

CHAPTER -3

Powers and Duties of Junior Officers

Duties of Police Officers - General

45-1 Every Police Officer is supposed to be always on duty and have the powers of a Police Officer in every part of the State. It shall be his duty to use his best endeavours and ability to prevent crimes, preserve peace, apprehend disorderly and suspicious characters, to investigate and detect offences bring the offenders to Justice, collect and communicate intelligence effecting public peace and promptly obey and execute all orders lawfully issued. The duties in detail of each branch are provided in the relevant chapters.

Station House Officer

Station House Officer means the Officer In-charge of Police Station, of an above the rank of Sub-Inspector of Police.

46-1. Station House Officer of a Police Station is fully responsible for the Police Administration of his charge. The SHO is an important and vital functionary in the police department. He shall be responsible for proper management of the station and optimum utilisation of the resources and facilities available. It shall be his duty to manage the staff and work of the police station in accordance with the law and rules and to make the police station a place where the needy public gets necessary and immediate response. The image of the police department basically reflects on the conduct and behaviour of the SHO and his staff in the station, as it is at that point, public have a direct access with the police. The SHO and his staff should behave politely and courteously with the public giving an

impression of friendly approach. Active co-operation from Community Liaison Group shall be solicited in the matters of L&O, crime, prevention etc. All illegal methods or ill treatments against persons should be avoided at all costs giving way to an impression to the public that the police are there to extend their helping hand in the discharge of their duties

2. He should assign duties to his staff and personally ensure that these duties are correctly performed.
3. He shall take measures for the prevention of crime, for the preservation of peace, for speedy investigation and prosecution of cases. When more than one Sub-Inspector is employed in a police station, which is headed by a Sub-Inspector, the junior officer shall act in accordance with the orders of senior.
4. He shall maintain a notebook in which he will write then and there his daily movements and activities in discharge of his duties. The completed notebook will be retained for 3 years with the station records. He will hand over his current notebook to his successor when he goes on transfer.
5. He shall supervise the allotted work and duties of general and beat detachments.
6. He shall ensure the maintenance of discipline of the police officers of all ranks posted under his command and control.
7. He shall inspect the drill of his subordinates, hold inspection of their kits, examine their beat books and notebooks.
8. The police men of the station should be briefed on all matters that have bearing on their work and conduct through written material, television, video and other visual aids, radio programmes specially broadcast and also personal instructions so that they are psychologically oriented to discharge their allotted duties in an efficient manner.

9. Communication of information by fastest means of all important or sensational events to the SDPO and SP concerned.

Duties with regard to law and order & crime investigation

47-1 The duties of officer in charge of a police station are set out in the Police Acts and CrPC. They broadly relate to maintenance of law and order, prevention and detection of crime, investigation and prosecution of offences as detailed below.

Law and Order

2. The SHO is responsible for the maintenance of the law and order and public order in his jurisdiction. His duties in this regard include,
 - A. Personal leadership and supervision of duties and work of all the staff and men allotted to his charge including their welfare, discipline and morale
 - B. Organising and active participation in crime prevention and detection, maintenance of law and order and anti-terror operations, dispersal of unlawful assemblies and prevention of breach of peace and public order.
 - C. Organising beats and patrols and its personal supervision.
 - D. Scrutiny of records of each beat, check of night beats twice a week and personal patrol.
 - E. Designing and implementation of policing schemes suited to such beat areas and securing co-operation of public and Community Liaison Group.

- F. Obtaining prompt information about activities in the field of Communal, Caste, Political, Student, or other segments of society including subversive elements and identify trouble spots and trouble mongers and to take effective preventive measures like launching security proceedings under Cr.P.C.
- G. Maintenance of good public relations in his station limits.
- H. Visiting and spending adequate time in the villages, localities of his station limit.
- I. Maintenance of effective surveillance over bad characters, anti-social elements, and rowdies of the area under his charge.
- J. Constantly endeavour to maintain high professional standard and keep himself updated, well informed and motivated.
- K. Pursuit and apprehension of offenders on available clues and information.
- L. Collection of information on all important matters relevant to police duties and his functions and communicating the same to his immediate superior police officer and to other concerned superior police officers promptly.
- M. Make all police and bandobust arrangements for public gatherings, fairs, festivals, processions, on a proper assessment of a situation of each time.
- N. Acquire intimate knowledge of the area and its problems, the unruly elements and population in general.
- O. Take timely and appropriate preventive action and for the effective control of the bad characters from whom breach of peace is anticipated by the effective use of sections 107 to 110 of CrPC and other laws.

Investigation and Prosecution

1. SHO is responsible for the investigation of all special report cases

reported in his jurisdiction except for those where the investigation is entrusted to SDPO or other senior officers or CID. If the SHO is unable to investigate special report cases, he shall give specific reasons and obtain permission from the SP for doing so.

2. As officer in charge of police station he shall perform the following duties relating to investigation and prosecution of cases.
 - A. He shall register all cognizable cases furnishing a copy to the complainant invariably free of cost and send the original F.I.R to the courts concerned immediately and copies to his superior officer. Failure to give a copy of FIR to complainant free of cost shall amount to misconduct.
 - B. In respect of non-cognizable offences reported in the station, he shall record the information in the general diary and also in the non-cognizable register, and refer the complainant to the court by an endorsement.
 - C. In cases of non-cognizable offences referred by court or any cognizable offences presented by parties directly in courts but endorsed by the court to the S.H.O, he shall register such cases and investigate.
 - D. He shall promptly arrive at the scene of crime and thoroughly examine the same for clues and for other matters of investigation.
 - E. He shall make arrangements for the preservation of the scene.

- F. He shall promptly conduct investigation by identifying, preserving, collecting and forwarding of material, to scientific experts, and collection of documentary and oral evidence.
- G. He shall make use of scientific methods available for investigation.
- H. He shall hold inquest where necessary and forward the bodies for the post mortem examination according to the necessity.
- I. He shall examine witnesses and record their statements accurately and promptly.
- J. Conduct searches, and seize material if any as per provisions of Cr.P.C.
- K. Arrest persons where necessary observing the necessary provisions of law and the decisions of the court and send them to remand in time.
- L. Forward to the court the weapons and article seized from the accused as well as seizure affected from searches along with necessary reports.
- M. Obtain investigation report from subordinate officers deputed to investigation.

- N. He shall write the case diaries regularly and forward them to the superior officers promptly to enable them to give instructions for further investigations.
 - O. He shall finalise the cases without delay and file charge sheets where the evidence is sufficient for prosecution within the period of limitation imposed by the Cr.P.C and Courts.
 - P. He shall ensure prompt service of summons and execution of warrants.
 - Q. He shall take all steps to promptly prosecute the cases where evidence is sufficient by assisting the prosecutor by producing witnesses promptly to refresh their memory before examining them as witnesses in Courts.
3. Where the SHO is an Inspector or SI, other SIs posted under them shall have the following functions.
- (a) to be in-charge of 2 or more beats, general detachments or police station;
 - (b) to be in-charge of general or traffic detachment or station administrative including guards as allotted by the SHO.
 - (c) responsible for direct supervision, guidance and leadership in the field as well as in the Police Station to the police officers attached to the beats or the detachments committed to his care;
 - (d) maintenance of all records and diaries prescribed for various segments of the Police Stations of which he is in charge ;
 - (e) maintenance of station house general diary in the absence of SHO;

(f) investigation of cases;

(g) prompt visits to the scene of offence, or trouble, preservation of the scene and handling of the situation;

(h) to keep SHO informed of all work, situations and duties performed from time to time;

(a) any other duty ordered to be performed by the SHO;

4. Besides the above duties, the SHO of check post Police Station shall perform the following functions:

(a) to restrict entry of unauthorized person(s) into the Restricted and Protected area.

(b) to check/regulate the flow of people carrying valid permits into Restricted and Protected area.

(c) to conduct regular checks and census of people who are permanent residents of Restricted and Protected areas having valid resident permits.

(d) collection of intelligence consider detrimental and compromising the security of India.

(e) to prevent people/cattle from crossing the International Border.

(f) to carry out regular patrolling of International Border.

Daily reports from Station House Officer

48-1 The station house officer shall forward daily to the SDPO a carbon or photostat copy of the station general daily with a docket in the form prescribed along with copies of F.I.R. registered and case diaries of that day.

Asst. Sub-Inspector

49-1 The following shall be the duties of the Assistant Sub-Inspector.

A. Investigation of simple cases as directed by S.H.O. and assisting investigation in all cases handled by S.H.Os and other superior

officers.

- B. Petition enquiry
- C. Checking of enquiries in verification rolls
- D. Supervision of service of process work
- E. To function as an officer in charge of a beat area and check patrols
- F. Direct supervision or handling of station scriptory work
- G. Detailing duties to the staff during Sub-Inspectors absence and exercising supervision and control over the Constables and Head Constables
- H. Maintenance of cash book
- I. Preparation of pay and travelling allowance bills (He should sign them only when the S.I. is absent)
- J. Maintenance of Arms and Ammunition and registers connected there with
- K. To be in charge of outpost or beat and perform these duties when posted there
- L. Such other work as may be entrusted to him

Head Constable (General)

- 50-1.** Head Constables are mainly employed to be in charge of general duty in police stations, , as officer in charge of out post and guards and also in armed reserves, to be in charge of beat areas in rural and town police stations. He acts as S.H.O. in the absence of Sub-Inspector and Asst. Sub-Inspector. He is authorised to hold inquests and make investigation when asked by the Sub-Inspector to do so.

General Duty Head Constable – Duties

- 2-A. To work with Constables and help them to understand instructions, catechism and drill.
- B. To perform duties allotted by S.H.O.
- C. To be in charge of guard or escort when deputed.
- D. To visit villages in the station jurisdiction when deputed for a specific purpose.

- E. To work as in charge of a particular beat area.
 - F. To attend to court work under the orders of S.H.O.
 - G. To investigate cases when deputed by the S.H.O. and to assist the I.O. in investigation.
 - H. To conduct enquiries into petty complaints.
 - I. To take care of arrested persons kept in police station.
 - J. To take care of reception and proper behaviour with the persons coming to police station and to attend telephone calls.
- To be present in the police station in the absence of Sub-Inspector unless called away in an emergency. He should take approval of S.I. before leaving the station on routine duty.

Station Writer

3. Head Constable/Constable shall normally be assigned the duties of station writer. He will perform the ministerial work of the station under the direction of S.H.O. In the absence of S.I. or A.S.I. he will allocate urgent duties to the Constables and be in charge of station property including Arms and Ammunition and carry out the routine work of the station. . He may also be employed by S.H.O. to go on night rounds and may occasionally be kept in charge of beat area. He is also responsible to watch the arrested persons kept in police station and proper reception to persons visiting police station and also for answering telephone calls when S.H.O., S.I. or A.S.I. are not present in police station.

Head Constables as investigating assistants

4. The head constables form the main strength of investigating team. They assist the team leader in the investigation of cases especially in preserving, and collecting the clues like finger prints, foot prints, materials, photographs etc. and also in,
 - A. Collection of information

- B. Process service
- C. Pursuit of clues and arrest of accused and recovery of property
- D. Assisting in searches and seizures
- E. Surveillance of specially marked persons
- F. Holding inquests where directed
- G. Securing the presence of witnesses
- H. Court duty to assist prosecutor when S.I. or Inspector are not able to be present
- I. Any other work connected with the investigation of crimes
- J. Submitting reports to S.H.O. on enquiries made by them

ASI/Head Constables as officers in charge of beat

- 5. Head Constable or Asst. Sub-Inspector is generally assigned a beat. He shall, with the help of Constables provided, be responsible in that area for
 - A. Prevention of all offences.
 - B. Surveillance over criminals and bad characters.
 - C. Collection of information and intelligence, affecting crime, security and law and order.
 - D. Service of beats by night and day.
 - E. Preventing and dealing with public nuisances, maintaining order and Incidence control.
 - F. Associating with Community Liaison Group and keeping the S.H.O. informed of all happenings.
 - G. Discipline and conduct of Constables of his charge.
 - H. Conducting such enquiries as are entrusted to him.

SI/ASI/Head Constables as officer in charge of out post/Picket post

- 51-1.** Sub-Inspector, ASI or HC may be kept in charge of outpost/picket post. The duty of outpost/picket post in charge is to supervise the work of Constables in his charge, see to the

proper performance of all duties attached to the outpost/picket post and maintain the prescribed records. He should submit a copy of the outpost/picket post general diary daily to the mother police station.

2. The outpost/picket post in-charge is not SHO. Therefore whenever the information of cognizable offence is received in the outpost/picket post, he shall forward it to the mother station for registration of F.I.R. after issuing a receipt for the same to the complainant. He will also enter the substance of the report in the outpost/picket post general diary. However the complainant is entitled for a copy of the FIR from the mother police station free of cost.
3. The in-charge of an outpost/picket post may without intervention of the officer in charge of a police station, take action in such of the offences as can be legally taken.
4. The in-charge of outpost/picket post shall on receipt of a complaint or information of a crime or serious occurrence, take such immediate action as may appear necessary i.e. proceeding and preserving the scene, rendering medical assistance to victims, arrest of accused persons etc.
5. Men on duty in outpost/picket post should be treated on the same lines as constables allotted to beat duty as far as tenure is concerned

Station Charge

- 52-1.** In the absence of the regular SHO, the senior-most police officer above the rank of Constable present shall be deemed to be the officer in charge in the absence of higher ranks as per section 2 (o) of Cr.P.C.

Guard In charge

2. Whenever a guard is detailed for Treasury or Jail or for security of a minister of a government, a Head Constable shall be kept in charge of the guard.

Constables (General)

- 53-1.** A Constable is one who has maximum interface with public. As the most accessible person for public he is expected to protect the needy, rescue people from danger, apprehend offenders and assist in securing prompt help and justice. Some of the important roles assigned to him are organising and securing community participation, activising himself in prevention and detection of crime and maintenance of law and order. Another main role of the Constable is, performance of all tasks connected with beat area and thereby help in prevention of offences and breach of peace. The constable on traffic duty has the task of regulating traffic. All constables in their dealings with public should inspire confidence in the efficacy of police to protect them. The police image is directly proportionate to their good conduct and behaviour in the public as they are the persons who are basically and directly in touch with them. At all costs they must avoid ill treatment either to the victims or to the accused as a first step to build the better police image.

Powers and Duties of Constables

2. The main duties of civil Constables are;
 - A. To perform duties in beats, patrols and pickets
 - B. Surveillance over history sheeted and other potential criminals as per orders
 - C. Collection of information and intelligence relating to crimes and criminals, subversive, terrorist and anti social elements in their areas primarily and communication of the same to the

authorised superiors.

- D. Developing cordial relations with local Community Liaison Group/voluntary organisations and knowledge of households in the beat area.
- E. Convey information relating to persons and events that cause or likely to cause law and order situation or wide spread disturbances.
- F. Keep in touch with local disputes, caste/communal overtones and inform SHO.
- G. Assistance to investigating officers in the matter of arrests, recoveries, searches, identification and securing of witnesses or verification of information.
- H. Execute warrants and serve summons promptly.
- I. Escort prisoners, arrested persons.
- J. Escort injured or dead to the hospital.
- K. Guard of prisoners in custody and all station property.
- L. Help and assist in dealing with Floods, Earthquakes, Fires, Accidents, Epidemics etc. and put in responsible efforts to save lives and property.
- M. To perform allotted duties in Fairs, Festivals, Bundhs, Agitations, Riots, Large assemblies, Elections, Bandobust and security duties.
- N. To preserve and guard the scene of occurrence until necessity ceases.
- O. To behave courteously with all sections of public and treat poor people, children, women, aged and all weaker sections of society with consideration, sympathy and helpful attitude.
- P. To be regular and punctual in his duties, catechism, physical training and weekly parades.
- Q. To work as data entry operators in Computers and in the areas of reprography, photography and cartography wherever they have necessary skill.
- R. Make entries in the prescribed register and forms and maintain records entrusted to him particularly those relating to beat area.
- S. Any other duties allotted by SHO or other superior officers or

elsewhere in this manual.

3. The entire preventive work of the police depends on the efficiency, commitment, professionalism and integrity of the beat area policeman. The Constable allotted to a beat should realize that his participation in the community even in a small measure is essential for successful policing. Professionalism and integrity but not power and authority shall command respect and bring in a large measure of co-operation from general public.

Officers responsible for kit

4. Every officer who is supplied with kit at government cost is responsible for keeping it in good condition, and shall be required to replace at his own cost any article carelessly lost or damaged.

