

## **CHAPTER 4**

### **POLICE STATIONS/FUNCTIONS AND MANAGEMENT**

- 54-1 Police stations are notified by the government under section 2 (s) of CrPC. Such a notification confers certain powers and responsibilities on the police in respect of the notified area. A police station shall be headed by Station House Officer not below the rank of Sub-Inspector of Police.
2. Each Police station shall have a Woman and Child Protection Desk, staff as far as possible by women police personnel, to record complaint of crimes against women and children and to deal with the task relating to administration of special legislations relating to women and children.
  3. The State government shall in the Police Stations of such crime prone area or urban areas as it may considered necessary, by order separate investigation of crime from law and order and other police functions by creating a Special Crime Investigation Unit (CIU), headed by an officer not below the rank of Sub-Inspector of Police, with appropriate strength of officers and staff, for the investigation of economic and heinous crimes.
  4. The officers posted to the Crime Investigation Units will investigate crimes such as murder, kidnapping, rape, dacoity, robbery, dowry –related offences, serious cases of cheating, misappropriation and other economic offences as notified by the Director General of Police, besides any other cases specially entrusted to the unit by the District Superintendent of Police. All other crimes will be investigated by other Police Officers posted in such Police Stations.
  5. On the basis of geographical and demographic factors, crime conditions, law and 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, Sombari, Kupuk, Sherathang, Lachung, Lachen, Chungthang, Uttarey (13) – Rural.

6. The administrative control of Check Post Police Stations and Picket posts are vested with SSP/SP of check post whereas crime and law and order functions are under the control of concerned District SPs. In other Police stations, full command and control is vested with concerned District SP. The Check post Police stations and Picket posts are located on 3 international borders (i). Indo-Tibet Border in North and East (ii). Indo-Nepal Border in the West and (iii). Indo-Bhutan Border in the East.

7. Police outpost under police stations and Picket Posts under Check post police stations are normally provided with a strength of about 7 Police Officers, established at certain locations to ensure police presence, easy accessibility to public, and to deal with the trouble in the area quickly. In addition armed outpost or check posts on Inter-State border of varying strength are set up to meet certain situations. The Inter-State border check posts are attached to local police stations.

7. All these specified police stations carry out their specific functions for administrative convenience but all police stations are vested with all the functions of police. Therefore all police stations irrespective of jurisdiction shall not refuse to entertain any cognizable complaint. They shall register forthwith and transfer the same to the concerned police stations. Refusal to register a cognizable case shall be treated as a criminal misconduct on the part of that police station SHO.

**55-1** The authorised strength in these Police Stations should be divided into three detachments: (1) General detachment; (2) Traffic detachment; (3) Beat and patrol detachment;

### **General Detachment**

2. The strength other than the traffic detachment and beat and patrol detachment of the town police station shall be known as General Detachment. 1 ASI or HC and 2 to 3 police constables should be earmarked as an Investigating Team for directly assisting the Sub-Inspector/SHO for investigation of cases. This number should be increased suitably depending on the number of cases a police station has to handle, more particularly in Town Police Stations. Where the SHO is an Inspector, one or more SIs should be earmarked for investigation of the cases assisted by the team as indicated above. The ASI or SI in this team should also attend the Court, in relation to the cases investigated by the Police Station. One Station Writer and a Station Guard or watch as per requirement should also be provided from the General Detachment. The remaining manpower should be utilised either to reinforce the strength for any of the detachments, or for any emergency and such other duties which the SHO considers necessary.

### **Duties of General Detachment**

3.
  - A. Prompt arrival at the scene of occurrence, preservation of the scene, arrest of accused and other arrangements to maintain peace and order. The beat area officers should accompany them if they are present in the police station or proceed to the spot on intimation immediately from wherever they are.
  - B. Court work in relation to the cases investigated by police stations.
  - C. Act as Station reserve to meet and respond to any call for police help including incident control and follow up action for offences occurring in the Police Station area,
  - D. To provide for the Station writer and his assistant. The station writer or his assistant should always be available in the police station and attend to all telephone calls and messages. He will also be in charge of the case property room (malkhana), the registers

connected with it and safe maintenance of all the case property.

E. Provide for the security of the lock up rooms and the premises of the P.S.

F. Duties outside station limits when deputed.

G. Attending court work relating to the station cases.

4. SHO shall hold the roll call for all personnel of the general detachment as well as other staff who are not engaged on duty at 1700 hours every day when the duties for the next 24 hours should be made known to them.

5. In the absence of the SHO, the senior-most SI, ASI or HC present will be the SHO and perform all duties of SHO during that time in the police stations.

6. An investigation team consisting of SI or ASI and other personnel shall be formed by the SHO for the purpose of investigation from this detachment for investigation of all cases by the Police.

### **Traffic Detachment**

7. This detachment in a town police station shall consist of 1 HC or 3 or more Constables based on the number of traffic points requiring to be manned at peak traffic time during the day. There is no need to form a traffic detachment in towns which do not require fixed manned traffic points or where there is an exclusive traffic police station. If it is a mere regulation on certain days or occasions, the number, necessary exclusively for traffic duty, or if any assistance to the traffic police is required, the personnel may be detailed from the General Detachment. The beat area Constables may also be asked to look after such matters during their day patrolling. The traffic duty of the police personnel who are from general/beat detachments will consist of regulation and

assistance to the traffic police on duty, as well as foot patrolling to keep the streets clear from obstructions and the other prescribed traffic duties.

### **Beat and Patrol Detachment**

8. The principal functions of the police are the prevention, detection of crime and bring offenders to justice. Preventive work must receive higher priority than other police work. Intimate knowledge of people and the conditions prevailing in the jurisdiction, the willing involvement and cooperation of all sections of the local community, knowledge about the nature of crimes and the movements and activities of criminals of various categories are conditions precedent to the successful prevention of crime. To gain such knowledge, and build cooperation of the people and interpose between criminal and his opportunity, an efficient beat system is vital. Patrolling and beat system is the primary function of the Police.

### **Meaning and objectives of Beats**

**56-1.** Beat means a segment or part of the jurisdiction of a Police Station consisting of a village or group of villages or a locality in a town. Each beat will be given name in the name of Village/area/panchayat in a police station. Beat service means performance of any of the functions and responsibilities of the police officer assigned to the beat, in that beat area.

2. The objectives of beat are —

A. To provide police services within easy reach of the community;

B. policing of a manageable area and households by specified Constables and Head Constables;

- C. promote awareness and thorough understanding of the policing needs of the community and of the law by the community;
- D. promote and build voluntary and participative support through Community Liaison Group in preventive and detective work of police and protection of lives and properties and honour;
- E. help understanding and reconciliation in caste, communal and group hostilities;
- F. Gather, record and communicate information on crime, criminals, strangers, factions, organised criminal gangs, terrorists, anti-national and anti-social elements;
- G. Provide day and night patrols to keep order, prevent crime, intercede when necessary;
- H. maintain effective surveillance on history sheeted persons and ex-convicts;
- I. arrest of persons in terms of section 41 CrPC;
- J. preservation of crime scenes and assistance in investigation.

### **Organisation of Rural/Town Beats**

- 57-1.** The beats should be organised taking into consideration the crime, the vigilance required, factions prevailing, clandestine activities being organised in the area etc. The frequency of visits and period of stay depends upon the sensitive or hypersensitive nature of the area. The classification keeps changing from time to time.
2. The following are the types of villages/bazaar/locations to be

classified as sensitive or hypersensitive within the general beats.

- A. Villages/bazaar/locations in which bad characters reside i.e., offenders, criminals, or members of organised crime gangs or syndicates or those who foment or incite caste, communal violence, for which history sheets are maintained and require surveillance.
  - B. Villages/bazaar/locations in which there have been in the immediate past frequent incidents or outbreaks of crime, either against persons or property.
  - C. Villages/bazaar/locations in which there are acute factions due to group rivalries, political, communal or caste or other tensions, and
  - D. Villages/bazaar/locations in which organised criminal or drug related activity or manufacture, trafficking in firearms and explosives exists or shelterers of terrorists and other organised criminals exist. A shelter need not be a place. It would include a person as well.
3. A village/bazaar/locations which is neither sensitive nor hypersensitive, but must be traversed en-route is called a route village/bazaar/locations. There may be one or more such villages in each beat. Their names have to be entered in the column entitled, "Route villages /bazaar/locations" in the beat book of that beat.
  4. District Superintendents of Police shall issue orders dividing the jurisdiction of every police station, including that coming under the outposts/picket posts, into a certain number of beats taking into consideration the geographical requirements, crime, law & order and other problems. Each such beats shall be identified

by a name.

5. The beats in an outpost or rural police station jurisdiction should not be more than 3 or 6 respectively, and not more than 8 in both put together. Such other factors as most convenient, accessibility, road, communication facilities and the number of sensitive or hypersensitive localities, villages should also be considered. Sensitive and hypersensitive villages should be distributed in all beats and not grouped into one or two. A beat book will be maintained for each general beat. The part II crime chart should show the areas covered by name of each beat.
6. . Entire police station area in a town should be divided into such beats keeping convenience, geographic contiguity, accessibility and ability to cover all the roads/streets in the beat in one day or night on foot. The total number of beats in a town should normally be around 4 and in outpost should not be more than 2 beat areas.
7. The selection and grouping of villages/bazaar/locations as outlined above should be reviewed by SDPO every year during annual inspection that may order such changes as necessary, according to the circumstances. When the necessity ceases a sensitive/hyper sensitive village/bazaar/locations may be converted as route village/bazaar/locations.
8. The Sub-divisional Officer, during the annual inspections, must particularly ensure whether the beats have been organised conventionally and based on all relevant and realistic factors. He should personally tour in one or two beats along with SHO and the police officers assigned to the beat in the same manner as a beat Constable does, to make sure that it is organised properly and can be served in the manner prescribed.
8. Two police officers i.e., either two police Constables or one Constable and one Head Constable should be allotted to each beat of rural area. For urban areas, 3-4 constables/Head constables shall be allotted to each beat. They are responsible to visit and patrol sensitive village/bazaar/locations. The hyper-

sensitive villages/bazaar/locations should be more frequently visited. It is not necessary that all villages in a beat should be covered every time the constables go to that beat. They should cover the villages in the beats at least once a week not only in the day time but also at nights. They shall proceed on beat duty at least 4 times in a month, each visit being spread over at least two days and one night. In town area beat officer shall cover all the roads/streets in his beat every day. The head constables/PCs in-charge of beat shall patrol their respective beats for a minimum of 15 nights in a month either together or in two intervals spread over the month. The SHO should ensure that they are not allotted any other duty in the PS when the Constables/HCs in charge of a beat proceed on beat duty once a week. The SHO may, however, earmark any two days or more if necessary to the Constables in charge of the beat to proceed to their respective beat areas to discharge their responsibilities and duties enumerated herein. The SHO should obtain prior permission for any deviation from this from SDPO. The SDPO shall make a surprise visit to at least one beat in a PS in a month in addition to regular inspections.

9. If with the prevailing staff position of a police station in urban area, it is not possible to implement the beat system recommended for urban areas, the beat system recommended for rural areas may be implemented in these areas also.
10. Depending on the strength and the rank composition in each police station, an SI or an ASI shall be appointed the supervisor of each beat or a group of contiguous beat.

### **Information gathering and duties of beat constables**

58-1 The Constables assigned to a beat should perform the following duties:

- A. Identify through discreet enquiry, observation and verification about habitual offenders, especially dangerous criminals, the nature of crime they are addicted to, or gangs, including members

- of organised crime syndicates requiring surveillance irrespective of their area of operation;
- B. Collect information from or about travelers at camping grounds, rest houses, ferries and other places of public resort;
  - C. Ascertain or verify any definite piece of information concerning crime or criminals;
  - D. Service of summons and execution of warrants.
  - E. Gather Information about movement of bad characters, suspicious strangers and wandering gangs in the village;
  - F. Enquire the movements both good and bad activities of all ex-convicts and history sheeted persons specially with reference to their lavish expenditure or of other persons connected with them beyond their normal means;
  - G. Find out the existence of any receivers of stolen property, contacts by bad characters or strangers with them;
  - H. Identify liquor shops, illicit sources of liquor, vice dens, gambling houses, drug peddlars, unlicensed weapons.
  - I. Collect intelligence about agitational activities of political parties or other organisations and clandestine activity of any organisation or their associates, or members or supporters.
  - J. To notice and ascertain any fresh settlers in the village or visitors and the places from where they have arrived and their friends and relatives in the village with whom they are staying or providing support to them.
  - B. To liaise with community elders, members of the Community Liaison Group, if any, the Village Defense Party, the Village Guard,

- and the residents of each village under his charge, and to review, during every visit, the crime prevention measures in the village;
- C. To collect information relating to crimes and criminals and activities of subversive, militant and anti-social nature, if any in the village and communicate the same to the Station House Officer;
  - D. To maintain watch over history –sheeted criminals, if any, and others with criminal record or bad characters;
  - E. To acquaint himself with local disputes having potential for violence or with caste or communal overtones, and inform the Station House Officer of the same with all available details;
  - F. Collection of information and evidence in the cases reported from that particular beat.
  - G. Tracing absconding criminals and suspects.
  - H. Verification related to issue of passports and gun licenses, tenants and domestic/professional helps, and character and antecedents of candidates selected for government service.
  - I. To carry out any other policing task in respect of the village assigned by the District Superintendent of Police or by Station House Officer through general or special order.
  - J. To record any public grievances and complaints in relation to policing; and
  - K. To maintain a record of aforesaid duties and responsibilities carried out by him during his visit and submit the same regularly to the officer in charge of the Police Station.

**59-1** The details of information to be gathered on each important item are given below:

- 2 **Crime.** Crimes include all offences and all undetected crimes and hushed up/unreported crime ;
- 3. **Gangs** The names of the criminals of organised crime or terrorist gangs that have passed through the village, whether they stayed there, if so, the number and duration of their stay, conduct an activity of those gangs during such sojourn, their source of livelihood during their stay, whether they belong to

particular caste and organized gang, the number of males, females and children, the name of leader.

4. **Suspicious strangers** Their arrival in the village and all their activities and doings and any information of interest from police point of view; the object of their visit; the place, relationship and antecedents of the person with whom they stayed; any suspicious activity during their stay and basis for the suspicion; any crime that occurred during their stay.
5. **Receivers of stolen property** Existence of any receivers of stolen property in the village; Those who visit them and any suspicion about them; their frequent absence and the places and purpose of their visits outside the village; method of disposal of stolen property, by sale outside or by melting it (jewellery etc.) immediately and persons who help them. In respect of other property like antiquities or art pieces his contacts outside;
6. **Suspects** his presence in the village or otherwise; the work in which he is engaged, the place of his work and his earnings there from; the earnings of his dependents, and whether the total income is sufficient for him to maintain his family above want, or whether he lives too extravagantly for his income; whether female members have, or wear valuable jewels or ornaments; the period of his absence if any from village and details of places visited, persons contacted, purpose and date of return; whether, after the last visit of the police to the village, he was absent at any time from the village, either by day or night and if so, the duration of stay and his last absence and how he accounted for his absence; and the names of his associates, frequent visitors and their antecedents; Discreet enquiries from reliable persons about his way of life and earning.
7. **Habitual Offenders** The compliance or otherwise of the restrictions legally imposed upon them; and discreet enquiries relating to his style and way of life.

6. **Liquor Shops** whether any illicit sale or manufacture of liquor is prevalent; the persons frequenting the shop most; the character and antecedents of the illicit liquor seller; and whether the person running these shops is a receiver of stolen property or harbourer of thieves or other offenders. Apart from this, information on organised gangs of illicit liquor manufacture, or trade, and their active members should be gathered.
7. **Unlicensed weapons** The persons suspected to be possessing unlicensed arms; The sale and delivery of weapons by licence-holder to an unlicensed person; and Whether the licence-holder purchased the weapon from an unlicensed seller; Whether there is manufacture, trading in unlicensed weapons, explosives and explosive substances; Demand of licence from a suspected person carrying arms or ammunition, and seizure of the same under a seizure memo for any contravention detected.
8. **Public gathering and Grama Sabhas;** Meetings held and subjects discussed.
9. **Collection of money** Whether any collections are made from public, the person collecting it, the purpose, the name of the treasurer and the use of such collections and whether it is voluntary or by force or intimidation. All information relating to collection of money whether clandestine or open, whether for religious purposes or development works should be gathered. The analysis of the information and action to be taken will be decided by SHO.

10. **Matters affecting the public peace** The important points on which information should be gathered and nature of action to be taken in respect of communal, caste and group tensions, factions likely to effect public order are detailed below.

11. **Communal:** The nature of relationship between minority and majority communities, whether amity prevails or points of friction and tensions exist, the details of disputes of long standing nature, whether dormant or active - efforts of village community to settle amicably, militant groups who under religious garb foment trouble and their active supporters, their activities and grievances specific to the village, important impartial and sober elements or Community Liaison Group member of both communities who can resolve problems and help maintain peace, preventive measures at local or higher level that would be necessary to prevent breach of peace. The constable in-charge of beat should be in constant touch with SHO to enable him to deal with situations according to the need.

12. **Caste Problems**

A. Number of offences reported or unreported under PCR Act, 1955 or SC & ST (PA) Act, 1989; possibility of any atrocity taking place against Scheduled Caste or Scheduled Tribe members;

B. Necessity or otherwise of DM or SP to visit and intervene personally;

C. Need or otherwise for granting or cancellation of weapons licences for any person to remove the imbalance or to ensure self defence of any person or group.

D. The activities of Village/Town/Defence Parties, Community

Liaison Group and other non-government organisations if any in the village/Town, their composition and work to maintain cordial relations and improve awareness of the problem.

- E. The names and antecedents of militant persons who foment, incite and take advantage of tensions in all communities, and their antecedents.
  - F. To keep the SHO informed from time to time about caste tension if any to enable the SHO or other supervisory officers to take necessary steps to maintain peace in such a situation.
- 16. Political rivalries** In almost all villages, people have political affiliations with one or the other party. In most villages the public in general do not actively participate in political activities on a regular basis. Majority of them show interest only during election time, while a very small group may be active throughout. The police is concerned only with violent clashes or possibility of offences due to intense political rivalries - generally prior to elections or as an aftermath, and in some instances even at other times. The political factions quite often get aligned with communal or caste or village factions. It is the situation which is a serious threat to law and order quite often. The beat area constables have a duty to clearly understand these factors and keep detailed information of possible clashes in each village. A report should be made on the existence of such rivalry and the list of anti-social elements who take advantage of such situations.
- 17. Factions** The existence of a faction, political, social, or communal, the latest moves and plans of the factionists, their supporters likely developments or offences, the opinion of the villagers, the names of active members, their resources and weapons and their involvement in cases in the area or outside, are the important factors which influence factious crime and public peace.

- 18. Agrarian unrest** The villages in which there are serious land disputes, occupation of Government or private property, possession or dispossession, sale or transfer of land in scheduled areas, owner-tenant disputes, agricultural wages, water disputes etc. are causes of unrest. Information of all such issues with a potential for law and order situations or clashes or offences either spontaneous or instigated required to be collected and recorded in the village history note book (Part IV). The beat area constables with the help of Panchayat secretary and contacts with local people will be in a position to collect this information. In the event of likelihood of the breach of peace, the names of parties, the object of dispute or conflict, the extent to which the village and its residents are likely to be affected should be assessed and regularly informed to the SHO.

### **Beat Area Policing**

- 60-1.** Two officers of the rank of police constable/head constables should be assigned for the rural beat and 3-4 constables/head constables should be assigned to a beat in urban area.
2. The police constable/head constables assigned to a beat should be thoroughly briefed by the SHO. He should bring to their notice personally and in writing the standing instructions and responsibilities, and should give specific instructions to the officer regarding such matters as the nature of the work they have to perform, the manner in which it should be performed and the time by which they should return to the station, after each spell of duty. He should give them the benefit of his own knowledge and explain the purpose and specific problems that require to be looked into in each village.

3. Constables kept in charge of a beat should not normally be changed for three years and may be continued up to five years if possible so as to enable them to acquire thorough knowledge of the area, population, nature of its crime and criminals, and other matters of police interest.
1. Efforts should be made to establish Village/Town Defence Parties and sound police-public co-operation and interaction which in turn help in building up relevant data and intelligence regarding all categories, suspicious strangers and other activities of police interest in the beat area. This is the bedrock of police, crime, criminal and police information system as well as the preventive and detective strategies of police.
2. Constables going on beat duty shall proceed to the beat direct from the station. Likewise on return they should report at the station before going home, hand over reports and arms and ammunition and other equipment if any issued. Any information during tour that deserves to be communicated should be communicated by quickest means like telephone or fax or any other means. The cost of such should be reimbursed to the Police Officers concerned by the SHO from the permanent advance and recouped.
7. The departure of a constable on beat duty should be noted in the general diary, together with the special instructions given to him by the SHO.
8. During the day, the beat constables will make enquiries about bad characters, but during the night, bad characters will only be checked to know their presence or absence from the village. No enquiries should be conducted during the night.

9. Lurking points should be identified and constables of the beat should spend sufficient time there during night patrol duty.

### **Check of beats**

- 61-1. Check of beats means verification of work done by beat area PCs including information brought by them and secondly physical check during night patrolling. The first part is done through enquiries by SHO himself or ASI or HC. The second part is also done by the SHO or an officer deputed by him as prescribed herein. If the SHO is Inspector or SI, SIs or ASIs respectively should check the officers on night patrol duty by surprise.
  2. The SHO or SI or ASI should visit selected villages/locations (not the same every time) with the beat books and compare the dates and hours of the entries in the beat books with those in the point books. Such verification should be made even when the SHO or ASI/SI or officer in-charge of outpost goes to a village on any other work, such as petition enquiry or investigation. If beat books are not available, the checking officer will note down the particulars in his notebook and compare them with the beat book on his return to the station. Verification of information may also be done in the same manner.
  3. The SHO should also make enquiries with villagers other than point-book holders regarding the beat police officers' stay or presence on the days noted in the beat book. Such enquiries should be more in the nature of acquainting himself with actual field realities rather than out of any distrust.

4. The SHO should personally check the patrols in each beat area in his jurisdiction at least twice a month. ASIs or OP in-charge should do so more often.

### **Duties of supervising officers in relation to beats**

**62-1** Officers of and above the rank of SDPO visiting or inspecting a Police Station should not only see whether beat villages/locations have been properly selected, but also ensure that the function of beats are being achieved and the data required is being compiled on sound lines. The fact of having done so should be embodied in the inspection or visiting notes, together with the instructions, if any, given to the Station House Officer. He shall go through the village permanent information book and see if entries are made as per proforma and the information is authentic and record his comments wherever necessary in the register.

### **Roads and highway patrols**

**63** Safety of roads in a beat area is also the responsibility of the beat in which such roads are located. This patrolling by beat constables is different from the traffic patrol which would be generally mobile. During the weekly beat or separately the beat area constable should concentrate on the roads both by day and particularly at night. The purpose of this should be to prevent crime on the roads and afford assistance and protection to those in need of the same, particularly women and children. They should closely liaise with the concerned traffic patrol and obtain such assistance/information that would facilitate effective crime prevention and protection to the needy.

**Procedure on return of police officers from patrolling or beat or other service**

**64-1** When a Police Officer returns from beat duty, he should report to the SHO. An entry should be made about the time of return of the constable/HC from beat duty in the general diary. The SHO should verify and satisfy himself that the Police Officer has contacted point book holders. The SHO should debrief the beat police officers and take report on the following;

- 1-A. Collection and updating of information.
  - B. Surveillance over history sheeted persons.
  - C. Meeting public, Community Liaison Group members, village Panchayat officials and representatives of panchayats.
  - D. Service of summons and execution of warrants.
  - E. Petition enquiries entrusted.
  - F. Assessment of possible breach of peace and public nuisances.
  - G. Their observation relating to the absence of ex-convicts and history sheeted criminals.
2. The information brought by the beat constable should be verified by the SHO by contacting the concerned police officer where the absentee criminal is said to have gone. Similarly he must himself verify if he is elsewhere in his jurisdiction. If there

are any strangers found in the area with suspected movement he shall make a report immediately to the concerned SHO.

3. The information relating to the absence or a temporary change of address given by the ex-convict or history sheeted person shall be verified by the SHO with the concerned police stations for the correctness of the information.

### **Records pertaining to beats**

**65** The information furnished by the beat area police should be entered by the SHO in the following records.

1. **Permanent village information Book:** This will be maintained by the HC/senior constable in charge of the beat after the reports and information on each column and item have been submitted to the SHO and the summary approved by him. The sheets so approved will be filled by the SHO in the book maintained in Form . SHO and SDPO shall countersign the entries. The latter may enter details in the sheets based on their own enquiries and information, or modification of information recorded. The proforma sheets will be issued to them by the SHO.
2. **Beat visiting book:** All the villages should be first arranged alphabetically leaving some pages of the book for each village. On the pages allotted for a village, the usual signatures of five or six inhabitants with good antecedents of that village where point books are kept should be obtained. The inhabitants should cover all important localities and sections of people. Three of the five persons may be a (i) Member of Panchayat, (ii)

Panchayat Secretary and (iii) member of Community Liaison Group. The first page should carry an index to the villages with the page numbers noted against them. The night patrolling by beat area constables to each village will also be noted in the pages meant for each village and signed by them on their return to the PS. The sample signature book will be in Form .

3. **Beat Books:** (I) Every beat should have a beat book in Form . In the beats having more than one beat officer, the SHO shall entrust the responsibility of maintaining the beat book to one of the more intelligent and literate officers.

(II) The beat book shall contain the following information:-

- i. Crime Map of the beat showing the location of murders for gain, dacoities, robberies, burglaries, vehicle thefts, chain snatchings and other thefts for the current and preceding two years.
- ii. Crime map showing the automobile accidents for the current and the preceding two years.
- iii. Address, telephone number, name of guards and working hours of every bank.
- iv. Details of schools/colleges of the area.
- v. Details of markets, bazaars, haats etc. and their working hours.
- vi. Details of jewellery shops and their working hours.
- vii. Complete information about slums and crime prone areas, their residents, complete details of criminals, local dons etc.
- viii. Details of all hotels, lodges and restaurants with telephone Nos.
- ix. A list of monasteries, gumpas, temples, mosques, churches and other religious places with prayer timings, annual festivals etc.
- x. General information about bus station or airport

- xi. Information about all festivals celebrated in that area.
- xii. Details of all professional criminals and anti-social elements.
- xiii. Names, addresses and telephone Nos. of members of Community Liaison Group and peace committee.
- xiv. Areas which are prone to communal/caste conflicts.
- xv. List of persons helpful to the police and their telephone nos.
- xvi. Names and addresses of those persons who usually are hindrance to police work.
- xvii. List of industries in the beat, along with names and addresses of their owners/CEO, the strength of the labour force and details of unions and their office bearers.
- xviii. Offices of the print/electronic media along with names of journalists and their telephone Nos.
- xix. Details of hospitals, clinics and dispensaries along with name and telephone No. of the Chief Medical Officer/Doctor.
- xx. Details of multiplexes, cinemas or theatres.
- xxi. Details of offices of various political parties active in the beat.
- xxii. Details of Fire Stations, Electric Sub-stations, Doordarshan/AIR Kendra, Telephone Exchange, TV tower- with addresses and telephones nos.
- xxiii. Details of Petrol pumps
- xxiv. Details of gas and explosive go-downs
- xxv. List of individual holding arms license.
- xxvi. List of taxi stands.
- xxvii. Details of Govt/Semi-Govt. offices
- xxviii. Details of vegetables markets-many are illegal and obstruct the traffic?
- xxix. List public playgrounds for the children and what are the hours when the rush is more.
- xxx. Cyber café, Mall, Cinema Hall.

- xxxvi. List of 10 most influential persons from each community residing in the beat area with their address, telephone number etc.
- xxxvii. List of addresses of suspects residing in the beat
- xxxviii. List of known drug peddlers residing in the beat
- xxxix. List of address of M.O Criminals residing in the beat
- xl. List with address of ex-convicts residing in the beat
- xli. List of property offences that have taken place in the beat in the last two years with exact location; as and when a property offence takes place in the beat, the same should be entered for the current year by the Beat-in-Charge officer
- xlvi. Gist of important law and order incidents that have taken place in the beat in the last two years. As and when any law and order incident takes place in the beat, the same should be entered for the current year by the Beat in charge officer
- xlvii. List of liquor shops and
- xlviii. List of video parlours
  - xl. List of Cyber Cafes
  - xli. List of beauty parlour.

(III) Constables in-charge of beats whenever they proceed to the area should take the beat book along with them and note in the appropriate columns, the information they gather, during each visit. They should obtain the signature of at least three persons whose sample signatures are maintained in the station in the sample signature book in the appropriate column. Such signatures should be obtained in all the villages including “route” villages/Bazzar/locations through which they pass. If the signature of any of the persons could not be obtained, the reasons may be mentioned in the book. The beat constables are required to sign the point books (P.B) during night patrol duty and obtain signatures of PB holders while on such duty.

(IV) The beat book should also be carried and action indicated as mentioned in the previous Order, if a constable goes on any other duty to any of the villages in the beat. Urgent visits where a specific work is performed and return is immediate, will not count as beat duty.

(V) The beat books should contain in appropriate column the names of suspects, and habitual offenders proclaimed offenders, ex-convicts, receivers and other history-sheeted persons.

### **Point Books**

66-1 Books in Form should be supplied to Panchayat Secretaries and selected inhabitants of every village with good antecedents including a few members of the Panchayat and Community Liaison Group in the station limits. Constables in charge of beats and officers overseeing their work or visiting the village for any purpose should sign the point books whenever they visit the village, noting the date and time.

### **Notice Board and Police Station Name Board**

**67-1** Every Police Station and Outpost/Picket Post shall have a display notice board, one meter square, in the Station premises, but outside the building so as to be visible to public who come to the police station, to display the notices of persons wanted, rewards offered, and other information which can be seen by the public. The notices or bills displayed should be sufficiently bold, clear and legible.

2. The name of every police station and out/picket post shall be prominently displayed on a board in front its entrance. Such board shall be painted in blue and red as background and the name of the

police station and outpost/Picket post written in white colour. The board shall be rectangle, divided into two triangles, the central line drawn diagonally from left top to right bottom. The lower triangular part of the board shall be blue in colour and the upper triangular part red. Similar boards written on both sides should be fixed to a post on the road side in front of the station so that people moving in either direction of the road are in a position to identify the location of the police station. Similar boards indicating the beginning and end of jurisdiction of police stations should be erected along the highways and the main district roads.

3. These boards should also carry the telephone number of police station.
4. Similar boards should be displayed at outposts/Picket post/Check post.
5. No fancy boards are permitted, but neon signs or proper lighting is permissible. The colours mentioned above should not be changed.

### **Station Security and Guards**

68-1 An SI/ASI shall assist the SHO in the security and guarding, housekeeping, reception, public relations, and other miscellaneous functions of the police station. The security should include arms, ammunition and government property, case property, prisoners, lock up rooms etc. The house keeping functions should include cleanliness and proper maintenance of all equipment provided to the police station including vehicles, communications and scientific equipment and weeding out of old records. He will be in charge and responsible for posting guards or watch depending on the assessment of the threat perception under the orders of the

SHO and availability of manpower. The strength required for these duties shall be found from the general detachment.

### **Rotation of duties and Reliefs**

**69-1** General duty staff as distinct from beat detachment of a police station should also be sent out by turns on day duties as well as night patrol duties in any of the beat to support or substitute the regular beat Constables. They should be sent on night beat duties at least on 4 nights in a month. The personnel allotted to various beats may also be given such duties of general detachment like station guard, reception or investigation, incident control when they are not engaged with their area beats. The rotation of duties should not disturb the assignment of police officers to various area beats.

2. In times of emergency, when it becomes necessary to mobilise an emergency force, as many police officers of various ranks as can be conveniently withdrawn from routine duties will be assembled at the stations and retained as long as may be necessary. This mobilisation should not include the investigation staff of the police stations.

### **Dissemination of Intelligence**

**70-1** Where there is more than one police station in a town the Station House Officers should work in close cooperation with each other. The SDPO will ensure proper coordination of work of all. Telephones, wireless sets or cell or mobile phones wherever provided should be used for communicating information of interest to other police stations and to each other.

2. Two telephone message registers should be maintained as

prescribed.

3. The SHO of each station will communicate to the control room and other police stations in the town every morning, reports of crimes, absence of bad characters, arrests of suspicious strangers, cases of missing children, property lost, found, or recovered under suspicious circumstances, and other matters of interest or importance. Each SHO shall be responsible for the dissemination of intelligence of his station to the other SHOs in the town. Only in cases of breakdown of all means of communication, information should be conveyed through messengers.

### **Schedule of Training and Instruction**

- 71-1.** To keep the personnel well trained, up-dated and physically fit the following schedule for physical exercises, drill and instructional classes is prescribed for all the police stations.

Monday & Wednesday Briefing, catechism, local information including on-job training and relevant orders of police manual. A typical schedule should consist of reading and explaining a Chapter or a part of it, all-important circulars, exchange of information on crimes, absconders, arrests and properties.

Tuesday & Friday Physical training, Yoga, weapon training and drill as per module designed for police

stations by the Training Branch.

Thursday & Saturday Cleaning and maintenance of arms, equipment, vehicles and weeding out of records. Shramadan for the up-keep of the PS, buildings, areas and grounds and police quarters, complexes. All police officers irrespective of rank present shall participate.

2. If one of the days assigned for physical exercises and drill happens to be a holiday, drill may be held on the next working day in addition to the programme of work for that day. Every member of staff of the PS should so regulate their duties that they attend parades regularly.
3. All the staff including the station writers, except those who are given a day or 24 hours off or who were on night beat or patrol duty the previous night, shall be required to attend the above schedule.

### **Allocation of Duties**

**72-1.** Duty shifts to be adopted in Police Stations shall be as follows:

First shift	0800-1600 hours
Second shift	1600-2400 hours
Third shift	2400-0800 hours

2. These working hours are intended for the personnel during normal days in the police station headquarters, but not to those who go out of headquarters on beat or other duties.

3. The above shifts are applicable for the staff with fixed day duties like the Station Writer and others on general duty. They should be given weekly off on Saturday or Sunday. They can be utilised for any emergency duty during the night or day. The Police Officers earmarked for beat can be utilised for duties connected with breach of peace or other situations anywhere in the Police Station area if such deployment is justified and called for. Under no circumstances they should be withdrawn from the beat for more than 10 working days in a month. Even while making arrangements for peace and order duties of a widespread nature within the Police Station limits, they should be deployed as far as possible in their beat areas which will not count as withdrawal from the assigned beat.
  
4. There may be contingencies when there is need for night patrolling on almost all nights in all the beat areas whether in a rural police station or a town police station or an outpost. Even in such contingencies the constables earmarked for the beat should be sent on night patrolling in their beats only along with the other personnel. This ensures maximum availability of manpower without disturbing the hours of duty or need for emergency mobilization. It is only once every fourth day that there may be shortage to send night patrolling in all the beats but mobile patrolling and home guards would be available for such contingencies and they should be used so that there will not be any disruption in the patrolling to be organized every night.

## **Off Duty**

5. Police Constables and other Police Officers should have a clear day off once a week. The SHO will announce every evening, when duties for the next day are detailed as to who will be off duty the next day. But it is necessary that each officer is allowed a clear and continuous 24 hours off.
  
6. No officer who is off duty shall leave the headquarters without prior permission. He should leave information in his residence or with neighbor or the nearest police station as to his whereabouts if he leaves his residence and proceeds to any place within the village or town.
  
7. On certain occasions weekly off may not be given or normal spell of 8 hours a day may exceed. In emergencies or due to exigencies of situation the personnel may have to be kept mobilized in a Police Station or at any other place. To cover all such contingencies compensation as admissible to all ranks up to Sub Inspector of Police may be made. This does not mean that the police personnel are kept mobilized or utilized for extra hours and not given weekly off on some ground or the other.
  
8. The legal obligation of 24 hours deemed to be on duty should not be interpreted to mean that every police person can be on duty indefinitely for days together for any length of time. The following guidelines should be borne in mind on this subject.
  - A. Police as a body are on duty all the time;
  
  - B. A Police Officer who is off duty has certain obligations as set out in Chapter ;

- C. All Police Officers are obliged to forego weekly off and work longer than 8 hours when there is a serious emergency. For example if, an officer leaves a task on hand abruptly at the end of 8 hours shift it will result in serious prejudice to a case or injury to persons or disappearance of evidence, continuation of disorder etc.;
- D. All police work deals with emergencies in a way. Hence normal duties should not be interpreted as emergencies warranting mobilization;
- E. Inadequacy of man power at times may be due to absence of advance planning, or adequate intelligence. If this is rectified, things can be managed in time with available man power.
- F. The responsibility to ensure that emergency mobilization is kept at a bare minimum shall rest with SHO, SDPO and SP.

9. To enable SHOs to discharge their responsibility effectively the following guidelines are issued.

A. Make an assessment for manpower needs at the beginning of the year for such occasions as fairs, festivals and other bandobusts in the light of past experience likely nature of trouble and general information.

B. Collect advance intelligence as to the exact nature and spot of trouble in respect of agitational activity and provide for bandobusts at the most troublesome locations. In case the agitation is widespread throughout the district or the state, no additional strength would normally be available. Hence the available resources should be used to the maximum advantage.

C.If the police station strength is drawn for some other duty outside,

mobilisation of the existing staff may be effectively chalked out.

D. Stationary pickets consume a lot of manpower. Make the pickets mobile to cover an area with a fixed reference point.

E. In emergency, in the case of a law and order problem, no ceremonial guard should be mounted for any functionary by the civil police. Only security arrangements as per requirements, information and specific orders, if any, should be made. No route-lining or road bandobust should be made except what is normally provided. If the situation requires the SHO may follow the functionary purely as a security requirement and not as a ceremony.

F. Utilise the beat area constables as far as possible for any arrangements or for collecting information in their areas and do not disturb them from their beat area.

G. Avoid sending messengers where telephonic or other means of communication serve the purpose.

H. Plan allocation of duties, bandobusts personally and do not repeat mechanically some existing scheme.

I. Utilise home guards, and other volunteers to make up the numbers for dealing with large gatherings. Solicit cooperation of Community Liaison Group.

J. Guard officers are also entitled to have 24 hours off in a week. This order may be considered to have been complied with, if clear and continuous 24 hours "off duty" is allowed to a guard officer on any day in a week.

K. The weekly off is intended to give the police officers a day's rest every week. This facility should not be denied without sufficient reason. Any disregard of these instructions by SHOs should be viewed seriously by supervisory officers.

L. All Superintendents of Police should personally scrutinize extra duty hours that police personnel are called upon to perform and to ensure that such duties are permitted only in rare and exceptional occasions where the personnel could not be given their weekly “off duty” in the interests of public service. All gazetted officers, including DIGP are required during their inspections, to examine thoroughly whether these instructions are being properly implemented or not.

### **Travelling allowance/food arrangement on deployment**

- 73-1.** Head Constables and Constables of town and rural stations should be allowed travelling allowance admissible under the rules, when the duty on which they are posted involves journeys.
2. Head Constables and Constables of town and rural stations deputed for bandobust duty should be provided with food and refreshments at the place where deployed at the prescribed cost by drawing feeding allowance as an advance which could be recouped soon thereafter.

### **Grant of Leave and Leave Report**

- 74-1.** In granting casual leave, the SHO should be impartial and the urgency of each individual case should be correctly assessed. In genuine cases of sickness the SHO should be in a position to judge and make arrangement for the medical treatment of the officer rather than leave him to fend for himself. The annual medical examination should be conducted without fail. The entries regarding the health in the service book of the police officers should be up-to-date. The SHO is duty bound to know the health particulars of each one of the policemen and their families working in the police station.

## **Kit Inspection**

- 75.1 The Station House Officer shall inspect the kits of all Head Constables and Constables in the first week of every quarter of the calendar year. Any Police Officer not present on the day fixed shall produce his kit on a subsequent day.
2. The SDPO should verify during their visits to police stations whether the kit inspections have been properly done and action taken to see that all Head Constables and Constables are in possession of their kit in full and in proper condition. Any defects noticed in the articles either in quality or manufacture should per be recorded and reported to the district police office.
3. The manner of presenting the kit articles and clothing should be as the Sikkim Police Drill Manual. The police officers should always place the latest issue of clothing when they present the kit for inspection.

## **Development of skills - specialisation and self-improvement**

- 76-1** Several skills and abilities are required for police to perform their duties in a professional manner. The personnel in the police department do have these in varying degrees spread over in a district and State and within a police station. In the rustle and tumble of day-to-day requirements the police officers tend to ignore or do not think of utilizing these skills to the best advantage. Apart from utilization, the development of skills enriches the resources of an organization from PS level to the State level. Each type of police station requires certain type of general skills. Some skills are useful at all police stations. It may become necessary to pool resources and skill to handle

important situations or cases in the district.

- B. The SHO should personally assess each Constable, Head Constable, ASI and ascertain by talking to him the special skills each one possesses and make a note of the same.
  - C. In the course of performance of duties by them, the SHO should observe and judge the special skills exhibited in the course of his duties of each one of them and make a suitable entry in the nominal rolls. This should be done after he confirms his opinion on the basis of the personal contacts and observation of the concerned officer. The SHOs should try and find out the skills of each person even if the men are reticent or reluctant to come out.
  - D. The SDPO concerned in respect of all SIs and Inspectors working in his area or under his charge take similar action and send the information to SP who will arrange to have the entries made in the service record under a column "special qualifications" to be set apart for this. The Add. DGP/IGP Headquarter in DGP's office should ensure that this data gets into the personal records of officers of all ranks.
  - E. The level of skills should be graded as very good or good only right from the level of constable upwards. There is no need to make any entry where special skills do not exist. The normal police capabilities need not be mentioned.
2. The skills, which should find mention, are those, which are useful in practical police work like preventive action, investigation, maintenance of order etc. or support functions.

Some of the special skills which are useful for a police officer are;

- Interrogation of suspects or accused
- Intelligence gathering - criminal or other
- Anti terror operations, ambush counter ambush
- Security duties
- Report writing and entries in records using computers
- Data entry
- Computer hardware maintenance and care
- Short hand or typewriting
- Cartography
- Observation
- Sketch drawing
- Photo and videography
- Sound equipments
- Motor mechanic
- Wireless, telephone operation/mechanic
- Driving
- Defusion of bombs and explosives
- Unarmed combat
- Identification, lifting, packing and forwarding scientific clues
- Special knowledge and experience in specific case investigation
- Proficiency in language Nepali, Bhutia, Lepcha, English or Hindi or ability to prepare lesson plans and reading material.
- Teaching
- Instruction outdoor and indoor
- Various departments of outdoor skills

- Surveillance and shadowing
- Computer software
- Swimming and capacity to save persons
- First aid
- Fire fighting
- Public relations
- Scientific knowledge relevant to police
- Electrician
- Electronics
- Information Technology
- Law
- Accounts and Audit

3. It is not the normal levels of skill out of the above which policemen are expected to have. The level should be much higher than the minimum levels. The acquisition of any diploma/degree does not by itself amount to acquisition of skills.

4. Senior officers should be aware of the special skills possessed by the police personnel and utilize them accordingly besides making efforts for enhancement of these skills. Following methods could do this.

A. Utilise them on duties when the skills in which they possess help police investigations or other work in addition to whatever is normally allotted to them.

B. Depute them to teach or demonstrate the skills to others in the Unit during weekly training or on-the-job courses.

- C. Provide necessary literature and depute for specialized training when arranged or available.
- D. Where eligible recommend for the special allowance to the concerned. The eligibility criteria for allowance should be as prescribed.
- E. Depute the personnel when requisitioned in the district, State or anywhere in the country where their services would be useful for any special tasks. All additional skills and further improvement / enhancement should be noted in the service record of the concerned personnel annually.
- F. Besides the above, helping in self-improvement of police officers is an important aspect which should receive attention of SHO and senior supervisory officers. The distance education packages, on-job training courses should be given priority without affecting normal duties. The permission to appear for the examinations must be given and the personnel relieved in such a manner that they are able to reach the place of examination at least one day before the date of the examination. It shall be the responsibility of SP to ensure their relief and give effect to all other facilities for training in self-improvement without prejudice to their normal duties. All enhancement of skills and self-improvement are intended to bring qualitative improvement in police work and as such the skills have to be enhanced as part of normal work and police officers should be encouraged for self-improvement.

## **Shramdan**

- 77-1. Shramdan consists of cleaning and keeping in order the police grounds, the police station and its premises, and the police quarters, white-washing of police lines and minor repairs to the station house and police quarters, keeping the firing range if any, in order, and maintaining the orderliness and cleanness of the premises.
  
2. Where it is possible, whitewashing of the lines should be performed by the occupants. Where it is not possible, in the opinion of the SP, annual white-washing can be included in the annual work to be done by Building & Housing Department. The Municipal Corporations, Municipal Council, Nagar Panchayat and Major Panchayats, the Zilla Parishads in respect of other Panchayats normally provide all amenities to the Police Station and quarters and also extend support to undertake minor repairs or white washing of PS buildings or provision of facilities to the public like drinking water, toilets and also their maintenance.

## **Public Relations**

- 78-1. Every police officer working in any police station is the best PRO for the department. There is no substitute for proper public relations other than professionalism, integrity, impartiality, desire to serve and dedication to assigned duties. It is such performance and conduct that earns the confidence and respect of the public and credibility to the police. Even one bad instance of misconduct or rude behavior of one officer is likely to result in painting everyone else with the same brush. It is difficult to obliterate that impression for quite a long time. The first step therefore in public relations is that every police officer from

Constable upwards should work and conduct himself with responsibility, civility and courtesy whether in word or deed.

2. Patient hearing of people who come to police station in distress by all ranks is necessary. The telephones must be answered promptly and politely.
3. A reception area within available means should be provided for people to wait, so that each one can be individually attended to. It is better that groups of people are met first and disposed off by the SHO himself coming out and talking to them. Where there is rush of complaints the SHO should detail officers available, to deal with each complainant simultaneously so that suitable disposals can be given. No impatience or haste should be shown. The person must not only be heard, but must get a feeling that he is heard and prompt steps if any for redressal of grievance are being taken. Never dispose off any one by merely saying that the matter will be looked into. Inform what you propose to do at once or soon later. If police are not the proper authority, help him to approach the concerned.
4. When a cognizable case is reported register it promptly and initiate action. Keep in touch with the complainant/victim or his close relatives and inform action being taken either by telephone or by other means or even by utilizing the services of beat area Constables. In their anxiety the complainants do visit the police station themselves and in which case, receive them and inform them the action being taken. The IO should inform about recoveries, arrests, charge sheets and other important details to the complainant from time to time. The complainant/victim should be taken into confidence even for the purpose of investigation. Stay sufficiently long at the scene until all clues are collected and witnesses are examined.

Discuss doubts and clarify all points with him. Where the complainant is a litigant or apparently pursuing a false case, misusing the legal process, do not disclose your mind or conclusions but listen patiently. The nature of response to complainant depends on the nature of the case. In thefts, burglaries, dacoits, murders, cheating, hurt cases immediate steps give confidence and ensure better help from complainant in the investigation of the case. Precautions are to be taken not to give a false hope or cynical or unhelpful remarks. Never give a list of your difficulties and handicaps or discuss about other officers or staff of the police station. Give confidence to a genuine complainant and be guarded, polite, but firm, in respect of false complainants.

5. When a sensational or an important case occurs it may be necessary to give prepared statement to the media on the facts of the case and progress if any. Details, which prejudice investigation or give clues to absconding accused, statements of witnesses or suspects should not be disclosed, but broad picture of the case and the efforts of the police should be given. Such developments as arrests, recoveries should be informed to them. It is better the SP handle the media in grave crimes personally. The SDPO and SHO should follow these guidelines.

6. Take the press and media into confidence when handling a sensitive case. Sometimes they would be helpful in the investigation by proper publicity particularly in the matter of absconding accused. Do not disclose the sources of information and names of witnesses. Avoid personal publicity and talk of the team as a whole. Remember to give outline of progress in cases where media interest is focused everyday for sometime by written statements. Never give off-hand replies to queries or enter into discussion into various theories of investigation of the case.

7. Never give anything that has a tendency to denigrate any person or jump to pre-mature conclusions. Remember when the earlier conclusions go wrong on the basis of subsequent evidence; the police will face serious problems of credibility since investigation is a continuous process with the real facts emerging gradually, hence the caution.
  
8. Do not react to criticism but if any wrong information appears clarify through prepared statements. Always remember that it is not merely the police and the press involved in this exercise but there are others like victims, witnesses, complainants, accused, suspects and the public at large who may be affected.
  
9. Never confirm or deny suspicions unless thoroughly proved in the investigation on that particular aspect.
  
10. Media will be interested sometimes in taking photographs or live coverage of the scene. Organize this by proper liaison without compromising the requirements of investigation or loss of clues or prejudice to investigation. Most problems are solved by a proper advance liaison in such cases. Some of the photographs and video graphs taken by the press in connection with a case and interviews with certain persons would be useful even for investigation. A good liaison will therefore be in public interest apart from helping the people to know the information about a case from independent media sources. It is not every case, which needs a curtain of secrecy. It is only some cases and that too to the extent of not prejudicing the investigation that an element of restraint and confidentiality needs to be maintained. Never be overwhelmed or flustered in a situation or allow yourself to be intimidated or lose your temper. Keep cool

and smile away provocative questions or answer calmly giving only the facts.

11. In every locality of beat voluntary bodies such as Community Liaison Group are to be encouraged and helped and liaison maintained during normal times. The SIs and beat area Constables have a vital role to play. Besides the SHOs should hold regular monthly meetings in various towns / villages in their jurisdictions at least twice a month. It will help the public to meet the Police Officers and voice their grievances, if any. This will also enable the Police to sensitize the public on various issues and seek their cooperation in prevention of crime and maintenance of law and order. Thus it will be obligatory on the part of SHO to visit town / village in his jurisdiction along with his staff after giving advance publicity through Village Panchayat or Panchayat Secretary and press. The senior officers should also make it a point to attend such meetings wherever possible.
12. Maintain close touch with the schools and youth organizations to enlist their support, involvement and understanding of police problems, mainly in areas of traffic regulation, injured persons, forming up of queues, conduct of sports and cultural events. Occasional classes and printed material to help understand basic law would be very rewarding exercise. These should be a part of systematic programme and not to be treated as formalities like occasional rallies or festivals.
13. Every Constable and police officer must avoid any rude behavior at all costs. There is no place for rudeness in police work. There

is only firmness for an offender and courtesy for the law-abiding citizen.

14. Never employ third degree methods. Respect and uphold human rights in handing cases.
15. Show utmost consideration to children, women, old persons, poor people, weaker sections and those who come for protection and help.
16. Ensure to hand over recovered stolen property to court and the complainant should be kept informed and not made to run around the police station and the court unnecessarily.
17. Do not allow touts and brokers around the police station.
18. Do not allow any outsider to do police work like filling up records or typing etc. If any temporary person is to be employed on a contract basis it should be under relevant rules and proper authority.
19. Give information promptly of all good work done even if the media is not aware of it. Project the officers who did the work.
20. Eve-teasing and activities of local goondas badly reflect on police. Always take tough action under the law to bind them over or punish suitably. The action should be swift and effective.

21. Prompt punishment of offenders in cases improves confidence and brings more cooperation from the public. Pursue cases vigorously.
22. Follow the rules of conduct scrupulously to avoid complaints of non-registration of cases, rude behaviour and lack of integrity.

### **Care and custody of Arms and Ammunition**

- 79-1. The SHO and in his absence the officer holding the charge of the police station will be in charge of the arms and ammunition in the police station. The arms in the police station shall be kept secured in an arms rack by means of a chain fastened with a lock. The ammunition shall always be kept in a locked box. The Station Writer when present in the station or, in his absence, the guard officer shall keep the keys of the rack and ammunition box in his custody. The Station Writer or the guard officer shall, when taking charge of the keys, check, the arms and ammunition and satisfy himself as to their correctness. An entry to this effect will be made in the general diary both by the officer handing over the keys and by the one receiving them. The officer in-charge of the station for the time being shall also check the arms and ammunition whenever he takes charge of the station general diary and satisfy himself that they are correct.
2. An arms register( form No. ) should be maintained in the police station, noting there in the number and name of the Constable or Head Constable or officer to whom, each weapon is issued and obtains his signature against the entry. The officer to whom the weapon is allotted shall be responsible for its upkeep and cleaning etc. He should use the weapon allotted to him for the

annual practice or wherever it is to be carried in the performance of his duty.

3. In extremist affected areas, all the members of the station guard should always carry rifles and sufficient ammunition with them especially in the night.

### **Cash chests of other departments**

**80-1.** The Cash boxes or chests of any Government department, local body, and bank may be accepted for temporary safe custody in the police station. The SHO should ensure that the boxes are securely locked and sealed before they are accepted. Because the police are responsible for the seals and not the contents. The sealed boxes should be accepted only on a letter of authority from the local head of the Institution delivered in person. The SHO before accepting any such boxes should cross check with the head of the Institution concerned on telephone if the officer himself has not personally come with the boxes. As most of the banks have their own cash chests and have their own security there may not be any need for the cash chests to be brought to the police stations.

2. The same procedure should be followed in respect of question papers or ballot papers, which are brought for safe custody by authorized persons to the police stations. These boxes should be secured in the same manner as is done to secure the police arms and ammunition or cash.

### **Lathies and Fire Arms**

**81-1.** Police Constables and Head Constables who turn out for dealing with crowds, bandobust duty, patrols in beat areas (when rifles

are not taken), and on any occasion in which a lathi may be required for self-defence, should always be armed with lathies of prescribed specifications. In disturbed and terrorist areas firearms should be carried.

### **Fire Fighting Equipment**

**82-1.** In police stations where hand fire pumps or other firefighting equipment are provided, the police should be instructed in their use. All Policemen should be trained in fire fighting and made familiar with use of modern firefighting equipment.

### **Necessity of prompt dissemination of information**

**83-1.** The prompt dissemination and exchange of information is one of the most important duties of police and must receive the close attention of officers of every rank.

2. Station House Officers shall be responsible for the prompt circulation of lists of property lost and descriptions of absconding offenders to stations where they are likely to be useful. It is most important that the inter-State border check post should be given the very earliest intimation to be on the lookout for absconding offenders or the perpetrators of any particular crime.

### **Criminal Intelligence and Information**

**84-1.** Intelligence is the most basic and necessary input for police work. Timely intelligence and information can help in the

prevention, detection of offences and maintenance of peace and order. Prompt intelligence is necessary to take preventive steps in avoiding commission of offences, to put down terrorist violence, communal or caste troubles or to apprehend absconding offenders. It should therefore be promptly gathered, documented, analyzed and used in time.

2. The beat Constables and other police officers in the station are responsible to gather correct information by intelligence and pass it on to the SHO from time to time relating to movement of prisoners or suspicious character or relating to any other criminal activity in the locality. The SHO on verification of information should send a consolidated report on day-to-day basis and send to the DCRB directly by Fax or Radio marking a copy to his superiors.

### **Report of probable presence of habitual criminals**

- 85-1. In every case of crime against property, a crime card in Form shall be sent by the Station House Officer of Police Station to the District Crime Records Bureau. For the crime details Form No.        may be used instead of the crime card. Such forms should also be sent to the Sub-Divisional Officer and to the neighbouring police stations in the district, as also to the bordering stations of adjoining districts. If the offenders are from outside, prompt information should also be sent by wireless, fax or telephone, to the neighbouring police stations and inter-State check post/police stations. Station House Officers who receive the information, whether by crime card, radio or wire, or telephone will immediately institute the necessary enquiries and with the least delay, report the result

by radio or telephone, fax or memorandum to the station from which the information was sent. These replies will be filed with the concerned case diary

2. Crime cards or radio, fax messages received in a station from other stations shall be retained for two years.
3. The intelligence about the presence of criminals or gangs or activity, which suggests commission of a crime with details available, should be promptly reported on the same day to the DCRB as part of the daily report of crime and information. In urgent cases the information should be communicated to the concerned as indicated above.

### **Criminal Investigation Gazette (CIG)**

**86-1.** The monthly crime and occurrence sheet of every police station and DCRB is circulated to all Police Stations in its jurisdiction and to the neighbouring Police Stations as well. This contains inter alia (a) Notices of property stolen; (b) persons who are out of view; (c) persons who have to be arrested; (d) known depredators who have dispersed and are out of view and intelligence regarding movement of signals or criminal activity noticed during the week. Full use therefore shall be made of this media for dissemination of the above information. If it is intended that wider publicity beyond the district or neighboring stations is required, the matter may be sent in the prescribed proforma for publication in the Criminal Intelligence Gazette.

2. **Notices to be sent to other districts:** Notices and intelligence, which require immediate publication without any delay, should

be circulated forthwith in the districts. The number of copies of such notices required should be obtained on photocopier and sent.

3. **Notices of disappearance of individuals:** Notices of the disappearance of individuals should be published only when the circumstances of the disappearance give rise to suspicion of foul play.
4. Criminal Investigation Gazette shall cover not only cases of property, but also cases relating to bodily offences under other laws where identity of the accused or identity of missing or died person is necessary. Details of stolen automobiles, arms, explosives and ammunition, property seized or lost should also be sent for publication in C&O sheet or CIG as per relevant guidelines.
5. The CIG consisting of C&O sheet, crime cards or crime details forms, or other information should be gone through by the SHO who should study the priority, read over to his subordinates and discuss with them during training classes. The SHO should also detail officers to pursue specific information promptly.

### **Communication of intelligence to areas beyond the State**

- 87-1** SHO should send information on intelligence to the areas beyond the borders and similarly act upon the information received from those areas relating to the suspected persons, habitual criminals, organised criminal gangs, hired goondas, person disposing stolen property from within and outside the borders.

2. Analysis of information is therefore important in cases where immediate action is called for soon after the offence, sometimes requiring road checks and barricades to save life or to get at criminals on the run, after a ghastly offence. The information required, or as much of it as possible, particularly about persons, their description and photographs if available should be sent to all border areas even while taking action within one's jurisdiction. It is such response mechanism to various situations that should be part of training in the Police Station, so that when situation arises the police are able to effectively intervene and close all options of escape to the fleeing criminal.

- 3.** The prescribed format should be used for communication of all information and intelligence even if it is by telephone and record kept of information circulated. Unplanned and blind dissemination of information without proper assessment and need leads to flooding every Police Station with all kinds of information, resulting in loss of focus and priority. The orders and guidelines issued herein therefore should be read in that spirit. For example, if a murder case accused is known and his specific hide outs are also known to the Station House Officer they should proceed at once, take assistance from the concerned for his apprehension carrying all details and letters with them needed for securing help. There would be no purpose in such a case, to send out any lookout notice all round either by radio or fax etc. In the same case if accused is known but no specific information about his whereabouts are available but there is a probability of his being available in a particular area of a PS in this State or outside information and all details as prescribed should be sent to that concerned Police Station and officers. If he has disappeared with no clues whatever then the question of general broadcast or sending out

all information to various authorities arises.

4. Collection, recording reporting, and dissemination of criminal intelligence is not for its own sake. Its objective is to operationalise specific procedure relevant to each case. The responsibility of supervision rests with SDOs and SsP ensure compliance and give a proper direction.

### **Deployment of Plain Clothes Men**

- 88-1** Personnel of the district, deputed to look out for bad characters at large and busy taxi stands & Bus stand may, at the discretion of the Superintendent of Police be allowed to wear civilian clothes. For surveillance and shadowing duties, trained personnel in appropriate civilian clothing may be deployed.

### **Roll Call**

- 89-1** Every evening at 1700 hours duties for the next 24 hours shall be detailed. A roll call shall be held at 1700 hours every day, which should be attended by all Police Officers who are not out on duty. Those who are out on duty shall ascertain their duties for the next 24 hours on their return to the station. This order shall apply to personnel of all police stations. The roll call time should also be utilized for a quick briefing and exchange of information or communication of instructions.

### **Duty Roster**

- 90-1.** A duty roster in Form shall be maintained in all rural/town stations. Entries should be made as soon as the personnel are detailed for duty, which ordinarily will be at 1700 hours for the

ensuing 24 hours.

2. All Police personnel should start their duties normally from the station itself and not from their houses except when called upon for emergency duty or instructed to proceed from house straight to a place where he shall report to the officer on the spot. Such deviations from procedure should be recorded in General Diary. They must, on return from duty report at the station before going home.

### **Check posts**

**91-1** The checkpoints are set up as a temporary measure or on semi-permanent/permanent basis to conduct a thorough check of vehicles or persons passing through or coming in at a particular place on a highway, path or road. They may be armed or unarmed depending on the purpose on which the checkpoint is set up. The officer in charge of the checkpoint generally will be a Sub-Inspector/ASI or a Head Constable. Whenever the checkpoints are set up its records and management should be the same as for an outpost. The upkeep of arms and their security should be done in accordance with the guard rules and the procedure laid down for the safe custody of the arms. The following guidelines are issued for the setting up and management and work relating to the checkpoint.

2. The place where the checkpoint is to be set up should be surveyed and the selected site should provide sufficient place for outgoing and incoming vehicles to be parked conveniently. The vehicle should not be allowed to be parked too close to each other. The persons in the vehicles should also not have an

opportunity of gathering into a crowd at one place.

3. The checking arrangements should be streamlined to serve the specific purpose for which the checkpost is set up. The personnel who are to check the persons travelling in the vehicles should be thoroughly aware of what they are looking for. If they are looking for persons they should be briefed on the descriptive particulars or photographs as the case may be. If they are looking for properties, weapons and other objects it should be ensured that the frisking or searching are done systematically.
4. Where physical assault or use of firearms is anticipated there should be separate armed policemen covering the search operations without being involved in it. Security cover should also be provided in the form of an additional Sentry to cover the checkpost itself.
5. The checkposts should be equipped with strong metal barricades to regulate and ensure orderly flow of traffic as also to stop any vehicle. The metal barricade should be painted with fluorescent paint preferably red and white/yellow for easy identification in nights. A vehicle should be provided for chasing an errant vehicle or a person who tries to escape.
6. As checkposts are intended for search and seizure, the composition of a checkpost should contain both armed and civil policemen.
7. A temporary shelter preferably a pre-fabricated structure should be put up whenever a checkpost is opened with the arrangements for

water and food provided at the camp. Tents may be used for living accommodation.

8. Communication link preferably mobile wireless sets or cell phones should form part of the equipment of the checkpost.
  
3. The setting up and running of checkposts at short notice should be planned and rehearsed during normal times for all large towns and districts. SP should visualize the different situations and plan in advance for the setting up of checkposts and fix responsibilities for the same.

### **Armed Outposts**

**92-1** Armed out posts are set up to deal with violent and terrorist groups operating in remote areas. The duties and functions of these outposts shall be as determined by the Director General of Police and the instruction issued from time to time. The method of setting up of armed out post the strength and other equipment to be provided is detailed below.

1. The strength of an armed outpost should not be less than 1 platoon.
  
2. The arms and ammunition issued to the personnel of an armed outpost should be of such kind and quantity so as to defend it from any attack by armed terrorists.
  
3. The police station should provide specified number of police officers to form part of the armed outposts to work as guides and otherwise

assist the officer in charge of the outpost in his tasks.

4. A temporary structure, which provides for accommodation for the personnel as also for the weapons and other equipment should be set up. Proper fencing, lighting and security arrangements should be built into the campus. There should be sufficient space inside the campus for exercises, drill and other training activity.

5. Transport and communication facilities have to be stationed at all times. A HF wireless station additionally apart from mobile wireless and telephonic communication should be provided.

6. Self contained boarding arrangements and the staff required for the purpose should be part of the establishment. There should be no dependence for any supplies on any local village. All requirements should be procured periodically from the nearest town by paying the market price.

7. The senior officer in charge of the area has to assign the tasks including the task of collection of intelligence and method of performance of duties including raids, combing, and search and seizure operation from time to time.

8. First aid and necessary medicines should be provided for emergencies.

9. The police stations will be responsible for providing necessary support and assistance to the checkpoints and armed outposts which are set up

in their jurisdiction. The SHO of the concerned police station should be in close touch with the officers in charge of the checkposts/OPs and keep the SP informed of all developments from time to time. The SDPO has an important responsibility to personally ensure coordination and supervision over the work of the OPs and the checkposts subject to the orders and instructions of the senior officers conducting the field operations.