

Duties of the Department of Legal Affairs:

1. Receiving complaints and reports of Civil Defence staff related to C.D services which are vested in to investigate and bring to prosecution for such cases.
2. Investigating and bringing lawsuits of public rights upon The General Director order in accordance to Law regulations.
3. Appeal all the criminal statements in accordance to Law regulations.
4. Providing the civil attorney general with all documentations and information required for any appeal in which the General Directorate of Civil Defence is a part in.
5. Auditing the decisions of investigation committees to ensure the validity of the legal implementations and the appropriate decisions.
6. Providing the legal consultations for the General Director of Civil Defence, directors' of the directorates and Departments.
7. Providing consultations to certify the decisions and statements anti civil defence staff whether they are issued by the courts or the directors' of the departments.
8. Executing the power of arresting and releasing in the cases which are under the jurisdiction of prosecution of civil defence.
9. Executing the traffic tickets issued anti civil defence staff.
10. Taking the necessary procedures for judicial notifications.
11. Practicing all the stipulated powers in Code of Criminal Procedure and any other laws.
12. Preparing the statistics for the registered cases transmitted to the court.
13. Taking part in joint investigation committees.
14. Bearing the responsibility to the judicial notifications.
15. Following-up executing the Criminal regulations.
16. Following-up the legislations as amended and documented.
17. To inform the Directorates and Departments about the legal amendments related to works vested in and clarifying the emerging legal status and consequences.
18. Participating in organizing conventions and agreements intended to be concluded between the General Directorate of Civil Defence and other parts.
19. Expressing the legal opinion on any matter related to such conventions and agreements as well as the resulted disputes and taking the necessary legal actions.
20. Following-up the issuance of official Newspaper, binding and distributing it.
21. Preparing the studies relating the legislative development of laws, regulations applied in Civil Defence.
22. Following-up cases related to Civil Defence appealed at civil courts.
23. Participating in preparing projects proposal for laws, regulations and orders of Civil Defence.
24. Auditing the resolutions of Tenders and Procurements Committee to express the legal opinion on any matter related to these resolutions if necessary.
25. Tracing the adherence of the directorates and departments of applicable legislations and to report about any violation to be investigated.

26. Control the legality of circulars issued by the competent departments.
27. Control the legality of sentences issued by the Directors' of departments before being certified.
28. Receiving the incoming grievances of Civil Defence staff to be investigated.
29. Publicizing the certified statements.
30. Following-up the monthly financial disclosures (statements) and preparation process of budgets and statistics.
31. Supervising the legal training and taking part in the meetings and seminars.
32. Receiving courts' calls and submitting to the competent entities for proceeding.
33. Supervising on the preparation of the monthly statements submitted to Ministry Of Justice.
34. Register the notifications in cases registry.
35. Opening records restrains entry related to complaints in journal
36. Organizing issues related to restrains.
37. Register cases brought to trial in a special record.
38. Register the suspended, the sentenced (convicted) and detained in custody in a special record.
39. Daily reporting the main issues and incidents related to Civil Defence.
40. Carrying out the process of archiving and saving.
41. Receiving the complaints and grievances of people related to violations and wrong practices of civil defence staff to be investigated and making appropriate resolutions in respect in order to restore rights to their owners.
42. Organizing periodical and sudden inspection on all detention centers to emphasize adhering the Human rights and applying legislations.
43. Monitoring the international criteria for human rights to harmonize with the international treaties and apply legislations.
44. Enhancing the culture of human rights in Civil Defence staff throughout circulars, brochures and lectures, etc.
45. Coordinating and cooperating continuously with the National center For Human rights and ombudsman Bureau.