

# **Chapter 26**

## **Crime Investigation Department**

### **1. Introduction**

The Crime Branch, Crime Investigation Department (CB-CID) is amongst the most important units of the police organization. The Crime Branch is primarily and chiefly concerned with matters pertaining to crime, investigation, prosecution and collection of criminal intelligence, whereas, the State Special Branch is primarily concerned with the 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.

### **2. Composition**

The CB-CID is headed by an officer of the rank of Addl. DGP/IGP, who is assisted by a number of police officers of the rank of DIGP, SP, Addl. SP, DySP, Inspector, SI, Head Constable & Constable, Specialists in Fingerprints, photography, computer professionals and experts in other fields. The latter category of staff may be on deputation or contract for specific periods. The CB-CID is a specialized branch which tackles the various crime related issues at micro level and, therefore, is structured into various cells, units and sections as indicated below. In view of the compactness of the State and the State Police organization two or more cells may be placed under the charge of one officer and an officer may head or work in more than one cell/unit/section: -

- Police Station (CB-CID)
- Economic offences, Bank Frauds, FICN and Forged Travel documents Cell
- SCRB (which includes the criminal intelligence, crime analysis and research centre) & CCTNS Cell
- Crime against Women, weaker sections & PCR Cell.
- Anti-Human trafficking & Missing Persons Cell
- Human Rights Cell
- Anti-Narcotics Cell

- Cyber Crime Cell
- Homicide Cell/Arms & Explosives Cell
- Serious & Organised Crime cell
- Fingerprints & Footprints and photography Cell
- Kidnapping and Abduction Cell
- Immoral Traffic and Juvenile Crime Cell
- Property offences & antique property Cell
- Verification Cell
- Legal & Prosecution unit
- Administration & Accounts section
- Dog Squad

**3. Powers, Functions and Responsibilities of Addl. DGP/IGP, CID**

- A. Supervision and control of the branch as head of the CB-CID.
- B. Administrative and operational control of the State Crime Records Bureau (SCRB), Finger Print Bureau (FPB).
- C. Mutual cooperation and liaison with other States and national agencies such as CBI, NCRB, Interpol, MHA, NCB, Enforcement Directorate, Enforcement Wing of Customs, Excise, Banking, and CBDT.
- D. General direction, supervision and coordination of investigation of cases taken up by the CID.
- E. Creating awareness amongst the members of the general public to save them from falling prey to various crimes/frauds and enlisting their cooperation in preventing offences.
- F. Maintenance, up-dating, custody and use of criminal records, and criminal intelligence systems.
- G. Organize research, study and analysis of crime and rendering advice to frame laws & guidelines on measures to prevent and detect crimes more effectively.

- H. Constantly update and apply the scientific and technological aids available for crime detection, their adoption and application by the field staff.
- I. Assist the DGP in directing operations to control outbreak of crime, investigation of offences in situations of serious and widespread riots or agitations and in compiling necessary reports to Government and others.
- J. Keep DGP and the Government informed of the state of affairs in his charge from time to time.
- K. Conduct annual inspection of the work records of SP, CID office, SCRB, FPB, and Research Wing.
- L. Visit to places of investigation of serious crime, which is likely to generate insecurity, panic or attract widespread public and media attention.
- M. To assess the quality, conduct, performance of Investigating Officers of CID, methods and handicaps experienced by them and take such remedial steps as required for quality investigation and for effective coordination.
- N. To arrange and monitor collection, storage, updating, retrieval, and use of data on crime, criminals, opening and maintenance of dossiers, collection and dissemination of criminal intelligence.
- O. Introduction of automatic search facility for fingerprints and equipment for identification by portrait building with accessibility of such facilities by Investigators all over the State.
- P. Publication of Gazettes for internal use, Analysis reports, and lapses noticed in cases disposed off in courts.
- Q. Provision of adequate working conditions including equipment required for all investigating teams.
- R. Update investigative skills and assign specific tasks to the Research Wing particularly the study of judgements, journals and publications, Acts and laws which police have to enforce, and communicate constantly the results to all the concerned in the form of guidelines.

4. **Deputy Inspector General of Police, CB-CID:-** A DIGP, when posted, will be second in command of the CB-CID and shall ordinarily be incharge of investigating units of CB-CID dealing with specific subjects and will perform such other functions as may be entrusted to him by the Addl. DGP/IGP, CID.

5. **Superintendents of Police, CB-CID:** As in-charge of the Crime Branch and a supervisor in all cases of the branch the Superintendent of Police shall be responsible for ensuring investigation in accordance with procedure and method prescribed, as applicable to each case. The submission of case diaries, their scrutiny, timely steps to be taken for prompt investigation of cases taken up by CB-CID, preparation of report for legal opinion, and liaison with local police for assistance to Investigation teams are some of his more important functions.

6. The **Addl. SPs, Deputy Superintendents of Police and Inspectors** of Police will be Investigating Officers of cases entrusted to the CB-CID. In more important cases the DSP will be in charge of investigation directly. Both Inspectors and DSPs will report to SP directly. If a DIGP posted in the CB-CID is in-charge of a cell, they will report directly to him. The Addl. SPs/DySPs/PIs may also head one or more cells/units/sections in the CB-CID and in such cases shall be responsible for their proper functioning.

7. Only officers of rank of **Sub-Inspectors** and above should be utilized for investigation duties. All Investigating Officers and Officers aiding investigation shall carry photo identification cards always with them.

8. The **experts** in different fields including computer experts drawn from various sources are responsible for scrutinising the documents and records and giving advice and opinion on matters of their specialisation and aid in the investigation. They shall report to SP, Crime Branch.

9. The **Law Officer** will be mainly rendering legal advise and opinion in cases investigated by CB-CID and the important cases investigated by the district police. In all important cases the written opinion of the Law Officer shall be taken before any orders of disposal are passed by the concerned officer. The functions of Law Officer are to act as a

liaison between the department and the courts is so far as service matters, other litigations between department and the public are concerned. He is responsible to feed the necessary material to the government counsels in the various courts where litigations are pending. He shall effectively co-ordinate with the prosecution in-charge/Court Inspectors/PPs/APPs so that the departmental matters are properly and effectively represented in courts in time ensuring quick and successful disposal of cases. He shall also be responsible to scrutinize the orders and judgement of courts and to see that appeals are filed promptly to appellate courts wherever necessary. He will also render opinion on criminal Acts and Rules referred to the DGP Office. He shall keep the DGP informed of the stages of the litigation in important cases through the SP, Crime Branch and Addl. DGP/IGP, CID. The procedure and format as prescribed for disposal of cases for the district police should be adopted in CB-CID. He shall report to SP, Crime Branch.

10. The **Ministerial staff** shall be responsible for maintenance of files and the office administration.

11. Except on ceremonial occasions and other occasions as may be specified, the Officers in CB-CID will not wear uniform and should not, except when in uniform, salute their senior Officials but instead observe other informal form of salutation.

**12. Functions of Crime Branch, Crime Investigation Department: -**

- A. Detection, registration, investigation and prosecution of specified class of cases and cases entrusted by the Government and DGP.
- B. Conduct of enquiries as per laid down procedure in prescribed situations.
- C. Maintenance, up-dating and use of crime-criminal information system, crime and criminal records, planning and implementation of criminal intelligence system and crime analysis to improve prevention, detection, investigation and prosecution.
- D. Coordination of investigation and related matters in the State and with other States and National Institutions/Organisations dealing with crime investigation and maintenance of crime & criminal records.

- E. Efficient, professional and independent functioning of SCRB, FPB and their modernisation.
- F. Advise, assist and report to DGP and Government on matters concerning investigation and prosecution.
- G. Coordination with the FSLs.
- H. Collection, Dissemination and Utilisation of criminal intelligence on subjects dealt with by the CB-CID and prevention of crime by creating public awareness, patrolling, maintenance of vigil at crime prone areas etc.
- I. Verification and Issue of NOCs for registration of vehicles, companies/firms, cyber cafes etc.
- J. Submission of timely returns and reports to the concerned Central & State Govt. agencies.
- K. Reply to Parliamentary & Assembly questions on crime and other matters relating to the State Police department except those that relate to purely administrative matters.
- L. Launch rescue operations and attend to post rescue victim care and protection with the help of NGOs and coordinate with them in cases relating to human trafficking.
- M. Coordinate in r/o prosecution matters including with the PPs/APPs and the Law department.
- N. Legal vetting of chargesheets forwarded by the district police by the Law Officer in the CB-CID.
- O. Monitor timely execution of summons/warrants etc. within and outside the State.
- P. Maintain data base in r/o cases under trial, court disposals and court orders.
- Q. Examine and report on judgments for filing appeals.
- R. Examine and report on references relating to criminal law and legal matters.
- S. Support presentation of prosecution evidence in important cases by way of research work and coordination with I/Os.
- T. Character & antecedent verification.
- U. Deal with administrative and accounts matters of the CB-CID as per rules and instructions.

- V. Issue of Identity Cards to the Police personnel by the photography cell.
- W. Maintain canine squad and assist through their services the district and Special Branch in tracking of criminals, checking of narcotics and explosives and anti sabotage checks.
- X. CB-CID will assist and support the district police either by taking up the entire investigation of a case, or by sending one or more of the specialist investigating officers or civilian experts to the district Police, including visits to scenes of crime, providing technical support, criminal intelligence and information, crime analysis and specific advice on investigation or coordination within the state and other states, securing investigative assistance from other states and countries. The district Superintendents of Police will act in a similar manner and furnish all necessary information and assistance to the CB-CID.
- Y. The District Crime Record Bureau functions will be performed by a unit in the office of Addl. SP/DySP located at the district police headquarters under the supervision of the district SP.
- Z. The Crime Investigation Department in no way relieves the district police of their responsibility for the prevention, investigation and detection of crime.

NB: Each cell/unit/squad of the CB-CID will have their separate detailed list of subjects/types of cases to be dealt by them and SOPs for their working duly incorporating the guidelines issued in that regard by the Central or State Government or the Apex Court.

### **13. Furnishing Information - Responsibility of Districts and other Organisations**

- 1) A comprehensive view of crimes and criminals of all description, the links between various types of crime and violation of any law is necessary to tackle effectively the lawbreakers, particularly networked and organised crime syndicates. Sharing of information and coordination between all concerned agencies is therefore essential.

- 2) All criminal information as prescribed shall be gathered and recorded by all Police Units in the state and furnished to the SCRB in CB-CID.
- 3) All departments of the State Government particularly Excise, Forest, Revenue, Social Welfare, Women and Child Welfare, Anti-corruption Bureau, all Vigilance and Security organisations, Prisons, Fire Services, Electricity Board and others who are authorised to deal with offences under State and Central Acts, either cognizable or non-cognizable, should furnish the crime information to the SCRB in CB-CID in the proforma prescribed by SCRB.
- 4) The Central Government departments and organisations are to furnish criminal information relating to offences reported and dealt by them to National Crime Records Bureau, New Delhi. They should furnish copies of such reports, to the SCRB in CB-CID. The SCRB need not include the information so furnished by Central agencies in the reports sent to NCRB.
- 5) Some departments of the State Government and Central Government have law enforcement functions. The police have to function in close cooperation with these agencies in the matter of investigations of cases for which, they are, by law the main agency or have concurrent powers. Sharing of information without prejudice to investigations by each is necessary for a comprehensive and effective enforcement of all laws, to prevent, detect offences and bring offenders to justice, particularly in the area of organised mafia crimes, drug related offences, terrorism, bio-terrorism, economic offences, offences against environment, flora and fauna, crimes relating to antiquities, art pieces and cultural properties, counterfeiting and many conventional crimes where it will be advantageous for the enforcement agencies to share relevant information with each other and act in furtherance of common objective of bringing offenders to justice even if each agency alone is competent to deal with them. While in specific cases the information sharing can be limited by, the need to know basis, in other cases the information shared should be with a view to identify offences, the offenders, their

identity, the areas of their operation, the methods they employ and the disposal of proceeds of crime etc.

- 6) One to one meetings between Addl. DGP/IGP, CID or one of the concerned CB-CID officers should be conducted periodically with other departments with a view to ensure sharing of information between the two and secondly to render mutual assistance in cases requiring such help. The agencies and departments include both state and central governments.

#### **14. Classes of crime to be investigated by the CB-CID and procedure**

(1) The Crime Investigation Department, will ordinarily, deal with crimes of the following classes. Request for taking up of investigation by CB-CID can be made by any Unit Officer, but without the orders of the head of CID or the DGP no such enquiry or investigation shall be taken up by CB-CID.

- A. Counterfeit currency and important thefts of currency notes.
- B. Counterfeit coining when the counterfeits are struck from dies, and other cognate offences in respect of coining by dies.
- C. Theft of Government arms and ammunition
- D. Illicit manufacture, transport, sale, possession of firearms, ammunition, explosives and explosive substances
- E. Important cases in which foreigners are concerned (including cases of international criminals and trafficking in women by foreigners).
- F. Frauds by means of advertisements, bogus funds and companies / societies, impersonation of public servants, and swindling.
- G. Specially important cases of murder, all important and inter-State dacoities, robbery and housebreaking.
- H. Frauds, thefts or cheating of a peculiar nature affecting more than one district.
- I. Stock market and Bank frauds
- J. Important terrorist cases and cases of bio terrorism
- K. Important defalcations of public money and theft of public property.
- L. Smuggling of narcotics and psychotropic substances, drug trafficking and serious offences under NDPS Act.

- M. Financial and Economic crimes i.e., money laundering, bank frauds, forgeries, misappropriations, cheating, breach of trust.
- N. Organized crime (Mafia type) and gang cases
- O. Important conspiracy cases whose ramifications extend to several districts.
- P. Organised offences relating to environment, flora and fauna
- Q. Trafficking in women, girls and children
- R. Important cases of rape and dowry deaths
- S. Pornography
- T. Any serious crime, which appears to have a political motive, including all offences, connected with arms and explosives, which are suspected to be of a political nature.
- U. Organised thefts of motor vehicles
- V. Other cases of Inter-State or International nature requiring specialized investigation and coordination.
- W. Organised cases of atrocities against Scheduled Castes or Scheduled Tribes and important communal or caste riots accompanied by murders and arson.
- X. Cases of bringing fraudulent civil suits.
- Y. Cases of such a nature as, in the opinion of the DGP, the Addl DGP/IGP, CID or district authorities, call for investigation by an officer of the CB-CID.

(2) The decision of the DGP as to which case falling in the above categories A to Y (as also any case proposed for transfer to the CB-CID by the district police) should be or need not be taken up by the CB-CID shall be final.

(3) **General Instructions & Procedure with regard to Information/Complaints**

- a. Whenever complaint/information is received in the crime branch which is, on the face of it, bonafide and where the allegation are clear and specific and commission of offence is clearly indicated a FIR will be registered and investigated.

- b. In case the information is not bonafide or clear and specific, a Preliminary Enquiry (PE) may be conducted after obtaining the orders on file of the head of CB-CID.
- c. In respect of source information or development an information a secret verification or preliminary inquiry, as warranted under the circumstances, may be conducted with approval of the head of CID.
- d. Each Preliminary Enquiry and secret verification conducted by the CB-CID will bear a distinctive number and the DGP shall kept informed of all such PEs/secret verifications.
- e. Vague or anonymous or pseudonymous informations/complaints shall ordinarily not be enquired into.
- f. Allegations of a minor nature that can be more appropriately dealt with by the concerned departmental authorities should be referred to the concerned department for necessary action.
- g. The CID-PS will function and maintain such records, as are prescribed for the regular police station except those records that are being maintained commonly by the CID office as a whole.
- h. A daily situation report (DSR), as given by the regular PSs, will be sent by Crime Branch PS to the State Control Room for distribution to concerned authorities.

(4) Government of Sikkim have declared the Office of the Crime Branch as a Police Station for the entire state under Section 2(s) of CrPC 1973. One of the Addl. SPs or Dy. Supdt. of Police working in the said Office shall be nominated to be the Station House Officer for the said Police Station with the approval of the DGP.

(5) Scientific experts trained in the examination of arms and explosives, blood and human tissues, counterfeit currency and other security and valuable documents etc. are available in the Central FSL and, when established the Regional FSL in the State, for giving expert opinion and evidence in such matters. Their expert opinion should be

sought and obtained as per prescribed procedure whenever it is intended to launch prosecution in cases involving such materials.

**15. Reports from district SPs for CID investigation.**

A. In all cases detailed above where CB-CID is to take up investigation fax/WT message should be sent to ADGP/IGP, CID in three parts as hereunder:

- (i) All relevant facts of the occurrence.
- (ii) Action already taken and ordered.
- (iii) Suggestions for further action as indicated by the district officers.

B. On receipt of the report, the ADGP/IGP, CID will decide whether the CB-CID should investigate the case or not.

**16. Classes of crime and information to be reported to NCRB**

A. The information on crime and criminals may be communicated to NCRB in the formats prescribed by them. For every prescribed return to be sent by the CB-CID (SCRB) to NCRB, specific approval of DGP should be taken. Once approval is accorded for sending a periodical return, there is no need to take further approval unless the Addl. DGP/IGP, CID feels that it is necessary.

B. Whenever a foreigner is convicted of an offence of the type in which finger prints would ordinarily be taken for record under the rules, the finger prints and photographs of the convict as well as the details of the offence described in words (and not merely referred to by their Indian Penal Code section numbers) should be sent to the State Intelligence Branch and CB-CID for transmission to the IB, NCRB and Interpol, New Delhi. They will make arrangements to forward the information to the head of the police of the country of which the prisoner is a resident/citizen.

C. Before the release of such a prisoner, a report in the same manner as above should be sent to the above agencies furnishing information regarding the date, route, flight etc., on or by which the prisoner will be travelling, to enable transmission of the information to the country of the prisoner's origin.

- D. In counterfeit coins and currency cases, in which a foreigner is convicted and there is reason to believe that the counterfeit coins or notes have been manufactured abroad, a report should be forwarded to the CB-CID by the Unit Officer. In such cases the help of Interpol, New Delhi should be requisitioned for investigative assistance abroad if any.
- E. If any foreign criminal is convicted in a counterfeit coin or currency case, which may arouse international interest, a similar report should be sent by the SP to the CB-CID and State Intelligence as well as NCRB, IB and Interpol, New Delhi.

**17. Officers of the CB-CID - relations with District Police**

- 1) The cases in which the services of an officer of the CB-CID are requisitioned or whenever an officer of the CB-CID is deputed to conduct an investigation / enquiry of any kind, the officer deputed should take with him an authorisation addressed to the SP indicating the purpose of his deputation. The authorisation can be sent by fax/radio message in advance.
- 2) If the SP is on tour, the officer deputed should hand over the authorisation to the Addl. SP or his immediate subordinate at the District Police Headquarters and should soon thereafter call on the SP if the enquiry is likely to be spread over a longer period.
- 3) In the absence of special orders from the Addl DGP/IGP, CID to the contrary, if the case or enquiry exclusively concerns only one district, the officer concerned shall work under the supervision of district SP concerned who will then be responsible for the enquiry.
- 4) If, however, the enquiry extends over more than one district, the case diaries need be submitted only to the CB-CID, but the officer should keep the SsP or if authorised by them, the Addl. SP of the district, in which he is working, fully informed of the investigation, consult them, take their instructions on matters relating to their jurisdiction, and inform them the results of the enquiry.
- 5) The SP, Addl. SP and SDPOs of district Police or Traffic should give the Officers of the CB-CID every facility, support and help, for conducting

investigation in their jurisdictions and should share all information and make available for their assistance the Officers or staff with local knowledge. The CB-CID staff should not think that, once they take up a case, the district Police have nothing to do with it. Officers of the CB-CID should realise that the CB-CID is to assist the district police by taking up investigation in cases where local police may not have the time, wherewithal to pursue clues to a successful end. Investigating CB-CID officers should meet the concerned SP, SDPO as often as necessary and take the needed help.

#### **18. Case diaries and other CB-CID records**

Case diaries of CB-CID officers are subject to the same rules as those of the district police. All other records of the branch are confidential. The officers of the CB-CID have the same authority to inspect records as the district police.

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

##### **Introduction**

The State Crime Records Bureau is an integral part of State Crime Investigation Department. Its primary role is collection, storage, retrieval and dissemination of all information relating to crimes and criminals, to analyse and formulate conclusions on crime trends, modus operandi, areas of operation so as to help in the prevention, detection and prosecution of all types of crime. Specific clues and information in cases on the basis of recorded information, analysis and intelligence available is a part of its vital pro-active role in the entire crime investigation system of the state. The Crime Records Bureau are at the national (NCRB), State (SCRB) and district (DCRB) levels though in Sikkim, considering the compactness of the State, the district level unit is located under the Addl. SP/DSP in the Headquarters actively supervised and assisted in the maintenance of requisite records by the SCRB. The NCRB stores, coordinates and disseminates information on crime and criminals of the national level and coordinates, guides and assists the functioning of SCRBs.

## **20. Organisation of SCRB**

The SCRB is headed by a Addl. SP under the SP, CB-CID and the active supervision of ADGP/IGP, CID. The Bureau has (1) Criminal Records Unit; (2) Criminal Intelligence Unit, (3) Research Centre; (4) Crime Analysis Unit; (5) Technical & Experts Unit. The Addl. SP, CID (SCRB) is assisted by police officers of rank of DSP, Inspector, SI, HC and Constables apart from technical and civilian staff of various levels.

## **21. Functions of the SCRB**

(1)

A. Building, up-dating, maintenance and usage of computerised crime-criminal information system in the state. The format and guidelines of NCRB should generally be used. The circumstances, requirements and the day-to-day needs of the state police and investigating units should be the main objective. The information system shall include,

- all types of crimes, active and habitual criminals who commit crime against property and whose activities extend over more than one PS,
- counterfeit currency offenders,
- financial offences,
- computer crimes,
- organised 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 and other states;
- D. Maintain detailed folders, photos and videos in respect of each criminal gang and organised types of crimes as mentioned at B above.
- E. Maintain constant, and when established, on-line communication, with DCRBs and make available by fastest means the information to the field officer, including at the scene of crime, besides acting as a reference point for all investigating officers and teams.
- F. Assist and guide District Crime Records Units and Police Stations in similar functions as relevant to them.
- G. Issue guidelines and devise training modules for recording, maintenance and use of computerised system including communication of data to Police Stations and the DCRB unit.
- H. Generating and sending periodical reports to NCRB and other agencies as required by them.
- I. Undertake research studies, crime analysis on relevant crime issues and emerging patterns of crime with a view to provide useful leads to Investigating Officers and police officers in prevention and detection of crime. The Research Centre and Crime Analysis Group are to be organised on these lines.
- J. Assist Addl. DGP/IGP, CID and the SP, CB-CID in the coordination of investigation within the state and outside and with Interpol, New Delhi.
- K. Supervision of FPB, and liaison with national agencies.
- L. Any other related functions that may be entrusted to the unit by the DGP from time to time.

(2) The SCRB, like the DCRB for a district, 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 Officers. 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 communicate the same 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.

(3) SCRB 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.

## **22. Records to be maintained in SCRB**

The following records, indices and files shall be maintained by the bureau at the State level using appropriate computer programmes. Till such time the files are completely computerised and also stored on back-up discs, the maintenance should be continued manually.

(1) Dossiers of active professional and dangerous criminals who are addicted to the commission of dacoities, robberies, burglaries, those who operate or have the potential to operate in more than one district or state, professional poisoners, kidnapers, cheats and members and leaders of organised criminal gangs. The dossiers shall be updated on the basis of information furnished by the Police Stations, and intelligence gathered from various sources or agencies. The information in Finger Print Bureau is also a valuable input.

(2) Register containing the list of dossier criminals

(3) Register of out of view history sheeted persons of all police stations to be arranged according to modus operandi.

(5) Register showing the probable dates of release of dossier criminals as well as other history sheeted persons

(6) Indices for the criminals mentioned above in the following manner:

- name (alphabetical) index
- *modus operandi* index
- sphere of operations index, and

- physical peculiarity and criminal characteristics index
- All indices are to be kept updated using the flow of information from the DCRB, Police Station, other sources and the FPB.

- (7) Criminal organisations files 7
- (8) General subjects files dealing with the conventional and emerging forms of crimes.
- (9) Photography and videography albums of criminals and absconding warrantees and suspects and an index of same.
- (10) Indices and reports regarding missing, kidnapped and abducted persons and unidentified dead bodies.
- (11) Index of persons both male and female who are not available at their known addresses and suspected to have gone astray i.e., victim of organised trafficking in women, or drawn into life of crime or terrorism.
- (12) History of crime
- (13) Register of suicides
- (14) Crime graphics, charts, graphs, statistics for each important class of crime
- (15) Advisory and crime alert communication file
- (16) References from investigating officers
- (17) Register of visits by SHOs and other officers to the Bureau
- (18) Monthly Crime Statements
- (19) Monthly Crime Reviews
- (20) Specific crime analysis report and leads given
- (21) Criminal Intelligence Gazettes
- (22) Organized crime files (each type)
- (23) Files on Financial crimes including financial companies
- (24) File on criminals and habitual offenders in crimes against women, including trafficking in women and children, and the agents
- (25) Photographs and descriptive particulars of crimes, criminals, smugglers relating to cultural property including monastery/temple properties of antique value
- (26) Files of criminal offenders against environmental crimes and crimes against flora and fauna

- (27) Automobile information system
- (28) Information on property stolen and recovered
- (29) Terrorist crimes and criminal information system files
- (30) Arms, ammunition and explosives
- (31) Interpol and Inter-state enquiries
- (32) Extradition file - Red Corner notices and other notices
- (33) The crime-criminal information system; the information is to be stored in a computer system following the NCRB format.

**NB:** The above records/reports shall be maintained on the same basis and in the same formats as prescribed for similar records/reports in the Chapter on District Crime Record Bureau (DCRB). Sikkim being a compact State no DCRBs were established and the SCRB performed the required functions. Hence, till such time the DCRBs are fully functioned the SCRB shall also deal with and assist district police stations in crime matters and indicated for the DCRBs in the concerned chapter in this manual.

### **23. Criminal Intelligence Unit**

(1) Criminal information and intelligence is vital for controlling and detection of crime. The nature of information to be gathered, the records and files in which it has to be stored, whether in a computerised or a manual system are dealt in Chapters relating to functioning of the police stations and the district crime records bureau. As the main investigating agency of the state and responsible for SCRB, the CB-CID has an important and necessary responsibility in this respect. The criminal information and data is available from various sources like criminal records, periodical and special reports received on crime and criminals, interrogation reports, intelligence gathered from sources, surveillance, open information from the media and the official statistics. The specific items on which information has to be gathered and the priorities should be determined from time to time. New patterns of crime require suitable methods of prevention and detection. Once information or intelligence is gathered on standard items as well as on special priority items, its analytical assessment, evaluation, collation, integration, interpretation and dissemination has to be undertaken. Only then the purpose of collecting the data will be of any use. This function has to be performed in the CB-CID

by the SCRB and its special units. The state crime records bureau, the district crime records unit and all police stations are expected to undertake this function within their respective spheres. The analysis and generation of the required output in the desired format by use of appropriate computer system on the priority as well as standard subjects has to be planned and implemented.

(2) The general items on which information to be gathered are given below.

- A. Serious crime of all categories including series of crimes of same nature or outbreak of crime of a particular nature in a geographical area; terrorist crime; important crimes against women, children, Scheduled Castes and Tribe; human trafficking, crime relating to narcotics, environment and financial offences.
- B. Property stolen, lost, or detained as suspicious especially automobiles, Fire Arms, Explosives, works of Art, Antiquities, art treasures;
- C. Persons wanted by the police or persons arrested by the police, who are suspected of being professional inter-district criminals/Inter State/International Criminals. This should be done in the prescribed form;
- D. Foreigners involved in offences, suspicious characters and strangers;
- E. Criminal gangs;
- F. Organized Crime Syndicates;
- G. Specific information about wanted offenders, suspects;
- H. Missing persons and un-identified dead bodies;

(1) The information to be gathered on the targeted subjects or persons is secured by prescribed periodical reports from the police stations, district crime record unit and the CB-CID cells/units, the crime-criminal information system which is entered in computers, reports from the district/city officers on certain types of crimes and criminal activity, source intelligence or other information secured by at the police stations and the district levels.

(2) The CB-CID for its part should organise its own intelligence gathering mechanism through the various cells/units that work on specific cases or areas. The data relating to the specialisation of various officers in the department from police station to the state level and available in the cells/units has to be classified and kept for use when required. This information particularly relating to various skills of officers should be fed into the computer system and be available in the CB-CID. The sources recruited and the handlers of the sources in the CB-CID should follow the same method as prescribed for the police stations in the districts. The register of informants with necessary precautions regarding secrecy and security will be maintained by the Head of the CB-CID and the utility of each informant determined from time to time. It is important that the analysis of crime based on various parameters and generating the required statements, graphs, charts, statistics and specific guidelines for detection is done by the special group in the SCRB.

#### **24. Criminal Intelligence Gazette (CIG)**

- 1) Information on the lines indicated above should be published in the Criminal Intelligence Gazette. Matter intended for publication should be sent by all Unit Officers or Investigating Officers of CB-CID through their superiors, carefully drafted and written or typed on one side of the paper only. Attention must be paid to the proper spelling of names.
- 2) Advertisements regarding the missing of persons when foul play is not suspected, the loss of currency or promissory notes or other property when they are not the subjects of a criminal case, which are sent to the Criminal Intelligence Gazette, and published in the interests of private persons, shall be charged for in advance as per rates that may be prescribed are BPL cardholders charge shall not be levied. In forwarding such notices for publication, the Unit Officers, particularly the SCRB and DCRB shall report whether the person advertising has paid the cost in advance.

- 3) Notices regarding loss and recovery of arms and ammunition, explosives, motor vehicles, travel documents shall be published free of cost.
- 4) The CIG must be published promptly and despatched directly to all the recipients in the state within time, if it has to be of any value.
- 5) Criminal Intelligence Gazette will be issued in English only and copies sent to all States and National agencies authorised to receive the same. Any information of a confidential or sensitive nature, should not be so disseminated, but be communicated to the concerned officers only.
- 6) The Criminal Intelligence Gazette will be supplied to all O/Cs of PSs, SDPOs, district SPs, DIG Range and head of the Law & Order branch in the State, the district Superintendents of Police bordering the State of Sikkim, all Directors General of Police of states and all the heads of the CID of all the states, the NCRB, National Narcotics Control Bureau, CBI and the Intelligence Bureau, New Delhi.

## **25. Instructions for Reporting Information**

The following instructions for reporting information in the prescribed format should be complied with:

- (1) **Serious crimes:**— These will include cases in which special reports have been prescribed and any other case possessing special and instructive features, which should be made generally known to police officers all over.
- (2) **Property:**— List of stolen or lost properties should be confined to articles capable of identification, numbered items and rare and highly valuable

articles. Arms and ammunition, explosives, automobiles should also be mentioned. The numbered items are those, which carry a number or make or such other letters or figures or specific markings.

- (3) **Wanted persons:**— Descriptive rolls, for persons wanted should be sent for publication only when there is good reason to believe that the individual will travel beyond the State boundaries.

## **26. Release Notice of Dangerous Criminals**

- (1) The CB-CID should publish a release notice of all dangerous criminals shortly before their release from the jails. This is intended to alert the concerned police authorities.
- (2) The release notice will contain description and a concise history of the criminal with a photograph.
- (3) These notices will be published for the following classes of criminals. (A) members of gangs, particularly dacoit, organized crime syndicates who move over large areas or through different States, (B) any particular criminal who is likely to commit crime over a large area.
- (4) The notices will be printed on separate sheets and sent along with the CIG to only such police authorities within whose jurisdiction the prisoner is like to operate.
- (5) All police officers, who receive the CIG, should place, in a separate file for reference, the release notices of criminals who are likely to operate within their jurisdiction and brief the personnel in the weekly classes.

**27. Report of Conviction of Criminals whose Release Notice is to be Published by SP**

The DCR unit after approval of SP should report to the CB-CID directly the conviction of any criminal included in the preceding order or of any other criminal whose release notice, he considers, should be published. The report should contain (a) full personal description and colour photograph, (b) a brief history of the individual detailing his criminal career and criminal propensities, whether member of a gang or not, and (c) the probable date of release and the jail in which confined.

**28. Surveillance over certain History sheeted criminals by CB-CID**

(1) One of the important duties of the CB-CID is to keep a watch or arrange to keep a watch over the movements of the notorious, dangerous and professional criminals, and members of organised crime and syndicates and disseminate the information to concerned DCRB unit after it is fed into SCRB records. This will be of great help to districts and must, therefore, receive close attention. Similarly the SP shall arrange collection of such information, collate it and communicate to (SCRB) CID. The CB-CID shall organise the system of collecting intelligence and information on crime matters through District Police and through their own sources so that accurate and up-to-date information is available, to be acted upon to prevent crime and apprehend dangerous criminals in time. A detailed scheme for this should be prepared in the CB-CID and implemented, which should include specially trained surveillance teams and properly organised intelligence gathering.

(2) The duties and functions of the gazetted and non-gazetted officers of CB-CID are similar to the corresponding ranks in the police as detailed in the relevant chapter in this manual in so far as their work in CB-CID is concerned. The weekly diaries and monthly reports as contemplated in the above Chapters should be submitted to their superior officers regularly.

## 29. Research Centre (SCRB)

(1) The Centre will collect the required data from the SCRB's system and also obtain detailed reports, case files etc. from any officer of the state police on the required subject of study. The functions of the Research Centre and Crime Analysis Unit are as follows:

- A. Undertake case studies of important forms of crime and specific cases and bring out such aspects as legal problems, lapses and handicaps in investigation if any, the areas affected, social, psychological factors, specific strategy to be followed for handling, prevention and detection of cases.
- B. Provide clear investigative leads and advice in specific cases.
- C. Study important judgements of trial courts and higher courts in cases investigated by state police and suggest specific guidelines for improvement of investigation and prosecution.
- D. Comparative studies of crime area-wise and crime-wise.
- E. Conduct studies on involvement of community and community policing as a preventive and detective strategy.
- F. Identify training needs of investigating officers and assistants and prepare handouts, brochures in intelligible language for distribution and prepare course content for recommendation to training branch.
- G. Identification of crime trends.
- H. Prepare guidelines and check points for each type of case for guidance of Investigating Officers.
- I. Subscribe and maintaining all police journals published in India, literature on crime prevention and detection publications of NCRB, ICPO, journals from other countries and build an up-to-date library on crime investigation.
- J. Prepare visual presentations on different case studies for use in the field.
- K. An officer of rank of DSP who has the requisite faculty to direct its activities shall head the Research Centre.

(2) Reports will be received by the Centre from districts by radio or fax about the absence or movements of criminals or criminal gangs and the occurrence of important crimes, together with the details of the *modus operandi* employed in the commission of

each crime. The Centre will, on receipt of such information, make an analysis of important crime with the help of the Crime Analysis Group and also making use of information available in the SCRB. Any clue so obtained on the result of the analysis should be communicated to the concerned Investigating Officer. A critical study of the District and City Crime and Occurrence Sheets and Monthly Crime Reviews and other periodical reports generated by SCRB help to know the general trend of crime. It will function as a nerve centre for all the Investigating Officers in the State.

### **30. Crime Analysis Unit**

The crime analysis unit is a part of research centre and shall function with a view to conduct a systematic and scientific analysis of crime and criminals and formulate advice to the Investigating Officers. The crime analysis unit should adhere to the following guidelines.

- (1) The object of crime analysis is to identify the connection between crimes, criminals and associations, the relationship between crime and other factors such as the scene of occurrence, communications and many other variable factors. It introduces a structured method such as assessment of the scale and nature of high rate of crime like dacoities, robberies, burglaries etc. and the activities of organised gangs including mafia type, or the identification of a lone serial killer. The crime analysis is fully dependent on the intelligence and information available and hence the different data collected and stored and the information gathered should be utilised properly for crime analysis.
  
- (2) The crime analysis can be done in two ways; one is to meet the immediate requirements of a particular case or a situation and another is a long-term analysis to enable preventive intervention. Both analysis should take into consideration, the crime, the criminal, the crime patterns, comparative case analysis including series of crimes, and the methods of controlling crime. The crime pattern analysis relate to the types of crime that occurs in a particular area and the timing. A comparative case analysis relates to identifying connection between similar

- incidents and to know if it is by the same offender or different offender of a group.
- (3) The analysis in respect of criminals should include the previous history of the offender if known, their profile as indicated by witnesses or other information, the modus operandi, the timing, the dress and other peculiar features.
  - (4) Crime control methods emerge from an analysis based on file research, statistics, structured reports, interviews etc.
  - (5) The personnel of the Research Centre should be a mix of civilian and police officers. The civilians should include social scientists particularly those from disciplines of sociology, psychology, history who can introduce research methods. The information technology and particularly the computers technology is an essential ingredient of research and crime analysis. Appropriate software applications should be chosen. The research and analysis group will be the nodal agency for similar exercises eventually in districts and cities.
  - (6) A complete manual dealing with the work, functions and methods of the SCRB including the police research centre and the crime analysis group should be drawn up by the SP, CB-CID taking into consideration the NCRB's guidelines and also the research and experience conducted on the use of criminal information system.

### **31. Role of Police Stations in providing information/data**

- (1) 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 the 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 SCRB is 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 district level and creation of Data Bank in respect of properties, terrorists, economic offences, drug peddlers and prepare monthly 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 the State Crime Record Bureaux.

(2) 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.

(3) Instructions, procedures and methods prescribed by the NCRB and SCRB 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.

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

All records, files, indices, statistics reports and information should be stored in a computer system choosing appropriate hardware and software. The crime & criminal tracking network 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 design an entire package and have it positioned in the district and police station level 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 SCRB should be stored in CDs or as prescribed.