

## Chapter 1

# **Indian Police: An Introductory and Statistical Overview**

### **Introduction**

1. Indian civilization is one of the most ancient civilizations of the world, and so are its various systems and sub systems. Accordingly, the Indian Police has a long past and has reached its present state passing through various social, political and cultural vicissitudes. The existing police system in India appears to be a unique and peculiar amalgam of various features of Ancient, Mughal and British police and policing systems. The present police system structurally and functionally owes its existing to the various Acts and Enactments promulgated by the colonial rulers. The Indian Police Act, 1861 is the basic foundation of the present day Indian Police. It is, therefore, correctly said that the present day Indian Police System, in the contemporary contexts, has become old, archaic and out-dated. There is an urgent need to replace this system. The Hon'ble Supreme Court of India, has therefore, issued directions to the Central Government and the State Governments to enact new Police Acts. Consequently, a Model Police Act, has been formulated and circulated to the various State Governments, and the State governments are preparing to enact new Police Acts for their respective police organizations.

### **Features of the Indian Police**

2. **The State List** : Police in India primarily belong to the State List of the Constitution and, therefore, police, policing and various police matters basically fall into the jurisdiction of the respective State governments. Police organizations are identified by the name of the State to which they belong, and even their nomenclatures are given after the names of the respective States, i.e. Rajasthan Police, Assam Police, Bihar Police, Kerala Police etc.,etc.

2.1 **Concurrent List** : The police are organized, maintained and directed by the States of the Indian Union. The Indian Police System is horizontally stratified like

military forces and is organized into various cadres. The police in each State are divided vertically into armed and unarmed branches.

**2.2 The CPOs :** There is no concept of federal police in India, though, the Central Government maintains various Central Police Organisations (CPOs). The CPOs are mostly Para-military in nature and are assigned specific nature of duties which are peculiar and specific to their operations and functioning. The CPOs do not discharge duties of civil police, but they help and assist the State Governments in exceptional cases.

**2.3 The Common Parameters and the Specificity :** There are quite a number of structural, functional and operational parameters, which are common to all police organizations of the country indicating the element of universality of the Indian Police. However, there are some aspects, which are specific and peculiar to each State police organization, which establish its individual existence rendering it independent and autonomous.

### **Ailments & Paradoxes**

3. The Police in India suffer with a variety of organizational, procedural, personnel and behavioural ailments and paradoxes. Efforts have been made to identify these ailments and paradoxes for evolving remedial measures to remove them. Various Committees and Commissions, at the State and Central levels, have been set up from time to time in these contexts. Some of the ailments and paradoxes revealed through these efforts are narrated below:

- i. **Colonial Stigma :** In spite of their functioning in a democratic set up for more than six decades, the Indian police have not been able to wipe off the colonial stigma attached to them.
- ii. **Old and Archaic Blue Books :** The operational and functional Blue-Books (IPC, CrPC, Evidence Acts) and even the Indian Police Act, are basically colonial in nature and in the contemporary policing contexts. Some of the provisions have become old, archaic and out dated.

- iii. **Poor & inadequate PCR :** Police community relations in India are normally brief, contextual and even negative in nature.
- iv. **Poor Image :** The functional image of police in India is not satisfactory.
- v. **Over Centralization :** Indian Police is a functionally centralized organization and no efforts have been done to decentralize the police functions.
- vi. **Over burdened organisation :** There is an extra ordinary workload on an average policemen, which has adversely affected his efficiency and performance
- vii. **Ailments and paradoxes identified :** The findings of the various committees and commissions constituted to suggest measures to reform the Indian Police have indicated that the Indian Police suffer with a number of organizational paradoxes, procedural, anomalies, personnel shortcomings and behavioural deviances which have impinged upon their performance, functioning, efficiency, image and public relations.

### **The Pre-Requisites**

4. Some of the pre-requisites to bring about improvement in police efficiency are following:

- a) Organizational transformation
- b) Procedural innovations
- c) Personnel improvements
- d) Behavioural transformation
- e) Modernization of police
- f) Decentralization of police function

#### **a) Organizational transformation**

The paramilitary, status-quoistic and colonial organization of the Indian police has to be restructured to suit the democratic and socialistic needs of free India. The feudal and alien mix of the past has to be transformed into a radical and dynamic blend of citizen police. The transformation of the alien and colonially oriented police into

citizen and democratic police will make the policemen friends of the people in distress and need. The reformed and autonomous police, as friends of the people, will be able to inspire love, esteem and acceptability in the masses.

**b) Procedural innovations**

The Indian police, structurally as well as functionally, happen to be an offshoot of the centuries-old enactments promulgated by the colonial rulers. The Blue Books of the Indian police are old, archaic and colonial. The very spirit of the Indian Evidence Act is full of distrust for the police. The procedural quagmire tends to make police an object of social distance and popular distrust. The Blue Books of police have to be re-authored to make the police functioning simple, fast and trustworthy. The penal and procedural police aspects will have to be reshaped according to the democratic, secular and egalitarian aspirations of the Indian people and their Constitution.

**c) Personnel improvements**

Recruitment, training, service conditions, promotion and placement are some of the basic personnel parameters responsible for the functional adequacy or otherwise of an organization. Improper execution of these parameters is natural to cause efficiency loss in the working personnel. Administrative experiences, unsatisfactory police functioning, poor police image and inadequate community relations indicate that these personnel parameters of the police have to be viewed with a new vision to make them suitable tools for fostering cordial police-community relations. The National Police Commission has delved deep into these aspects. Their recommendations have to be implemented in toto. It will render the police efficient, democratic and humane.

**d) Behavioural transformation**

Behavioural reforms and attitudinal change at the individual and department levels are required to be brought about with a view to developing professionally sound, individually courteous, functionally democratic and morally strong people to man the police organization.

e) **Modernization of police**

Police being a non-development department get a second-rate treatment in the financial allocation. The police department therefore should be included in the list of 'plan' departments, so that it may get due priority in the financial allocation for modernizing itself in terms of men, money, material, machines and methods. A modernized police organization will become progressive in their functioning and democratic in their behaviour.

f) **Decentralization of police functions**

There has been a tremendous increase in the workload of police since Independence. Because of this workload the department has lost its perspective in the lopsided priorities. This has rendered police job complex and tense. Work overload causes delay in the timely disposal of work. This is natural to tarnish the functional image of police and obstruct their relations with the community. To improve and increase police efficiency and to decentralize police functions to ease the workload on police, various models of decentralization of police functions should be tried.

**The Statistical Profile**

5. In order to obtain a comprehensive structural, organizational and operational view of the Indian Police the following data pertaining to the various above aspects are presented for working out a statistical profile of the Indian Police.

- a) Basic Data on Indian Police
- b) Police Administrative Set up
- c) State Police Strength and the Ratio
- d) Representation of SCs/STs in Police Force
- e) Police Budget
- f) Police Housing

a) **Basic Data on Indian Police**

1	Area (Sq. Kms.)	31,66,414
2	Population in thousands (1.10.2005)	110,70,64
3	Sanctioned Civil Police Force	1,183,665
4	State Armed Police Force	396,032
5	Total State Police Force	1,579,697
6	Population per Policemen	700.81
7	Police Ratio per lakh of population (one hundred thousand)	142.69
8	Police Ratio per hundred square kms.area	49.89
9	Number of Police Stations	12,702
10	Number of Police Out-Posts	7,284
11	State Armed Police Battalions	343+8Coys.

b) **Police Administrative Set up**

S. No.	Police Administrative Office	Number of Police Administrative Office
1	Police Zones	43
2	Police Division/Zones	166
3	Police Districts	666
4	Police Sub-Divisions	1,701
5	Police Circles	2,457
6	Police Stations	12,702
	(i) Rural	7,946
	(ii) Urban	4,338
	(iii) Railway	418
7	Out-Posts	7,284
8	Cities with Police Commissionerates	32

c) **State Police Strength and the Ratio**

<b>S. No.</b>	<b>State Police</b>	<b>Strength and Ratio</b>
	Rank-wise Sanctioned Strength of Total Police Force (Civil Police + Armed Police)	15,79,697
1	DGP	68
2	Addl. DGP	240
3	IGP	477
4	DIG	575
5	AIGP/SSP/SP	2,772
6	ASP/Dy. SP	9,989
7	Inspector	24,014
8	Sub-Inspector (SI)	85,628
9	Assistant Sub-Inspector (ASI)	85,279
10	Head Constables	2,48,385
11	Constables	11,22,270
12	Officers to Constabulary Ratio (i) for Sanctioned Police Strength (ii) for Women Police Strength (iii) for Civil Police in Metro cities	1:6 1:8 1:5
13	Women Police	45,886
14	Police Stations in Metro Cities	1,073
15	Civil Police in Metro Cities	2,12,849
16	Armed Police in Metro Cities	48,899
17	Strength of Some CPFs (BSF, CRPF, CISF etc.) (i) Battalions (ii) Gazetted Officers (iii) Non- Gazetted Officers	737 12,385 7,55,335

**d) Representation of SCs/STs in Police Force**

<b>S. No.</b>	<b>SCs/STs in Police Force</b>	<b>Number of SCs/STs</b>
1	Schedule Castes in Police	1,75,124
2	Schedule Tribes in the Police	1,05,829
3	Percentage of Total Police Force	
	(i) Scheduled Castes	11.09%
	(ii) Scheduled Tribes	6.70%

**e) Police Budget**

<b>S. No.</b>	<b>Police Budget</b>	<b>Total Expenditure during 2005-06 (Rs. In crores)</b>
1	Some CPFs (BSF, CRPF, CISF etc.)	11,387.79
2	State Police	21,070.60
3	Police Training	248.14
4	Police Housing	761.53
5	Training Expenditure as Percentage of Total Police Expenditure	1.18%
6	Housing Expenditure as Percentage of Total Police Expenditure	3.6%
7	Allocation of Modernization Grants	1135.61
	(i) Central Govt	755.97
	(ii) State Govt	379.64
	(iii) Utilized for Modernization	851.58
8	Level of Satisfaction for Family Accommodation	
	(i) Gazetted Officers (GOs)	61.10
	(ii) Upper subordinates	24.80
	(iii) Lower subordinates	29.70



**f) Police Housing**

<b>S. No.</b>	<b>Police Housing</b>	<b>Number</b>
1	Number of Family Quarters Available for (i) Gazetted Officers (ii) Inspectors to A.S.Is (iii) Head Constables & Constables	8,627 48,279 4,06,653
2	Police Housing Corporations of States	16

BPR&D : Data on Police Organisations in India  
as on 1.1.2006

**Crime Profile**

6. India is a multi-ethnic, poly-normative, multi-religion and plural society with geographical, social and anthropological variations. Demographic, industrial, poverty, unemployment, migration, transport and communication dynamisms and a host of other factors tend to make the Indian society crime sensitive and crime prone in a number of ways. Following are some of the basic parameters, which articulate the crime profile of the Indian Police.

- a) The General Crime Profile
- b) Incidence of Crime
- c) Violent Crimes
- d) Crimes against Women
- e) Crime against Children
- f) Crime against SCs/STs
- g) Property Crimes
- h) Cyber Crimes
- i) Custodial Crimes
- j) Disposal of Crime cases

### a) The General Crime Profile

One crime under IPC is reported every seventeen seconds in India. One crime is committed against women every three minutes and a molestation case is committed every 15 minutes whereas a case of rape is committed every 29th minutes. A case of sexual harassment is reported every 53 minute whereas a case of dowry death takes place in every 77 minutes and a case of cruelty by husband and relatives is reported every 9th minutes. A crime against Schedule Caste is reported every 20 minutes whereas a crime against Schedule Tribe is reported every 92 minutes. A crime against children is committed every 35 minutes. A case of murder is committed every 16 minutes and a case of CH not amounting to murder is committed every 2 hours, whereas a case of attempt to murder is committed every 29 minutes. A crime of criminal breach of trust is committed every 39 minutes and a cheating case is committed every 10 minutes. A counterfeiting case is committed every 4 hour, and a burglary case is committed every 6 minutes, whereas a theft case is committed every 2 minutes and a crime against property is committed every minute and an economic crime is committed every 8 minutes. A kidnapping or abduction case is committed every 23 minutes; a case of preparation and assembly for dacoity is committed every 3 hours, whereas a robbery case is committed in every 30 minutes. A riot case is committed every 9 minutes, an arson case every hour, a dacoity case every second hour and a violent crime is committed every 3 minutes

Crime Clock - 2005, Crime in India, NCRB, New Delhi
--

### b) Incidence of Crime

A total of 57,33,407 cognizable crimes comprising of 19,89,673 Indian Penal Code (IPC) crimes and 37,43,734 Special & Local Laws (SLL) crimes were reported in 2007 showing an increase of 12.4% over 2006 (51,02,460). IPC crime rate in 2007 was 175.1 as compared to 167.7 in 2006 recording an increase of 4.4% in 2007 over 2006. The IPC crimes reported a lower growth rate of 15.7% as compared to the fast pace of population growth of 19.0% in the decade. Madhya Pradesh has accounted for 10.2% of total IPC crimes reported in the country followed by Maharashtra 9.8%. Cases under Railways Act declined from 224 in 2005 to 189 in 2006 and further to

186 in 2007. SLL crime rate in 2007 was 329.4 as compared to 287.9 in 2006 recording an increase of 14.4% in 2007 over 2006. Puducherry reported the highest crime rate (475.4) for IPC crimes which is 2.7 times the National crime rate of 175.1. Kerala reported the highest crime rate at 319.1 among States. Chennai (256.9), Dhanbad (125.1), Kolkata (82.5) and Madurai (194.6) were the only 4 mega cities which reported less crime rate than their domain States -Tamil Nadu (261.7), Jharkhand (129.4), West Bengal (93.0) and Tamil Nadu (261. 7) respectively. The cities of Delhi, Mumbai and Bengaluru have accounted for 15.1%, 9.0% and 8.0% respectively of the total IPC crimes reported from 35 mega cities. Indore reported the highest crime rate (792.7) among the mega cities in the country followed by Bhopal (760.8) and Jaipur (606.8). The crime rate for IPC crimes at National level increased by 4.4% (from 167.7 in 2006 to 175.1 in 2007), however, the crime rate in cities has increased by 3.2% (from 302.5 in 2006 to 312.3 in 2007). Vijayawada in Andhra Pradesh is the only city in the country which reported more than 10 thousand SLL cases per one lakh of population. Andhra Pradesh reported 83.5% cases under Indecent Representation of Women (Prohibition) Act of total cases reported under the Act in the country (1,005 out of 1,200). 27,80,559 persons were arrested under IPC crimes and 40,87,246 persons were arrested under SLL crimes. Overall 68,67,805 persons were arrested both under IPC and SLL crimes. On an average, 1.4 persons were arrested per IPC case and 1.1 persons were arrested per SLL case in the country. 44.6% of the arrestees belonged to 18-30 years reflecting the drift of younger people taking to crimes. A large chunk of juveniles (68.4%) belonged to the poor families whose annual income was up to Rs 25,000/- . The share of juveniles hailing from middle income group (Rs 50,000 - Rs 2,00,000) was 9.8%. The arrest rate was the highest for Hurt cases (42.7) followed by Riots cases (27.7) and Theft cases (17.1). Thefts (12,284) accounted for 64.1% of total IPC crimes in Railways.

**c) Violent Crime:**

2,15,613 Violent Crimes were reported in the year 2007. The share of violent crimes in total IPC crimes has decreased continuously from 11.5% in 2003 to 10.8% in 2007. Manipur (41.5), Daman & Diu (33.7), Dadra & Nagar Haveli (31.5), Assam (31.2) and Kerala (31.0) reported higher violent crime rate compared to 19.0 at All-India level. Uttar Pradesh reported the highest incidence of violent crimes accounting for 12.4% of total violent crimes in the country (26,693 out of 2,15,613) followed by

Bihar with 10.7% (23,039 out of 2,15,613). Uttar Pradesh reported 15.5% (5,000 out of 32,318) of total Murder cases in the country and 16.1% (4,424 out of 27,401) total Attempt to Murder cases. 14.5% (4,838 out of 33,428) of murder victims died as a result of use of fire-arms in the country.

**d) Crime against Women:**

1,85,312 crimes against women were reported in 2007. Andhra Pradesh reported 13.3% of total such cases in the country (24,738 out of 1,85,312). Tripura reported the highest crime rate (30.7) closely followed by Andhra Pradesh (30.3) as compared to the National average rate of 16.3. The proportion of IPC crimes committed against women towards total (PC crimes has increased during last 5 years from 7.6% in 2003 to 8.8% during 2007. Madhya Pradesh has reported the highest number of Rape cases (3,010) accounting for 14.5% of total such cases reported in the country. Andhra Pradesh has reported 30.3% (3,316) of Sexual Harassment cases followed by Uttar Pradesh 26.3% (2,882). Only Bihar (56) and West Bengal (5) have reported cases of Importation of Girls. Tamil Nadu reported 33.6% of cases under Immoral Traffic (Prevention) Act (1,199 out of 3,568). Indecent Representation of Women (Prohibition) Act cases decreased by 23.2% (from 1,562 in 2006 to 1,200 in 2007). Andhra Pradesh with 1,005 cases has accounted for 83.8% of cases under Indecent Representation of Women (Prohibition) Act at the National level. No case under Sati Prevention Act was reported across the country during the year 2007. Incest Rape cases decreased by 6.0% in 2007 over 2006 (from 431 in 2006 to 405 in 2007). West Bengal reported 28.1% of total Incest Rape cases (114 out of 405). Offenders were known to the victims in 92.5% of Rape cases (19,188 out of 20,737). Among 35 mega cities, Delhi city reported 29.5% (524 out of 1,775) of total Rape cases, 31.8% cases (1,021 out of 3,207) of Kidnapping & Abduction of Women, 15.6% cases (111 out of 711) of Dowry Deaths, 14.2% cases (1,711 out of 12,031) of Cruelty by Husband and Relatives and 21.5% cases (744 out of 3,463) of Molestation. 49.9% conviction was reported in the country in Sexual Harassment cases (3,708 convictions out of 7,436 cases in which trial were completed).

**e) Crime against Children**

The total of crimes against children reported in 2007 were 20,410. 7.6% increase was reported in incidence of crime against Children in 2007 over 2006. Cases of Child

Rape went up by 6.9% during 2007 (5,045) over 2006 (4,721). A total of 6,377 cases of Kidnapping and Abduction of children were reported during the year 2007 as compared to 5,102 cases in the previous year accounting for a significant increase of 25.0%. Cases of Selling of Girls for Prostitution declined from 123 in 2006 to 69 in 2007. Madhya Pradesh reported 21.0% (4,290 out of 20,410) of total crimes committed against children in the country. The highest crime rate (12.1) was reported by Delhi as compared to National average (1.8). Punjab (35) and Rajasthan (16) together have accounted for 53.2% (51 out of 96) of cases of foeticide reported in the country. The conviction rate at the National level for crimes against children stood at 36.6%.

**f) Crime against SCs/STs**

30,031 and 5,532 crimes against SCs and STs were reported during 2007. Uttar Pradesh reported 20.5% of total crimes against Scheduled Castes (6,144 out of 30,031) and Madhya Pradesh reported 27.1% of total (1,501 out of 5,532) crimes against Scheduled Tribes in the country. Rajasthan reported the highest rate of crimes (6.5) against Scheduled Castes as compared to the National average of 2.6. Arunachal Pradesh reported the highest rate of crime against Scheduled Tribes (2.7) as compared to the National average of 0.5. The rate of crime against Scheduled Castes increased from 2.4 in 2006 to 2.6 in 2007 while rate of crime against Scheduled Tribes in 2007 remained 0.5 - the same as in 2006.

**g) Property Crime:**

403181 criminal cases against property were recorded in the year 2007. Property crimes accounted for 20.3% of total IPC crimes. Such crimes reported an increase of 2.8% in 2007 over 2006. Auto Theft (1,00,255) cases accounted for 35.2% of all Theft cases (2,85,043). Chandigarh reported the crime rate at 81.5 for Auto Theft as compared to the National rate of 8.8. 28.4% of stolen motor vehicles (28,126 out of 98,930) were recovered during 2007 out of which only 22.0% (6,181 out of 28,126) could be coordinated (rightful owner traced).

**h) Cyber Crime:**

Cyber Crime (IT Act + IPC Sections) increased by 22.7% in 2007 as compared to 2006 (from 453 in 2006 to 556 in 2007) Cyber Forgery 64.0% (217 out of total 339)

and Cyber Fraud 21.5% (73 out of 339) were the main cases under IPC category for Cyber Crime. 63.05 of the offenders under IT Act were in the age group 18-30 years (97 out of 154) and 55.2% of the offenders under IPC Sections were in the age group 30-45 years (237 out of 429).

**i) Custodial Crime:**

118 Custodial Deaths were reported in the country. 35 policemen were charge sheeted and no policeman was convicted during the year. 1 case of Custodial Rape was reported in the country. Charge-sheet was submitted in 1 case during the year and 1 such case remained under investigation. Out of the 7 cases for trial (including those pending trial from previous year), 1 case resulted in acquittal / discharge and the remaining 6 cases were pending trial at the end of the year.

**j) Disposal of Criminal cases**

74.8% (19,64,845 out of 26,26,687) of all IPC cases registered were disposed off by police and 80.1% true cases (14,75,711 out of 18,41,411) were charge sheeted. Trials were completed in 10,25,689 IPC crime cases out of total 74,73,521 cases pending for trials. 62,94,750 IPC cases remained pending for trial in courts as on December 31, 2007. Conviction rate for IPC crimes decreased marginally from 42.9 in 2006 to 42.3 in 2007. Nagaland reported the highest conviction rate for IPC crimes among States, (92.3%) (554 cases convicted out of 600 cases in which trials were completed) while Maharashtra reported the lowest rate at 11.1% (7,497 out of 67,301) as compared to National rate at 42.3. 31.2% of trials were completed in less than 1 year (3,19,800 out of 10,25,689), 32.6% of trials (3,33,868) were completed within 1 to 3 years, 21.8% (2,23,707) between 3 to 5 years, 11.4% between 5 to 10 years (1,17,268) and 3.0% (31,046) cases took more than 10 years.

**The Challenges**

7. The Indian Police face various challenges with regard to functional autonomy, operational accountability, centralization of functions, and lack of specialization and in-adequate pace of modernization. These are the basic and fundamental prerequisites for successful functioning of a police organization in a democratic society. Various efforts have been made to evaluate and analyze the factors responsible for bringing about the requisite reforms in the police department, and even concrete and

well meaning recommendations of various Commissions and Committees are available to bring about the requisite improvements. Democratization, decentralization, professionalism, specialization, modernization, management-orientation and autonomy recognition are some of the methods, which can enable the Indian Police face and tackle the various challenges being faced by them. Efforts at the individual, organizational and governmental levels will have to be suitably coordinated and implemented in the right spirit for achieving the desired objectives in this regard.

## Chapter 2

### **Model Police Manual: Some Perspectives**

#### **Significance of Organizational Manuals**

8. All organizations come into existence for achieving certain specified objectives. For achieving these objectives the organizations have their well-designed structures and clearly laid down functions. In order to make the structures and functions of the organizations operational and dynamic, people at various levels are recruited with requisite qualifications and capacities. In order to provide assistance, guidance and facilities in their working, the employees of an organization are given instructions from time to time. These instructions enable them to achieve the organizational objectives in a meaningful way and in an efficient manner. These instructions could be either oral or in writing. Most of the organizations make compilation of the requisite instructions and convert them into the form of manuals. The employees can refer to these manuals as and when the need arises. These manuals are termed as reference manuals, working manuals, operational manuals or technical manuals etc. etc.

#### **Pre-Requisite of a Good Manual**

9. A good manual is a set of instructions compiled in a systematic and scientific manner. These instructions provide guideline on various subjects pertaining to the working of an organization. A manual consists of relevant, significant and universally accepted work standards, norms and values. They are so very essential for the effective and efficient functioning of an organization. The work standards, norms and values contained in the manuals are the hallmarks of functional parameters for the employees of the concerned organization. The organizational manuals work as a ready reference for the employees working at the staff and the line levels. A manual also assists the field officers in a big way for obtaining timely guidance in order to remove confusion on any issue. A manual, therefore, is a meaningful aid and assistance to employees of all levels. It provides requisite help and support to them and gives them a clear vision on various official matters. A manual, thus, is a significant tool both for the department as well as the employees working at various hierarchical levels of an



organization. As a result, manuals are available in most of the civil, technical, military and police organizations. In civil organizations manuals are required for administrative purposes, whereas, in the technical organizations, they are needed as an operational necessity. Military and Para-military organizations, like army and police, need manuals in order to maintain uniformity, consistency and coherence in their work standards.

### **Role and Importance of Police Manuals**

10. Police are a highly interactive and dynamic organization. Policemen are required to handle situations of different nature. These situations sometimes are unpredictable being sporadic, sudden and spontaneous in nature. Policemen under all circumstances are expected to work always in accordance with the provisions of the laws of the land. In order to deal with the routine and static functions, as well as, for handling the dynamic and ever changing law and order incidents, they need to have clear and specific instructions for dealing with all these situations. In order to enable the policemen function lawfully and for discharging their various duties efficiently, it is necessary that police manuals are formulated and made available to them as a reference and guidebook during an hour of need. The instructions contained in any police manual should be able to help and assist the policemen in dealing with different issues and situations whether arising out of law and order conditions, crime management matters or any other professional demand.

10.1 A police manual is a systematic and scientifically designed treatise, which contains instructions and guidelines to be followed by all officers and men of the organization while dealing with various administrative, functional, professional and financial matters. A good police manual is a comprehensive, cogent and useful document, which consists of meaningful information on various aspects of organizational and administrative subjects. In addition to dealing with the organizational and administrative subjects, a good police manual deals with all the subjects and points pertaining to maintenance of law and order and crime management. It is an elaboration on various police duties, functions, powers and responsibilities with regard to various police units and functionaries. A police manual as a useful document includes within its format the pre-requisites like planning,

welfare, aids and equipment, forms and returns along with the details on records to be maintained by various field formations and other units of police department.

10.2 Policemen of all ranks are expected to function as per the administrative norms, departmental values and legal provisions. The comprehensive police duties and their dynamic nature necessitate that instructions on all aspects of police working in the form of police manual are made available to them for an efficient and effective discharge of their duties. A police manual in order to meet with the current and contemporary needs and demands of the police organization should be revised and updated from time to time. A police manual should be well written and should encompass within its format all the points and professional aspects in order to become a working Bible and functional Gita for all functionaries of police department.

### **State of Police Manuals in India**

11. As part of the Research Project initiated by the Bureau of Police Research and Development (BPR&D) on "Preparation of Draft All India Model Police Manual" various research surveys and studies were conducted to examine the state of police manuals in India. The survey findings and the research responses have revealed that all police officers and men accept in theory the use, utility and the significance of the police manuals in the organizational and police functional contexts. But then, the critical examination of the factual situations and an assessment of the ground realities reveal that there is a huge gap in the theory and practice with regard to various aspects of police manuals in India. Table one presents this situation in a statistical manner.

**Table - I**

<b>S. No.</b>	<b>Factors</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
A	Availability situation	65%	35%
B	Usability practice	30%	70%
C	Revision status	10%	90%
D	Prioritization order	15%	85%

An examination of various parameters pertaining to police manuals like their availability, awareness about them, their usability practice, revision status and priority level indicate that the respondents assign great value and significance to all these parameters, but contrary to this, the ground realities reveal that all these parameters suffer with a state of low priority in their applied aspects, as the availability situation, awareness level, revision status and priority order with regard to police manuals were all found to be at a highly unsatisfactory level as is indicated from the information available at Table- I.

### **Old, Archaic and Outdated State Police Manual**

12. The information received from the various States, Union Territories and Commissioners of Police reveal that most of the police organizations in India have their own police manuals. Some of these manuals are very old and have not been revised for decades. Therefore, they have become old, archaic and outdated. A few of the police organizations do not have their own police manuals and they have adopted the police manuals of the adjoining states. A couple of states like Nagaland and Sikkim neither have their own police manuals, nor have they adopted any manual for the functioning of their police organizations. Only a few states like Andhra Pradesh and Gujarat have recently revised their police manuals. Most of the states have done no revision of their police manuals except issuing standing orders and circulars, as and when needed in this regard. The present state of police manuals in various organizations is presented at Table two.

**Table - II**

Police Manuals are available.	Adopted Police Manuals are available.	Police Manuals are not available.
<b>80%</b>	<b>15%</b>	<b>5%</b>

12.1 Almost all the state police organizations feel the necessity of revising their manuals in the light of various changes and developments taking places in the socio-

politico-economic conditions and crime and criminal realities of their working environments. Revision status of various police manuals is presented at Table three.

**Table - III**

Police Manuals revised during last 5 years.	Police Manuals revised during last 15 years.	Police Manuals revised during last 30 years.	Police Manuals not revised since Independence
<b>10%</b>	<b>15%</b>	<b>15%</b>	<b>60%</b>

**Why State Police Manuals are not Revised**

13. Efforts were made during the field surveys to find out the reasons responsible for the inadequate and unsatisfactory state of revision of police manuals in India and the research finding have revealed that factors like old and archaic colonial Police Act, indifferent professional attitudes, failure of police leadership, impervious, academic climate of police organization and dull, dry and insipid nature of police manual work are responsible for the poor state of affairs with regard to revision of police manuals in India. The data with regard to this are available at Table-IV.

**Table - IV**

<b>S. No.</b>	<b>Reasons and Factors</b>	<b>Responsibility level</b>
1	Old and archaic colonial Police Act.	35%
2	Indifferent professional attitude.	22%
3	Failure of police leadership.	18%
4	Insulated and impervious academic climate of police.	15%
5	Dull, dry and insipid nature of Police Manual work.	10%

**The Anomalies and Paradoxes**

14. The critical scrutiny and an in-depth examination of the available state police manuals revealed that there is no uniformity in the structures, contents, presentations,

and designing of the various state level police manual. The manuals of some States are written in 6 to 8 volumes and parts, whereas, some manuals are written in 1 or 2 volumes. There is no consistency in the titles of the various volumes and the chapter scheme of the concerned volumes also suffers with lack of consistency and thematic harmony.

14.1 There is inadequate awareness among various ranks, particularly at the lower levels, regarding the existence, use and utility of police manuals. It is so because of inadequate attention given to this aspect, at the training, supervisory and operational levels.

14.2 Inadequate attention towards the importance of police manuals coupled with the unsatisfactory level of awareness about them, causes loss to the police efficiency, performance and competence. In addition to this non-revision of the manuals has rendered them irrelevant and out of contexts in the view of various changes and developments taking places in the professional working environs of the police department.

14.3 There is a near consensus on the use, relevance and significance of manuals for police organizations with an equal quantum of consensus that a model police manual at the apex level should be formulated.

### **Need of a Model All India Police Manual**

15. In the aforesaid backdrop of the poor state of police manuals of various police organizations, a model police manual is required for providing a uniform broad framework, necessary uniform structure, systematic and thematic presentation along with a standard design for the formulation, revision and updating of the State Police Manuals.

15.1 A model police manual is required for evolving, developing and stabilizing some common and generic parameters for formulation/revision of police manuals so as to bring about reasonable and acceptable homogeneity and similarities among various

police manuals to provide a rational to the State police organizations to be known and called as Indian Police.

15.2 In the light of the verdict of honourable Supreme Court of India all the States Governments are formulating new Police Acts for their police organizations. This would necessitate formulation and revision of the existing police manuals. A Model Police Manual in this context would serve as a ready reference and a guide to the State police organizations in the formulation and revision of their respective manuals. The Model Police Manual would provide them with the requisite professional vision and would serve as a ready checklist to test and validate the quality and standard of their police manuals.

15.3 The neglected and poor state of police manuals in India would improve significantly in, as much as, the availability of the Model Police Manual would work as a motivation and would make it convenient for all police organizations to prepare, formulate and revise their police manuals on a regular basis.

### **Principles and Parameters for Formulating/Revision of Police Manuals**

16. Police Manuals are essential tools for efficient and competent police performance; therefore, comprehensive, cogent, systematic and holistic police manuals should be formulated for all police organizations.

16.1 The existing state of police manuals in India is quite unsatisfactory, in as much as, they belong to a low priority area and are not reviewed, revised and updated, which makes them outdated, old and irrelevant in the contemporary professional contexts. Therefore, they should be revised and reviewed on a regular basis.

16.2 A police manual should be well written and should encompass within its format all the points and professional aspects in order to become a working Bible and functional Gita for all functionaries of police department.

16.3 The basic conceptual framework of preparation of All India Police Manual has to draw its inspiration from the basic premise that uniformed, disciplined and cohesive

organizations like police, which work on the principle of esprit-de-corps, are always in the need of police manuals.

16.4 The basic and primary question while evolving the requisite conceptual framework for any police manual, whether a Model Police Manual at all India level or at State levels should be where we are and where we want to be, with what purpose, objectives, goals and aims.

16.5 The age old colonial Police Act, 1861, which has become old, archaic and out dated is being replaced with the new Police Act, and the State Governments are also formulating their own Police Acts. In the light of the new Police Acts, the existing manuals while being formulated anew or being revised should include the provisions of their respective Police Acts in their manuals.

16.6 The research findings of the BPR&D project on police manuals have revealed that the level of awareness about police manuals among various ranks is poor and unsatisfactory that is responsible for the inadequate use of the police manuals by them. In order to improve the awareness level adequate stress on the use, role and significance of police manuals should be placed, both at the training and field levels. Adequate provisions to ensure this should be made in the police manuals.

16.7 Positive, constructive and creative professional approach along with adequate and appropriate attitudes at all levels should be created to improve upon the prevailing conditions with regard to police manuals in various police organizations.

16.8 Police leaders, at all levels, should contribute significantly and bring about a qualitative, concrete and positive change with regard to preparation, revision, availability, use and utility of police manuals

16.9 The training and academic sensitivities and sensibilities of the police department as a whole should be improved so as to remove the academic insulation and professional imperviousness prevailing about police manuals.

16.10 Well-articulated, specific and time bound schemes and strategies of revision and up dating the police manuals should be evolved. This job can be outsourced to retired police officers or to some professional agency in view of the fact that the in - service police officers are not interested in undertaking the work of authoring or revising the police manuals.

16.11 A senior police officer at the police Headquarters and the committee headed by him should be made responsible for taking care of various activities, on regular basis, pertaining to police manuals.

16.12 At national level the Bureau of Police Research and Development (B.P.R.& D.) should shoulder the responsibility of coordinating, overseeing and supervising the activities with regard to writing and revision of police manuals.

16.13 The Model Police Manuals at all India level and the State Police Manuals should be prepared in the following four volumes:

- (i) Organization and Administration.
- (ii) Police Duties, Powers and Procedures.
- (iii) Personnel Management.
- (iv) Forms, formats and returns etc.



## Chapter 3

# **Constitution, Organization, Superintendence and Administration**

17. According to the provisions of the Indian Constitutions, police happen to be the subject of State List. Various police organizations, therefore, get constituted and organized at the State level. Each State has a Police Act. The police forces of that State is constituted in accordance with the provisions of the concerned Police Act.

17.1 There shall be one police service for each State. Members of the police force shall be liable for posting to any branch of the service in the State, including any of its specialized wings.

Model Police .Act Sec.3

## **Composition and Constitution of State Police**

18. The composition and Constitution of State Police Organisation should be the following :

- ⊕ The Police Service shall consist of such numbers in various ranks and have such organization as the State Government may be general or special orders determine.
- ⊕ The direct recruitments to non-Gazetted ranks in the Police Service shall be made through a state-level Police Recruitment Board by a transparent process, adopting well-codified and scientific systems and procedures that shall be notified through appropriate rules to be framed by the State Government.
- ⊕ The recruitment to the Indian Police Service and to the rank of Deputy Superintendent of Police shall be made through the Union Public Service Commission and the State Public Service Commissions respectively.
- ⊕ The composition of the Police Service shall, as far as possible, reflect adequate representation of all sections of society, including gender representation.
- ⊕ The pay, allowances, service and working conditions of police personnel shall be as prescribed by rules, from time to time. These shall always be commensurate with the arduous nature of their duties.

⊕ Police personnel shall at all times remain accountable to the law and responsive to the lawful needs of the people and shall observe codes of ethical conduct and integrity, as prescribed.

Model Police Act Sec. 4

### **Superintendence of State Police**

19. It shall be the responsibility of the State Government to ensure an efficient, effective, responsive and accountable Police Service for the entire state. For this purpose, the power of superintendence of the Police Service shall vest in and be exercised by the State Government in accordance with the provisions of this Act.

19.1 The State Government shall exercise its superintendence over the police in such manner and to such an extent as to promote the professional efficiency of the police and ensure that its performance is at all times in accordance with the law. This shall be achieved through laying down policies and guidelines, setting standards for quality policing, facilitating their implementation and ensuring that the police performs its task in a professional manner with functional autonomy.

### **Strategic Policing Plan and Annual Policing Plan**

20. The State Government shall, in consultation with the State Police Board, draw up a Strategic Policing Plan for a five-year period called "Strategic Plan", duly identifying the objectives of policing sought to be achieved during the period and setting out an action plan for their implementation and would place before the State Legislature, within three months of the coming into force of the Police Act, the Strategic Plan. Subsequent Strategic Plans shall, thereafter, be laid before the State Legislature every three years.

20.1 Place before the State Legislature, at the beginning of each financial year, a Progress Report on the implementation of the Strategic Plan as well as an Annual Policing Plan (Annual Plan for short) that prioritizes the goals of the Strategic Plan for the year in question.

20.2 The Strategic and the Annual Plans shall be prepared after receiving inputs on the policing needs of the districts from the District Superintendents of Police who, in turn, shall formulate the same in consultation with the community.

20.3 The Strategic Plan, the Progress Report and the Annual Plan shall be made readily accessible to the public.

### **State Police Board**

21. The State Government shall, within six months of the coming into force of the Police Act, establish a State Police Board to exercise the functions assigned to it under the provisions of this Chapter.

### **Composition of the Board**

22. The State Police Board shall have as its members:

- a) The Home Minister as its Chairperson;
- b) The Leader of the Opposition in the State Assemblies;
- c) A retired High Court Judge, nominated by the Chief Justice of the High Court;
- d) The Chief Secretary;
- e) The Secretary in charge of the Home Department;
- f) The Director General of Police as its Member-Secretary; and
- g) Five non-political persons of proven reputation for integrity and competence (hereinafter referred to as "Independent Members") from the fields of academia, law, public administration, media or NGOs, to be appointed on the recommendation of the Selection Panel constituted under Section 43.

22.1 The composition of the Board shall reflect adequate gender and minority representation, and will have not less than two women as members. No serving government employee shall be appointed as an Independent Member. Any vacancy in the State Police Board shall be filled up as soon as practicable, but not later than three months after the seat has fallen vacant.

### **Functions of the State Police Board**

23. The State Police Board shall perform the following functions:

- (a) Frame broad policy guidelines for promoting efficient, effective, responsive and accountable policing, in accordance with the law;
- (b) Prepare panels of police officers for the rank of Director General of Police against prescribed criteria in accordance with the provisions of Section 6 of Chapter II

- (c) Identify performance indicators to evaluate the functioning of the Police Service. These indicators shall, inter alia, include: operational efficiency, public satisfaction, victim satisfaction vis-à-vis police investigation and response, accountability, optimum utilization of resource, and observance of human rights standards; and
- (d) In accordance with the provisions of Chapter XIII, review and evaluate organizational performance of the Police Service in the state as a whole as well as district-wise against (i) the Annual Plan, (ii) performance indicators as identified and laid down, and (iii) resources available with and constraints of the police.

### **Expenses of the State Police Board**

24. The expenses on account of remuneration, allowances and travel in connection with official business of the State Police Board, in respect of the Independent Members of the Board shall be borne by the State Government.

### **Annual Report of the State Police Board**

25. The Board shall, at the end of each year, present to the State Government a report on its work during the preceding year as well on the evaluation of performance of the Police Service, as provided for by the Police Act. The State Government shall lay the Annual Report before the State Legislature in the budget session. The Annual Report shall be made easily accessible to the public.

### **Regulation, Control and Discipline**

26. Subject to the approval of the State Government, the Director General of Police shall make rules, regulations or issue orders, not inconsistent with this Act or with any other enactment for the time being in force for prevention and investigation of crime, maintenance of law and order, regulation and inspection of the police organization, and of the work performed by police officers, determining the description and quantity of arms, accoutrements, clothing and other wherewithal to be provided to the Police Service, prescribing the places of residence of members of the Police Service, institution, management and regulation of any non-government fund for purposes connected with the police administration or welfare of police personnel, regulation, deployment, movements and location of the police, assigning duties to officers of all ranks and grades, and prescribing the manner and the conditions subjects to which, they shall exercise and perform their respective

powers and duties, regulating the collection and communication of intelligence and information by the police, prescribing the records, registers and forms to be maintained and the returns to be submitted by different police units and officers, and generally, for the purpose of rendering the police more efficient, and preventing abuse of power and neglect of duties by them.

### **Disciplinary Penalties**

27. Subject to the provisions of Article 311 of the Constitution and the Rules and Regulations made under this Act, an officer of the rank of Superintendent of Police or above may award any of the following punishment to a police officer of a rank for which he is the appointing authority: reduction in rank, compulsory retirement, removal from service or dismissal.

27.1 Any police officer of the rank of Superintendent of Police or above, subject to the rules made in this behalf, may award any of the following punishments to any non-gazetted police officer subordinate to him:

- a) Reduction in pay;
- b) Withholding of increment
- c) Withholding of promotion;
- d) Fine not exceeding one month's pay; or
- e) Reprimand or censure

27.2 An Assistant Superintendent of Police or any officer of equivalent rank may award the punishment of reprimand or censure to an officer of or below the rank of Sub Inspector of Police. Any officer of and above the rank of Inspector may award punishments to Constables and Head Constables, as prescribed.

27.3 Any punishment mentioned above awarded to an officer, will not affect his liability for prosecution for any criminal offence committed by him in the same transaction for which departmental action has led to award of punishment to him for any transgression of departmental rules.

### **Suspension**

28. A police officer of or above the rank of Superintendent of Police may place a police officer of the rank of Inspector or below subordinate to him, under suspension where a

disciplinary proceeding for award of punishment against him is contemplated or is pending, where in the opinion of the aforesaid authority, there is a prima facie case that such officer has engaged himself in activities prejudicial to the Security of State for which an enquiry is contemplated or pending or where in the opinion of the aforesaid authority there is prima facie evidence in respect of any criminal offence under investigation, inquiry or trial.

28.1 Every order of suspension passed shall be in writing, giving briefly the reasons. Where an officer is placed under suspension, whether in connection with a disciplinary proceeding or otherwise, and another disciplinary proceeding is ordered against him during the currency of that suspension, the authority competent to place him under suspension may for reason to be recorded in writing, direct that the officer shall continue to be under suspension until the completion of all or any of such proceedings. An order of suspensions so made may at any time be revoked or modified, or in any case be reviewed every six months or earlier, suo moto or on a representation made by the officer under suspension, by the authority which made the order or by any authority to which such authority is subordinate. In case the period of suspension exceeds two years, the case shall be referred to the State Police Board for appropriate directions. Suspension orders of officers of subordinate rank shall be made only by police officers above or of the equivalent rank of Superintendent of Police.

### **Misconduct**

29. A police officer shall, in addition to any other delinquent act or behaviour, as specified in the relevant rules, be liable for disciplinary action for any of the following misconduct: disobedience of lawful orders, neglect of duty, insubordination or any oppressive conduct, unauthorized malingering or absence from duty, act of cowardice, misuse of authority; or any act unbecoming of an officer.

### **Appeals Against Orders of Punishment**

30. An appeal against any order of punishment passed against an officer any rules made there under, shall lie, where the order is passed by the Director General of Police, to the State Government, and where the order is passed by an officer subordinate to the Director General of Police, to the officer next higher in rank in the police hierarchy who passed such order.

30.1 The State Government shall frame the Classification, Control and Appeals Rules for police personnel, which will, among other things, ensure timely disposal of disciplinary proceedings.

### **Police Officers Always on Duty**

31. Every officer not on leave or under suspension shall, for all purposes of this Act, be considered to be always on duty and may at any time be deployed in any part of the state. The State Government shall, however, ensure the grant of at least one day off in a week to all police personnel or make provision of appropriate compensatory benefits in lieu of such weekly off, if under extraordinary situations the same cannot be granted to any of them.

31.1 No police officer shall abdicate his duties or withdraw himself from his place of posting or deployment, without proper authorization. No police officer shall engage in any other employment or officer of profit whatsoever, other than his duties under this Act.

## **Police Accountability :**

### **Police Accountability Commission**

32. The State Government shall, establish a State-level Police Accountability Commission consisting of a Chairperson, Members and such other staff as may be necessary, to inquire into public complaints supported by sworn statement against the police personnel for serious misconduct and perform such other functions as stipulated.

### **Composition of the Commission**

33. The Commission shall have five members with a credible record of integrity and commitment to human rights and shall consist of:

- (a) a retired High Court Judge, who shall be the Chairperson of the Commission;
- (b) a retired police officer from another state cadre, superannuated in the rank of Director General of Police;
- (c) a person with a minimum of 10 years of experience either as a judicial officer, public prosecutor, practicing advocate, or a professor of law;
- (d) a person of repute and standing from the civil society; and
- (e) a retired officer with experience in public administration from another state;

- (f) at least one member of the Commission shall be a woman and not more than one member shall be a retired police officer.

### **Selection of Chairperson and Members of the Commission**

34. The Chairperson of the Commission shall be appointed out of a panel of three retired high court judges, received from the Chief Justice of the High Court concerned. Members of the Commission, other than the Chairperson, shall be appointed on the recommendation of a Selection Panel consisting of (i) the Chairperson of the State Public Service Commission; and (ii) the Chairperson or a member of the State Human Rights Commission or, in the event of there being no such Commission in the State, the 'Lokayukta' or the Chairperson of the State Vigilance Commission. Vacancies in the Commission shall be filled up as soon as practicable, and in no case later than three months after a seat has fallen vacant. In selecting members of the Commission, the Panel shall adopt a transparent process.

### **Ineligibility for Membership**

35. A person shall be ineligible to be a member of the Commission, if he
- (a) is not a citizen of India;
  - (b) is above 70 years of age;
  - (c) is serving in any police, military or allied organisation, or has so served in the twelve months preceding such appointment;
  - (d) is employed as a public servant;
  - (e) holds any elected office, including that of Member of Parliament or State Legislature or any local body;
  - (f) is a member of , or is associated in any manner with, an organisation declared as unlawful under an existing law;
  - (g) is an office-bearer or a member of any political party;
  - (h) has been convicted for any criminal offence involving moral turpitude or for an offence punishable with imprisonment of one year or more;
  - (i) is facing prosecution for any offence mentioned in Sub-section (h) above and against whom charges have been framed by a court of law; or
  - (j) is of unsound mind and has been so declared by a competent court



## **Term of Office and Conditions of Service of Members and Chairperson**

36. The term of office of a member, and the Chairperson, shall be three years unless:

- (a) he resigns at any time before the expiry of his term; or
- (b) he is removed from the officer on any of the grounds mentioned in the rules.

36.1 Members shall be eligible for reappointment on the expiry of term, provided that no member shall be eligible to hold office for more than two terms. The remuneration, allowances and other terms and conditions of service of the members shall be as notified by the State Government from time to time and shall not be varied to their disadvantage after appointment.

## **Removal of Members**

37. Any member of the Commission may be removed from office, on their recommendation of the Commission, by an order of the State Government on the grounds of:

- (a) proven misconduct or misbehavior;
- (b) persistent neglect to perform duties of the Commission;
- (c) occurrence of any situation that would make a member ineligible for appointment to the Commission under the rules.
- (d) any member engaging himself during his term of office in any paid employment outside the duties of his office.

## **The Staff of the Commission**

38. Members of the Commission shall be assisted by adequate staff with requisite skills, for efficient discharge of their functions of the Commission. The strength of the staff may be prescribed by the State Government, keeping in view the size of the state, its population, and the average number of complaints against the police, and shall be periodically reviewed and revised. The Commission shall select the staff, inter alia, on a contractual basis, through a transparent process. The remuneration and other terms and conditions of service of the staff shall be as prescribed from time to time. The Commission shall devise its own rules for the conduct of its business.

## **Functions of the Commission**

39. The Commission shall inquire into allegations of "serious misconduct" against police personnel, as detailed below, either suo moto or on a complaint received from any of the following:

- (a) a victim or any person on his behalf;
- (b) the National or the State Human Rights Commission;
- (c) the police; or
- (d) any other source

39.1 "Serious misconduct" shall mean any act or omission of a police officer that leads to or amounts to death in police custody, grievous hurt, as defined in Section 320 of the Indian Penal Code, 1860, rape or attempt to commit rape, or arrest or detention without due process of law.

39.2 The Commission may also inquire into any other case referred to it by the Director General of Police if, in the opinion of the Commission, the nature of the case merits an independent inquiry. The Commission may monitor the status of departmental inquiries or departmental action on the complaints of "misconduct" against gazetted officers of an above the rank of Deputy/Assistant Superintendent of Police through a quarterly report obtained periodically from the Director General of Police, and issue appropriate advice to the police department for expeditious completion of inquiry, if in the Commission's opinion the departmental inquiry or departmental action is getting unduly delayed in any such case.

39.3 "Misconduct" shall mean any willful breach or neglect by a police officer of any law, rule, and regulation applicable to the police that adversely affect the rights of any member of the public, excluding "serious misconduct" as defined in the rule.

39.4 The Commission may also call for a report from, and issue appropriate advice for further action or, if necessary, a direction for a fresh inquiry by another officer, to the Director General of Police when a complainant, being dissatisfied by the outcome of, or inordinate delay in the process of departmental inquiry into his complaint of "misconduct" as defined above, by any police officer, brings such matter to the notice of the Commission and the Commission may lay down general guidelines for the state police to prevent misconduct on the part of police personnel.

## **Powers of the Commission**

40. In the cases directly enquired by it, the Commission shall have all the powers of a civil court trying a suit under the Code of Civil Procedure, 1908, and in particular in respect of the following matters:

- (a) summoning and enforcing the attendance of witnesses and examining them on oath;
- (b) discovery and production of any document;
- (c) receiving evidence on affidavits;
- (d) requisitioning any public record or copy thereof from any court or office;
- (e) issuing authorities for the examination of witnesses or documents; and
- (f) any other matter as may be prescribed.

40.1 The Commission shall have the power to require any person, subject to legal privilege, to furnish information on such points or matters as, in the opinion of the Commission, may be useful for, or relevant to, the subject matter of the inquiry, and any person so required shall be deemed to be legally bound to furnish such information within the meaning of Sections 176 and 177 of the Indian Penal Code, 1860.

40.2 The Commission shall be deemed to be a civil court, and when any offence, as defined in Sections 175,178,179,180 or 228 of the Indian Penal Code, 1860, is committed in the view or presence of the Commission, the Commission may, after recording the facts constituting the offence and the statement of the accused as provided for in the Code of Criminal Procedure, 1973, forward the case to a Magistrate having jurisdiction to try the same. The Magistrate to whom any such case is forwarded shall proceed to hear the complaint against the accused as if the case has been forwarded to him under Section 346 of the Code of Criminal Procedure, 1973.

40.3 The Commissions shall have the power to advise the State Government on measures to ensure protection of witnesses, victims, and their families who might face any threat or harassment for making the complaint or for furnishing evidence. The Commission may visit any police station, lock-up, or any other place of detention used by the police and, if it thinks fit, it may be accompanied by a police officer.

### **Statements Made to the Commission**

41. No statement made by a person in the course of giving evidence before the Commission shall subject that person to a civil or criminal proceeding or be used against him in such proceeding, except a prosecution for giving false evidence.

### **Decisions and Directions of the Commission**

42. In the cases directly inquired by the Commission, it may, upon completion of the inquiry, communicate its findings to the Director General of Police and the State Government with a direction to:-

- (a) register a First Information Report; and/or
- (b) initiate departmental action based on such findings.

### **Reports of the Commission**

43. The Commission shall prepare an annual report at the end of each calendar year, inter alia, containing:

- (a) the number and type of cases of "serious misconduct" inquired into by it;
- (b) the number and type of cases of "misconduct" referred to it by the complainants upon being dissatisfied by the departmental inquiry into his complaint;
- (c) the number and type of cases including those referred to in (b) above in which advice or direction was issued by it to the police for further action;
- (d) the number of complaints received by the District Accountability Authorities, and the manner in which they were dealt with;
- (e) the identifiable patterns of misconduct on the part of police personnel in the state; and
- (f) recommendations on measures to enhance police accountability.

43.1 The annual report of the Commission shall be laid before the State Legislature in the budget session and shall be a public document, made easily accessible to the public. The Commission may also prepare special reports with respect to specific cases directly inquired into by it. These reports shall also be made easily accessible to the public.

### **District Accountability Authority**

44. The State Government shall establish in each police district or a group of districts in a police Division/Zone, a District Accountability Authority to monitor departmental inquiries into cases of complaints of misconduct against police personnel.

44.1 The District Accountability Authority shall have three members with a credible record of integrity and commitment to human rights and shall consist of a retired District and Sessions Judge, who shall be the Chairperson of the Authority; a retired senior police officer, and a person with a minimum of 10 years total experience as a judicial officer, public prosecutor, practicing advocate, professor of law, or a person with experience in public administration, as Members.

44.2 The Government on the recommendation of the Selection Panel will appoint the Chairperson and other members of the District Accountability Authorities. Vacancies in the Authority shall be filled up as soon as practicable, and in no case later than three months after a seat has been vacated. In selecting members of the Authority, the Selection Panel shall adopt a transparent process.

### **Functions of District Accountability Authority**

45. The District Accountability Authority shall:

- (a) forward the complaints of "serious misconduct", received directly by it, to the Commission for further action;
- (b) forward for further action, the complaints of "misconduct" received directly by it, to the District Superintendent of Police.
- (c) monitor the status of departmental inquiries or action on the complaints of "misconduct" against officers below the rank of Assistant/Deputy Superintendent of Police through a quarterly report obtained periodically from the District Superintendent of Police;
- (d) issue appropriate advice to the District Superintendent of Police for expeditious completion of inquiry, if, in the Authority's opinion, the inquiry is getting unduly delayed in any such case;
- (e) report cases to the Commission where departmental enquiry into "misconduct" is not concluded in time by the police department in spite of the Authority's advice(s) to the District Superintendent of Police issued under sub-section (d) above.

45.1 The Authority may also, in respect of a complaint of "misconduct" against an officer below the rank of Assistant/Deputy Superintendent Police, call for a report from, and issue appropriate advice for further action or, if necessary, a direction for fresh inquiry by another officer, to the District Superintendent of Police when a complainant, being dissatisfied by an inordinate delay in the process of departmental inquiry into his complaint of "misconduct" or outcome of the inquiry if the principles of natural justice have been violated in the conduct of the disciplinary inquiry, brings such matter to its notice;

### **Report of the District Accountability Authority**

46. Each District Accountability Authority shall prepare and submit to the Commission an annual report before the end of each calendar year, inter alia, containing:

- (a) the numbers and types of cases of "serious misconduct" and "misconduct" forwarded by it to the Commission and the District Superintendents of Police respectively, during the year;
- (b) the number and types of cases monitored by it during the year;
- (c) the number and types of cases of "misconduct" referred to it by the complainants upon being dissatisfied by the departmental inquiry into his complaint;
- (d) the number and types of cases referred to in (c) above in which advice or direction was issued by it to the police for further action; and
- (e) recommendation on measures to enhance police accountability.

### **Rights of the Complainant**

47. The complainant may lodge his complaint relating to any "misconduct" or "serious misconduct" on the part of police personnel with either the departmental police authorities or with the Commission or the District Accountability Authority provided that no complaint shall be entertained by the Commission or the District Authority if the subject matter of the complaint is being examined by any other commission, or any court.

47.1 The complainant may attend all hearings in an inquiry concerning his case. The complainant shall be informed of the date and place of each hearing. All hearings shall be conducted in a language intelligible to the complainant. In a case where hearings cannot be conducted in such a language, the services of an interpreter shall be requisitioned if the

complainant so desires. Where upon the completion of the departmental inquiry, the complainant is dissatisfied with the outcome of the inquiry on the grounds that the said inquiry violated the principles of natural justice, he may approach the Commission or the Authority for appropriate directions.

### **Duty of the Police and Other State Agencies**

48. All police officers and authorities shall refer all allegations of "serious misconduct" against police personnel, coming to their notice, to the Commission. It shall be the duty of the heads of the district police and of the state police as well as of any other concerned state agency to provide to the Commission and to the District Accountability Authority all information they may reasonably require to perform their duties.

### **Composition of the Panel for Selection of Independent Members**

49. Independent Members of the State Police Board shall be appointed on the recommendation of a Selection Panel, which shall consist of:

- a) A retired Chief Justice of a High Court as its Chairperson, to be nominated by the Chief Justice of the High Court;
- b) The Chairperson of the State Human Rights Commission, or in the absence of such Commission in the state, a person nominated by the Chairperson of the National Human Rights Commission; and
- c) The Chairperson of the State Public Service Commission.

### **Method of Selection**

50. The Selection Panel shall evolve its own procedure to select Independent Members through a transparent process.

### **Grounds of Ineligibility for Independent Members**

51. No person shall be appointed as an Independent Member of the State Police Board if he:

- a) Is not a citizen of India; or
- b) Has been convicted by a court of law or against whom charges have been framed in a court of law; or
- c) Has been dismissed or removed from service or compulsorily retired on the grounds of corruption or misconduct; or

- d) Holds an elected office, including that of Member of Parliament or State Legislature or a local body, or is an office-bearer of any political party or any organisation connected with a political party; or
- e) Is of unsound mind.

### **Term of Office of Independent Members**

52. A person shall be appointed as an Independent Member for a period of three years. The same person shall not be appointed for more than two consecutive terms.

### **Removal of Independent Members**

53. An Independent Member may be removed from the State Police Board by a two-thirds majority of members of the Board on any of the following grounds:

- a) Proven incompetence; or
- b) Proven misbehaviour; or
- c) Failure to attend three consecutive meetings of the State Police Board without sufficient cause: or
- d) Incapacitation by reasons of physical or mental infirmity or otherwise becoming unable to discharge his functions as a member.

53.1 In addition, an Independent Member shall be removed from the State Police Board if he incurs any of the grounds of ineligibility specified under Section 45.

53.2 The State Police Board shall explicitly state in writing the grounds for such removal.

### **54. Police Establishment Committees**

1. The State Government shall constitute a Police Establishment Committee (hereinafter referred to as the 'Establishment Committee') with the Director General of Police as its Chairperson and four other senior-most officers within the police organisation of the state as members.
2. Accept and examine complaints from police officers about being subjected to illegal orders. The Establishment Committee shall make appropriate recommendation to the Director General of Police for necessary action: Provided that if the matter under report involves any authority of or above the ranks of the members of the



Establishment Committee, it shall forward such report to the State Police Committee for further action.

3. The Establishment Committee shall recommend names of suitable officers to the State Government for posting to all the position in the ranks of Assistant/Deputy Superintendents and above in the police organisation of the state, excluding the Director General of Police. The State Government shall ordinarily accept these recommendations, and if it disagrees with any such recommendation, it shall record reasons for disagreement.
4. The Establishment Committee shall also consider and recommend to the Director General of Police the names of officers of the ranks of Sub-Inspector and Inspector for posting to a Police Division/Zone on initial appointment, or for transfer from one Police Division/Zone to another, where such transfer is considered expedient for the Police Service.
5. Inter-district transfers and postings of non-gazetted ranks, within a Police Division/Zone, shall be decided by the Division/Zone Deputy Inspector General, as competent authority, on the recommendation of a Committee comprising all the District Superintendents of Police of the Division/Zone.
6. Postings and transfers of non-gazetted police officers within a Police District shall be decided by the District Superintendent of Police, as competent authority, on the recommendation of a District-level Committee in which all Additional/Deputy/Assistant Superintendents of Police posted in the District shall be members.
7. While effecting transfers and postings of police officers of all ranks, the concerned competent authority shall ensure that every officer is ordinarily allowed a minimum tenure of two years in a posting. If any officer is to be transferred before the expiry of this minimum term, the competent authority must record detailed reasons for the transfer.
8. No authority other than the authority having power under this Act to order transfer shall issue any transfer order.

### **Procedure for Promotion of Police Officers**

55. Promotion to each rank in the Police Service shall be based on merit, which would include seniority, to be evaluated through the result of a qualifying examination and

performance evaluation in respect of each officer. The Director General of Police shall, with the approval of the State Government, frame the evaluation criteria for each rank and category of police personnel: Provided that for the officers of the Indian Police Service, such evaluation criteria shall be as framed by the Government of India.

**56. Training-cum-Education Policy for the Police**

1. The State Government shall lay down a Training-cum-Education Policy covering all ranks and categories of police personnel. This Policy shall ensure that all police personnel are adequately trained to perform their job taking due care of proper attitudinal development, and shall be linked to career development scheme of police personnel in different ranks and categories.
2. The policy shall also aim to promote a service culture of police personnel acquiring appropriate educational and professional qualifications as they advance in their careers.

**57. Financial Management**

1. The Director General of Police shall be responsible for submitting the budgetary requirements of the Police Service as a whole to the State Government, sufficiently in advance in the preceding financial year.
2. The budgetary requirements shall be carefully worked out on the basis of realistic needs of each branch, wing, unit and sub-unit of the Police Service, obtained from the unit officers concerned.
3. The District Superintendents of Police shall take special care to ensure that the financial requirements of each Police Station in the district are worked out meticulously and adequately projected in the budgetary demands of the district, thus leaving no scope for the Police Stations to feel handicapped for meeting the legitimate expenditure on day-to-day police work.
4. The budgetary allocations made by the Legislature shall be placed at the disposal of the Director General of Police who shall be vested with full powers to spend the amounts earmarked under each head of the Budget Account.
5. In order to meet different kinds of contingency expenditure, sufficient imprest money shall be provided to police stations and other police units, the amount of which shall be reviewed and revised from time to time, as per the exigencies of circumstances.

## **Structural Paradigm and Rank Structure of Police Organization**

58. Police units in India are well-structured hierarchical organizations. Though, there is marginal variation in the ranks and hierarchical order in the different organization, however, there is a general uniformity in this context in most of the police organizations. The rank and hierarchical structure of the police organization should be following:

1. Director General of Police.
2. Additional Director General of Police.
3. Inspector General of Police.
4. Deputy Inspector General of Police.
5. Superintendent of Police.
6. Additional Superintendent of Police.
7. Deputy Superintendent of Police.
8. Inspector of Police.
9. Sub-Inspector of Police.
10. Civil Police Officer Grade-1
11. Civil Police Officer Grade-2

59. All these ranks can be classified into the following three categories.

- a) All India Service Officers (I.P.S.). Officers from serial no. 1 to serial no. 5 are included in this category.
- b) State Service Officers. Officers of serial no. 6 & 7 are included in this category.
- c) Primary ranks. Officers from serial no. 8 to 11 are included in this category.

## **Non-Executive Staff**

60. In addition to the above ranks structure of the executive force/uniformed ranks, the police department should also consist of the following categories of the employees to provide effective administrative and functional support to the organization.

- a) Ministerial Staff.

- b) Technical Staff.
- c) Specialized Staff.

61. Ministerial Staff may consist of the ranks like Office Superintendent (O.S.), Assistant, Upper Division Clerk (U.D.C.), Lower Division Clerk (L.D.C.), Support Staff, and Secretarial Staff like Stenographers etc. Technical Staff would consist of the personnel recruited for Motor Transport Wing, Computer Wing and Wireless Section of the Police Department. Specialized Staff would consist of the persons working in Police Band, Mounted Police, Dogs Squad and Commandos etc.

### **The Executive Police Force**

62. The executive force of the police organization can be deployed in the various branches, sections, wings and departments. The basic and broad category of the executive police force could be the following:

- a) Civil Police Branch
- b) Armed Police Branch
- c) Intelligence Branch
- d) C.I.D.
- e) Other units i.e. GRP, MOB, FPB, FSL, etc. etc.

### **Deputation Provisions**

63. Officers and other ranks of the police departments can be sent on deputation, and likewise, as per the needs, provisions and rules of the respective police organization persons can be taken on deputation for functional requirements.

### **State Police Formations**

64. State Police Organizations in India are structurally organized into various formations. The structural formation of any State Police should be the following:

1. Police Headquarter
2. Police Zones
3. Police Divisions
4. Police Districts
5. Police Sub-division/Circles

6. Police Stations

7. Police Outposts

## Chapter 4

### **Police Headquarter**

65. Police Headquarter, popularly known as PHQ, is an apex organization of any state police force. PHQ is a large establishment divided into various wings/branches/sections/units. A senior officer, who is of the rank of additional D.G./ I.G. /D.I.G.P heads each of such unit. Each wing/branch/section of the PHQ should have adequate number of officers and men with requisite resources for smooth and effective functioning and for an efficient discharged of the various functions assigned to the specific unit.

#### **Director General of Police to be the Chief of the Police Force:**

66. For the overall direction and supervision of the police force, the State Government shall appoint a Director General of police, who shall exercise such power, performs such functions and duties, and have such responsibility and such authority as may be prescribed. The Director General of Police shall be the Chief of the PHQ and shall have the senior most position in the hierarchy of the Police Force of the State and no other officer senior or equivalent in rank to the incumbent Director General of Police shall be posted to any position within the police organization to ensure that the unity of command is maintained at all times. However, there will be no restriction on appointment of an officer of the rank of Director General outside the State Police organization/force.

Section 5 Model Police Act, 2006

#### **67. Selection and Term of the Director General Police:**

- The State Government shall appoint the Director General of Police from amongst three senior-most officers of the state Police Service, empanelled for the rank.
- The empanelment for the rank of Director General of Police shall be done by the State Police Board considering, interalia, the following criteria:

67.1 Length of service and fitness of health, standards as prescribed by the State Government;

- Length of service and fitness of health, standards as prescribed by the State Government;
  - Assessment of the performance appraisal reports of the previous 15 years of service by assigning weightages to different grading, namely, 'Outstanding', 'Very Good', 'Good', & 'Satisfactory';
  - Division of relevant experience, including experience of work in central police organizations, and training courses undergone;
  - Indictment in any criminal or disciplinary proceedings or on the counts of corruption or mortal turpitude; or charges having been framed by a court of law in such cases.
  - Due weightage to award of medal for gallantry, distinguished and meritorious services.
- The Director General of Police so appointed shall have a minimum tenure of two years irrespective of his normal date of superannuation.

Section 6 Model Police Act, 2006

## **68. Administration of Police Service**

1. The administration of the Police Service throughout the state shall be vested in the Director General of Police and in such Additional Directors General, Inspectors General, Deputy Inspectors General and other officers as appointed under the respective Police Act.
2. Administration will mean the management of the Police Service, subject to law, rules and regulations; and will include framing of regulations; supervising the functioning of the police at all levels; appointment to subordinate ranks of the Service, deployment of the police personnel, posting, transfers, and the requisite disciplinary action up to and including the rank of Inspector of Police; and advising the Government on the placement of officers of and above the rank of Assistant/Deputy Superintendent of Police:

68.1 Provided that the State Government may intervene in the exercise of the powers of administration by the Director General of Police or any other authorized officer only in accordance with the prescribed rules, regulations or

in exceptional circumstances involving urgent public interest, reasons for which shall be recorded in writing.

### **Powers and Responsibilities of the Director General of Police**

69. As head of the state Police Service, it shall be the responsibility of the Director General of Police to:

- a) Operationalise the policies, the Strategic Plan and the Annual Plan prepared by the respective State Government.
- b) Administer, control and supervise the Police Service to ensure its efficiency, effectiveness, responsiveness and accountability.

Section 52 Model Police Act, 2006

### **Removal of Director General of Police:**

70. The Director General of Police may be removed from the post before the expiry of his tenure by the State Government through a written order specifying reasons, consequent upon:

- conviction by a court of law in a criminal offence or where charges have been framed by a court in a case involving corruption or moral turpitude; or
- Punishment of dismissal, removal, or compulsory retirement from service or reduction to a lower post, awarded under the provisions of the All India Services (Discipline and Appeal) Rules 19- or any other relevant rule; or
- Suspension from service in accordance with the provisions of the said rules; or
- Incapacitation by physical or mental illness or otherwise becoming unable to discharge his functions as the Director General of Police; or
- Promotion to a higher post under either the State or the Central Government, subject to the officer's consent to such a posting.

Section 6 Model Police Act, 2006

### **Officers of Police Headquarters**

71. The State Government may appoint one or more Additional Directors General and as many Inspectors General, Deputy and Assistant Inspectors Generals as necessary for the proper, effective and efficient functioning of the PHQ and the police department.

The State Government may, by a general or special order and in consultation with the Director General of Police, direct in what manner and to what extent the Additional Directors General or an Inspectors General or Deputy or Assistant Inspectors General shall assist and



aid the Director General of Police in the performance, exercise and discharge of his function, powers, duties and responsibilities.

### **Units/Branches/Wings/Sections/Departments of Police Headquarter**

72. Police Headquarter, being an apex, high powered and an important level of any police organization is assigned numerous functions, powers, duties and responsibilities. In order to discharge all these jobs efficiently and smoothly every police headquarter is divided into various units, branches, wings, sections and departments. Police Headquarters of various States have the following wings/branches/sections/ as per their needs, demands and functional requirements.

72.1 An officer of the rank of Additional Director General/ Inspector General or Deputy Inspector General of Police heads each of such unit.

- Establishment and Administration Branch
- Headquarter Branch
- Personnel Branch
- Reorganization, Modernization, Rules and Regulation Branch
- Planning, Welfare and Housing Branch
- Law and Order Branch
- Armed forces Branch
- Vigilance Branch
- Crime Branch/C.I.D.
- Special/Intelligence /Security Branch
- Technical Services Branch
- Traffic Branch
- Police Training and Research Wing
- Provisioning, Logistics and Stores
- Legal and Prosecution Wing
- Co-ordination Branch
- Police Transport Organization
- Police Communication and Computer Organization
- Government Railway Police
- State Crime Record Bureau

- Budget and Finance Branch

72.2 The State Police Organisations may set up as many branches and wings at the level of Police Headquarter in accordance with their policing requirements. This list is only of a suggestive nature.

### **Structure, Function and Powers of the Headquarter Branches/Units**

73. Each branch/wing and section of the Police Headquarter should have an adequate structure and sufficient manpower and equipment according to the functional needs and duties assigned to it. The officers of various ranks should be adequately empowered for an effective and efficient execution of the various tasks assigned to the respective branch/wing. Manpower planning should be done in a judicious manner and adequate number of officers and men from all ranks and cadres should be included in the sanctioned strength of each wing/branch of the PHQ.

73.1 Functions, duties, powers and responsibilities of each functionary should be specifically spelt out and efforts must be made to ensure that adequate decentralization of powers and functions exists for an effective, efficient and timely disposal of work. Important and significant administrative and management parameters like supervision; command, control, coordination, reward, punishment and motivation should also be clearly spelt out to remove all type of functional and operational confusion and uncertainty.

73.2 Each of the above units may have the requisite well-stratified and well-articulated structure, sanctioned strength, powers, functions and duties according to the policing requirements of each State.

### **PHQ and Police Field Formations**

74. PHQ is empowered to exercise overall direction and supervision over the police force, and the Director General of Police through the various units and branches of the PHQ, will be in the overall command and control of the various field formations of the state police organization. The Director General of Police and other Officers of the PHQ shall exercise such powers, perform, such functions and duties, and would have such responsibilities and such authority as may be prescribed.

74.1 The PHQ and its various field formations would maintain functional harmony, administrative efficiency and operational coherence so as to reinforce their functioning in mutuality.

### **Role and Responsibility of the PHQ**

75. Police Headquarter headed by the D.G.P. has a significant role to play in the overall efficient and effective functioning of the respective State Police Organisation. It is responsible for policy formulation, planning and implementation of various orders, schemes and plans. Competent crime management, effective maintenance of law and order, peace and internal security and an overall efficient policing are some of the important responsibilities of the PHQ. Various supervisory, command and control activities should be exercised by PHQ, in order to keep the various field formations and other units competent, effective and functional. The PHQ works as a meaningful and effective link between the field formations, various units and the Government and the outside agencies and organizations In order to achieve harmony among various administrative and police units the PHQ has to maintain an effective inter and intra coordination with all the concerned units.

## Chapter 5

# **Police Commissioner System**

### **The Prerequisites**

76. For metropolitan areas and other major urban areas with a population of 10 lacks or more, a police system capable of handling the typically complex problems of crime, public order and internal security of such areas, will be set up. This system will be called Police Commissioner System.

76.1 The Police Commissioner Systems of each States should be made capable to attend to all policing needs with quick and comprehensive response, purposeful direction, unitary chain of command, professional competence, functional specialization and legal authority coupled with accountability in accordance with the provisions of the laws of the lands.

76.2 The Commissioner of Police in whom the administration, supervision, command and control of the respective police is to vest may be an officer of the rank of Deputy Inspector General of Police or above, depending on the population, magnitude and complexity of policing tasks of the respective area.

Section 88 (1) Model Police Act, 2006

### **The Jurisdiction**

77. The geographical area falling under the jurisdiction of the Commissioner of Police may be divided into convenient territorial units and appropriate special units as per the policing requirements of the system. Additional police officers designated as Additional, Joint, Deputy and Assistant Commissioner may be appointed to head these units and to assists the Commissioner Police in the discharge of his duties.

### **Police District under the Commissioner System**

78. The Commissionerate can divide into appropriate number of police districts, which should be headed by an officer of the rank of Superintendent of Police, who shall be called as Deputy Commissioner of Police. One or more Additional Deputy Commissioners of Police may assist the Deputy Commissioner of Police, where necessary. The Districts can be further

divided into smaller units called Police Sub-Divisions, which will be headed by the officers of the rank of Assistant Commissioner of Police. Each Sub-Division shall consist of appropriate number of police stations, and each of such police stations shall be under the charge of an officer of the rank of Inspector of Police.

Sec. 90 & 91 Model Police Act, 2006

### **Powers, Functions & Duties of the Officers**

79. The Commissioner and other officers under him shall exercise such powers, perform such functions and duties and shall have such responsibilities and authority, as prescribed. However, these powers, functions and duties exercised or performed by the Commissioner of Police shall be subject to the overall control and direction of the Director General of Police. A Financial Advisor and one or more Legal Advisors shall be appointed to aid and assist the Commissioner of Police on financial and legal matters respectively.

Section 88 of Model Police Act, 2006

### **Magisterial Powers of the Police Commissioner**

80. Subject to such conditions and limitations as may be specified, the Commissioner of Police shall exercise the powers and duties of a District Magistrate under provisions of the Code of Criminal Procedure, 1973, and such other Acts, as may be specified. Any officer, not below the rank of Assistant Commissioner of Police, can exercise the powers and duties of an Executive Magistrate under the provisions of Code of Criminal Procedure, 1973, as may be specified, under the overall control and supervision of the Commissioner of Police.

Section 89 of Model Police Act, 2006

### **Powers and Functions of Commissioner of Police**

81. The Commissioner of Police will be empowered to make rules and regulations in consistent with the respective Police Act and subject to the Government Order in respect of the following:

- (a) For regulation the use of public roads, streets and public places by persons walking, driving, cycling, or accompanying animals, and for parking of vehicles including bicycles, with a view to ensuring smooth and orderly movement of traffic;

- (b) Licensing, regulating, or if necessary in public interest, prohibiting for reasons to be recorded in writing, the keeping of a place of public amusement or public entertainment, or running cinemas and other forms of public amusement or public entertainment, for ensuring the safety and well-being of persons likely to be affected;
- (c) Licensing, or regulating or, if necessary in public interest, prohibiting the playing of music in public streets or public places, and using of loud speaker any other sound system in any public place, or places of public entertainment; and
- (d) Regulating the entry or exit at any place of public amusement, public entertainment, or at any public meeting or assembly, and providing for the maintenance of public peace and prevention of disturbance at such places.

Section 92 of Model Police Act, 2006

### **Regulation of Public Assemblies and Processions:**

82. In order to regulate the public assembly and procession of various type, the following procession and methodology will be adopted.

- 1) Any person intending to organize a procession, religious, social, political or otherwise, on any road, street, or thoroughfare, or convene an assembly in any public place, in an area specified in this Chapter, shall give intimation in writing to the officer in charge of the concerned Police Station.
- 2) The Commissioner of Police or any officer not below the rank of Inspector, authorised by the Commissioner of Police, may, on receipt of such intimation or otherwise, give, from time to time, such orders not inconsistent with Act, about the following, orally or in writing, as may be necessary: -
  - (a) The mode of any assemble or passing of any procession, or the conduct, behaviour or acts of members of such assemble or procession;
  - (b) Prescribing the routes and the time at which processions may or may not pass;
  - (c) Preventing obstruction on the occasion of such a procession or assembly in the neighborhood of any place of worship during the time of public worship, and in every case when any road, street or public place or any place of public resort may be thronged or is likely to be obstructed; or

- (d) Maintaining order on roads, streets, public places and all other places where public throng:

82.1 Provided that all orders and directions in respect of any procession or assembly for which intimation has been received from the organizers, shall be issued, as far as possible, within 48 hours of receipt of intimation.

Section 93 of Model Police Act,

### **Prevention of Disorder**

83. The Commissioner of Police may, whenever and for such time, as he considers necessary for the preservation of the public peace and safety, by notification, issue an order to the public or to a particular individual or organization, prohibiting the following:

- (a) Carrying in any public place, or road, street or thoroughfare, fire arms, swords, spears, bludgeons, knives, other offensive weapons, or any explosive material;
- (b) Collection or carrying of stones or missiles, or any objects or means of casting missiles;
- (c) Keeping, carrying along or offering for exhibition any corpses or effigies or other provocative pictures, boards or placards with offensive slogans; and
- (d) Making a provocative speech, gesture, or any kind of public display which is indecent, offensive or explosive, or which is likely to create religious tension or hatred between different communities, groups or individuals, or which instigates disobedience of lawful authority.

Section 94 of Model Police Act, 2006

### **Prevention of Danger to Human Life and Imminent Threat to Peace and Order**

84. The Commissioner of Police or any officer not below the rank of Assistant Commissioner of Police may direct, in the manner as specified, any person to abstain from a certain act or to take action with respect to any nuclear, biological, chemical or any other dangerous material under his possession or control, with a view to preventing danger or damage to human life or property, or an imminent threat to peace and order.

Section 95 of Model Police Act, 2006

## **85. Security for Keeping Peace and Order**

- (1) The Commissioner of Police or any officer of and above the rank of Assistant Commissioner, on receipt of information that a person:
  - (a) Is likely to do any wrongful act that may lead to disturbance of public order, or
  - (b) Habitually commits, or attempts to commit, or abets the commission of, the offence of kidnapping, abduction, extortion, cheating or mischief, or any offence punishable under Chapter XII of the Indian Penal Code (45 of 1860), or under section 489A, 489B, 489C or 489D of that Code; or
  - (c) Habitually commits, or attempts to commit, or abets the commission of offences involving a breach of the peace; or
  - (d) Is so dangerous as to render his being at large hazardous to the community;

85.1 May require by an order, such person to show cause why he should not be ordered to execute a bond, with or without sureties, for good behaviour in the interest of peace and order in his jurisdiction, for a period not exceeding one year:

- (2) An officer acting under sub-Section (1) shall conduct the proceedings and issue orders in accordance with the procedure laid down in sections 111 to 122, and 124 of the Code of Criminal Procedure, 1973.

Section 96 of Model Police Act, 2006

## **86. Removal of Persons About to Commit Offences**

- (1) Whenever it appears to the Commissioner of Police-
  - (a) That the movements or acts of any person are causing or are likely to cause alarm, danger or harm to person or property, in the jurisdiction of the Commissionerate, or
  - (b) That there are reasonable grounds for believing that such person is engaged or is about to be engaged in the commission of an offence involving force or violence or an offence punishable under Chapters XII, XVI, XVII or XXII of the Indian Penal Code, 1860 or under Sections 290 or Sections 489A to 489E (both inclusive) of that Code or in the abetment of any such offence; or
  - (c) That such person:



- (i) Is so dangerous as to render his being at large in the area of the Commissionerate hazardous to the community; or
- (ii) Has been found habitually intimidating other persons by acts of violence or by show of force; or
- (iii) Habitually commits affray or breach of peace or riot, or habitually makes forcible collection of money or threatens people for illegal pecuniary gain for himself or for others; or
- (iv) Has been habitually outraging the modesty of, or molesting, women and children, and witnesses are not willing to come forward to give evidence in public against such person by reason of apprehension on their part as regards the safety of their person or their family members or their property, the Commissioner of Police may, by order in writing duly served on such person, or through public announcement or other means, as he thinks fit, direct such person to so conduct himself as shall seem necessary in order to prevent violence and alarm or to remove himself outside the area of the Commissionerate by such route and for such time as the Commissioner of Police may specify, and not to enter or return to the Commissionerate or part thereof, as the case may be from which he was directed to remove himself.

**86.1 Explanation:** A person who during a period within one year immediately preceding the commencement of an action under this Section has been found on not less than three occasions to have committed or to have been involved in any of the acts referred to in this section shall be deemed to have 'habitually committed that act'.

- (2) No order under this Section shall be passed without giving a reasonable opportunity of tendering an explanation to the person sought to be removed.
- (3) An order made under this Section shall not exceed the period of two years.
- (4) A person aggrieved for any action taken under this Section may appeal to the State Government within thirty days of passing of the order.
- (5) The State Government or the Commissioner of Police may be order permit any person in respect of whom an order has been passed under this Section to enter or return to the area of the Commissionerate for a temporary period as may be specified in the order.

- (6) If any person violates an order passed under this Section shall be liable to imprisonment for a term not exceeding six months and fine.

Section 97 of Model Police Act, 2006

### **Establishment of Special Armed Police Units**

87. The Government may establish such special armed police units, including special riot control squads for meeting diverse requirements of riot or mob control, disaster management and VIP security, as necessary, and provide for the requisite equipment, and training consistent with human rights standards, for such units.

Section 98 of Model Police Act, 2006

### **Prevention and Detection of Crime**

88. For effective prevention of crime, and speedy and efficient investigation of criminal cases reported within the area notified under Section 87, the Government may, in consultation with the Director General of Police and the Commissioner of Police:

- i. Create and maintain at every Police Station, a dedicated team of police personnel of different ranks exclusively for the purpose of investigation of crime, with a provision of an appropriate number of supervisory officers;
- ii. Constitute one or more specialized investigation teams for dealing with major and complex crimes, including organized crime, cyber crime, and economic offences;
- iii. Establish a special criminal intelligence unit with adequate technical infrastructure and manpower support, capable of tackling the requirements of counter intelligence work;
- iv. Constitute one or more Special Task Forces for prevention and control of activities of organized criminal groups and anti-social gangs;
- v. Create a special desk in each Police Station, and one or more specialized units at the Commissionerate level, for dealing with crimes against women and children and the tasks relating to administration of special legislations on crimes involving women and children;
- vi. Create appropriate cells to deal with crimes relating to senior citizens and tourists;
- vii. Provide one or more state-of-the-art Mobile Forensic Science Units, manned by well-trained scientific staff and police personnel, and adequate facilities for scientific interrogation; and

- viii. Establish a centralized facility for custody of those arrested, in accordance with established standards of human rights of persons in custody.

Section 99 of Model Police Act, 2006

### **Separation of Investigation From Law & Order**

89. In order to implement the recommendation of Model Police Act, 2006 for separating the investigation from Law and Order following Models could be tried. For separation of investigation from Law and Order intra and/or inter-departmental decentralization of police functions models proposed below can be tried by the State Police Organisations.

### **Intra-Departmental Decentralization of Police Functions**

90. As part of intra-departmental decentralization of police function for separation of investigation from Law and Order different police functions should be assigned to separate units and the execution of these functions should take place independently within the police department itself.

90.1 The main units of police such as police stations and outposts, should be concerned with their assigned primary tasks and should have sub-units, each dealing with separate functions. These units should be given functional freedom.

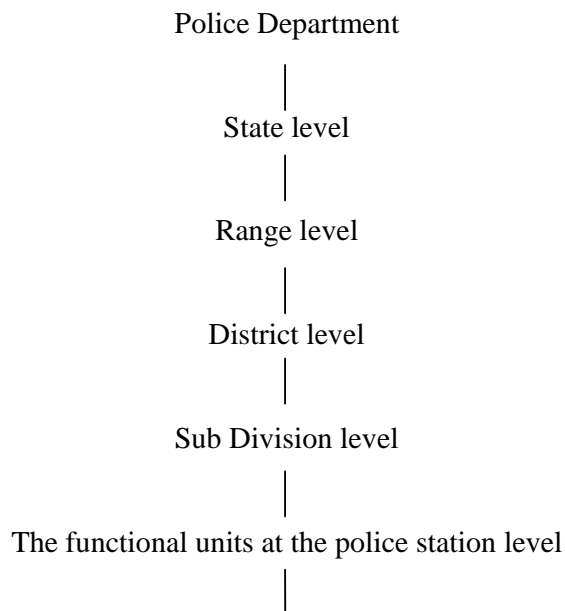
90.2 With this sort of decentralization of police functions for separation of investigation from Law and Order, administrative powers and authority should also be decentralized accordingly. The work of the sub-units should be properly coordinated by the in charge of the police station. The in charge of the specific unit should have the overall responsibility for the performance of his unit and he in turn should be responsible to the in-charge of the police station or the police outpost as the case may be.

90.3 For this purpose, the police station should have the following units and sub-units. The strength of the units may vary according to the work load and the nature of work in different units.

### **90.4 Intra-departmental Model for Separation for Investigation**

## Model – One

### Intra-departmental Separation of Investigation from Law and Order



Law & order VIP & social gathering unit	Preventive detection & investigation unit	Intelligence collection unit	Special, local & minor Acts & social legislation unit	Emergency & relief unit	Record maintenance unit	Office & man management	PRO & reception unit
CI-1	CI-1	SI-1	SI-1	SI-1	SI-1	UDC-1	Receptionists-3
SI-1	SI-2	HC-2	FC-2	HC-2	ASI-2	LDC-3	
ASI-2	ASI-4	FC-4		FC-10	HC-2		
HC-4	HC-8						
FC-30	FC-15						

### The Benefits

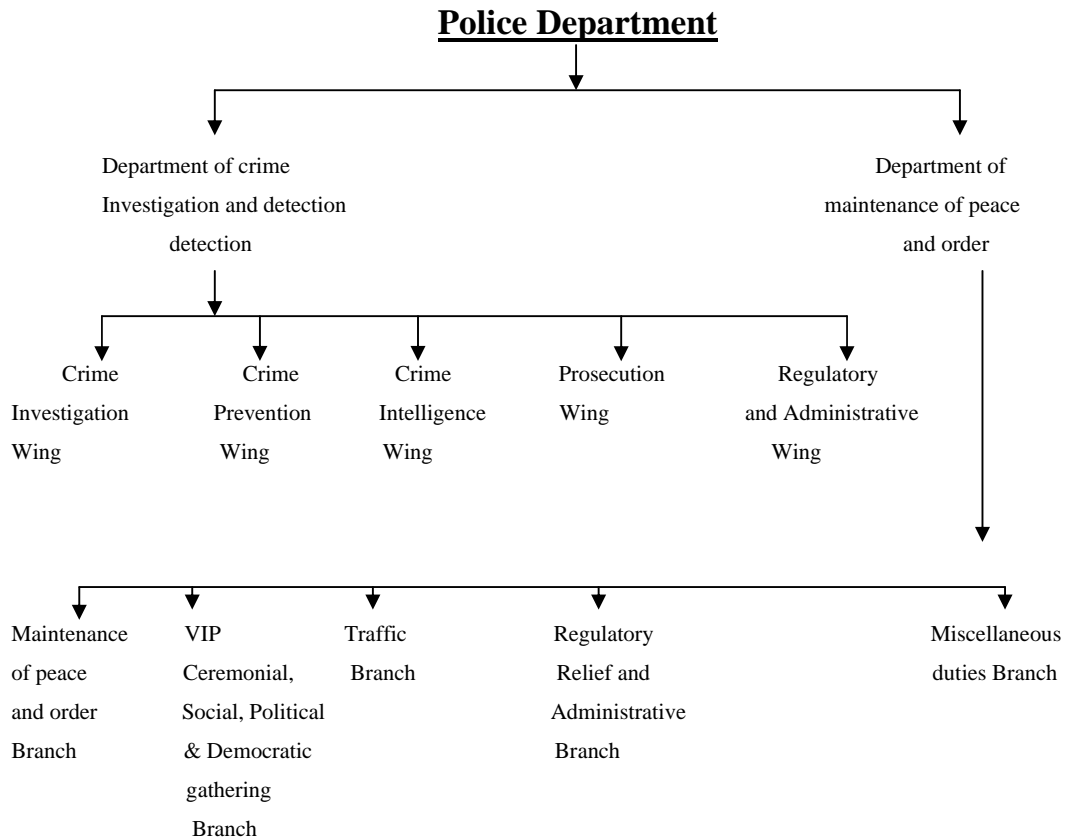
91. On the basis of the proposed Model of separation of investigation, once the work is scientifically divided and decentralized into units and sub-units, the prevailing ills of over centralization of police functions at the police station level will be reduced to the minimum and its overall impact will be healthy in as much as, it will reduce the work load on average policeman because of specificity of the job being assigned to him. Implementation of this Model will not involve any extra financial or departmental expenditure on the establishment

except for increase in the manpower at the level of police station. It will be inexpensive in terms of cost benefit ratio. Despite the proposed modification, the original shape of the police organization will remain more or less unchanged.

**The Alternative**

92. Another alternative model of decentralization of police functions for separation of investigation from Law and Order could be visualized in establishing extra and separate departments for the various police functions pertaining to investigation and maintenance of Law and Order. The police organization is basically meant for discharging these two important functions which are the primary tasks and responsibilities to be performed by any police organization. For these two functions two separate departments can be established, one for the maintenance of peace and order and the other for the detection, prevention and investigation of crime.

**92.1 Inter-departmental Separation of Investigation from Law and Order**



92.2 Both these models can help in easing the workload of the police department, resulting in a high degree of competence and thereby causing effective and democratic community control over the police while scientifically separating the investigation from Law and Order.

### **Emergency Response System**

93. The Government may establish for each area notified a well-equipped Control Room with adequate communication facilities, dedicated network of patrol vehicles and other necessary wherewithal. The Control Room should be in a state of preparedness to meet any emergency situation with utmost speed and highest efficiency.

93.1 The Commissioner of Police shall prepare, and regularly update, comprehensive schemes for riot control and disaster management, inter alia, in accordance with the directions, if any, of the Government and the Director General Police.

Section 100 of Model Police Act, 2006

### **94. Community Participation in Policing**

- (1) The Commissioner of Police shall ensure involvement of the community in policing by constituting a Citizens' Policing Committee, every two years, for each locality or a group of localities or colonies, including slums. These Citizens' Policing Committees, aimed at promoting people's participation in safeguarding their own life and property, should consist of an appropriate number of local residents of the area with unquestionable character, integrity and antecedents, and having commitment to public safety and security. The Citizens' Policing Committees shall have a fair representation from all strata and professions of the society in the area, as also due gender representation.
- (2) The police will take the assistance of the Citizens' Policing Committees in identifying the existing and emerging needs and priorities of policing in the area, besides involving them in working out and implementing policing strategies and action plans, and in the performance of such other functions as prescribed.
- (3) The police will provide to the public, through the Citizens' Policing Committees, at regular intervals, a feedback on the action taken on the identified policing needs, and

will also endeavour to create public awareness on policing issues by promoting two-way communication through these Committees.

- (4) The meetings of these Committees will be convened, as frequently as deemed necessary, but at least once in every three months. The concerned Assistant Commissioner of Police, besides the officer in charge of the Police Station, shall attend the meetings of the Committee.

Section 102 of Model Police Act, 2006

### **Police to be Associated in Urban Planning**

95. While planning for any major developmental activity including development of new colonies, in any area notified under Section 87, the concerned agency shall consult the Commissioner of Police to assess the likely impact of the proposed developmental activity on the safety and security needs of the citizens or any other policing requirements, and the suggestions based on such assessment shall be given due consideration in finalizing the plan.

Section 103 of Model Police Act, 2006

### **Liaison and Coordination With Other Government Agencies**

96. In order to ensure proper liaison, consultation and coordination between the police, the municipal authorities, the district administration and such other departments of the government, whose functioning impacts the working of the police, the State Government by notification, will constitute appropriate coordination machinery and lay down procedures. The structure of the machinery will be as notified.

Section 104 of Model Police Act, 2006

### **Powers to Operate Certain Special Acts**

97. Commissioner of Police and his officers will enforce and administers special and local laws, which are area specific and relevant for the policing and community needs of the respective areas. In addition to enforcing such laws of general and specific nature, the officers would also enforce various laws like: The Indian Explosives Act, 1884, The Mental Health Act, 1987, The Poisons Act, 1919, The Police (Incitement to Disaffection) Act, 1922, The Immoral Traffic Prevention Act, 1956, The Arms Act, 1959, The Prevention of Cruelty to Animals Act, 1960, The Indian Sarais Act, 1867, The Cinematograph Act, 1952, The Child Marriage Restraint Act, 1929.

Section 105 of Model Police Act, 2006

## Chapter 6

### **Police Division/Zone**

98. A police Division/Zone is the top-level supervisory field formation of the police department. A police Division/Zone may comprise two or more police Ranges. The entire geographical area of the State may be divided into one or more Divisions/Zones as per the policing requirements and geographical size and conditions of the State.

#### **Composition of Division / Zone Office**

99. An Officer of the rank of Inspector General of Police will head each police Division/Zone. He shall supervise the police administration of the Division/Zone filled formation, field and would report directly to the Director General of Police. The Division/Zone office would consist of the following Branches.

- General Branch
- Force Branch
- Crime Branch
- Law & Order Branch
- Accounts Branch
- Computer & MIS

99.1 The staff sanctioned for the Division / Zone office would consist of the executive force and the ministerial staff. The sanctioned strength of the executive force would be following:

<b>Add. S.P.</b>	<b>D.S.P.</b>	<b>Inspector</b>	<b>S.I.</b>	<b>Civil Officer Grade - 1</b>	<b>Civil Officer Grade - 2</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>6</b>	<b>10</b>

99.2 The sanctioned strength of the ministerial staff for each Division/Zone office would be following:

<b>O.S.</b>	<b>U.D.C.</b>	<b>L.D.C.</b>	<b>Steno</b>	<b>Computer</b>	<b>Support</b>
-------------	---------------	---------------	--------------	-----------------	----------------



				<b>Operator</b>	<b>Staff</b>
<b>1</b>	<b>6</b>	<b>12</b>	<b>2</b>	<b>2</b>	<b>4</b>

### **Office Building**

100. The office of the zonal IG should be housed in a decent and spacious building with an area of 2000 sq feet structured into appropriate office chamber and working areas for the officers and the staff. The cost of the building could be in accordance with the existing market rate.

BPR&D Recommendation
-------------------------

### **Office-Management, Office Record and Work Procedures**

101. The Division/Zone office would receive monthly, quarterly, half yearly and annual reports and returns on various performance areas from the Ranges and Districts as prescribed. These reports and returns would primarily concern with the administrative matters, crime situations, law and order conditions and miscellaneous issues.

101.1 Requisite and adequate number of files, registers and records would be maintained in the Division/Zone office for monitoring, controlling and supervising the various activities of the field formations. In addition to the normal routine files maintained in the office with regard to administrative and financial matters, the following files and registers would be maintained in each Zone/Division office. These files, registers and records could be classified in the following four categories:

1. **Administrative Matters** : Matters pertaining to administrative matters including subjects like recruitment, training, transfers, service matters and returns and reports concerning these subjects.
2. **Finance and Accounts** : Files, registers and returns with regard to accounts and finance matters including subjects like salary, allowances, TA/DA bills, payments and purchases and subjects concerning budget.
3. **Miscellaneous Subjects** : Matters dealing with miscellaneous subjects and stores.
4. **Law and Order Matters and Crime Records** : Files, registers and returns pertaining to law and order situations. This subject can be classified under the following heads:
  - a) Communal matters
  - b) Terrorist, insurgent and anti-national activities.

c) Matters pertaining to the internal security. This subject can be further classified in the following categories:

- i. Various law and order situations emanating out of various agitations, demonstrations and strikes etc., including students agitations, labour unrest, strikes by the government employees, agrarian unrest, caste, class and ethnic clashes and various other forms of demonstrations, unrest and dissatisfaction erupting in the community from time to time due to different reasons, issues and causes.
- ii. V.I.P. security matters including foreigner dignitaries.
- iii. Ramification of international events and matters.
- iv. Miscellaneous matters.

d) Law and order situations borne out of police behaviour including use of third degree methods, custodial crimes, custody deaths, use of police force including use of fire arms and police firing.

e) Assault on police.

5. Files, returns and registers pertaining to crimes and criminals. In addition to the routine returns and records on crime situations, specific files, returns, reports and registers would be maintained with regard to sensational, heinous and alarming crimes on the person and property, which have been classified as special report cases.

### **Equipment, Resources and Facilities**

102. The Division/Zone office should have sufficient accommodation to house its various branches, officers and the staff. It should have adequate number of office equipment in terms of furniture and functional equipment like computers, telephones, fax machines, and printers etc. The electronic equipment should have Internet connection and WAN facilities for quick and timely transmission of information and reports.

102.1 In order to provide mobility to the officers of the Division/Zone office adequate number of vehicles should be made available. One medium, two light vehicles and two motor cycles should be allotted for effective and efficient discharge of official functions.

102.2 Adequate budgetary provisions should be made available for meeting the recurring and non-recurring officials' expenditures

## **Functions, Powers and Responsibilities of the Divisional/Zonal**

### **Inspector General of Police**

103. The Divisional/Zonal Inspector General of Police will have the following functions, powers and responsibilities for providing efficient and competent policing system to the respective areas under his charge.

1. Endeavour to provide efficient, effective, responsive and accountable police administration.
2. Command, control, guide and supervise the various subordinate units and the functionaries working therein.
3. Instruct and guide the various units for ensuring peace, security and tranquility in the areas under his charge.
4. Issue instructions from time to time for meaningful prevention of crime, quick, competent and impartial investigation and detection of crimes.
5. Work out modes, methods and modalities for effective and efficient crime management for keeping control on the activities and movements of the criminals and anti-social elements.
6. Scrutinized various reports and returns received from the various units and take appropriate decision and action with regard to matters and issues under consideration.
7. Send various returns and reports to the D.G.P. with regard to various subjects and issues pertaining to police administration, crime situation and law and order conditions.
8. Visit spots of serious, sensational and grave crime and law and order occurrences including communal riots, terrorist incidents and other law and order situations of grave ramifications.
9. Conduct formal and informal inspections of the various field formations as prescribed from time to time.
10. Ensure efficient and effective administration and quick disposal of work of the Division/Zone office.
11. Ensure that the scheme of computerization and E-administration functions competently as per the norms and standards and the staff is efficient to work on the system.

12. Work as an effective and meaningful link between the Police Headquarter, other units' vis-à-vis the various police field formations.

103.1 The Divisional/Zone Inspector General of Police will have following powers:

1. Allot duties and functions to various branches of the Division/Zone office and their functionaries in a judicious manner.
2. Function as disciplinary authority up to the rank of Sub Inspector and Office Assistant.
3. Work as Head of the Department as per the powers delegated by the D.G.P. in the matter.
4. Exercise financial powers as per the powers delegated by the D.G.P. in this regard.
5. Transfer officers up to the rank of Sub Inspector and Office Assistant within the Division/Zone.

## Chapter 7

### **Police Range**

#### **Creation of Police Range**

104. The State Government, in consultation with the Director General Police, may create as many Police Ranges as deemed necessary for an effective, efficient and competent policing in the respective areas.

104.1 Each Division/Zone may consist of two or more police districts and may be headed by an officer of the rank of Deputy Inspector General of Police, who shall supervise the police administration of the Range and will report directly to the concerned Range Inspector General of Police.

#### **Composition of Range Office**

105. An Officer of the rank of Deputy Inspector General of Police will head each police Range. He shall supervise the police administration of the Range field formations i.e. police districts, circles, police stations and other police units under his charge. He would report directly to the Zonal Inspector General of Police. The Range office would consist of the following Branches.

- General Branch
- Force Branch
- Crime Branch
- Law & Order Branch
- Accounts Branch
- Computer & MIS

105.1 The staff sanctioned for the Police Range office would consist of the following executive force and the ministerial staff. The sanctioned strength of the executive force would be following:

<b>Add. S.P.</b>	<b>D.S.P.</b>	<b>Inspector</b>	<b>S.I.</b>	<b>Civil Officer Grade - 1</b>	<b>Civil Officer Grade - 2</b>
------------------	---------------	------------------	-------------	------------------------------------	------------------------------------

1	3	4	5	8	15
---	---	---	---	---	----

105.2 The sanctioned strength of the ministerial staff for each Range office would be following:

O.S.	U.D.C.	L.D.C.	Steno	Computer Operator	Support Staff
1	6	12	2	3	4

**Office Building**

106. The office of the Range DIG should be housed in a decent and spacious building with an area of 1500 sq feet structured into appropriate office chambers/cabins/enclosures and working areas for the officers and the staff. The cost of the building could be in accordance with the market rates.

BPR&D Recommendation
-------------------------

**Office-Management, Office Record and Work Procedures**

107. The Range office would receive daily, weekly, fortnightly, monthly, quarterly, half yearly and annual reports and returns on various performance areas from the Districts and other field formations as prescribed. These reports and returns would primarily concern with the administrative matters, crime situations, law and order conditions and miscellaneous issues.

107.1 Requisite and adequate number of files, registers and records would be maintained in the Range office for monitoring, controlling and supervising the various activities of the field formations. In addition to the normal routine files maintained in the office with regard to administrative and financial matters, the following files and registers would be maintained at each Police Range office. These files, registers and records could be classified in the following four categories:

1. Matters pertaining to administrative matters including subjects like recruitment, training, transfers, service matters and returns and reports concerning these subjects.
2. Files, registers and returns with regard to accounts and finance matters including subjects like salary, allowances, TA/DA bills, payments and purchases and subjects concerning budget.
3. Matters dealing with miscellaneous subjects and stores.

4. Files, registers and returns pertaining to law and order situations. This subject can be classified under the following heads:
  - a) Communal matters
  - b) Terrorist, insurgent and anti-national activities.
  - c) Matters pertaining to the internal security. This subject can be further classified in the following categories:
    - i. Various law and order situations emanating out of various agitations, demonstrations and strikes etc., including students agitations, labour unrest, strikes by the government employees, agrarian unrest, caste, class and ethnic clashes and various other forms of demonstrations, unrest and dissatisfaction erupting in the community from time to time due to different reasons, issues and causes.
    - ii. V.I.P. security matters including foreigner dignitaries.
    - iii. Ramification of international events and matters.
    - iv. Miscellaneous matters.
  - d) Law and order situations borne out of police behaviour including use of third degree methods, custodial crimes, custody deaths, use of police force including use of fire arms and police firing.
  - e) Assault on police.
5. Files, returns and registers pertaining to crimes and criminals. In addition to the routine returns and records on crime situations, specific files, returns, reports and registers would be maintained with regard to sensational, heinous and alarming crimes on the person and property, which have been classified as special report cases.

### **Equipment, Resources and Facilities**

108. The Range office should have sufficient accommodation to house its various branches, officers and the staff. It should have adequate number of office equipment in terms of furniture and functional equipment like computers, telephones, fax machines, and printers etc. The electronic equipment should have Internet connection and WAN facilities for quick and timely transmission of information and reports.

108.1 In order to provide mobility to the officers of the Range office adequate number of vehicles should be made available. Two mediums, three light vehicles and two motorcycles should be allotted for effective and efficient discharge of official functions.

108.2 Adequate budgetary provisions should be made available to the Police Range office for meeting the recurring and non-recurring officials expenditures

## **Functions, Powers and Responsibilities of the Range**

### **Deputy Inspector General of Police**

109. The Range Deputy Inspector General of Police will have the following functions, powers and responsibilities for providing efficient and competent policing system to the respective areas under his charge.

1. Endeavour to provide efficient, effective, responsive and accountable police administration.
2. Command, control, guide and supervise the various subordinate units and the functionaries working therein.
3. Instruct and guide the various units for ensuring peace, security and tranquility in the areas under his charge.
4. Issue instructions from time to time for meaningful prevention of crime, quick, competent and impartial investigation and detection of crimes.
5. Work out modes, methods and modalities for effective and efficient crime management for keeping control on the activities and movements of the criminals and anti-social elements.
6. Scrutinized various reports and returns received from the various units and take appropriate decision and action with regard to matters and issues under consideration.
7. Send various returns and reports to the Zonal IGP with regard to various subjects and issues pertaining to police administration, crime situations and law and order conditions.
8. Visit spot of serious, sensational and grave crime and law and order occurrences including communal riots, terrorist incidents and other law and order situations of grave ramifications.
9. Conduct formal and informal inspections of the various field formations as prescribed from time to time.



10. Ensure efficient and effective administration and quick disposal of work of the Range office.
11. Ensure that the schemes of modernization, computerization and E-administration functions competently as per the norms and standards and the staff is efficient to work on the innovative and routine office system.
12. Work as an effective and meaningful link between the Zonal IGP, other units' vis-à-vis the various police field formations.

109.1 The Police Range Deputy Inspector General of Police will have following powers:

1. Allot duties and functions to various branches of the Range office and their functionaries in a judicious manner.
2. Function as disciplinary authority up to the rank of Sub Inspector and Office Assistant.
3. Work as Head of the Department as per the powers delegated by the D.G.P. in the matter.
4. Exercise financial powers as per the powers delegated by the D.G.P. in this regard.
5. Transfer officers up to the rank of Sub Inspector and Office Assistant within the Range.

## Chapter 8

# **Police District**

### **Introduction**

110. Police District is the most important supervisory and functional field unit of the police administration in India. Police administration, in fact, primarily and basically happens to be a district-based reality. A police district is an area, which is so declared by any State Government by a notification.

110.1 The administration of the police throughout such districts shall vest in an officer of the rank of Superintendent of Police. For an effective and efficient administration of the Police District, the Superintendent of Police will be assisted by as many Additional, Assistant and Deputy Superintendents as may be deemed necessary.

### **Organization and Structure of Police District**

111. The District level administration of police will consist of the District Headquarter office and the field formations. The District Headquarter will consist of various branches of the office and various other units. Likewise, the field formations would consist of the Police Sub-Divisions/Circles Police Stations and police outposts.

### **Branches/Units and Sections of SP office**

112. The SP office would have the following branches/sections for efficient and quick disposal of its various functions and tasks:

1. Receipt and Dispatch Branch
2. Administration and Establishment Branch
3. Confidential Branch
4. Crime Branch
5. District Special Branch
6. Force Branch
7. Accounts Branch
8. General Branch

9. Welfare Branch
10. Complaints, Vigilance and DE Cell
11. Legal and Prosecution Cell
12. MOB, Photography and Scientific Aids Unit
13. District Crime Record Bureau (DCRB)
14. Computer Branch and MIS
15. Police Special Cell

### **Various Other Branches**

113. In addition to the above the District Administration would consist of some special units including Reserve Police Line with its various Branches including MT Branch, Canteen and Stores, Dogs Squad, Mounted Police, Police Band, Kot, Arms and Ammunition Store and Musketry Branch.

113.1 Each of the Branches of the SP office will be adequately manned by sufficient number of staff. Each Branch will be headed by an Assistant or UDC, who, be assisted by one or more LDC as per the workload of each Branch.

### **Officers of Police District**

114. A Police District will have the following officers for its proper functioning.

1. Superintendent of Police
2. Additional Superintendent of Police
3. Assistant Superintendent of Police
4. Deputy Superintendent of Police
5. Inspector of Police
6. Sub Inspector of Police
7. Police Subordinate ranks

114.1 In addition to the above executive force the Police Districts would have the requisite and adequate ministerial, secretarial, technical and support staff for its various Branches/Wings/Sections and Units.

## 115. **Power, Function and Duties of the Police Officers of a District**

### **I Superintendent of Police :**

- a) District Superintendent of Police is the head of the district police. He plays a pivotal post in the Police Organization. He has a considerable amount of operational independence, in matters relating to internal management of the police and of Law & Order in the district exercising direct command over policing. The role of the District Chief of Police is maintenance of peace and law and order, prevention and detection of crime, protection of lives, liberty and possessions of all sections of people and performance of all police functions in the district. He is responsible for all matters relating to its internal economy, management, maintenance of discipline, punctual, and regular and efficient performance of all its preventive and investigative duties. The efficiency and the effectiveness of the SP impacts directly on the overall efficiency of policing within a jurisdiction. He should ensure by constant supervision and monitoring that prevention, investigation and detection of crime in the District are done on professional lines by all police personnel in his charge. He has diverse functions and responsibilities, and in the discharge of these, he is assisted by Addl. SP. His main functions are listed below:
  - b) Keep the district peaceful and the public satisfied with the security provided to persons and property, ensure prompt registration and investigation of all cases, efficient functioning of each wing of police and performance of their allotted functions and duties and the efficient functioning of all police control rooms, supervise and coordinate various wings of the police in the district and with neighbouring districts and other organizations, accord high priority to all preventive and pro-active strategies and action both in respect of crimes and breaches of peace including terrorist crimes, ensure proper organization of beats and full involvement of the police force in the management of such beats along with necessary interface with local community, maintain cordial relations with the magistracy, other officials and non-officials.
  - c) Promote and maintain good police public relations and convey necessary information to the media and the public to ensure transparency without jeopardizing efficacy of police action or investigations, keep the force in good discipline, high morale, properly trained, professionally competent, honest and service oriented.

- d) Ensure that the transport, arms, ammunition, stores, grounds, and buildings belonging to the department are well protected and maintained and organize good intelligence network, both criminal and general with specific attention to the criminal records system and their effective use in prevention and detection of crime. An effective information system against terrorists and subversive elements should be developed and operations planned and conducted against them.
- e) Acquire full and detailed knowledge of the district and its current problems from police point of view, and be forewarned on emerging situations; plan and implement police bandobust for large gatherings, fairs, festivals, rallies, agitations, strikes etc.
- f) Participation to the extent possible and permissible, in welfare activities sponsored by official and non-official agencies and ensures effective implementation of community policing.
- g) To gain knowledge of all Officers and men in his charge, redress their genuine grievances, motivate them, encourage those who show promise and punish those who are dishonest, inefficient and undisciplined and gain confidence and loyalty of subordinates by personal integrity, professionalism, impartiality, devotion to duty, fair play and a high sense of justice.
- h) Effective coordination, consultation between Investigating Officers and prosecutors-legal advisors and cooperation by IOs with prosecutors during court trials should be organized on a sound and formal basis. The cases should not be allowed to fail for want of attention either by the Investigation Officers or Prosecutors.
- i) The SP should keep himself fully informed through the Special Branch as well as the field staff, of all communal, caste, regional, political or other movements that jeopardize safety, security and law and order in the district. The police beats have a special responsibility in this respect. Collection, reporting, recording, analysis and dissemination and use of information both criminal and general, should be organized utilizing the latest equipment available and by upgrading the skills of the personnel.

- j) SP may withdraw subordinate police officers except the personnel of Investigation squad, temporarily from police stations in his district for duty at other police stations in the same district where additional manpower is required to deal with an emergency or to make arrangements in connection with fairs or festivals, meetings or processions or other emergent law and order situations. He shall not under any circumstances deploy the Investigation squad/team for any duties connected with disturbances, agitations and other bandobusts. The investigation teams should be used only for investigation duties. He may supplement investigation staff from other branches whenever he feels necessary but not vice-versa.
- k) He must Personally visit and handle the situation when incidents of especially grave nature occur and ensure that the concerned DSP or Addl. SP visits personally all such places and continues to stay till situation returns to normal.
- l) He should also visit the scenes and enquire personally into serious occurrences endangering life and property such as heavy floods, earthquakes, train or boat disasters and fire that involve heavy loss of life or property. Detailed instructions should be given regarding the measures to be taken by the police in respect of these natural calamities and other disasters as contained in this manual. He may entrust some of the duties connected with these to DSP/Addl.SP.
- m) The SP shall tour as often as possible through all parts of the district, staying longer in the areas where public order and crime problems are high. He shall not merely confine himself to inspecting police stations, but shall visit villages and remote areas and acquaint himself with the village secretariat and pinhead officials, non-officials, and representatives from sections of all social strata, endeavouring to gain their confidence and cooperation, at the same time ascertaining the state of crime, law and order, activities of violent groups operating in the area and enquire into the work of local police units and personnel. He should make enquiries about pensioners and widows drawing pension from widow fund and beneficiaries of police welfare schemes and about the proper receipt of the same.

- n) SP must informally visit/inspect all Police Stations and Police Units, Home Guards, Reserve Police and every Police Unit located in the DPO, Control Rooms, in the first year either by day or night personally to acquaint himself with the personnel, place and condition of each Unit. The visit can be a brief one. In the second and third years he may visit as many Units as is convenient. These visits need not be for the purpose of inspection nor should they be treated as formal visits. However, brief notes may either be left or be recorded.
- o) He must go on night rounds or surprise visits at nights to police Units and Stations at least 4 nights a month. These should not be confined merely to the District headquarters. He must attend reserve police parades twice a week and hold orderly room at least once a week. He should also hold kit inspection for the Armed Reserve men during the annual mobilization.
- p) He must visit residential lines of policemen both at headquarters and outside whenever he visits police stations. During his visits to police stations, units and reserve police, he should meet officers and men available at the time, talk to them both to know their performance and their problems and difficulties.
- q) He should send monthly reports to the Zonal IG/Division/Zone DIGP in the prescribed form before 5<sup>th</sup> of every month.
- r) A half yearly meeting of all SDPOs, Inspectors, SHOs and prosecuting officers, should be held by the SP to discuss various matters connected with law and order, crime investigation, traffic etc. The SP/Addl. SP shall be the convenor of this meeting and take follow up action as per proceedings. The SP has a special responsibility of extending full cooperation and assistance to enquiries in connection with cases of torture; lock up deaths, and any incidence of human rights violation that has been brought to his notice.
- s) When at headquarters, the SP/CP should attend office on all working days so as to transact all official business in his office. He may, however, dispose of such confidential matters as he thinks proper at his residence. He should be accessible to officials and members of the public generally, and should ensure prompt and efficient response mechanism of the police to public needs. He shall make necessary

arrangements for the transaction of all urgent and important work during leave taken by himself or any of the Senior Gazetted Officers in the District.

**II Addl. SP, Administration and Investigation:**

- a) He should keep the district police office including all Units at Head Quarters in high state of efficiency ensuring promptness in correspondence, timely payment of salaries, allowances and other dues and bills due to the police stations and staff, proper budgetary control, auditing of accounts and care of the government cash held as permanent advance. He shall regularly monitor the expenditure in the police stations ensuring observance of financial discipline and economy. He shall supervise the functioning of the DCRB effectively. He shall supervise the work relating to disciplinary matters so as to ensure their prompt disposal as per SPs orders on behalf of SP. He should constantly bring to the notice of SP all important matters and obtain appropriate orders.
- b) The reward rolls and the payment of amount sanctioned and all correspondence relating to medals should be handles with precision and promptness. He shall assist the SP in maintenance of police buildings and residential quarters in good condition.
- c) He should submit monthly report on the work done by him to SP and the Zonal IG/DIGP. He shall perform any other duty, which the SP entrusts to him particularly in relation to enquiries, welfare, training, public relations and vigilance functions. He should personally visit and supervise cases of grave and especially grave nature and prepare necessary reports. He shall also give suitable instructions to the subordinates on all crime matters and compile grave crime reports sent to the SP by the subordinates.
- d) The Addl. SP will personally supervise the investigation and personally investigate important cases and shall supervise the investigations of special and heinous nature or the ones which have been prescribed for this purpose like dacoity, robbery, murder, terrorist case, narcotics, drugs and property cases of serious nature and crimes committed by organized gangs etc., etc..



## **District Police Line**

116. Reserved Police Line is an important unit of police administration. At the district level the police line is a place of stay, training, supply and storage. It has various wings. Important of them are parade ground, MT, KOT, stores including general and arms stores. In addition, horses, dog squad and bomb disposal squads are also stationed at the police station. Reserved line also functions as human resources development center, and is a point of supply of various kinds of resources for the effective and efficient functioning of the district administrations. Discipline, police efficiency, turnout, drill, parade, maintenance of arms and physical efficiency are some of the important police parameters which are expected to be handled by the police lines.

## **Reserved Inspector (RI)**

117. The Reserve Inspector is in charge of the police lines. He must keep a roster of duties for all officers and men posted in police lines. He should inspect all guards and escorts required from the lines, and see that the officers in command are thoroughly acquainted with their duties. He should parade any party of police about to be sent out for special duty and see that they are properly equipped and have sufficient kit with them. He should see that the daily roll-call is held. RI is responsible for the safe custody of the clothing, accoutrements, arms, ammunition, tents and stores in the lines and for the correctness of the register maintained for them. He is also responsible for the maintenance of the register of horses of the mounted police and of the remount fund accounts. RI is responsible for the training of recruits, for the instruction and exercise of the whole headquarters force in drill, and for keeping the Superintendent fully and correctly informed of all matters connected with the headquarters force and its discipline, duties and equipment. He holds the fortnightly kit inspection and is present at the firing of the annual musketry course. He should occasionally visit by day and night all guards and sentries at headquarters deputed from the lines. RI should frequently visit the treasury, magazine and havalat guards.

117.1 RI may be employed to command escorts and guards on special occasions when his presence is considered necessary on account of the danger of a disturbance or the importance of the charge or for ceremonial purposes. He may be entrusted with any executive duties for the maintenance of law and order or for administrative purposes which the Superintendent thinks fit to assign to him.

117.2 The Reserve Inspector will be in immediate charge of the office over the head clerk and will maintain supervision over the working of the office staff. It is not, however, necessary or desirable that he should be given too much office work to deal with, and all cases which come up for disposal need not be submitted through him. Certain definite items of office work should be allotted to him, notably the maintenance of service rolls and the order book and the disposal of leave, etc., applications, and he should maintain general supervision over the work of all the clerks. In respect of charge of the office, he will of course be under the general control of the Superintendent of Police, or of his gazetted assistants. Reserve Inspector must be a man of good education and a good disciplinarian, with a thorough knowledge of drill. He should be a model of smartness to the whole of the headquarters force.

### **Allocation of Work**

118. The SP of the district is responsible for adequate and reasonable allocation of work to employees of each branch of his office. For such an allocation, he should pay adequate attention to the experience, integrity and competence of each employee looking to the importance, sensitivity and nature of the work to be assigned to him. The work load on each employee should be adequately distributed and no employee should be allowed to work on a particular seat for an unreasonable long period. Adequate rotation of employees from one seat to another should be made from time to time to ensure proper development of skills and aptitude.

### **Supervision & Control**

119. Each branch of SP office is placed under the supervision and charge of a UDC or an office assistant. The overall supervision and control is done by the office superintendent. The Headquarter Additional SP is responsible for day to day a supervision and control of the office functioning and the SP is the ultimate and final supervisory and controlling authority of the working and functioning of the SP office. The Addl. SP/SP should conduct half yearly or annual inspection of each branch of the SP office.

### **Inspection & Tours**

120. The SP, Addl. SP and COs are expected to conduct the prescribed inspections and undertake the tours as per the laid down norms. The inspection should be an exercise to bring

about improvement in the various aspects of police working in stead of it being a fault finding activity. The inspection notes must be prepared on the spot or immediately after the inspection is over and they be sent to the concerned unit for compliance at the earliest possible. The dispatch of inspection notes should not be delayed and the compliance of instructions should be made in letter and spirit.

### **Coordination & Cooperation**

121. Various offices stationed in a particular district have to interact with the police department and the SP in particular. Likewise, the police units also require help and assistance from these departments on various issues. Therefore, an ideal state of coordination and cooperation should exist among the police units and various organizations. The SP and the in charges of the various units of the police organization should evolve and stabilize the modes and methods for ensuring proper coordination and cooperation among all such units.

### **Redressing the Grievances**

122. Police organisation is basically meant to redress the grievances of the people. For this purpose they approach the police at the police units like OP, PS and CO office. When their grievances are not redressed they approach the district office for solution of their problems. The district SP and his office, thus, becomes an important centre for redressing the grievances of the people. Each SP should earmark a specific time which should be devoted to attending to the complaints of the people. The complaints of the urgent nature should be attended at any time of the day or night. A structured system should be developed to ensure proper feedback and follow-up to ensure the quality, quantity and nature of disposal of complaints and redressing of the grievances. The SP police is also responsible for redressing the grievances of his own men. Such grievances should be tackled either as a welfare measure or should be handled as administrative issue as per the nature of each complaint.

### **Computerization & e-administration**

123. In view of the overall development and acceptance of information technology and computerization of all aspects of administration, it is need of the hour that various branches of the office of district SP and the various field formations of police administrations are computerization along with adequate networking among one another. All these units must be connected with one another through the system of LAN and WAN. The nature of equipment

and the functional facilities available with each unit should be commensurate with the workload and nature of work of the concerned unit. In order to provide speed, viability and appropriate input-output delivery customized software devices should be developed. The staff posted should be suitably trained to handle the equipment and update their knowledge and skills as per the latest developments in the area.

### **Motivation and Morale**

124. It is the duty and responsibility of the district SP to maintain adequate standard of morale of the force. For achieving this objective the staff should always be kept motivated. The basic principle of reward and punishment should be properly applied by punishing the wrong doers after initiating proper disciplinary proceedings and by adequately rewarding the persons who have rendered commendable services. The staff should be properly briefed from time to time and an adequate interactive system to maintain proper dialogue with the staff from time to time should be established. Various welfare measures should be evolved and applied for ensuring welfare of the staff and their family members. Family welfare centers, adequate educational facilities, financial aids and assistance and facilities of canteen and stores are some of the welfare measures, which can be used and utilized for maintaining motivation and morale of the force.

### **Other Specialized Wings of District Police**

125. Mounted Police, Dog Squad, Police Band, are some of the support, ceremonial and professional wings of the district police administration. The staff, equipment and facilities made available to these specialized wings may vary as per the workload, professional demands and functional expectations from these units. The in charges of these units should be responsible for the maintenance, upkeep and professional competence of these units, in accordance with the instructions, circulars and standing orders issued from time to time by the various authorities.

125.1 Likewise, DSB, FPB, DCRB, Forensic units are some of the specialized professional wings of the district administration. These units should function in accordance with the norms parameters and standards laid down for them by the DGP, State special branch, SCRB and State FSL along with instructions issued by the Zone/Range officers and the district SP in this regard.

### **Role of District Police in Crime & Order Management**

126. District police administration, along with its various units, is primarily and basically responsible for effective efficient and competent policing in the district concerned. The SP of the district is overall in charge and is finally responsible for every policing activity in the district. Prevention, investigation and control of crime happen to be his responsibility along with effective, efficient and peaceful order management. The in charges of the field units have to supervise the day to day working of their units, and they are held responsible, if there is any error in the working of their units. All police initiatives whether active, proactive, reactive, preventive or remedial take place and are handled by one or the other unit of the district administration. The in charges of these units are answerable and accountable for their responses and actions through the district SP. In short, the district police administration is the hub centre of all police activities and is responsible and answerable to the people, law, government and their seniors for their performance, activities and actions.

## Chapter 9

# **Police Circle**

### **Introduction**

127. A police district, for the administrative and policing convenience, is further divided into smaller units, which are called Police Sub-Divisions or Police Circles. A Police Sub-Division/Circle is composed of two or more police stations. The In charge of a Police Sub-Division/Circle is an officer of the rank of Assistant/Deputy Superintendent of Police. The SDOP/Circle Officer is overall In charge of the Circle and is responsible for effective and efficient functioning of the police stations under his charge.

127.1 A police circle officer is an important supervisory cum field officer, who is expected to supervise day to day functioning of the police stations and provide timely guidance, help and assistance to the police station staff on various issues pertaining to crime, law and order situations, regulatory and other miscellaneous tasks, duties and functions pertaining to the concerned police stations.

### **Composition of C.O. Office**

128. A police circle office consists of various wings and branches, which are manned by executive and ministerial staff. A police circle office should have following branches:

1. Confidential Branch
2. Crime Branch
3. Law & Order Branch
4. Complaints, Enquiry & Grievance Redress Branch
5. Miscellaneous & General Branch

128.1 A police circle office should have the following staff for the discharge of its various functions.

Sub-Inspector	Asst. S.I.	Head Constable	Constable	Steno	U.D.C.	L.D.C.
2	3	5	10	1	1	2

128.2 Circle officer, being both a supervisory and a field officer, should be well equipped in terms of transportation and communication in order to make him fully dynamic and functional. His office should have one medium vehicle, one light vehicle, two motorcycles and adequate number of telephones and computers.

**Office Building**

129. The office of the SDOP/CO should be housed in a decent and spacious building with an area of 1200 sq feet, structured into appropriate office chamber/cabins/enclosures and working areas for the Circle officer and the staff. The cost of the building in accordance with market rates.

BPR&D Recommendation
-------------------------

**Office Equipment of SDPO/CO office**

130. The office of the SDPO/CO should be well-furnished and well-equipped and should be provided with office equipment including telephones (2) one each at office and residence, cell phone (1), computer (1) with printer, scanner, modem, ups and internet connection, fax (1), HF, VHF and mobile wireless facilities. One light vehicle and two motorcycles should be made available to the CO office.

BPR&D Recommendation
-------------------------

**131. Functions & Duties of SDOP/CO**

1. He should work as the head of the office and the drawing and disbursing officer for his own office as well as for the police stations under his charge.
2. He is expected to supervise his own office and the police stations under his charge with regard to various administrative and policing matters.
3. He should exercise effective control, command his staff and provide adequate and timely guidance, help and assistance to his subordinates.
4. He must immediately and quickly reach on the spots of serious crime and handle the law and order situations occurring in his jurisdiction.

5. He is expected to ensure quick and timely disposal of cases and to ensure that matters and issues of various kinds are not unnecessarily pending in the police stations.
6. He should maintain regular and systematic crime digest of all cases registered in the various police stations under his charge.
7. He should quickly, impartially and competently investigate the cases, which are expected to be investigated by him or the ones, which have been entrusted to him for investigation.
8. He should complete the enquiry into the complaints received by him and must complete the departmental enquiries speedily, which are entrusted to him.
9. He should tour the areas under his charge as per the norms and must spent days and nights as prescribed outside his headquarter.
10. He should ensure that all returns, reports, data and statistical information are sent to all the prescribed places and officers in time by his own office and the police stations under his charge.
11. He should maintain harmonious and cordial intra-departmental & community relations.
12. He is expected to exercise adequate co-ordination and render effective co-operation to various governmental and non-governmental units and agencies.
13. He would ensure that the budget allotted to him for his office and police stations is properly utilized in the light of financial and budgetary norms and proprietary.

132. **Powers of SDOP/CO**

1. The SDOP/CO being the head of the office would exercise adequate financial and administrative powers as per the rules.
2. He would exercise the powers of disciplinary authority for the civil police officer grade-II, and would be empowered to inflict minor punishment on civil police officer grade-I.
3. He would make recommendation for initiating departmental action for the dereliction of duty to the district SP against the police officers that he is not empowered to punish.
4. He would initiate annual performance appraisal of the SHOs and Sub-Inspectors under his charge and, would be a reporting officer for the officers, who's APAs have been initiated by the SHOs.



5. He would make recommendations, with reasons, to district SP for the transfer of the staff posted under his charge.

## Chapter 10

# **Police Station**

### **Introduction**

133. Police Station is the most important unit of the police organization. It is the hub Centre of all police activities. A person, while in need and difficulty, comes to the Police Station and, thus, this is the first contact point of people with police. Police Station being an approachable point and frequently visited place by people, plays a very vital and significant role in providing relief to the people in need, and thereby, contributing in a big way in building positive image of police along with creating positive, cordial and reciprocal police community relations, which happen to be so essential for effective and efficient police functioning.

133.1 Section 2(s) of CRPC, defines police as any post of place declared generally or specially by the State Government to be a Police Station and includes any local areas specified by the State Government in this behalf. The State Government may in consultation with the Director General of Police and by notification, create as many Police Stations with as many outposts as necessary, in a police district as deemed necessary, duly keeping in view the population, the area, the crime situation, the work load in terms of law and order and distances to be traversed by the inhabitance to reach the Police Station.

### **Classification**

134. On the basis of geographical and demographic factors, crime conditions, law & order situations and other specific and special policing conditions, police stations can be classified into various categories. Some of these categories could be the following:

- a) Mega or Metropolitan city police stations
- b) Urban police stations
- c) Rural police stations
- d) Other police stations i.e. women police station, railway police station, costal police station, traffic/road accident police station, specialized police stations

like the ones set up in crime branch, anti-corruption bureau, intelligence branch etc.

### **Mega Police Station**

135. In view of the rapid urbanization and fast industrialization providing variety of employment and work opportunities to the people coupled with the phenomena of migration, have given rise to the emergence of a new urban reality called Mega City/Metropolitan City. These cities have unique features, which necessitate specialized police systems for managing their crime situations, law and order incidents and other policing problems. Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad, Ahmedabad have been identified as Mega Cities from policing point of view. Bureau of Police Research & Development have formulated a detail Mega City policing plan (2005), which can be consulted for preparing police manuals for the aforesaid Mega Cities.

### **Urban Police Station**

136. On the basis of demographic and other features, the geographical areas can be divided into urban and rural areas. An urban area has large population, vast expanses of built up areas, and high density of population with floating population and migration trends. The special features of urban areas give rise to specific and peculiar offences including economic offences, organized crimes, cyber crimes, and emergence of a variety of mafia indulging into urban phenomena based crimes. In addition to the specific urban oriented crimes, there are peculiar law and order problems, which the police of urban areas are required to handle. The urban police stations, therefore, require extra, additional and specific resources in terms of manpower and other operational and functional aids, equipment and facilities.

### **Rural Police Station**

137. Other than the mega cities and urban towns, the remaining geographical areas can be termed as rural areas. Other than the mega and urban police stations, all remaining police stations can be termed as rural police stations. The crime incidence in these police stations is less and the law and order situations are not as complex, frequent and complicated as they are in the urban police stations. The human and the other resources for these police stations therefore could be on smaller and lesser scale as compare to the urban police stations.

### **Other Police Station**

138. In addition to Mega Police Stations, Urban Police Stations and Rural Police Stations, specific need and purpose-oriented police stations are prevalent in India and can be established as per the needs and requirements of the concerned states. Railway Police Stations, Women Police Stations, Coastal Police Stations, Mobile Police Stations etc. may be set up in the field, crime and special branch. Such police stations will fall into the category of other police stations.

### **Resource Allocation to Police Stations**

139. Men, material, equipment and other resource allocation to various categories of Police Stations should be made on the basis of certain specified parameters including the workload on each Police Station of the concerned category. Some of these parameters could be the following:

- a) Incidence of crime and crime rate
- b) Law & order profile of the Police Station
- c) Regulatory, protocol and other miscellaneous specific jobs & tasks to be performed
- d) Traffic management & Traffic related tasks
- e) Demographic factors including population pressure, migration situation, trend of urbanization, industrialization & other social, cultural, ethnic & crimenogenic features of the concerned police station
- f) Other specific and peculiar features of the area necessitating extra allocation of resources

139.1 Bureau of Police Research & Development have worked out parameters, norms, scales and standards with regard to various functional and operational aids, equipment and resources to be made available to each category of police station. These facilities include equipment, tools and resources like fax, telephone, photocopier, furniture, wireless equipment, night vision devices, metal detectors, bomb disposal equipment, investigation and finger prints kits, camera, video camera, tape recorder, testing kits, breaths analyzer, search and packing kits, binoculars, body protectors, arms and ammunition, vehicles and other functional and operational equipment. While making resource allocation of various types to the police station the BPR&D parameters, norms and standards should work as a basic reference for this purpose.

The following reports and parameters evolved by the BPR&D are relevant in this context.

- Modernization & up gradation of police infrastructure- A five year projection
- Vehicle requirement of Police Units
- Scale of weapons for Police Units
- Scale of communication facilities for Police Units
- Scale & authorization of general police equipment for various Police Units.

## **Police Station Buildings**

140. Police Stations symbolize the presence of police organization in the community, and is an assurance point to the people in general that this is a place which will provide safety, security, relief, help and assistance to them in an hour of need. Police Station building, thus, is an apparent, concrete and physical evidence of police availability to the society at large, in addition to it being a proper place for police work, people interaction, record keeping and storing the government and other type of properties. A Police Station building should be a comfortable and convenient visiting place for the people, and should also be a safe house for the police men to safe guard them from the attacks by terrorists, extremists, criminals and anti-social elements, while being a safe place for the persons in police custody and also for keeping various police equipment, record and properties in a safe manner.

140.1 Every Police Station according to its category should have enough space for carrying out various police functions. The BPR&D has recommended that a Police Station should have 5 acre of land and the police outpost should have 3 acre of land for constructing their respective buildings and for various other activities. A police outpost should have a covered working area of 1500 sq feet as recommended by the BPR&D. In addition to the requisite and comfortable open space, each Police Station should have a built up working area from 3500 sq feet to 5000 sq feet depending on its specific category. It should have an office chamber for the SHO and requisite number of chambers for the investigating officers and enough area for the official work, rest and recreation facilities for the Police Station staff. The Police Station building should have a reception room, interrogation room, computer room, wireless room and stores for keeping arms and ammunitions, equipment, government properties, court exhibits and the items seized by police. The Police Station building should have a safe and strong boundary wall and should have an impressive and attractive look. The new Police Stations should have their land area and working space as per the above norms, at the same time, the old buildings should also be renovated and adequate expansion of their buildings be done to meet with the above parameters as far as possible. The BPR&D has recommended

that at least 800 sq feet additional space should be made available to the old Police Stations in the light of increase in the manpower and workload on them over a period of time.

140.2 Each Police Station should have neat, clean, impressive and healthy surroundings and appearance. Adequate and requisite display boards for the convenience and information of the people should be put at appropriate places. The Police Station building, its surroundings, appearance and overall impression should provide cordial and friendly environment to the citizens visiting the Police Station.

### **Manpower and Staff Allocation**

141. Manpower and staff allocation to each category of police station should be done keeping in view the various parameters impinging upon the overall worked load and nature of policing, which each police station is expected to handle. On the basis of feedback and inputs received from the field surveys, the following scale of manpower and staff allocation to each category of police station is proposed and recommended by the respondents.

Category of Police Station	Inspector	S.I.	Civil officer Grade - I (A.S.I.)	Civil officer Grade - II (H.C.& Constable)	Ministerial Computer & Technical Staff	+10% based on extra work load & special functional & professional profile
Mega	3	9	27	75	5	
Urban	3	6	18	50	4	
Rural	-	3	15	25	3	

141.1 The In charge of a Mega Police Station can be of the rank of Dy. S.P. whereas the Incharges of Urban and Rural Police Stations can be Inspectors and Sub-Inspectors respectively.

### **Officials and Functionaries of Police Station**

142. Police station of each category should have the following officials and functionaries to look after its various activities:

1. SHO
2. Second Officer
3. Duty Officer

4. Investigating Officer
5. Station Clerk/ Head Moharrir/Incharge Daily Diary/General Diary/Roznamcha
6. Incharge Store including Malkhana
7. Beat Officer/Beat Incharge
8. Patrolling Officer
9. Driver
10. Receptionist
11. Computer Operator
12. Wireless Operator

### **Work Routine of Police Station**

143. Police station functions round the clock and is expected to be alert, active and vigilant during all 24 hours of the day & night. This time is structured into various phases like morning roll call, evening roll call, day duty, night duty, *gast*, patrolling and other duties pertaining to prevention, detection and investigation of crime, maintenance of law and order duties and other miscellaneous police tasks. All activities taking place at the police station and all happenings including arrival and departure of the police station staff should be recorded in the daily diary maintained at the police station. This daily diary closes at zero hour in the night and then opens for the next day. The daily diary provides an overview on the working routine with regard to the concerned police station.

### **Work Allocation and Distribution of Work**

144. The Station House Officer does the work allocation and distribution of various tasks to the staff posted in the police station. He should be judicious, impartial and rational in allotting the tasks to the staff so as to ensure requisite and adequate human resource development along with appropriate rotation of various duties and tasks among all the staff members of the police station. There should be a logical balance in the allocation of staff for the various duties in view of the magnitude, gravity, frequency and recurrence of various activities on routine days and special occasions. The allocation of work and distribution of tasks to the staff should motivate and inspire them to carry out the assigned work with enthusiasm, zeal and zest because of the confidence and trust they have in the impartial and judicious allocation of the work. If due to any special circumstances, someone is not in a position to carry out the task assigned to him, he should bring this fact to the notice of the SHO, who should taken an appropriate decision in the matter. Changes made in the allocation

of the work due to urgency and exigencies of the circumstances should be brought to the notice of the SHO.

### **Management of the Police Station**

145. Management of men, material, resources, record, activities and tasks are some of the important facets of police station management. Man management would require proper utilization of the talent and time of the personnel posted in the police station. Material management would necessitate appropriate and proper use of various items, whereas the resources management would mean optimum utilization of the available equipment, tools and facilities with minimum wastage. Management of the various police station activities, tasks and jobs would require use of administrative and supervisory acumen of the in charge of the police station. An efficient and competent management of the police station would require that the administrative and management values, standards and norms like planning, organization, staffing, co-ordination, supervision, command, control, leadership and team work are properly used and utilized in the best interest of the police administration and the community. Management and administration of police station would also require that various activities pertaining to reception, handling of visitors, resolving the problems and management of Malkhanas, Stores, Barracks, Lock-up and day to day activities of various types are executed efficiently and in a transparent and honest manner.

### **Functions of Police Station**

146. The police station is an embodiment of police administration and each and every duty, activity, role and function expected to be performed by police administration is executed and carried out by the police station. Police station naturally is the most visible, known and approachable place, and for any and every help, assistance and relief, the common man gets in touch with the police station. Following are the important functions performed by every police station.

1. Handling and dealing properly with the complaints received at the police station.
2. Providing adequate relief, advice and guidance to the people visiting police station.
3. Registration of cognizable offences on the reports received.
4. Taking appropriate action on the reports pertaining to non-cognizable offences.
5. Prevention of crimes by adequate and efficient use of crime prevention measures likes gast, patrolling, ambush, nakabandi, raids, searches and preventive arrests.



6. Speedy, impartial and competent investigation and detection of cases by quick visit on the spot of crime, collection of evidence, recording of statements, arrest of accused persons and by putting the cases before the concern court.
7. Serving the processes actively and quickly.
8. Proper and flawless maintenance of the various records at the police station.
9. Handling of various law and order situations, demonstrations, agitations, processions and strikes etc.
10. Maintenance of peace, and tranquility in the area.
11. Ensuring safety and security in the jurisdiction.
12. Attending to various regulatory duties and social gatherings.
13. Executing various ceremonial, VIP and protocol duties.
14. Intelligence collection
15. Protection of human rights and the interests of the weaker sections of the community.
16. Ensuring friendly, cordial and harmonious relations with the various segments of the societies and building positive image of the police.
17. Playing a positive and effective role during any disaster and natural calamity.
18. Other miscellaneous and contingency duties required by the exigencies of administrative, policing and other demands of the circumstances.

### **Duties and Responsibilities of the Police Station Functionaries**

147. The Officer In charge/ the SHO, Second Officer, Investigating Officer and the Station Clerk are the most important functionaries of police station.

147.1 The SHO is the Chief Officer of the police station, who is responsible for the effective and efficient functioning of the police station. He is the leader, supervisor and the controller of the police station. Within the limits of the Police Station jurisdiction the SHO is primarily responsible for the effective working, management, good conduct and discipline of the local police, for the preservation of peace and the prevention and detection of crime. He is also responsible for the due performance of all police duties and for the proper exercise of police powers granted by law. The correctness of all registers, records and reports prepared at the police station is also the responsibility of the SHO. For compliance of all the administrative and other directions, instructions and matters received at police station the SHO is expected to be essentially answerable.

147.2 It is the duty of the SHO of a police station to acquire detailed and accurate local knowledge and secure the whole-hearted co-operation of the community and for encouraging them to give information to assist the police in the discharge of their work. With the help of the various segments of the community and his own subordinates he is required to keep a strict watch over all known bad characters. He should communicate all intelligence and movement of criminals and activities pertaining to police administration to his superiors.

147.3 Within the limits of his charge he is the chief investigating officer and as such he shall conduct all investigations in person, so far as circumstances permit. His responsibility in this matter must be carefully maintained. The SHO shall satisfy himself by perusing the case diary and questioning the investigating officer that the investigation has been fully and properly conducted and shall remedy what is defective. When present at the Police Station, he shall personally supervise the routine work of the Station House, and shall be careful to see that there are no arrears of correspondence and that the accounts are correct.

147.4 The Second Officer of the police station is in fact second in command and will step in the shoes of the SHO in his absence, but would work under his command and control, when the SHO is present at the police station. The other officers of the police station and the investigating officers will work under the command and control of the SHO and would ensure that all the duties, tasks and functions assigned to them are quickly, impartially and honestly performed in a transparent manner, so as to remain adequately accountable for their performance.

147.5 The Station Clerk is an important functionary of the police station and works as a clerk, account, record keeper and custodian of government and other properties at the police station under the overall supervision and command of the SHO.

### **Police Station Record**

148. Various types of police records are maintained at the police station. These can be classified as record pertaining to crime and criminals, record and returns pertaining to law and order, record of administrative and procedural nature and record registers and returns of general and special nature. Normally the following registers and documents are maintained at every police station. The list is only suggestive and illustrative. Each police station can maintain records as per its administrative and policing requirements

1. The First Information Report Register and, the Register of Petty Offences.
2. The Station Diary.
3. Part I- Standing Order Book/Part II- Circular and other orders.
4. Register of absconders and Deserters.
5. Register of Correspondence.
6. Miscellaneous Register.
7. The Village Crime Register.
8. The Surveillance Register.
9. Enquiry Rolls Dispatched.
10. Enquiry Rolls Received.
11. Index to History Sheets and Personal Files.
12. Register of Information Sheets Dispatched.
13. Copies of Information Sheets Received.
14. Minute Book for Gazetted Officers.
15. File Book of inspection reports.
16. Register of Government Official and Property.
17. Register of Licenses.
18. Receipt Book for Arms, Ammunition and Military Stores.
19. The Store Room Register.
20. Cash Accounts.
21. File Book of Road Certificates.
22. Printed Receipt Books.
23. Police Gazette.
24. Criminal Intelligence Gazette.
25. Police Rules.
26. Charge Notes of Officers In charge of Police Stations.

### **Computerization & e. administration**

149. The cyber revolution necessitate that the working at the police station should be comprehensively computerized. The need of working on laptops by the police officers posted at the metro and mega police stations has already become apparent and in the light of most police stations in the country on the process of computerization necessitate that the IOs and the staff posted at the various police stations are computer efficient. They should be comfortable in working on computers and handling email and Internet. Even the police

station records need to be computerized. The use of computers at the police station level would increase speed, storage, fast retrieval and paperless working at the police station level.

### **Coordination & Co-operation**

150. Police station is a highly interactive organization and people from all walks of life might require approaching police station in emergency and during personal needs. Likewise, various governments departments and other social organizations also approach police station for some reason or the other. Coordination and co-operation with the people at large and that of the people with the police is an evitable condition of there mutual interactions. The police stations staff should be sensitive about this aspect of their functioning and should render the required support assistance and co-operation to anyone who approaches the police stations. Likewise, the police station staff should also inculcate cordial, positive, reciprocal police community relations for building positive police image for competent and efficient discharge of police duties. In order to build positive image and friendly attitude the staff at the police station should endeavor that the atmosphere and surroundings of police stations are neat and clean and display of information on various boards are updated. In order to provide friendly feeling to the persons visiting police stations, a reception counter should be opened at the police station, where the visitors could seek clarification and obtain the requisite help and assistance.

### **Police Outpost**

151. The police outpost is the last field formation unit of the police department. Police outposts are an integral part of the police station structure, and there may be one or more outposts falling under the jurisdiction of a police station. Police outposts are often non-investigative units and their primary purpose is to function as watch and ward, patrolling and surveillance units of the police station. A police outpost is placed under the charge of an officer of the rank of SI/ASI/HC looking to the area of its coverage, policing importance, law and order situation of the area and its overall nature of being part of a mega, urban or rural police station. In addition to the in charge of the OP, the sanctioned strength of an OP can Division/Zone from 4 to 10 policemen depending on whether it is part of a mega/urban or rural police station. Telephone, wireless and motorcycle facilities should be provided to the Ops in order to make them functional, dynamic and mobile.

## **Crime Records Bureaux**

### **Concept**

152. We are living in the age of Information. Information has obtained the status of power today. Information in the police parlance is called intelligence. One of the important functions of police is to collect intelligence. This intelligence is called as criminal intelligence and general intelligence. The intelligence and the information collected can be used for effective crime prevention, detection and investigation, as well as for handling various law and order situations, and also in various other areas of policing. The criminal intelligence is interpreted, analyzed, classified and kept in record for being used at an appropriate point of time. The units and the places, which perform these functions, are called Crime Record Bureaux.

### **Composition**

153. A Crime Record Bureau is an organization, which is primarily manned by technical persons called computer experts like Data Entry Operators, Programmers and Analysts. These experts are categorizing into software and hardware experts. In addition to the technical experts other personnel including the ministerial staff and police officers are also posted to the Crime Record Bureaux. Each Crime Record Bureau, in order to function efficiently, must be made available the latest equipment, machinery and technology. The strength of any Crime Record Bureau including the various categories of staff should be in accordance with the workload, which is required to be handled by it.

### **Role and Significance of Crime Records Bureau**

154. Crime data of various types and criminal intelligence play a significant role in prevention, detection and investigation of crimes. Various Crime Record Bureaux deal with collection, collation, interpretation, systematization, programming, storage and dissemination of various data, and thereby, help different crime management agencies and units in the performance of their various tasks. The Crime Record Bureaux also play an important role in evolving, developing and introducing various integrated police forms, formats and returns for

standardizing and simplifying various crime related data, procedures and systems. This brings about uniformity in the procedures in view of applicability of common law. The use of computers is responsible for reducing the paper work and it also ensures quick response. It also provide useful and effective services for efficient policing and management of crime related issues.

### **Classification**

155. The various Crime Record Bureaux functioning in India can be classified in the following categories.

- A. National Crime Records Bureau (NCRB)
- B. State Crime Records Bureau (SCRB)
- C. District Crime Records Bureau (DCRB)

#### **A. National Crime Records Bureau (NCRB)**

155.1 The NCRB was created in 1986 by the Resolution no. 24013/13/85-GPA. IV dt.

11.3.1985. The objectives of NCRB are following:

1. To function as a clearing house of information on crimes and criminals including those operating at national and international levels so as to assist the investigators and other related persons and enable them in linking crimes to their perpetrators.
2. To store, coordinate and disseminate information on inter-state and international criminals from and to respective States, national investigating agencies, courts and prosecutors without having to refer to P.S. records.
3. To collect and process crime statistics at the National level.
4. To receive from and supply data to penal and correctional agencies for performing their tasks of rehabilitation of criminals, their premature release, parole etc.
5. To coordinate, guide and assist the functioning of the State Crime Records Bureaux.
6. To provide training facilities to personnel of the Crime Records Bureaux.
7. To evaluate, develop and modernize crime records Bureaux.
8. Execute and develop computer-based systems for Police Organisations and also cater to their data processing and training needs for Computerisation.

9. To function as the National storehouse of fingerprint records of convicted persons including FP records of foreign criminals.

155.2 **Divisions & Branches of NCRB** : The Bureau comprises of 4 Divisions and 11 Branches under them. The NCRB tasks essentially involve implementation of the strategic steps identified by maintaining close association with the State Governments and ensure active participation of the States. The implementation steps were identified by large-scale consultations with the States through joint workshops and a Monitoring Committee. Some of these steps are following:

1. Creation of infrastructure
2. Integrated Investigation Forms
3. Implementation of Major Systems: Creation of Crime-Criminal Information Network, Automatic Fingerprint Identification System, Portrait Building System, and Laser based Latent Print Finder and Implementation of AFIS in States.
4. Implementation of Regular Systems including Software Development

155.3 The NCRB, as an apex body, coordinates the activities of the SCRBs and DCRBs for evolving a national crime-criminal-information system. Data of various types of inter-state character in respect of selected crimes, criminals and properties are maintained at the NCRB.

### **B. State Crime Records Bureau (SCRB)**

155.4 As part of the recommendation of the National Police Commission (1977-79), the Task Force (1985) constituted by the Ministry of Home Affairs, recommended that necessary infrastructure with common objectives for well-coordinated activities for computerization of police records should be developed. Consequent upon this NCRB, SCRBy and DCRBy have been set up in the various States and districts.

155.5 **Composition of SCRBy** : A State Crime Record Bureau should function at each State level. The SCRBy should be headed by an officer designated as Director, who should be of the rank of IGP/DIGP. The MOB, the Statistical Section, the Computer Centre and the Finger Print Bureau should be amalgamated and made part of the SCRBy. The NCRB, SCRBy and the DCRBy should be connected with the Wide Area Network (WAN)

155.6 **Nature & Types of Data at SCRB** : The information/data generated by the districts will be selectively transmitted to and stored at the SCRB. Information of crimes and criminals with inter-district ramifications, operations and impacts will be maintained by SCRB. Record of the criminals, who have been convicted in more than one district, would also be maintained at the State level. The information to be collected at the SCRB can be classified under four categories:

- A. Investigation and detection of crime
- B. Prosecution and surveillance of criminals
- C. Research projects and studies, statistics and reformation information
- D. General verification

### **Systems of SCRB**

155.7 Each SCRB would maintain the following systems as part of its overall functioning:

- 1. Crime criminal information system (CCIS)
- 2. Identification through computerization of finger prints (ITCOF)
- 3. Finger print system
- 4. Integrated crime criminal & finger print information system
- 5. Information system on economic offences and narcotics and drugs
- 6. Property coordination system (PCS)
- 7. Counterfeit currency system
- 8. Name indexing system
- 9. Arrested/wanted persons information system (TALASH)
- 10. Terrorist-information system (TIS)
- 11. Crime statistical system (CSS)
- 12. Firearms licensees' register
- 13. Dossiers
- 14. Personnel information system (PIS)
- 15. Portrait building system (PBS)

### **Data to be Kept at State level**

155.8 Following categories and types of data are required to be kept at each SCRB:

- A. **Crimes:** All inter-district crimes of the following nature
  - (i) Cheating
  - (ii) Counterfeiting



- (iii) Criminal breach of trust
- (iv) Dacoity (Professional)
- (v) Explosives
- (vi) Kidnapping and abduction for ransom
- (vii) Extortion
- (viii) Murder for gain
- (ix) Professional poisoning
- (x) Robbery
- (xi) Sabotage, Arson
- (xii) Offences against the State
- (xiii) Smuggling
- (xiv) Crime on railways
- (xv) Narcotics/drugs offences under NDPA Act
- (xvi) Escape from police or judicial custody
- (xvii) Offences under Acts relating to terrorism

**B. Persons:**

- (i) All persons arrested under the inter-district of crimes.
- (ii) All persons convicted under the inter-district of crimes.
- (iii) Wanted persons by the Police or Courts
- (iv) Missing/recovered persons
- (v) Un-identified dead bodies
- (vi) Inter district criminals linked through the State FPB

**C. Properties Stolen/Recovered:**

- (i) Automobiles
- (ii) Fire-arms
- (iii) Numbered property
- (iv) Cultural property
- (v) Other identifiable property
- (vi) Counterfeit currency

#### **D. Activities/Processing at State level:**

- (i) Extraction of records on the selected crime heads from the floppies received from the district.
- (ii) Tagging of criminals as inter-district, if fingerprint data are available
- (iii) Consolidation of statistical tables received from the district.
- (iv) Creation of back-up files in respect of non-IPC cases.
- (v) Software development/maintenance/implementation for the use of district and State.
- (vi) Checking of the advisory memo against the dossiers maintained at SCRB.
- (vii) Processing queries received from the districts.
- (viii) Extraction and dispatch of data for use at NCRB.
- (ix) Sending of consolidated statistical tables/magnetic media to NCRB.
- (x) Analysis of data for selected crimes.
- (xi) Monitoring of performances of district terminals and local Crime Record Bureaux (CRBx).
- (xii) Training to the users
- (xiii) Documentation of data and procedures.

#### **C. District Crime Records Bureau (DCRB)**

155.9 At each district level there should be a District Crime Record Bureau, which should function as the chief criminal intelligence and information agency for the district and should play an integral part in the crime-criminal information system of the state and the country. In the Commissionerate cities, these Bureaux can be called as City Crime Record Bureaux (CCRBx). The complete data of each district will be collected by the DCRB from the police stations and would be processed at the district level. The staffing pattern of DCRB will be as per the norms prescribed and as per the needs and requirements of each district.

#### **Functions of DCRBx**

156. The main functions of the DCRBx are following:

- A. Compilation, maintenance, updating of criminal records and crime-criminal information system maintained by the DCRB shall include the following:
  - All types of crimes, active and habitual criminal who commit crime against property and whose activities extend over more than one PS,
  - Counterfeit currency offenders,

- Financial offences,
  - Computer crimes,
  - Organized crime and criminal gangs, their members, terrorist crimes and gangs,
  - Offences against children, women and other weaker sections, scheduled tribes and scheduled castes, communal offenders,
  - Environmental crimes including flora and fauna and temple property thefts, smuggling and drug trafficking.
- B. Collect, record, collate, analyze, interpret and disseminate information about crime and criminals and the movements and activities of the district, inter-district, inter-state and international criminals;
- C. Remain in constant touch with the incidence of crime in districts, cities, railway police and other states along with movements of criminals;
- D. Maintain detailed folders photos and videos in respect of each criminal gang and organized types of crimes.
- E. Maintain constant on-line communication with SCRB and make available by fastest means the information to the field officers, including the IOs at the scene of crime and act as a reference point for all investigating officers and teams.
- F. Maintain the Computer Centre in the district and regularly update the data pertaining to Crime Criminal Information System (CCIS)

### **Role of DCRB**

157. The Bureau is a vital link in the criminal records, intelligence system of the State and the Country apart from being a valuable asset to the district police and Investigating Branch of the district. In order that the Bureau may serve its purpose fully and well, it is important that officers who obtain or come across information, which may be useful to others, must promptly be communicated to the Bureau directly by quickest means, marking a copy to their immediate superiors i.e., SHO, Inspector, SDPO or SP as the case may be.

157.1 Bureau advises Investigating Officers in the investigation of cases and furnishes classified information to them and the superior officers, to enable the latter to direct investigations, control of crime, coordination of investigation and tracing of wanted persons and properties.

### **Method of Storing and Retrieval of Information**

158. All records, files, indices, statistics reports and information should be stored in a computer system choosing appropriate hardware and software. The crime criminal information system may be stored in the manner recommended by NCRB generating the information in the integrated investigation forms and the terrorist details forms and any other forms prescribed from time to time. The entry of data should be made as soon as received or in due course into the on line terminal and should be ensured if the data is useful. The retrieval systems have to be set out for each user who is provided a terminal. The SCRB should arDivision/Zone to design an entire package and have it positioned in the DCRB, CCRB and RCRB and even in DPS as quickly as feasible. It should be ensured that the system includes a fax, printers, as well as a scanner and e-mail facility with safety and security precautions. The DCRB should be provided with necessary video/digital cameras, VCH and colour TV sets. The entire system should be based on the principle of utility and access of the users. All information files and records in DCRB should be stored in optical disks.

### **Records of the Bureau**

159. The following records, indices and files (computer) shall be maintained by the Bureau using appropriate computer Programme. Till such time the files are completely computerized and stored on optical disks, the maintenance should be continued manually.

1. Dossiers for criminals
2. Register containing the list of dossier criminals
3. Register of out of view history sheeted persons of all Police Stations arDivision/Zoned according to modus operandi (Methods)
4. Register showing the probable dates of release of dossier criminals as well as all other history-sheeted persons
5. Indices,
6. General subject files including emerging patterns and phenomenon
7. Criminal organizational files
8. Registers, Photographs and video graphs of criminals and absconding warrantees, Pos, army deserters, smugglers, mafias, varied type of gangs and suspects

9. History of crime
10. Register of suicides
11. Crime graphics, charts, graphs, statistics for each important class of crime
12. Advisory and crime alert communication register
13. References from investigating officers
14. Details of calls for assistance of the expert staff attached to CCS of the District Investigation Branch with the results achieved
15. Register of visits by SHOs and other officers to the Bureau
16. Weekly Crime and Occurrence Sheets
17. Monthly Crime Reviews
18. Specific crime analysis report and leads given
19. Criminal Intelligence Gazettes
20. Organized crime files (each type)
21. Files on Financial crimes
22. File on criminals and habitual offenders in crimes against women, including trafficking in women and children, and the agents
23. Photographs and descriptive particulars of crimes, criminals, smugglers relating to cultural property including temple properties of antique value.
24. Files of criminal offenders against environmental crimes and crimes against flora and fauna
25. Automobile information system
26. Information on property stolen and recovered
27. Terrorist crimes and criminal information system files
28. Arms, ammunition and explosives
29. Interpol and Inter-state enquiries
30. Extradition file-Red Corner notices and other notices.
31. Register of undetected cases
32. Card Index
33. General subject files.
34. Such other records as may be prescribed or required from time to time depending upon the local policing needs and conditions.

## **Role of Police Stations**

160. Police stations are the initial source of providing data of various types to the Crime Records Bureaux working at different levels. The NCRB, SCRB and DCRB would provide various forms, formats and returns on the basis of which the police station will collect information, intelligence and data for onward submission to various CRBx as prescribed. The SHOs, IOs and other authorized person should discharge the duty of collection and transmission of information, intelligence and data with dedication and devotion. These data pertain to registration of crimes, investigation, prosecution, conviction and movement of the criminals, suspects and convicts. The DCRBx are responsible for creation of Data Bank in respect of all crimes, criminals, suspects, arrested persons, wanted persons, missing persons, unidentified dead bodies etc. extraction of inter-district crimes, query processing, creation of statistical reports and compilation of various data at the State level and creation of Data Bank in respect of properties, terrorists, economic offences, drug peddlers and prepare weekly, fortnightly, monthly, half yearly and annual crime reports. All these functions will be executed effectively and properly only when the police stations perform their duties of data collection and transmission quickly, faithfully and honestly. The police stations, thus, have a very vital significant and important role in the functioning of various crime record Bureaux.

## **The Specific Contexts**

161. The success, efficiency and effectively of each Crime Records Bureau would depend on the authenticity, reliability and correctness of the data supplied to it from the feeder unit. The feeder units are responsible for providing authentic, reliable and correct information and data to the concern Bureaux and they should discharged their duty with at most diligence, care and responsibility.

161.1 The functioning of all the Crime Records Bureaux is dependent on the cooperation and coordination from each other. All efforts must be made to maintain healthy, useful and meaningful coordination among all these Bureaux because they form the bedrock of information system of the entire country.

161.2 Instructions, procedures and methods prescribed by the NCRB, SCRB and DCRB should be followed for collection and transmission of data and the forms, formats and returns prescribed in this regard should be used so as to make the system of crime records and their maintenance systematic, scientific, useful and uniform.

## **Forensic Science Laboratory**

### **Introduction**

162. Dispensing of justice is dependent primarily upon the evidence produced and presented before the court of law. During the course of evidence the Investigating Officer collects various kinds of evidences. These evidences are categorized as oral, documentary and scientific evidences. Various types of items, things and materials are available on a scene of crime, which are known as exhibits. An IO collects these exhibits from the scene of crime and other places and sends them for scientific analysis, evaluation and examination to the laboratories. These are called Forensic Science Laboratories. All States have one or more forensic science laboratories for providing scientific aid, assistance and expert opinion on various subjects for an effective, efficient and just administration of criminals' justice in their areas.

### **Forensic Science : Its Implication**

163. Forensic science is a dynamic field comprising mainly the application of various branches of science to the administration of justice. The criminal investigation in a way is a team effort, where the police and the forensic scientist, play the coordinated and mutually reinforcing role. Forensic science experts help the police officers in establishing the missing links between the crime and the suspects. Recent advancements in forensic sciences have virtually changed the very concept with the result; the role of forensic science has no longer remained confined to the criminal administration only. This extends to various areas including civil, regulatory, revenue and even to law and order, communal and terrorist events.

### **Classification**

164. FSLs can be classified in the following three categories:

- A. State FSLs
- B. Central FSLs
- C. Mini & Local FSLs

### **A. State FSLs**

164.1 For providing essential, requisite and urgent scientific and forensic support to the police department, a State level Forensic Science Laboratory is available in most of the States in India. In addition to the State level FSL, some States have regional level FSLs also. The State level FSL is headed by a senior, experienced and competent scientist, who is designated as Director, (FSL). Various other scientists in the rank of Additional Directors, Deputy Directors and Assistant Directors assist the Director. In addition, other scientists designated as Senior Scientific Officers, Senior Scientific Assistants and Junior Scientific Assistants are also posted to the FSL. Lab Assistants and other technical staff along with requisite support and ministerial staff are also made available to the State FSL. The sanctioned staff, equipment and other resources at the State FSL should depend on the type of activities it performs and the overall workload, which it carries out.

### **Divisions of State FSL**

164.2 A State FSL has the following divisions:

1. Documents Division
2. Chemistry Division
3. Biology Division
4. Physics Division
5. Ballistics Division
6. Toxicology Division
7. Serology Division
8. Narcotics Division
9. Arson & Explosives Division
10. Forensic Psychology Division
11. Photo Division
12. Computer Forensics Division
13. DNA Finger Printing Division
14. Polygraph Division

### **Role of FSL**

164.3 The role of the forensic science laboratories can be classified under the following heads:



- i. Producing the evidence in a legally admissible form
- ii. Scientific examination and analysis of clue materials
- iii. Evaluating the result of scientific analysis and interpreting them
- iv. Effective use of forensic findings in the prosecution
- v. Helping the IOs and police in the following manner:
  - Recognition of evidence material at the scene of crime
  - Collection and preservation of the clue material so recognized
  - Analysis, examination and testifying the forensic findings
  - Interpretation of the forensic clues

164.4 The experts and the scientists at the FSL should perform their tasks with utmost sincerity, honesty and impartiality in as much as the common man has great faith and trust in them. The speedy and quick disposal of work at their end contributes significantly in the early and quick disposal of the cases in the courts of law. They should be always willing and ready to render all help and assistance to the IOs in the interest of the case in which their help and assistance has been requested.

## **B. Central FSLs**

165. There are three central forensic science laboratories - one at Kolkata, the other at Chandigarh and the third at Hyderabad. These Laboratories, apart from doing research and development work also function as referral centers for cases, which require extensive investigation and high expertise. Such cases are referred by the courts as well as by other forensic science laboratories. Chandigarh laboratory is being developed as a Centre of excellence for specializing research work in physical sciences.

165.1 Central Government maintains laboratories of Government Examiners of Questioned Documents (GesQD) at Shimla, Kolkata and Hyderabad. The laboratory of Shimla is conveniently accessible to Punjab Police. It is being developed as a Centre of excellence for research in application of computers in analysis of questioned documents.

165.2 States can also utilize the services of DNA unit of CFSL, Kolkata, and neutron activation analysis unit, which functions at Bhabha Atomic Research Centre, Mumbai, and is the only institution of its kind in the country.

165.3 The central laboratories and GEsQD laboratories are managed by BPR&D. Forensic science division of BPR&D conducts a series of training and retraining courses in strategic technologies for practice in major fields of forensic science for scientists of state forensic science laboratories. The division coordinates all forensic science activities including research and development Programme in the country through central and state FSLs and three GesQD. This division, in addition, holds annual meetings of directors of state and central FSLs and biennial conference on forensic science. It also provides consultancy service to state governments for setting up new laboratories and reorganisation/upgradation of existing ones.

### **C. Mini & Local FSLs**

166. Mini forensic science laboratories with workable equipment and know-how can be set up at the district level for immediate and instant examination of exhibits and inspection of scene of crime for the assistance of the IOs. A scene of crime is generally a veritable mine of clues of profound evidentiary value. These clues have to be preserved and prevented from contamination till the arrival of forensic science teams from laboratory or a mobile unit. Arrival of these teams at the scenes of crimes takes time depending upon the distance involved between their location and the scenes of crimes. Police personnel of the nearby police station or outpost are generally the first official functionaries to reach a scene of crime.

166.1 The responsibility for preservation of the scene of crime and prevention of clues from contamination rests on these police personnel. In many cases, due to dearth of resources, it is not possible to deploy forensic science teams to all the scenes of crimes. The police personnel mentioned above have to identify, lift, pack, and forward the clues to forensic science laboratory for examination in cases not covered by the visits of forensic science teams. The experts of mini and local laboratories of the district headquarter can play a very significant and meaningful role in helping and assisting the IOs in the discharge of the above functions. These labs should have reasonable number of experts of the rank of Junior Scientific Assistant with adequate equipment to discharge their duties. The number of such experts and the equipment required may vary from district to district. These mini labs should function under the overall command and control of the district SP. Preferably a mobile scientific van should be made available to this team.

### **Specific and Special Contexts**

167. FSLs of various categories should be well equipped in terms of scientific aids, equipment, technical know-how and the latest technology in the respective areas of their work and functioning. Availability of reasonable resources in terms of man, material, scientific and technological contexts can alone make these FSLs competent and efficient for the performance of their various tasks. Constant modernization of FSLs should therefore be an area of priority.

167.1 An appropriate attitude of coordination and cooperation should be maintained by all the experts working at the various FSLs. Their services and assistance can be demanded at any time, and such demands being urgent in nature require that they should provide immediate, willing and instant help. Likewise the various FSLs should also maintain a healthy understanding and interaction among themselves and also with the various field formations of the police department and the PHQ.

## Chapter 13

# **Fingerprints and Footprints Bureau**

### **Introduction**

168. In all criminal proceeding, personal identification plays an important role. Fingerprints serve as the most valuable, infallible and accurate means of personal identification, and have since long become an indispensable tool in the investigation of crime and administration of justice. Investigation of a crime is primarily meant to identify the person or persons responsible for the crime and connecting them with the crime on the basis of clues available on the scene of crime or on the basis of other pieces of evidence. Fingerprints assist the IOs in this respect by providing a scientific clue to identify and connecting the criminals with the crimes.

### **Concept**

169. The two fundamental principles of finger print science are: the ridges formed even before birth does not change until destroyed by decomposition after death and that two fingerprints can be identical only if they are both produced by the same finger of the same person. These two principles are applicable to the entire palm surface of the hands as well as plantar surface of the feet.

### **Fingerprints Bureau**

170. In view of the importance, value and significance of Fps, each State police organization maintains Fingerprints Bureau, which now is an integral part of the Crime Records Bureau System. Fingerprint Bureau is part and parcel of each SCRB at the State level, and that of each DCRB at the State level. The FPBx in the State, though happen to be part of the respective SCRBx and DCRBx, yet they maintain a reasonable level of autonomy and independence because they are headed by independent In charges at each level and have the privilege of receiving references directly from the concerned units and answering to their queries directly. The FPBx, at each level, should be suitably and adequately furnished in terms of man, material and resources in accordance with the workload on each one of them,

which happens to vary as per the quantum of crime in the area of the various police units under their jurisdiction.

### **Functions of FPBx**

171. Each FPB performs the following functions:

- a) Recording fingerprint slips of convicts;
- b) Searching of fingerprint slip, referred to it to ascertain antecedents;
- c) Comparisons and opinion on finger-impressions on documents in civil and criminal cases received from courts and other agencies;
- d) Comparison of latent prints and giving opinions, when required;
- e) Single digit recording and searches;
- f) Action on absconder's reports;
- g) Evidence in court;
- h) Elimination work;
- i) Research work; and
- j) Training

### **Role of FPBx in Police Work**

172. FPBx play important role in:

- A. Furnishing criminal antecedents, providing the background of any individual detained under suspicious circumstances,
- B. Tracing of out-of-view criminals,
- C. Establishing the identity of unidentified dead bodies,
- D. Linking the criminal to the crime through chance prints,
- E. Identifying of accused persons from the records maintained,
- F. Assisting in apprehending proclaimed offenders, absconders and persons, who escaped from prisons,
- G. Giving opinion in documents bearing disputed fingerprints and
- H. Imparting training to Police Officers.
- I. Fingerprints have a role in prevention of crime and detection of crime. Especially in case of property offences, forgeries and fabrication of false documents.

## **Duties of Police Officers in the Context of Fingerprints**

173. It is essential for all police officers to acquire knowledge of the basic principles and techniques of search, location and identification of fingerprints. All police officers should thoroughly familiarize themselves with instructions and procedures set forth in this regard and comply with them in their work. Good work in tracing a criminal or clue to an offender obtained through skilful detection and use of chance prints must be rewarded. The police officers should make efforts at their personal level for improving their skills in this area and should willingly attend the Induction, In-service and on-job training courses organized from time to time by various training institutions. Specialist courses in the science of Fingerprints, Photography, Footprints and other scientific aids should become an integral part of the professional development of the policemen at various ranks because of the significance of the above areas in making them successful professionals.

## **Sources of Fingerprints**

174. Following are the main sources from where fingerprints can be collected:

- A. Scene of crime
- B. Dead bodies
- C. Suspects
- D. Arrested persons
- E. Convicts
- F. Others

### **A. Scene of crime**

174.1 Fingerprints found at the scene of crime are known as chance prints. These prints are found in three forms, i.e., visible prints, plastic prints and latent prints (Invisible Prints). **Visible prints** are those made by fingers smeared with some coloured substances like blood, ink, paints, etc. Such prints can be seen easily with the naked eye and require no development. They can be photographed for preservation and comparison. **Plastic prints** are those made on plastic or pliable materials such as soap, melted candles, wax, tar, adhesive gum, etc. These prints also need no development and can be photographed directly using oblique light. **Latent prints** are those formed by the medium of sweat and they are the most common type of chance prints available at the scene. As the name indicates, and since they are formed through the medium of sweat, they are indistinct and cannot be seen as easily as other types of prints. These have to be developed either by chemical methods or by use of physics in order to make them visible before are photographed.

174.2 The scene of crime should remain undisturbed and intact for searching chance prints from it. The search for chance prints should be conducted carefully and systematically. The search should start from the point of entry into the premises, such as windows, ventilators, chimneys, roof holes, skylights where chance prints are most commonly found. Thereafter the search should extend to all places at the scene where the culprits moved during the commission of crime, ending at the point of exit. All the articles suspected to have been disturbed or handled by the offenders during the commission of offence should be thoroughly examined.

174.3 Articles bearing chance prints should be preserved from damage by unwanted persons and climatic conditions. Great care is to be taken by the police officer reaching the scene first, to keep away -unconcerned persons and by collecting movable articles, left in the open, and placing them in a safe place. A cover should be put over immovable articles, protecting the chance prints from sun, rain and dust. While doing so, no damage should be caused to the prints already existing on the articles. The police officer should not leave his own prints on them.

174.4 Latent (Invisible) fingerprints found on various items at the scene of crime can be developed to render them visible by spraying powders, solutions and gases depending on the background and nature of print. In case the articles are to be sent to the FPB for expert's examination, they should be packed with care and security by the Investigating Officer, so that no damage is caused to the prints or articles during packing or transit either by careless handling or friction from packing material.

174.5 When chance prints are found in narrow nooks and corners, or the inner surfaces of jewel cases, jars and flower vases, where it is not possible to photograph them, the clues of evidence should be secured and preserved by the process of lifting. The method adopted in shifting FPs is to press the gummy surface of a transparent cellophane tape against the developed chance prints without forming air bubbles lift it and transfer them to a contrast lift cards. Lifting should be resorted to only for those prints where photography is not possible, as there is every risk of the prints getting partly or wholly damaged in the process. Lifting of chance prints also can be done on all surfaces after photography, making use of latest methods like iodine fuming, ninhydrin, glueing and applying multiple wave length light derived from Polilight, Poliray etc. or Laser beams.

## **B. Dead bodies**

175. Dead bodies are yet another source of obtaining finger prints. In every case of murder or other unnatural death of an unidentified person or recovery of an unidentified dead body the fingerprints of the dead body must be taken for comparison with the prints on record in the Finger Print Bureau or elsewhere. In taking fingerprints from a dead body, it is a wise precaution to wear gloves. The technique to be employed in taking the fingerprints of a dead body will greatly depend on the state of the body. If the body is fresh and its fingers flexible, fingerprints can be taken on a standard finger print form through the usual inking and rolling process. The fingers of the corpse should be carefully cleaned and all moisture removed. A piece of clean cloth soaked in turpentine oil may be used for the purpose. When rigor mortis has set in, the usual inking and rolling process will not succeed and ink has to be directly applied to the finger with a rubber roller and the print taken by holding the paper in the palm of the hand and pressing it against the finger. A curved metal or wooden spoon cut to fit the fingers and provided with a slot to hold the paper is best used for the purpose. If the fingers are clenched, they will have to be forcibly straightened. In extreme cases, a surgeon should cut the controlling tendons in order to straighten the fingers. When the skin of the fingers is shrunk or wrinkled due to submersion in water etc., the surface of the fingers can be rounded out and smoothed by injecting glycerin or melted paraffin or hot water or air into the tissues. In case of any difficulty in obtaining inked impressions from the fingers of dead bodies by above methods, the services of district Finger Print Unit staff may be obtained. When putrefaction has started, the skin of each fingertip should be carefully cut and placed in a labeled bottle or tube containing formaldehyde solution. A separate container should be used for the skin of each finger and properly labeled. Fingerprints of lepers should not be taken and the fingerprints of persons suffering from contagious or infectious diseases should not be taken until they get completely recover.

175.1 Points to be noted for forwarding the amputated fingers of unknown dead body for identification are following:

- A. The skin (upper layer-Epidermis portion) of each finger should be carefully cut up to the end of the first phalange and placed in an unbreakable screw type bottle with wide mouth with a preservative (solution). A separate container should be used for the skin of each finger and properly labeled indicating the name/digit of each finger and hand.



B. All the bottles containing the skins of the fingers should be carefully packed in a carton and sent to the District Finger Print Unit through a special messenger for examination and obtaining of linked finger impressions.

**C. Suspects**

176. The fingerprints of the persons, who have come under the shadow of suspicion due to any reason should be taken for verification or otherwise of the suspicion. Such prints are sent to the concern FPB for comparison and establishing the identity of the suspects. Such suspects can be known or unknown or may or may not be identifiable by the police. The fingerprints of the rowdy persons, anti-social elements and history-sheeters are taken by the police because they are under a shadow of suspicion and might or might have involved in some crime or the other. Such fingerprints are sent as record for being used in future or the verification of the suspects in question for his involvement in some crime.

**D. Arrested persons**

177. The fingerprints of the arrested persons, except the local residents, who are arrested or convicted in trivial offences, are taken by police for connecting the arrested persons to the crime on the basis of fingerprints on the exhibits recovered from the scene of crime or to ascertain whether the arrested person has been involved in some crime in the past.

**E. Convicts**

178. Fingerprints of the convicted persons are taken to maintain the record of convicts for being used in future or for ascertaining whether the concerned convict is involved in crime in some other police station.

**F. Miscellaneous Aspects & the Summary**

179. Fingerprints of all persons mentioned below (juveniles, adults, males, females or eunuchs) should ordinarily be taken for permanent record:

1. All persons convicted of offences under Chapters XII and XVII of the Indian Penal Code, which are punishable with rigorous imprisonment for a term of one year or more.
2. All persons convicted of any offence under Chapter VI of Indian Penal Code, or of sabotage or subversive activities against the State.

3. All persons convicted of offences under Section 170, 302 and 304 (only murder for gain), 328, 338, 304A, 465 to 477-A and 489-A to 489-D of the IPC.
4. All persons convicted under the Arms, NDPS or Excise Act, who are suspected to be smugglers in arms, Narcotics etc. entailing enhanced punishment on reconviction.
5. All persons convicted of smuggling gold, currency and valuable articles under the FEMA/FERA.
6. All persons ordered to execute bonds under Sections 109 and 110 of CrPC.
7. All traffickers in women and children who are convicted under Sections 363 to 373 of the Indian Penal Code.
8. All persons convicted under Section 5 of the Telegraph Wires (Unlawful Possession) Act, 1950, for unlawful possession of telegraph wires.
9. All persons convicted under Railway Property (Unlawful Possession) Act, 1966.
10. All those professional criminals and persons of dangerous character externed from any area under any State Act.
11. All those foreigners externed under the Foreigners Act, 1946.
12. All members or leaders of organized crime syndicates and approvers in gang, dacoity cases and criminal conspiracy cases.
13. Persons whose measurements or photographs are taken but released/ discharged without trial or acquittal shall be destroyed unless the court, District Magistrates or SDM for reasons to be recorded in writing otherwise directs (U/s 7 of Identification of prisoners Act).
14. All persons convicted for attempt or abetment (Section 511 or Section 109/114 of the Indian Penal Code) and criminal conspiracy (Section 120-B of the Indian Penal Code) for offences mentioned in this Order.
15. All Indian nationals convicted outside India of any offence for which fingerprints have been received at the State Bureau from those countries.
16. All international criminals and absconders whose finger prints are sent to the State Bureau from countries outside India.
17. All persons convicted under the Explosives Substances Act, 1908.
18. All persons convicted under the Official Secrets Act, 1923.

19. All persons convicted under Sections 126 and 128 of the Indian Railways Act, 1890.
20. Any other person whose fingerprints are ordered to be maintained by the Government of India from time to time subject to the provisions of the Identification of Prisoners Act.
21. Those foreigners who are convicted for offences punishable with rigorous imprisonment for a term of one year or upward under the Indian Penal Code.
22. Persons registered under the respective Habitual Offenders Act, of the State.
23. All persons, not especially provided for above, regarding whom it is considered desirable that there should be a permanent record. These include:
  - A. Persons of disreputable antecedents,
  - B. Persons who take part in violent crimes, whether political or non-political, involving injury to body, life or property, and or indulge in rigging elections by impersonating or booth capturing by violent means and convicted for the relevant offences at least once either under IPC or RP Act or known habitually to indulge and organize such activities including those for gain or other advantages.
24. The following classes of persons connected with political and terrorist offences:
  - A. Persons who use aliases or otherwise endeavour to conceal their identity to facilitate commission of terrorist crime, or political offences and
  - B. Persons about whom because of their hidden activities, it is desirable that there should be permanent record.

Andhra Pradesh Police Manual 2002 & Karnateka Police Manual 1998

### **Method of Taking Fingerprints**

180. Fingerprints should be taken with care and precaution by making use of the tools, process and methods prescribed for this purpose. This would include:

- A. Appliances
- B. Preparation of appliances
- C. Inking the fingers

- D. Taking impressions
- E. Slips to be folded for taking rolled prints
- F. Order of taking prints
- G. Entry of details on slips
- H. Precautions for preparing fingerprints slip

### **A. Appliances**

181. The appliances required for taking fingerprints comprise a glass slab, a rubber roller and printer's black ink (thumb impression ink). These must be kept scrupulously clean and free from dust, grit and hairs. The slab should be freshly cleaned before use each day, all particles of old ink being rubbed off. The roller, when not in use, should be kept wrapped up in a piece of clean oilpaper. Both slab and roller should periodically be cleaned with soap, benzene or kerosene. The pot of ink should be kept tightly closed when not in use. The table used should be of correct height to keep the subjects' forearm in a horizontal position.

### **B. Preparation of Appliances**

182. The slab must be perfectly smooth and should be wiped free of dust before use. A small quantity of ink should then be put on the slab and the roller used to bring it down to the finest possible film, so that the glass is dimly visible through the ink. Experience has shown that it is easier to start with a very small quantity of ink and to increase it as necessary. If excessive ink is applied to the slab, a sheet of paper laid on it and rolled over with the roller will generally reduce it sufficiently. If the ink is dry and thick, it will be found that with a little perseverance it can be worked up smooth on the slab.

### **C. Inking the Fingers**

183. The fingers of the subject should be rubbed clean and dry, as the slightest perspiration on the finger will cause blotches and blur the print. Only the inner portion of the upper phalanges of the fingers should be inked. To take a 'rolled' impression, the finger should be placed on the inked slab, the plane of the nail being at right angles to the slab, and turned over till the bulb surface, which originally faced to the left, now faces to the right. For a 'plain' impression, the ridge surface of the finger should be placed flat on the inked slab. The operator should always keep the subject towards his right and uniform pressure maintained throughout the rolling process keeping control over the subject's hand and fingers. The

operator should not talk or otherwise distracted while taking fingerprints to avoid recording a print in wrong place.

#### **D. Taking Impressions**

184. Prints must be taken on the authorized Finger Print Slip. In the slip, space has been provided for the 'rolled' prints of all the ten digits, as well as for the 'plain' prints of the four fingers of each hand. The headings of the slip are self-explanatory.

#### **E. Slips to be Folded for Taking Rolled Prints**

185. For convenience in taking 'rolled' prints, the slip should be folded at the line indicated and the fold placed in line with edge of the table.

#### **F. Order of Taking Prints**

186. The 'rolled' prints of the right hand should be taken first, each finger being inked and impressed before the next finger in rotation is inked. When the 'rolled' prints of all the fingers of the right hand have been taken, the 'plain' prints of the four fingers of that hand simultaneously should be taken in the space provided for them on the slip. The operator should then proceed to take the prints, 'rolled' and 'plain' of the left hand in a similar manner.

#### **G. Entry of Details on Slips**

187. After the fingerprints of both hands have been taken, the slip should be turned over and print of the subject's left thumb should be taken in the space provided for the purpose. The subject's name, residence, and details of conviction should immediately be filled in on the reverse of the form and he (the subject) should then sign on the form or put his thumb impression, if unable to sign. The Finger Print Slips of one subject should be completely filled in, before that of another is commenced, to avoid the risk of the particulars of a subject being entered in the wrong slip.

#### **H. Precautions for Preparing Fingerprints Slip**

188. The following precautions should be specially taken while preparing FP Slips:

- i. Impressions must invariably be taken with the tip of the finger pointing to the top of the form, except in the case of the 'plain' print of the left thumb on the reverse of the slip.

- ii. The 'rolled' prints should show the complete contour of the bulbs of the fingers. One delta in the case of the 'loops' and two in the case of "whorls" should be visible.
- iii. The 'rolled' print of each finger must be taken in the space allotted for that finger and the impression should not project beyond that space. The impression on only the upper phalanx of the finger should appear.
- iv. All names, whether of persons or places, should be written legibly. All entries should be in English or in the language used in the State and should be as concise as possible. Convictions should be entered in chronological order.
- v. On the FP Slips of females, whether sent for search or record, the word 'Female' should be written boldly in red ink on the top right hand corner of the slip containing impressions.
- vi. In the case of convicts who remain unidentified, of the two words 'unidentified' and 're-convicted' appearing on the top left hand corner of the slip containing the entries of convictions, the word 're-convicted' should be scored out in red ink.
- vii. FP Slips for dispatch should be so folded that the creases of fold do not run through the prints.
- viii. If a finger is missing or is so deformed that it is impossible to obtain an impression that fact should be noted in ink in the space allotted for that finger by words 'missing' or 'deformed'. In the case of double fingers, the prints of both the fingers should, if possible, be taken; otherwise the print of the more prominent of the two should invariably be taken. Deformities, cuts, scars and disease marks interfering with the clarity of the impressions should be fully described and it should be stated if they are temporary or permanent. Fingerprints of persons suffering from open cuts or scars in any of the upper phalanges of the fingers should not be taken until the cuts or scars have healed.
- ix. If a person has more than five fingers on a hand, impressions of the thumb and the four fingers next to it should be taken in the squares allotted to them on the slip. If the extra finger is outside the thumb, its impression should be taken in the space on the slip before the thumb, and if it is outside the little finger, in the space after the little finger.

- x. The police officer must comply with the following instructions in fingerprint work:
- Write the name of the individual on the FP slip before taking his fingerprint
  - Furnish the address on a search reference as to whom the result of search has to be communicated.
  - Furnish crime number on search reference at the time of arrest and also on conviction memo after conviction of an individual.
  - Always use proper ink and pressure while taking fingerprints. Fingerprints obtained on FP slips to be sent to FPB should be clear and fully rolled.
  - Fingerprint slips along with a conviction memo must be sent to District F.P. Unit and FPB for record after an individual is convicted.
  - Attest the conviction particulars entered on the reverse of the FP slip to be sent along with conviction memo to FPB without fail.
  - Remember always to use separate containers for preserving severed fingers of an unidentified dead body.
  - Never allow any unauthorized person to disturb the scene of crime or articles there and damage physical evidence left on them before the arrival of FP expert.
  - Always take care of the scene of crime articles, which are exposed bearing chance prints by providing shelter or cover to protect them from sun, rain, dust etc., to prevent damage to the clues, before they are examined by an FP Expert.
  - Always make it a point to utilize the services of a Fingerprint Expert if any chance prints are suspected to exist on any article at the scene of crime.

### **Transmission, Submission, Forwarding & Sending FP Slips to Various Units**

189. Fingerprints Slips are required to be sent to various units either for record or for verification. This work is done at the following levels as per the prescribed procedures:

#### **A. FP Slips to be Sent by SHOs for Record to SCRB Through DCRB.**

- B. FP Slips to be Sent for Record to CFPB Through SCRB.**
- C. FP Slips to be Sent by DCRB to SCRB and Central Bureaux.**
- D. Procedure for Sending FP Slips by SCRB to Central Bureau.**
- E. Search Slips to be Sent by Police Station and Investigation Units.**

**A. FP Slips to be Sent by SHOs for Record to SCRB Through DCRB.**

190. It is the responsibility of SHOs and in charge of investigating unit to take the fingerprints of persons who, on conviction, have to be finger printed. Four sets of fingerprints shall be taken on the arrest of an accused person and the name and other particulars filled in, immediately after the prints have been recorded. Resistance to, or refusal to allow, the taking of finger prints is an offence under Section 186 of the Indian Penal Code read with Section 6 of the Identification of Prisoners Act. If a person, who is required to allows his finger prints to be taken, resists, or refuses to allow, the taking of the same, it shall be lawful, under Section 6(1) of the Identification of Prisoners Act, to use all means necessary to secure the taking thereof.

190.1 The Station House Officer or the concerned officer will, at the time of arrest, fill up the description of the arrested person, sign on the first page, and send one set for search direct to the State Bureau. If the person charged is convicted, all the particulars of the conviction should be filled in and, if the convict has previous convictions, all particulars of his previous and present convictions in the chronological order with their Finger Print Bureau serial numbers and regular criminal number shall be entered in the second and third sets of finger print slips and forwarded to the District Crime Records Bureau, together with the Court Disposal Form (Conviction Memorandum). The finger print slip should be folded in accordance with the directions on the form. Should the Superintendent of Police decide on the Court Disposal Form (Conviction Memorandum) that the finger prints of an accused person undergoing imprisonment in a jail are to be recorded, the Court Disposal Form (Conviction Memorandum) will be numbered and forwarded with the finger print slip to the District Crime Records Bureau of the district, in which the jail where the prisoner is imprisoned, is situated.



**B. FP Slips to be Sent for Record to CFPB Through SCRB.**

191. Fingerprint slips of all persons convicted for offences prescribed should be sent to the State Bureau, along with a duplicate finger print slip in each case for record in the Central Finger Print Bureau. The finger print slips intended for record in the Central Finger Print Bureau should be sent through the State Bureau and not direct. However the finger print slips of suspects, intended for search to trace their antecedents, can be sent to CFPB directly by the SHO.

**C. FP Slips to be Sent by DCRB to SCRB and Central Bureaux.**

192. One set of finger print slips of all persons convicted of any offence mentioned for the purpose shall be prepared by the District Crime Records Bureau for being sent to the Central Finger Print Bureau, in addition to the number of sets required for the State Bureau.

192.1 The District Crime Records Bureau, with the help of District Finger Print Unit staff, should scrutinize the slips for clarity of prints and the correctness of entries before sending these slips for record to the State and Central Bureaux. While sending finger print slips for record, dispatch memoranda should be used, filling the relevant entries in all the foils of the Form.

192.2 All fingerprint slips of convicts for record at the Central Finger Print Bureau shall be sent in triplicate dispatch memoranda through State Bureau. When the State Bureau sends finger print slips for record to other Bureaux, it shall issue triplicate dispatch memorandum along with these fingerprints slips. In no case, should finger print slips of more than ten persons be sent under a single dispatch memorandum.

**D. Procedure for Sending FP Slips by SCRB to Central Bureau.**

193. The State Bureau shall maintain a register to keep an account of the dispatch memoranda received from the District Crime Records Bureaux. The State Bureau, on receipt of finger print slips meant for record at the Central Bureau, shall once again examine the clarity of finger impressions, scrutinize the order of impressions and entries on the slips, and return to the District Crime Records Bureau those finger slips that are unfit for record or do not contain full particulars. The State Bureau, which is to issue dispatch memoranda for sending finger print slips to the Central Finger Print Bureau, shall also maintain a register for this purpose.

193.1 The State Bureau shall forward to the Central Bureau only such finger print slips that are fit for record and contain correct particulars.

The State Bureau shall keep an account of the finger print slips returned to the District Crime Records Bureau for rectification of defects. The State Bureau shall ensure that all finger print slips returned for rectification of defects are submitted to the Central Bureau under a fresh dispatch memorandum.

193.2 All intimations regarding absconders shall be sent by the State Bureau to the Central Bureau (and, if required to the FPBx of other States) under a dispatch memorandum along with a finger print slip, if available, with particulars of the case in which they are wanted, and the office to which the intimation of arrest is to be given (in BLOCK LETTERS). In the case of intimation regarding absconders, whose finger print slips are not available, the State Bureau shall send a photocopy of the F.P. record slip of the State under a dispatch memorandum.

193.3 The State Bureau shall ensure that finger print slips of persons convicted for the first time and finger print slips of persons re-convicted are sent under separate dispatch memoranda. In sending fingerprint slips of persons traced by the Central Bureau, the formula supplied by the Central Bureau on the search slip shall be noted on the finger print record slip of the State Bureau. The State Bureau, on receipt of duplicate dispatch memoranda, with classification formula, from the Central Bureau, shall file one copy at the State Bureau and send the other to the District Crime Records Bureau. The State Bureau shall ensure that intimation regarding absconders is dispatched to the Central Bureau within a week from the date of its receipt of the information. The State Bureau shall ensure that all finger print slips meant for record at the Central Bureau are dispatched within a week from the date of its receipt of the slips.

193.4 The State Bureau shall ensure that one extra copy of each finger print slip of inter-State/international criminals, illicit fraud explosives traders and smugglers, 'auto' thieves, hotel thieves, poisoners, forgers of currency, cheats and coiners those who deal in forged or false travel documents and certificates is taken for single digit record at the Central Bureau and sent to the Central Bureau with a short note on the modus operandi.

193.5 The State Bureau shall bring to the notice of the Central Bureau all new features regarding the science of identification from fingerprints observed by them and any forgery of fingerprints, which they may come across. The State Bureau may refer to the Central Bureau for scrutiny any case of difference of opinion arising between two State Bureaux. The State Bureau may seek the help of the Central Bureau in solving all problems relating to the science of identification from papillary ridges. All correspondence with the Central Bureau shall be addressed to the Director, Central Finger Print Bureau/NCRB, RK Puram, East Block-VII, New Delhi- 110066.

**E. Search Slips to be Sent by Police Station and Investigation Units.**

194. The fingerprints of all unidentified persons who are arrested as suspects or are under trial on a criminal charge will be taken by the SHO/IO and submitted to the State Bureau for search with a Search Slip in the prescribed form. In such cases, the search slip should contain full details of the circumstances under which the suspect has come into the hands of the police and also information regarding convictions, with the Bureau serial numbers, if known. The State Bureau will return the counterfoil of the search slip, duly filled in, for file with the trifold in the Police Station.

194.1 For this purpose, every person in custody whose residence and antecedents are not known or have not been fully ascertained during police investigation, or of persons, who, though known, have been out of view for some time, will be considered to be 'Unidentified'. The fingerprints of all unidentified persons who are arrested as suspects or are under trial on a criminal charge will be forwarded to the District Finger Print Unit of the district for comparison with the ten-digit Finger Record maintained by them as also the photo chance prints.

194.2 The Finger Print slips of all unidentified persons reasonably suspected to be residents of or to have extended their criminal operations to another State or States shall be sent for search direct to the Bureau/Bureaux of the State or States of which they are residents or to which their operations are believed to have extended. The fingerprints of persons convicted in one State who are believed to have had their origin in another State, though not actually identified as residents thereof shall be taken in triplicate and sent to the Bureau of this State, one copy for record in the State Bureau, one copy for the Finger Print of the District Unit for record and comparison with the photo chance prints and the third for transmission to the

Bureau of the State of origin of the convict. The Finger Prints of an adolescent sent to special institutions like Juvenile Homes should be sent for record to the Bureau of the State of which he is a resident and a copy kept in the Bureau of the State in which he is convicted.

195. **Fingerprint Slips: Some Important Aspects**

- A. Type of Fingerprint Slips**
- B. Who is Authorised to fill the Slips**
- C. No. of Copies of Slips for Record of Conviction**
- D. How to Prove Conviction**
- E. Maintenance & Scrutiny of FPS by State Bureaux**

**A. Type of Fingerprint Slips**

196. Fingerprints slips are of two kinds (1) Fingerprint record slip, and (2) Fingerprint search slip. The fingerprint record slip is prepared immediately after a person is convicted or re-convicted and sent for record to the Bureau along with the conviction memorandum. The fingerprint search slip is the FP slip of a suspect taken by the SHO and sent for search to the Bureau in order to know his antecedents.

**B. Who is Authorised to fill the Slips**

197. Finger impressions will be taken only by proficient under the direction of an officer of the rank of Sub-Inspector or above as provided in the Identification of Prisoners' Act (Act XXXIII of 1920). The Sub-Inspector or the Inspector directing the proficient to take finger impressions should sign the fingerprint slip. In each Police Station including Railway Police Station there should at least be two Proficients. The proficient should be at least of the rank of either a Head Constable or a senior Police Constable.

197.1 The fingerprints of all unidentified persons who are arrested as suspects or are under trial on a criminal charge will be taken by the Station House Officer and submitted to the State Bureau with a search slip (counterfoil and trifoil) for search, after entering the details in the Fingerprint Register of Unidentified Persons. The search slip should contain full details of the circumstances under which the suspect has come into the hands of the police and also information regarding convictions with Bureau serial number, if known. The Bureau will return the trifoil of the search slip duly filled in to the Station House Officer. For this purpose, every person in custody whose residence and antecedents are not known or have not

been fully ascertained during the police investigation, or of persons, who though known, have been out of view for some time, will be considered to be 'unidentified'.

### **C. No. of Copies of Slips for Record of Conviction**

198. Of ordinary convicts convicted in their home State, two copies will be taken, one copy for record in the Bureau of the State and one for the district fingerprints unit of the concerned districts. This will include convicts who are wanderers, unidentified or whose operations are known to extend beyond the limits of their home State; or though residents of the State of conviction are really outsiders and are thus likely to have relations with criminals of other States; or Who have been notified under the Habitual Offenders Act and are known or believed to be connected with organized gangs in other States; or Who have been convicted of theft of fire-arms and ammunition or under Arms, Opium, NDPS or Excise Acts in circumstances which render it likely that they are illicit inter-state dealers in arms and ammunition, opium, cocaine or other drugs; or psychotropic substances, or members of an organized crime syndicate or any terrorist group.

198.1 For persons have been convicted under Section 328 of the Indian Penal Code, if the offence was of a professional type or under Sections 231 to 253 of the Indian Penal Code, and Sections 489-A to 489-D and who are believed to be operating in another State, as many copies will be taken as are required for record in (i) the State Bureau (ii) District Finger Print Unit (iii) the Bureau of the State of which the convict is alleged to be residents or to which his operations are known to have extended and (iv) the Central Finger Print Bureau and (v) NCRB, New Delhi

198.2 If a foreigner is convicted of an offence of the type in which finger-prints would ordinarily be taken for record under the rules, the fingerprints and photographs should be taken in duplicate and sent by the Superintendent of the district in which the case was registered, one for record in the State Bureau and the other for transmission to the Central Fingerprint Bureau.

### **D. How to Prove Conviction**

199. If on the return of the search slip from the Bureau, it is found that previous convictions have been traced against the accused, steps should be taken to prove such previous convictions, when necessary, under Section 298 of the Code of Criminal Procedure, 1973

(Act No. 2 of 1974) which requires that a certified copy of the previous conviction should be filed; and the identity of the accused should be proved. In the case of a person who has been previously convicted more than once, it will generally be suffice to prove last conviction only, provided that the former convictions were proved in that case and are mentioned in the judgment. The identity of the accused should ordinarily be proved by the evidence of a police officer who is personally aware of the previous convictions or by a prison officer who can recognize the accused as the prisoner who underwent the previous sentence. However, if such witnesses to identity cannot be obtained, identity may be proved under Section 45 and 73 of the Indian Evidence Act, by means of expert evidence, for which purpose the record slip must be obtained from the Bureau by which the accused was traced and services of an "Expert" requisitioned from the State Finger Print Bureau.

#### **E. Maintenance & Scrutiny of FPS by State Bureaux**

200. All classifications and arrangements of slips will be done in the State Bureau in accordance with the instructions contained in the book 'classification and uses of Finger Prints' by Sir E.R. Henry. Some important points in this regard are following:

- i. All slips received for search will be returned by the State Bureau, after due search, to the Station House Officers concerned within 24 hours of receipt, as far as possible.
- ii. Every slip received for record shall be carefully scrutinized before being classified, checked and recorded. If found deficient in any respect, it will be returned with an objection memorandum for submission of amended or fresh slip. If the prints in a slip are found to be smudged or otherwise unfit for comparison, a fresh slip has to be taken by the Finger Print Head Constable in the Jail before it was tested by the Tester (Expert).
- iii. The slips of a person reported to have died in jail will be removed from the record and destroyed at once. In case of the reported death of a person other than in jail, the date of death will be marked in red ink across the slip, which will remain in the record for another two years when it will be removed and destroyed.
- iv. All slips should be examined annually and, in the absence of any special reasons to the contrary, these should be withdrawn from the record and also from the data entered in the computers:
  - A. In the case of a person who is a professional poisoner, note forger, coiner, arms smuggler, organized crime syndicate or gang members or leader or a

habitual offender notified under Habitual Offenders Act, on his attaining the age of 80 years or on his death whichever is earlier.

B. In the case of any other person:

- If he has not more than two convictions in his native district (not having been convicted outside his native district) and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of crime or convicted, on the expiry of ten years from the date of his release or last release from jail, as the case may be; or
  - If he has been convicted outside his native district or has more than two convictions in his native district and has not more than two convictions in his case may be, been suspected of crime or convicted, on the expiry of 15 years from the date of his release or last release from jail, as the case may be; or
  - On his attaining the age of 80 years; or
  - On his death, whichever is the earlier.
- v. To prevent the possibility of wrong destruction of a finger print slip in the Bureau, slips withdrawn from record will be sent to the Superintendent of Police concerned for information and destruction. The SP will pass them on to the Sub-divisional Officer concerned for necessary action. If the Sub-divisional Officer has any objection to the destruction of any particular slip, he should return it to the Bureau through the Superintendent of Police explaining fully why he wants it to be retained.
- vi. All copies of slips taken for record shall be forwarded by District Crime Records Bureaux to the State Bureau, which in turn will transmit the slips intended for other State Bureaux, noting on all copies the names of the Bureaux in which the finger prints are on record. The State Bureau will intimate the destruction of finger print slips, which are on record in other Bureaux, to those Bureaux.

### **Record to be Maintained at the SFB**

201. In the State Fingerprint Bureau two kinds of records are maintained. One is ten digit FP records for the purpose of establishing both identity and past criminal history of a suspected individual, to locate wanted criminals who escape from police, and to know the identity of unidentified dead bodies. In the ten digit type of collections FP slips of all individuals convicted for the offences specified are maintained according to the Henry system of

classification. The second variety is the Single Digit FP records for the purpose of establishing the identity of offenders in crimes like house breaking, dacoity robbery and other crimes through fingerprints traced at the scene of crime. In Single Digit collections, fingerprints of all ex-convicts whose criminal activity relate to offences like dacoity, robbery, house breaking, and theft and other professional criminal are recorded according to Battely system of classification.

### **Single-Digit Finger Print System**

202. The object of single digit fingerprint collections is to provide a means for the rapid identification of fingerprints left at the scene of crime in cases where the culprits are not known. In this system all the ten fingers are classified and recorded digit-wise thus providing 10 sub-collections each containing the prints of a particular digit only. This arrangement enables identification from the fingerprint of a single finger found at the scene.

### **Functions of DFP Unit**

203. The DFP unit staff is required to perform the following functions:

1. To visit the scene of crime along with investigating officer if possible or separately for detection and development of chance prints whenever requisitioned.
2. To visit the Police Stations and investigating teams within the District for collection of fingerprint slips of all ex-convicts concerned in property and other grave offences for building of single digit records for the efficient functioning of the DFP unit.
3. To compare chance prints and search slips received from Police Stations and investigating teams with DFP record and communicate results thereof to sender.
4. To scrutinize all fingerprint records slips of the convicts received by DCRB from SHOs and Investigation Units/DPS for transmission to the Main Bureau and advise whether they are correctly taken and fit for record; or to return them with suggestions, if they are not suitable.
5. To visit the District/Central jails once a month to test the FP slips of those convicts received by DCRB who are undergoing imprisonment, and to prepare fresh slips for record if the slips are not properly taken on the earlier occasion or worn out.
6. To testify in the courts in cases where chance prints are identified with the FP records of the District Finger Print section.



7. To forward the chance prints to neighboring districts and Main Bureau for comparison when they are not identified.
8. The SHO and IOs may utilize the services of the Experts from the SD FP Units to visit scenes of crime for development of chance prints and obtain their guidance on various aspects of fingerprint work.

203.1 The DFP units shall function under the technical control of the Director, FPB and over all control of State Crime Records Bureau. The DFP sections will, however, work under the immediate administrative supervision and control of the Superintendent of Police/Commissioner of Police/DCP Crimes concerned. The Finger Print Inspectors in charge of the units shall be responsible for the day-to-day functioning of their units.

#### **Procedure for Submission of FP slips for Record in the SDFP Units**

204. Immediately after the conviction of criminal in concerned in crimes, the Station House Officer, (Investigating Officer) who is in charge of the team should take the finger impressions of the ten fingers of the convict on the prescribed form in duplicate and send it to the District Finger Print Unit of the district along with two sets of palm and foot prints of the convict, taken on plain white paper of reasonably thick quality.

204.1 The finger impression forms and foot and palm impression forms of the convict should contain the name, parentage, place of residence, address etc, of the convict and invariably with the signature of the Station House Officer. Care should be taken to see that the prints are very distinct and show the whole contour of the bulb of the fingers. The fingerprints, palm and foot impressions, which are meant for record in the DFP unit, should invariably be sent to the Inspector, SDFP unit through a name cover and marked as "Meant for SD Collection". Care should also be taken to see that the prints are not damaged in folding the paper containing the prints.

204.2 The success of the District Finger Print units depends on the quality of record that it builds up. Criminals belonging not only to towns but also those residing or operating in the entire District should be brought on to the record in the District Finger Print Unit including inter-district and inter-city criminals.

204.3 Every Police Station, (CCS, DPS, District investigation squads) in the district should submit to the district Finger Print Unit, a list of all history-sheeted criminals along with their fingerprint slips.

204.4 The Single Digit serial numbers assigned to the classified prints of the criminals by the single digit unit should be recorded against corresponding entries in Station Crime Record.

204.5 The SHOs and IOs must ensure the preservation of the scenes of crime and safe custody of suspected articles, in as-is-where-is condition. The scene of crime (SOC) articles should not be disturbed, touched or tampered with by any body until the development of chance prints by the DFP unit staff or the expert attached to the team is complete.

204.6 SHOs and all IOs in the districts should visit the district Finger Print Unit regularly during their visits to DCRB (at least once in a quarter) to review the stage of all such cases in which the services of the SDFP unit staff were requisitioned, whether all the FP slips of the persons sent by the SHO were received in the DFP unit, whether the photo chance prints were compared with the FP slips and if so, the results of comparisons, thereof and to know if any new orders or instructions received from the Director, SCRB and/or DCRB for compliance for greater co-ordination between the DFP unit and SHOs to update their knowledge of the latest changes, if any, made and to do any other reconciliation.

204.7 Station House Officers should requisition the services of the DFP Unit staff and facilitate their visit to crime scenes in all cases where finger print clues are likely to be available. The Station House Officers should promptly furnish to the DFP Unit full details of the case in which chance prints were developed, whenever they are finally detected. SHOs should send the finger print slips of all persons arrested in specific cases or under preventive sections, on day-to-day basis, to district Finger Print Unit for comparison with the collection of unsolved scene of crime chance prints. The Station House Officers of Railway Police Stations will comply with the above instructions treating the district Finger Print Unit having jurisdiction over the locality in which the offences occurred, as their own district Finger Print Unit concerned.

204.8 Each impression of ten-digit fingerprint slip is classified in 4 digit numeric characters. All the ten patterns of the fingers of both hands in their conventional order from right thumb

to left little finger are classified in a 4 digit code each and then arriving at a 40 digit code for the FP impressions of the slip. This 4-digit code consists of 2-digit code for the type of fingerprint followed by 2-digit count-code of the pattern. This information of 40-digit code is stored in the computer database. Information like Regular Criminal Number, Provisional No., Henry classification etc. of the slip is also considered for the storage in the computer.

204.9 Twelve-digit number, which is given to the arrested person by the Investigating officer, the first five digits represents the code of the District and the Police Station where the FIR for the crime is registered. The next two digits represent the year of the FIR followed by FIR Number in four digits. The last digit, which is an alphabetic character, identifies the arrested person under the FIR from other arrested persons, if any, under the same FIR.

### **Records & Registers**

205. The following Records and Registers are kept in the Bureaux dealing with fingerprint work.

- 1) Register of fingerprint slips received for search.
- 2) Register of identification made by the Fingerprint Bureau.
- 3) Register of fingerprints slips received for record in the Fingerprint Bureau.
- 4) Fingerprint Testing Register.
- 5) Fingerprint Objection Memorandum Register.
- 6) Requisition Register.
- 7) Single Digit Finger Print card system.
- 8) Palm Print Register.
- 9) Foot print Register.
- 10) Certificate of latent finger print examination Register
- 11) Superior officers visiting book.
- 12) Nominal Index Register.

### **Computerization of Fingerprints**

206. Use of Computer Technology in storing and retrieval of data will ensure availability of required information to the IOs in the field with speed and accuracy. The voluminous increase in fingerprint records has become laborious and time consuming. It is also difficult to identify chance prints developed at the scene of crime in the manual system. Several days are required before a search slip can be identified and the result communicated to the field

officers. The record slips, which are subjected, to frequent handling, are liable to wear and tear and damaged soon. Diligence and continuous concentration and very careful maintenance is required to prevent mismatch and wrong identification.

206.1 Updating of records is a serious problem, as classification formula or serial number furnished by the police is not always correct. Every incoming FP slip has to be searched with reference to the main records to avoid duplication. FP slips bearing smudged prints, missing prints, and gradational type prints consume a great deal of time in the main bureau collections. To overcome handicaps in manual searching, computerization of fingerprint records and introduction of computerized search is necessary.

206.2 The computerization system assigns a serial number (Regular Criminal Number, RCN) to each convicted person instead of to the slip based on first crime number. This number consists of 12 digits, the first five indicating the police station in which the criminal was first convicted, the next two the year of conviction and last five digits for the serial number. This RCN once given to a convict will remain constant throughout his criminal career, irrespective of the number of convictions he may accumulate.

206.3 Fingerprint slip of a suspected person is sent to the FPB to trace previous convictions; a provisional criminal number consisting of 11 digits and an alphabet is given by the concerned police station. The first three digits indicate the district, the next two indicate the police station where the individual is arrested, the next two the year of arrest and the next four digits are the crime number in which the person is arrested. The provisional criminal number of the suspected person has to be noted on the conviction memo and FP slip and then it is sent for record.

206.4 To derive maximum advantage from the system the SHOs should ensure that every FP slip sent to FPB for search or record must contain clear and fully rolled fingerprints. The services of fingerprint staff, SDFB or FP trained officer attached to each Investigating Unit should be taken.

206.5 With increase in the volume of finger print records, due to increasing crime rate and criminals, the pressure of expectations of IO's is to provide instant answers to their urgent

queries. All these factors necessitated the application of computer technology in the application of fingerprint science.

206.6 For recording, classifying, coding, searching, and retrieving the ever-increasing fingerprint records, Automated Fingerprint Identification Systems have been developed by the British Home Office, FBI, Royal Canadian Mounted Police, and the West German Bunder Kriminalaty during the past decade. AFIS is an effective response to the problems of fingerprint search and comparison. Fingerprint matching problems are of two types. Ten print identification involves matching the subject's entire set of rolled impressions against a file of a known ten print impressions. Identification through latent fingerprints involves matching fragments of fingerprint impressions developed at a crime scene against a file of rolled impressions. AFIS can provide speed and accuracy in ten print searches and is the only answer to the problem encountered in search through available latent prints.

206.7 AFIS also improves the effectiveness of latent searches. Where there is no text of possible suspects, latent searches become nearly impossible to conduct by manual methods. Even after spending several man-hours the fingerprint expert cannot ensure the inclusion of the actual offender within a subset of known files small enough to be manually searched. Consequently, much latent evidence remains unused. It is never compared against a known file and does not lead to the identification of a criminal. To conduct these "cold" searches, where a single AFIS matching processor can execute hundreds of comparisons each second, it is possible to search even the largest of files.

206.8 All the computerised systems incorporate automatic scanning devices that can read and code fingerprint characteristics directly from standard fingerprint cards. One of the latest versions of such a system developed in USA, known as the Remote Point Booking System electronically scans fingerprints at a remote site of ink, latent or live sources, enhances them and then transmits them to a central site, for lightning-speed computerized matching. Operating across 58 remote sites the California remote access network (RAN) is the largest in the world. Such computerization networks will save each police officer hundreds of investigative hours, by identifying criminals or suspects through latent fingerprints without having to first develop a list of suspects. Latent prints, or even a partial print, or a chance print "lifted" from the scene of a crime can help identify a suspect the very same day. The system can also quickly provide positive identification of wanted suspects who happen to be

in custody before they return to crime thereby eliminating the possibility of further criminal activity. This swift response to fingerprint queries will substantially increase the rate of apprehension of criminals in the coming years. AFIS dramatically accelerates the law enforcement process, comparing one latent print with millions on file in minutes, compared to searches of sub-files, which take very long time, and quite often without success.

206.9 The automatic fingerprint reader system, known as FINDER (Fingerprint Reader) used by FBI of USA, records FP data in an average processing time of 1/2 second per FP. Two types of digital information are generated, data on the minute (ridge endings and bifurcations) and ridge direction (average direction of ridge flow at regular selected intervals across a fingerprint), and a basic description of the general pattern of the FP.

### **Other Important Points with Regard to Fingerprint System**

207. Some important aspects with regard to fingerprinting system are following, which should be kept in mind by all the police officers dealing with issues of fingerprints.

- A. Responsibility of Tester**
- B. Transfer of Convicts to Other jail**
- C. Disposal of Fingerprints Slips & Court Disposal Forms**
- D. Escape to be Reported to the Bureau**
- E. Report of Deaths**

#### **A. Responsibility of Tester**

208. The Tester/Expert, while proceeding to a jail to test the slips, will take with him the files containing the Court Disposal Forms (Conviction Memoranda) and fingerprint slips, besides a letter from the concerned Superintendent of Police addressed to the jail authorities. In conducting the test, the Tester/Expert will prepare for each prisoner a slip in Form and will satisfy himself that the prints have been properly taken on the original finger print slips and that they are those of the convict named in the slip, that all the particulars recorded in the slip are correct, that all convictions are properly and correctly entered and that the required number of copies have been taken. Any mistakes should be brought to the notice of the Superintendent of Police. Fingerprint slips on which the impressions are blurred or indistinct should be rejected and should be replaced by fresh slips prepared by the Tester/Expert. Where the finger print slips prepared by the Station House Officer are sufficiently clear, those slips should be sent to the State Bureau for record. After having tested the slips, the

Tester/Expert will note the word "Tested" with his initials and date (i) against the prisoner's name in the jail admission registers, (ii) in the District Crime Records Bureau Finger Print Register, (iii) on the back of the conviction slips, and (iv) on the history tickets. The Tester/Expert is responsible for the correctness of the convictions and all other details entered by him or the Station House Officer on the reverse of the slip. He will sign each slip that he has tested and his signature will be held to show that he has verified the sentence, previous convictions and personal details of the convict from the judicial and jail records.

### **B. Transfer of Convicts to Other Jail**

209. If a convict is transferred from a jail in one district to a jail located in another district before the arrival of the Tester/Expert, the Superintendent of Police of the district from which the prisoner has been transferred will forward the finger print slip and Court Disposal Form (Conviction Memorandum) to the Superintendent of Police of the district to which the prisoner has been transferred where it will be placed with the other slips of the district awaiting test. In case of a district, which does not have a district/central jail, the finger print slips and the Conviction Memoranda will be sent to the Superintendent of Police of the district where the jail in which the convict is imprisoned is located. Such slips with conviction memoranda will, after test, be returned to the Superintendent of Police of the district of conviction for transmission to the State Bureau.

### **C. Disposal of Fingerprints Slips & Court Disposal Forms**

210. Fingerprint Slips and Court Disposal Forms (conviction memoranda), after they have been tested will be made over by the Tester/Expert to the Superintendent of Police, who will send the slips with their relative Court Disposal Forms (conviction memoranda) to the State Bureau, provided that the time of appeal is over or the appeal (if any) has been decided. Every finger print slip sent for record to the State Bureau shall be accompanied by its relative Court Disposal Form (conviction memoranda). The State Bureau will return the Court Disposal Form (conviction memorandum) duly signed by the Director, Finger Print Bureau, with the Finger Print Bureau serial number and Regular Criminal Number noted in the space provided for the purpose. On receipt of the Court Disposal Form (conviction memorandum) from the State Bureau, the Superintendent of Police will send it to the Station House Officer, who will enter the Bureau serial number and Regular Criminal Number in the concerned Station records and keep the conviction memo in connected file. In subsequent references to the State Bureau, this serial number shall invariably be quoted.

#### **D. Escape to be Reported to the Bureau**

211. When a prisoner escapes from police or jail custody and his finger prints have been taken previous to his escape, the finger print slip, whether it would otherwise be forwarded to the State Bureau or not under the rules, should be forwarded to the State Bureau at once with particulars of the circumstances of escape, so that it may be placed on record. When the slip has already been forwarded, it will be necessary to inform the State Bureau of escape, in order that the slip may be suitable marked. If any person whose finger print slip has been sent for record is subsequently declared a proclaimed offender, or escapes from jail or police custody, or absconds after committing some offence, the Station House Officer will immediately send information to the Superintendent of Police for transmission to the State FP Bureau. The same procedure will be followed when a criminal for whom a History Sheet is maintained in a station goes out of view.

211.1 On receipt of the report referred to a red slip will be attached to the slip so that immediate information may be given to the police by whom the absconder is wanted, in the event of the absconder's fingerprints being subsequently traced. In such cases, a copy of the finger print slip, if available, or the Bureau receiving the report to the other Bureaux in which the absconder's fingerprints are on record will send the absconder's classification number.

#### **E. Report of Deaths**

212. If a convict whose fingerprints have been taken dies in the jail, the Superintendent of Police of the district in which the deceased was convicted, will forward a death report to the State FP Bureau. Should such convict die in jail after transfer, the Superintendent of Police of the district in which the jail is situated, will forward the death report to the SP of the district in which the deceased was convicted, who will forward the same to the State FP Bureau.

#### **Footprints and Track Marks**

213. Footprints, and the route of footprints, known as Track Marks are often available on the scene of crime because a large number of people still walk barefoot in the countryside and inside their homes. The criminal perhaps finds it convenient to operate barefoot as it gives him a better hold to climb or slide, walk or run and also it does not make any sound to draw attention of the people during his criminal operations. Footprints and Track Marks provide good clue and a lead to the IOs for detecting crimes, and since they have evidentiary value



also, therefore, they should be carefully lifted from the scene of crime. The subject matter of Footprints and Track Marks has following important dimension in the light of their investigational importance.

**A. Uniqueness**

**B. Shapes & Classification**

**C. Location**

**D. Collection**

**E. Guidelines**

**A. Uniqueness**

214. The human foot is unique in its structure and is therefore readily distinguishable from the foot of other animals. There are 28 bones in the human foot of which seven are tarsal bones; five are metatarsals, fourteen phalanges and two small bean size sesamoid bones. The two sesamoid bones are located below the head of the first metatarsal bone. The heel bone (calcaneum) and other tarsal bones bear most of the body weight while the metatarsal bones and the phalanges articulate with the tarsal bones in the process of locomotion. The bones and other soft tissues like ligaments, muscles, padding material and skin on an applied pressure of the body produce a footprint that is proportional to the build and other characteristics of the foot.

**B. Shapes & Classification**

215. The shapes of foot impressions differ from individual to individual. Broadly the shapes can be categorized into: (i) Normal type foot, (ii) Club shaped foot, (iii) Bow type foot, (iv) Flat foot, (v) Broken bridge type foot and (vi) Accidental foot or Abnormal foot. Depending on the surface on which the prints are made, footprints can be classified into **(i) Surface footprints and (ii) Sunken footprints. Surface prints** are formed on hard surfaces like cement/stone floorings, tables, chairs, walls, etc. They are formed when the surface of the foot is coated with dust, dirt, oil, ink, blood, etc. **Surface prints** do not undergo any distortion and they register the distinguishing characteristics of the foot better than **sunken prints. Surface prints** have two dimensions, viz., length and breadth. **Sunken prints** are those that are found on pliable surface like soft clay, mud, loose soil, etc. Slightly **sunken prints** are usually formed on a small quantity of accumulated mud or soil on hard surfaces, e.g. a verandah. Moderately **sunken prints** are formed on slightly loose soils and deeply

**sunken prints** are formed on mud, wet loose soils, clay, etc. The less **sunken footprints** offer a more definite clue for comparison than moderately sunken or deeply **sunken footprints**. The **sunken footprints** have an extra dimension in addition to surface print, i.e., the depth (or height).

### **C. Location**

216. Footprints can be located at the scene of crime, along the route and the assembly point where the criminals initially meet for their criminal operations. All these places should be properly searched for locating footprints for knowing the entry, exit, route and the number of criminals. The focal points of the scene of crime should be properly searched with reference to the nature of crime in each case. The search may be extended to the entire crime scene from the focal point. The route taken by the criminal both at the time of entry and exit should be thoroughly searched for his footprints.

### **D. Collection**

217. The methods commonly used for collecting footprints are:

- (i) **By preserving the original impression intact:** If the footprint is found on a portable object such as a mat, slab, plank, card board, etc. It is convenient to carry the object bearing the print to the laboratory for photography and further analysis. It is advisable to take the photograph of the print even in such cases before removing them, as there is always the risk of the original impression being damaged in packing or transit.
- (ii) **Photography:** All footprints, whether sunken or surface or any other track marks should first be photographed by keeping the lens of the camera parallel to the surface on which the marks or impression is found. The aperture of the diaphragm should be adjusted to get a proper depth of field. At least three photographs are to be taken, one direct view from the top and the other two from either side at an angle of 45 degree.
- (iii) **Tracing:** Tracing is a rough method to record surface prints. A glass (or preferably a celluloid sheet) is held over the print as close as possible. Care should be taken to ensure that it does not come in contact with the print. Then a sketch pen draws the contours along the print line. Details such as the characters of the toes, ball of the foot, instep and heel together with crease; cracks, warts, etc. should carefully be traced on the sheet. After the

tracing is complete the sheet is removed and all the particulars of the case should be written on the glass together with the signature of the investigating officer and the witnesses. On the basis of such prints on glass any number of tracings can be obtained on tracing paper. The glass sheet and a tracing paper should be packed in between two cardboards for transport to the court. The value of a traced print depends upon the personal observation skills of the person who is tracing the print and therefore is highly subjective and not very reliable. Other methods of recording like lifting and casting are preferred to tracing.

- (iv) **Lifting:** When the print is formed on a surface that is of a similar colour to the print, for instances, a blood stained print formed on a red surface, dusty (white) print formed on a white surface, dark (black) print formed on a black surface, it becomes difficult to photograph the print because of the similar colour of the background. In such conditions the print could be collected using an appropriate photographic paper, like black photo bromide paper for a dusty or light coloured print and white photo bromide paper for a blood stained or black print.
- (v) Footprints can also be lifted using photographic film or transparent adhesive tape. The fixed photographic film is moistened in water for few minutes until the emulsion side becomes tacky and then placed over the print with the sensitive side in contact with the print. A uniform pressure is applied over the film for few seconds and it is then lifted carefully. The print is transferred on to the film, which can then be used as a negative to make copies from.
- (vi) **Casting:** Casts are prepared from foot impressions (sunken foot prints), tyre impressions or other impressions left behind by the criminal. A variety of materials are used to prepare the cast, however, plaster of paris is the most commonly used material.

### **E. Guidelines**

218. Following are the guidelines for obtaining good quality footprints.

- (i) Carefully remove extraneous matter (grass, twigs, stone, etc.) from the impression without disturbing it.

- (ii) Place a metallic or a wooden frame around the impression to prevent wastage of plaster of paris. Do not apply pressure on the frame, as it will damage the print.
- (iii) Spray shellac solution (about 250 gm of shellac dissolved in one litre of alcohol or a thinner solution) from a distance over the impression. Spray enough solution to get a thin film of shellac over the impression and allow the shellac to dry for 10-15 minutes.
- (iv) A thin layer of talcum powder is sprinkled on the layer of shellac to separate the shellac from the cast. Mineral oil or sewing machine oil is also employed for this purpose.
- (v) Take a container with 3 mugs of water and slowly pour 3 mugs of plaster of paris into water. Gently mix till it reaches a thick creamy consistency. The water and plaster of paris are taken in a 1:1 ratio. Pour the solution into the impression at an unimportant place e.g. a corner of the frame to avoid damage to the impression due to pouring. It should be allowed to flow slowly till it fills the impression to a uniform thickness of about 1/2 an inch.
- (vi) Reinforce the cast at this stage with wire gauze pieces and pour the remaining solution till it acquires a thickness of about one inch.
- (vii) The cast is allowed to set for 10-15 minutes. With the copying pencil engrave the details of the case on the mould including case number, date, police station, location, right or left foot, time of recording, person responsible for recording, signature of the investigating officer and signature of the witnesses. A sample of the plaster of paris and soil should be preserved for obtaining test prints of the suspect under similar conditions.
- (viii) Remove the retaining walls (wooden frame) by digging away the surrounding earth and gently slip your fingers under the cast to lift it very carefully. Pour water over it to remove any adhering earth particles. Care should be taken not to brush it to prevent obliteration of the details of the footprints.

## **Police Telecommunication & Wireless System**

### **Introduction**

219. Communication is said to be the lifeblood of any organization. It is more so with regard to an organization like police, which has to deal with innumerable situations of predictable and unpredictable nature. The communication system of such an organization has to be effective, efficient, dynamic, quick and clear. The traditional mode of police communication is known as wireless system. This traditional mode, in due course of time, obtained a new dimension in the form of telecommunication, and today, this system consists of a variety of modes and methods used for receiving and sending messages, in addition to the traditional communication methods.

### **Objective**

220. In order to facilitate quick communication among various police officers and the police units of the State, as also among the similar units of other States, and police units through the inter-state police network, a system of communication is set up at the level of various State Police Organizations and the CPOs. The basic purpose of such communication system is to handle official messages particularly with regard to situation pertaining to maintenance of law and order and issues dealing with prevention, detection and investigation of crimes and other important policing and official business. It can be used by other government departments for passing on messages or information of urgent nature. In times of emergency when normal facilities of communication, such as postal, telegraphic and telephonic systems get interrupted due to strikes, storms and sabotage, the police wireless system can be used in the public interest.

### **Structure**

221. The structure of police telecommunication and wireless system is divided in two categories: the Headquarter and field formations. The headquarter of police telecommunication/wireless system is mostly situated at the State capital and is headed by an officer of the rank of Additional D.G./IGP, who is often an officer of the IPS cadre, though at

times, the chief of the police wireless/telecommunication system could also be an officer from the wireless cadre. An officer of the rank of Additional SP/DSP is made in charge of the regional wireless unit. At the district level an officer of the rank of DSP/ Inspector, who is under the overall control of the district SP looks after the work of police wireless system. At the level of police headquarter and State control rooms officers of the rank of Additional SP/DSP/Inspector are posted to look after the work of police wireless system as per the quantum and work load to be handled by each unit.

### **Classification & Type**

222. Police telecommunication and wireless system is classified into the following four categories:

- A. High Frequency Communication
- B. Very High Frequency Communication
- C. Landline Communication
- D. Electronic, Internet and Cyber Communication

#### **A. High Frequency Communication**

223. HF Communication is a long distance communication existing between the State Capital and all the District Hqrs. The main mode of the Communication in this system is Radio Telephony and Morse. This system is being utilized as a standby communication arrangements. Static HF radios sets, capable of voice communication are established at each district headquarter and at identified strategic places. These can be shifted anywhere, temporarily in emergency situation.

#### **B. Very High Frequency Communication**

224. VHF Communication system is a line of sight Communication provided within the district. The District Hqrs. is linked with all the Police Stations of the District. The VHF Mobile Communication is also extended to the Police Officers of and above the rank of Inspectors. Almost all the Police Stations as well as important Police Outposts in the states are provided with VHF Communication.

#### **C. Landline Communication**

225. State Police Wireless is also providing Land Line Communication, on Lines leased from the department of telecommunication, which work round the clock. Besides Land Line

telephonic communication, other modes like tele printers, telephones, hot Line speech circuits, there are other systems like ECCR Exchanges, Fax Communication, Police Telephone Exchanges (EPABX), Paging services, VHF Radio Trunk-Line system and Mobile Telephone Systems are also operated and maintained by the wireless system of the police department.

#### **D. Electronic, Internet and Cyber Communication**

226. Introduction, adaptation, application and implementation of various computerization schemes by the police departments has led to the initiation and popularization of new communication system in the police department, which is popularly known as the electronic, internet and cyber communication. All units of the police departments have been or are being covered by computer system and the wide and local area networking system has brought in the system of online communication in the official working of the police departments. Email, internet, teleconferencing modes of cyber communication are obtaining popularity in the police department on account of their specific features like speed, connectivity, clarity, confidentiality and online communicability of the systems. The police wireless department plays an important and significant role in the introduction, implementation, maintenance and efficient functioning of this new system of police communication.

#### **Functionaries of the Police Wireless Department**

227. The functionaries of the Police Wireless Department are classified into gazetted and non-gazetted categories. The gazetted officers are from IPS, State services or wireless cadres, whereas the non-gazetted functionaries are from the executive police force and from the ministerial staff. The gazetted officers hold the following designation:

- A. Director (he can be of the rank of Additional DGP or IGP)
- B. Additional/Deputy Director (he can be of the rank of DIGP)
- C. Superintendent of Police
- D. Additional SP
- E. DSP

227.1 The non-gazetted functionaries of the police wireless department can be of the following ranks :

- A. Inspector of Police
- B. Sub- Inspector of Police

- C. Assistant Sub-Inspector of Police
- D. Head Constable
- E. Constable

227.2 The non-gazetted executive functionaries of the police wireless department work in the various branches, which are known as communication, wireless, electrical, mechanical, technical, crypto, headquarter, zonal and control room branches of wireless system.

227.3 In addition to, the GOs and NGOs of the executive police force the headquarter and other units of the police wireless department have requisite number of ministerial staff to take care of the regular and routine office work of these units.

### **Powers, Duties and Responsibilities of Various Functionaries**

228. The powers, duties and responsibilities of the important functionaries of the police wireless department are following:

- A. Powers, duties and responsibilities of Director Police Telecommunication.
- B. Powers, duties and responsibilities of Add. /Deputy Director Police Telecommunication.
- C. Powers, duties and responsibilities of SP communication.
- D. Duties and responsibilities of Add. SP/DSP communication.

#### **A. Powers, duties and responsibilities of Director Police Telecommunication.**

- i. The DPC shall be the Unit Head of the Police Communications Organization and all correspondence shall be made under his designation. He will exercise the same powers as are exercised by an officer of the rank of Inspector General of Police and, he will exercise general superintendence, command and control over the work of all officers in the Police Communications Organization.
- ii. He would be the appointing authority of the directly recruited SIs/ASIs of Police Wireless/Communications.
- iii. He would be competent to transfer the executive Police Officers of and below the rank of Inspector and would initiate the transfer proposals of Deputy



Superintendents of Police (Communications), and would periodically visit Officers of the Sub-Ordinate Officers and also Radio stations in the State, and check up their functioning.

- iv. He will submit monthly reports to the Director General of Police of the state police organization.

**B. Powers, duties and responsibilities of Add. /Deputy Director Police Telecommunication.**

- i. The Addl. Director, Police Communications shall have jurisdiction throughout the State, in addition to all the sections at headquarters including City VHF. He shall also be in charge of the office establishment of Director Police Communications (DPC).
- ii. He will exercise financial and disciplinary powers of a DIG of Police, as enumerated in the financial code and CCA rules.
- iii. He will exercise general superintendence over the work of all Subordinate Officers in the Police Communications Organization for efficient management and up-keep of Radio equipment and maintenance of communication networks in the State.
- iv. He would prepare promotion panels of SIs (Communications) and SIs (Crypto) who are eligible for promotion to the rank of Inspector of Police (Communications), and would also prepare the promotional panel of ASIs (Communications) and ASIs (Crypto) who are eligible for promotion to the rank of SIs (Communication) and SIs (Crypto) as per the procedure laid down.
- v. He would transfer officers of the Rank of ASI Police Communications and all the Ministerial staff.
- vi. He will ensure condemnation of Radio equipment, Generators and other major items as per powers delegated to him.

- vii. He would conduct auctions of condemned articles as per powers delegated and would maintain original personal files of Inspector of Police (Communications), and would also maintain original personal files of all Ministerial staff.
- viii. He would sanction rewards and would inspect/visit the offices of the SP (C) once in a year, offices of the Zonal DSP(C) and workshop of Inspectors of Police (Communications) and all District Headquarters Radio stations once in 3 years by rotation and would also inspect/visit rest of the HF Radio stations in the state once in 5 years and would also submit monthly reports as prescribed to the DGP, through the DPC.
- ix. He would attend to such other duties as may be assigned by the DPC.

**C. Powers, duties and responsibilities of SP communication.**

- i. The SP (C) shall exercise all administrative and disciplinary powers in accordance with various rules in respect of his charge.
- ii. As head of the Police Communications within his jurisdiction he shall be responsible for supervision of work of the officers and staff, management and functioning of all Police Radio stations both HF and VHF, Repeater Stations, Workshops etc. He is also responsible for ensuring efficient and technical management of the Radio equipment and communication networks within his jurisdiction. He shall examine and ensure security of the installation and information handled by the units under his charge.
- iii. He will prepare promotion panel of HC (C) and HC (Electricians) who are eligible for promotion to the rank of ASI(C) and also of PC(C) and PC (Electricians) who are eligible for promotion to the rank of HC(C) and HC (Electricians) as per the procedure laid down in this regard.
- iv. He will transfer of HCs and PCs(C), (Electricians) within his jurisdiction. He will ensure condemnation of the un-serviceable kit articles of the staff and un-serviceable Radio spares within his jurisdiction subject to monetary limits prescribed.
- v. He will conduct verification of the stores of Deputy Superintendents of Police Communications and carry out the test check of stores of Inspector of Police

Communications at the time of Inspection and would ensure maintenance of duplicate personal files of Inspectors of Police Communications and original personal files of SIs of Police Communications and Crypto.

- vi. He will sanction rewards as per rules and will sanction EL, sick leave etc, to all ranks from police constable communications to SIs (Communications) and Crypto except Inspector of Police Communications and DSP(C) within his jurisdiction.
- vii. Verification of all the Service Rolls/Books under his charge will be done by him on regular basis.
- viii. Inspection of the offices of DSP(C) under his jurisdiction will be conducted once in a year and inspection of the office and workshop of Inspectors of Police (Communications) and all HF Radio Stations once in 2 years. Visit to all the VHF Radio Stations under his jurisdiction by rotation will be made once in 3 years.
- ix. He will send monthly and other reports to the Director Police Communications through the Addl. DPC as prescribed.
- x. He would organize and ensure efficient management of communications system and coordination with local police during all-important occasions like VVIP visits and other occasions and emergencies and will attend to such other duties assigned by the Addl. Director, Police Communications and Director, Police Communications from time to time.

**D. Duties and responsibilities of Add. SP/DSP communication.**

229. His important duties and responsibilities will be following:

- i. Be responsible for the efficient administration, security of all establishments and information handled and efficient and smooth functioning of all Communication Networks, Repeater stations, Radio workshops and Head quarters sections under his charge. He shall also deal with the Communication irregularities of stations under his charge.

- ii. Be responsible for ensuring efficient maintenance of equipment in the Radio stations and Head quarters section under his jurisdiction, he shall also scrutinize the District job extracts and would dispose them promptly.
- iii. Supervise the work of Inspectors of Police (Communications) and other staff working in his jurisdiction.
- iv. Inspect all HF Radio stations and connected Head quarters VHF Radio stations, Repeater stations, Radio workshop and Offices of the Inspectors of Police (Communications) in his jurisdiction once in a year.
- v. Visit as many VHF stations as possible in his jurisdiction during the Inspection tours.
- vi. Physically verify all Government Property and Stores transactions at various Radio stations and Head quarters section under his jurisdiction during the Inspections.
- vii. Attend to Stores audit work as ordered by Director, Police Communications.
- viii. Maintain good liaison with the Local Police Officers and BSNL officials.
- ix. Submit monthly report to the Director, Police Communications through the concerned SP(C) and the Addl. Director, Police Communications.
- x. Attend to such other duties as may be assigned by the SP(C), Addl. Director, Police Communications and Director Police Communications.

### **Duties and Responsibilities of the Sub-Ordinate Executive Police Officers**

230. The duties and responsibilities of Inspector of Police Communication, technical wing, stores, State Radio maintenance Centre, mass communication control, crypto, headquarters, training, planning and development and other inspectors working under any other designation will be as per the orders and work assignment detailed by the Director/Addl. Director telecommunication and SP wireless/communication.

230.1 Duties and responsibilities of the other executive police officers like SIs, ASIs, Head Constables and Constables serving in the various wings, branches and sections of police wireless under whatever designation will be in accordance with the order and description made by the Chief of Police Wireless and other officers on the basis of powers delegated to them by him.

### **Personnel Management of the Police Wireless Department**

231. In the light of nature, duties, functions and role of the police wireless department, the personnel parameters like recruitment, training, promotion and other service conditions will be governed by the various rules, orders, circulars and standing orders specifically and separately issued by the government, DGP and the head of the department of the wireless organization from time to time. Since the nature of police wireless organization is of specific, special and technical nature separate recruitment and promotion rules should be formulated keeping in view the special requirements of the police wireless operations and functioning. Likewise, separate training schools and various training courses should be established and formulated in accordance with the special and technical professional training needs of the department. Similarly, various other administrative parameters pertaining to subjects and issues like rewards and punishments, transfers, inspections etc., should also be separately formulated. Keeping in view the special coordination contexts and regular interaction situations required maintaining contacts with the civil police and other units', specific guidelines in this regard should be formulated.

### **Message Writing Instructions**

232. The officers entitled to use Police Communications Network should send only the messages pertaining to Law & Order, crime prevention, investigation, prosecution and all connected matters therewith. Messages about natural calamities, accidents and missing of persons, women or children, dissemination of information or criminal intelligence also come within the purview of Law & Order, for the purposes of use of the Radio Grid. The communication staff has instructions not to accept any messages, which does not relate to the above. A detailed list of subjects, pertaining to L&O, semi Law & Order etc. on which messages are to be originated should be spelt only by the authorized officer.

232.1 Radio messages should be treated on a par with telegrams, and messages conveying information, which could normally go by post, should be avoided. Messages must be written

legibly/type written in the standard police message form. Oral and casual instructions to operators, for transmitting messages, should be avoided.

232.2 Messages should not be communicated by telephone to the operating staff for transmission over the grid. However, messages may be conveyed over telephone in case of any emergency followed by a written confirmation.

232.3 Normally, each message should be sent in duplicate to the Radio station, one copy of which will be retained in the Radio station and the other returned to the sender with acknowledgement. In case of messages addressed to more than one authority the number of copies required would be the number of nets on which the messages have to be transmitted plus an office copy to be returned to the sender with acknowledgement. The officer-in-charge of the Radio station should be consulted as to the number of copies required for transmission to multiple addressees. This will avoid delay, in as much as no time would be wasted in the Radio station in making out copies of the messages for transmission by different nets.

232.4 The following instructions should be borne in mind while writing up messages.

- i. **Address to:** Designation of the official and/or name of the department along with the name of the Station should be inserted here. If approved abbreviated addresses are available, they should invariably be used. Under no circumstances should titles, prefix or suffix be used.
- ii. **Address for information (Info):** If the message is also required to be sent to any authority other than the addressee for information only, the name or designation of the official or the name of department together with the name of the station should be inserted in this space. Approved abbreviated addressees, if available should be used.
- iii. **Address from(FROM):** Name and/ or Designation of the official or name of the Department of the originator along with the name of the station should be entered here. If approved abbreviation is available it should be used.
- iv. **Originator's Number:** The originator should enter his reference number of the correspondence.
- v. **Date:** The date on which the message is originated should be entered in this space. The date may be written in figures separated by slashes only for example the 23<sup>rd</sup> of March 2002 will be written as 23/03/2002.

- vi. **In Reply to:** The reference of the correspondence to which the message is in reply should be entered in this space. This eliminates use of common preamble in a letter. Example: "Reference is invited to your No....." or "With reference to (abbreviated designation) No.....".
- vii. **Dated:** The Date of reference shown in (vi) above namely "IN REPLY TO" should be entered in this space. It should be written only in figures as mentioned above under "date".
- viii. **Text:** Owing to the large volume of traffic handled in a Radio station an unnecessarily lengthy message may cause delay and hold up other messages in the grid. It is essential to combine brevity with intelligibility. Before writing a message, consideration should be given to the contents carefully. The text should then be couched as briefly as possible in telegraphic language. The use of words like "Please", "Kindly", "Would be grateful" must be eliminated. Omission of these words in a Radio message does not imply lack of courtesy.
- ix. **The following punctuation signs only must be used:** Full stop should be written within a circle, whether by hand or by type written, e.g. (.). No full stop is required at the end of the text. While Comma (,); Inverted Commas (" "); Hyphen (-); Oblique or Stroke or bar (/); Brackets (); Decimal point (.) and Apostrophe (') should be written in the same way as in ordinary writing. Apart from the above signs, no punctuation or mathematical signs should be written and care must be taken to ensure that their omission does not alter the sense of the message. On no account should the text contain tabular statements, as they cannot be transmitted by Radio.
- x. **Priority:** If it is desired that a message should be transmitted more expeditiously than as ordinary message the degree of priority should be entered in this space. The categories of priority available and their use are given in the succeeding order.
- xi. **Originator's signature and designation:** The originator should affix his signature and designation in this space signifying that he has approved the contents of the message including the priority classification, if any, and authorized its transmission by Radio. Messages not signed by an authorized person will not be accepted for transmission by Radio.
- xii. **Time of origin (TOO):** The time (in figures) at which the originator signs a message should be inserted in this space. The first two figures indicate the hours and the next two, the minutes. Thus, five minute past six O' clock in the morning is written as

0605. The Abbreviation Hrs., should not be used. In all cases "Time Of Origin" (TOO) must be entered by the originator.

- xiii. The remaining spaces in the message form are for the use of the wireless staff only and the Originator should write nothing.

### **Classification of Messages**

233. As all Radio transmissions are subject to interception by any person possessing a receiver, there is no security attached to the transmission of a message by Radio. Originators must therefore ensure that, if the contents of a message are of classified nature, the procedure elaborated in the succeeding paragraphs is followed. Following will be security classifications:

- a) Top Secret (Top Sec)
- b) Secret (Secret)
- c) Confidential (Confid.)

- a) **Top Secret:** Messages containing information of such vital nature that, for reasons of national security, it must not be disclosed to any one for whom it is not essential to have knowledge of it for the performance of his duty, and unauthorized disclosure of which would cause "**Exceptionally grave damage to the Nation**". This category is reserved for the Nation's closest Secrets and is used with great reserve.
- b) **Secret:** Messages, the unauthorized disclosure of which would endanger national or internal security, cause serious injury to the interests or prestige of the nation or serious embarrassment to the Government, or would be of great advantage to a foreign nation. This classification should be used for highly important matters and is the highest classification ordinarily used.
- c) **Confidential:** Messages, the unauthorized disclosure of which, while not endangering the national security, would be prejudicial to the interests of the nation, any Government activity or individual or would cause administrative embarrassment or difficulty or be of advantage to a foreign nation. Most matters will on popular analysis be not higher than "**Confidential**".



233.1 **All Top Secret/Secret and Confidential** messages will have to be encrypted and as such they should be sent in double envelopes to the signal office/Radio station. The inner envelope containing the classified message should be properly sealed, and should invariably be a new one while the outer envelope may bear an economy slip. The inner envelope should be marked with the Security classification i.e., **Top Secret/Secret/Confidential** together with appropriate priority. The outer envelope should bear only the address of the signal office/Radio station and will not have the Security classification of the contents marked on it. However, the outer envelope should clearly indicate that, it is a message for transmission by Police Radio and should also bear its priority. The Security classification should invariably be entered at the proper space in the Message form, before it is sealed.

233.2 Two skeleton copies of the message should also be attached to the sealed envelope containing a classified message. The skeleton copies will contain all details except the text of the message.

233.3 The person on duty in the Radio station will give a receipt of the message to the originator on one of the Skeleton copies with 'Paraphrase warning stamp' or 'OTP stamp' the paraphrase warning stamp makes it incumbent on the originator not to transmit the message without being paraphrased or to distribute the copies of the same to any unauthorized person. 'OTP stamp' imposes no such restriction on the Originator.

233.4 A classified message should be sent to the Signal office through dependable couriers with utmost care and caution.

233.5 While originating a classified message, the Originator has the responsibility of determining whether a Radiogram is necessary or a letter or other form of communication would serve the purpose. He should grade the message appropriately. A Radiogram is given security classification according to the subject matter contained therein. It must be remembered that over grading of message is as harmful to security as under grading. Priority should be determined by the subject matter and the time factor involved in transmission and for action required to be taken by the addressee. Priority higher than what is absolutely necessary should not be given. Judicious use of priorities will assist the clearance of really

urgent messages in time. The text and the address should be expressed correctly avoiding verbosity.

233.6 A Message, which has to be converted into a Cryptogram, has to be edited carefully, the principles involved being clarity, brevity, accuracy and security. Conversion of Radiogram into Cryptogram and transmission is a very tedious process. It also takes considerable time to handle such messages. It is, therefore, imperative that, only such classified messages should be sent over Police Radio for transmission, which cannot be cleared by other means of communication. The Originators should also be prepared for the consequent delays that take place in the process of encryption/decryption.

### **Use of Priorities**

234. Normally, messages are cleared according to the serial order of their receipt at a Radio station. However, to ensure faster clearance, the messages are given priorities (a) CRASH (b) MOST IMMEDIATE (c) IMMEDIATE (d) ORDINARY, according to the urgency and importance of the message.

- (a) **Crash:** When a message of this priority is received, communication on all concerned channels is suspended forthwith to clear the message. This priority is restricted to extreme emergencies and should, therefore, be resorted to, only in very exceptional circumstances. This priority must be used when interruption of other urgent traffic is justified. This priority is to be used where the recipient has to take immediate action to save human lives or to prevent damage to valuable property or immediate apprehension of criminals. All persons authorized to use the grid may use this priority- only in very grave emergencies.
- (b) **Most Immediate:** This priority is restricted to messages conveying information or instructions relating to natural calamities, disturbances, (communal, anti-social and political), strikes, accidents, riots, murder security measures, criminal information and important movements of the police, which in the opinion of the Originator, should reach the addressee immediately.
- (c) **Immediate:** This is restricted to messages conveying important information relating to law & order and crime for immediate attention and action, for instance, information regarding probability of strikes, disturbances or any

other upheaval, movements of high Government officials dealing with law & order, political leaders, agitators and dangerous criminals.

- (d) **Ordinary:** This category is used for messages of routine nature, which do not come under any of the above categories, but are connected with law & order and crime, which are urgent enough to justify the use of Radio network.

234.1 The instances mentioned are not exhaustive but only illustrative. The Originator should consider each case and assign the minimum priority compatible with the requirement. However, with a view to ensure the correct priorities, the specified officers only are authorized to use the priorities

234.2 Only the minimum priority compatible with the circumstances of the case should be used, and if an officer is authorized to use a particular priority, it does not imply, he should use that priority in respect of all messages originated by him. Officers may use higher priorities, which they are not normally permitted in exceptional cases, if it justifies such use.

234.3 The working schedule of District H.F. link is limited and also the reliability of communication depends upon the climatic conditions. All officers shall be strictly instructed not to originate messages on routine matters. All unit officers should see that there is no mechanical repetition of messages received from Chief Office or DGP or other senior officers. They should study the messages and take appropriate action and communicate only those, which are required to be communicated for the requisite compliance.

### **Schedule of Working Hours**

235. The Main Police Communication Network, linking various district headquarters to the State Police Head quarters should work from 0800 to 2200 hours on all days of the week. The Communication networks linking sub-divisional and Circle Hqrs., stations to the concerned District Head Quarters should work from 0700 to 1200 Hrs and 1500 to 2000 Hrs, on all days of the week. All the Communications Networks will work extended hours whenever required. They will also work round-the-clock, in times of emergency.

### **Radio Telephony**

236. All Police Stations and officers up to the rank of Inspectors should be provided with VHF communication facility for quick exchange of information related to Law & Order,

crime prevention and investigation, extremist activities and anti-smuggling operations etc., with the following Radio equipment.

- A. **VHF Static Station:** Consists of VHF set, 12V battery, float charger and G.P. antenna supported by a mast.
- B. **Mobile Station:** Consists of VHF set, 12V battery and a whip antenna
- C. **Handheld set:** Consists of a VHF Transreceiver with Ni-Cd battery and helical antenna.

236.1 The SHO of PS is responsible for the safe custody of the static station equipment. The officer to whom a mobile station or a hand held set is provided is responsible for its safe custody. The Inspector of Police Communications is responsible for accounting and or carrying out repairs of the equipment.

236.2 The working schedule for VHF station should be from 0600 hrs to 2200 Hrs continuously depending on local requirements. They may also work extended hours or round-the-clock, if needed.

236.3 The Constables provided by the SHO should operate the static station. The SHO should respond to the calls whenever he is present in the station. Officers should respond from the mobile/handheld sets whenever they are called. They should be well conversant with the handling and maintenance of equipment. They have to ensure daily maintenance of equipment. If any defect is noticed, they should inform to the Control station as well as Inspector Communications. They should pursue the matter with Inspector Communications till the technical staff rectifies the defect.

236.4 Officers provided with Mobile/Handheld VHF sets send their batteries to the nearby HF station for charging and ensure that no communication breakdown occurs due to discharged battery.

236.5 Every care should be taken to protect the VHF equipment. In case it is lost or damaged it should be immediately reported to the concerned Communication Officer.

Equipment should always be safeguarded from drenching in rainy season. Untrained and unauthorized persons should not be allowed to handle the set and set should be used only for official conversation.

### **Radio Telephony Procedure**

237. While making conversation on radiotelephony one should listen carefully before transmission and ensure prompt and intelligent reply to the calls while observing grid discipline and obtain permission from the Control station to contact any other station in the grid.

237.1 The pressal switch should not be pressed more than one minute and hand set should not be pulled and the calls should be constructed in the sequence i.e. call sign of the station called phrase. From and call sign of the station calling example while transmitting operator should always bear in mind the rhythm, speed, volume and pitch (RSVP) to ensure maximum intelligibility? Figures and difficult words should be repeated using phrase **I say again.** Phonetic alphabets must be used to spell out a word-using phrase **I spell.**

### **Phonetic Alphabets**

A	Alfa	B	Bravo	C	Charlie
D	Delta	E	Echo	F	Foxtrot
G	Golf	H	Hotel	I	India
J	Juliet	K	Kilo	L	Lima
M	Mike	N	November	O	Oscar
P	Papa	Q	Quebec	R	Romeo
S	Sierra	T	Tango	U	Uniform
V	Victor	W	Whisky	X	X-Ray
Y	Yankee	Z	Zulu		

### **Standard Phrases**

O.K.	Correct/Agreed
Out	My Transmission Ended
Out To You	Finished With You And No Reply Expected From You
Over	Ended My Transmission and expect Transmission From You

Report Signals	Report My Signal Strength/Readability
Roger	Message Received.
Wait Out	Wait For Next Transmission To Respond
Wilco	Message Received, Will Be Complied With

### **Record to be Maintained**

238. Following registers, files, forms and formats are required to be maintained by various wireless units, particularly the Radio stations.

1. In and out message registers
2. Gazetted officer's visiting book
3. Non-Gazetted Officer's book
4. Message Delivery book
5. Duty roster
6. Government property register
7. Attendance register
8. History sheets for batteries, battery chargers, clock etc.
9. List of fixed police radio stations in India (to be kept under lock and key)
10. Registers for petrol, oil, distilled water, kerosene etc.
11. Radio station log
12. Cashbook
13. Government property register and distribution register
14. Casual leave register
15. Communication irregularity register
16. VHF communication breakdown register
17. Hot line breaks down register
18. Minor punishment register
19. Railway and Bus warrant books
20. Long leave register
21. Stock registers for technical stores, stationery etc.
22. Personal records of operators
23. Distribution register for distilled water
24. Tappal book
25. Job register
26. Police gazette file

27. Contingent bill book
28. History sheet of all equipment.
29. Any other registers, files and charts as prescribed by the Director, Police Communications from time to time.

### **Other Important Aspects:**

239. Some of the other important aspects pertaining to police wireless and telecommunication system are follow:

- A. Location and Protection of Radio Stations
- B. Movements of Radio Stations.
- C. Delivery of Radio Messages.
- D. Use of Police Communication Network in Emergencies.
- E. Inter-State Police Radio Network

#### **A. Location and Protection of Radio Stations**

240. All the fixed Radio stations should be located in the DPO, Reserve Police Hqrs., or in Police stations, establishments where guards are available. The Mobile Radio Stations, when taken by officers on tour, should also be located at such places where guard is available, and if not possible, in the building premises where the officer using the Mobile station, is camping. No other locations are permissible. Radio installations should be treated as vital and protected areas and their security is the responsibility of the SP and CPs concerned.

#### **B. Movements of Radio Stations**

241. A fixed Radio Station cannot be shifted normally. In case of any emergency, it can be shifted on the orders of the Director, Police Communications/Director General of Police. This requires the approval of Ministry of Communications Government of India as per the Licensing conditions.

#### **C. Delivery of Radio Messages**

242. At the State Police Head Quarters, cycle or foot messengers will deliver Radio Messages intended for officers located near the Master Communication Control station. Motorcycle messengers will deliver messages meant for officers, who are far away. In the districts, the District Superintendents of Police/Commissioners of Police, will provide motor cycle/cycle/foot messengers, preferably 3 or 4 for Zonal Head quarters, 2 or 3 for District

Head quarters and one for each sub division/Circle Head Quarters station to enable prompt delivery of messages. They will also provide messengers for Mobile radio stations installed in their jurisdictions.

#### **D. Use of Police Communication Network in Emergencies**

243. The Police Communication Network should be normally employed only for the transmission of messages pertaining to matters as defined by the authorities from time to time. In times of anticipated emergencies, the prior approval of the Ministry of Communication, Government of India, should be obtained through the Directorate of Coordination, Police Wireless, New Delhi, for the use of Police Communication network for the purposes other than those, for which the Police Radio station are licensed. But in times of sudden emergency, like floods, cyclones and other such natural calamities the Chief Secretary to the State Government can authorize the use of Police Communication network for passing messages pertaining to those events in anticipation of the sanction of the Government of India. The post-facto sanction of the Ministry of Communication, Government of India should however be obtained, as quickly as possible, preferably within 24 hours. Such sanction may even be obtained over the Police Wireless in case the Posts and Telegraph channels go out of commission, due to disturbances.

#### **E. Inter-State Police Radio Network**

244. This service will be utilized by all Police Officers, District Collectors and Secretaries to the Government, for the transmission of messages pertaining to all Police matters particularly crime prevention, investigation, Law & Order and Security matters. Through the State capitals the messages could be passed to all places provided with Radio Stations in the various states. The Police Communications networks in other states and the National capital are to be utilized for fast, reliable and secure communication and interchange of information including that relating to crime and criminals.

#### **Officers Authorized to use Wireless Facilities**

245. Only the authorized persons can use the wireless communication facilities. The State Government, DGP and DPC will issue instructions in this regard and would be authorized to issue modifications as and when required. No person, except the ones, who are included in such lists, should be allowed to make use of wireless facility.



## **Role and Duty of District Superintendent of Police**

246. The police wireless organization is an independent unit of the police department and it functions to facilitate the working and communication among the various police and other units. The wireless stations, therefore, are stationed at various places in the jurisdiction of the concerned police district. The district superintendent police exercises immediate command, control and supervision over the wireless staff and stations situated in his jurisdiction.

246.1 The district SP performs these functions: drawl of pay and allowances and TA of the district Wireless personnel, grant increments, pay the electricity bills and provide contingent grant to the Wireless stations for meeting the expenditure towards the purchase of distilled water, etc., supply petrol and oil to the Wireless stations; issue LPC and transmit service records of the Wireless personnel transferred from the district, sanction casual leave to the Wireless personnel, supply stationery articles required for Wireless stations, supply furniture required for wireless stations, provide suitable accommodation for the location of the Wireless Station, provide Police transport for mobile Wireless stations, supervise the proper functioning of the Wireless stations and the work of the Wireless personnel and report to the Superintendent of Police, Wireless, cases of irregularities for taking necessary action.

## **Railway Police**

### **Introduction**

247. Indian Railways play a significant role in the various national, social and economic aspects of our country. People accept and use them as important mode of transportation. They are used as popular, convenient and economical mode of transporting human beings and goods of various types from one place to another. However, the Indian Railways are susceptible to crime situations and may be affected by law and order and disorders of various kinds. This has necessitated introduction of some security system to protect the railways from the attacks of criminals, anti-social elements and saboteurs. The Railway Police plays an important role in this regard.

### **Organization and Structure of Railway Police**

248. The Railway Police is a branch of the general police force of the State and is, therefore, subject to the various orders, instructions and rules, which are applicable to the personnel of State police organization. Like civil police, the Railway Police is also structured at the apex, district and field formation levels. An officer of the rank of Additional DGP/IGP, who is an integral part of the Police Headquarter, heads the Railway Police organization. The Railway Police organization in a State may be divided in one or more districts as per the requirements and workload. The Railway Police district is further divided into various units like circles, police stations and OPs like the civil police. The jurisdiction of Railway Police extends to the Railway limits defined for this purpose.

### **Role, Functions and Duties**

249. The overall role of the Railway Police is to prevent, detect and investigate crimes committed in their jurisdiction, maintained order, collect and communicate criminal intelligence and apprehend the wanted persons within their jurisdiction. Broadly speaking the functions and duties of the Railway Police can be divided into two categories:

- a) Prevention, registration, investigation and detection of crimes.
- b) Maintenance of order

**a) Prevention, registration, investigation and detection of crimes.**

- i. This would include registration of cognizable cases, arrest of suspects, criminal and absconders, detection and investigation of cognizable offences within the jurisdiction of the Railway Police.
- ii. Inquiry and report under Section 132 of the Indian Railways Act.
- iii. The prosecution of cognizable offences under IPC, Railway Act and other Acts wherever applicable.
- iv. The reporting of all instances of illegal activities including fraud on the part of railway subordinates and others.
- v. Travelling in trains where VIPs and other selected officer's travel to watch out for suspicious persons.
- vi. Coordination with civil police to minimize crimes in the jurisdiction of Railway Police.
- vii. Collection, and communication of criminal intelligence, interception and arrest of wanted persons.

**b) Maintenance of order**

- i. Control of passenger traffic inside the station premises, more particularly on the platforms, in the booking offices, waiting halls and at the entrance and exit gates, and wherever specially required on emergencies by the station officials, the control of vehicular and other traffic in the station compound, the maintenance of order in standing passenger trains, prevention of overcrowding, etc, and watching loaded passenger trains when standing in stations.
- ii. The arrest of those found committing nuisances or suffering from infectious diseases and keeping the station premises clear of idlers and beggars.
- iii. The examination of all empty carriages on arrival at terminal stations for property left behind by passengers.
- iv. Removal of bodies of persons dying in the trains and in station premises and conveyance of sick passengers to hospital.
- v. Communicate information of any agitation likely to obstruct movement of trains, destruction of Railway property or installations to local police and help them to maintain law and order.

## **Organization of the Railway Police Station**

250. The Railway Police Station is divided into the following two sections:

- a) The Traveling and the Detective Staff.
- b) The platform staff

### **a) The Traveling and the Detective Staff.**

250.1 The role and duties of the traveling and detective staff can be discussed under the following heads:

- i. Beats of the Traveling Staff.
- ii. Organization of train beats and station patrols.
- iii. Duties of beat constables.
- iv. Mufti constables.

#### **i. Beats of the Traveling Staff.**

251. A travelling constable's beat consists of the train by which he travels from his station over a prescribed length of line and the train by which he returns to his station. The serial numbers, of the trains, which form a beat, should be entered in the Duty Roster. Beat constables should report themselves at the Railway Police Station and Outposts en route and at the termination of their beats. In all the Railway Police Stations and Outposts, there will be a point book and the beat constables should sign in this book after their reporting at the station or outpost noting therein the train number, the date and also their numbers. Beat constable on trains proceeding beyond the State to the other States will be relieved at the points indicated by the authorized officer, in consultation with his counter-parts of the neighboring States.

#### **ii. Organization of train beats and station patrols.**

252. There are certain obvious handicaps and difficulties in the detection of railway offences. Offences committed in trains are, as a rule, discovered by victims many miles from the place of their occurrence and the investigator, too, has generally no means of ascertaining the exact scene. Furthermore, Railway Police Officers, whose jurisdictions are confined to railway premises, have often to carry on investigations in places where their local knowledge is limited and their local influence negligible. This explains why practically all offences detected in the Railway Police districts are those in which culprits are caught red-handed.

252.1 The effective way of combating crime on railways is to use preventive methods, such as efficient beats and patrols, aimed on the one hand, at deterring criminals from operating in trains and railway station premises, and enhancing the probability of their being caught red-handed in the event of their committing crime on the other.

252.2 Train beats and station patrols should, therefore, be organized with due regard to crime position in the jurisdiction of each Railway Police Station. The senior police officers should during their monthly visits to stations must see that beats are well organized. The Superintendent of Police, Railways must to see that train beats are organized in a systematic manner, operated regularly and checked frequently. In this connection, it should be remembered that the bulk of the crime on railways consists of thefts in running passenger trains, thefts on platforms, in passengers' waiting rooms and stationary trains, thefts on running goods trains, thefts from goods sheds and stationary wagons and thefts of railway materials.

252.3 Thefts in running passenger trains are generally committed by persons who board the train at one station and escape at another, having committed one or more thefts in between. Such offences are mostly committed at night. If constables on platform and train beat duties are alert, it should not be difficult to prevent and detect such offences, particularly by old offenders known to the police. It is the primary duty of the constables on beat duty to keep a keen lookout for suspicious strangers and known registered criminals visiting railway stations and travelling by trains. It is, of course, important that beat constables should be able to identify by sight all old offenders who had committed railway offences in the past. When they come across old offenders or suspicious strangers in trains or station premises, they should interrogate them as to the purpose of their journey or visits, as the case may be, and if they are not able to give satisfactory account of their movements or articles in their possession, they should be arrested under Section 41 of the Code of Criminal Procedure, and sent up for remand. This will help to combat thefts not only in running trains but also on platform and in passenger's waiting rooms and stationary trains.

252.4 In order to prevent thefts on platforms, in passengers' waiting rooms and stationary trains, there should be beats covering station premises for about half an hour before the arrival and half an hour after the departure of every passenger train. At stations where there are night or early morning trains, there should be patrols throughout the night, as passengers

may come to the station in the early hours of the night and sleep there. It is not, however, the intention that there should be a beat in every station. Thefts in passenger sheds, stationary trains and on platforms generally occur only at certain important stations. A study of the past crime will show which the stations that require platform and passengers' waiting room beats. Platform beats should not be served throughout the day and night as a general rule, as this obviously involves avoidable waste of manpower.

252.5 The only effective method of preventing thefts from running goods trains is by the provision of armed guards to goods trains at night in sectors where such offences are common. But, the provision of armed guards on such trains is the responsibility of the Railway Protection Force, and the Railway Police will undertake this work only under exceptional circumstances.

252.6 Thefts from goods sheds and stationary wagons can be prevented by efficient police patrols. At important stations where there will be wagons stabled in large numbers, there should be such patrols throughout the day and night. But, in other places, constables on platform duty should be able to look after goods sheds and stationary wagons also.

252.7 Police should maintain a general vigilance in regard to railway materials. But, if train, yard and platform beats are efficiently performed, thefts of railway materials can be automatically controlled.

252.8 Police constable should be detailed for travelling duty by rotation and kept on beat duty for a month at a time. The travelling staff should be kept up to strength even at the expense, if necessary, of the platform staff. The SP Railways will make transfers from and posting to the travelling staff. Police constables of the travelling staff, as a rule are to be exempt from travelling every third day, when they will perform platform duty, if not otherwise detail.

**iii. Duties of beat constables.**

253. Beat constables should always wear uniform. At every station, they should meet the Station Master and ask whether he wishes to make any report or complaint and obtain his initials in the beat book. When time admits, they will walk from end to end of the train making observations. At important specified stations where there are point books, the beat constables should sign in the point books noting therein the train number, the date and also

their metal numbers and police station. They should also note in their beat books the page number and line number of the point book where they have signed. On returning from the beat, they will return the beat books to the officer-in-charge of the station.

253.1 As an additional precaution, the railway train guard should be required to inform the travelling beat constables by writing in his beat book the train number, date and number of each carriage in which accommodation is reserved for women only, particularly when women passengers travel alone. The beat constables should obtain signature or initials of the train guard for this entry. The beat constable will be required to search the off-sides and the underneath of the compartments and to maintain a watch at each stopping place particularly at the time of the departure of the train to ensure that no one is travelling on foot boards or couplings. Whether these duties would require an increase in strength will be determined by the circumstances then existing. Both the train guard and the travelling beat constable should be held responsible for carrying out this order.

**iv. Mufti constables.**

254. In addition to beat constables, constables in mufti may be employed to travel by train on detective duty, such as shadowing suspects. The Railway Police are not responsible for watch and ward duties but they should patrol station yards and goods sheds when criminals are suspected to be operating, and there is reason to believe that unreported thefts are being committed.

**b) The platform staff**

255. The chief duties of the platform staff are: maintenance of order at the railway station and watching of suspicious characters when trains with passengers are halting. Where there is sufficient staff, the platform from the point of view of police duties will be divided into various sectors and the police staff will perform their duties in their specific sectors while keeping contact with the staff of adjoining sectors. Duty rosters will be maintained for the staff and requisite entries and instructions will be mentioned therein. The Railway Stations, which are manned by two constables, one of them will stand at the gate and observe and keep a watch on the passengers movements and the other one will keep a watch on the train and its various carriages to prevent any criminal or any other unwarranted happening and movements of the people.

## **Work Procedure**

256. Police Stations, Outposts, Investigation Units should be located on the platform of the main Railway Station building at a convenient spot. The office accommodation for supervisory officers should be provided near the Railway Stations. The Police Stations, Investigation Units and supervisory officer should be linked with Railway Communication Network.

256.1 For on the spot registration of cases, arrests of accused, and for taking up investigation immediately, where possible, mobile police stations should be arranged. In the absence of such arrangements, facility must be provided to receive reports and pass on to the nearest Railway Police Station. Mobile Police station can be arranged in all important passenger trains with sufficient staff including beat patrols.

256.2 All cognizable cases, serious losses of property, all offences falling under Section 126 of the Indian Railways Act, 1890 (Act IX of 1890), and other important occurrences reported at the outside railway stations should be communicated at once to the Station House Officers of the concerned Railway Police Stations and also to the nearest District Police Station and to the Superintendent of Police, Railways, by the senior member of the platform staff or the beat constable. The descriptive particulars of the property should also be communicated to all railway police stations on the line and connecting lines. When the Station House Officer is absent from his headquarters, all reports of the above nature received in the station should be telegraphed to him. Station House Officers should telegraph serious cases and occurrences to the Circle Inspector/Sub-Divisional Police Officer and the Superintendent of Police, Railways. Likewise, the Circle Inspector should communicate to the Sub-Divisional Police Officer and to the Superintendent of Police, Railways, of any information, which he considers should be reported.

256.3 All grave crimes and offences under Sections 126, 127, 128 and 129 of the Indian Railways Act, 1890 (Act IX of 1890) and strikes or attempted strikes of railway employees should also be communicated to the District Magistrate concerned, followed by an express report.



256.4 As regards offences under Section 128 of the Railways Act, they may be treated as minor acts and no report need be sent. However, offences under Sections 127 and 128 of the Railways Act committed by any political party or in an organised manner with a motive to wreck the train and thus cause damage or hurt to a train or person should be reported to the Director General and ADG immediately by wireless, followed by detailed reports, in addition to reports being sent to the concerned officers.

256.5 For communication apart from telephones, telegrams also could be used. Telegrams concerning Railway cases should be sent on railway service and other telegrams as State message. Where there is a Police Wireless Station report should be sent by wireless and not by telegrams.

256.6 The superior officer should at once proceed to the scene of occurrence and conduct the investigation on receiving the report of any case coming under Section 126 of the Indian Railways Act, 1890 (Act IX of 1890), which involves danger to human life. He should also send a copy of the report of his investigation to the District Magistrate concerned. Such cases must be very thoroughly investigated with the co-operation of the district police.

256.7 In the matter of complaints or information reported by railway officials by telegram, the telegram should be confirmed by a further report in writing. On receipt of a report from a railway official which appears to show that cognizable offence has been committed, the Station House Officer will at once send a First Information Report and proceed to make an investigation according to the Criminal Procedure Code.

### **Shortages and Lost Property**

257. The police should not register information of shortages or of the loss or missing of property as crimes, or proceed to make an investigation according to the Criminal Procedure Code upon such information, unless there is reasonable suspicion that a cognizable offence has been committed in connection with the loss of the articles. They should, however, register such information in the Station House Diary and take whatever steps can, to trace the missing articles.

257.1 In order to ensure that proper steps have been taken to trace missing articles, a register in the Form will be maintained in Railway Police Stations, entries being made immediately on receipt of the information about the loss or shortage.

257.2 Separate entries, either in separate registers or in different parts of a common register, will be made for shortage or loss of goods or parcels, shortage or loss of railway materials, loss of property of passengers. Entries will clearly distinguish whether the shortage or loss occurred in a stationary wagon, a wagon in transit or from a transshipment shed or platform. When making entries in the register, care should be taken to note whether a report against any railway official was sent to the railway authorities and the action taken by them thereon.

257.3 Station House Officer can himself dispose of any case of shortage or loss amounting to a maximum of Rs. 100. The orders of the Circle Inspector should be obtained where the value exceeds Rs. 100 but is within Rs. 500. In other cases, the orders of the superior Police Officer should be obtained.

257.4 Particular attention will be paid by inspecting officers to the action taken and enquiries made by the Station House Officer in regard to such shortages and losses. The register will also include reports, which the Station House Officer transfers to another jurisdiction. He should state his reason for such action and his Circle Inspector should ratify this.

### **Nuisances and Petty Thefts**

258. The Railway Police must deal with all nuisances committed within the railway limits. Care must be exercised in the matter of refusing to investigate petty thefts on the ground of the small value of the articles stolen. The theft of an important piece of mechanism, though of small intrinsic value, may amount to a grave offence under the Railways Act.

### **Entering Upon Investigation**

259. The Railway Police are bound to investigate all crimes and occurrences, which the police are required by the Criminal Procedure Code to investigate.

259.1 The superior officer should at once proceed to the scene of occurrence and conduct the investigation on receiving the report of any case coming under Section 126 of the Indian Railways Act, 1890 (Act IX of 1890), which involves danger to human life. He should also

send a copy of the report of his investigation to the District Magistrate concerned. Such cases must be very thoroughly investigated with the co-operation of the district police.

### **Inquest Report and disposal of Dead Bodies**

260. In cases of death (whether by railway accident or otherwise), within railway limits, in which an investigation is held under Section 174 of the Criminal Procedure Code, an extract of the investigation reports in the Form will be forwarded to the District Engineer, in all cases, and the District Traffic Superintendent also, in cases occurring within the limits of a railway station. In the event of the investigation having been held by the District Police, a copy of the report will be obtained from them and forwarded to the railway officials concerned.

260.1 The Railway Police should take steps to hand over the body of any person who has been killed or has died within railway limits to the relatives or failing them, to any friend of the deceased, or, if for any reason, that is not possible, to the member of any society or institution willing to perform the last rites for such person; and if none of these agencies undertake the task, the Railway Police should be responsible for the burial or cremation in a proper manner and in accordance with the nationality and religion of the deceased, the cost being defrayed by the Superintendent of Police, Railways, from his contingent charges.

### **Record in Registers**

261. The Railway Police functions generally on the style and pattern adopted by the civil police, therefore, the record and the registers maintained by the Railway Police Station happened to be similar to the civil police. However, specific registers and records like Station Crime History consisting of crime, occurrences and classification registers, crime charge and general information registers and records should be maintained by each railway stations in the contexts of their specific crime situations.

### **Coordination and Cooperation**

262. Railway Police have to deal with various crimes of continuing and floating nature. The jurisdiction of Railway Police is confined to a limited area and the criminals operating in their jurisdiction stay and run away from their jurisdiction to the areas, which do not fall into their jurisdiction. In addition, they have to work in close association with various other units

like Railways, RPF and other Govt. Departments. These special working conditions and situations require that the Railway Police should maintain effective coordination and close cooperation with these units, particularly with the following ones:

- A. Cooperation and Coordination With District Police
- B. Coordination With Railway Protection Force
- C. Coordination With Railway Administration
- D. Coordination With State Government
- E. Coordination With Neighboring State

**A. Cooperation and Coordination With District Police**

263. Cooperation and coordination with the district police have following contexts:

- i. The Railway Police should assist the local police in arresting escaping offenders, and also informing the movements of criminals.
- ii. In matters of placing obstructions on the line, tearing lines, stone throwing at trains, and the like, the help of the local Police should be promptly sought.
- iii. In the vent of crime being committed in the limits of the local Police, but in the close neighborhood of the Railway, the Railway Police shall take the necessary legal action pending the arrival of the local Police.
- iv. The SRP may require the local Police to take over the entire responsibility for the investigation of a grave crime, such as murder or dacoity, the circumstances of which are of a local nature quite unconnected with the railway, even though the case occurred within the jurisdiction of the Railway Police. On his requisition, the local Police shall at once take over the investigation.
- v. In the event of a strike on the railway the local police will deal with the offence arising out of strike while the Railway police will be performing their normal duties dealing with ordinary offences.
- vi. The Sub-Divisional Police Officers of the local Police should call on the SRP if he is camping in the district and when the DSsRP are on tour they should call on the SsP.
- vii. When a cognizable crime outside the jurisdiction is reported to the SHO of RP Station, he should register and transfer to the local police and take such steps as necessary pending arrival of the local police.

- viii. When the Railway Police and the District Police are on duty together on a railway, as defined in Section 3 of the Indian Railways Act, 1890 (Act IX of 1890), the senior Police Officer present, whether belonging to the Railway Police or to the District Police, will take command of all the police present. If, however, any doubt arises about the relative seniority of the Railway and the District Police Officer, then the Officer of the Railway Police having jurisdiction will take command.

### **B. Coordination With Railway Protection Force**

- i. A SHO of every Railway Police Station shall hold every month a coordination meeting with the officers in charge of the RPF Posts in his jurisdiction to review crime situation and to exchange information for effective control, prevention and detection of crimes and maintenance of law and order in the railway limits. Minutes containing the summary of discussions, information exchanged, decisions taken and follow up action taken on the last meeting shall be drawn up and submitted to the Sub-Divisional Officer with copies to the concerned officers in charge of the RPF Posts.
- ii. The SRP and the SDPOs should hold once in two months such meetings with their counterparts in RPF and draw proceedings and send them to the IGP Railways.

### **C. Coordination With Railway Administration**

264. Coordination meetings should be held at the Railway Divisional level with Divisional Railway Managers and other officers in the manner indicated prescribed in this regard. A zonal level coordination meeting has to be held once in 6 months under the Chairmanship of the General Manager, South Central Railway in which Addl. DGP CID, Addl. DGP L&O, IGP Railways, Superintendents of Railway Police, Chief Security Commissioner, Divisional Railway Managers and Divisional Security Commissioners should participate. All matters concerning crime law and order as also the difficulties and problems may be discussed and appropriate decisions taken. The Chief Security Commissioner of South Central Railway is the convener of this meeting.

92-Sec. Spl./ 200/96, dated 13.7.93 of Railway Board.

#### **D. Coordination With State Government**

265. A Standing Committee with the Chief Secretary to Government as Chairman has been formed to ensure coordinated working of the Railways and the State Government for prevention of crime in Railways. The Committee consists of the Chairman, the Home Secretary, DGP, IGP Railways (Convener), General Managers and Chief Security Commissioners of SCR, SER and SR as members. The Committee meets once in a year preferably in the first quarter of the year. The IGP, Railways shall prepare all items of the agenda and after approval by the Director General of Police circulate the minutes of the meeting and also take follow up action.

G.O. Ms. No. 558, dated 27.9.84 of Home (Pol. D), A P

#### **E. Coordination With Neighboring State**

266. The Railway Police Officers from SHO up to the IGP level in Railways shall meet their counterparts in the neighboring states as often as possible with a view to sort out all problems particularly in relation to prevention and detection of crime and movement of criminals and a relief of beats, escorts and patrols at mutually convenient points.

#### **Accidents on Railways**

267. Under Section 83 of the Indian Railways Act and the rules made by the Government of India under Section 84, the Station Master nearest to the place at which the accident has occurred, or where there is no Station Master, the railway servant in-charge of the section of the railway on which the accident has occurred, is bound to give information about the following accidents without unnecessary delay to the Station House Officer, in whose limits the accident occurred, and to the District Magistrate, the Superintendent of the district concerned and the Superintendent of Police, Railways:

- a) Any accident attended with loss of human life, or with grievous hurt as defined in the Indian Penal Code, or with serious injury to property;
- b) Any collision between trains of which one is a train carrying passengers;
- c) Any derailment of any train carrying passengers or of any part of such a train;
- d) Any accident of a description usually attended with loss of human life or with such grievous hurt as aforesaid or with serious injury to property;
- e) Any accident of any other description which the Central Government may notify in this behalf in the Official Gazette.

267.1 Section 83 of the Indian Railway Act, 1890 (Act IX of 1890), and the rules framed under Section 84 of the said Act apply to accidents on private sidings. Accidents occurring on such sidings should be reported similarly as accident occurring on main lines of railway.

267.2 The duties of the police in connection with accidents on the railways are laid down in rules 28-33 made by the Government of India under Section 84 of the Indian Railway Act. The railway authorities will communicate information of accidents both to the Railway Police and the District Police. The nearest Police Officer should take any action that may be immediately necessary.

267.3 On the occurrence of a serious accident, the Station House Officer of the Railway Police should mobilize the staff of this station and have them taken to the spot. If the staffs of one station are insufficient, the Inspector should mobilize other stations also. The Railway Police should guard the property and help the injured persons. The District Police will also send police parties to the spot to assist the Railway Police in guarding the property and helping the injured. The Inspector in his diary should mention in the Station House Diary and all cases of accident, injury and death occurring on the railway also.

267.4 While the responsibility for preventing accidents at level crossings and elsewhere on the railway rests with the railway servants, Railway Police Officers should, whenever any inquiry discloses the existence of a danger to the public, take steps to bring the fact prominently to the notice of the Station master or higher authority concerned.

267.5 Prosecution should not be launched in cases of accident on the railways, till the receipt of the report of the Government Inspector of Railways. A copy of the findings of the Government Inspector of Railways, as per his final report, will be sent to the Superintendent of Police, Railways, within seven days of its receipt by the General Manager. The Superintendent of Police, Railways, will consider the report and inform the General Manager within seven days, whether or not a prosecution is to be launched.

### **Investigation and Prosecution in Railway Accident**

268. A close examination of the scene gives clues to the cause of accident. The scene must be guarded as far as possible undisturbed to protect from offenders concealing evidence of negligence or other defects. Steps must be taken to restore the track, moving the injured to

hospital, completion of inquests on dead bodies. Presence of sufficient number of Head Constables, ASIs and Sis should be ensured at the spot for holding of Inquest and other activities including investigation.

268.1 Local Police and RP Station should shift injured to hospital if already not done by others. If they are already sent to hospital send either the local Police SI or HC to examine the injured in the hospital and report. Photographer attached with the Investigating Team should take photographs and videograph in the prescribed manner. A small team, particularly those who are good at observation to examine the track on both ends of the scene and sides for some distance to locate the exact spot from where the derailment started should be deputed. If for example nuts and bolts are found lying, collect them and also collect the other nuts and bolts still remaining unfastened or partially unfastened or damaged from near the place where the earlier ones are collected. Also collect control sample of earth. Any pieces of the Engine, wheels, fittings or any object for that matter including ballast pieces, which have any clue, should be collected. It may not be possible to list all items, which may be collected, as it depends on the circumstances of each case.

268.2 Personally go over the whole scene and study the reports being given from time to time by the staff deputed. Set up a camp office near the scene or a convenient place from where Investigation can be directed. The spot should be near the same spot where other senior officers like SRP or IGP, Zonal IGP/DIGP etc. have set up a control center for directing operations. Requisition and ensure Inspection by expert from Forensic Science Laboratory or other expert body through the Director, FSL.

268.3 Examine all witnesses including Railway officials and informant of the accident at the spot by detailing teams if number is too large. The entire Railway staff on the train including the driver and of the neighboring stations should be examined. The local people who first come to the spot should also be examined besides any other relevant witness.

268.4 The damages caused to the track, carriages and the exact scene as it looks from its observation giving distances etc. should be noted and sketch should be drawn up containing IO's observations.



268.5 After the staff deputed on various assignments have given their reports, the scene has been completely examined, Inquests completed, injured sent to hospital and available witnesses examined, clearance should be given for track restoration and clearing of debris. Unlike other cases where there may be some time available, Railway accidents do not admit of any delay in the matter of track restoration except to the extent absolutely necessary. The officers who have been given different assignments may be returned to their other work after they have submitted their reports.

### **Enquiry by Chief Commissioner/Commissioner of Railway Safety**

269. The Commissioner of Railway Safety is the statutory authority according to Chapter 12 of the Railway Act to inquire into the cause of accident. His opinion is in the nature of an expert on the cause of accident just as a PM certificate or MVIs certificate in Motor accidents. It is therefore necessary that SRP/DSRP should furnish full and correct details. The SRP may seek any clarification from the enquiry report since the opinion in the report is vital. Prosecution may be launched only after receiving the Commissioner report.

269.1 A copy of the findings of the Commissioner for Safety will be sent to the Superintendent, Railway Police, within seven days of its receipt by the General Manager. The Superintendent Railway Police, will consider the report and inform the General Manger, within seven days, whether or not a prosecution is to be launched. In considering the report the SP, Railways or SP CID concerned who is entrusted with investigation should ask the team of investigators to go through the report and take their opinion into consideration.

269.2 After investigation is completed the process of consultation with APP/LA should be started and decision taken. The Addl. DGP CID is the authority to pass final orders on the cases of Railway Accidents with loss of life.

### **Investigating Suspected Cases of Sabotage**

270. Following points should be borne in mind by Investigating Officers in investigating cases of suspected sabotage:

#### **1) Site of Accident and Time of Occurrence**

- (a) It should be examined whether the place of accident is a secluded area, at or near a gradient curve, bridge or culvert. Availability of covers for the saboteurs etc., to be examined.
- (b) Height of embankment at the sight to be measured.
- (c) Time of accident to be ascertained.

## **2) Open Fish-plates**

- (a) Determine whether it happened before or after the accident and differentiate between bolts opened by hand and machine from those torn off as a result of accident. Threads of bolts and nuts found at the scene will help in arriving at the correct conclusion.
- (b) Displaced rails-
  - (i) Examine screw holes and threads to see whether they are torn or intact.
  - (ii) Examine whether rail seats are crushed.
- (c) Last rail intact at the point of suspected fractures:
  - (i) Existence of burr is highly significant against sabotage
  - (ii) Rounding off supports sabotage strongly;
  - (iii) Position of wheels of derailed wagons is a matter of great importance and should be examined carefully as to whether the position of displaced rails could have been possible after the accident.
  - (iv) Prepare carefully a map of the site of accident. If railway plan drawers are used he should carefully check each item shown on the map.
  - (v) Determination of speed at the time of accident
    - (a) In case of through trains, the time of passing of previous station and the exact time of occurrence may give the possible and likely speed of the train at accident.
    - (b) If the train had stopped at the previous station, the time of departure, the distance at which accident occurred and the time of accident, if known, may lead to very approximate calculations of the speed of the train.

- (vi) Braking distance, vacuum brakes, reaction time, visibility, weather condition and the depth of water by the side of embankment should be carefully noted, as it will affect decisions.
- (vii) The movements of suspicious characters and of known saboteurs should be verified.
- (viii) If track patrolling is in vogue in the area, ascertain at what time they passed at the spot of accident.
- (ix) Verify whether other trains passed shortly before the accident and if so, their drivers and guards should be questioned. Station records of both stations between which accident occurred should be seen immediately to prevent tampering of records.
- (x) Note whether the victim train was carrying any bullions, currency etc.
- (xi) Take the photographs of the sight of the accident from various angles and of various materials concerned. Make use of scientific aids for tools marks, fingerprints (latent), particles of exploded material if bomb is used, etc.

### **Miscellaneous Instructions**

271. Following are some other miscellaneous instructions with regard to Railway Police working:

- i. Unclaimed Property
- ii. Railway Servants as Witnesses
- iii. Railway Police not to Purchase Tickets for Passengers
- iv. Watching of Criminals
- v. Festivals
- vi. Railway Strike
- vii. Drill and Instructions
- viii. Rules for the use Custody of Arms
- ix. Journeys by Train of the Governor and Persons of High Position

#### **i. Unclaimed Property**

272. Unclaimed property should be made over to the stationmaster for disposal. If, however, the unclaimed property consists of arms, ammunition, explosives, intoxicating liquor, opium and its preparations or hemp drugs, the sale of which by unlicensed persons is prohibited by

law, the Railway Police themselves should dispose it off in the manner provided in the Relevant Acts and Rules.

**ii. Railway Servants as Witnesses**

273. When railway subordinates are bound over by the police to appear as witnesses, the Divisional Officer of the department concerned should be informed so that he could or request the Zone office for their relief.

**iii. Railway Police not to Purchase Tickets for Passengers**

274. The Railway Police are strictly prohibited from purchasing or selling tickets, collection of excess fare or checking ticket less travellers.

**iv. Watching of Criminals**

275. It is the duty of the Railway Police to carefully watch the travelling public and spot out suspects, anti social elements, terrorists, criminals, and pass on information about their movement to the concerned police station or department for appropriate action. In case of need they may go to the extent of arresting these people and handling them over to the concerned. Professionalism and skill is required in performing such jobs.

**v. Festivals**

276. A list of festivals held near the railway line, with details of the police arrangements to be made should be kept in every Railway Police Station. In the event of any festival or large gathering not included in the list being held, the SHO should give timely information to the Superintendent, Railway Police.

**vi. Railway Strike**

277. In the event of a railway strike, the Superintendent Railway Police should put the whole or part of the Railway Protection Scheme into operation, after obtaining the orders of the Director General of Police.

**vii. Drill and Instructions**

278. Platform Constables at outstations should be changed at least once a week. Hours of drill and instruction, which should necessarily depend upon train timings, should be specified by the SHO and displayed in each Police Station. The instructions, catechism and on-job training

of the personnel should be imparted in the same manner as specified for the law and order Police.

**viii. Rules for the use Custody of Arms**

279. The arms in the Police Stations will be kept secured to an arms rack by means of a chain fastened with a lock, and be under the charge of the Sub-Inspector or other officer in-charge of the Station in his absence. Station sentries or those posted for Station watch will keep the key and be responsible for the arms during their respective spell of duty. The ammunition will be kept in a locked ammunition box, with the key being kept by the station sentry. The Sub-Inspector or the officer in charge of the Station, in his absence, will be responsible for the correctness of ammunition. The ammunition may be issued as per the need and requirements by the SHO. HCs and PCs will be armed with rifles on such occasions as may be prescribed by the SRP, but the SHO may direct rifles to be used in any emergency or for the purpose of patrolling station yards, goods sheds, tranship sheds and yards, escorting running goods train, and escorting prisoners.

**ix. Journeys by Train of the Governor and Persons of High Position**

280. When the Governor of this State or any other State or the wife of a Governor travels by train, the crowding of people should be prevented on the platforms in between stations. The SRP need not travel in the same train as the Governor, but the DSRP having jurisdiction should do so. A guard of one SI or RSI armed with revolver or pistol and four PCs suitably armed shall travel with the Governor. At all train halts, two out of the four Constables will station themselves on either side of the Governor's saloon/Compartment, as near as possible to the windows of the compartment occupied by the VIP. When the train stops at a place where the halt is short, one Constable each will get down on each side and keep a watch along the train particularly the compartment in which the VIP is traveling. The officer in charge of the party will maintain a Sentry Relief Book showing the hours of duty for each pair of Constables. When the wife of a Governor travels by train, a guard of two HCs/PCs of the Railway Police suitably armed shall be provided for protection.

## **Police Training System**

### **Introduction**

281. Training happens to be an important instrument and process of human resources development. All departments and organizations, therefore, accept its significance and value for their growth and development. Police organization is not an exception to this general rule with regard to organizational development. Training stands for instruction and indoctrination in any art, professional and occupation. It is an amalgam of several distinct and specified components and elements. In short, training is the process of developing and transforming habits, skills, values, knowledge and attitudes of the employees for the purpose of increasing their effectiveness in their present assignments and preparing them for future needs.

### **Police Perspective**

282. The need for the training of police personnel has been recognized but developments in the past have underlined more strongly the urgency of inculcating in them attitudes appropriate to the new professional demands. In the changed contexts the police-training programme must aim at providing a professional leadership, which can achieve the speedy transformation of an economically backward society into a secular, modern, technologically advanced society characterized by equal opportunity and social justice. Police training should help the trainees in creating a sense of involvement and participation at all levels. Such training should work as a change agent to bring about the requisite changes at the level of knowledge, skills, attitudes and values. The police training as a continuous process should help the police personnel in their overall career development and should acquaint them with their overall organizational and professional climate while familiarizing them with their overall professional milieu. The police training should, thus, be accepted as investment in the human resources and the limitations of the other personnel parameters and components should not be laid at the door of police training.

## **Structure of Police Training System**

283. There has been a perceptible change in the approach to the police training at various levels in the recent past. Police training is no longer an area of neglect and indifference. Quite a lot has been done to improve the state of police training in India, however, quite a lot remains to be done. The structural changes brought about in this respect prove that serious efforts are being made to improve the state of police training at various levels.

283.1 The training enterprise should be headed by a senior police officer of the rank of Addl. DG/IGP. This will provide status to the training system on the one hand and would give seriousness, maturity and experience to the training process on the other. At present most of the training enterprises at various levels are headed by the officers of the rank of DG/Add. DG. This practice should continue in future also in as much as, it will be in the overall interest of the police organization in general and the training system in particular. The apex level of the police training can be called as Directorate of police training. The Directorate of police training should exercise command, control and supervision over all the training institutions situated in the State/Unit.

## **Functions of Training Directorate**

284. The Police Training Directorate headed by an officer of the rank of Addl. DGP is an apex organization with regard to the various facets, functions, objectives and logistics pertaining to all type of police training activities of the respective State police organization. The functions of the Training Directorate are following:

- i. Command, control, regulate, oversee and supervise all the training activities and training institutions in the State.
- ii. Ensure fulfillment and attainment of the aims, objectives, goals and targets of police training.
- iii. Improve the infrastructure and training facilities of each training institutions.
- iv. Provide dynamism, speed, goal direction and contemporary relevance to the training activities for bringing about requisite professionalism and competence in the police personnel of all ranks.
- v. Prepare the police trainees for the attainment and realization of the Mission Statement and Vision Statement of the respective police organization.
- vi. Conduct quality audit of the training activities.

- vii. Ensure training worthiness of all the training institutions by enabling them to maintain the requisite standards with regard to competence of the police trainers, relevance of training methodology and appropriateness of the feedback and follow up mechanisms.

### **Objectives of Police Training**

285. The objectives of police training as a whole should be the following:

- a) To prepare professionally sound and operationally competent policemen of various ranks
- b) To develop physical fitness and competence for handling various police equipment and weapons.
- c) To create an adequate level of awareness in the trainee participants, about their roles, responsibilities and duties, along with the requisite responsiveness and accountability expected from the policemen working in a democratic society
- d) To instill sound knowledge about law and procedure, so as to equip the trainees to handle their various tasks of order maintenance and crime management.
- e) To evolve requisite professional skills, so very essential to perform their roles in a democratic and free society
- f) To develop requisite attitudes, norms and values in the police trainees
- g) To foster loyalty to the Constitution, commitment to the aspirations of the nation, the concept of an egalitarian society, and the needs for national integration.
- h) To create an awareness in the policemen that they are friends of the people and they can win the confidence and cooperation of the community only with service orientation and by respecting the needs, demands and rights of the people.

### **Police Training Institutions: A Classification**

286. The police training institutions in India can be classified broadly under two heads:

- a) Central Level Police Training Institutions
- b) State Level Police Training Institutions

286.1 The central level training institutions are under the command and control of the Govt. of India. These institutions are part of various central police organizations (CPOs). Each CPO maintains its own training schools and their location; type and variety would be in accordance with the professional needs of the respective CPO. These training schools primarily run the



training courses for their own personnel, however, in the interest of capacity building of the personnel of the State police organization, these training institutions run some specific courses for them also. Thus, there is a coordinated effort of capacity building between the Central and State level training schools.

286.2 The State level police training institutions can be classified under the following three heads:

- a) State or apex level
- b) Subordinate level
- c) Specialized level

286.3 The State level or the apex level training institutions are designated as academies or colleges, and they primarily run various training courses for the Gazetted officers, however, they also run specialized and specific courses for other ranks also. The officers of the various ranks like Addl. DG/ IGP/ DIGP should head these training institutions. The infrastructure, facilities, financial resources, training aids and equipment along with varied man-material resources of these institutions should be commensurate with their status, functions and quality training inputs expected from these institutions.

286.4 The next level of the police training institutions, which deal with the training needs and activities pertaining to the subordinate ranks and the constabulary are called Police Training Schools. The officers of the rank of DIG/SP/Addl should head these training schools, as per the nature, quality and type of training activities handled by them. Various training courses including the basic, foundational, refresher, re-orientation, specialized should be run by these training schools for the subordinate ranks and constabulary. These schools should be properly equipped in terms of man and material, aids and equipment and financial resources in keeping with their functional needs and demands.

286.5 The specialized training schools deal with the specific professional and training needs of various police units like traffic, wireless, special branch, and motor driving etc. The officers of reasonable rank, seniority, experience and competence should head these training schools. Training aids and equipment and other resources befitting their functional needs should be made available to the training schools.

286.6 In addition to the Central and State level training schools, the police officers are also provided with the opportunity to undergo foreign training conducted by various levels. The MHA and the BPR&D are the nodal agencies for handling these foreign-based training activities. Nomination to the various foreign training courses should be done with due caution and care and all efforts must be made to utilize the services of the trained officers in the specific areas in which they have obtained the foreign training.

### **Nature of Police Training**

287. The police training is basically divided into two categories, i.e., indoor training and outdoor training. The indoor training is inclusive of various subjects like:

- a) Law and procedure
- b) Indian Constitution, major, minor and special acts
- c) Human behaviour, police behaviour, protection of human rights and the rights of minority groups, SC, ST, and backward classes
- d) Investigation, prevention and detection of crimes and criminology
- e) Scientific aids to investigation and role of forensic science and FSLs in the police working
- f) Organisation and functional framework and role of state police organization and CPOs
- g) Rules and Regulations of various types relevant for the police personnel
- h) Order maintenance and regulation of various law and order related activities
- i) Maintenance of internal security and handling of various security and safety related issues
- j) Handling of natural calamities and disaster management
- k) VIP security and protection of vital installations
- l) Perform various democratic duties and maintenance of effective and efficient public service delivery system

287.1 The outdoor police training is inclusive of subjects like:

1. Physical fitness and unarmed combat with offence and defense techniques
2. Drill with and without arms
3. Weapon training and mob dispersal
4. Equitation and equestrian skills (mounted police)

## **Types of Training Courses**

288. The police training schools conduct the following courses for the various ranks:

1. Basic and Foundation training courses for directory recruited Constables, Sub-inspectors and DySPs.
2. In addition to these foundational courses for civil police, armed police, short-term orientation courses as part of the foundational training are conducted for the personnel of tele-communication, mounted police, Armourers and MT staff of the Police Department. The period of basic training for Dy. SP and SIs should be of one year and that for the constables should be for 9 months. However, the period of training for lady constables could be of 6 months only.
3. Short term training courses as part of the foundational courses for IPS officers and the personal of tele-communication, are also arDivision/Zoned in the various police training schools of Rajasthan.
4. In addition to the foundational and basic training courses, promotion cadre course (PCC) for HCs, ASIs, Sis and Inspectors are organized by the police training schools. The duration of these PCC courses varies from 1/1-2 month to four months.
5. Specialized short-term training courses on various aspects of police training in the form of Refresher courses or in the form of fresh courses should also be conducted by the police training schools for the respective ranks.
6. The State police training schools and the CPO training schools also conduct various training courses for the policemen of other units as part of police capacity building measures.
7. In addition to the above in house police training at various training schools, officers and men are sent for training to various police training centres of the country. Nominations for officers are made for training outside the State and also for vertical interaction courses and foreign training.

## **Infrastructure Facilities, Training Aids and Equipment and Training Support Services**

289. On the basis of the strength of each rank of the police department and the requirement of various types of training to the personnel of each rank, intake capacity of each training school should be fixed so as to avoid extra burden on the concerned institution and for ensuring quality and requisite standard of the training efforts and inputs. The capacity calculation can

be done on the basis of parameters and norms fixed by the BPR&D in their Training Master Plan.

289.1 The infrastructure and training support facilities pertaining to indoor and outdoor training activities should also be in accordance with the parameters and norms recommended by the BPR&D in their Training Master Plans. The BPR&D has conducted a scientific study with regard to furniture requirement, equipment requirement, indoor and outdoor training space areas and other training support facilities. The State police organization should keep in mind and ensure that the requisite facilities for conducting various training activities are available to each police training institution.

Training Master Plan and concept paper  
prepared by BPR&D

### **Trainers of Police Training Schools**

290. The teachers, trainers, counselors and facilitators play a vital and significant role in the training process and execution of training activities. The quality of the trainer is greatly responsible for the success and impact of the training activities. The trainer, for any police training school, should therefore be selected with great caution and care. The malady of the present training system is that this significant area in the police department suffers with negligence and indifference. As a result, the training efforts fail to bring about the required change and competence in the police trainees. The poor impact of the competence and capacity building police training measures is natural to affect the efficiency, performance and image of police department.

290.1 The Gore Committee on police training had delved deep into this aspect of police competence and had recommended a variety of measures to improve upon the state of affairs with regard to trainers available to various police training schools. The incentives and extra motivation recommended for attracting capable, willing and suitable trainers for the police training schools should be implemented.

290.2 Outsourcing of police training is one of the measures to improve the police training system in India. It is suggested that skeleton supervisory and support staff should work on permanent and regular basis. Competent, suitable and willing trainers with regard to various

training areas could be called on training need basis on contractual, honorarium or outsource basis

### **Training Curriculum and Syllabus**

291. Police training curriculum, syllabus, course design and course content are the basic inputs to provide initiative, action, dynamism, goal orientation and success to any training activity. This is yet another area of police training which suffers with indifference and neglect. There is no gainsaying the fact that revision of curriculum, syllabus and courses design should be made from time to time because in the absence of such a revision these documents and training inputs become outdated, defunct and irrelevant.

291.1 A high power committee should be constituted to look after this important area of policing training. The Addl DG training should head the committee. The in charges of various training schools and representative of various police wings along with training experts, sociologists and representative from other important segments of the society should also be made members of this committee. The committee should meet at reasonable regular intervals to decide as to what is to be added and what is to be deleted from the concerned training courses in the light of contemporary and future police and community needs. An overall revision of each curriculum and syllabus should be done once in three years on the basis of comprehensive TNA.

### **The Training Methodology**

292. The training methodology has a significant role to play in the overall learning and training process. If the methodology is effective and interesting the trainees are natural to learn easily and quickly, and the impact of the learning would also sustain for a long period. On the contrary, if the teaching and training methodology is dull, dry and insipid, it will generate monotony, indifference and disinterest in the participants and the training efforts would consequently fail to achieve the requisite results.

292.1 The Gore Committee has shown a great concerned for the poor and inadequate training methodology prevalent in the various training schools. The situation since the findings of the Gore Committee has improved but still there is a great scope for further improvement. The traditional and routine lecture method has to be replaced by modern training techniques and

methods. Audio visual aids, multimedia use and computer teaching and learning should become an integral part of police training system. Each training school should have the requisite aids and equipment to make the police training methodology effective, dynamic and vibrant.

### **Feedback and Follow up Methods**

293. A training process has to maintain a continuous loop between the input and output of the training activities. The trainer should know what the trainee has learnt and what are the loose ends required to be tightened. He should therefore have continuous reporting on the learning process and status of the trainee. This method of reporting is known as feedback. This feedback can be obtained on the basis of various intermittent, terminal and term-end examinations and tests. On the basis of this feedback the trainer can initiate further follow up action for improvement. The feedback and follow up methods should become an integral part of every training system. The present police training system suffers with the lack of requisite feedback up and follows up system. At present, the trainees are examined at the close of their training course, and they are sent to field training without the requisite corrections. It is therefore necessary that quick and easy testing methods to assess the impact of learning be introduced on fortnightly, monthly, quarterly and annual basis and the corresponding corrective measures be also introduced to bring about the required improvement before the trainees are sent for field training.

### **Police Research**

294. Research and Analysis are two important parameters for updating and bringing about dynamism and element of modernity in any organization. One of the mentionable ailments of the police organization is that these two functional and operational parameters of efficiency and competence are conspicuous by their absence. Most of the police organizations in the country do not have Research and Analysis Wings, and wherever they exist, they are only in the namesake.

294.1 In order to establish a continuous chain of feedback and follow up for detecting the police ailments and evolving solutions to remove them, each State police organization should have a Research and Analysis Wing as an integral part of the Police Training Directorate. Likewise each training school should have a Research Cell.

Research and Analysis Wing and the Research Cells should be adequately staffed and funded to carry out small, medium and mega police research projects. These research units should have tie up with the academic institutions, universities and colleges for research collaboration and supporting the research activities of one another in mutuality.

294.2 The Research and Analysis Wing and the various Research Cells should maintain close contact with the BPR&D and seek their guidance and support in carrying out their various research activities. Help, assistance, cooperation and guidance from NPA, Hyderabad and other research based and research oriented Organisations should also be obtained by these research units for furthering their objectives.

294.3 These research units should handle and analyze various problems concerning the respective State police organizations. They should endeavor to stimulate ideas, indicate new projects, study new factors, which have bearing on the overall policing and should also act as a clearing house of information based on the results of various research activities undertaken by them and the other research units.

294.4 These research units should collect information of interest to police and analyze that for dissemination of conclusions for bringing about improvement in the various spheres of police working.

294.5 All the research units should be properly equipped and should be furnished with the requisite academic, administrative, financial and research facilities to make them effective, functional, meaningful and goal oriented.

## **Crime Investigation Department (CB & SB)**

### **Introduction**

295. Crime Investigation Department (CID) is an apex unit of any police organization. This works as an integral part of the police headquarters. CID, over a period of time, has come to be recognized as CID (Crime Branch) and CID (Special Branch). In the earlier days, when the workload and the nature of police duties were not so multifarious, both these branches used to be part of the same department. In due course of time, when the workload with relation to intelligence collection and crime investigation increased, both these branches were separated and, today, in almost all States both these branches function as two separate and independent units of the respective State police organizations, and are called as Crime Branch and Special Branch. The Crime Branch is primarily and chiefly concerned with matters pertaining to crimes, investigations and collection of criminal intelligence, whereas, the Special Branch is primarily and chiefly concerned with collection, collation and dissemination of intelligence on and about various political, communal, terrorist, labour activities and with relation to various law and order issues like agitations, strikes, demonstrations etc.

### **A. CID (Crime Branch)**

296. CID, Crime Branch is the apex unit, which works as special investigation agency of the State police. It is responsible for collection, collation, dissemination and analysis of criminal intelligence, maintenance of criminal record and preparation of statistics on various crime matters. It helps and guides district police units in prevention, detection and control of high profile, organized and special nature crimes.

### **A Specialized Unit**

297. CID, CB, is headed by an officer of the rank of Addl. DGP, who is assisted by a number of officers of the rank of IGP, DIGP and SP. The Crime Branch is a specialized or even super specialized unit, which tackles the various crime related issues at micro level and, therefore, is structured into various branches, squads and cells. Each Branch and Cell deals with



separate issues in a specific way. A standard Crime Branch normally has the following branches and the following cells, which deal with the specific matter independently and in a specialized manner.

### **Various Branches of CIDC (C.B.)**

298. The various Branches of CID, CB are following:

- Homicide Branch
- Offences against property Branch
- Arms and Explosives Branch
- Crime Control Branch
- Economic Crime Branch
- Investigation Branch
- Crime against Women Branch
- Human Rights Branch
- Missing Persons Branch
- Narcotics and Intoxicants Branch
- Fraud/Cheating Branch
- SC/ST Branch
- Card Index Branch
- Special Crime Branch
- Railway Crime Branch
- NGO Branch
- Forensic Science Branch
- Coordination and Cooperation Branch
- Housing and Transport Branch
- Receipt and Dispatch Branch
- Library Branch
- Parliamentary Work Branch
- General Branch
- Account Branch
- Statistics Branch
- Detection and Training School Branch
- Reserve Office Branch

### **Some Specialized Cells of CB**

299. The CID CB has following Cells:

- Kidnapping and Abduction Cell
- Cooperation Cell
- Immoral Traffic and Juvenile Crime Cell
- Crime against Witchcraft (Sorcery) Cell
- Prevention of Mischief Cell
- Antique property Cell
- Cyber Crime Cell
- POTA Cell
- Archeological Cell
- Computerisation Cell
- Crime against Organized Gangs and Groups Cell

### **Some Specialized Squads of CB**

300. The CID CB has following Squads:

- Cheating and Defalcation Squad
- Eve-teasing Prevention Squad
- Forged notes and Counterfeiting Currency Squad
- Rail Crime Prevention Squad
- Dog Squad

### **Functions of CID (CB)**

301. CID CB has the following functions to perform:

1. Collection, collation and dissemination of criminal intelligence, statistics and data.
2. Investigation of important cases having inter-state ramifications and coordination with CBI and other sister agencies.
3. Investigation of specialized cases relating to economic offences, counterfeit currency, terrorism, narcotics, smuggling, etc. and cases relating to custodial deaths.
4. Investigation of sensational/heinous offences and other cases, as assigned by the state government.
5. Enquiry into the complaints against police personnel.

6. Supervision and monitoring of important cases, including cases relating to atrocities on weaker sections and women.
7. Coordination with various commissions like NHRC, SC/ST Commission, National Commission for Women and Minority Commission.
8. Dealing with Parliament and Assembly questions and matters related with election activities and issues.
9. Criminal Intelligence gazettes.
10. Handling matters related with crisis management.
11. Publicity of good work done and achievements of the police.

### **Field Formations**

302. CID Crime Branch has field offices, which are situated at the divisional/zone/Division/Zone headquarters. These offices handle investigations transferred to them by the government and the competent authority. CID Crime Branch also has a police station where cases can be registered directly.

302.1 CID Crime Branch is a specialized unit of the police department, and, therefore, it should be well equipped in terms of various investigation aids, equipment and other requisite support facilities to aid and assist its own units as well as the field units of the police department as a whole.

### **B. CID (Special Branch)**

303. CID Special Branch, popularly known as the State Special Branch or Intelligence Branch is an integral part of the Police Headquarter. SSB is primarily responsible for collection, collation and dissemination of intelligence on various aspects, issues and subjects. Collection of intelligence on various subjects is done through the district police and through its own units and agencies. For this purpose a special unit is established in the office of each district SP. This unit is known as the District Special Branch (DSB). The personnel posted in the DSB, under the overall supervision of an Inspector, are assigned specific subjects on which they are required to collect intelligence. The intelligence so collected is received at the SSB headquarters where on the basis of the nature, contents and the trends of the information a critical scrutiny is done, and thereafter intelligence appraisal is sent to the State Government. Likewise, the police field formations and field formations of the SSB are also

advised to take suitable action, with regard to various issues on the basis of the intelligence appraisal report.

303.1 SSB prepares periodical report on matters falling within its purview and forward copies to those specified. It makes secret enquiries into sensitive matters or those affecting national interests. It also helps in the investigation of those crimes, which have a political purpose or motive and in which political suspects are involved. It communicates to military officers, important information concerning the armed forces as and when available.

303.2 The central role of the Special Branch is to collect intelligence. The charter of the Special Branch does not envisage a focus on routine crime, but given the nexus of organized crime with terrorism, intelligence on organized crime is gradually becoming part of the work of the Special Branch. Extremism and terrorism, which are special types of crime, have always been in the charter of the Special Branch.

303.3 The intelligence provided by the Special Branch can be used to prevent crime, and also to aid detection in crimes that have already taken place. The Special Branch should gradually build up competence in electronic eavesdropping, which is exceptionally useful in aiding recoveries.

303.4 With the emergence of Jehadi Islam, organised criminal mafia, left wing extremists groups, communal situation and activities of anti-national and anti-social groups, the role of special branch has increased. Efforts should be made to strengthen Special Branch so that it can provide precise, sharp and swift intelligence that can act as a force-multiplier. Such intelligence can minimize chance and randomness in police efforts, and pinpoint operational endeavour to made it work like a guided missile. It can also help apprehend imminent and nascent problems before they become too big. A strong intelligence apparatus can therefore, save time, energy, manpower, other resources, and casualties, more than the costs. Certainly, in the special and extraordinary circumstances, Special Branch has important role to play in the administration of Criminal Justice.

### **Functions of SSB**

304. Following functions are assigned to the State Special Branch.

- a) Collection, collation and dissemination of intelligence

- b) Border security and border intelligence
- c) VIP security
- d) Internal security
- e) Training of SSB personal
- f) Coordination with various intelligence and security units
- g) Matters relating to foreigners and passports
- h) Maintenance of various records pertaining to security and intelligence matters.

### **Structure of SSB**

305. SSB, primarily is a centralized unit of the State police organization. The apex level structure of SSB is an integral part of the police headquarters. An officer of the rank of Addl. DGP heads the SSB, who is assisted by a number of officers of the rank of IG, DIG, SP, Addl. SP, DSP, Subordinate police officers along with the requisite ministerial and other support staff. SSB for discharging its various functions is divided into various wings like operations wing, intelligence wing, security and counter intelligence wing and technical wing etc. These wings in turn are divided into various sections and branches. Some of the important branches and sections of the SSB are following:

- Extremist/Naxal Section
- Religious/Communal Section
- Political Section
- Labour Section
- Tribal Section
- Foreign Section
- Security Section
- Services and Press Section
- Establishment Section
- DSI Section
- NGO Section
- Accounts Section
- Reserve Office
- Index Section
- Control Room
- Training Section

- Confidential Section- X Section
- Special Enquiry Section
- Political Section- Parties, Students/Teacher's Fronts, Elections
- Left Wing Extremism Section-Activities/Documentation

305.1 SSB is a specialized wing of police organization and the performance and execution of its various functions and duties require that the personnel posted in this wing should be specially trained. Most SSBs, therefore, maintain their own police training schools for organizing basic, foundational, initial, promotion, refresher, reorientation and specialized courses of various nature and kind for its personnel. The SSB officers are nominated for undertaking specialized training courses to other training schools also.

305.2 State of the art surveillance and security equipments like the GSM/CDMA monitors, powerful electronic bugs, digitized 3-D map of the area, electronic circuit detectors and jammers, frequency jammers, low radiation human scanners and grounds penetration radars must be made available to Special Branch so that it could work effectively.

## **Armed Police**

### **Introduction**

306. One remarkable feature of the post-independence period is that there has been a vast expansion of the armed police battalions at the Centre as well as in States. After independence, law and order problems assumed alarming proportions and the normal police forces were unable to cope with them. To meet this situation, new-armed police battalions have been raised in almost all states to support the executive force in the districts and their number has been gradually increasing. Armed police battalions are called by different names in various states such as Provincial Armed Constabulary (PAC) in Uttar Pradesh, Special Armed Force (SAF) in Madhya Pradesh, Military Police (BMP) in Bihar, Rajasthan Armed Constabulary (RAC) in Rajasthan etc., etc.

### **Classification**

307. Armed Police, Armed Battalions and Armed Reserves are created at the Central and State levels. At the Central level these units are called as India Reserve Battalions. Central Police Organisations (CPOs) like BSF, CRPF, ITBP, etc. are also used as armed reserves, when they are allotted to the States for some specific purpose and for the specified period. Every State creates armed reserves and armed battalions as per its needs, necessities and conditions. This force is used, utilized and deployed as per the instructions of the DGP or any other officer authorized by him. Most of the States create district reserves for the maintenance of law and order and regulatory duties on the basis of prescribed norms and standards in the matter.

### **Organisation of the Battalions**

308. The organization of armed battalions is broadly based on the lines of an infantry battalion of army though their armament is limited. A Commandant (CO) of the rank of Superintendent of Police heads each battalion. A battalion has between 4 to 6 companies, each of 100 to 120 men. A company generally consists of 3 platoons. Each platoon consists of 3 sections. In some battalions, there are one or more Assistant Commandants of the rank of

junior Superintendent of Police under the Commandant. In this respect, the system differs from state to state. An officer of the rank of DSP or Inspector of Police commands a company. Platoon Commander is of the rank of SI/ASI of Police. A Head Constable (HC) commands a section. Some of the reserved battalions have special units like commandos, Rapid Action Force (RAF), Disaster Management Group etc., etc.

### **Duties of the Battalions**

309. The battalions are in nature of reserve at the disposal of the Director General of Police, who can direct them into action either on a requisition of the zonal IG or DIG of the Division/Zone or on his own appreciation of a particular situation. They help the district police when the resources of district police are found inadequate to deal with difficult situations. They can be called out to deal with anti-dacoity operations, serious civil commotions, crowd control (at the time of visits of VIPs, large fairs or festivals) and any other law and order situation. They also provide guards and escorts. They can be deputed for duty ex-state on orders of the state government.

### **Functions of Reserved Force**

310. Some of the functions of the Reserved Force and Armed Police are following:

1. Supplement the local strength where it is not adequate to deal with law and order disturbances.
2. Provide specially trained personnel to deal with terrorist and other organized gangs.
3. Provide security to authorized persons or places.
4. Guard vital installations, arms and ammunition and other important places.
5. Escort the prisoners.
6. Participate in ceremonial parades and guards on honour.
7. Help in rescue operations in the event of natural calamities and other disasters.
8. To man armed outposts and conduct armed patrolling where called for.
9. To provide outdoor training for the personnel of the district and Home Guards
10. To provide striking forces or mobile squads for special bandobusts including elections.
11. Management of arms and ammunition in the district
12. Maintenance of motor transport of the district



### **Movement of the Reserve Police**

311. The SsP in the districts and the CsP in the Cities shall have powers to deploy the Reserve anywhere in their jurisdiction for any of stated purpose for deployment and utilization of reserved armed force. In case of emergency the SP or CP may apply through Zonal IG/DIGP to the DGP for reinforcements. The Zonal IG/DIGP, Addl. DGP L&O and DGP should be kept informed by radio/fax of the mobilization and demobilization of the Reserve whether for emergency or for annual training. The deployment for the purpose of riots and serious disturbances shall not exceed one week and shall be withdrawn thereafter. The deployment for festivals shall be limited to the duration of the festival. In all other cases rotation should be provided with intervals for rest.

### **Ordinary duties of the Reserve Police**

312. The duties to be performed by each Reserve will be classified as "fixed", "special" and "general" duties. "Fixed" duties are those where the personnel performing those duties cannot be withdrawn in times of emergency, e.g., armoury and motor transport staff. Personnel for "fixed" duties will be provided from the headquarters company. "General" duties consist of guards, escorts and other miscellaneous duties. The personnel for "general" duties are provided from the active companies. The company or platoons employed at any given time on general duties are called Duty Company or platoons. The duty platoons will be employed as such for a month at a time in rotation, the others being mobilized and exclusively engaged in training when not called out for any definite or emergent duty.

312.1 Emergency strength as laid down for each Reserve Police must always be available and should be in readiness for immediate action. The emergency strength once fixed shall not be changed without the prior sanction of the Director General of Police in writing. The emergency strength shall be deputed in complete sub-formations, i.e., platoons, sections or half sections, as the situation requires. The purpose and duties to be performed should be specifically spelt, out briefed and understood by each person on each occasion.

### **Utilization and Briefing of the Reserve Contingents**

313. The Reserve Police shall normally be deputed to assist the local police to meet the exigencies for bandobust, to preserving order at festivals, large public assemblies and when

disturbance to peace is anticipated. The deployment of force for this purpose is fully at the discretion of the SP, on the assessment of the situation.

313.1 Whenever such reserve is deputed, a thorough briefing should be done by the in charge of the contingent, i.e. section/Platoon Commander concerned with respect to their specific duties, topography, discretion of the task, reporting mechanism likely difficulties to be encountered and the way to over come them. However, the DSP of the reserve police is responsible for the performance of the force.

### **Off duty and relief**

314. All Head Constables and Constables in the Reserve should have a clear day off every week. Ordinarily, the whole Reserve, except those employed on such duties as stand-to, motor transport and guards, should have their "off duty" on Sunday. The stand-to motor transport men who are on duty on a Sunday should be given "off duty" the next Thursday. Each Company Commander should display such a list of Head Constables and Constables.

314.1 The personnel of mobilized platoon or platoons will have Sundays free, but they shall not leave their places without permission. Whenever permission is given the platoon Commander shall see that 50% of the forces are available on Sundays. All those on fixed shall attend morning parades at the Headquarters on Mondays and Fridays. Those who are on off duty should attend the Roll call and failure to do so without valid reason will entail disciplinary action. Normally, it must be seen that policemen avail their weekly holiday undisturbed but they can be deprived only in exceptional circumstances and unavoidable circumstances.

### **Officers of Reserve Police**

315. An officer of the rank of SP/Addl.SP, who is designated as the Commandant, commands an armed battalion or the reserved battalion. The Commandant is assisted by various Gazetted and non-Gazetted officers. The Gos are designated as Deputy Commanded, Assistant Commanded, Adjutant, and Quarter Master etc. The Subordinate and non-Gazetted officers are designated as RIs, RSIs, Head Constables and Constables, who perform various functions in different branches and sections of the battalion.

315.1 The Reserved Inspector is an important rank in the organisation set up of any armed battalion. There are more than one RI in a battalion, who work as overall in charge of the various sections and branches of the concerned battalion. The status of Reserve Inspector is equivalent to that of an Inspector of the civil police. The Reserve Inspector in charge of active Company shall check the platoon-wise duty rosters of his company daily and on that basis prepare the daily morning statement and submit it to the concerned Addl.SP through the DSP recording his own arrival and departure at Company Headquarters. He shall personally maintain all records of the Company. He shall hand over his sealed duplicate keys to the Reserve Sub-Inspector when he leaves headquarters. He shall assign, by specific written orders every week, for the checking of all Reserve Police guards of his Company. A consolidated statement of deployment shall be submitted daily to the SP/ Commandant.

315.2 Reserve Inspector-Operations will be in charge of Police Control Room, if any, and will be responsible for dispatch and receipt of Reserve Police Contingents and would depute personnel for guards, escorts, bandobust duties, inspection of personnel being deputed on duty and on their return, checking arms and equipment and other material and stores issued to them or brought by them, and making entries accordingly in the General Diary. He would also ensure safe custody of Railway and bus warrants books, preparation of day-to-day schedule of duty and deployment, custody of all working keys and of all the duplicate keys in sealed covers. He should be available at Headquarters and not leave his residence without prior permission of the DSP. In addition to the above two important RIs in a battalion, there are other RIs, who look after important branches like motor transport, training, welfare etc. These RIs are assisted by requisite number of RSIs, HCs and Constables in the discharge of their various functions. The Inspectors, Sub-Inspectors and HCs when they work in the active and operational contingents, they are called as Company Commanders (CCs), Platoon Commanders (PCs) and Section Commanders respectively.

### **District Reserve Police**

316. District Reserve Police is organised on the administrative pattern of a Battalion. The City or State Reserve Police may have more than one Battalion. The District Reserve Police shall have 4 to 8 companies. Ordinarily there shall be three platoons in an active company and three sections in a platoon. A section consists of 2 HCs and 12 PCs.

316.1 Functionally the Reserve shall consist of General, Special operations, Security and Logistics groups. An officer of the rank of DSP/Addl. SP shall assist the SP and be in charge of District Reserve Police. A Deputy Superintendent of Police/RI shall be in charge of 2 or more Companies or in charge of Administration. Reserve Inspector (RI)/RSI will be the Company Commander. A platoon shall be commanded by a Reserve Sub-Inspector (RSI)/ARSI assisted by HCs. Each section will function under the command of the senior-most Head Constable of that section designated as Section Commander.

### **Records in the District Reserve Police**

317. District Reserve Police will maintain following records and registers:

- i. Long Leave Register
- ii. Casual Leave Register
- iii. Duty Roster
- iv. Family Quarters Register
- v. Transfer Seniority List
- vi. Seniority lists (also showing eligibility to promotion)
- vii. Counseling Orderly Room
- viii. Pay Disbursement Register

### **Scale, Care, Maintenance and Inspection of Arms and Ammunition**

318. The BPR&D has worked out scale of arms for various units of police department. The Armed and District Reserve should maintain weapons, arms and ammunitions according to that scale.

318.1 All designated Officers of the Units to which arms and ammunition have been issued shall maintain histories of the firearms and weapons supplied to them in the prescribed Form. The Quarter master/RI shall also maintain a similar register for all weapons on the charge of the district/city. He shall scrutinize this register and ensure that each firearm is rebrownd in due time and are produced for AIA's inspection in accordance with the orders on the subject.

318.2 During the course of a month, preferably in the first and the last week, the armourer of the Reserve shall inspect the arms. He shall inspect every weapon borne on the strength of each unit. The armourer will attend to only minor repairs at the sub-divisional headquarters. He will make out a list of arms requiring major repairs and the SDPO concerned shall send

such arms to the district headquarters, where repairs shall be undertaken at the police armoury. This procedure should strictly be followed to enable the district armourer to test every weapon twice a year.

318.3 During the course of the second week of a month, the armourer shall inspect the arms and automatic weapons of the Reserve police and point out the defects, if any, to the concerned Platoon Commanders. He shall also attend to the half-yearly lubrication of arms.

318.4 When weapons are taken out, the policemen shall dry clean them and before returning them to the armoury, they shall apply oil to all the metallic portions. All RSIs shall inspect weapons of their respective platoons after every parade and see whether any parts are missing and whether they are cleaned properly. Any neglect in the care of arms shall not be permitted and such instances should be promptly brought to the notice of the senior officers concerned for suitable action.

318.5 If any musket or rifle is found rusty or any barrel bulged or neglected, the PC or HC to whom the weapon has been issued shall be dealt with in a disciplinary case. All RSIs shall maintain a book wherein details of inspection done and action taken against any Constable or Head Constable for missing parts or causing damages to his weapon should be entered. The RI/RSI, Quarter Master should effectively supervise the work of armourers and more so, the work of the Platoon Commanders in this regard. Reports of the armourer, after his inspection of arms, regarding losses of and damages to arms due to neglect shall be promptly attended to by the concerned.

318.6 Thorough inspection of each and every arm including bayonets and scabbards should be done. The armourer on the spot shall carry out all minor repairs to weapons. The armourer shall maintain a separate general diary in triplicate indicating the work done by him on each day. He shall send a copy of his general diary to the SDPO concerned and get his acknowledgement and another copy to the Addl. SP/SP through the Quarter Master, Headquarters. He shall ensure that linseed oil is applied to the wooden portion of all muskets/rifles and shall take with him his tools and a few spares for the weapons to be inspected. Those arms that need attention in the armourer's shop shall be marked separately and brought to the District Headquarters.

318.7 It is neither the work nor the duty of the armourer to clean weapons but only to repair them. SDPOs shall, therefore, ensure that all arms are cleaned thoroughly before the district armourer inspects them. A small table and two Constables shall be provided by the SDPO to enable the armourer to carry on with his work at the Sub-Division. The armourer shall on his return to headquarters, submit a report in duplicate to the SP through the RI Headquarters on the work turned out by him and the condition of the arms in the Sub-Division. A copy of the report will be sent to the SDPO concerned.

318.8 When called out for law & order duties and maintenance of peace, the RIs, RSIs and ARSIs shall be armed with pistols/ revolvers and the HCs and PCs besides lathies with muskets or rifles with 20 rounds of ball ammunition unless ordered otherwise. Other weapons like SLR, AK 47 and Carbines are also issued to the authorized ranks as per the situational and professional needs. In case of SLRs and Ak 47, 60 rounds of ammunition may be carried. The tear-gas squad will be armed with its equipment. When detailed for other duties connected with anti-terrorist or anti-criminal gang operations or special tasks requiring superior fire power, they should be armed with SLR, AK 47 and carbines and other weapons with sufficient ammunition provided the personnel detailed for the duty are trained in the handling of the weapons.

318.9 The riot control squads of the armed and reserved force should be properly trained, briefed and equipped. The riot control contingent should consist of tear gas party, lathi party and rifle party. The sequence of the use of force of these parties should be maintained and efforts must be made to use minimum and adequate force to control the unlawful assembly

### **Annual Mobilisation**

319. All personnel of District Reserve Police have to be mobilized for training for 15 days once a year preferably, during the months of January or February. One third of the SDPOs shall be present on parade every day and take an active part in the mobilization. It is important that officers should not permit themselves to become so rusty in their drill and outdoor work as to be unable to efficiently command the Reserve Police when necessary. The Addl. SP and the DSP AR and concerned Reserve Inspectors, and SDPO should attend the annual Mobilisation at least on one of the working days. The Reserve Inspectors and DSP of AR whose company Units are mobilized must attend all days the different sessions of the

training throughout the day. Addl. SP should be present every day at one or the other sessions throughout mobilization.

319.1 The SP should personally supervise the organization of the mobilized Reserve and should ensure that Addl. SP is present throughout at Headquarters. SP should also keep himself in touch with the progress of training and attend parades regularly during the mobilization unless he is away from Headquarters.

319.2 During the annual Mobilisation, Sundays should be totally free. The full Mobilisation routine will be carried out during the other days. If, however, a public holiday intervenes, it should be treated as a holiday without parades, classes or fatigues. The SP should so schedule mobilization of each company for training that there is a minimum of 12 or 13 training days for each company in a fortnight. The programme should be drawn up in such a manner that the specific requirement of the district are taken into consideration and the stress is more on practical demonstration and actual field situation and specific standards to be achieved in various spells. During the annual Mobilisation, the personnel in training shall not be deputed for other duties.

319.3 During the Mobilisation of the Reserve, all standing duties of the company under mobilization shall be taken over by the civil police and in some instances by Home Guards. Standing orders for this purpose shall be drawn up for each district, city and State Reserve, containing the details of the duties; L&O P.Ss shall send their personnel to perform these duties.

319.4 Instructions on the following points shall be conveyed in respect of the personnel to be drafted from the district for the purpose.

- a) The number of police officers of each rank to be sent
- b) The officer and place where they should report
- c) Their likely duties and
- d) The arms and ammunition to be taken by them.
- e) The policemen shall carry their full kits.
- f) If a mobilization is to last for more than 15 days, they should be relieved by substitutes from the same sub-division once in ten days.

- g) Care should be taken, when drawing up Mobilisation orders, not to unduly weaken important L&O Police Stations.
- h) None of the staff of Detective Police Stations, CCS or DCRB or any Unit of Investigation Branch shall be drawn for mobilization duty.

319.5 In addition to annual mobilisation, which in a way is in the nature of annual fitness training, the personnel of the armed and reserved forces should be subjected to regular training in order to maintain their physical, professional and operational fitness and training. Regular fitness and training activities with regard to PT, drill, mob operation, search and combing operations, picket duty, patrolling duties, road bandobust, election duties, disaster and natural calamities duties, anti-terrorist and bomb disposal duties, first aid and life saving duties, camp and tent pitching duties, firing and musketry duties, weapon maintenance duties and the like should be conducted in a systematic and regular manner at the unit headquarter. One company of the battalion should be earmarked on rotational basis as training company for conducting regular training activities. In addition to the above in house local training at the unit headquarter level, members of the armed and reserved units should be sent for specific and specialized training courses to other training schools from time to time.

### **Reserve Police on Detachment Duty**

320. A General Diary shall be maintained by the officer in charge of detachment, in which the movements of the officer in charge and of all personnel, the duties for which they are employed, any incident and all particulars such as discipline, presence or absence of any personnel, sickness, injuries, use of fire arms or other events shall be entered. A copy of the General Diary should be sent to RI of the Company and to the SP of the district, if deployed outside the district, to which the detachment belongs.

320.1 The officer in charge of the detachment should equip himself with the briefing documents and instructions on the task to be performed and brief the personnel thoroughly before proceeding and after arrival. The requisitioning officer is responsible for making available all material in advance and any additional material on arrival.

### **Motor Vehicle Maintenance and Duties of Personnel**

321. All motor transport of the Armed/District Reserve shall be in the charge of the Motor Transport Reserve Inspector/RSI assisted by RSI/ARSI, Motor Transport (Technical) and at



least 3 HC mechanics with 3 PCs as per norms one set for 15 to 20 vehicles. They will be responsible for keeping the vehicles in readiness at all times either for the transport of prisoners or police force in emergencies.

321.1 The RSI (MT) shall ensure that the vehicles are kept greased, oiled, clean and in perfect order, and will bring any defects promptly to the notice of the higher officers. He is directly responsible for all trips. He shall exercise supervision over the daily diary maintained by the drivers under his control and scrutinize all expenditure on account of the vehicles. All requisitions for the use of vehicles shall be made to him and he shall comply with them if the vehicle is not otherwise engaged at the time, after obtaining the orders of the superior officers. In case of any breakdown or damage or any incident affecting the running of the vehicles reported by the drivers, he shall take such necessary steps for their repair and submit a detailed report through the RI to higher officers immediately, as to the circumstances, the cause of breakdown or damage, and the steps taken for their repair.

321.2 The prior sanction of the SP should be obtained for all purchases in connection with the vehicles, except oil and petrol, and for repairs except those urgently necessary. The details of the repairs required should be reported to the sanctioning authority immediately after they are noticed.

321.3 He will issue petrol and oil as necessary, care being taken that requisitions are not in excess of probable requirements. Spare petrol may be carried in cans at the discretion of the Headquarters RSI. The driver will be supplied with a two 10-litre tins for oil and will be responsible for ensuring that he has sufficient oil for any journey. One 10-litre can of petrol shall always be carried in the vehicles as a spare. A stock of 150 liters of petrol, 10 liters of oil and one tin of grease will always be kept on hand with the RI/RSI (MT) in case there is no petrol/diesel outlet exclusively to the police.

321.4 The RI (MT) or RSI (Technical/MT) shall inspect the vehicles every morning before they go out and check the petrol on hand and in tanks, both before and after each trip, and shall record the fact in the daily submitted by drivers. He will periodically inspect the vehicles and ensure that the drivers and cleaners keep them in good and clean condition and report any neglect to higher officers for suitable action. He will submit a report through proper channel to the Addl. SP/SP regarding major repairs required giving details.

321.5 Every police vehicle should be examined at least once a quarter by the Motor Vehicle Inspector to ensure that it is mechanically and structurally fit and safe. Motor vehicles belonging to the Special Police Battalions should be inspected every quarter. The Technical Officers of the Police Transport Organisation or Reserve Inspector and above will inspect the vehicles in the City and RR district.

321.6 The mechanic HC under supervision of RSI/RI will be responsible for the proper upkeep and sound mechanical condition of all Police Vehicles including jeeps, cars, land rovers, and motorcycles. He will be present each day for the daily check of the vehicles by respective drivers. He will test check their reports and attend to any defect noticed on an inspection of the vehicle including the starting of the engine. Mechanics should immediately report in writing through proper channel the existence of any defects, which require the issue of spares or other parts on stock in the Reserve or attention in the workshop. He should acknowledge receipt of spares issued and see to their being fixed properly and immediately. The road-worthiness of vehicles will, to a great extent, depend on the thoroughness and efficiency with which the mechanic HC attends to his duties. He will also ensure that orders relating to the schedule of maintenance drawn for care of vehicles are meticulously followed.

321.7 The SP/Addl. SP should make it a point to inspect all the vehicles at headquarters once a month preferably on the first Monday of the month, and see that they are properly maintained. The Commandants, State Reserve and Special Police Battalions, should conduct weekly inspection of motor vehicles available at headquarters.

321.8 When a vehicle is not out on duty or being cleaned, it will be kept in the garage, which will be secured with a lock. One key of the garage will be with the RI/RSI or other officer-in-charge of the Reserve, and the second key with the Duty RSI. The key will be issued to the driver under acknowledgement. No work will be done in the garage between sunset and sunrise, except under the special order of the RI. No naked lights will be allowed in the garage at any time and smoking when at work on the vehicles or in the garage is strictly forbidden.

321.9 Before the vehicle is taken out in the morning, the speedometer reading will be noted and the petrol in the tank measured. The tank should always be kept full. It should be refilled

whenever the fuel comes down to half the tank capacity, and metre reading taken and the kmpl calculated and noted in the diary. The DSP AR should securely seal the metre.

321.10 For authorised private trips a special and additional reading of the meter shall be taken at the commencement and termination of the trip. The speedometer reading will be taken also when the vehicle is secured in the garage.

321.11 The RI Hqrs or RSI Hqrs if specially deputed shall check the daily reading of the meter. The Superintendent of Police/Addl. SP and RI Hqrs will be responsible to see that meters are repaired immediately whenever they go out of order. The vehicle should be cleaned daily. All washing/cleaning of vehicles will be done on the platform outside the garage. The inside portion of all mudguards and the engine tray will be cleaned regularly and will be painted every six months with an approved paint. The under-carriage and chassis shall also be cleaned regularly. The tie-rods, brake-rods and all exposed moving joints should be touched up once a week with a mixture of kerosene and engine oil.

321.12 Lubricating and greasing must be done according to the charts supplied and displayed in the garage and the fact entered in the maintenance register. Lubrication will be carried out once a week and as soon as the vehicle has completed the minimum number of kilometers after which lubrication is recommended by the manufacturers and oil changed as laid down in the Instruction Book. The petrol tap must be shut whenever the vehicle is locked in the garage. The engine should be periodically decarbonized. The radiator must be filled with clean pipe water.

321.13 The vehicle neither should nor be driven faster than 60 kmph if they are heavy or medium Division/Zone and 80 kmph if they are light vehicles unless in a grave emergency. In cities and inhabited areas the speed limits prescribed by police for public should be followed.

321.14 The battery must be examined every week and distilled water added when necessary. The level must never be allowed to fall below the level of the top of the plates. The battery terminals should be greased. The tyres must be maintained at the correct pressure recommended by the manufacturers for the different types of vehicles. The driver will see that he has a serviceable spare tyre and tube ready for substitution as well as a complete

repair outfit whenever the vehicle is taken out. A list of the times of the outfit, which should be maintained and carried in the vehicle, should be in the vehicle always.

321.15 The vehicle will be used for the transport of police parties called out on public duty for the conveyance of under-trial and other prisoners at the district headquarters for the conveyance of reserve games teams within the town, and for taking reserve and other local police men to the parade grounds for holding combined parade.

321.16 Where the vehicle is used solely for the conveyance of officers and men of the department on duty and for the material, records, etc. of the department and its detention is necessary in order that such Government servants and material may be conveyed when the necessity arises when it is used solely for the conveyance of an officer's personal servants and effects and is detained in order that it may be available for the same purpose when a necessity arises; and where it is used partly for Government purposes and partly for the conveyance of an officer's personal servants and effects. When a vehicle is used for the purpose mentioned in (A) above, no charge should be levied. In the case of uses specified in (B) and (C) above, the charges as prescribed by the Government should be levied.

321.17 Vehicle hire charges should be recovered ordinarily by deduction from pay bills in the case of non-Gazetted officers. The recoveries effected from bills should be treated as receipts of the department owning the vehicle and the department, which owns the vehicle, will watch the realization of credit as in the case of other departmental revenues.

## **Guards and Escorts**

### **Introduction**

322. Police are expected to provide safety, security and protection to persons and properties in various contexts. Guards and Escorts are two important modes and methods to provide safety, security and protection, whenever and whenever needed. Guards and Escorts of various forms, thus, are integral parts of the overall police working. Police Guards are provided to persons, places, prisoners, jails and other vulnerable establishments that require protection.

### **Functions of Police Guards**

323. Some of the important functions of Police Guards are following:

- Protection of the person, premises, records and properties for which guards are posted.
- Protection of police arms and ammunition and effective repulsion of any attack on armouries.
- Work as ceremonial guards of the Unit for VVIP and for important occasions and cereamonies.
- Protection of vital installations entrusted to police.
- Ensure prevention of escape of prisoners and guarding of prisoners in sub-jails.
- Protection of Government Treasuries handling cash,

323.1 Guards are generally posted in uniform. In special cases police guards may be posted in plain clothes under specific orders of CP/SsP. The weapons to be issued depend on the subject of guard and also special circumstances. The SP/CP will determine the nature of weapons to be issued subject to prescribed guidelines. The personnel of the guard can be from civil police, reserve police or armed police.

### **Classification**

324. The guards are classified into the following categories:

- a) Protection Guards for protected persons, properties and buildings
- b) Jail Guards
- c) Office and Establishment Guards
- d) Treasury and bank Guards
- e) Guards for vital installations
- f) Guards for maintenance of essential services
- g) Ceremonial guards including guard of honour
- h) Miscellaneous guards

324.1 A regular guard should consist of 1 HC and 4 Constables. The Head Constable also known as the guard officer will be in charge of the guard. In the absence of the Head Constable, the senior most constables will be in-charge. Men are deputed on guard duty for one week at a stretch every Sunday at 6 p.m. The hours of sentry duty for each member of the guard will be fixed in advance for a day of 24 hours from 6 a.m. to 6 p.m.

### **General Rules for all Guards**

325. For all standing guards, printed orders shall be displayed in guardrooms and Police Stations. All guard personnel should be made familiar and thorough with every standing order of the guard like purpose of the guard, nature of threat, likely targets of attack and its methods, strength of the guard, number of rifles/muskets/weapons of other description and the quantity of ammunition, number of police officers to be present during day and during night duty, number of sentries required to be posted during duty specifying their exact position, the extent of their beats and their duties and responsibilities, arms to be carried by sentries during day and night duty, periods of sentry duty, posting and relief of sentries, maintenance of a Sentry Relief Book, premises and articles for which the sentry is responsible, duties of the officer-in-charge, instructions to report immediately any occurrence and to meet emergencies as per contingency plan, inspection of the guard by various offices, warning that neglect of guard duty will entail severe punishment and description of the equipment and facilities provided to the guard.

### **The Duties of the Guard Officer**

326. He is responsible for the regularity and good conduct of the guard, for the correct performance of their duties and for seeing that the men are at all times properly dressed. He shall also acquaint himself thoroughly with the orders on the guard. He shall ensure that all

standing orders regarding duties of the guard are duly observed and shall satisfy himself, as soon as the guard is mounted, that all such orders are known and understood by the men.

326.1 He will ensure that the constables on guard duty do not have in their possession any opium, liquor, ganja or other stupefying or intoxicating substances. Guard Officer should confiscate, if any such thing is found and report the matter to his superior officer without delay.

326.2 He shall detail the duties for men constituting the guard for the next 24 hours making entries in duty roster. He should conduct mock exercises to deal with situations that may arise specific to each guard. The concerned SHO and Company Commander should personally associate with these exercises and also ensure that they are carried out from time to time.

### **Duties of the Guard Sentry**

327. The sentry must be on the alert during his turn of sentry duty, must be in uniform, must not sit down or lounge about, must not converse with any one, must on, no account, quit his arms, must not leave his post till relieved, should move at a measured pace in the assigned area keeping a watch all the time on the sentry point.

327.1 On the approach of a person or persons, the sentry should call out in a sharp tone, "Hello! Who comes there?" (THUM, KAUN ATA HAI?) and simultaneously take up "On guard" (TAN SHASTR) position. When there is reasonable apprehension of an attack from him or when two or more persons approach, the sentry should call out the guard. If the approaching person or persons at once halt and reply satisfactorily, the sentry will say "Raise your hands and advance or advance one at a time (in the case of two or more persons) and be recognized" (PAHCHAN KE LIYE (EK) AGE BARHO). After the persons(s) have been recognized by means of passes or otherwise," the sentry or the Guards Officer will say, "pass, all is well" (CHALO, SAB THEEK HAI). After the person or persons have passed, the sentry will slope arms and the guard, if turned out, will be dismissed to the guardroom.

327.2 If a person fails to halt and reply when challenged, the sentry should turn out the guard and the Guard Officer will then institute enquiries and take such action as is required to deal with the situation. Fire may be opened only in self-defence when there is an apprehension of being over-powered or when there is a reasonable belief that the intruder is armed with

firearm or explosives or when there is an imminent danger of the property under guard being destroyed or sabotaged. Otherwise if a person cannot satisfactorily explain his presence there, he should be detained in the guard room and the SHO informed at once by telephone or other quickest means available followed by a report with a copy, in the case of a Reserve or Special Police guard, to the concerned Company Commander.

327.3 If the approaching person is a visiting Officer and replies 'visiting rounds', the sentry, after satisfying himself regarding his identity, should call out the guard. The guard and sentry will pay appropriate compliments by Salami Shastr (present arms) by day, and will stand Bajju Shastr (at the slope) by night, after which the guard will be dismissed to the guard room.

327.4 The Guard Officer shall post the sentries. During nights, the sentry on duty is responsible for waking up the Guard Officer five minutes before he is due to be relieved for the latter to mount the next sentry. Neglect of guard duty will be met with severe punishment. Absence from, or sleeping while on sentry duty will normally entail dismissal from the service. In case where the responsibility for any loss of or damage to the property guarded by an armed guard cannot be fixed on any particular member or members of the guard, then the entire guard should be held jointly responsible for the loss or damage.

### **Compliments by Guards**

328. During the day, sentries will alert the guard to turn out on the approach of any senior officer entitled to compliments. The procedure for paying compliments will be that on the approach of the officer the sentry on duty will turn out the guard. The guard will line up and take up positions. It will take Salami Shastr position (present arms) only when the Officer takes up his position in front of the guard. The guard will not take Salami Shastr (present arms) position when the officer is still in the car or is alighting or even approaching the guard. But, if the officer does not get down from the car, the guard will take Salami Shastr (present arms) position when the car passes in front of it. If an officer, whom guards compliments have been given appears again during the same day, the sentry will present arms. Officers of lower in rank than Gazetted Officers will be given butt salute by the sentry.



## **Rules for Particular Guards**

### **A. Sub-Jail Guards**

329. The police guard if provided at a sub-jail will be responsible for the safe custody of prisoners, both when the prisoners are in the cells and when they are taken out for work or for any other purpose.

329.1 At each relief, the Guard Officer shall go round the premises with the sentry on duty and the relieving sentry and examine them thoroughly, noting whether all the prisoners are present. If anything wrong is noticed, a note shall be made at once in the Sentry Relief Book. The sentry should be on the move, keeping in view of the prisoners or property as far as possible. The Officer in-charge of the guard must be present with the guard Constable when prisoners are taken out of the Sub-Jail for any purpose. He and the guard Constables will be jointly and severally responsible for the custody of the prisoners taken out.

329.2 In order to ensure that prisoners have nothing on them except their clothes, their persons must be searched every time they are put into their cells after being taken out, and the officer in-charge of the guard shall, on every occasion, make an entry in the Sentry Relief Book that the prisoners were searched and that no contraband article, weapon or other article likely to facilitate escape or to make attempt on lives is left with them or kept with in their reach.

329.3 When prisoners are taken out of the cell for any purpose, names of the prisoners taken out and the purpose for which they are taken out should be entered in the Sentry Relief Book, and the officer receiving the prisoners should acknowledge them in the same book. When prisoners are brought back to the cell, a similar entry should be made.

329.4 When prisoners pass in and out of the Sub-Jail, the guard must stand at such a distance that, should a prisoner try to rush and grapple with them, they may have time to react suitably. The guard shall resist by force all attempts made to break into or out of any part of a prison, and shall aid in the suppression of all violence or opposition to authority on the part of prisoners. In the event of any attempt to break out of the jail or prison, or any other disturbance occurring, the guard shall immediately fall in, load and take all steps to prevent and control it, and the Guard Officer shall at once do his best to communicate with the jailor

and his own superior Officers. If, however, prisoners assault the Prison Officer considers that it would be dangerous to delay until the arrival of superior prison officials, he shall rescue the Prison Officer and shall administer loud and clear warning to prisoners that, if they do not immediately surrender and get back to the cells necessary force will be used including opening of fire. This warning shall (if circumstances admit of delay) be repeated twice, and, if it appears to the officer that there is no other means of quelling the disturbance, the Guard Officer shall direct his men to open fire upon the refractory prisoners in self defence when a murderous attack is made upon the guard or on jail officials or other prisoners. Firing shall cease as soon as the prisoners flee back into the ward, cells, or surrender. On the arrival of the Superintendent of the Prison or a superior officer of police, the guard shall act under his orders.

329.5 When prisoners attempt to escape, the guard should prevent the escape by all possible means in their power. If a prisoner does escape, the officer in-charge of the guard should detail one or two young and able-bodied police officers of the guard to pursue and capture him and send information at once to the SHO and the Superintendent of the Jail. The fact of escape and recapture if any should be recorded in the Sentry Relief Book. The guard should not fire causing death except in self-defence, when a murderous attack is made upon the guard or in the case of a prisoner charged with an offence punishable with death or imprisonment for life, if all other means of arresting him have failed.

329.6 The guard shall not take any part in the daily discipline of the prison. As per Section 31 and 32 of Prisoners Act 1934, civil prisoners and non-convicted (under trial) prisoners shall be permitted to maintain themselves and to purchase or receive from private sources food, clothing, bedding or other necessities subject to examination by prison officials. But they should not allow such food to be given to co-prisoners. The Guard Officer or senior Constables in charge of the guard shall not hold any communication with a prisoner either by words or signs.

329.7 No outsider will be allowed to converse with a prisoner in the sub-jail except with the permission of Superintendent. If a person is permitted to contact a prisoner, he must not be allowed to enter the cell. The sentry must stand nearby and prevent anything being passed on to the prisoner. The police shall not interfere in the matter of jail administration. Their duties

shall be limited to guarding prisoners and giving assistance in case of refractory behaviour on the part of the prisoners.

### **B. Treasury and Sub-Treasury Guards**

330. Guards should be provided only for non-banking Treasuries and Sub-Treasuries who handle large amounts of cash. For the security of Stamps and other valuable documents in banking sub-Treasuries, no guard need be provided. Arrangements for their safe custody in specially designed steel safes embedded in walls or floor, electronic security devices and alarm systems will serve the purpose. The Alarm may be connected to nearest Police Station if desired for emergency action by the police.

330.1 At each relief, the Guard Officer shall go round the premises with the sentry on duty and the relieving sentry and examine them thoroughly, noting whether all seals are correct. If there is anything wrong a note shall be made at once in the record and the concerned authorities will be informed immediately.

330.2 The Officer in-charge of a treasury or sub-treasury guard should be present every evening when the treasury is closed any every morning when it is opened. He should examine the seals with the sentry on duty. The private seal of the Treasury or Sub-Treasury Officer will be affixed to the outside of the treasury door in addition to the official seal. The seal should not be broken except by that Officer's order. The Officer in-charge of the treasury or sub-treasury guards should also receive the sealed bag containing the keys of the record rooms of the respective treasuries for safe custody and sign in the appropriate column of the register maintained for the purpose.

### **C. Police Station Guards**

331. Every Police Station should have a guard consisting of three men from 7 p.m. to 7 a.m., even if there are no prisoners in the lock-up or no cash in the cash chest. The guard will be mounted at 7 p.m. and the sentries posted at intervals of two hours as in the case of other guards. The guard will be relieved at 7 a.m. in the morning by the Station Writer. So long as the Station Writer is present in the station he will function as Guard Officer. When he goes home, he will hand over charge to the senior-most Constable of the guard, who, besides

mounting sentry in his turn, will also act as Guard Officer. The Sub-Inspector and Head Constables should often check the guard.

331.1 There will be a station watch Constable during the daytime from 7 a.m. to 7 p.m. The Station Writer and the station watch Constable will be responsible for guarding the Government property in the Station during the daytime. The station watch Constable should be allowed to go for his food. Both the Station Writer and the station watch Constable should not be absent from the Station at the same time. When the Station Writer leaves the station at night, he will hand over charge to the night guard.

331.2 For Police Stations or Police posts located in areas affected by terrorists, guarding should be specially planned depending on the location, the layout and the nature of the building, the area and material to be guarded and the existing threat perception. Where the perception is acute and there is every possibility of attack at any time the arrangements to be made should include bunkers or sand bag protection to sentries, securing of arms and ammunition, illumination, access control through pass system, identity card or code words. In such guards, there should be two sentry posts each covering the safety of the others from attack. Barbed wire fencing as an outer perimeter should also be provided. The guards should be re-enforced either by rooftop guard or a parallel guard armed with sophisticated weapons in areas where there is a threat by extremists. The strength of these guards should be decided by assessment of threat to a particular police station/outpost. It is advisable in such situations that normal police work be transacted in an OP in the village or town near the PS for convenience of public with unarmed Head Constables and Police Constables, with the Police Station itself being heavily guarded against attack by terrorists.

#### **D. VIP Guards**

332. Guards for VIPs have both security and ceremonial aspects. For the police on guard duty, being a uniformed force, it is necessary that due courtesy to the dignitary and ceremony associated with his visit is built into it, but not in such a manner or to the extent that it overshadows or obscures the main objective of security. All ceremonies therefore are to be kept to the barest minimum and done in perfect dignity and decorum while keeping primary motto of security and safety in mind.

332.1 Where ceremonial part is to be given more importance in respect of certain dignitaries or occasions the guard should be separate and formed for the purpose and dispersed soon after. Guard of Honour generally covers this category, which is to be organized for specified dignitaries in the manner prescribed. The guard posted for security purposes should never be converted into some sort of Guard of Honour under any circumstances.

332.2 If a dignitary does not wish to have a guard or escort, it may be withdrawn and the fact intimated to the DGP. Where a regular guard is not contemplated at the camp of a dignitary but the place where he is camping is an out of the way place or if any trouble is apprehended, a guard must necessarily be posted, the strength of which should be decided by the Superintendent of Police depending upon the circumstances.

332.3 Guards for the President of India, Vice President of India and the Prime Minister will be provided as per the provisions of Blue Book and instructions contains in the booklets, "Rules and Instructions for the protection of the person of the President when on tour" and "Rules and Instructions for the protection of the person of the Prime Minister of India when on tour and in travel". The Intelligence department also issues instructions separately. For the Union Home Minister, the instructions issued from time to time by the Addl. DGP Intelligence and Security should be complied with.

#### **E. Guards for Protected Persons and Vulnerable Buildings**

333. Protective arrangements are ordered for various categories of people facing threat to their lives. Normal guard rules may cause hardship to the protectee and his family as also to the guard personnel. However, difficulties are posed in guarding protected persons because the place of residence of protectees may not afford necessary facilities for a guard, the access control or screening visitors may become difficult if the person to be guarded has a small house in a busy area or is easily accessible to public.

333.1 Their difficulties to a great extent may be minimized by increase or decrease in the strength of guards, as needed. Usually 2 plain-clothes security men are also provided to those for whom guards are provided at residence. There should be a close liaison between the two as to the response to any given situation.

333.2 The unit officer providing guard shall be responsible for making necessary arrangements for the accommodation and other facilities for the proper stay of the guard. This includes hiring of accommodation for the guard, if needed. The expenditure for this may be met from unit budget. If necessary, the additional funds shall be provided by the Government. Under no circumstances the purpose of providing the guard for the protectee shall be compromised.

333.3 Where the protection guards are to protect the buildings, the premises should have a perimeter wall and/or effective barbed wire fencing sufficiently high with a over-hang of at least one metre. In terrorist-affected or other more vulnerable areas barbed wire at the base of the fencing or wall outside should also be provided. All approaches should be well lit and whenever necessary searchlights should be provided. Only one entrance should be available and a strong gate electrically controlled, wherever feasible, should be fixed.

333.4 A minimum of two sentry posts and more, where necessary should be provided support sentry for each sentry post should be provided both during day and night. The sentry post should be well protected, which should afford a good view of the area covered by the post. The guard should be armed with SLR or AK 47 rifles with two magazines of 100 rounds of ammunition. The guardroom should be separated from the other area where arrangements for rest, guard weapons and other equipment should be made. Toilet facilities, drinking water and food arrangements should be made by the SHO or Company Commander. Plain clothes or uniformed Constables who are sent out or come in to the protected premises in course of duty when they go out and before entering should have instructions to move about in the surroundings of the area watching for any suspicious person.

333.5 Where residential houses are close-by the area beat men should have a complete picture of occupants and visitors in the normal course of their work. It is important that neighbors are friendly and cooperate with police. The police would ensure this, only if they are friendly and do not interfere with their privacy and normal work.

333.6 The nature of threat, the source of threat, the weapons likely to be used, the possible methods of entry specific to each place should all be entered in the Guard standing orders.

## **F. Guards for Other Departments**

334. The watch and ward duty of an organization including government departments should be left to them as they may requisition the services of SPF, CISF, RPF or privately owned security agencies on payment or may have their own security guards. The bank, treasury, examination papers, protection of railway property, stamps, archives, museums, archaeological sites, cash of government departments are some of the examples covered in this category. The main category of guards with which police is directly connected are those with internal security implications as well as protection of life of persons who face a specific threat by virtue of office they hold or held or being targets of terrorist or organized crime groups. When other departments make applications for guards for emergency purposes, the Superintendent of Police or DCP should use his discretion for providing them.

## **G. Guard of Honour**

335. The Guard of Honour will depend on the status of the personage for whom it is mounted. It will consist of 1 Gazetted Police Officer, 2 Junior Police Officers, 2 RSIs or ARSIs and 148 men, whenever mounted for the President of India, the Head of a foreign State or Governor-General of a Commonwealth Country.

335.1 Such types of guards need not follow the Guard rules regarding weapons, etc. but should effectively achieve the objective of protection by more professional and informal methods. Long Rifles for guards of this nature should be avoided. Instructions regarding the layout of the Guard of Honour, salute, inspection and other details are given in the Drill Manual. Every unit must frequently practice the drill for the presentation of the Guard of Honour and be able to present a Guard of Honour at a short notice.

## **Guard Record**

336. Each guard will maintain:

- A. Sentry Relief Book
- B. Guard Duty Roster/Register

### **A. Sentry Relief Book**

337. All guards shall maintain a Sentry Relief Book. The Sentry Relief Book maintained at the guard shall be written up every time a sentry is changed and signed by the Guard Officer and the relieving sentry. In this the Guard Officer shall enter the absence of, or neglect of

duty by any member of the guard, the escape of any prisoner, the fact of treasury seals being received and correctly handed over, and the letting out of prisoners from the cells for any purpose their return and all other details connected with the duty. Officers, who check the guard, will record their visits and particulars. Noticed by them in the "Sentry Relief Book".

### **B. Guard Duty Roster/Register**

338. The Guard Officer shall send the guard duty roster every month to the Station House Officer, or the Reserve Inspector, if the guard is posted from the Armed Reserve, or the Company Commander, if it is posted from a Special Police Battalion.

## **Escorts**

339. In common parlance the word escort means accompanying a person, property and thing for carrying him/it to a destination by providing adequate security and protection. In policing contexts the concept of Escorts means that a duly armed contingent is provided for the safe passage and carriage of persons, properties, items and things.

### **Classification**

340. Requisitions are received for providing Escorts by the police department for various reasons by different departments and organizations. However, looking to the general practice of use of Escorts, the Police Escorts can be classified into the following categories:

- A. Escorts for the prisoners and criminals
- B. Escorts for carrying cash, treasuries and other valuables
- C. VIP Escorts
- D. Miscellaneous Escorts

### **Modes of Travel**

341. The Police Escorts may adopt any of the modes of travel as per the need, necessity and urgency pertaining to the subject matter in question. Rail, road, air or sea travel modes can be resorted to for Escort purposes. The Escort in-charge and the Escort party should keep in mind the advantages, disadvantages, difficulties entailed in the specifically selected mode of travel and should exercise all care and precaution to avert and prevent happening of any untoward incident and should ensure that under all circumstances safe passage up to the



destination is available. Whenever travel by road is undertaken it should be ensure that journeys are completed before the dusk. It should also be ensure that communication facilities are available. If there is need for break in the journey, it should be ensure that night stay arrangements are adequately made and there is sufficient provisions for lock up etc. if journey is required to be made by train, reserved accommodation should be arranged in advance. The strength of the Escort party should be carefully fixed in the light of journey time and number of prisoners and sensitivity of the item, thing or person being escorted.

### **Strength and Composition of Escort Party**

342. While actual strength and composition of the escort party would have to be determined in each case depending upon various relevant considerations, the escort party for terrorists and dangerous criminals should invariably be headed by an officer not below the rank of an Inspector. In appropriate cases, a senior officer including a Dy. SP or an ACP may be deployed. For every such prisoner there shall be at least two constables/guards having direct custody of the prisoner, exclusive of armed guards of the escort party. The minimum strength of the escort party in no case shall be less than 1 SI, 1HC, and 3 Constables per prisoner. At least 75% of the escort party shall be armed, including automatic arms, (LMGs/Sten guns) SLRs/ Rifles as may be appropriate. The composition and strength of the escort party shall be so determined (depending on travel time, mode of travel, number of prisoners, etc.) so that even if two or three members are absent at any given time for answering calls of nature, other duties, etc., the extent and quantum of vigilance is not diluted. The minimum strength of the police guard should be as follows:

- i. For a single prisoner, two Constables
- ii. For two prisoners, two Constables
- iii. For more than two and not more than four prisoners, two Constables,
- iv. For more than four and not more than six prisoners, one Head Constable and three Constables
- v. For more than six and not more than ten prisoners, one Head Constable and four Constables

342.1 In case of prisoners, the considerations for deciding the strength of the Escort party could be the number and class of prisoners, whether they are dangerous, ordinary, under trial, female or juvenile. Provisions should be made for the relief of Escort party and while

deciding the strength of the Escort contingent, the factors like hostile or support demonstrations en route or at place of stay and the date and probable hour of arrival at the destination should be given due consideration. In case of deciding the strength of treasury Escorts, factors like the value of the treasury, its nature whether in gold, silver, copper nickel or currency notes, the number of wagons, number of boxes, escort relief, journey period and probable date of arrival should be given adequate consideration.

## **Specific Escorts: Instructions and Precautions**

### **A. Escorts for Prisoners and Criminals**

343. The provisions of The Prisoners (Attendance in Courts) Act, 1955 are relevant in the contexts of these escorts. Accordingly the duty of escorting under trails prisoners from jails and lock-ups to courts for trail devolves on the police. The prison officer should give timely intimation to the police of the dates and the number of prisoners to be escorted to allow of the necessary arrangements being made.

343.1 While yardsticks regarding the strength of police escort parties/guards for escorting prisoners have been prescribed in various orders of the police manual, the arrangements need to be reviewed and strengthened in the context of escorting terrorists, extremists, dangerous criminals and other high security/escape risk prisoners. Prisoners are required to be escorted in various types of situations including escorting from prisoners to courts and hospitals vice versa and also from one prison to courts/prisons both within and outside the State. While in each case, the strength and composition of the escort party would require to be fixed after considering various relevant factors including number of prisoners, their antecedents, mode of travel and duration of journey, etc. the under mentioned points may be kept in mind.

343.2 The police party should be thoroughly briefed by the jail authorities and senior police officials with regard to antecedents of prisoners, their habits, past modus operandi and whether they are high security/escape risks before handing them over. Through physical search of prisoners should be conducted by both jail staff and escort party before taking them over. They should not be allowed to carry any articles, which can be used for offensive/escape purposes.

343.3 Only vehicles in good condition should be used for escorting terrorists and dangerous criminals. Invariably two vehicles should be deployed with one acting as an escort vehicle in

which a wireless set must be installed to report, at prescribed intervals if necessary the location and position of the party. In case of long distance travel there should be a third vehicle with armed guard for better guarding and acting as standby in case of any break down.

343.4 Handcuffs, locks, chains, etc. should be checked up thoroughly for being in good order. The party should invariably carry one long chain, rope and two steel rings with locks per prisoner. The party should be equipped with a spare set of handcuffs, powerful batteries/torches and light pistols. In exceptional cases leg irons, fetters could also be used as per relevant provisions of the jail/police manuals. However, in such cases detailed justifications and reasons should be recorded in writing in view of the Supreme Court Judgment and wherever necessary prior permission of Courts obtained.

343.5 The Guard/Constable in immediate custody of the prisoners(s) should be unarmed to obviate the chance of getting overpowered and losing his weapon. However, other armed guards at the hand reach of the prisoner can cover the prisoner adequately. During transit, glass bottles for water should be avoided and only plastic bottles should be permitted. Items of equipments like chains/ropes/torches should be so placed that the prisoners have no ready access to them.

343.6 The guards should so position themselves and be vigilant as to obviate/minimize possibility of chilly powder or other material being thrown in eyes/face as has been reported in several cases, particularly in congested areas. The police escort party should be cautioned to prevent any contact, exchange of articles or conversation with all (including friends and relatives) in transit and also in court premises. They should be warned against attempts by prisoners to gain their confidence resulting in laxity in custody and also against accepting and food, drinks, or hospitality while escorting prisoners.

343.7 As far as possible, feeding of both prisoners and the escort party should be completed before commencement of the journey. Whenever food on route becomes necessary the convoy should be stopped as far as possible at the police station/police lock-up premises and not in congested areas/bazaars. Food before being consumed by the prisoners shall be tasted/checked.

343.8 For answering calls of nature etc. police stations/police lock-ups en route should be used. However, if it becomes necessary to stop en route, the leader of the escort party should select the spot. Where necessary, prisoners should be tied with long chain and only handcuff released. Under all circumstances, it has to be ensured that the prisoner(s) is always in close proximity and under the direct gaze of the guards at all times.

343.9 Jail doctors should be instructed to recommend outside treatment only in the most deserving/critical cases. As far as possible separate and secure accommodation in the hospitals outside jail premises should be arranged for the prisoner and for the guards in the immediate vicinity.

343.10 When a prisoner is to be escorted by rail, in no circumstances he will be taken to the railway station more than three-quarters of an hour before the departure of the train by which he is to travel. Prisoners in transit by rail should be detained in railway police stations, provided they have lock-ups. Otherwise, they should be taken for safe custody to the nearest local police station, provided there is such a station within two miles from the railway station. If there is no lock-up in the railway police station and if there is no local police station within two miles, prisoners should be kept in the railway police station and should be guarded, reinforcements obtained if necessary, from the railway police station.

343.11 In courts where terrorists/dangerous criminals are frequently required to be produced, arrangements for earmarking a room or some other place for holding them in custody pending court proceedings should be arranged. In case of high escape risk prisoners, permission of the court to keep the prisoners in hand-cuffs, if necessary, fetters should be obtained and they be requested to take up their cases on priority to reduce waiting time. Special care should be taken while allowing prisoners to use toilet facilities. Conversation/communication, etc. with outsiders in court premises (which are generally crowded) should not be permitted.

343.12 Long distance journeys should invariably be performed by special jail vans, which ideally would provide prison condition. They should have separate compartments divided by iron grills and wire mesh for prisoners with seats with self locking belts and guards and separate section for armed escort. For long distances, provisions for toilets/urinals should if possible be made within the vehicles by having a small area/curtained portion-containing commodes/urine (plastic) bottles.

343.13 The escort accompanying prisoners conveyed by police bus or prison van may unfix bayonets before embussing; but they shall always fix bayonets when superintending prisoners entering or leaving the bus or van. The police bus or van shall be brought as close as possible to the point where prisoners are to be taken out from their place of confinement. For this purpose, the driver shall comply to the best of his ability with the instructions of the escort officer regardless of the rank. If the prisoners are escorted in a public bus, the escort will so dispose itself as always to be between the prisoners and any door and between the prisoners and any member of the public. When parties escorting prisoners by road are required to halt for the night en route, halting places shall be selected, if possible where lock-ups are available.

343.14 Whenever a prisoner is sent for examination to, or has to halt at night en route at, a station where there is a central or district jail, he should be confined therein. Where there is no central or district jail he should be confined in the subsidiary jail, and where there is no subsidiary jail, he should be confined in the police lock-up. If the escort is unable to reach a Central, District or Subsidiary jail before sunset, the police should make necessary arrangements for the safe custody of the prisoner.

343.15 If the prisoner is taken to a Central, District or Subsidiary jail, the jail or police establishment guarding it will be responsible for the custody of the prisoner. Whenever the escort desires to proceed the prisoner will be handed over for that purpose, provided that no prisoner escorted under these rules will be admitted into a jail after sunset, nor handed over to the escort before the sunrise.

343.16 If the prisoner is taken to a police lock-up, in which there are no other prisoners, the police in charge of the lock-up will permit the prisoner escorted under these rules to occupy a ward in the lock-up, the key of which will be handed over to the escort and the prisoners, the prisoner will be entirely under the charge of the escort with its prisoner, the key of ward occupied will be returned to the police in charge of the lock-up. In the event of a police lock-up being occupied by other prisoners, the prisoner will be confined with them, the police in charge of the lock-up being then responsible for his safe custody. The duty of supplying the prisoner with food and of watching him cook and eat will rest with the police escorting him.

343.17 While escorting prisoners to and from courts or while waiting outside the courts, no one should be allowed to speak to or to approach any prisoner. When a convict is removed to give evidence in a court situated at a place other than that where he is undergoing his sentences, he should be delivered for custody until such time as his attendance in court is required, to a prison, or in the absence of a prison into a lock-up at the place where the court is situated. When his attendance is no longer required, he should be taken to the nearest district or central prison.

343.18 Under/trial prisoners should not be handcuffed unless there is a reasonable expectation either from the heinous nature of the crimes with which he is charged or from his character or behaviour that such person will use violence or will attempt to escape or that an attempt will be made to rescue him.

### **Arms of Escort of Prisoners**

344. On escort duty with prisoners, the Head Constable or Head Constables in the escort should not carry arms. Of the Constables forming the escort, not more than half the number will carry arms. In a party of one Head Constable and three Constables, one Constable should have a rifle; in a party of one Head Constable and six Constables, three Constables should have rifles. No Head Constable or Constables should carry any side arms on such escort duty. Instead of side arms, batons may be provided, if necessary. Each Constable armed with a rifle will carry 10 rounds of ball ammunition in his pouch. In such parties, the Head Constable will arrange that there is only one-armed Constable who will walk in front of the party. When there are several armed Constables, there should be one in front and the others divided on either side of the prisoners. It will be the duty of the Head Constable-in-charge to keep in his possession all warrants or correspondence relating to the prisoners. It will be the duty of the Constables without arms to hold the prisoners' ropes or chains to prevent their escape.

344.1 There orders regarding arms to be carried by escort parties will apply when normal conditions exist. When disturbances occur or are apprehended, the proportion of arms carried shall be increased at the discretion of the officers dispatching the escort party, and in such times the same authority may also vary the amount and nature of the ammunition carried. Escort parties required to half at nights at places in which no secure lock-up exists should be

provided with sufficient arms to ensure their safety from attack and permit them to mount the necessary sentries.

344.2 Should an escape be attempted, and prisoners resist the effort of the escort to prevent the escape, escort will be fully justified in using firearms for their own protection or to overcome the prisoners' resistance and, if necessary, for either purpose in shooting or using force on the prisoners. This extreme course should never be resorted to unless in cases of absolute necessity.

### **Documents When Prisoners Transferred to Another Jail**

345. The following documents relating to each prisoner transferred will be given to the officer-in-charge of the escort to be delivered to the Superintendent of the receiving jail. His original warrant or warrants duly endorsed, a copy of the committing court's judgement if available, the order of any appellate court and any order of government on any petition made by the prisoner, a nominal roll, his history sheet, his remission ticket (if he is under remission system), his medical case (if he is transferred on medical grounds), duplicate and triplicate lists of all private property belonging to the prisoner, list of clothing, bedding and other Government property sent with him, and a certificate regarding his health in the transferring jail and of prisoner's fitness to travel, signed by the medical officer.

### **Securing of Prisoners Under Escort**

346. When prisoners under escort are handcuffed, they should always be handcuffed in pairs, the left wrist of the one being hand-cuffed to the right wrist of the other. When the number under escort consists of an odd number, as three, five, seven, nine, etc., the odd man should be hand-cuffed to other prisoners. In cases of dangerous or refractory characters special measures should be taken with a view to securing their custody under the order of the Superintendent of Police. While halting, such precautions only should be taken as are absolutely necessary for security. If leg irons are used, leather gaiters must be used for each prisoner to prevent abrasion of the skin. Convict warders and convict overseers need not be handcuffed when under escort from on jail to another.

## **Instructions for Using Handcuffs**

347. The use of handcuffs not only causes humiliation to the prisoner but also destroys his self-respect and is contrary to the modern notions in the treatment of offenders. Prisoner should not normally be handcuffed, unless he is violent or disorderly or circumstances necessitate such handcuffing. No person arrested by a police officer or remanded to custody by a magistrate on a charge of having committed a bailable offence, shall be hand-cuffed unless for some special reasons it is believed that he is likely to escape.

347.1 A prisoner should not normally be handcuffed unless he is violent and disorderly, or circumstances necessitate such handcuffing. Fetters should not be imposed on any prisoner admitted in a hospital except with the approval of the medical officer and in no case prisoners who are aged and bed ridden in hospital should be hand cuffed or fettered. In no case handcuffs or fetters, should be imposed on women prisoners, juvenile prisoners or civil prisoners.

347.2 No person arrested by a police officer or remanded to custody by a magistrate, on a charge of having committed a bailable offence, shall be handcuffed unless for some special reasons it is believed that he is likely to escape.

347.3 When an accused is in court during the trial he must be held to be in the custody of the court. If the accused is so dangerous that it is necessary to handcuff him, a representation should be made to the court and the court will issue proper instructions in the matter. Accused persons while in courts during trial should not be handcuffed except with the permission of the court.

347.4 Under trial prisoners while being escorted to and from courts, shall not be hand cuffed and chained unless there is a reasonable expectation either from the heinous nature of the crimes with which they are charged or from their character or behaviour that such persons will use violence or will attempt to escape or that an attempt will be made to rescue them. The same principle will be applied to convicts proceeding in public places in police custody. The decision as to whether handcuffs and chains should be used or not will ordinarily lie with the Station House Officer or in his absence, with the officer next below him in seniority.

347.5 Whenever accused, but un-convicted persons are handcuffed, the facts and the reasons for it shall be stated in the Station House Diary. Whenever it is considered necessary to



handcuff the accused, but un-convicted prisoners confined in a sub-jail when taken out in the precincts of the sub-jail for food or exercise, the orders of the Superintendent of the sub-jail should be obtained in the prescribed register kept for the purpose by the officer-in-charge of every sub-jail guard. In regard to refractory, violent or dangerous prisoners, the officer-in-charge of the sub-jail guard or the senior police officer present may impose handcuffs in cases where the orders of the Superintendent of the sub-jail can not be obtained in time to avoid risk, provided the facts shall be reported to the Superintendent at once.

### **Method of Using Handcuffs and Chains**

348. In securing a prisoner under escort, the primary issue is that the policeman in charge should be alert. If there be negligence in this respect, no amount or method of tying or handcuffing will prevent a prisoner's escape. If it be necessary to use handcuffs, the key-holes of the handcuffs should be kept uppermost, as in this position it is not easy to open them by striking on some hard substance. Care should also be taken that the handcuffs are not too large; otherwise, prisoner can slip his hand through them. It should also be ensured that the handcuffs are in good working condition.

348.1 When there is only one prisoner, there is the simple device of attaching the handcuffs to the prisoner's right hand and to a Constable's left. Both the prisoner and the Constable can walk in comfort but the prisoner cannot escape. It is sometimes advisable to handcuff a prisoner with his arms behind his back. The prisoner can walk quite comfortably but cannot run fast; and at the same time, he cannot strike the handcuffs on some hard substance to break them open. When travelling by train, a prisoner who is handcuffed behind cannot easily escape as he finds it difficult to jump out and then pick himself up again.

348.2 Leading chains may also be used in addition to handcuffs. The leading chain has a steel ring of a diameter of two inches and a handle. The steel ring should be passed through one of the pairs of handcuffs in an unlocked position and thereupon the handcuff put on the prisoner. Both cuffs should be locked: otherwise the leading chain will slip off.

348.3 The officer-in-charge of the escort should be supplied with two pairs of removable leg-shackles if available, to be temporarily substituted for handcuffs when convicts are easing themselves on the journey.

348.4 Before taking the convicts, the officer-in-charge of the escort should ensure that all handcuffs and fetters when used are secure and are in good order and that none of the convicts can possibly rid themselves of them without aid. This examination will be repeated whenever the convicts halt or resume their journey. The police should provide the handcuffs and leg-shackles.

### **Treatment of Sick Prisoners**

349. When the convict becomes seriously ill on the road so as to be unfit for travelling, he should be left at the next station or outpost to be taken as soon as he can be moved to the nearest jail or lock-up, there to be treated by the Medical Officer and a report of the circumstances should be made to the Superintendent of the dispatching jail and the jail to which the convict was travelling. If a convict coupled to another falls sick, he should be from his companion, the latter being coupled to any odd convict, there may be in the party. Should cholera appear on the march either among the convicts or the guard, the party should halt immediately or the officer in command should apply for orders to the nearest Station House Officer?

349.1 In case of death among convicts, the officer-in-charge will report the fact to the nearest Police Station and make arrangements for the due custody of the corpse until the arrival of the Magistrate to hold the inquest. The officer-in-charge of the station, when such death is reported, will be responsible for the due disposal of the body after inquest.

349.2 When an escort is required for a person suffering from an infectious disease, the officer providing the escort, will be given full details of the disease and whether the person is badly infected with. The officer providing the escort will then obtain the services of an ambulance for conveying the person to the infectious diseases hospital or to any other destination. In case of smallpox, only those Constables who have recently been vaccinated will be deputed for the escort. In case of other diseases, constables who have been inoculated against that particular disease should be deputed. Where there are no Constables so inoculated, arrangements should at once be made to get the escort party inoculated before they are deputed. On return from duty, the Constable should hand in their uniforms, which should be sent at once for fumigation. The Constables should also be advised to have a bath before mixing themselves with the other Constables.

349.3 Detenues are allowed to use their personal cash property for legitimate purposes during journeys while under police escort. The police escort will be in custody of the personal cash property and should maintain accounts of the expenditure incurred during transit.

**B. Escorts for the Treasury, Cash and Valuables**

350. Extreme vigil, vigilance and extraordinary precautions are required to be exercised for the escorts of this type for protecting the treasures from the attacks of criminals and anti-social elements with a view to committing offences like robbery and dacoity.

350.1 When money is remitted within the district in locked boxes, the police escort should give a receipt in terms of sealed boxes. The escort officer should carefully examine the seals and locks and count the boxes. The loaded boxes have to be weighed in the presence of the escort as a precaution.

350.2 The instructions contained in the Treasure Code are for the guidance of officers in charge of cash (treasure) escorts. The escorts are solely and entirely responsible for the safe transit of the cash/treasure boxes and for handling over the boxes in the condition in which they received them. The escort officer shall see the boxes of notes and coins weighed. He shall satisfy himself that each box or chest is properly fastened and secured before he takes charge of it. He should refuse to take charge of treasure insecurely packed, reporting the reasons for so doing to his superiors. He will, if he is satisfied, sign the receipt at the foot of each copy of the invoice. The blanks will be filled up in words and, if the escort officer be ignorant of English/Hindi, he will be required to write the number of the bags or boxes, which he has received, in the language he knows on the copy of the invoice to be retained by the Treasury Officer. When the escort officer is relieved in the course of the journey, he will obtain a receipt. If any box be of short weight or shows sign of having been tampered with, it should be opened in the presence of the escort officer, otherwise he should be allowed to return at once.

350.3 Before the cash/treasure is loaded in a van, the officer in charge of the escort shall examine the van and see that it is secure in all respect. If any defects are found, he shall immediately bring the matter to the notice of the railway stationmaster and if they are not

remedied or another secured van is not provided, he shall decline to load the treasure, reporting the grounds therefore to his superiors.

350.4 The treasure must be deposited in the van in the presence of the entire guard, after which the van shall be locked on both sides. The guard will be furnished with an extra padlock of best quality for each door to be used in addition to any lock furnished by the railway. If there be only one lock, the key shall be held by the concerned officer of treasure/bank but the escort officer is responsible to ensure that the wagon is not opened either before arrival at destination or in case of a breakdown, when the treasure has to be moved to another wagon in his presence. In the case of remittances sent without shroffs, single lock shall be used and the keys entrusted to the escort officer in a sealed cover, which he should not open, except when absolutely necessary in case of a breakdown. If a breakdown separates treasure loaded in more wagons than one, the officer in charge shall divide his guard and make adequate arrangements to guard each part of the convoy, attaching himself to the part where risk is more.

350.5 If for any reason a box is smashed in transit, the contents should immediately be shroffed under the close surveillance of the escort by the shroff or concerned officer, if he is present, or otherwise by the officer in charge of the escort, and the contents be carefully recorded on the invoice.

350.6 During the railway journey, the escort will be accommodated in a brake van attached to the treasure van, if goods train carries the remittance, or in the last compartment of any carriage nearest to the van carrying the treasure. In the latter case, the officer in charge of the escort may also travel in the carriage adjacent to the treasure van. None of the doors of the compartment occupied by the escort should be locked. When a wagon containing treasure is detached from the train for any reason, the stationmaster or the guard in charge of the train will warn the police guard in charge of the treasure, in order that necessary arrangements may be made to guard it.

350.7 As the guard is required to be constantly alert on duty, it should be relieved at suitable stations at intervals of about 12 hours. As far as possible, relieving stations should be at district headquarters. The most convenient course should be adopted in each case and due notice for relief of escorts be given to the officers concerned as required.

350.8 The relieving guard officer shall ensure that the numbers of wagons tally with those given in the blank receipt, tendered for his signature. If the seals on a wagon are broken or bear marks of having been tampered with or if a wagon has not been sealed, the escort officer should insist on the wagon being opened and the number of boxes counted before giving a receipt for the consignment. In such cases the fact of the wagon having been opened and the number of boxes counted should be endorsed on the receipt. Whenever any breach of these instructions occur, the officer in-charge of the guard must insist on the treasure van being detached from the train and should immediately telegraph the facts to the remitting officer, to his superior and to the traffic manager of the railways.

350.9 The treasury officer, jointly with the police officer, who is to travel as in-charge, shall supervise personally, or by a substitute, the loading of the vans, and shall hand over the police officer a memorandum of instructions. The escort officer when starting with the remittance by the rail shall telegraph to his relieving officer the probable time of his arrival at the relief station. He shall also give intimation about the nature of the remittance and the composition of the escorts.

350.10 Persons attacking and attempting to loot treasure may be fired upon when the use of arms becomes necessary for the protection of the person, property and the treasure. The escort commander shall take adequate and effective decisions in this regard.

### **Strength of Treasure Escorts by Road and Rail**

351. The following scale of escort for treasure by road is given as a general rule, to be varied as local experience may prove an increase or decrease, necessary.

- Sums over Rs. 50,000 but not exceeding Rs. 5,00,000      1HC    2PCs
- Sums over Rs. 5,00,000 but not exceeding Rs.25, 00,000    1HC    4PCs
- Sums over Rs. 25,00,000 but not exceeding Rs. 50,00,000    2HCs    8PCs
- When the value of the remittance exceeds Rupees fifty lakh, an officer not below the rank of Sub-Inspector or reserve sub-inspector should be sent in charge of the escort.

### **C. Escorts for the Protected Persons and VIPs**

352. Escorts are provided for certain categories of protected persons who face imminent threat by virtue of their present or past political or administrative assignment or views they hold on certain issues. The Addl. DGP Intelligence circulates list of such persons to the SP/CP, for whom escort is to be provided. The escort can be in uniform or in plain clothes. The weapons to be generally carried are SLRs, Carbines and pistols/revolvers without bayonets. The escort usually consists of 1 HC and 2 PCs. The strength and the number of vehicles may be increased if specifically ordered. One reliable vehicle with a trained driver is provided for each escort. The other equipment should consist of a first aid box, ropes, power torches, and fire extinguishers and smoke candles. The personnel should not wear tight fitting clothes, as it would restrict quick movement.

352.1 The duties to be performed by the escorts of the protected persons shall to afford protection to the protected person against attack while on journey. The escort vehicle should be 15 metres behind the protected person's vehicle and move up if the latter's vehicle slows down. The escort car should not be stopped unless it is inevitable. Except the escort personnel, no other person should be allowed to travel in the escort car. While on the move, the escort personnel should keenly observe the route and whenever needed should take preventive steps at vulnerable points of ambush. While on the move the doors of the car should not be locked. While on the move the doors of the car should not be locked while communicating on VHF the message should be brief and to the point. One should not indulge in unnecessary long talk and should not tune on radio in the escort car. When the protected person's car stops the escort should take position near his car to ward off any attack. If the protected person is moving by walk or if the car is moving slowly, the escort may walk along watching out, keeping two paces behind the PP's position in car. Extra care and caution should be taken at places where threat is perceived or where prior warning of threat has been received. Escort personnel should not get mixed with any commotion or celebration and should only cover the Protected Person (P.P.). They should take particular care against accidental or hasty firing of the weapon. Specific instructions given on each occasion should be complied with.

### **D. Miscellaneous Escorts**

353. Police Escorts are required for different purposes on various occasions. Some such occasions could be escort for transporting arms and ammunitions, postal remittances, escort

of juvenile offenders and escorts or soldiers etc., etc. The provisions applicable to other escorts are also applicable to these escorts. However, looking to the specific conditions, demands and requirements of each of these escorts decision with regard to their strength, mode of transportation, weapons, relief etc. should be taken on the merits of each case and the escort party should be briefed accordingly with the purpose and objectives of each case along with care and precautions to be exercised by the escort party.

353.1 When the children are on remand, the Police Department should provide necessary escort facilities for to and from journeys of the inmates either to the courts, hospitals, certified schools and when under orders of transfer or of repatriation for restoration to their parents, etc. On all these occasions, the police should be in plain clothes and no child or young person shall be handcuffed or roped.

353.2 A military escort should be applied for, for the purpose of escorting soldiers still in service who are in the custody of the civil power, from one place to another whether before or after sentence. Police escorts should not be furnished for the purpose exclusively.

## **Police Transport Organisation**

### **Introduction**

354. A dynamic and people oriented organization like police, which is required to attend to emergency calls of various nature, with minimum response time; factors like transport and communication play a very significant role in their effective and efficient functioning. To facilitate quick movement of the police force for prompt and efficient performance of their different duties especially during emergencies such as riots, civil disturbances, strikes, serious outbreak of crime, motor vehicles of different categories are required. Accordingly, vehicles are allotted to all the police units to provide mobility to their staff. A large number of vehicles of various categories are necessarily made available to each and every police Organisation. The large fleet of police transport and vehicles should be operated on the parameters of economy, efficiency and adequacy. For achieving these objectives effective and efficient supervision, control and administrative mechanisms are required for the regulation, maintenance and up keep of police vehicles. A Police Transport Organization, therefore, should be set up in each State police organization.

### **Organisational Structure**

355. The following establishments should constitute the State Police Transport Organisation.

1. Central Workshop located at capital headquarters.
2. Regional workshops or zonal or Division/Zone headquarters.
3. Driving, Maintenance, Repair and Transport Training Institute (DMRTTI) at capital headquarters
4. The district/unit maintenance units

355.1 Director PTO would be assisted by different ranks of technical and non-technical police officers, will head the PTO. The technical personnel of the organization are equated with police ranks and are of the designations such as Additional Director, Deputy Director, Assistant Director, supervisor, mechanics and helpers etc.



### 356. **Functions of PTO**

- Assessment of requirement of different types of vehicles for various police units and lay down a scale of vehicles taking into account various parameters such as strength of a unit, nature of duties performed by a unit, utility of a particular kind of vehicle etc.
- To standardize the vehicle fleet and constantly update the same by reviewing the type of vehicles required by various units by taking into account the new vehicles introduced in the market, their utility for the police work, running cost etc.
- Procurement of the vehicles and allotment to the various units as per the approved yardstick
- Enforce prescribed preventive and regular maintenance schedules for vehicles, timely servicing and undertaking minor repairs in District/Unit Maintenance Units (DMUs) and major repairs in regional and central workshop and their prompt and economic completion.
- Establishment and efficient management of Central Workshop, regional workshops, district maintenance units as well as Driving Maintenance, Repair and Transport Training Institute (DMRTTI).
- Provide technical supervision for efficient fleet and fuel management in various Police Units.
- Procurement and supply of quality major aggregates and critical items (automobile spare parts) at economic cost for Central Workshops, regional workshops and all DMUs
- Procurement and dispensation of fuel (Petrol and Diesel), Oils, Lubricants etc. at various units
- Condemnation and auction of unserviceable vehicles, spare parts and other related items.
- Recruit and impart induction as well as in-service training to newly staff of PTO, Central and regional workshop as well as DMUs.

## **Jurisdiction**

357. The Director, PTO would be in the rank of Inspector General of Police, which will be a cadre post of Indian Police Service. He would be the head of the PTO and report to the Director General of Police through Addl. Director General of Police (Technical Services). Director PTO will have statewide jurisdiction and the Central Workshop, regional workshops; DMUs and Transport Wings of all the units will function under his technical control and supervision.

## **Functions, Duties, Responsibilities and Powers of Director PTO**

358. Director, Police Transport Organisation Heads the organization and is overall in-charge of functions related to fleet and fuel management such as purchase of new vehicles, purchase of spare parts and other allied items, maintenance and repair of vehicles in police department.

- Exercise financial and disciplinary powers of the Inspector General of Police.
- Exercise overall superintendence over the work of all technical and non- technical officers in the PTO.
- Appointing authority of the directly recruited Supervisor (Technical), Supervisor (Materials), Supervisors (Systems), Supervisors (Transport) and other corresponding posts.
- Initiation of transfer and posting proposals of various Assistant Directors
- Posting and transfers of the Senior Supervisors in PTO, Central and Regional Workshops as well as those working in DMUs
- Maintenance of Personal Files of Gazetted staff up to the rank of Senior Joint Director
- Prescribes various periodical reports for ensuring the efficient functioning of officers working under his control.
- Periodical inspection of officers of subordinate officers, central workshop, regional workshops, DMRTTIS and DMUs
- Chairs the Purchase Committee constituted for purchase of spare parts and other allied items.
- Responsible for codification of a purchase manual, which may be updated from time to time
- Responsible for introduction and implementation of latest and appropriate managerial, financial, purchase and technical practices for maintaining an efficient police fleet.

- Sanction of rewards for outstanding work to personnel working under his administrative control
- Fixes the condemnation norms/yardstick for vehicles, parts. Final authority for condemnation of vehicles, pre-mature condemnation as well as auction of condemned vehicles and spare parts
- Shall compile the State Police Transport Manual incorporating details of maintenance schedules, preventive maintenance practices, workshop management, service station management, management of POL dispensing units, duties of officers/drivers who use to drive the vehicles and all other establishments including stores and issue it after approval of the Director General & Inspector General of Police. He shall update the transport Manual from time to time and at least once in two years.
- He shall introduce and implement computerized system for vehicle management, accounts, inventory control, records, training etc.
- Submit a monthly report to the Director General of Police through Additional Director General (Support Services) regarding functioning of PTO, the central and regional workshops and the status of the fleet.
- Allot work, duties, powers and functions to various ranks of the PTO in consultation with the DGP and the respective authorities.

### **359. Functions, Duties, Responsibilities & Powers of Additional Director**

#### **(Technical)**

- He would have statewide jurisdiction and performs the following duties under the supervision of Director PTO.
- Monitoring of maintenance, repair schedules of the fleet in the State.
- Overall Technical Supervision of various on-going repairs, maintenance in central workshop and other workshops.
- Ensures prompt and quality repair of the vehicle at Central and Regional Workshops.
- Inventory Management of the Main technical stores of PTO.
- Overall Supervision of the Motor Transport Wings, POL dispensing units and Driving Maintenance, Repair and Transport Training Institute.
- Exercises disciplinary powers of DIG of Police pertaining to technical personnel.
- Responsible for efficient management of the fleet and its proper upkeep

- Responsible for conducting the tender-cum-auction of condemned vehicles and old automobile spare parts.
- Preparation for maintenance and repair manual for each kind of vehicle maintenance in the department, which will form part of the State Police Transport Manual
- Maintenance of PFs of Non-Gazetted technical staff of the rank of Assistant supervisor and above
- Sanction of rewards for outstanding work to technical personnel as per prevalent orders
- Inspections and visits of the offices of the Joint Director (Technical) once in a year and Assistant Directors (Technical) once in two years, at least two Motor Transport Wings under each regional workshop and other officers under his supervision once a year.
- Submit monthly reports to Director Police Transport Organisation as prescribed from time to time.
- Perform such other duties as may be assigned by the Director Police Transport Organisation.

### **360. Functions, Duties, Responsibilities & Powers of Senior Joint Director**

#### **(Administration)**

- He would be responsible for personnel administration and office administration in the Police Transport Organisation, Central Workshop and Regional Workshop.
- Appointing and disciplinary authority for Assistant Sub-Inspectors, Head Constables and Helpers and all other equivalent ranks
- Maintenance of personnel files of all non-Gazetted staff of various officers under the control of DPTO
- Sanction of rewards for outstanding work to each non-technical personnel working under the control of DPTO as per prevalent orders
- To conduct regular inspections of various offices under his control and submit reports to DPTO through Additional Director (T)
- Exercise financial and disciplinary powers as that of the Superintendent of Police for efficient functioning of the day-to-day functioning of office.
- Performs any other administrative duties assigned by the Director, Police Transport Organisation.

## **Central Workshop**

361. The Central Workshop is responsible for carrying out major repairs to vehicles. The Central Workshop carries out major repairs to vehicles received from other units of the State. The Central Workshop will also be responsible for carrying out preventive maintenance and minor repairs to the vehicles of all the units.

361.1 The Central Workshop will have the following sections:

- A. Engine Section
- B. Engine Repair Sub Unit
- C. Machine Shop Sub Unit
- D. Fuel Injection Pump Sub Unit
- E. Gear Box and Fitting Sections
- F. Gear Box Sub-Unit
- G. Fitting Sub-Unit
- H. Preventive Maintenance & Minor Repair Section
- I. Preventive Maintenance Sub-Unit
- J. Wheel Alignment & Balancing Sub-Section
- K. Electrical Section
- L. Main Line & two-Wheeler Section
- M. Two Wheeler Sub-Unit
- N. Painting & Miscellaneous Support Section
- O. Painting Sub-Unit
- P. Upholstery Sub-Unit
- Q. Blacksmith Sub-Unit
- R. Carpentry Sub-Unit
- S. Central Stores with inventory control, purchase, receipts, stock and distribution, tyres and batteries, unserviceable and disposable material and audit section.

## **Purchase Procedure for Vehicles, Spare Parts & Other Items**

362. The PTO forms a very important function of purchase of new vehicles, purchase of spare parts and allied items as well as disposal of condemned spare parts, condemned vehicles and other items. The PTO is responsible for purchase of suitably identified vehicles for the use of various units of police force. The PTO will be responsible for standardizing the fleet. The standardization of vehicles will be reviewed continuously so as to induct suitable

vehicles for fuel efficiency. The fewer the types of vehicles, the less will be the need to maintain a limited inventory of spare parts. PTO would be in a better position to maintain timely repairs to these vehicles. Normally the vehicles will be purchased directly from the manufacturers on Government approved rates. In case, a vehicle has to be purchased which is not available on Government approved rates, PTO will evaluate similar type of vehicles available in the market and after trial, decide to purchase vehicles which is the most useful and economic. The purchase shall invariably be made from the manufacturers through a local dealer so as to ensure the benefits of warranty through the dealer.

362.1 The PTO will continuously evaluate the economic life of various vehicles and fix the running life, so as to condemn and fix the yardstick for condemnation. The vehicles, which have lived the prescribed life, would be taken off the fleet and sold by auction-cum-tender process. The old spare parts and unserviceable items would also be disposed off through auction-cum-tender method periodically.

362.2 PTO is responsible for keeping optimal inventory of spare parts. Every effort shall be made to ensure that money is not blocked in the form of large and excessive inventory. The spare parts and replacement items like tyres and batteries shall be purchased directly from the manufacturer (unless needed in very small quantities- which could be procured from authorized dealer) either on Government approved rates or through open tender procedure. The PTO shall continuously evaluate and ensure that only quality spare parts of reliable and reputed manufacturers are purchased. Since some of the standard items including the vehicles, which are available on DGS & D rates, the Purchase Committee need not approve such items.

362.3 A purchase committee under the Chairmanship of Director, Police Transport Organisation will function and shall consist of the following members:-

- Additional Director (Technical), PTO- Vice Chairman
- Joint Director (Technical) (nominated by the Director, PTO)- Member
- Assistant Director (Technical)- Member
- Assistant Director (Material, PTO)- Member Secretary
- An officer nominated by the State Road Transport Organisation, Member

362.4 If for any reason the chairman is not available, the vice chairman will chair the Stores Purchase Committee. The Quorum of the Stores Purchase Committee shall be Chairman and three members.

362.5 The PTO will have other wings also like System Wing, Administrative Wing, Security Wing and Central Vehicle Pool.

### **Driving, Maintenance, Repair and Transport Training Institute (DMRTTI)**

363. The institute will work under the overall supervision of 1 Joint Director (Technical). 1 Assistant Director (Technical), 4 Supervisors (Technical) will be in direct charge of the institute. The institute will have 2 Senior Mechanics (Diesel), 2 Senior Mechanics, 2 Head Constable Drivers. The institute will conduct courses for the staff of Central and Regional Workshops as well as districts and other units in preventive maintenance, minor repairs etc. The institute will also conduct training of drivers, especially in techniques like evasive driving, safe driving, traffic rules and regulations etc. The institute will also conduct the training of newly recruited Constable Drivers, Junior Mechanics after they have gone through 3 months foundation course at Police Training Colleges. The Supervisor (Technical), Supervisor (Materials) will also undergo the professional training at the institute.

### **Regional Workshop**

364. Each Regional Workshop will be headed by Asst. Director (Technical), who will work under the direct control of Joint Director (Technical). He shall be assisted by 2 Senior Supervisors (Technical), 4 Supervisors (Technical), 8 Asst. Supervisors (Technical), 10 Senior Mechanics, 4 Junior Mechanics and 2 Helpers.

364.1 The Regional Workshop will attend to major and minor repairs to the vehicles of the respective units falling under their jurisdiction. However any vehicle which requires major repairs, and the repair of which cannot be carried out at Regional Workshop shall be referred to Central Workshop at State.

364.2 The Regional Workshop will also have Regional Stores where important and fast moving spare parts and accessories would be maintained for use of the Regional Workshop as well as for issue to the units within its jurisdiction.

364.3 The regional stores shall be headed by 1 Senior Supervisor (Materials), who shall be assisted by 1 Supervisor (Materials), 1 Asst. Supervisor (Materials), 2 Senior Material Assistants and 2 Junior Material Assistants.

364.4 The functioning of various sub-units of the Regional Workshop shall be computerized. 1 Supervisor (Systems) assisted by 1 Asst. Supervisor (Systems), 1 Senior Systems Assistant and 2 Junior Systems Assistants. They shall be responsible for attending the automation work of the Regional Workshop. The Regional Workshop will also have 1 Assistant Administrative Officer, who shall be assisted by 2 Assistants and 1 Senior Stenographer for attending to the various administrative functions.

### **Motor Transport Wings of Districts/Units**

365. All Motor Transport of Districts/Units shall be under the charge of Senior Supervisor (Technical). He will be responsible for keeping all the vehicles in readiness. He shall be assisted by 2 Supervisors (Technical), 2 Senior Mechanics and 4 Junior Mechanics.

365.1 The State will have 3 Regional Workshops. The District Maintenance Units will attend to all the minor repairs and regular servicing of the vehicles. In case the District Maintenance Unit does not have the necessary facilities, a suitable reputed and reliable workshop will be identified, which shall be approved by the Assistant Director (Technical) and vehicles got repaired from the workshop on standard pre-agreed labours charges. The Senior Supervisor (Technical) shall be responsible to ensure the quality of repair and also take care that only reputed spare parts are used for the repair.

365.2 The District/Unit Pool of the Vehicle will be under in-charge of Senior Supervisor (Transport), who shall be responsible for detailing of vehicles to various offices, units, and sub-units. He will also ensure that all the records pertaining to the use of the vehicle, consumption of POL are maintained properly. The concerned Unit Head will exercise control to ensure that there is no misuse of vehicles and vehicles are always kept in readiness to meet any exigency. The Head Constable and Constable Drivers of the District/Unit will work under the control of Senior Supervisor (Transport).



### **Officer-In-Charge of the PMT Section**

366. The duties of the officer-in-charge of the respective motor transport section are to see that the vehicles are kept in tip-top condition at all times, to supervise the work of mechanics, drivers and cleaners and scrutinize all expenditure on account of the vehicles, to ensure that the vehicles are kept greased, oiled cleaned and in perfect order and to bring any defects promptly to the notice of the Superintendent/Commandant/Deputy Commissioner, as the case may be, to inspect vehicle every morning before it is sent out and check the petrol/diesel in tanks and in the can and issue sufficient quantity of petrol/diesel and oil for the day at the time of deputing the vehicle for police duties, to inspect the vehicle and check the petrol/diesel in the tank and the can on return of the vehicles after each trip or at least at the end of the day.

366.1 Subject to such orders as may be issued from time to time by the Superintendent, Commandant, or Deputy Commissioner, as the case may be to allot vehicles on requisition from the police officers for purposes for which use of Government vehicle is permitted, to arrange for prompt repairs of all police vehicles after obtaining competent sanction, to purchase spare parts for minor repairs after obtaining competent sanction and following the prescribed purchase procedure, to maintain all the connected records relating to police vehicles, including fuel and lubricants, to be in-charge of motor parts and stores, to see that all the motor vehicles are insured and are renewed every year before the expiry date. Without insurance cover he shall not allow motor vehicles to be taken out, to maintain a check post at the MT Section gate and see that the Kilometer reading is entered while going out as also on return in the check post register mentioning the date, time and name of the driver, to see that log books are written daily and monthly abstract are put up to him before 5th of the succeeding month for perusal, to bring promptly to the notice of the Superintendent, Commandant or Deputy Commissioner, all cases of irregularity, indiscipline, misuse of vehicle, accidents etc., and to maintain a duty roster for mechanics, drivers and cleaners. In the case of Police vehicles sanctioned in places other than the headquarters of the officer-in-charge, the Police Officer in whose immediate control the vehicle is placed will be responsible for performing the duties of the officer-in-charge, except that repairs, purchase, etc; will be done by the officer in charge who will periodically inspect such vehicles.

## **Duties of Drivers**

367. Each-vehicle will be in the immediate charge of a driver of the rank of H.C. Havildar or PC as the case may be. The driver will be personally responsible for the proper and efficient running condition of the vehicle entrusted to his charge and for the supervision of the cleaner's work. Every driver should have a valid driving licence. The driver should always be available for duty. He should work for such hours as may be necessary. He should not leave the lines without the permission of the officer-in-charge. He is held responsible for the maintenance of the logbooks of the vehicle and to account for the consumption of oil, petrol and grease. He should account for any wastage or unusual consumption to the officer-in-charge of the vehicles. Before starting the vehicle, he shall carefully examine and see if the vehicle is in running order and properly equipped.

367.1 The driver may carry out minor repairs and adjustments under instructions from the H.C. Mechanic. He will not ordinarily make a journey alone. He will take with him a cleaner if one is available. This will not, however, apply to staff cars, jeeps, station wagons, tata sumos and motorcycles. He should always be in uniform while on duty except while driving motor vehicles of the Intelligence Branch and the Criminal Investigation Department and hold a current driving licence for the type of vehicle driven by him. He should carry the registration certificate and other documents as required under the M.V. Act and Rules as well as the logbook.

367.2 When the vehicle is ordered to be taken out, the ignition key will be handed over to the driver. When the vehicle is not running or is parked, the ignition key should be taken out and kept by the driver. The driver or cleaner or in their absence, a constable should invariably be near the vehicle when it is stationed and is not parked in a covered secured garage. In the event of any accident or breakdown in the course of journey, the driver will immediately communicate information to the nearest Police Station and will apply for any assistance required to get the vehicle back to headquarters. Any accident resulting in damage to any other vehicle or injury to any person or animal should be similarly reported to the Station House Officer of the nearest Police Station.

367.3 The driver will render first aid to the injured person or persons, if any, and also give immediate assistance for rendering medical help to them. He will also report the matter at once to the officer-in-charge giving full particulars of the damage or defect and its cause. He

will be held responsible for any damage to the vehicle or loss of any component parts. He is responsible to see that any other person than the one authorized does not drive the police vehicle given to his charge. If the Kilometerage meter does not function, the driver shall not drive the vehicle unless the officer to whom the vehicle is allotted explains the circumstances in which he had to use the vehicle, although the Kilometerage meter stopped functioning.

## **Home Guards Organisation**

### **Introduction**

368. There are a number of organizations, which are headed and staffed by police officers of various ranks, but these are not an integral part of the main police system. They, of course, support and supplement the working and functioning of the police organization. These organizations are called sister police organizations. Home Guards and Civil Defence Department is one of such sister organization of police. The Home Guards Organisation is intended to provide trained volunteers to help, assist, supplement and handle essential services like electricity, transport, fire services, water works, nursing and first aid through its functional units, as an auxiliary to the police. Home guards will perform the duties and tasks assigned by the organization to which they are deputed and are subject to all responsibilities and obligations attached to that post or duty. They will exercise the powers and enjoy the protections attached to the organization by which they are employed.

### **Composition**

369. The HG organization consists of volunteers who are called Home Guards. All volunteers with prescribed qualifications are given initial training of such nature and durations laid down. The membership of Home Guards organization is open to all fit persons, whether employed or unemployed. The employers, whether Government or private, have instructions to relieve the employees who are home guards, when they are drafted for any duty with full pay. Besides their normal pay, they are entitled, for the period they are employed on any duty as home guards, for such remuneration as prescribed by the Government from time to time. Membership of the Home Guards organization is not an employment, but is a volunteer service. They receive training during normal time and their services are placed at the disposal of the Nation during the hour of need in peace or wartime. While discharging the duty as home guards, they are deemed to be public servants as defined both in the Indian Penal Code and the Prevention of Corruption Act. The home guards organization has two categories. The first category consists of the volunteers, who work only occasionally, whether employed or

unemployed, and work during emergencies, and the second category is of the permanent employees of the HG organisation.

### **Command, Control and Administration**

370. The control, administration and deployment of home guards throughout the State shall vest with Director General of Police (DGP) who is designated as the Commandant General of Home Guards. The Inspector General of Police Home Guards, and the Zonal IsG/DisGP are designated as Additional Commandants General, Home Guards. The DIG Home Guards at the State Headquarters for the entire State, the Commissioners of Police of cities and SsP of the districts are designated as Deputy Commandants General for their jurisdiction. The DIG Home Guards is assisted by one senior staff officer of the rank of Addl. Superintendent of Police and other junior staff officer of the rank of Deputy Superintendent of Police and other staff at the state level. At the district level one officer of the rank of DSP designated as Deputy District Commandant, assisted by such staff as are authorized, shall be in charge of the Home Guards in the district. The other staff, vehicles, equipment, uniform and other accoutrements shall be as per scale laid down.

370.1 The civilian office holders of the rank of Additional Commandant and above will have powers of supervision of work of Home Guards who are deployed on duties and assist the Commandant and Deputy Commandant General in maintaining discipline, skills and satisfactory performance of duties. They are to be associated with all the activities of Home Guards. Only those who attend the parades regularly or other duties should be chosen and appointed to those posts by the Commandant General. The ranks are purely honorary and do not carry any salary or perks except the remuneration permissible. They shall be eligible for TA and DA if called upon to perform duties, at the rate admissible to those of the corresponding ranks drawn from police or the posts in which they are employed, whichever is advantageous. They should be provided with office accommodation in the office of Commandant Home Guards and at the State level in the office of the Commandant General.

370.2 A Code of Conduct for rendering public service honestly, impartially and with competence, binds every member of the home guard and to conduct himself in a disciplined manner respecting and complying with the rules and regulations of the organization to which he is deputed. The officers of the police who are in charge of home guards and the civilians who hold ranks in the home guards organization should treat the home guards as volunteers

and not as subordinates. They should maintain discipline in the organization, keep the home guards fully trained, guide and supervise them in the performance of the assigned tasks.

370.3 The home guard is bound to serve anywhere in the state for a minimum period of 3 years and eligible for extension of service up to the age of 60 years if he is willing. The Commandant Home Guards for good and sufficient reason accept the resignation of a home guard or discharge him at any time before the expiry of the term. An appeal is however permissible in case of discharge to the Deputy Commandant General, Addl. Commandant General or Commandant General.

370.4 The Commandant, the SP or the CP as the case may be and those officers superior to them are empowered to suspend or remove or impose a fine not exceeding a sum prescribed as daily allowance on any home guard under his control for neglect or refusal to discharge the duties and responsibilities entrusted to him or fails to obey any lawful order. An appeal against any such order lies to the Commandant General or the State Government within a period of 2 months.

370.5 Refusal to perform a duty assigned or desertion from the duty for any reason without proper intimation may entail action as per the laws governing the organization to which he is deputed. The Home Guards should function as per the orders of the officers of the department to which they are attached and in case of police department they should work as per the orders of the officers of the rank of Sub-Inspector and above to whom they are attached. The sanction of the Commandant General shall be necessary for the prosecution of any home guards in a court of law.

370.6 Members of the home guards are not disqualified from being members of local bodies. The service in home guards is not an office of profit and is not a disqualification for contesting and being elected to any of the local bodies including the State Legislature. It should be noted that this does not apply to those home guards who are regularly employed with the Government and are serving as Home Guards.

## **Powers and Functions of Supervisory Officers**

### **(1) Commandant, Home Guards**

371. Every district SP or CP shall be designated as Commandant, Home Guards or the Addl. SP or Addl. DCP who hold charge of the reserve police may be designated as Commandant, Home Guards for that district/Unit. The duties of the Commandant, Home Guards are:

- Enrollment and training
- Deployment as per need
- Supervision, guidance and disciplinary control
- Weeding out of absentee home guards
- Ensure that the strength of home guards of the Unit is always kept full maintaining due proportion between employee volunteers and others
- Liaison with the organizations utilizing the services of home guards and briefing on the capabilities of those deployed as also the treatment i.e., expected of them in dealing with the home guards.
- Prompt payment of remuneration and other allowances due to each home guard or officer
- Control, supervision and direction of the police officers earmarked for training and deployment of the home guards.
- All correspondence, registers, accounts, stores and other matters connected with the home guards should be done under his supervision
- He should report to the SP/CP on all matters concerning home guards organization and keep him fully informed and work under his direction.

### **(2) Deputy Superintendent of Police**

372. One Deputy Superintendent of Police or more are posted on a full time basis as per need to every Unit to look after matters connected with the home guards of the Unit. The DSP is designated as Addl./Deputy Commandant, Home Guards and should assist the Commandant and be responsible for the work of enrollment, training, deployment and other matters

including office administration. He should supervise the work of Reserve Inspectors and other staff posted under him for training of the Home Guards. He should ensure that the training is imparted according to the course content finalized by the Commandant General.

372.1 The Commandant home guards should maintain a register, which should reflect the full particulars of each home guard including his skills and the special training, which has been imparted to him as well as the departments where he would be useful. This register should be updated from time to time. He should assess the requirements in emergencies of various essential services departments in emergencies and ensure that a proper proportion in each skill is maintained on the roles of the home guards organization.

### **Strength, Enrollment and Training**

373. The strength of Home Guards shall be as determined by the Government from time to time. The relative strength of the two categories also shall be as determined by the Government. However, since the cost of Home Guards is borne by the Government of India, they have allotted certain practical targets for the home guards in each state. The IG Home Guards should in consultation with the Unit officers assess the practical needs of the State in the light of the situations that have to be faced and forward proposals for enhancement of the strength after approval by the Director General of Police and the Commandant General of Home Guards.

373.1 The Home Guards is a voluntary organization and almost all ranks up to company level are volunteers. A small number of full time paid staff for training, command and control is authorized at city/town, district and state levels. After completion of their prescribed tenure they are eligible for re-enrolment. Retention of home guards over a long period erodes the voluntary character of the organization. As far as possible unemployed persons should not be retained as home guards over a long period so as to preserve the voluntary character of the organization.

373.2 The Committee consisting of SP/CP and two other members, for their respective areas, recruits the home guards. They are trained by police officers at the district training centres or any of the other training institutions where facilities are available. The training will be of 2 months duration in PT, elementary foot and arms drill and other modules consisting of work



in electricity, transport, communications, fire fighting, rescue, medical and health, civil defence, police and such other essential services as may be prescribed for the functional units. In every district and city Home Guards should have adequate number of functional units based on an assessment of requirement in emergencies.

373.3 The eligibility for recruitment as a home guard is following:

- Should be a citizen of India
- He or she should have completed 18 years on the date of enrolment.
- Those who are above 50 years are not eligible
- He/she should have passed VII Class
- Should possess 165 cm in height in case of men. In case of women 150 cm height and 40 kg of weight. The measurements are relaxable in case of Scheduled Tribes and technically qualified persons such as drivers, wireless operators, telephone operators, and those who can handle electrical equipment, water works, fire fighting, first aid etc.
- Should be of satisfactory character and antecedents. While verifying the character and antecedents the criteria to be adopted should be that persons belonging to or associated with any objectionable activity or programme should be considered undesirable for enrolment. The objectionable activities consist of those organizations which are unlawful, aimed at subversion of the Constitution, violent activity, promoting enmity on grounds of religion, caste etc. and those prejudicial to sovereignty, integrity and security of India.
- Should be medically fit

373.4 The Committee will do the recruitment in January and July every year. The recruitment procedure is not similar to the normal procedures of recruitment for Government employment. Since the home guards service is of a voluntary nature and persons who are capable of handling certain specialist jobs and operations are required to be enrolled, the SP/CP should give wide publicity to various Government and private organizations to sponsor volunteers from different trades and levels, working in their organizations. The departments, which directly run essential services, need not be approached. Regarding persons who are not employed anywhere suitable announcement locally may be made so that volunteers may approach the designated officer for enrollment. The Commandant/DSP home guards should maintain a list of persons who approach them for enrollment and call them

whenever vacancies are to be filled. Every announcement made should clearly indicate that it is a voluntary service and not an employment.

373.5 The volunteers enrolled are trained for 2 months initially. The course content of the induction training shall be as determined by the Commandant General Home Guards. It shall specifically include physical training, elementary drill including arms drill and other subjects, which would be necessary for the discharge of allotted duties. The training in special skills of different categories for functional units should be arranged with those institutions or establishments on a continuous basis. The attendance at weekly parades is also intended to update the home guards and should not be confined only to exercises and drill. The venue for initial training will be the district/Unit training centres or other training establishments. There shall be a Central Training Institute for Home Guards for training of trainers and orientation courses for various honorary rank holders and officers of the organization. The District Training Centre and the Central Training Institute shall be organized and run on the lines indicated in the Compendium.

### **Utilization of Home Guards in Police Department**

374. Home guards are deployed on a large scale in the police department for assistance in various duties that the police is called upon to perform. The deployment of home guards in police is usually for a long duration and hence the number mostly consists of the unemployed volunteers. In fact these volunteers consider the remuneration that they receive for the service as a source of employment even though it is not an appointment in the service of the police. The following guidelines and directions are issued for compliance in the matter of deployment and utilization of home guards in the police department.

374.1 The home guards may be utilized as guards, station watch, assistance to station writer, in bandobust of fairs and festivals, traffic regulation, patrolling etc. Those home guards who are utilized for these duties, if not accompanied or commanded by police officers will not derive any of the police powers unless they are appointed as special police officers or additional police officers in terms of the relevant provisions of the Police Act. The Unit officers should be aware of this and take action suitably to ensure that the home guards if deployed on their own, do not suffer from this handicap in dealing with the task, which is assigned to them.

374.2 When deployed on any of the duties and above they should be treated in the same manner as any other police officer and should be given all facilities that they are entitled. No deployment of home guards on the above duties should be done unless they are properly trained. The initial training of 2 months is not adequate for deploying them on regular police duties. Hence whenever such duties are to be performed, particularly those relating to guards dealing with agitations or bandobusts, an orientation course should be conducted before deployment apart from briefing.

374.3 Firearms should be issued, only after they have gone through the training and the Division/Zone firing practice in that weapon prescribed for a Civil Police Constable. No deployment for mob dispersal duty should be made unless they have been trained even for a short duration, in mob control and lathi drill and briefed on the implication of use of force and the need for use of minimum force and also about the right to private defence. It is not desirable to utilize home guards for such purposes as far as possible.

374.4 The observation and picket duties and assistance in patrolling are the proper methods of utilization of home guards. Trained drivers in the home guards organization may be utilized for driving of police vehicles. Similarly the home guards who are trained in wireless telephone may be utilized to man the control room as also the mobiles which carry police parties.

374.5 They should not be utilized for any menial or orderly duties such as personal service or at the residences of police officers or others. arrangements for feeding and transport at Government cost should be made for the Home Guards along with the Police while being deployed on police duty for bandobust.

374.6 Women home guards should be utilized for searches and other occasions when the presence of women is necessary or mandatory. They may also be utilized to guard women prisoners in custody or escorting women prisoners. While escorting there should be at least one police officer man or woman with the home guards. The uniform and other dress articles should be provided without delay. The officers in charge should inspect and make sure that the supply of uniform and distribution is done regularly.

374.7 Home guards should not be utilized for investigation duty. They should also not be utilized to assist in the maintenance of police registers. They may however, if trained or have the skill of typewriting or shorthand or computer handling may be utilized for assisting in the maintenance of records or drafting of reports by officers occasionally and not as a substitute for the ministerial establishment. It should be remembered that clerical jobs are not part of essential service and do not strictly come within the purview of police duties. It should be ensured that it is only to assist in police duties that the home guards should be deployed in the department and not for those duties for which the police officers themselves are not employed.

### **Fixation of the Strength of Home Guards of each Unit**

375. The Government from time to time fixes the strength of home guards. The SP or the CP in consultation with the requisitioning departments and proposals sent to the Government should make the assessment as to the actual need for home guards in each unit. The needs of each department and the nature of emergency that arises normally, the number required to maintain minimum level of service should be prepared in consultation with the concerned department. For example, in respect of electricity, the services required to maintain the supply in times of strikes or emergencies which cause breakdown of supply, the exact number of skilled and trained persons needed for the assistance of the Technical Managers should be assessed. Similar assessment for other departments including police should be made.

375.1 The duration of emergencies, their frequency, the exact positions to be manned should be a relevant factor. The nature of natural calamities and other disasters particularly those occurring frequently like floods, cyclones and fire in a particular area should be one of the factors in determining the strength.

375.2 The entire strength of home guards is not intended to be deployed all the time. Based on the above considerations the average man-hours should be calculated and a figure arrived at. Since the maximum deployment of an employed person is limited to 60 days in a year, a suitable addition will have to be built in to the calculation before the final figure is arrived at in respect of each department.

### **Awards and Recognition**

376. The members of the organisation are eligible for President's Home Guards and Civil Defence Medal and Home Guards and Civil Defence Medal for conspicuous acts of gallantry, outstanding devotion to duty and distinguished/meritorious service. They are also eligible for cash awards and Director General, Civil Defence Commendation Certificates. The recommendation for these awards is made as per guidelines mentioned in this regard.

### **Welfare**

377. The members of the organization are eligible for compensation for injuries during training/duty. Home Guard volunteers who suffer death/injury during training/duty are to be provided death/injury benefits on the same basis as applicable to the police personnel engaged in similar operations. The payment in respect of death-cum-injury benefits is to be made by the agency for which the Home Guards are working. An amount of Rs. 1000/- may be sanctioned as ex-gratia grant for funeral expenses in case of death. A group insurance scheme to cover death-cum-injury will be implemented by the Government on the lines of the scheme already in existence for the police personnel. With a view to improve the professional standards of performance of home guards and civil defence organizations and to foster esprit-de-corps among their members. All India Home Guards and Civil Defence Professional and Sports Meets are held every year in rotation in different States or Union Territories.

### **Civil Defence**

378. Civil defence is to be organized as integral part of the defence of the country. It is an organization intended to prepare the people and build up an organization which can take care of the civil defence before, during and after enemy attacks either by land, air or sea. Aims of the civil defence are to save life, to minimize damage to property and to maintain continuity of production. The civil defence arrangements should be confined to selected places, vital plants and installations that should be reviewed from time to time. Civil Defence is to be organized primarily on a voluntary basis and should plan out such measures as are necessary. The Civil Defence Act 1968 provides for the formation of Civil Defence Corps and for making rules and regulations. The Act provides legal status for all measures connected with civil defence. The rules and regulations framed under the Act along with the amendments should be thoroughly read and understood by the Unit Officers.

378.1 At the State level there is a Controller of Civil Defence and Deputy Controllers located at various places. The Home Guards organization is complementary to the civil defence organisation. The civil defence corp as distinct from home guards is raised at the State. The Commissioner of Police and the District Magistrate in the districts are responsible for implementing civil defence programmes. The deputy controllers are provided on a full time basis for this work in the city and in the district. The organization, functioning and the schemes to be prepared and implemented transport, equipment, training etc. are covered in detail in the compendium of instructions on civil defence published by the Government of India, Ministry of Home Affairs, by the Directorate General, Civil Defence in 1993. The instructions are communicated from time to time to all the officers.

378.2 The training programme of the police officers of all levels should include the subjects of civil defence and home guards in the induction courses. The IGP Home Guards should ensure that these modules are incorporated in the course content of training in all the Training Institutions. The police officers in the field at various levels should actively associate in planning and implementation of the civil defence measures as also in inculcating awareness about civil defence programmes in the course of their normal duties.

## **Specialized Support Units of Police**

### **Introduction**

379. Police are a multi-faceted organization, which consists of various chief, subsidiary, ancillary and support units. These units help, aid and assist the main units and police headquarter and field formations in a number of ways in the discharge of their various functions. Some of these important and mentionable units are following:

- A. Police control rooms
- B. Mounted police
- C. Dog squads
- D. Police band
- E. Police canteens & Welfare centers
- F. Woman police

### **A. Police control rooms**

380. Police control rooms are the centers of communications, coordination and dissemination of information. Such control rooms function at the State, district and city levels. Accordingly they are called State Police Control Room, District Control Room and the City Control Room. Police control rooms are also set up on special occasions, for specific operations and large scale police arrangements. Special units like CID, Intelligence, Traffic Police etc., also maintain their own control rooms. Police control rooms are a vital instrument for the convenience and benefit of public. They also serve as a source of information to police and work as a nerve centre of varied of police operations. They are intended to enable public to contact police in urgent matters and obtain assistance immediately.

### **Functions of Police Control Rooms**

381. Police control rooms are expected;

- a) To act as an information centre to receive calls and rush help or to send appropriate police assistance where needed.

- b) To inform the concerned police officers about all-important incidents/events and developments.
- c) To despatch, L&O Police or Detective teams to deal with crimes like theft, burglary, murder, dacoity, rioting, arson, accident, kidnapping or abduction, missing children or persons, terrorist crimes, list and new cases etc.
- d) To aid the public during fire accidents, floods and other natural calamities.
- e) To coordinate the operations for maintenance of peace and public order in times of large-scale riots, strikes, processions and other situations when the peace of the city or town or of the district or State is likely to be disturbed.
- f) Record all incidents, information in a given format and intimate the concerned officers so as to enable them to take decision.
- g) Maintain prescribed records.
- h) To alert concerned police stations for interception, seizure or search or arrest.
- i) To provide necessary information to public.
- j) Any other function to save life and property or rescue persons in danger.

### **Location**

382. A Police Control Room should generally be located at a central place in the town and city. Sufficient space should be available for parking vehicles and to accommodate the staff as well as striking forces, communication equipment and other related facilities. Railway Police control should be located for each Railway district in the concerned Railway police office.

### **Communications**

383. The control room communication networks should be organised in all district and major cities. The guidelines to be followed in setting up the control room communication may be following.

1. At least two direct telephone lines should be provided.
2. A minimum of five direct lines with dial '100' facility reserved for police emergency should be installed at Police Control Room (PCR). However emergency telephones with 100 number need not be installed in District or State police headquarters Control Rooms.



3. Direct hot lines to Fire Services, Ambulance, District Control Room, Reserve Police Headquarters, local Army, Navy or Air Force stations, Railway Control Room should be provided.
4. Fax facility with a separate line, e-mail (internet) connection, PCs with monitors, printers and photocopiers should be installed, as per needs, demands and workload on each control room.
5. Arrangements to record all calls and response on telephones and wireless should be installed to work on 24-hour basis.
6. The relevant and useful information should be transferred to the concerned unit/office either for working out clues or collecting evidence in cases.

### **Communication Systems at the Control Rooms**

384. Communications constitute the most vital part of an efficient coordination and control mechanism apart from ensuring better service to the public. The following communication systems should be installed in every city/district control rooms.

- A. **Wireless communications:** Radio telephone facility linking all mobiles, police stations, supervisory officers and their offices with separate channels for all important units in should be provided. Separate channels should be reserved for traffic, security and one spare channel, for radio alarms or mobile data systems. Hand held wireless sets are provided for local communication in a limited area particularly when field officers or those in charge of mobiles are required to leave the vehicles and yet remain in touch with the vehicle or the control room. HF Voice Communication stations particularly for district control rooms and state control rooms are necessary for distant communication and linking district to district and district to State Hqrs.
- B. **Telephone Communications:** Where exclusive central police telephone exchange operates particularly in large towns, the lines should connect all desks to enable easy access to public. A separate EPABX with necessary lines on well-publicised numbers is to be positioned in such control centres. Direct dialling is yet another facility connecting the duty officers and Information Officer. The free one way call number 100 should be provided in the operating desks with sufficient lines assessing the load at peak times. The Internal Communication in the control room is essential and the EPABX should be provided for it.

- (i) The computerised equipment that records all calls from all sources is an important part, where the incoming and outgoing calls are recorded for an incident and a report in a prescribed form is automatically generated with a printout facility to enable assessment and further action in matters like the volume, duration, time, originator, deployment of patrol vehicle or otherwise, disposal, cost effectiveness etc. This system would enable effective use of information.
  - (ii) Answering machines to record messages at every desk provide standardised voice forms to ascertain information. The voice mails provide notices and alert messages and also a secure message facility.
- C. **Use of Computers :** All computers in the control room are networked and connected to police stations and other unit computers through telephone wires (telecom dept.) giving a dynamic access to needed information and deployment of forces.
- D. **Recording Systems :** All calls on all systems and communications voice messages are to be recorded on taped digital recording on 24-hour basis, so that they are available for evaluation and subsequent use. If necessary they may even be used in courts as evidence. There have to be sufficient and separate channels of recording equipment for various applications. Tapes/disks may be reused after 3 months by which time the necessary data would have been transferred to concern files and original required for evidence preserved.
- E. **Alarm System :** If a burglar alarm system is installed to activate automatically the police response, there should be complete control and management of these to ensure proper use and prevent false calls.

### **Mobiles**

385. To provide effective mobiles, following facilities should be made available to each police control room.

- i. Wireless-fitted cars, vehicles or motorbikes are sanctioned for the Police Control Room, the number of each being fixed with reference to the needs of each town or city or district. These mobiles units shall be used for responding to calls from the public or information from other sources. They will be utilised for planned patrolling, crime incident control, grave crime investigation, security duties, bandobust for festivals, strikes, processions, public meetings and for conducting raids, searches or seizures or arrests in pursuance of a case which require immediate attention. The

mobiles should not be used as conveyance to the officers expect in, very exceptional circumstances.

- ii. The vans should carry first-aid kit so that the Police during traffic accidents or other cases could render first aid to the injured persons.
- iii. Effective public address system and searchlight should be installed to all mobiles, besides siren and lights. Siren should be used only when proceeding to meet an emergency only to have precedence in traffic. If traffic conditions do not warrant there is no need to use the siren.
- iv. Those vehicles which are earmarked exclusively for patrolling duties should resume their normal duty after the other resources to deal with the incident or crime are in place.

### **Working of the Control Room**

386. When a telephone call for Police help is received in ordinary cases like petty theft, loud-speaker nuisance, minor quarrels, missing children and persons, etc., which do not require immediate action by the Control Room staff, the Officer in-charge of the Control Room should advise the person to contact the concerned Police Station. At the same time he should telephone to the concerned Police Station regarding the call and make entries in the General Diary and the Telephone Message Register to that effect.

386.1 On receipt of telephone call requiring immediate Police help in cases like drunken brawls, the criminal trespass, traffic accidents involving injuries or death to persons, apprehension of criminals or suspicious persons in residential areas, misbehaviour by rowdy elements in residential areas, etc., the Radio Car/Vehicle on patrol duty or the police station or other nearest mobiles, beat area constables at the time when the call is received, should be immediately directed to the place of trouble. Simultaneously with the despatch of the Wireless fitted car, the concerned police station should be contacted by phone or Radio Telephone and the SHO present in the police station should be informed of the incident and directed to proceed to the spot to take appropriate action. If the police station staff is on the way to the place of incident already by foot, the Wireless fitted Car may pick up the SHO, SI or the HC from the Police Station, on its way ensuring that there is no delay in responding to the call. The Police Control Room will be in-charge of the situation till such time as the concerned Police Station staff arrives at the spot and commences action. The Wireless fitted Car should then return to the Police Control Room or continue patrolling.

386.2 In cases of serious disturbances, riots, serious crimes like murder, dacoity, kidnapping robbery or emergencies like out-break of fire or when there is likelihood of the staff of the concerned Police Station not being able to reach the spot promptly, the Chief Controller should rush an officer to the spot in the Wireless fitted car, who will take action and be in-charge of the situation till the arrival of the concerned police station.

386.3 The Wireless fitted vehicle should patrol the area according to a prepared programme. The patrol should cover important places where people gather like bazars, schools, colleges, bus terminals, banks, sports stadia, residential areas, etc. Night patrolling may be done as and when necessary. While patrolling no siren should be sounded and vehicle should move at a slow pace, stopping at places to afford opportunity for observation and watch, A detailed working plan for day to day should be prepared and be available with the officer in charge of the Wireless fitted car.

386.4 The staff should be polite and courteous while dealing with the public directly or over the phone. They should be capable of getting maximum information from the callers by a helpful and understanding approach, in quick time, as information determines the type of help to be given. They should always be helpful to the public should they desire any assistance or information regarding L&O Police Station, Detective Police Station, Traffic, Women Police Station etc. They should be always alert and fully alive to the proceedings in the Control Room and keenly follow the movements of wireless fitted cars and other mobile resources.

386.5 The control room staff should be smartly dressed. The S.I. in-charge of the Control Room or in his absence, Officer in-charge should maintain the General Diary of the Control Room and other prescribed records and equipment. They should be trained in operating wireless telephones and know driving. The computer, designed to store data and all calls and incidents should be maintained and used. Till the system is firmly established both manual and computer aided automated system should be used.

### **Striking forces**

387. A striking force contingent of such strength and number as earmarked for emergency should be at the Police Control Room with the required wireless fitted vehicles. Three or four constables of the striking force besides the radio operator should be present with the wireless

fitted car. They need normally carry only lathies but firearms must be carried by some of them as determined by SP/CP-These men should be instructed in advance by the Chief Controller what they should do on reaching the spot. One or two of the police party going in the wireless fitted car should be trained in first-aid and also know driving.

387.1 All policemen posted to police control room should go through a course of training designed for the purpose. The Striking Force personnel should be briefed every morning on the likely nature of duties for that day.

### **Dissemination of information**

388. The Police Control Room should serve as "Information Room" and "clearing house" to disseminate information to various functionaries so that they are fully posted with the information received in the Control Room in the town or city from time to time. The dissemination of information to public or officers or press should be strictly on need to know basis. The police officers using the Control Room should realise that it is only meant to respond to emergencies and pass on information and is not a substitute for police station. Control Room is meant only to receive and convey information and urgent instructions from concerned police officer.

### **Records to be maintained**

389. The following records should be maintained in the Police Control Room by the Sub-Inspector or, in his absence by anyone, whoever is in-charge:

- A. The Police Control Room General Diary
- B, Incoming Telephone Message Register
- C. Out-going Telephone Message Register
- D. Wireless fitted Cars working Evaluation Register
- E. Data entry, storage, retrieval in the computers provided

389.1 The General Diary should be maintained from 8 a.m. to 8 a.m. of the next day. In this, the details of telephone calls received from the public, details of telephone calls made to the Police Stations or DPS and Police Officers and instructions received from them and their compliance should be recorded. Information received from wireless fitted cars, should be recorded from time to time. It shall be the responsibility of the Duty Officer being relieved at 8 a.m. to note the various pending matters, instructions received from officers, etc., close the

diary for the day, open a new diary and hand it over to his reliever. The incoming Duty Officer should despatch the previous days diary to the DSP concerned or to the Superintendent of Police of the district in case of District Control Room or the Addl./Joint Commissioner of Police(Coordination) in the case of Hyderabad City by 10 a.m. The concerned after perusal and taking action where necessary should return them for record in the Control Room.

389.2 The Incoming Telephone Calls Register shall be of foolscap size, and shall contain the following columns:—

- A. Date
- B. Monthly SI. No.
- C. Time of receipt of message
- D. From whom received (with telephone number and address etc.)
- E. Details of message
- F. Nature of the action taken with time including to whom informed
- G. Signature

389.3 The out-going telephone message register shall also be of foolscap size and shall contain the following columns. Only message given to the Police Station and Police Officers in connection with calls received from the public for emergency Police help should be recorded in this register.

- A. Date
- B. Monthly SI. No.
- C. Time when the message is given number.
- D. To whom message is given (with name rank and number)
- E. Details of message given
- F. Serial No. of in-coming message to which this message relates
- G. Signature

389.4 The Wireless fitted car/vehicle working Evaluation Register should contain the following columns:

- A. Date

- B. Monthly Serial No.
- C. Time of receipt of call for Police help
- D. Time of despatch of Wireless fitted Car
- E. Time of Wireless fitted Car reaching the spot
- F. Time of Wireless fitted Car leaving the spot after completion of work
- G. Time of arrival of the Wireless fitted Car back at the Police Control Room or resuming patrol duty
- H. Remarks

**Maps and charts**

390. There should be a big size map of Town, City, Zone, District as the case may be and of neighbouring areas marked with important Roads, Buildings, Hotels, Markets, Offices, Schools, Hospitals, Colleges, Police Stations, District Reserve Police, Police Units etc., displayed in the Police Control Room. This map will help the Duty Officer to know the locality from where a call has come, its distance from the Control Room and the journey to be made by the Wireless fitted car. GPS/computer aided electronic map showing the locations, important feature, place of incidents or trouble, location of mobiles should be designed and used to deal with traffic jams or other hold ups, scenes of offences in the last 24 hours the police left the place after containing the situation.

390.1 The following charts should be maintained in the Control Room:

- A. Deployment of striking forces at the Police Control Room and other places
- B. A list of all Police Stations of the district (divisions), Investigating Units, Traffic PSs, Railway Police Stations, RFP posts with their telephone numbers.
- C. A list of Senior Police Officers, their official and residential addresses together with their telephone numbers.
- D. A list of all Inspectors of police in the district together with their residential addresses and their telephone numbers.
- E. A list of all Senior and important Government Officers in the town with their residential addresses and telephone numbers.
- F. Police residential quarters and the details of those residing in each colony.
- G. A list of all important hotels, with location and telephone numbers.
- H. A list of all important Government and Private Hospitals with their location and telephone numbers.

- I. A list of all important Railway and Bus stations and their location and telephone numbers.
- J. A list of all Fire Stations with their location and telephone numbers.
- K. A list of taxi stands with telephone numbers, if any.
- L. A list of Ministers, M.Ps, M.L.As, M.L.Cs with their residential addresses and their telephone numbers.
- M. A list of Courts having jurisdictions over the Divisions together with their location and telephone numbers.
- N. A list of all important State and Central government establishments with their location and telephone numbers.

### **Temporary Control Rooms on important Occasions**

391. Temporary Control Rooms should be opened where very heavy crowds are expected such as big fairs and festivals, visits of VIPs, etc. The working of this Control Room will be similar to that of the regular Control Room in towns and cities. A scheme should be prepared regarding the working of the temporary Control Room and circulated among all officers well in advance. The number of Radio Vehicles to be provided on each occasion depends on actual needs, nature and volume of the crowds. These instructions are in addition to those contained in Chapter 15 in regard to festival bandobust.

### **The Organisation and functioning of District, Zonal and State Control Rooms**

392. **District Control Room:** The Control Room in every District shall be located in the District Police Office with an Inspector of Police in charge. A staff of one SI and two ASIs/HCs in each shift shall be present in the Control Room. The staff of the police communication organisation will man the wireless communication, which will be the part of the Control Room. The hotline connections to Reserve Police Hqrs, the Town Control Room, Fire Services should be provided. The movement of all the mobiles in the district and any information, which is passed on, should be recorded and communicated to the concerned officers for necessary and immediate action. The emergency public telephone '100' number with as many lines as necessary, should be manned and answered and every call recorded as already indicated in the foregoing orders. A reserve contingent meant for the entire district with necessary transport should be maintained as a striking force at all times. If any direct information of any crime or incident is reported it should be informed to the concerned police station and the officers without delay. Even if it relates to the Headquarters town it should be communicated to the police station as also to the headquarters town control room except in



major towns where separate control rooms are provided. The police stations will be in direct contact with the district control room for any information or help. The district control room shall work directly under the SP. He may instruct Addt. SP to be present in the control room on any occasion where he considers an officer's presence necessary to direct operations if any. The control room shall be common for all branches in the district.

**392.1 Zonal/Range Control Room:** The Zonal/Range control room will be located in the office of the Zonal IG/DIGP and functions under the charge of an Inspector of Police. This control room is intended for departmental coordination and not intended for direct action as in the case of the district control rooms. All district control rooms will be in touch with the Zonal/Range control room and vice-versa. The Zonal IG/DIGP shall be kept informed of all developments in the Zone/Range by the control room. They should maintain regular contact with the state control room.

**392.2 State Control Room:** This will be located in the office of the Director General of Police and shall work under the control of Addl. DGP L&O. It shall be manned round the clock by a DSP assisted by adequate number of officers and other civilian employees. The entire communication network shall be located in such a manner that the control room is at all times aware of every happening in the State. It shall also be responsible for receiving and communicating information to concerned authorities and for conveying any instructions to any officer or any police station in the State. The contacts with the other state police headquarters and also the control rooms at Delhi both in MHA and other organisations should be maintained round the clock. Complete record of every communication and telephone calls should be maintained in the control room. All information from the public from anywhere should be recorded and action initiated as per the orders of the concerned officers. The despatch of fax messages and other communications will however be the responsibility of the police communication organisation and not that of the control room. The hotline connections to all district and city police control rooms, intelligence control room, other units in the State, the Railways, the Army sub-area, Fire Services and Commissioner of Relief should be maintained efficiently. It will also obtain and maintain a record of all the arrests made in the state as per the Supreme Court guidelines on arrest.

### **Coordination Aspects of Police Control Rooms**

393. Coordination of police work within the district comprises of the following:

- A. The communications made from one Police station to the other, from one officer to the other and the replies and information to be sent.
- B. Collection and entry of data through correspondence, messages in the records system as prescribed.
- C. When specific enquiry is made or assistance requested by any police authority, the action initiated on receipt of such requisition.
- D. The holding of border meetings, and entries made in concerned files and records on the data collected in such meetings.
- E. The nature of contact between police stations within the district and the neighbouring districts and communication links.
- F. The SDPOs in respect of their charge and SP/CP should monitor the above through a structured management information system. The system should generate information on various items of coordination and mutual help to enable monitoring daily, weekly and at monthly intervals.
- G. The control room should be utilised for coordination of on-going situations and to ensure coordination between different agencies of the police whenever an incident is reported.
- H. During the periodical visits and inspection the officers should verify the correctness of requests and response attended to in the Control Room and their suggestions if any.
- I. The networked computer system is the best means of ensuring prompt replies and initiating action at various levels to improve co-ordination.
- J. Monthly crime meetings of SP/CP should be utilised for a scrutiny of some of the items mentioned above.

### **Coordination within Zone/Range and other Zones/Ranges**

394. The instructions regarding border meetings and other coordinating measures contained in Chapter 3 should be perused and complied with. The Zonal IG/DfGP will maintain a check register to monitor whether all the prescribed meetings are being held and also to alert the concerned to keep to the schedule. The contents of the proceedings of all meetings should be analysed and implementation watched with the help of the information and reports generated in the normal process. A specific review on the subject of coordination based on all recorded information should be prepared in each district to give an accurate account of requests, responses, alert messages, meetings and results in an organised method or proforma. The

Zonal/Range control room and coordination centre should be the main media of ensuring day-to-day monitoring.

**Coordination within State, neighbouring States, other States and at National level.**

395. The State control and coordination centre shall be one of the instruments through which Intra- and Inter-state coordination is ensured. The computerised system in the State control room shall have an automatic message transfer facility as also for monitoring action. One separate desk for inter-state and international matters should be earmarked to handle all messages, calls and information. This desk should transfer the information to the concerned district, branch or unit recording the timings. The replies to other States should similarly be sent by the desk. The activating of the concerned unit for action and report to the requesting party shall be the responsibility of the concerned desk.

395.1 All inter-District, inter-Zonal or inter-Branch matters within the State will be handled by another desk in the State control room. The same desk will handle all emergency situations in the State. A separate desk will be maintained for coordination with other departments and also with other agencies outside the police. Close contact through the communication network available shall at all times be maintained with all the control rooms in the State.

395.2 The responsibility of keeping the concerned senior officers posted with matters with which they are concerned, shall rest with the State control room. The Addl. DGP L&O shall be in overall charge of the State control room. He shall, besides ensuring effective operational efficiency of the control room, deal with all matters of coordination in assistance to the DGP. For coordination work an officer of the rank of AIGP or DIGP shall function under the direct supervision of the Addl. DGP L&O.

**Procedure for securing assistance from other States**

396. The law and procedures prescribed permit direct contact with the other State police authorities to obtain assistance. Similarly, assistance from this State also has to be extended to other States as well. The senior officers should be kept informed of any problems or any permanent arrangements to be made regarding communications, reports, data transfer etc. The orders of the Director General of Police should be obtained in this regard.

### **National Organisations**

397. The State Intelligence Branch is the nodal agency for liaison with the Intelligence Bureau and the CID for liaison with CBI and National Crime Records Bureau and other Investigation Agencies of the Union Government. In all internal security matters where specific case investigation is not involved the Intelligence Branch will deal with the situation. In all investigation matters including investigation of cases involving security, the CID will be the coordinating agency. In most situations which require coordination with a central agency both CID and Intelligence require to be in close touch with each other under the direct supervision of the DGP.

### **Coordination with other countries and Interpol**

398. All requests for investigative or other assistance from other countries has to be routed through Interpol, New Delhi. The CID is the nodal agency to take up such matter. All Units in the State who require help in accordance with the law should route their requests through the CID.

### **B. Mounted police**

399. Para-military organisations like police, by tradition and due to professional exigencies, maintain horses in their various units. In the police contexts such arrangements is known as Mounted Police. The Mounted Police consists of the horses and the police personnel, which maintain the horses and stables.

399.1 **Utility of Mounted Police :** Mounted police are useful for the police department in a number of ways. It is part of police training as officers of various ranks are given training in riding. The horses are used for gust and patrolling purposes, as also for regulating various law and order situations. The mounted police are used and utilized for various ceremonial purposes and they also become part of police sports and horse shows.

Mounted police are subject to the same rules as are applicable to district police as regards the pay, leave, pension and other service conditions.

**399.2 Mounted Training :** During the Mounted police training, the trainees is taught:

- a) to ride and handle, the horse in a proper manner,
- b) to learn sword exercise both on horseback and on foot,
- c) to mount, form in line, form files, wheel, form on a front, and salute with and without swords,
- d) to saddle, unsaddle and groom a horse thoroughly,
- e) to keep the horse in a good condition, well-groomed and smart, and to maintain the uniform, arms and accoutrements clean and serviceable,
- f) to learn the skills to use the horse during riot drill.

**399.3 Remounts :** Remounts are purchase from the remount fund, when the horses become unserviceable due to age or illness or any other unfit conditions. If a horse becomes unserviceable or deteriorates or dies due to negligence of a mounted police men the concerned person may be held responsible for this and suitable departmental proceeding can be initiated against him or compensation for the loss may be recovered from him. The horses which have become unserviceable due to age or illness or any other cause will be cast and sold and the proceeds will be credited to the remount fund.

**399.4 Casting :** Before a horse is cast, a committee consisting of the SP, a GO and the RI will be constituted to examine the unfitness of the concerned horse for further service. The report by the committee should be prepared in the prescribed form for being submitted to the competent authority for necessary action in the matter.

**399.5 Care of the horses :** Horses must be properly fed and kept in good condition. They should be regularly shod, at least once in a months. They should be groomed in the morning and in the evening. The instructions issued for the maintenance and upkeep of the horses from time to time should be seriously followed for keeping the horses in healthy and fit condition. If a sowar neglects a horse, he should be departmentally dealt with and even compensation of the loss can be made from him. The scale of feed and timing for daily feeding should be seriously observed as per the norms and instructions issued in this regard.

399.6 **Hiring of Horses :** The sowar and horses, when not required for duty may with the permission of the SP may be lent to the government servants, their families and others on the basis of prescribed scale of fees and charges. The revenue so collected can be utilized for the welfare of mounted police and maintenance of the horses and facilities thereof.

### **C. Dog squads**

397. Some special categories of dogs because of their unique capacity of identification on the basis of human smell render them useful for police investigations. Dog squads therefore, should be maintained at the level of various units particularly at the level of police headquarters, division/range/district levels to assist the investigating officers for identification and detection of cases.

397.1 **Functions of Dog Squads :** Every dog squads should perform the following functions :

- a) spot inspection of a crime to provide lead to entry and exit points of criminals on the spot of crime.
- b) trace the direction of the movements of the suspects.
- c) connect and identify the suspect on the basis of his smell.
- d) participate in dog shows.
- e) participate in police duty meets and sports events.

397.2 **Duties and Responsibilities of the Personnel :** The staff posted in the dog squads should perform the following duties :

- a) maintenance, upkeep, handling and care of dogs.
- b) timely feeding, exercise and health care of the dogs.
- c) regular training of the dogs to keep their skills and instincts active and alive.
- d) attend to the professional and official calls with promptness without delay.
- e) help, assist and provide clue to the IOs on the basis of activities and movements of the dogs.
- f) participate in various professional activities like dog shows and duty needs.
- g) competent kennel management.

397.3 The in charge of the dog squads will be responsible for effective, efficient and competent maintenance and management of the dogs squad. He and the staff posted under

him will get special training in handling the dogs and they may be provided special allowance for being part of the dog squads.

#### **D. Police Band**

398. Music bands are maintained by most of the police organisations. Police band therefore are integral part of police department. Police bands are useful to the department in a number of ways.

398.1 **Types :** Police bands are usually of two types. They are : (a) Brass bands and (b) Pipe bands. Each unit may maintain either category of the band, and some of the big and important units even maintain both the type of bands.

398.2 **Functions of Police Bands :** Police bands are use for :

- (a) training purposes
- (b) making bugle calls for various duties because the bugler is a part of the police bands.
- (c) performing ceremonial duties and participate in important festivals.
- (d) participate in band shows.
- (e) provide entertainment to the public and serve their music bands needs.

398.3 **Personnel Matters :** The recruitment training and service conditions applicable to the personnel of police band are similar to those of the civil police. However, special parameters with regard to these aspects may be adopted as per the specific needs, functions and duties of police bands. The member of police bands shall perform all the duties of the regular police when they are free from band duties.

398.4 **Band Fund :** The police band may be provided to the public on the basis of prescribed rates and conditions as laid down by the appropriate authority. The revenue so collected will become part of the band fund which will be utilized for the purposes of band equipment, improvement of band and for the welfare of the band personnel. The band fund may be utilized in exceptional cases for the purposes of general police welfare fund.

### **E. Police canteens & Welfare centers**

399. Police canteens and welfare centers are maintained and operated by the various units of the police organisations. The police canteens are of two types. They are called dry and wet canteens. These canteens are run on the cooperative norms. Recently, some States have outsourced the operation of canteens as a measure of privatization of police functions. Like police canteens, the police units also run and operate welfare centers at their level. These are called women welfare centers, police welfare centers, education centers, games and sports centers and police clubs. These centers are provided funds by the government and the police headquarters. The unit in charge of the concerned unit is responsible for overall functioning and working of the police canteens and welfare centers of his unit.

### **F. Women Police**

400. All postings and ranks in the police department are common both to women and men police officers. They can be posted to any position and are liable to serve wherever posted. Where exclusive women police stations are established for specific purpose on problems of women it is desirable that the SHO is also a women police officer. They are eligible to be posted to Sub-divisions, CID, Intelligence, L&O, Traffic, Detective and Railway police stations. There shall be common seniority and promotion panels of all ranks for all police officers irrespective of sex. There shall be no separate list for men or women. Except the physical measurements and physical efficiency tests which are separately prescribed for women, the recruitment procedures, qualifications, age are the same for all. There is no limit on Women police officers for recruitment against vacancies in the posts in any category on the basis of merit.

### **Specific Contexts of Women Police**

401. There are certain duties which men police officers are not expected to perform, or which women police officers can perform better. The special protection available to women and children and the gender bias that denies or deprives the women of their rights, require women police to be deployed for such police duties. The communication and confidence levels of women victims of crime would be substantially higher and more effective if women police officers handle their problems. It is in this context that definition of functions and duties of women police officers are indicated below.



### **Functions of Women Police**

402. The functions to be exclusively entrusted, ordinarily to women police officers are following:

- A. Arrest, search, guard and escort of women accused and convicts and work relating to women passengers, including security checks at airports, railway stations and bus stations;
- B. Conduct of enquiries in connection with passport applications of women who observe "purdah" and family investigations and keeping order in women meetings, processions and women enclosures in public meetings.
- C. Looking after the arrangements to help women and children in fairs, festivals, places of pilgrimage etc. and guidance and help to women passengers at railway/bus stations along with evacuation of and assistance to women and children during natural calamities and in troubled areas.
- D. Interrogation of female juveniles, women offenders, under trials, witnesses and victims of sexual offences, cruelty and dowry harassment along with Interrogation of male offenders, suspects and witnesses in cases of cruelty, assaults, outraging modesty and other offences committed against women.
- E. Security duties to protected persons (Women). It will be advantageous to deploy women police officers separately or along with male police officers for duties like investigation of offences involving women and children and crimes against women, particularly dowry harassment and deaths, cruelty and rapes, tracing of missing women and children, keeping watch over places of ill repute. recovery and rescue of women and girls from prostitution, escorting them to rescue, protective homes, hospitals and to courts, rescue of women and girls who are victims in abduction and kidnapping cases VIP and other security duties and collection of intelligence particularly while dealing with agitations in which women are also involved.

### **Service Conditions for Women Police Officer**

403. Women police officers are eligible for leave, medical facilities and all other amenities to which women employees of Government are entitled. They are, however, bound by the legal requirement of being considered to be always on duty like other police officer.

403.1 The following guidelines should be observed in posting of women police officers to mainstream positions particularly in L&O, Railway, Traffic and Detective police stations.

- A. When posting to any L&O, Traffic or Railway police station it should be ensured that there is a contingent of at least three women police officers in a police station. In other posts there need not be any such requirement. Whenever posted to a beat area the SHO should ensure that there are at least two women PCs in the beat area i.e. single women police should not be posted.
- B. Sentry duty may be allotted, if the entire guard consists of women police officers. On bandobust duties, or while dealing with agitations and processions women and men police contingents should be sent together.
- C. At least two women police officers should be present when women prisoners are being escorted. If the number of women police officers is not adequate to escort as per scale the shortage may be made good by other policemen.
- D. A separate facility for rest and other amenities is provided for women police officers in L&O Police Stations or other places of duty.

#### **Women Police Stations and Women Protection Cell**

404. Special arrangements are made for effective investigation of crimes against women and protection of women. Women police stations are established to focus on this aspect and to inspire confidence. The women protection cell in CID is intended to monitor the crimes against women and take up serious cases for investigation. The safeguards and steps should be taken for protection of women and children by the police and treatment of women offenders. The existence of women police stations or women protection cell does not absolve the police as a whole of its duties in this respect. There is no bar either to post men police officers to women police stations or to the protection cell, except that it is necessary, that more women police officers than men are posted in those units.

#### **Duties and Powers of Women Police Officers**

405. The duties of women police officers are the same as are assigned to all police officers, as are attached to the post to which they are posted. All instructions and obligations, code of conduct, discipline recruitment and training procedures are applicable to them.

405.1 The uniform rules as are applicable to men, are also applicable to women police officers except for those who complete sixteen weeks of pregnancy. In such cases separate uniform as prescribed for IPS officers (women) or Khaki colour Saree and Blouse or Khaki colour Salwar - Kameez can be worn.

405.2 The privacy and other personal inconveniences peculiar to women shall be respected and necessary relief and amenities should be provided by the officers in charge. Malingering should be discouraged and dealt in the same manner as done for others.

405.3 In the exercise of powers the women police officers shall strictly observe the precautions, limitations and other procedures prescribed particularly in relation to arrests, seizures, searches and investigation, handling of agitations and remain at all times impartial, honest and dedicated in the discharge of their duties.

## Central Police Organization

### Introduction

406. The raison de'être of the maintenance of the Central Police Organisations (C.P.Os.) is that the ultimate responsibility of the Central Government regarding internal security is unquestionable. The active involvement of the Union Government in the matter of policing led to the creation of several C.P.Os. They are functioning as the specialist agencies besides being reserve forces with the Centre. The C.P.O. like BPR&D is responsible for carrying out the large part of research and modernization work related to police. CPOs like C.R.P.F., B.S.F., I.T.B.P., N.S.G. and Assam Rifles etc. constitute the reserves with the Centre. Central Industrial Security Force and Railway Protection Force protect the huge property of the Central Government. The Central Bureau of Investigation is for higher level investigation. Assistance to the state police forces for scientific aids to investigation, modernization and research is provided through the Bureau of Police Research and Development, and its subordinate organizations such as Central Forensic Science Laboratories, Central Detective Training School etc.

### The Classification

407. The Union Government has a variety of units of Central Police Organisations which can be classified as line, mixed and staff units. The line agencies are meant for actual field work. Staff agencies are obviously for institutional, academic or coordination work. The mixed units have mixed functions and overlapping jurisdictions.

CPOs as Line Units are following	Mixed nature CPOs are following	Staff Units CPOs are following
<ul style="list-style-type: none"> <li>• Central Reserve Police Force, (C.R.P.F.)</li> </ul>	<ul style="list-style-type: none"> <li>• Intelligence Bureau, (I.B.)</li> </ul>	<ul style="list-style-type: none"> <li>• S.V.P. National Police Academy.</li> </ul>
<ul style="list-style-type: none"> <li>• Border Security Force, (B.S.F.)</li> </ul>	<ul style="list-style-type: none"> <li>• Central Bureau of Investigation, (C.B.I.)</li> </ul>	<ul style="list-style-type: none"> <li>• Bureau of Police Research and Development.</li> </ul>
<ul style="list-style-type: none"> <li>• Railway Protection Force, (R.P.F.)</li> </ul>	<ul style="list-style-type: none"> <li>• Research and Analysis Wing, (R.A.W.)</li> </ul>	<ul style="list-style-type: none"> <li>• Directorate of Coordination, Police Wireless.</li> </ul>
<ul style="list-style-type: none"> <li>• Central</li> </ul>	<ul style="list-style-type: none"> <li>• Special Services</li> </ul>	<ul style="list-style-type: none"> <li>• Institute of</li> </ul>

Industrial Security Force, (C.I.S.F.)	Bureau, SSE	Criminology and Forensic Science.
• Indo-Tibetan Border Police (I.T.B.P.)		• National Crime Records Bureau
• Assam Rifles		• Central Forensic Institutes
• Jammu & Kashmir Militia		• Central Forensic Science Laboratories
• National Security Guards, (N.S.G.)		
• Special Protection Group, (S.P.G.)		

### **Cooperation & Coordination Among the CPOs &**

#### **State Police Organisation**

408. As per the Seventh Schedule of the Constitution police, policing and security matters happen to be the subject matter of the State and the Concurrent Lists. Accordingly, the civil police and general policing happens to be the subject matter of State Police, and the subjects like Central Police and Paramilitary Organisations, Internal Security, modernization of police and All India Services fall into the jurisdiction of the Concurrent List. These provisions of the Constitution envisage that the State Police Organisations and the CPOs are to work in close cooperation and coordination with one another. The help of these organisations, if required by the State Police Organisations, can be obtained only on the basis of the request being made by the State Government to the Central Govt. The Central Govt. would order the concerned CPO chief to render the requisite assistance and cooperation. In an emergent situation when the services of a particular CPO are required the DGP will assess the situation and would request the State Govt. to requisition the services of the concerned CPO. Once the forces and the personnel of the concerned CPO arrives in the State, it will be the responsibility of the concerned State Police Organisation to make available all facilities and conditions, which would be necessary for the smooth and effective functioning of the concerned force. Matters like boarding and lodging, transportation and communication should be properly looked after by the State Police Organisation and proper arrangements must be made for adequate cooperation and coordination between the CPO personnel and the State police personnel. The CPO should be retained only for the necessary time and period.

408.1 The contribution of the central police organizations to the policing of this country is outstanding and they have rendered a yeoman service to the nation in every part of the country in real hours of need.

### **The Indispensability**

409. The role of CPOs in the area of maintenance of internal security and emergency situations being faced by any State Police Organisation is very important and consequently the services of the CPOs many a times become indispensable for the State Police Organisations because of the situational constraints being faced by them. Even the resource constraints of the State Police Organisations in this context are quite obvious. Moreover, the state police forces are heavily overworked. They are only able to carry out their routine duties. Anything extra goes out of their reach. Whenever a law and order problem develops, be it a riot or an election bandobast or Kumbha Mela like arrangements, there is no way out but to take the help of central police organisations. The task of combating terroristic activities, border patrolling, anti-smuggling and anti-dacoity operations are almost exclusively being done by the central police organisations. Special areas like industrial and railway security are covered by the CPOs Even for the regular crime investigation work the state police have their own limitations. At times the sheer complexity of the cases and sometimes the demand for a fairer investigation make it necessary to requisition the services of CPO like CBI. Then there are certain things which by their very nature can not be dealt with by the state police agencies. Co-ordination with Interpol or intelligence operations abroad, espionage and counter espionage etc. fall in this category. They have to be undertaken by the central organisations only. Similarly matters like police research and development, training of I.P.S. officers, research facilities in forensic science and criminology and crime records and statistics can not be taken up locally and their national level operations demand CPOs to manage them.

409.1 The central police organisations exist and have to continue because logic commends it and necessity demands it. The country confronts such a multitude of problems that at present and even in conceivable future also it just cannot reasonably be expected that the state police forces alone will be able to provide adequate policing to the nation. The role played by the central govt. and the CPOs in policing is not only a desirable reality but is logically required also.

## **Emerging New Trends**

410. To give better policing to the nation and for effective goal achievement certain specific modifications, additions, alterations and developments are required in centre's role in policing. The CPOs have grown considerably in size and numbers which establishes their increasing importance and relevance in the system. Evolving a truly modern and effective police system for the country shall have to induct far ranging changes in the organizational structure, procedures, attitudes, approach and outfits of the existing CPOs. There is scope for improvement in almost every area, be it a matter of organizational structure or centre state relations. Basing on a comprehensive review of the centre's role in police functions and the central police organizations it has been discovered that there are several important issues which deserve special consideration for the ultimate betterment of Indian police with regard to the CPOs.

410.1 The country today faces a number of unprecedented problems. Several States are beset with problems of extremist movements, terrorism and even counter insurgency. Keeping the present circumstances and their most likely trends in future, the Centre must play a more dynamic and more active role in policing the CPOs. The following points need special considerations.

### **(A) Financial Inputs Should Improve**

411. States receive financial aid from the Centre for modernization of their police forces CPOs also need better financial support. There should be a permanent central agency for this purpose. This standing agency should advise the M.H.A. on the quantum of financial assistance that should be made available to each state and the CPO. They should monitor the utilization of the funds and report their assessments to the M.H.A. The proper monitoring would ensure better utilization of funds resulting in better policing.

### **(B) Improvement Police Research and Development**

412. The resources for research and development should be optimally utilized. This can only be done by laying more emphasis on research. The country ought to spend more on research, evolve modern techniques and make optimal utilization of resources. The B.P.R. & D. should be given more voice and made to play a more dynamic role. The Centre's funding out the research units of the states should be done strictly through B.P.R. & D. There is urgent need of bringing police R. and D. and training in the plan sector.

**(C) Zonal Location**

413. The country is now facing complex law and order problems because of terrorism, insurgency and divisive forces. Frequent deployment of CPOs under these circumstances may be required. The deployment of CPOs may take some time for movement. However, many situations can be so urgent or rapidly deteriorating that a much quicker deployment would be desirable. For such situations the concept of Zonal location and stationing of CPOs should be considered and the Centre should take initiative in the matter. The location should be done in such a manner so as to be able to mobilize the CPO force from one State to another within the shortest possible period.

**(D) Better Scientific Aids**

414. The matter of scientific aids to CPOs should be taken on a systematic footing. The proper provisioning of scientific aids to police and their coordinated growth, functions related to forensic science should be placed under the B.P.R. & D to enable them to work as expert adviser in matters relating to provision of central grants to state FSLs, CPOs and the State Police Organisations.

**(E) Training Coordination**

415. Better policing results from better training. There ought to be a central police coordinating authority to attend to training matters so that the multitude of training agencies is eliminated. The B.P.R. & D. can be strengthened to coordinate the training programmes of various C.P.Os. without impinging on their administrative independence.

**(F) Development of new Dynamics in C.P.Os.**

416. CPOs have been of great help in the policing of the nation. As times change, the nature of problems also undergoes the corresponding changes; therefore, CPOs should accordingly undergo changes to obtain new dynamics to handle the new challenges.

**(G) C.P.Os as Specialized Agencies**

417. The CPOs ought to be evolved as specialist agencies. Their training, the outfit and the organization should be modified to develop into a specialized force. Some of the suggestions in this regard could be the following.



(a) To develop N.S.G. into a specialist anti-terrorist force it is essential that it is not only equipped suitably but imparted suitable training also. This means that the training should distance itself away from irrelevant infantry training part. It should focus on urban terrorism, rural terrorism, and almost jungle warfare as in the north east. It should have special equipment also. The N.S.G. ought to be expanded and developed into an anti-terrorist operation force of specialist variety.

(b) The C.R.P.F. and the B.S.F. should raise more commando units. The commandos should be selected from the force only keeping in view their physical fitness, courage and shooting ability. These commando units can successfully take up the job of anti-terrorist operations.

(c) The C.R.P.F. or at least a part of it should go for specialization in internal security duties to assist the State Police Organisations. The efficient riot police squads should also be developed. For anti smuggling operations the B.S.F. should be equipped with the latest instruments of narcotics and metal detection. Special vehicles which are capable of moving swiftly on sand, night vision devices and modern communication equipment should be made available to these CPOs.

### **Interpol**

418. The dynamic nature of transportation and communication has converted the world into a global village. Technological advancements have made it possible to commit serious crime without the mastermind and the conspiring criminals remaining present on the spot of crime. It has now become very easy for the criminal of one country to commit offence in the other country and even the criminal can make a quick disappearance after committing a crime in one country to another country. The victim country, because of the sovereignty of the other nation, where the wanted criminals are hiding, can not arrest them.

418.1 The nations of the world suffered due to these situations of criminality and criminals flourished in an unabated manner. To contain and control such criminal activities the nations of the world deliberated themselves and decided to devise a method or create an agency which could help them to resolve this problem. As a result the Interpol came into being as an international police organisation to help various nations of the world for controlling, containing and investigating the crimes of international ramification and for rendering help to

the concerned nation in arresting the criminal involved in such crimes. Most of the nations of the world are its members.

418.2 The Interpol is an amalgamation of representatives taken on deputation from various countries who work in accordance with the prescribed rules and regulations. The member country notifies to the Interpol its agency which will function on behalf of the nation. The Central Bureau of Investigation is such a notified agency on behalf of India. The Interpol maintains a huge databank on wanted criminal and on receipt of information from a country about a criminal, passes it on to the nation where the criminal is hiding. The Interpol thus works as a link between different nations and helps to combat the international crimes in an efficient manner.

418.3 For investigation of international crimes and arrest of criminals hiding in other countries, the State Police Organisation refers the matter to the CBI and the CBI in turn makes contact with the Interpol, who would work as a link between the two nations and make all help, assistance, coordination and cooperation enabling the concerned country to investigate the crime and arrest the criminal.