

## **Chapter 24**

### **Police District, Sub-Division, Police Station & Police Outposts**

#### **1. Police District**

- (i) Police District is the most important supervisory and functional field unit of the police administration and is an area, which is so declared by the State Government by a notification.
- (ii) 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, Inspectors, Sub-Inspectors and police subordinate ranks as may be deemed necessary.

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

The District level administration of police will consist of the District Headquarter office, having various sections/units, and the field formations consisting of the Police Sub-Divisions/Police Stations and police outposts of strength as may be sanctioned by the State Government in consultation with the DGP from time to time.

#### **3. Sections/Units in SP office**

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

- (i) Receipt and Dispatch section
- (ii) Administration and Establishment section
- (iii) Confidential section
- (iv) Crime section
- (v) Accounts section

In addition to the staff handling the above sections the Superintendent of Police will specifically allot works relating to (i) welfare, (ii) complaints against the police, (iii)

legal and prosecution matters, (v) communication, (vi) motor transport and other police related matters amongst the officers at the district headquarters.

#### **4. Powers, Functions and Duties of the Police Officers of a District**

##### **(i) Superintendent of Police:**

District Superintendent of Police is the head of the district police and plays a pivotal post in the Police Organization having a considerable amount of operational independence. 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 the district police's management, administrative and financial, maintenance of discipline, punctual, and regular and efficient performance of all preventive and investigative duties by the district police. 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 under his charge. He has diverse functions and responsibilities, and in the discharge of these, he is assisted by as many Addl. SP, DySPs, PIs, SIs and subordinate ranks as may be necessary.

The main functions of the district superintendent of police are: -

- a) 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.
- b) 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.

- c) 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.
- d) 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.
- e) Participation to the extent possible and permissible, in welfare activities sponsored by official and non-official agencies and ensures effective implementation of community policing.
- f) 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.
- g) 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.
- h) The SP should keep himself fully informed through the field staff of the Special Branch 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.

- i) SP may withdraw subordinate police officers 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 ordinarily not deploy the Investigation team for any duties connected with disturbances, agitations and other bandobusts. The investigation teams should primarily remain for investigation duties. He may supplement investigation staff from other branches whenever he feels necessary.
- j) 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 there till situation returns to normal.
- k) He should also visit the scenes and enquire personally into serious occurrences endangering life and property such as heavy landslides, earthquakes or other serious 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 communicated by the PHQ or the State Govt. from time to time. He may entrust some of the duties connected with these to DSP/Addl.SP.
- l) The SP shall tour as often as necessary 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 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 anti-social groups operating in the area and enquire into the work of local police units and personnel. He should make enquiries from police pensioners, widows of police personnel and beneficiaries of police welfare schemes about the proper receipt of due benefits by them.

- m) SP must formally and informally visit/inspect all Police Stations and Police Units, Home Guards, Reserve Police, Control Room and every Police Unit located in the district to acquaint himself with the personnel, place and condition of each Unit. These visits need not be for the purpose of inspection nor should they be treated as formal visits. However, brief notes should be recorded.
- n) He must go on night rounds or surprise visits at nights to police Units and Stations at least once a month. These should not be confined merely to the District headquarters. He should also attend the PT/parades and hold orderly room at least once a week. He should also hold kit inspection of the Armed Reserve men in his district once a year.
- o) He must visit residential quarters 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.
- p) He should send monthly reports to the ADGP/IGP, Law & Order and the DIGP/Range as prescribed.
- q) 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 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.
- r) When at headquarters, the SP 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.

- s) Prepare quarterly transfer proposals in respect of officers and staff of his district and forward to the PHQ for consideration of the PEC.
- t) He shall ensure that SOPs for handling various crisis like terrorist/extremist attacks, chemical/biological attacks, public agitations, natural disasters are in place and regularly updated.

**(ii) Addl. SP/DySP, 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 ensuring observance of financial discipline and economy. He shall supervise timely despatch of information to the Crime Branch. He shall supervise the work relating to disciplinary matters so as to ensure their prompt disposal as per SPs orders. He should bring to the notice of SP all important matters and obtain appropriate orders in time.
- b) The reward rolls and the payment of amount sanctioned and all correspondence relating to medals should be handled by him 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 through the SP, DIG/Range & ADGP/IGP, Law & Order. 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 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/DySP Hqrs will personally supervise the investigation of cases of a 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. He will also personally investigate cases as may be entrusted to him for investigation by the SP or other competent higher authority.

**5. Assistance from Police Lines & other specialized units**

Sikkim being a compact State there is no separate district lines and the district police would take necessary assistance in this regard from the State Police lines. The requirements of manpower, Mounted Police, Dog Squad, Police Band, Forensic Crime Record Bureau and Fingerprint unit etc. would be obtained from the concerned units in the Police Headquarters.

**6. Allocation of Work**

The SP of the district is responsible for adequate and reasonable allocation of work to employees of each section of his office and the PSs/OPs. 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.

**7. Inspection & Tours**

The SP, Addl. SP and SDPOs 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 should be sent to the concerned unit for compliance at the earliest possible with copy to PHQ (DIGP/Range office). The dispatch of inspection notes should not be delayed and the compliance of instructions should be made in letter and spirit.

**8. Coordination & Cooperation**

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, a harmonious 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. Necessary coordination on matters of public importance and in the General Administration in the district will be maintained as per provisions of the Act.

#### **9. Redressing the Complaints/Grievances of the public/police personnel**

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 SDPO 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 therefore be accessible to attend to the complaints of the people. 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 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.

#### **10. Computerization & e-administration**

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 computerized along with adequate networking among one another. 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.

#### **11. Motivation and Morale**

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.

#### **12. Role of District Police in Crime & Law & Order Management**

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 main 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.

### **13. Police Sub Division**

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

### **14. Functions, Duties & Powers of SDPO**

- (i) He is expected to supervise his own office and the police stations under his charge with regard to various administrative and policing matters.
- (ii) He should exercise effective control, command over his staff and provide adequate and timely guidance, help and assistance to his subordinates.
- (iii) He must immediately and quickly reach on the spots of serious crime and handle the law and order situations occurring in his jurisdiction.
- (iv) 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.
- (v) He should maintain regular and systematic crime digest of all cases registered in the various police stations under his charge.
- (vi) 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.
- (vii) He should complete the enquiry into the complaints received by him and must complete the departmental enquiries entrusted to him speedily.
- (viii) He should tour the areas under his charge as per the norms.
- (ix) 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.
- (x) He should maintain harmonious and cordial intra-departmental & community relations.

- (xi) He is expected to exercise adequate co-ordination and render effective co-operation to various governmental and non-governmental units and agencies.
- (xii) He would ensure that vehicles, equipment etc. are properly utilized in the light of financial and budgetary norms and proprietary.
- (xiii) He would make recommendation for initiating departmental action for the dereliction of duty to the district SP.
- (xiv) He will make recommendations, with reasons, to district SP for the transfer of the staff posted under his charge.

## **15. Police Station**

- (i) 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.
- (ii) Section 2(s) of Cr PC, defines police station as any post or 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, in a police district as deemed necessary, duly keeping in view the population, area, crime situation, the work load in terms of law and order and distances to be traversed by the inhabitants to reach the Police Station.

## **16. Classification**

On the basis of geographical and demographic factors, crime conditions, law & order situation, regulating, protocol and other miscellaneous and specific jobs to be

performed and traffic management etc. police stations in the State have been classified as follows: -

- (i) Gangtok (1) – Urban
- (ii) Rangpo, Melli, Singtam, Rhenock, Ranipool, Namchi, Jorethang (7) – Semi Urban category ‘A’
- (iii) Gyalshing, Soreng, Nayabazar, Pakyong, Mangan (5) – Semi Urban category ‘B’
- (iv) Rongli, Phodong, Ravangla, Temi, Hingdam, Kaluk, Sombaria, Kupuk, Sherathang, Lachung, Lachen, Chungthang, Uttarey (13) – Rural

## **17. Police Station Buildings**

- (i) 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, therefore, be a comfortable and convenient visiting place for the people, and should also be safe to 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.
- (ii) Every Police Station according to its category should have enough space for carrying out various police functions, parking & storing of seized vehicles and other case property. 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. In addition there should be 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 a neat and impressive look.

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

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

- (i) SHO
- (ii) Second Officer
- (iii) Duty Officer
- (iv) Investigating Officer
- (v) Incharge Malkhana and Store
- (vi) Beat Officer/Beat Incharge
- (vii) Patrolling Officer
- (viii) Driver
- (ix) Computer Operator
- (x) Wireless Operator

## **19. Work Routine of Police Station**

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, 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 in the prescribed proforma at the police station. This daily diary or General Diary closes at 0800 hour in the morning and then opens for the next day.

### **General Diary/Daily Diary:**

The diary is intended to chronicle all important events and activities relating to the police station and, subject to any special orders made by the State Government or the Director General of Police the following matters, amongst others, shall be entered in the Diary.

- i) The taking and handing over of charge by the officers maintaining the Diary.
- ii) The substance in brief of cognizable and non-cognizable cases taken up for investigation. This entry should be made promptly on the registration of a FIR.
- iii) The effecting of searches.
- iv) The seizure of property suo-motto or u/s 93 Cr.P.C. and its disposal.
- v) The effecting of arrests with or without warrants and the disposal of the arrested persons.
- vi) The receipt and manner of execution of Magistrate's order u/s 154, 156 and 159 Cr.P.C. and Section 17 of the P.C. Act, 1988.
- vii) The deposit and removal from the Malkhana of exhibits or valuable property.
- viii) The performance of departmental duties by the police station i.e. assistance afforded to another branch or some other Police Agency etc.
- ix) Arrival and departure of police station staff.

## **20. Work Allocation and Distribution of Work**

The Station House Officer (SHO) 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 keeping 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. 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 take 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.

## **21. Management of the Police Station**

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.

## **22. Functions of Police Station**

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 help, assistance and relief, the common man gets in touch with the police station. Following are the important functions performed by every police station.

- (i) Handling and dealing properly with the complaints received at the police station.
- (ii) Providing adequate relief, advice and guidance to the people visiting police station.
- (iii) Registration of cognizable offences on the reports received.

- (iv) Taking appropriate action on the reports pertaining to non-cognizable offences.
- (v) Prevention of crimes by adequate and efficient use of crime prevention measures including a proper beat system, patrolling, nakabandi, raids, searches and preventive arrests.
- (vi) Speedy, impartial and competent investigation and detection of cases by quick visit on the spot of crime, thorough and proper collection of evidence, recording of statements, arrest of accused persons and by putting the cases before the concerned court in time.
- (vii) Serving the processes actively and quickly.
- (viii) Proper and flawless maintenance of the various records at the police station.
- (ix) Handling of various law and order situations, demonstrations, agitations, processions, strikes etc.
- (x) Maintenance of peace, and tranquility in the area.
- (xi) Ensuring safety and security in the jurisdiction.
- (xii) Attending to various regulatory duties and social gatherings.
- (xiii) Executing various ceremonial, VIP and protocol duties.
- (xiv) Intelligence collection
- (xv) Protection of human rights and the interests of the weaker sections of the community.
- (xvi) Ensuring friendly, cordial and harmonious relations with the various segments of the societies and building positive image of the police.
- (xvii) Playing a positive and effective role during any disaster and natural calamity.
- (xviii) Other miscellaneous and contingency duties required by the exigencies of administrative, policing and other demands of the circumstances.

**23. Duties and Responsibilities of the Police Station Functionaries**

- (i) The Officer In charge/ the SHO, Second Officer, Investigating Officer and the Station Clerk are the most important functionaries of police station.
- (ii) 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.

- (iii) 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 timely communicate all intelligence and movement of criminals and activities pertaining to police administration to his superiors.
- (iv) Within the limits of his charge he is the chief investigating officer and as such he shall conduct such numbers of investigations in person as circumstances permit. His responsibility in this matter must be carefully maintained. In respect of other cases also 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 malkhana property and accounts are correct.
- (v) The Second Officer of the police station is the 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.

(vi) The Station Clerk, another important functionary of the police station, 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.

#### **24. Police Station Record**

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. The registers and documents to be maintained at each police station include:

- (i) The First Information Report Register
- (ii) Non-cognizable Case Register
- (iii) Register of petty cases/Non FIR cases
- (iv) General Diary
- (v) Part I- Standing Order Book/Part II- Circular and other orders
- (vi) Register of Absconders and Deserters
- (vii) Receipt & Despatch Register
- (viii) Process (Summons/Warrants) Register
- (ix) Village Crime Note Book (Five parts)
- (x) Surveillance Register
- (xi) Index to History Sheets and Personal Files
- (xii) Register of Information Sheets Dispatched
- (xiii) Copies of Information Sheets Received
- (xiv) Visiting Book
- (xv) File Book of inspection reports.
- (xvi) Government Property Register.
- (xvii) Disposition Register
- (xviii) Register of Licenses
- (xix) Receipt Book for Arms, Ammunition and Stores.
- (xx) Lock up Register
- (xxi) Arrest Register

- (xxii) Traffic Challan Register
- (xxiii) Missing Persons Register
- (xxiv) Cash Register
- (xxv) Command Certificates.
- (xxvi) Printed Receipt Books.
- (xxvii) Criminal Investigation Gazette.
- (xxviii) Police Rules.
- (xxix) UD Case Register
- (xxx) Charge Notes of Officers In charge of Police Stations.
- (xxxi) Orderly Room Register

## **25. Computerization & e-administration**

The cyber revolution necessitate that the working at the police station should be comprehensively computerized and the IOs and staff posted at the various police stations should be computer efficient. They should be comfortable in working on computers and handling email and Internet. This would be all the more necessary once the CCTNS is operationalised. Even the police station records need to be computerized. The use of computers at the police station level would also increase speed, storage, fast retrieval and paperless working at the police station level.

## **26. Coordination & Co-operation**

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.

## **27. Police Outpost**

The police outpost is the last field formation unit of the police department and is an integral part of the police station structure. 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. In addition to the in charge of the OP, the sanctioned strength of an OP can range from 4 to 10 policemen depending the area of its coverage, policing importance, law and order situation of the area and on whether it is part of a urban, semi-urban or rural police station. Telephone and wireless facilities should be provided to the OPs in order to make them functional. Motorcycle may also be considered for mobility.

