

No. C3/6591/2011

Police Headquarters
Kerala, Thiruvananthapuram-10

Dated: 22/ 01/2011

CIRCULAR No. 04/2011

Sub: Police Station Routine- Weekly Station Work Review- Orders – Reg. -

All staff of the Police Station must have a clear idea about the important tasks being performed by the Police Station as well as important matters pending with the Police Station. This is necessary to ensure that the duties entrusted with the Police Station are discharged effectively.

II. The following matters relating to the duties to be performed by police within the Police Station limits have to be known to every Police officer working in the Police Station:-

1. Important changes in law and procedure.
2. Circulars and general instructions issued by superior officers from time to time.
3. Unlocated accused in cases investigated by the Police Station about whom the Investigating Officer needs assistance and information from other police personnel.
4. Important forthcoming Law & Order duties, Festival Bandobust, VVIP visit, sporting and cultural events requiring police coverage and general police vigilance.
5. General possibility of communal or sectarian violence arising in the locality and general vigilance required in such matters.
6. Known Rowdies, Known Goondas, Security Suspects and History Sheeters resident within the station limits.
7. Look out notices for Missing persons and criminals received from other jurisdictions.
8. Look out notices for properties wanted in crime cases.
9. Absconding accused in cases of own station and important cases of other stations.
10. Matters relating to prevention of crime and police patrolling.

11. Matters in which the entire station staff must exercise due vigilance with regard to ensuring the safety and security of the public.
12. Pending items of work which are extremely important in which all should contribute their share of work or attention.

III. For informing and discussing the above matters there will be a weekly meeting of all station staff every Tuesday at 7.45 A.M. This will be attended by all members of the station staff. The meeting will be called Weekly Station Work Review Meeting. This meeting will replace the morning routine on Tuesday as prescribed now.

IV. The Station Work Review Meeting will be conducted by the Station House Officer who will explain matters relevant to all the points specified above. All the staff will sit together, clear doubts as well as take notes on instructions and information. The meeting will not discuss any administrative matter or personal grievance but will be a purely professional conference relating to the tasks entrusted with the Police Station and the dissemination of information pertaining to that among the staff.

V. All members of the station staff shall keep a personal diary in a 200 page notebook separately for every year in which notes on matters informed and discussed during the Weekly Station Work Review will be entered by every officer. Superior Officers will periodically check up this Work Review Meeting diary.

VI. Nothing in this circular must be deemed to modify the need for maintaining confidentiality with respect to matters relating to intelligence or with regard to matters of an operational or investigative or administrative nature where confidentiality is officially or necessarily desirable or required.

VII. Every SDPO and every CI Shall attend the Work Review at one of the Police stations in his jurisdiction on at least two Tuesdays in month.

DIRECTOR GENERAL OF POLICE

To

All Officers in List 'B' for information and necessary action.

Copy to : CAs to DGP/ ADGP(HQ)/ IGP(HQ)/ DIG(Admn)/ AIG-I/ AIG-II/ AIG(PG)/ SP(Spl. Cell).

" Stock File / Records / Circular / Confidential Section.