTA at Pentaschinos, ' Makarios' Satellite Station.

Installations:

Dipotamos Dam, Kornos Refineries, South pipeline.

Others:

Limassol – Nicosia highway (near Agia Paraskevi church – 40kms and 700m up to the exit at Sia village near the Nicosia District Sign at the 58th km and 750m)

Larnaca highway (from Alethrikos rise by Klavdia – 10km and 500m up to Kofinou – at the 23rdkm and 673m.)

At the Junction of Nicosia-Limassol Highway at Kofinou – 40th Km up to Agia Paraskevi Church at 45th Km and 200 metres

The old Limassol – Larnaca motorway near Kofinou Station – at the 37th km and 200 metres up to the old Larnaca-Kofinou road – at the 15th Km and 200 metres

The old Alethriko – Klavthia road – at the 2nd km and 600 metres up to the old Larnaca – Kofinou road — at the 15th km and 200 metres.

AMMOCHOSTOS DIVISIONAL POLICE HEADQUARTERS

51 Korai & Agiou Dimitriou Rd., P.O. Box 33048, Paralimni 5312

Tel.: 23803030

Paralimni Police Station

P. O. Box 33048, Paralimni 5310, Ammochostos

Tel.: 23803024

Communities / Regions:

Paralimni.

Agia Napa Police Station

4 Stadiou Rd., Agia Napa 5330, Ammochostos

Tel.: 23803200

Municipality / Communities:

Agia Napa.

Deryneia Police Station

47 Ammochostos Rd., Deryneia 5380, Ammochostos

Tel.: 23812288

Municipality / Communities:

Deryneia, Sotira (except Agia Thekla area), Frenaros, Agios Georgios and Vryssoules Refugee Government Housing Estates, Strovilia.

Xylofagou Police Station

81 Anastasiou Manolis Rd., Xylofagou 7520

Tel.: 24815870

Communities:

Xylofagou, Liopetri, Avgorou (sub-station, tel.: 23819782).

Xylotymvou Police Station

1 Steliou Kyriakidi Rd., Xylotymvou 7510

Tel.: 24822270

Communities / Regions:

Xylotymvou, Ormideia, Dekeleia Power Station, EAC Housing Estate, Dasaki Achnas, Dekeleia (within British Bases).

MORFOU DIVISIONAL POLICE HEADQUARTERS

28 Sokrati Georgiadi Rd., Evrychou 2831

Tel.: 22802525

Astromeritis Police Station

49 Archiepiskopos Makarios III Ave., Astromeritis 2722

Tel.: 22465037

Communities / Regions:

Agia Marina, Agios Georgios Kafkallou, Asinou Forest Station, Astromeritis, Vyzakia, Koutrafas, Mandres Morfou, Memis Mine, Nikitari, Xyliatos, Potami.

Kampos Police Station

19 Kykkos Avenue, Kampos 2863

Tel.: 22874556

Communities / Regions:

Kampos, Kykkos Monastery, Mylikouri, Tsakistra.

Evrychou Police Station

28 Sokrati Georgiadi Rd., Evrychou 2831

Tel.: 22802524

Communities / Regions:

Agios Theodoros, Agroladou area, Evrychou, Kartrerouni area, Katydata, Skouriotissa, Temvria, Agios Epifanios, Korakou, Linou, Flasou, Agios Nikolaos, Petra and Agios Georgios Soleas agricultural areas.

Kakopetria Police Station

8 Georgios Grivas Digenis Rd., Kakopetria 2800

Tel.: 22813977

Communities / Regions:

Agia Eirini, Agios Nikolaos Monastery, Galata, Kakopetria, Kaliana, Kannavia, Kapouras Forest Station, Kourdali, Platania Forest Station, Sinaoros, Spilia.

Pedoulas Police Station

4 Periklou Chatzivasili Rd., Pedoulas 2850

Tel.: 22816720

Communities / Regions:

Agios Dimitrios, Gerakies, Prodomos Forestry College, Kalogiros area, Kalopanagiotis, Kaminaria, Kapourallis, Lemithou, Moutoullas, Oikos, Palaiomylos, Pedoulas, Prodomos, Treis Elies, Trikoukkia Monastery, Chromium Mine, Lefka agricultural area.

Kato Pyrgos Police Station

30 Nikolaos Papageorgiou Avenue, Kato Pyrgos 2940

Tel.: 26812940

Communities / Regions:

Mosfili, Pigenia, Pano Pyrgos, Kato Pyrgos, Choleri area, Agio Georgoudi area, Agios Theodoros Tillirias, Agios Ioannis (Selemani), Alefka, Vroisia, Ammadies, Kokkina, Mansoura, Pigi, Selladi tou Appi area, Xerovounos agricultural area.



PART II

Accountability Mechanisms and Human Rights

Complaints against members of the Police

Human Rights

Citizens Rights in case of arrest

CYPRUS POLICE

The neighbourhood
Police officer...



He is one of us!



COMPLAINTS AGAINST MEMBERS OF THE POLICE

A citizen may submit a written complaint against any member of the Police to the Chief of Police, or to the Divisional Police Commander. The case is investigated and the citizen is informed of the respective outcome within a period not exceeding thirty days.

Police Law 9(I)2006 regulates the powers of the Independent Authority for the Investigation of Allegations and Complaints against members of the Police. In accordance with this law, all citizens have the right to make allegations or submit complaints to the Independent Authority against a member of the Police, in relation to corruption, bribery, illicit profits financial or other interests, human rights violations, favoritism or behavior that may bring the Police into disrepute, or serve to weaken or destroy public faith in the Police.

The Independent Authority for the Investigation of Allegations and Complaints against the Police is made up of five members appointed by the Council of Ministers for a five-year term. The Independent Authority undertakes the investigation of complaints and allegations that are submitted in writing or come to its attention by other means. It also investigates any complaints that are assigned to it by the Attorney General of the Republic, or by the Minister of Justice and Public Order.

The Independent Authority does not investigate anonymous complaints and allegations.

HUMAN RIGHTS

Human Rights and fundamental freedoms derive from the inherent dignity and of the equal and inalienable rights of every person. Articles 6 to 35, of the Constitution of the Republic of Cyprus, refer to the fundamental rights and freedoms of persons, which are safeguarded and protected by the Police.

The Right to:

- ▣ life, liberty and security of the individual
- ▣ appeal to any Court of Law, and to any official public authority
- ▣ a fair trial in civil and criminal cases within a reasonable period of time
- ▣ own property and not to be deprived of it
- ▣ be equal before the Law

- ▣ freedom of movement and residence within the borders of a state
- ▣ freedom to assemble and associate for peaceful purposes

Besides, it condemns:

- ▣ torture and the cruel, inhumane or degrading treatment or punishment of persons
- ▣ discrimination in the enjoyment of rights and freedoms
- ▣ arbitrary arrest or detention
- ▣ arbitrary intervention in private life, home or correspondence
- ▣ slavery and the slave-trade
- ▣ the deportation of the nationals of a state or refusal of entry to it

All persons should have the right to equal protection by the law without any discrimination. Human rights can be restricted only in cases in which lawful authority is exercised by members of the Police (eg. arrest).

CITIZEN RIGHTS IN CASE OF ARREST

In the case of lawful arrest you have the right to be informed of the reason for your arrest, to be cautioned and to be informed of your rights - all in a language understood by you - including the right to communicate by telephone with a lawyer or relative.

After being arrested, you will be immediately searched and your personal belongings will be kept and given to you at the end of your detention. Objects which may be considered to be evidence, will be kept by the police for as long as necessary.

While in custody you have the right to humane treatment and suitable living conditions. You also have the right to a medical examination and medical treatment and not to be subjected to torture, or to cruel, inhumane or degrading treatment or punishment.

If any of your constitutional rights, as mentioned above, are violated by any member of the Police, you may file a complaint against the member of the Police, to the Chief of Police or to the Independent Authority for the Investigation of Allegations and Complaints against members of the Police, or the General Attorney, depending on the nature of the complaint.

PART III

Certificates, Forms, Applications, Reports

Issuance of Certificates of Criminal Record

Police Reports / Sketch plans / Photographs

Issuance of a license to import / transfer / register fire-arms

ENG

KEEP SAFE ON THE CYPRUS ROADS

We hope you enjoy your time with us in Cyprus and encourage you to explore the island. We have a modern and efficient road system that enables easy travel between all major towns and many places of interest. Before heading out onto the road, please take the time to read the following important information.

- In Cyprus, we drive on the **LEFT** side of the road. **NOT the right.**
- **For their own safety and the safety of others**, drivers must adhere strictly to the national speed limits. The maximum speed permissible on the island's major highways is 100 km/h – the minimum is 65km/h. Unless otherwise posted, the maximum speed limit on ordinary inter-urban and rural roads is 80km/h. In built up areas, the maximum limit is 50km/h, although local limits are often set lower. These are signposted accordingly.
- **It is prohibited to drive** if the levels of alcohol in the blood or breath are above the admissible limit. The admissible limit **in the blood** is 50 milligrams of alcohol in 100 millilitres of blood (BAC 0.5 mg/ml). The admissible limit in breath is up to 22 micrograms of alcohol in 100 millilitres of exhaled air.
- **The use of hand-held mobile phones while driving is prohibited.** Drivers wishing to use their mobile phone while driving must use a hands-free device.
- **Seatbelts are obligatory both in the front and back seats of motor vehicles.** Children under 12 years of age and less than 1.5m in height must wear a suitable safety belt or be restrained with a suitable restraint system.
- **If you are going to drive a motorcycle or moped you must have the following in mind:**
 - The law states that both the driver and passenger must wear a helmet.
 - Rental agencies should supply helmet(s) at the time of rental upon request.
 - A passenger can be carried on appropriate motorcycles/mopeds provided that he/she is over 12-years-old and sits astride the seat.
- **Be sure** that you are covered by insurance for injury or damages.
- **Pedestrians must remember that traffic moves on the LEFT side of the road. Therefore you must always:**
 - Walk on the pavement. In case there is no pavement, walk on the right side of the road (ie. towards the oncoming traffic).
 - Look both to your right and left before crossing any road.
- **In case of an accident, call 199 or 112 immediately.**

ENJOY YOUR STAY AND PLEASE HELP US KEEP
THE ROADS OF CYPRUS SAFE FOR EVERYONE.



Produced by the Cyprus Tourism Organisation in cooperation with the Cyprus Police, the Ministry of Communications and Works and PACRO & CYACRO (Cyprus Car Hire Associations)



APPLICATION FOR THE ISSUANCE OF A CERTIFICATE OF CLEAR CRIMINAL RECORD OR A CRIMINAL RECORD

1. The respective form must be completed.
2. The Applicant must also present:
 - (a) a Birth certificate
 - (b) an Identity Card or Passport
3. A 17,09 euro (£10) fee must be paid, for which a receipt is issued (F.107A).

The application form must be submitted to the Criminal Records Office of Department C' (C.I.D.), (Police Headquarters).

APPLICATION FOR THE ISSUANCE OF A CERTIFICATE OF CLEAR CRIMINAL RECORD (FOR OPERATING A MOTOR VEHICLE HIRING OFFICE)

1. The respective form must be completed.
2. The Applicant must also present:
 - (a) a Birth certificate
 - (b) an Identity Card or Passport
 - (c) a Driver's License
3. A 8,54 euro (£5) fee must be paid, for which a receipt is issued (F.107).

The application form must be submitted to the Criminal Records Office of Department C' (C.I.D.), and then at the Criminal Records Office of Department B' (Traffic), (Police Headquarters).

APPLICATION FOR THE ISSUANCE OF A CERTIFICATE OF CLEAR CRIMINAL RECORD (FOR OBTAINING A PROFESSIONAL DRIVER'S LICENSE)

1. The respective form must be completed.
2. The Applicant must also present:
 - (a) a Birth certificate
 - (b) an Identity Card or Passport
 - (c) a Driver's License
3. A 8,54 euro (£5) fee must be paid, for which a receipt is issued (F.107).

The application form must be submitted to the Criminal Records Office of Department C' (C.I.D.), and then at the Criminal Records Office of Department B' (Traffic), (Police Headquarters).

APPLICATION FOR THE ISSUANCE OF A CERTIFICATE OF CLEAR CRIMINAL RECORD (FOR STUDENTS OR OTHER CYPRIOT CITIZENS INTENDING TO DRIVE A MOTOR VEHICLE ABROAD)

1. An application must be submitted in writing, in the form of a signed letter addressed to the Chief of Police.
2. The applicant must also present the following:
 - (a) a Birth Certificate
 - (b) an Identity Card or Passport
 - (c) a Driver's License
3. A 8,54 euro (£5) fee must be paid, for which a receipt is issued (F.107).

The application must be submitted to the Criminal Records Office of Department B', (Police Headquarters).

APPLICATION FOR THE ISSUANCE OF A CERTIFICATE OF CLEAR CRIMINAL RECORD (FOR OBTAINING A DRIVING INSTRUCTOR'S PERMIT)

1. The respective form must be completed.
2. The applicant must also present the following:
 - (a) a Birth Certificate
 - (b) an Identity Card or Passport
 - (c) a Driver's License
3. A 8,54 euro (£5) fee must be paid, for which a receipt is issued (F.107).

The application must be submitted to the Criminal Records Office of Department C' and then to the Criminal Records Office of Department B', (Police Headquarters).

APPLICATION FOR THE ISSUANCE OF A LICENSE FOR PRACTICING THE PROFESSION OF ROAD CARRIER OF GOODS AND PASSENGERS

For the purpose of receiving a license to exercise the profession of road carrier of goods and passengers, a Credibility Certificate - Form P.136 is issued, after the set fee of 25,63 euro (£15) is paid by the applicant.

In case the application is submitted by a company, that falls within the provisions of Article 24(I) of Law 101(I)2001, on the access to the profession of road carrier, the fee to be paid is 8,5 euro (£5), provided that the company submits a relevant confirmation from any organized association of professional drivers.

1. The respective form must be completed.
2. The applicant must also present:
 - (a) a Birth Certificate
 - (b) an Identity Card or Passport
 - (c) a Driver's License
 - (d) a receipt confirming the payment of the prescribed fees (F.18)

The application form must be submitted to the Criminal Records Office of Department C' and then to the Criminal Records Office of Department B', (Police Headquarters).

Note:

All applications mentioned above, are issued to all citizens of the Republic of Cyprus and to foreign nationals residing in Cyprus legally for a period of at least six months. If the applicant is a foreign national, a residence permit and a passport must be presented.

The aforementioned forms are available at all Police Stations, Divisional Police Headquarters and the Police Website www.police.gov.cy.

The various fees are set by notification in the Official Gazette of the Republic of Cyprus and must be paid in cash, or by a crossed cheque issued in the name of the Chief of Police at the Accounts Office of Police Headquarters or at the Accounts Office of any Divisional Police Headquarters .

The applications must be submitted either in person or by a person duly authorized by the applicant.

| CONTACT DETAILS | |
|--|---------------------|
| Criminal Records Office, Department B' | 22808110 |
| Criminal Records Office, Department C' | 22808394 / 22808389 |

POLICE REPORTS / SKETCH PLANS / PHOTOGRAPHS

Application for the provision of Police Reports (including sketch plans) for traffic accidents by Insurance companies, lawyers and other persons who have a legal interest

Form P.188 must be completed and submitted in four copies.

A 85,43 euro (£50) fee must be paid, for which a receipt is issued (F.108).

The application form is submitted to the Registry of Department B' (Traffic), (Police Headquarters).

PART III

Application for the provision of sketch plans, photographs, etc by Insurance Companies, lawyers or other persons who have a legal interest

| | |
|---|---------------------|
| Sketch plan of a Traffic Accident Scene | 34,17euro (£20) |
| Photographs of a crime / accident scene | 3,42 euro (£2) each |
| Forensic Report | 42,72euro (£25) |

The application is submitted in writing in the form of a letter addressed to the Chief of Police and accompanied by a receipt of payment of the set fees (F.108) at the Registry of Department B' , (Police Headquarters).

Application by insurance companies, lawyers, or other persons who have a legal interest for the provision of Police Reports / photos of a crime scene (not of traffic accidents) concerning thefts, arsons, accidents in the workplace, etc,

A 85,43 euro (£50) fee must be paid, for which a receipt is issued (F.108)

A 3,42 euro (£2) fee for each photograph.



Certificates awarded at the completion of courses for bus drivers



Traffic Accident

The application must be made in writing in the form of a letter addressed to the Chief of Police and submitted to the Registry of Department C' (C.I.D.) at Police Headquarters.

Application for the provision of a copy of a Fire Report by Insurance Companies, Lawyers and other persons who have a legal interest

A 8,54 euro (£5) fees must be paid.

The application is submitted in the form of a letter addressed to the Director of the Fire Service.

Application to be supplied with copies of statements and other relevant documents of a criminal case, pursuant to Articles 7 and 44 of Chapter 155. Such applications can be made either by the accused person, or by his/her lawyer.

An application must be submitted in the form of a letter addressed to the Prosecution Authority of the respective Divisional Office. In order to be supplied with all relevant documents a fee must be paid.

PART III

| POLICE PROSECUTION OFFICES – TELEPHONE NUMBERS | |
|--|---------------------|
| Department B´ - Registry | 22808113 / 22808567 |
| Department C´ - Registry | 22808130 |
| Nicosia / Morfou Prosecution Office | 22802300 |
| Larnaca / Ammochostos Prosecution Office | 24804155 |
| Limassol Prosecution Office | 25805486 |
| Paphos Prosecution Offices | 26806063 |

ISSUANCE OF A LICENSE TO IMPORT / TRANSFER / REGISTER FIREARMS, (L. 113(I)/2004)

A. Conditions for the issuance of a license for the acquisition and possession of a firearm

The Chief of Police has the authority to issue a license for the acquisition and possession of a firearm classified in category D (hunting gun) on the condition that the applicant:

1. Is 18 years of age or above.
2. Is not deemed to be a danger to himself/herself, to public order or to public safety, according to a court decision, or according to the expert opinion of a Governmental Medical Council.
3. Has not been convicted of any of the following offences:
 - homicide
 - rape
 - abduction (with the exception of the offence of abduction contrary to Article 149 of the Penal Code (Cap 154)
 - arson
 - treason
 - robbery
 - inciting to mutiny / sedition / membership of an unlawful association
 - premeditated murder or attempted murder
 - importation, possession, manufacturing, storage or transfer of explosive substances (contrary to Article 4, par (4) of the Explosive Substances Law)
 - attempt to destroy property by explosives
 - illegal possession, use, possession with the intent to supply controlled drugs or psychotropic substances, according to the Law on Narcotic Drugs and Psychotropic Substances
 - any other offence specified to be an offence for the purposes of the present article by a notification of the Council of Ministers announced in the Official Gazette of the Republic
4. Has not been ascertained to be insane, according to Article 70 of the Criminal Procedure Law (Cap155)

A person convicted of any of the aforementioned offences, may, after ten years from the date of conviction and seven years from the date of release, if convicted to imprisonment, submit an application for obtaining a Firearms License for a firearm classified in Category D. For the aforementioned

offences of arson, illegal possession, use and possession with intent to supply controlled drugs and psychotropic substances.

The Minister of Justice and Public Order has the authority, following a recommendation by the Chief of Police, and after consideration of the actual facts of each case, to reduce the aforementioned period.

B. Acquisition and possession of a firearm

According to the Firearm's Law, a firearm classified in Category D (hunting gun) is a long, smoothbore barrel firearm (double or single barreled) of a single-shot per barrel which is 24cm in length.

1. Any person who desires to obtain a license for the acquisition and possession of a firearm classified in Category D (firearms license), must apply in writing to the Chief of Police.

The criteria referred to in paragraph A must be met.

2. The following fees are set:

| | |
|--|---|
| <ul style="list-style-type: none"> ▪ £20 (34,17euro) fee for each firearm | <ul style="list-style-type: none"> ▪ £10 (17,09 euro) fee for each Flobert |
|--|---|

The holder of a Firearms License has the right to have in his possession more than one hunting gun, provided separate Firearm Licenses have been issued for each firearm.

The owner of a residence or any other premises, where more than ten (10) hunting guns are kept, is obliged to install an alarm system connected to the Police or to install a gun rack as defined by Regulation 5(2), 356/2005.

C. Acquisition and possession of arms (other than firearms)

The main types of arms other than firearms are the following:

- air-gun with a caliber of not more than 0.177mm
- air-pistol with any caliber registered prior to 14 January 1972
- rifles that may be used by municipalities or other competent authorities exclusively for the purpose of anaesthetizing or putting down animals
- athletic pistol
- sports bow

In order to obtain a permit for obtaining and possessing such arms, a person must submit an application, in writing to the Chief of Police, provided that the criteria mentioned in paragraph A above are met.

A 8,54 euro (£5) fee is to be paid.

D. Age limits for the possession of firearms and other arms

No person under the age of 18 years of age is allowed to have in his/her possession any firearm, or other arms, except in the case where it is used:

- At a licensed shooting-ground, in which case the person shall not be under the age of 16 years, during games, competitions, or training sessions taking place among the members of the shooting association and other persons, or
- At a licensed paint ball field in which case the person shall not be under:
 - the age of 16 years or
 - the age of 14 years, and be accompanied by a parent, or legal guardian, or a person of up to third degree of kinship

E. Import License

Any citizen of the Republic of Cyprus, who wants to import a firearm or other arm (from a non EU country) for his/her own personal use, shall submit an application in writing to the Chief of Police.

The following fees are set:

- A 34,17euro (£20) fee for a Firearm Import License
- a 8,54 euro (£5) fee for an Air-rifle Import License

The criteria mentioned in paragraph A above must be satisfied.

The Import License is valid for a period of 3 months. The Chief of Police may, at any time, revoke the license after a notice of one month to the holder of the license.

Any non-EU citizen may submit an application to the Director of the Customs and Excise Department, for the issuance of a Special Firearm Import License or a Special License for an arm (other than a Firearm). This license is valid for a maximum period of three months.

F. Registration of a firearm or other arm

Any person who brings into the Republic of Cyprus or buys or acquires in the territory of the Republic a firearm or other arm must:

- Apply to the local Divisional Police Commander, where s/he resides, in order to register the weapon, within two working days from the date of arrival of the firearm or other arm in the Republic or from the date of its acquisition or purchase.
- Produce an Import License or a Transfer License for the firearm or arm or an authorization by the Chief of Police, or a “European Firearms Pass”.
- Submit a 17,09 euro (£10) fee.

PART III

G. Application for a license to sell firearms

Any person who wishes to obtain a license to sell firearms must submit an application, in writing to the Chief of Police and a 341,72 euro (£200) fee, in case it is decided that the license is to be granted.

The Chief of Police has the authority to issue a License to sell firearms only to applicants who meet the following criteria:

- Are 23 years of age and over.
- Possess the required professional qualifications.
- Are not considered to be a danger to themselves or others and to public order or safety, according to a Court Decision, or the expert opinion of a Governmental Medical Council.



Firearms seized by the police

- Have not been convicted of any of the offences mentioned in paragraph A3 above.
- Have not been convicted of any other offence specified by a Council of Ministers Decision (announced in the Official Gazette of the Republic) to be an offence, for the purposes of the present Article.
- Maintain adequate and secure premises for selling and safely storing firearms.
- Any person convicted of any of the aforementioned offences and sentenced to imprisonment, may after the passage of ten years from the date of conviction and seven years from the date of release, submit an application for obtaining a license to sell firearms.

The license is valid for a period of 5 years and may be renewed for an additional period of 5 years upon submission of a 85,43 euro (£50) fee.

Any person who wishes to alter, repair, import firearms, must submit an application, in writing, to the Chief of Police, for the issuance of a License to sell firearms, in which the particular profession must be specified. A 85,43 euro (£50) fee must be paid, for the license to be granted.

The license is valid for a period of 5 years and may be renewed for an additional period of 5 years upon submission of a 42,72 euro (£25) fee.

H. Application for the transfer of a firearm or other arm

- The applicant must submit an application, in writing, to the Chief of Police.
- The transfer form must be signed by the interested party and certified by the Chairman of the Community Council (or Muktar) or by a Certifying Officer.



Firearms seized by the police

- The person transferring the firearm must be a holder of the Registration Certificate and a Firearms License for the specific firearm.
- The person acquiring the firearm must be someone who is entitled to keep, possess, control, use or transfer, within the territory of the Republic, a firearm or other arm.

I. Transfer of firearms

Any person who wishes to transfer a firearm from the Republic to another member state of the European Union must acquire a Transfer License by:

Submitting an application in writing, to the Chief of Police for the issuance of a License that authorizes the specific transfer and by submitting a 17,09 euro (£10) fee.

On submission of an application form, the applicant must submit the following to the Chief of Police:

- i. the name and address of the person selling or giving the firearm and the name and address of the purchaser, or of the person acquiring it
- ii. the address to which the particular firearms are to be consigned or transported
- iii. the number of firearms to be consigned or transported
- iv. the particulars of each firearm as well as verification that the firearm has been checked according to the provisions of the Convention for the Reciprocal Recognition of Proof Marks on portable firearms, of 1st July 1969
- v. the means of transfer
- vi. the date of departure and the estimated date of arrival



Explosives Experts



Shooting training

The information referred to in points 1-6 above, is not required where the transfer takes place between Licensed firearm dealers. The Chief of Police is authorized to issue a Transfer License, taking into consideration the transfer conditions and security, and provided that the applicant:

- Is 18 years of age or more.
- Is not considered to be a danger to himself, or others, or to public order or safety, according to a Court Decision, or after the expert opinion of a Governmental Medical Council.
- Has not been convicted of any of the offences mentioned in paragraph A3.
- Has not been convicted of any other offence specified to be an offence for the purposes of the present article by a notification of the Council of Ministers announced in the Official Gazette of the Republic.

The Transfer License must accompany the firearm until it reaches its destination and it must be produced whenever so required by the authorities of any Member States involved in the transfer.

The License is valid for a period of six months.

Any person who wishes to transfer a firearm from an E.U. Member State to the Republic:

Should be a holder of a Transfer License, which is issued by a competent authority of the Member State from which it is transferred, and / or should be a holder of a 'European Firearms Pass', if the firearm is transferred for temporary possession and use.

The use and transfer within the territory of the Republic of any firearm classified in category D, by any person, is prohibited unless s/he is a holder of



European Union Flag



Exhibit - Police Museum

a Firearms License. Visitors from third countries who import firearms for their own personal use are excluded (in this case the provisions of paragraph E above are applicable).

J. Application for the issuance of a 'European Firearms Pass'

Legal possession and use of a firearm in an E.U. Member State, entails the acquisition of a European Firearms Pass.

The European Firearms Pass is obtained after submitting a written application to the Chief of Police for possession and use of firearms in an E.U. Member State.

Such a pass, is valid for a period of five years and may be extended, while in the case of firearms classified in Category D it is valid for a period of ten years.

Issuance fee 34,17euro (£20).

The applicant must:

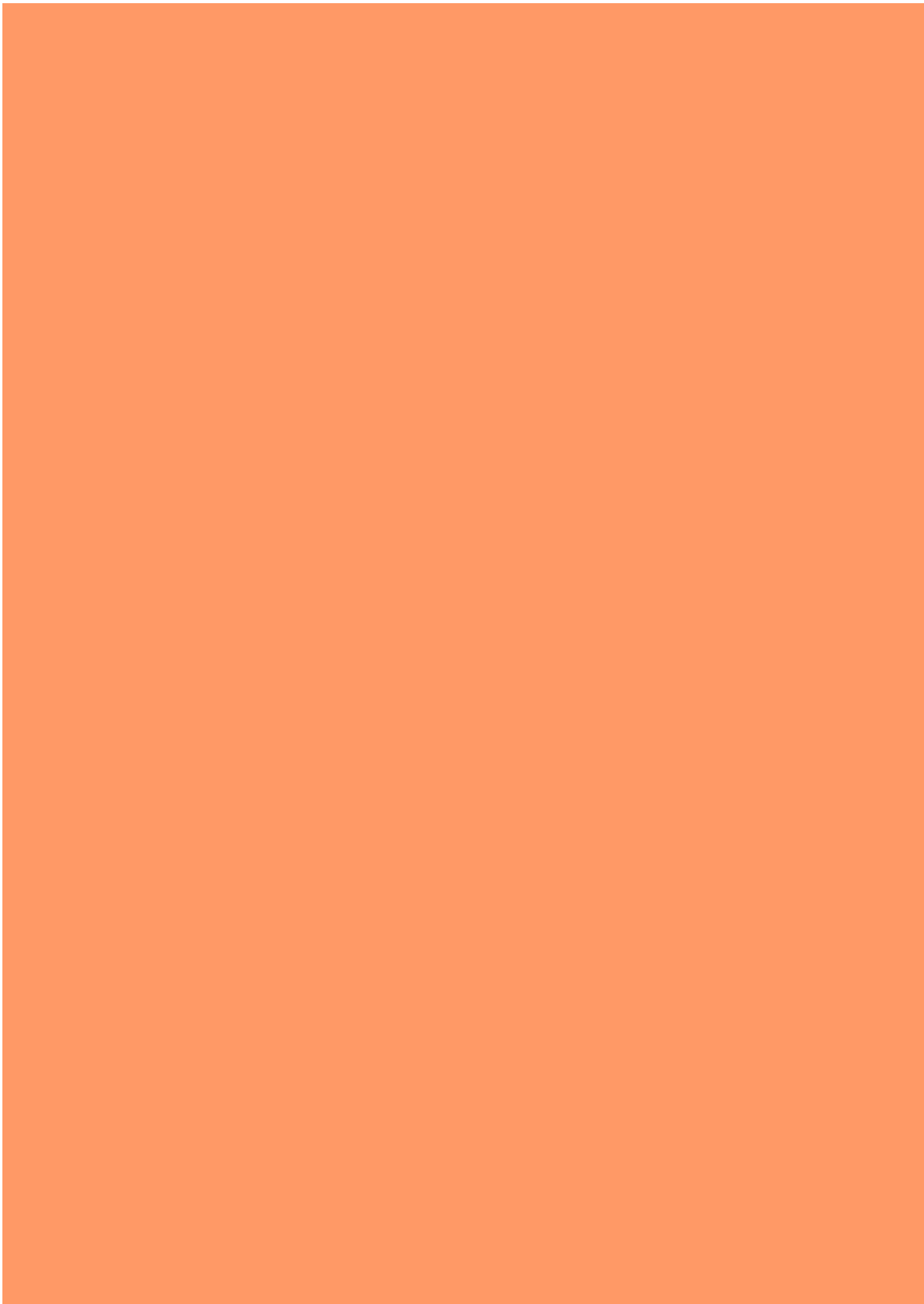
- Satisfy the criteria for the acquisition and possession of firearms.
- Be a permanent resident of the Republic of Cyprus.
- Be a holder of a Registration Certificate and a Firearms License for the specific firearm.

Note:

The aforementioned forms are available at all Police Stations and at Divisional Police Headquarters. The various fees are payable in cash at the Accounts Office of Police Headquarters or at the Accounts Offices of any Divisional Police Headquarters.

FOR FURTHER INFORMATION:

| | |
|------------------|----------|
| Telephone number | 22808385 |
| Fax | 22808755 |



PART IV
**Information concerning the employment of
aliens**

*Securing a permit for employing an alien domestic
assistant*

Registration of a domestic assistant

*Renewal of the residence permit of an alien domestic
assistant*

Obtaining a work permit for an alien worker

Registration of an alien worker (labourer)

*Renewal of the residence permit of an alien worker in
the case of changing employer*



SERVICES RELATED TO ALIENS

The information below refers to the procedures to be followed for the:

- Issuance of a work permit for an alien domestic assistant.
- Registration of a domestic assistant.
- Renewal of the residence permit of an alien domestic assistant.
- Issuance of a work permit for an alien worker.
- Registration of a worker.
- Renewal of a residence permit for an alien worker.

A. The maximum period for which a residence/work permit in Cyprus for third country nationals can be issued is only four (4) years, except in cases where employment is for:

- The caring of elderly persons (over the age of 75).
- The caring of persons who have special needs and have presented medical certification by a specialist doctor.
- The caring of persons suffering from cancer (having medical certification from the Oncology Centre), multiple sclerosis, muscular dystrophy, nephropathy, myopathy, mental disorders and serious psychological problems, extensive loss of sight, disfiguring arthritis and overweight persons who experience mobility problems and have medical certification which refers to their weight and height.
- The caring of handicapped persons confined to a wheel chair or bed
- Couples who work, contribute to the social security fund, have four children or more, and one of them is under the age of 12.

The Director of the Civil Registry and Migration Department may extend the residence and work permit for the employment of a domestic assistant / caretaker from a third country beyond the period of 4 years in special circumstances, by exception of the relevant Decision of the Council of Ministers Commission. Notwithstanding the above, the request for granting an approval by exception is submitted directly to the Civil Registry and Migration Department. In order to be accepted by the Aliens and Immigration Divisional Branches, the letter from the Civil Registry and Migration Department granting approval must be accompanied by application form M.61.

B. It must be noted that applications for the employment of third country nationals will only be accepted by Aliens & Immigration Divisional Police Units if the authorities are satisfied that the following order of priority of access to the job market is adhered to:

- Cypriot citizens and citizens of E.U. Member States and the members of their families, regardless of nationality. Holders of special I.D.s are also placed in the same priority list, but not members of their families who are third country nationals – it must be stressed that they have to produce a Contract of Employment, endorsed by the Labour Department.
- Third country nationals who are already residing in the Republic of Cyprus.
- Family members of third country nationals, who are already residing in the Republic of Cyprus, with the exception of asylum seekers.
- Newly arrived third country nationals.

It must be emphasized that:

- Third country nationals, members of the family of Cypriot citizens and holders of a special I.D., shall not be employed at cabarets, night clubs, pubs, café-restaurants and bars.
- Third country nationals who are spouses of Cypriot or other European citizens are not required to submit an endorsed Contract of Employment for employment purposes but must complete application forms M.64 and MEU1/MEU2 respectively, where a code number for the type of employment is stated by the Labour Department.
- Potential employers of asylum seekers may, instead of a Bank Guarantee, deposit in cash the respective amount required to cover the expenses for the repatriation of the applicant.

The Labour Department is the competent authority for ensuring that the priority sequence is maintained in employment. The interested employer must therefore submit a Contract of Employment stamped by the District Labour Office.

The control for the order of priority (for the employment of domestic assistants / caretakers) is carried out by the Civil Registry and Migration Department. An application form must be accompanied by the following documents:

- a. advertisement of the job vacancy in the local daily press, published at a conspicuous spot, in at least two newspapers of wide circulation.

- b. confirmation that the vacancy has been registered for at least six weeks in the EURES (information) system of the E.U. and provided that applicants fall into the following categories:
1. Families with a child under the age of 12 where both parents work and contribute to the Social Insurance Fund.
 2. Families which do not have young children where both spouses work and have a joint annual taxable income exceeding 51.258,04 euro (£30000).
 3. Single parent families with a child under the age of 12, provided that the parent works and contributes to the Social Insurance Fund.
 4. Families where only one spouse works and have a minimum annual taxable income of 85.430,07 euro (£50000).
 5. Persons living on their own, who work, have an annual taxable income of more than 51.258,04 euro (£30000) and contribute to the Social Insurance Fund.

Those who are interested must submit application form M.58 accompanied by the following documents:

- A photocopy of the alien's passport which must be valid for a period of at least two years.
- A Clear Criminal Record Certificate (original)
- A Bank Guarantee valid for six months or more, after the expiry date of the Contract of Employment
- The Contract of Employment stamped by the Commissioner of Stamp Duty (for each year of employment a 7,69 euro (£4,5) stamp is required), and three copies of the Contract, each one affixed with a 1,71euro (£1) stamp
- Verification/Proof of payment of contribution to the Social Insurance Fund for the previous domestic assistant.



Passport control

- If one of the two spouses has passed, away a Death Certificate or a Verification by the President of the Community Council (or Muktar), shall be produced.
- If the couple is divorced, a Divorce Certificate shall be produced.
- Verification by a private employment agency or by the President of the Community Council (or Muktar) that the applicant can provide appropriate accommodation for the domestic assistant, in a separate room

USEFUL TELEPHONE NUMBERS Aliens and Immigration Unit

| | |
|-------------------------------|----------|
| Nicosia Divisional Branch | 22802334 |
| Limassol Divisional Branch | 25805200 |
| Larnaca Divisional Branch | 24804242 |
| Paphos Divisional Branch | 26806200 |
| Ammochostos Divisional Branch | 23803020 |

- If the alien will be residing in a rent house or apartment, the employer shall provide information about the residential address of the alien.
- A copy of the Contract of Lease for the apartment/house where the alien will be residing.
- The particulars of the alien's previous passport - if the alien has not previously traveled abroad from his/her country, a special verification must be produced by the authorities of his/her country or a solemn statement made upon registration.
- The particulars of the person that recommends the domestic assistant. If he/she is an alien, the name and the file number shall be provided.
- The sum of 119,60 euro (£70) must be submitted in cash.

Note:

Government and Bank employees or employees of Semi-Governmental Organizations may submit their payroll without any verification by the Social Insurance Department.

1. Issuance of a work permit for an alien domestic assistant

1. Application for the employment of a domestic assistant by persons who do not have young children

Applicants must submit application form M.58, which should be accompanied by the following documents:

- A photocopy of the alien's passport which must be valid for a period of at least two years.
- A Bank Guarantee, valid for 6 months after the date of expiry of the Contract of Employment.
- The Contract of Employment stamped by the Commissioner of Stamp Duty (for each year of employment a 7,69 euro (£4,50) stamp is required) and 3 copies of the contract, each one affixed with a 1,71 euro (£1) stamp.
- Verification by the Social Insurance Department that both parents work and contribute to the Social Insurance Fund (the verification must state the amount of their contribution).
- The temporary Residence Permit of the alien domestic assistant, who was previously employed by the applicant (Form M.62A).
- Verification of payment of contribution to the Social Insurance Fund for the previous domestic assistant.
- If one of the two spouses has passed away a Death Certificate or a Verification by the President of the Community Council (or Muktar) shall be produced.
- If the couple is divorced, a Divorce Certificate shall be produced.
- Verification by a private employment agency or by the President of the Community Council (or Muktar), that the applicant can provide appropriate accommodation for the domestic assistant in a separate room.
- If the alien will be residing in a rent house or apartment, the employer shall provide information about the residential address of the alien.
- A copy of the Contract of Lease for the house/apartment where the alien will be residing.
- The details of the alien's previous passport - if the alien has not previously traveled abroad, a special verification shall be produced by the authorities of his/her country or a solemn declaration made upon registration.
- The particulars of the person that recommends the domestic assistant. If he/she is an alien, the name, the Aliens Registration Card Number, (ARC) and file number shall be provided.

Note:

If the applicant's children are Government or Bank employees or employees of Semi-Governmental Organizations, it is possible to submit their payroll without any verification by the Social Security Department.

II. Employment of a domestic assistant by persons with health problems (disabled / special needs / suffering from incurable illness)

Applicants must submit their application to the local Divisional Branch of the Aliens and Immigration Unit. Form M.58 should be accompanied by the following documents:

- A photocopy of the alien's passport which must be valid for a period of at least two years.
- A Bank Guarantee, valid for 6 months after the expiry of the Contract of Employment.
- A Clear Criminal Record Certificate (original).
- The Contract of Employment stamped by the Commissioner of Stamp Duty (for each year of employment a 7.69 euro (£4.50) stamp is required) and 3 copies of the contract, each one affixed with a 1,71 euro (£1) stamp.
- A Medical Certificate.
- The Temporary Residence Permit of the alien domestic assistant (Form M.62A).
- Verification of contribution to the Social Insurance Fund for the previous domestic assistant.
- Verification by a private employment agency or by the President of the Community Council (or Muktar) that the applicant can provide appropriate accommodation for the domestic assistant in a separate room.
- If the alien will be residing in a rent house or apartment, the employer shall provide information about the residential address of the alien.
- A copy of the Contract of Lease for the apartment/house where the alien will be residing.
- The details of the alien's previous passport - if the alien has not previously traveled abroad, a special verification shall be produced by the authorities of his/her country or a solemn declaration made upon registration.
- The particulars of the person that recommends the domestic assistant. If he/she is an alien the name and the file number shall be provided.

III. Employment of a domestic assistant for elderly persons (75 years old and over)

An application is submitted (Form M.58) which should be accompanied by the following documents:

- A photocopy of the alien's passport which must be valid for a period of at least two years.
- A Bank Guarantee, valid for 6 months after the date of expiry of the Contract of Employment.
- A valid (original) Free Criminal Record Certificate.
- The Contract of Employment stamped by the Commissioner of Stamp Duty (for each year of employment a 7.69 euro (£4,50) stamp is required) and 3 copies of the contract, each one affixed with a 1,71 euro (£1) stamp.
- A photocopy of the applicant's Identity Card, Birth Certificate or passport.
- Declaration by the applicant's children that they are going to undertake the expenses for the domestic assistant and a verification by the Social Insurance Department that the child/children undertaking the expenses work(s).
- If one of the two either husband or wife has passed away, a Death Certificate, certified by the President of the Community Council (or Muktar) shall be produced.
- The Temporary Residence Permit of the alien domestic assistant (Form M.62A).
- Verification/proof of contribution to the Social Insurance Fund for the previous domestic assistant.
- Verification by a private employment agency or by the Chairman of the Community Council (or Muktar) that the applicant can provide appropriate accommodation for the domestic assistant in a separate room.
- If the alien will be residing in a rent house or apartment, the employer shall provide information about the residential address of the alien.
- A copy of the Contract of Lease for the house/apartment where the alien will be residing.
- The details of the alien's previous passport – if the alien has not previously traveled abroad, a special verification shall be produced by the authorities of his/her country or a solemn declaration made upon registration.
- The particulars of the person that recommends the domestic assistant. If he/she is an alien, the name, the ARC and file number shall be provided.

Note:

If the applicant's children are Government or Bank employees or employees of Semi-Governmental Organizations, it is possible to submit their payroll without any verification by the Social Security Department.

2. Registration of a domestic assistant

Those who are interested must contact the Divisional Branch of the Aliens and Immigration Unit in order to arrange an appointment. Those in Nicosia can contact the Nicosia Divisional Branch of Aliens and Immigration Unit at 11 Byzantium Street, Engomi.

- During the meeting at the Aliens and Immigration Unit the applicants shall be accompanied by the alien domestic assistant.
- Application form M61 must be completed, signed by the alien and submitted along with the following documents:
 - ▣ VISA,
 - ▣ blood test for hepatitis, syphilis and AIDS,
 - ▣ chest X-rays for tuberculosis / X-rays by private practitioners are also accepted,
 - ▣ the original Contract of Employment,
 - ▣ photographs,
 - ▣ insurance which covers medical and pharmaceutical care
 - ▣ a Declaration by the alien stating any previous employment in Cyprus,
 - ▣ a 153,77euro (£90) fee.

3. Renewal of the residence permit for an alien domestic assistant

- Those who are interested should contact the Divisional Branch of the Aliens & Immigration Unit in order to arrange an appointment.
- During the meeting at the Aliens and Immigration Unit the applicants must be accompanied by the alien domestic assistant.
- Application Form M.61 must be completed, signed by the alien and submitted along with the following documents:
 - ▣ passport,
 - ▣ bankbook,
 - ▣ declaration by the alien,
 - ▣ the contract of Employment with an affixed stamp by the Commissioner of Stamp Duty.



Passport Control

- ▣ a Bank Guarantee (valid for a period of up to 6 months after the expiry of the Contract),
- ▣ a 119,60 euro (£70) fee payable in cash,
- ▣ Aliens Registration Book,
- ▣ the last receipt by the Social Security Fund,
- ▣ one (1) photograph,
- ▣ (a 205,03 Euro (£120) fee*) for employment of a period of 4-6 years
- ▣ (a 290,46 euro (£170) fee*) for employment of a period of 6 years and more

** provided that these cases fall within the exceptions of paragraph A.*

4. Obtaining a work permit for an alien worker

- Those who are interested must submit application form M.58, together with the following documents:
 - ▣ form M.64,
 - ▣ form M.62A of the previous alien worker in case of replacement,
 - ▣ the Contract of Employment, duly stamped,
 - ▣ a Bank Guarantee valid for 6 months after the expiry of the Contract of Employment,
 - ▣ the approval of the Labour Office,
 - ▣ a photocopy of the alien's passport,
 - ▣ a Clear Criminal Record Certificate (original),
 - ▣ verification of departure of the previous alien employee or a computer printout
 - ▣ the details of the passport of the previous alien employee - in case the alien has not previously traveled abroad, a special verification must be produced by the authorities of his/her country or a solemn declaration made upon registration.

5. Registration of a labourer

- Those who are interested must contact the Divisional Branch of the Aliens & Immigration Unit in order to arrange an appointment.
- During the meeting at the Aliens and Immigration Unit the applicants must be accompanied by the alien labourer.
- Application form M61 must be completed, signed by the alien and submitted with the following documents:
 - ▣ a 34,17 euro (£20) fee,
 - ▣ three (3) photographs,

- ▣ the Contract of Employment,
- ▣ VISA,
- ▣ blood tests and X-rays,
- ▣ passport.

6. Renewal of the Residence Permit for an alien worker

- Those who are interested must contact the Divisional Branch of the Aliens & Immigration Unit in order to arrange an appointment.
- During the meeting at the Aliens and Immigration Unit applicant(s) must be accompanied by the alien domestic assistant.
- Application form M61 must be fully completed, signed by the alien together with the following documents:
 - ▣ a 34,17 euro (£20) fee,
 - ▣ the Contract of Employment, duly stamped,
 - ▣ a Bank Guarantee (valid for 6 months after the expiry of the Contract of Employment),
 - ▣ passport,
 - ▣ insurance which covers medical and pharmaceutical care.

Note:

Those who are interested can obtain the aforementioned forms at all Divisional Branches of the Aliens & Immigration Unit.

7. Change of Employer

In case of change of employer the following documents must be presented:

- Form M61 and supplementary Form M58.
- A Bank Guarantee valid for six months after the expiry of the Contract of Employment (valid for 6½ years).
- The Contract of Employment stamped by the Commissioner of Stamp Duty (for each year of employment a 7,69 euro (£4.50) stamp is required and three copies of the contract, each one affixed with a 1,71euro (£1) stamp
- Photocopies of the employer's identity card, and birth certificate or passport
- A Declaration by the applicant's child / children that they will undertake the expenses for the domestic assistant and a verification by the Social Insurance Department indicating that the child / children work(s)
- If one of the spouses is dead, a Death Certificate and verification by the President of the Community Council (or Muktar).

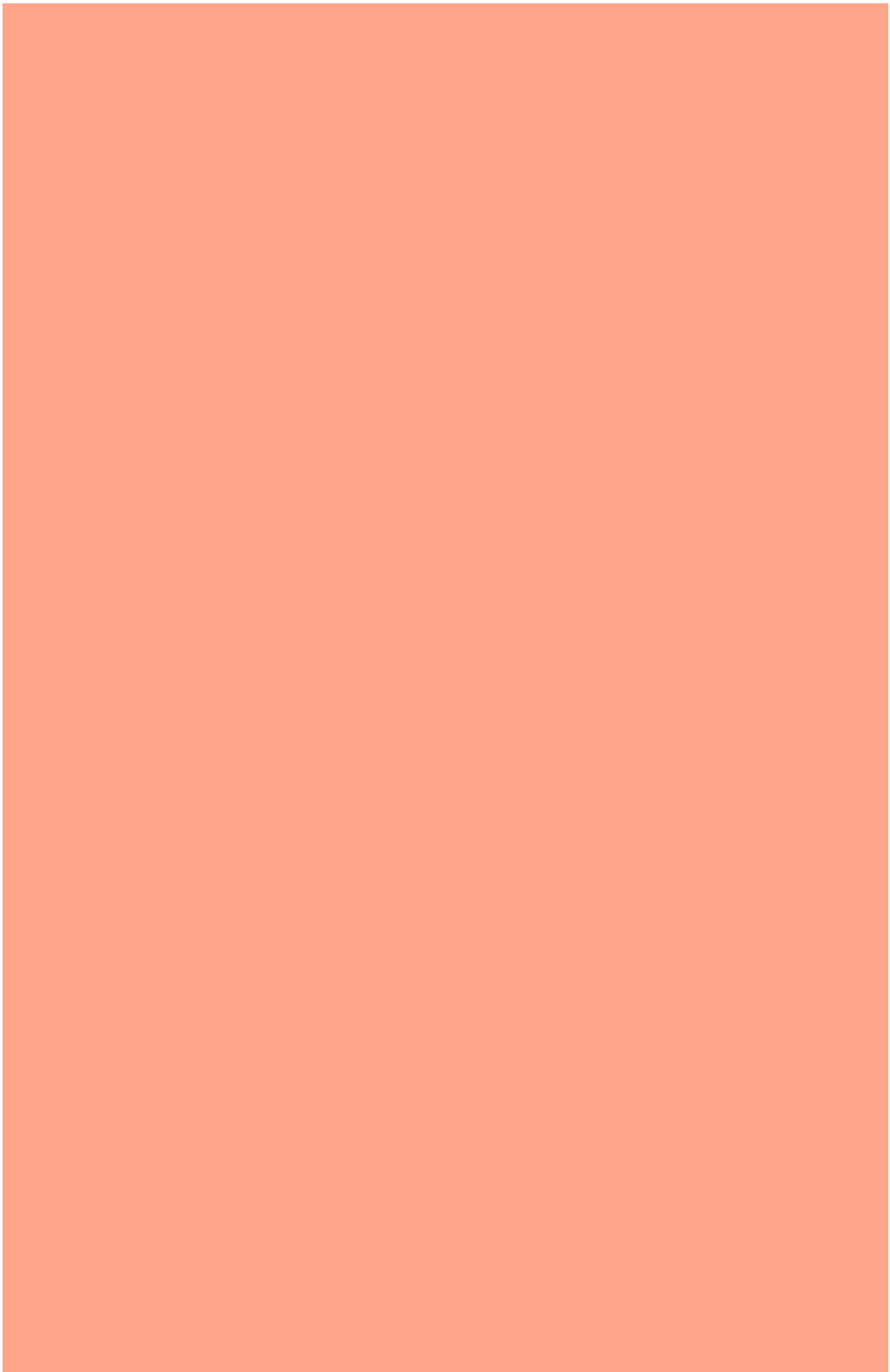
- In the case of elderly persons over the age of 75, relevant verification by the President of the Community Council (or Muktar) that the applicant is alive.
- The Temporary Residence Permit of the alien domestic assistant who was previously employed by the applicant (Form M62A).
- Verification / proof of contribution to the Social Insurance Fund for the previous domestic assistant.
- Verification by a private employment agency or by the President of the Community Council (or Muktar), that the applicant can provide suitable accommodation for the domestic assistant in a separate room.
- Declaration by the alien that he/she has a Contract of Employment.
- Verification by the Labour Department that the aged persons receive a pension.
- Insurance for medical and pharmaceutical care.

From the previous employer:

- A release paper or the employer's death certificate
- Form M62A – VISA (original)
- Proof of Social Security Fund payments

BANK PAYMENTS :

| | |
|-----------|--------------------|
| 1-4 years | 119,60 euro (£70) |
| 4-6 years | 205,03 euro (£120) |



PART V
Social Problems

Drug use and abuse
Preventing and Combating Domestic Violence and
abuse of minors



www.police.gov.cy



ΑΥΤΟΝΟΜΙΑ
ΚΥΠΡΟΥ

ΠΟΛΙΤΙΑ
ΕΛΛΗΝΙΚΗΣ
ΚΑΠΟΔΟΚΙΑΣ

DRUG USE AND ABUSE

Within the framework of combating and preventing drug use and abuse in Cyprus, Cyprus Police and especially its Drug Law Enforcement Unit (D.L.E.U.), organize a variety of activities including lectures and workshops which are directed at mainly Primary and Secondary School students. Also, training sessions and lectures are organized for parents and other organized groups, providing them with up-to-date information on issues relating to illicit addictive substances. The aim of such lectures is to promote values and practices that may help a person lead a more balanced lifestyle.

Moreover, specially trained police officers offer counseling and psychological support to arrested drug users and anyone seeking help, through the 24hour Helpline (Drug Law Enforcement Unit) 1498. Furthermore, the Drug Law Enforcement Unit refers drug users to the relevant rehabilitation services, so that they can receive more specialized attention and treatment.

24hour Helpline
(Drug Law Enforcement Unit)

1498

PART V



Drug Law Enforcement Unit Activities

DOMESTIC VIOLENCE

The relevant Law on Domestic Violence, L. 119(I)2000, as amended by Law 212(I)2004, criminalizes the use of force, amongst members of the same family and especially between husband and wife (previous or present spouses or cohabiting persons). According to the Law, the use of violence between members of the same family is forbidden, and is regarded to be a serious criminal offence, punishable with greater severity than in the case of violence against persons who are not related by family links. The use of violence by one spouse against the other, in the presence of any of their underage children, is regarded by law to be even more serious since the juvenile can suffer psychological trauma.

The role of the Police is to:

- Protect citizens from every form of violence and bring offenders to justice.
- Investigate every incident reported, and prosecute the offender when there is enough evidence for such a prosecution.
- Protect victims by using legal means, provided for in the relevant legislation
- Inform interested parties of the procedures followed by the Police in these cases.
- Provide information about other Services that may be of assistance and support the victims of domestic violence
- Inform and contact other relevant Services to intervene when this is needed, and cooperate with them so as to deal with each case in the best possible way.

Family Counseling

For counseling or psychological support the police can refer victims to Family Counselors of the Social Services Department. Similar services may also be given by officers of other Government and relevant non-Government organizations.

Police Intervention

Victims should report to the Police officer, handling their case, the exact events that took place without any fear. Previous, similar incidents should also be reported. Police officers have the duty to talk to both parties involved, separately, collect evidence and take relevant photographs. In cases of domestic violence, the family home shall be abandoned by the

offender and not the victim. However, if for safety reasons the victim has to abandon the family home, the victim may ask the police officers to assist him/her in leaving the home in safety and transfer him/her to a shelter for victims of domestic violence, or another safe place. Furthermore the Police may bring the victim in contact with other relevant Services that may be of assistance to him/her.

Police officers may also, in certain circumstances, arrest the offender, or in cooperation with the Social Welfare Department and with the victim's consent, apply for a court warrant obliging the spouse to temporarily abandon the family home, regardless of ownership. The police officer(s) handling the case will write a report in the Station Diary which will include a summary of the events reported by the victim. This however is not a formal charge. The offender will only be charged with a domestic violence offence, when the victim signs a written complaint against him/her.

The police officer(s) will request from the victim to give a written statement about the events of the case so that an investigation can be carried out and the relevant police procedures are materialized. It is important to know that if the victim does not file a formal written complaint against his/her spouse, the police will not be able to proceed with investigating the offence and charging the offender with domestic violence offences. Only in extremely unusual cases, where there is some other testimony may the offender be prosecuted, but even if this does happen, it is extremely difficult for the Court to convict the offender without the victim's testimony. **It should be stressed that, even if the victim files a formal written complaint against his/her spouse, it does not necessarily mean that s/he will be convicted by a Court of Law.**

If the person who exercised force against another person is the spouse, the victim has the right not to testify against him / her. According to the law the victim's statement shall be taken by a police officer of the same sex as him/her, unless the victim requests differently. The police officer is also obliged to provide information concerning the victim's report or formal complaint to the Chief of Police, the District Welfare Office and the General Attorney of the Cyprus Republic.

Medical care

It is of paramount importance that the victim is examined by a government medical practitioner, not only to be treated but also for the verification of his/her injuries. If the victim was not examined by a medical practitioner before going to the Police, the Police officer will give to the victim a special form which must be filled in by a medical practitioner and returned to the Police by the victim. This procedure must be followed, even if the victim is not considering at the time to file a complaint against his/her spouse.

Useful information for victims

If you are abused, it is important that you report it to the Police as soon as possible, so that your protection is assured and the case is immediately investigated.

PART V

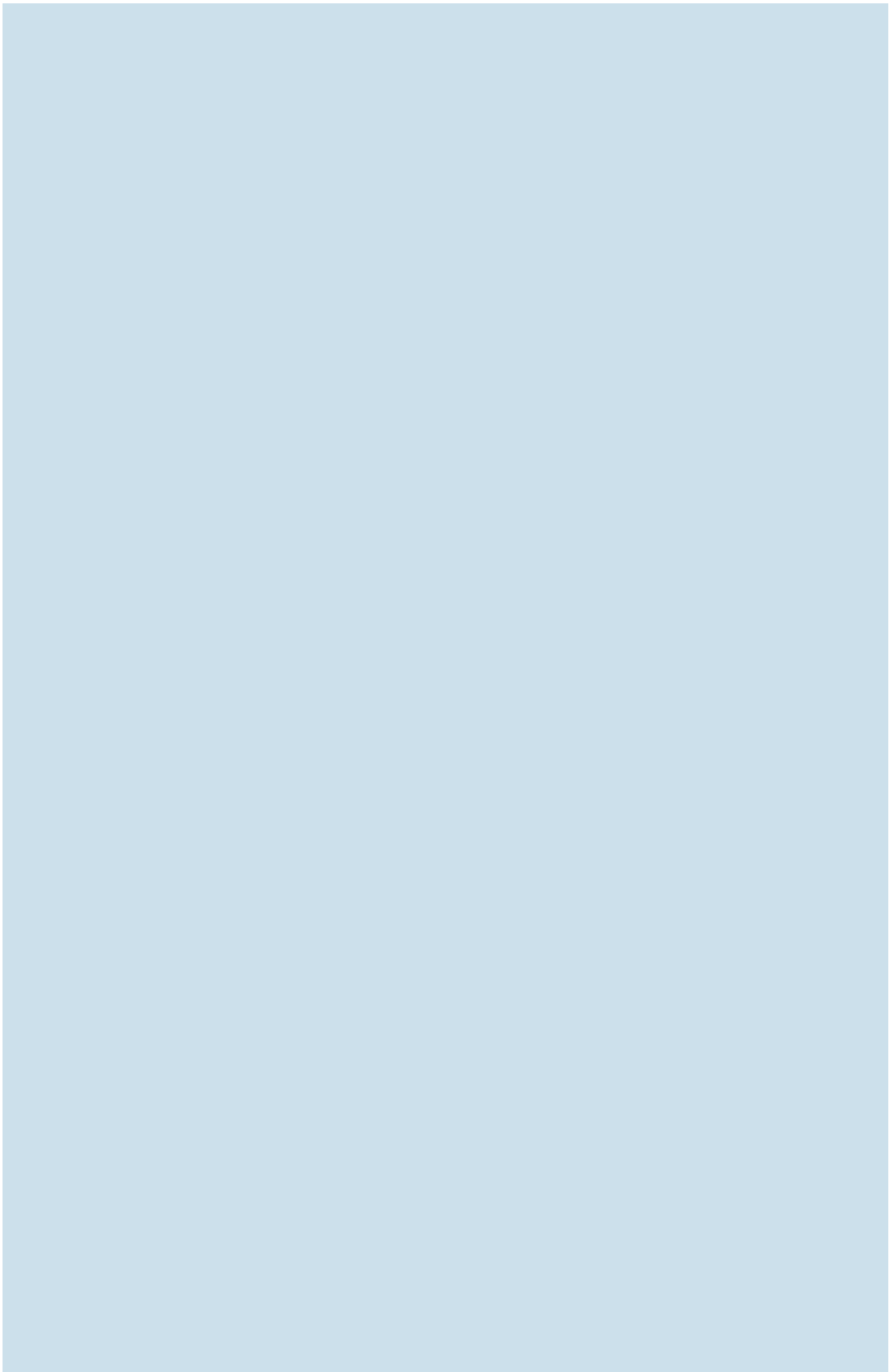
USEFUL TELEPHONE NUMBERS:

| | |
|---|-----------|
| Emergency Response Unit | 112 / 199 |
| Citizen's Telephone Line / Hotline 1460 | |
| Office for the prevention / fight against domestic violence and abuse of juveniles | 22808442 |



Domestic Violence





PART VI Police Recruitment

Recruitment procedure

Application forms for Police recruitment

Written examinations for recruitment to the Police

Prerequisites for recruitment to the Cyprus Police

Constables

Special Constables

Specialized Personnel

Procedure for the recruitment of persons in specialized positions



RECRUITMENT PROCEDURE

Application forms for recruitment to the Police

Vacancies for recruitment to the Police or the Fire Service are announced in the Official Government Gazette.

Persons interested in applying for recruitment to the Police, may obtain application forms from the Recruitment Office at the Cyprus Police Academy, or the Divisional Police Headquarters, any Police Station, or the Police website (www.police.gov.cy). Applications must be completed according to the relevant instructions and submitted to the Recruitment Office at the Cyprus Police Academy by the deadline as set out in the vacancies announced in the Official Government Gazette.

The persons filling in the application form need to:

- a. follow the instructions as set out on the application form,
- b. attach the following documents to the application form:
 - ▣ Birth Certificate or Naturalization Certificate
 - ▣ Army Discharge Papers
 - ▣ School Leaving Certificate from a Secondary School recognized by the Department of Education
 - ▣ Diploma / Degree from a Tertiary Institution
 - ▣ Recognized Certificates mentioned in Part B of the Application for Recruitment to the Police
 - ▣ Certificate of previous work experience in the Public Service etc
 - ▣ Identity card
- c. pay 45euro (£25) from 1.1.08 onwards).



Cyprus Police Academy

More information concerning the required recruitment qualifications, job descriptions, advertisement dates and submission deadlines, as well as the material to be examined, may be obtained from the Recruitment Office at the Cyprus Police Academy (Tel 22808236).

Written Exams for recruitment to the Police


According to Reg. 4(l) (h) of Police (General) Regulations 1989, as amended, a candidate must succeed in written exams according to the existing Regulations, receiving a minimum aggregate mark of 50% and a pass mark of 40% in each of the topics of the written examination. The exams are prepared by the Examinations Service of the Ministry of Education and Culture, through delegation to a committee of three Officers. This committee has the responsibility for the entire exam process, including setting the exams, supervision, grading the papers and preparation of the list of the successful candidates.

The written examinations for the recruitment of Police Constables and Special Constables include:

(1) MATHEMATICS

a. Measurements and weights:

Measurement units, Elements of arithmetic: Divisibility, Exponents of integers, Fractions and decimals. Largest common divisor, Least common multiple. Fractional numbers – properties and operations. Conversion of fractions to decimals and vice versa. Mathematical problems involving fractions and decimals.

| | |
|--|------------|
| <u>ΕΜΠΙΣΤΕΥΤΙΚΟ – ΠΕΡΙΟΡΙΣΜΕΝΗΣ ΧΡΗΣΗΣ</u> | |
| Έντυπο Αστ. 80 | |
| ΚΥΠΡΙΑΚΗ | ΔΗΜΟΚΡΑΤΙΑ |
| ΑΣΤΥΝΟΜΙΑ | ΚΥΠΡΟΥ |
|  | |
| Έντυπο υποβολής αίτησης για συμμετοχή σε γραπτή εξέταση σύμφωνα με τον Περί Αξιολόγησης Υποψηφίων για Διορισμό στην ΑΣΤΥΝΟΜΙΑ / ΠΥΡΟΣΒΕΣΤΙΚΗ | |
| Νόμος 6 (1) του 1998 | |
| ΓΙΑ ΤΗ ΘΕΣΗ: | |
| <u>ΓΙΑ ΥΠΗΡΕΣΙΑΚΗ ΧΡΗΣΗ</u> | |
| Σφραγίδα | |

A Section of the Application Form for Recruitment

Ratios and proportions. Directly and inversely proportional amounts. Scaled plan and related problems. Simple and combined method for solving three relative problems. Problems with division into directly and inversely proportional parts. Problems of movement.

Note: The problems are solved either with practical arithmetic or with algebra (equations or systems).

b. Elements of Statistics:

Basic definitions: Population, Unit, Statistical data, Quantitative and qualitative properties, Population census. Presenting statistical data: Frequency, Frequency table, Relative frequency, Percentage frequency. Grouping of data. Interpretation of frequency charts. Bar chart, Pie chart, Frequency chart, Frequency polygon and histogram. Measures of a distribution: Arithmetic mean, Median, Mode.

c. Geometry:

Pythagorean theorem. Perimeter and area of rectilinear shapes (triangle, parallelogram, rectangle). Regular rectilinear shapes (triangle, square, hexagon). Areas and volumes of a rectangular parallelepiped, cube, upright prism, cylinder, cone, sphere. Area and perimeter of circle.

d. Consumer problems:

Percentages, interest, compound interest, exchange, commission, V.A.T., etc.

e. Trigonometry:

Trigonometric numbers of the acute angle of a right angle triangle. Use of trigonometric numbers for solving problems. (The values of the trigonometric numbers will be provided).

The use of a calculator is prohibited.

(2) GREEK

- a. Essay Writing (one compulsory topic)
- b. Reading Comprehension
- c. Language: Sentences, synonyms, opposites, etymology, derivatives etc

(3) ENGLISH

- a. Essay Writing (one compulsory topic)
- b. Reading Comprehension
- c. Language: Sentence transformation, cloze passages, vocabulary exercises

(4) GENERAL KNOWLEDGE

- a. Current Affairs
- b. Geography of Cyprus and Greece
- c. History of Cyprus and Greece
- d. Geography of Europe (Capital cities, monuments, rivers, etc.)
- e. European Union
- f. Problem Solving Skills

Fitness Tests

According to Reg. 4(I) (i) Police General Regulations of 1989, as amended, a candidate for enrolment in the Police must also succeed in a series of Fitness Tests. The fitness tests and the required levels are set out in Table B' of the above mentioned Regulations. They include the following:

- a. Long Jump - min. 2,5m for men, 1,5m for women (three attempts)
- b. High Jump – min. 1,00m for men, 0,70m for women (three attempts)
- c. 1000m run for men, 800m run for women with a maximum time of 5' and 20" respectively (in one attempt)

PREREQUISITES FOR RECRUITMENT TO THE CYPRUS POLICE

Constables

The Applicant must satisfy the following criteria:

1. Be a Cypriot citizen.
2. Present satisfactory character references. If she/he has previously served in the Army of the Republic of Cyprus, the National Guard, the Public Service or has held any Government position or a position in any organization of public law or in any Police Force, then s/he must be able to present satisfactory evidence that during the work period in question s/he was of good conduct.



Graduation Ceremony at the Cyprus Police Academy

3. Be over eighteen years of age and not older than twenty eight, unless s/he holds a degree or diploma from a University that is recognized by current law, in which case s/he should not have reached the age of 40 at the time of submitting the application. The above shall not apply for the appointment of Regular Special Constables and Special Constables that are candidates for recruitment or appointment to the Police. Special Constables who have been recruited to the Police, prior to April 2004, may apply for regular recruitment, regardless of their age.



4. Following an examination by a Government Medical Officer, a candidate should be certified to be of good health, sound in mind and body and physically and mentally capable of performing his/her duties on recruitment. In addition to other criteria it must also be certified that s/he:

- (a) has good eyesight with or without the use of spectacles and good hearing without the use of hearing aids,
- (b) is not colour blind, is not flatfooted, does not suffer from any form of physical handicap and does not have any impairment or deformity on his/her body or any part of it,
- (c) is of general physical and mental suitability.

5. Is of a height not less than 1.65m for men and 1.60m for women, except in exceptional cases when approval is granted by the Minister following an application submitted by the Chief of Police.

6. Is a holder of a School Leaving Certificate (of a recognized secondary school) or holds a Diploma / Degree from a Tertiary, Post Secondary Level Institution.

7. Has a good knowledge of the Greek language and a satisfactory knowledge of a foreign language.

8. Has passed written examinations, conducted in accordance with the Regulations of this Law, and has achieved a total mark of at least 50% on average, and a mark of at least 40% in each of the subjects included in the exam.
9. Has passed fitness tests reaching the required standards as set out in Table B of the (General) Police Regulations 2004, conducted by a Committee especially set up for this purpose.
10. In the case of males, has completed his military service or has been permanently exempted from it, but not for medical reasons.
11. Has not been dismissed or his/her services in the Public Service of the Republic or a public law organization were not terminated in the past, due to a criminal or disciplinary offence.
12. Is able to provide information that might be requested regarding his/her past or former employment, or any other issue that might relate to his/her recruitment to the Police. If any candidate makes any false statement in his/her application or in relation to his/her application for appointment, and consequently is appointed, s/he commits a criminal offence, and in case of conviction, he/she will be dismissed from the Police.

Special Constables

PART VI

The Applicant must satisfy the following criteria:

1. Be a Cypriot citizen.
2. Present satisfactory character references.
3. Be over eighteen years of age and not older than thirty five.



Greek dancing at a Graduation ceremony at the Cyprus Police Academy



Demonstration of self-defense skills at the Cyprus Police Academy

4. Following an examination by a Government Medical Officer, she/he is certified to be of good health, sound in mind and body and physically and mentally capable of performing his/her duties on recruitment. In addition to other criteria it must also be certified that s/he:

- (a) has good eyesight with or without the use of spectacles and good hearing without the use of hearing aids
- (b) is of general physical and mental suitability

5. Is a holder of a School Leaving Certificate (of a recognized secondary school) or holds a Diploma / Degree from a Tertiary, Post Secondary Level Institution.

6. Has passed written exams, conducted in accordance with the Regulations of this Law, and has achieved a total mark of at least 50% on average, and a mark of at least 40% in each of the subjects included in the examinations.

7. Is able to provide information that might be asked of him / her regarding his/her past or former employment or any other issue that relates to his/her appointment in the Police. If any candidate makes any false statement in his/her application or in relation to his/her application for appointment, and consequently is appointed, s/he commits a criminal offence, and in the case of conviction will be dismissed from the Police.

8. Has completed his military service or has been permanently exempted from it, but not due to medical reasons.

9. Has not been dismissed, or his/her services in the Public Service of the Republic or a public law organization were not terminated in the past because of a criminal or disciplinary offence.

10. Has not been convicted of a serious offence that entails lack of integrity or moral indecency.

Specialized Personnel

Cyprus Police recruits, from time to time according to needs, specialized personnel for carrying out specialized duties.

The Chief of Police can, with the approval of the Minister, appoint as specialized personnel, a person who is not more than 40 years old, and who has a recognised University Diploma / Title / other equivalent qualification, relevant to the duties of the specific position, as these are outlined in the

advertisement of a position (the vacancies are announced in the Cyprus Government Gazette and at least in three daily newspapers). A candidate can be appointed in the combined position of Constable (Scale A5 2nd grade), Sergeant (Scale A8), Inspector (Scale A9), Chief Inspector (Scale A10) and Superintendent B' (Scale A12 (+2)), according to the provisions of the annual governmental budget. A candidate who :

- is a holder of a University Degree / Title, or has another equivalent qualification including a valid commercial pilot licence, an airframe and engine maintenance engineer licence or avionics licence is recruited as a sergeant. A valid commercial pilot licence, airframe and engine maintenance engineer licence and avionics licence is that licence which has been legally issued or renewed by the relevant Civil Aviation Authorities. It is assumed that the country that issued / renewed the license is a member of the International Organisation of Civil Aviation, and that the licence is recognised by the Civil Aviation Department of the Cyprus Republic).
- has a specialisation and holds a recognised Diploma from a Tertiary Institution (according to the relevant legislation) is recruited as a Constable.
- is a member of the Police who has served as a Sergeant (or at a higher rank) and is appointed as a specialized member, in a combined position, is recruited at the Rank which he/she held before his / her recruitment to the specialized post.

PART VI

Procedure for the recruitment of persons to specialized positions

- An Advisory Committee is appointed by the Chief of Police, after the approval of the Minister of Justice and Public Order, and is made up of an Assistant Chief of Police who is appointed as the President, three Senior Officers and a member of the Public Service who holds a position of Scale A13 or higher and has a specialisation in the field in which the candidate is going to be appointed.
- Announcement of the vacancy in the Cyprus Government Gazette, outlining the required qualifications, prerequisites, as well as the duties concerning the appointment.
- Assessment of the applications submitted by the Advisory Committee.

- The candidates who fulfil the requirements as set out in the announcement of the vacancy, are invited to take a written and oral examination, on topics relevant to the vacancy, conducted according to the Law on the Assessment of Candidates for employment in the Public Service, L. 6(I)1998 as amended.
- Submission of the Assessment report by the Advisory Committee to the Chief of Police, who recruits the successful candidate(s) following the approval of the Minister of Justice and Public Order.

Note:

The terms and procedure for promotion of Police members are regulated by the Police (Promotion) Regulations (214/2004) (as amended), while the terms and procedure for promotion of specialized members of the Police are regulated by Police Regulation (191/2006) (Promotions of Specialized Personnel).



Foreign officials at Cyprus Police Academy

Blood Donation at the Academy



PART VII
Other Services

Connection of Alarm Systems and Fire / Burglary Detection systems to the Police

Advertisement of Tenders for the purchase of police equipment

Ticketing System Notices

Financial Obligations of Police members

Fingerprints

Road Safety Park

Police Museum



FINANCIAL OBLIGATIONS OF POLICE MEMBERS

A Relevant Court Order determines the partial deduction from the salary of police members towards the payment of debts, or child maintenance. Interested citizens or Bank Organisations, as well as ex spouses of members of the Police, may apply to the Accounts Office, Police Headquarters, tel. 22808082.

CONNECTION OF ALARM SYSTEMS AND FIRE / BURGLARY DETECTION SYSTEMS TO THE POLICE

Interested persons may apply to the Registry Office of Department A', of the Police Headquarters or the Registry of the Divisional Police Headquarters in the area they live. Annual subscription is 51,26euro (£30), while the subscriber is charged 76,89euro (£45) for every police patrol response in the case of a false alarm.

For more information please contact tel. 22808069 and fax 22808598.

INVITATIONS TO TENDER FOR THE SUPPLY OF POLICE EQUIPMENT

Tenders are announced in the Official Government Gazette and in the local press. Both the invitations and other relevant documents can be found on the police website www.police.gov.cy for information purposes only. Anyone interested in the tenders, must take all relevant documents from Department D' of the Police Headquarters and pay the fees required for each tender.

More information can be obtained from Department D', at Police Headquarters (Tel. 22808021).

TICKETING SYSTEM NOTICES

Fines concerning Tickets issued through the Ticketing system can be paid at every Police Station between the hours 07:30-22:00 daily, including Saturdays, Sundays and public holidays.

If the fine is not paid within fifteen days from the date it was issued, the amount increases by 50%. This fine should be paid within the following fifteen days. If it is not paid within 30 days from the date it was issued, then the person fined will be prosecuted.

FINGERPRINTS

Any persons (Cypriot citizens as well as foreign nationals, residing legally in Cyprus) who intend to be employed in a Third country, which obliges them to present for their fingerprints on their application, may apply to the Criminalistic Services of Police Headquarters for their fingerprints to be collected and printed. There is no charge for this service.

Tel.: 22808163

ROAD SAFETY PARK

The Road Safety Park, which is situated next to the Police Headquarters is a simulation of a proper Road Network, aiming to provide informative and practical training in the application Road Safety rules. Visits to the Road Safety Park may be arranged for schools and other organised groups.

Tel.: 22446620

POLICE MUSEUM

The Police Museum is situated near the Police Headquarters and it exhibits items that have been used in serious crimes, or by notorious criminals. It also exhibits items that relate to important historical moments, such as the Second World War and the Liberation Struggle of 1955-1959.

The museum can be visited Monday – Friday 08:00 – 14:00.

Tel.: 22808793



Exhibits—Police Museum

PART VIII
Useful Advice

Prevention of theft or burglary

Robbery

Mugging / Bag snatches

Car Theft and car break-ins

Use of Cash (ATM) Machines

Protecting your Bank Account

Secure access to the Internet

Children and the Internet

Investors

Juveniles

Pensioners

Road Safety, Drivers, Motorcyclists, Pedestrians

Fire safety

Going on holiday



WHAT TO DO IN CASE OF :

☐ Robbery

- If you notice something strange or suspicious, call 199 or 112 or 1460 or your local Police Station
- If there is shooting during the robbery:
 - lie down on the ground and take cover, your life is precious
 - try to remember the physical characteristics of the robbers or other details that would help in their identification and apprehension

☐ Prevention of theft or burglary:

- Do not trust strangers who knock on your door and do not allow them to enter your house. They may be canny enough to deceive you and persuade you to allow them to enter the house for an illegal purpose.
- In case you are going to be away from your home for a long time:
 - inform people you trust
 - inform your local Police station of your absence (if there are special reasons)
 - make sure that all doors and windows are locked
 - install a lighting timer switch and an alarm system if possible
 - do not leave large sums of money or valuables in the house
 - make sure that there are no signs of your long term absence

☐ Mugging / Bag snatches

- Avoid walking on the edge of the pavement. Walk in a direction opposite the traffic flow and keep your bag always closed, carrying it on the side next to, or along a wall.



Stolen goods

- When you are in public places, do not leave your bag unattended
- Do not hesitate to shout out for help if you are attacked
- If you cannot fight back, remember that your life and security are more important than your bag
- Try to remember the physical characteristics of the person who attacked you or any vehicle s/he used
- Report the incident to the Police immediately or as soon as possible
- Avoid carrying large sums of money

☐ Car Theft and car break-ins

- Keep the doors locked while driving. Personal items such as handbags, mobile telephones and purses should not be visible from the outside. Do not therefore place them on the dashboard or car seats.
- When you park your car, always lock the doors and activate the alarm
- When you park your car, do not leave the car engine on, nor the car keys on the switch
- Try to park in places where there are lots of people and where there is enough lighting. Dark or remote places make it easier for thieves to act

CHILDREN AND THE INTERNET

- Prefer to place your computer in commonly used rooms, like the living room
- Avoid placing computers in bedrooms, so that you can check on your child without him/her feeling that they are under surveillance
- Advise your child not to give anyone their access code to the internet
- If your child takes part in chat rooms, make sure you know which ones s/he visits and who s/he chats with

- Talk to your child about the dangers that exist in chatting with strangers in chat rooms. Also, talk to him / her about security issues (communication with dangerous persons, access to websites with illegal and harmful content etc) that arise from surfing the internet
- Advise your child not to answer suspicious electronic mail or e-mails that make him / her feel uncomfortable. Tell him/her to inform you if he/she has received such a message
- Advise your child not to send his / her photo or his / her personal details to unknown persons or an unknown site
- Do not allow your child to meet people they have got to know through the internet

SECURE ACCESS TO THE INTERNET

- Be cautious of any emails coming from unknown sources
- If you receive an email informing you that you have inherited money in a country abroad and especially in Africa, do not believe it. If anyone asks for your help to export money from Africa in return for something, do not respond even out of curiosity
- Avoid making internet purchases if you do not know the supplier
- In case you are going to sell something on the internet, do not accept payment by cheque or credit card, because there is a large possibility that these might be stolen or forged



Child Internet Safety



Police Open Day for Children

USE OF CASH (ATM) MACHINES

- Before you begin any transaction, carefully check the area around you for any suspicious movement, as well as the machine for anything that is out of place. If there are any modifications or unusual marks on the card slot, do not use the machine and contact the bank immediately
- If you are using a cash machine during night hours, make sure you are accompanied by somebody, especially if you are going to use a Cash Machine in a deserted area
- In case the cash machine is faulty, contact the Bank only
- Do not trust strangers who volunteer to help you with the cash machine or ask for your PIN number
- When you enter your PIN number, make sure that no one around you can see the keyboard and thus your PIN number

PROTECT YOUR BANK ACCOUNT

- Do not, under any circumstances, disclose your PIN number to anyone. If someone tells you that s/he is calling from your Bank and asks for your PIN for verification, do not give it to him/her. Banks do not have such a policy or service
- Avoid using (your date of birth, your phone number, or other personal details as a PIN number) as it may be easily figured out by someone
- Refrain from using the same PIN number for more than one account
- Choose and remember the PIN number that only you will know and which cannot be determined by personal items in your purse or bag
- Never leave the receipt on the cash machine or at plain view
- Compare the withdrawal receipts with the bank's monthly statement and if you notice any transaction that you have not carried out, immediately contact your Bank
- Sign your card as soon as you receive it. This helps prevent anyone from attempting to forge a signature
- Never give or lend your card to anyone

- Report the theft or loss of your card to your Bank or to your local Police Station

For internet transaction use special internet secure credit cards supplied by banks.

INVESTORS

The smart investor:

- ▣ completes transactions with people and companies that s/he knows and trusts
- ▣ checks that the specific company s/he wants to invest in is legal
- ▣ does not give out information about his/her personal and financial status before s/he is convinced that the company is legal
- ▣ notes down communication details on important issues as well as names, dates etc.
- ▣ checks on the information s/he receives
- ▣ ensures that s/he understands fully the terms and preconditions of the offer made to him / her
- ▣ asks for explanations whenever s/he needs to
- ▣ does not make hasty decisions
- ▣ reports to the relevant Supervisory Authorities any attempts to deceive him/her

JUVENILES

Parents need to make sure that their child:

- ▣ knows his / her full name and address
- ▣ can call 199 or 112 or 1460 in case of emergency,
- ▣ seeks help from Police officers or from persons he/she knows,
- ▣ does not get into the car of any person nor follow anyone without the consent of his / her parents
- ▣ does not answer the door or the phone when he/she is alone at home
- ▣ does not accept “presents” from strangers.

PENSIONERS

- Do not open the door of your house to strangers and be especially cautious of people trying to sell you what they claim to be a bargain
- Lock your house especially before going to bed or going out

- When you are in crowded places or when you use public transport, do not place your money in pant pockets or exterior pockets. Always keep your bag closed and make sure you carry it in front of you and always keep it closed
- Have instant access to emergency phone numbers (Police, Fire Service, close relatives etc.)

ROAD SAFETY

Drivers

- Comply with the regulations of the Highway Code; pay special attention to traffic lights and speed limits
- Do not drink and drive. You are committing an offence if you drive under the influence of 22%mg of alcohol or more
- When you reach a crossing where there are traffic lights, slow down even if the green light is on, having always in mind that this might change into yellow, which means STOP
- Drive defensively so that you can avoid the mistakes/omissions of others.
- Keep a safety distance and be ready to stop on time
- Always drive at a speed that allows you to have control of your vehicle
- Overtake, only when you are certain that you can do so with safety
- Overtake, only on the right side and not many vehicles at one time
- Always wear a safety belt while driving. Also make sure that all other passengers in both the front and rear seats have fastened their seat belts before setting off



Community Policing



Police Open Day

- If you are the registered owner of a motor vehicle which another driver used while committing an offence, you are obliged to give the full particulars of the driver and if the offender is not found, then you will have to pay the fine and get points on your driver's license.

Motorcyclists

Always have in mind that your body is fully exposed and unprotected if you are involved in an accident, therefore, whilst driving, you have to always wear your helmet, light coloured clothes or special phosphorescent signs, especially at night.

Pedestrians

You are the most vulnerable users of the road, therefore:

- Always obey the basic rules of the Highway Code
- Always walk on the right side of the road
- Always use the pedestrian crossing wherever one exists, or find a safe spot to cross the road
- Always cross a road in a straight line and never between parked cars or at the bend of a road. Always choose the safest spot before crossing.
- Always wear special phosphorescent clothes or light coloured clothes, in order to be visible to drivers, especially at night. Visibility at night is 20 times less than during the day

The children are especially vulnerable in the streets, therefore parents / guardians should teach them the basic road safety rules.



Visits by school children to the Road Safety Park

FIRE SAFETY

Before you go away on vacation:

- Make sure that all electrical and gas appliances, as well as any other high risk appliances are switched off .
- Close and secure all doors and windows. This will help to limit the spread of a possible fire.
- Do not smoke shortly before you leave.

MAKE SURE YOU HAVE PUT OUT ALL CIGARETTE BUTTS

- Do not throw away in the dustbin, ashes and cigarette butts that seem to be out.
- Make sure that you have a fire extinguisher in your vehicle and house.

DO NOT THROW CIGARETTE BUTTS IN THE ROAD

If you are going to have a barbecue:

- Make sure that there are no inflammable materials around like paper, wood, trees, etc
- Make sure that a strong wind is not blowing at the time.
- Do not use petrol.
- Make sure that the charcoal you used is completely put out.
- Use the designated barbecue areas.



Towing trapped vehicles

Road Safety Lessons

FIRE SAFETY AT HOME

- Clear all dry weeds around your house and within your yard
- Cut tree branches that touch your house
- Keep matches and lighters in a safe place and away from the reach of children
- If you are a smoker, always use ashtrays with a little water or sand in them, especially if you smoke in the house
- Do not smoke in bed and avoid smoking on the couch
- Keep spray cans away from flames or high temperatures
- Do not use spray cans near a fire
- Unplug all electrical appliances that are not being used
- Make sure that all your electrical installations have been checked and are not faulty in any way
- Use every socket for one appliance only (do not have more than one appliance plugged on one socket)



Forest fire

SAFE USE OF GAS CYLINDERS

- Domestic appliances operating on gas should be placed away from flammable material. They should also be in a place where there is good ventilation and away from drafts
- Gas cylinders should be placed upright, in a shady and ventilated place outside a building. Furthermore:
 - always check the rubber ring to make sure that it is not worn out
 - shut the control switch on the cylinder to avoid a leak
 - use soap to check for a leak. The leak will show in the bubbles that will be formed
- When changing the cylinder check that the connections of the rubber pipe fit properly
- **In the case of a leak:**
 - immediately extinguish any naked flames in the vicinity
 - turn the switch off to avoid the risk of gas explosion
 - open all doors and windows to ventilate the room
 - take the cylinder outside to an open and secure space and call the Fire Service tel. 199 or 112

Contact Numbers 199 or 112



Extinguishing Fires



The Cyprus Police Band performing with a group of children

