

Chapter 18

Communication & Computer Branch

1. Introduction

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. With the increasing use of computers in data transfer this branch has assumed great importance.

2. Objective

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 and internet 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.

3. Structure

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. At the level of police headquarter and State control rooms experts in computers and communication technology holding appropriate ranks and officers of the rank of Additional SP/DSP/Inspector/Sub-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.

4. Classification & Type

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

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. 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

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. All the Police Stations as well as important Police Outposts in the states are provided with VHF Communication.

C. Landline Communication

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 telephones, there are other systems like ECCR Exchanges, Fax Communication, Police Telephone Exchanges (EPABX), Mobile Telephone Systems are also operated and maintained by the wireless system of the police department.

D. Electronic, Internet and Cyber Communication

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 Telecommunication & Computer branch plays an important and significant role in the introduction, implementation, maintenance and efficient functioning of this new set up of computer systems and police communication.

5. Functionaries of the Police Wireless Department

(i) The functionaries of the Police Telecommunication & Computer branch hold the following designation:

- A. IGP, Communication & Computer (he can be of the rank of Additional DGP or IGP)
- B. Joint/Deputy Director (he is an expert in computers & communication technology)

- C. Addl. SP
- D. DSP
- E. Inspector of Police
- F. JE/Computers
- G. Sub- Inspector of Police
- H. Assistant Sub-Inspector of Police
- I. Computer Operators
- J. Head Constable
- K. Constable (WT & GD)

NB: - The technical officers in the branch are on deputation from the Information Technology Service/Department or in deserving cases may be from other departments of the Central or State Governments.

(ii) The officers of the rank of SI to constable of the police Telecommunication & Computer branch work in the various headquarters and field unit such as communication, electrical, technical, crypto, headquarters and control room.

(iii) In addition to, the police and technical experts the headquarters and other units of the police Telecommunication & Computer branch have requisite number of ministerial staff to take care of the regular and routine office work of the branch.

6. Powers, Duties and Responsibilities of Various Functionaries

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

- A. Powers, duties and responsibilities of IGP, Police Telecommunication & computer branch.
- B. Powers, duties and responsibilities of Deputy Director.
- C. Powers, duties and responsibilities of SP/ASP communication.
- D. Duties and responsibilities of DSP communication.

A. Powers, duties and responsibilities of IGP, Police Telecommunication & Computer branch.

- (i) He shall be the Branch Head of the Organization and all correspondence shall be made under his designation. He will exercise the same powers as are exercised by other branch heads in the Police headquarters and will exercise general superintendence, command and control over the work of all officers and staff in the Police Communications & Computer branch.
- (ii) He will prepare five year perspective plan regularly updated and annual plans for improvements in police communication & computerization and submit to the Director General of Police for approval.
- (iii) He will keep the Director General of Police of the state police organization informed the working of the branch and bring to his notice matters of significance.

B. Powers, duties and responsibilities of Joint/Deputy Director (computers)

- i. The Dy. Director/JD shall be the second in command of the branch and have jurisdiction throughout the State, in addition to all the sections at headquarters including City VHF. He shall also look after the routine duties during his absence on leave, training etc.
- ii. He will exercise general superintendence over the work of all Subordinate Officers in the Police Communications & Computer branch for efficient management and up-keep of Radio equipment, computers and maintenance of communication networks in the State.
- iii. He will ensure timely condemnation of Radio equipment, computers Generators and other major technical items in the Police department as per prescribed procedure.
- iv. He will conduct auctions of condemned articles as per prescribed procedure of all Ministerial staff.
- v. Plan & monitor computerization of functions and records in all branches of the police and put up quarterly progress reports to the DGP through the IGP, Communication & Computer Branch.

- vi. He would attend to such other duties as may be assigned by the IGP, Police Telecommunication & computer branch.

C. Powers, duties and responsibilities of SP/Addl. SP communication.

- i. The SP (C) shall exercise all administrative and disciplinary powers in accordance with various rules in respect of his charge.
- ii. He will be head of office of the branch and 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 SIs/ASIs/HCs/Constables who are eligible for promotion to the next rank as per the procedure laid down in this regard and put up to the Director.
- iv. 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. He will ensure maintenance of personal files of all non gazetted, executive and ministerial staff of the branch.
- v. Verification of all the Service Rolls/Books under his charge will be done by him on regular basis.
- vi. 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.
- vii. He will send monthly and other reports to the Director through the JD or as prescribed by the Director.
- viii. 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 Dy. Director and Director from time to time.

D. Duties and responsibilities of DSP communication.

His important duties and responsibilities are:

- i. 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. 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 Headquarters section under his jurisdiction during the Inspections.
- vii. Attend to Stores audit work as ordered by IGP, Police Telecommunication & computer branch.
- viii. Maintain good liaison with the Local Police Officers and BSNL officials.
- ix. Submit prescribed reports to the Director through the concerned SP and the Dy. Director, Police Communications.
- x. Ensure that there are no breaches of security in Radio communication.
- xi. Attend to such other duties as may be assigned by the SP(C), Dy. Director, and IGP, Police Telecommunication & computer branch.

7. Duties and Responsibilities of the Inspectors and Sub-Ordinate Executive Police Officers and communication/computer experts.

- (i) 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 IGP, Communication & Computer/Dy. Director and SP.
- (ii) 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 communication and computers and other officers on the basis of powers delegated to them by him.

8. Personnel Management of the Police Telecommunication & Computer branch.

In the light of nature, duties, functions and role of the branch, 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 and the DGP 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 transfers, inspections etc., should 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.

9. Message Writing Instructions

- (i) 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 and the exceptional circumstances under which other messages can be transmitted should be spelt only by the Director.
- (ii) 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 or type written in the standard police message form I. Oral and casual instructions to operators, for transmitting messages, should be avoided.
- (iii) 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.
- (iv) 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.

- (v) The following instructions should be borne in mind while writing up messages.
- a) 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. Titles, prefix or suffix should not be used.
 - b) 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.
 - c) 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.
 - d) Originator's Number: The originator should enter his reference number of the correspondence.
 - e) 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 23rd of March 2002 will be written as 23/03/2002.
 - f) 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.....".
 - g) 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".
 - h) 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.
- i) 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.
 - j) 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 paragraphs.
 - k) 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.
 - l) 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.
 - m) The remaining spaces in the message form are for the use of the wireless staff only and the Originator should write nothing.

10. Classification of Messages

- (i) 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 concern 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. Most matters will on popular analysis be not higher than "Confidential".

(ii) 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.

(iii) 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.

(iv) 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.

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

(vi) 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.

(vii) 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.

11. Use of Priorities

(i) 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.

(ii) 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

(iii) 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.

(iv) 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 DGP or other officers. They should study the messages and take appropriate action and communicate only those, which are required to be communicated for the requisite compliance.

12. Schedule of Working Hours

The Main Police Communication Network, linking various district headquarters to the State Police Head quarters works round the clock in three shifts on all days of the week. The Communication networks linking sub-divisional and Hqrs., police stations to the concerned District Head Quarters works from 0700 to 2400 Hrs on hourly schedules 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.

13. Radio Telephony

(i) All Police Stations and officers up to the rank required may be provided with VHF communication facility on strict need to have basis 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.

(ii) 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.

(iii) The working schedule for VHF station is also round the clock in three shifts on all days of the week.

(iv) 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.

(v) Officers provided with Mobile/Handheld VHF sets will ensure that their batteries are charged and no communication breakdown occurs due to discharged battery.

(vi) 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 PS and the Inspector Communication at Headquarters.

Equipment should always be safeguarded from drenching in rainy season. Untrained and un-authorized persons should not be allowed to handle the set and set should be used only for official conversation.

14. Radio Telephony Procedure

(i) 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.

(ii) 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**.

15. Record to be Maintained

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

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 as per forms II & III
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 POL, distilled water, kerosene etc.
11. Radio station log as per form IV
12. Cashbook
13. Government property register and distribution register
14. Casual leave register

15. Communication irregularity register
16. VHF communication breakdown register
17. Minor punishment register
18. Long leave register
19. Stock registers for technical stores, stationery etc.
20. Personal records of operators
21. Distribution register for distilled water
22. Job register
23. Police orders/Circular file
24. Contingent bill book
25. History sheet of all equipment.
26. Any other registers, files and charts as prescribed by the Director from time to time.

16. Other Important Aspects:

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

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 SHOs concerned.

B. Movements of Radio Stations

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

At the State Police Head Quarters, 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, will provide motor cycle/foot messengers, 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

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. 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

This service will be utilized primarily for the transmission of messages pertaining to all Police matters particularly crime prevention, investigation, Law & Order and Security. Other departments of the Government may also use the services in respect of urgent official matters. The messages could be passed to all places provided with Radio Stations in the various states through the State Capital. 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.

17. Officers Authorized to use Wireless Facilities

Only the authorized persons can use the wireless communication facilities. The State Government, DGP and Director, Telecommunication & Computer branch 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.

MESSAGE FORM

Name of State.....Reg.No.....

In	Call	Priority trans Instruction	NR	GR
Out				

Above the line for use of Radio Staff only

To

INFO

From

Originator's Number	Date	In reply To	Dated

Priority	Originator's Signature and Designation

Below this line for use of Radio Staff only

Time In	Date	Time Out	Date

Reader

Sender

RADIO LOG

Station

Frequency

Call Sign

Date

Time	To	From	Signal Strength		Particulars
			His	Mine	

