

POLICE



DEPARTMENT

**No.E4-49409/2014/PHQ**

Police Headquarters,  
Thiruvananthapuram  
Dated. 06-06-2014

**Circular No.11/2014**

Sub : Duties of CPO / SCPO(G) / ASI(G) / SI(G) - Instructions issued - regarding.  
Ref : 1 GO (MS) No.142/2006/Home Dt.22/08/2006.  
2 PHQ Circular No.15/2006 Dt.15-09-2006.  
3 GO (MS) No.195/2010/Home Dt.03-09-2010.

It is noticed that in certain issues there are doubts with regard to the duties and responsibilities of CPOs/ Grade Designated Police Officers. For this the following guidelines are issued.

Civil Police Officers/Senior Civil Police officers(Grade) /ASI(Grade) /SI(Grade) will perform such Police duties as they may be ordered by the Principle SI (SHO) or by any of the hierarchical superiors.

**1 (a). Maintenance of Law & Order.**

- (b). Crime prevention.
- (c). Arresting offenders on warrants issued by Courts.
- (d). Apprehending offenders if they are indulging in criminal activities.
- (e). Serving of summons and other process of Court.
- (f). Escorting and Guarding of prisoners.
- (g). Guarding treasure or private or public properties.
- (h). Exercising such powers as listed out in Kerala Police Act.
- (i). Daily Beat duty.

**2.** On the occurrence of any crime for which the police may arrest without warrant, constables should at once act without waiting for orders and should make an immediate report and were practicable in writing, for the information of the nearest superior Police Officer.

**3.** The CPO / SCPO(G) / ASI(G) / SI(G) are bound to carry out the duties allotted to them to the best of their ability and have humane qualities in dealing the general public/senior citizens/children/women.

**4.** The CPO / SCPO(G) / ASI(G) / SI(G) available must quickly reach the scene in order to extinguish it and save the human life and property.

**5.** They must avoid obscene language while dealing with general public/senior citizens/children/women.

**6.** They must behave respectfully with all the general public/senior citizens/children/women.

**7.** CPO / SCPO(G) / ASI(G) / SI(G) must have a through knowledge of their duties and they must be able to take up the task allotted to them promptly. CPO / SCPO / ASI(G) / SI(G) must be courteous and considerate to the public, and they must realize that the Police force exists for the service of the general public/senior



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citizens/children/women and they should be addressed in polite words.

8. They should be encouraged to maintain a personal note book, wherein they may note the descriptive particulars of wanted persons, property lost and other important matters which they have to remember.

These instructions are issued only as guidelines to the existing provisions of law, Standing orders, Govt. directions and court directions on the subject.

Sub Divisional Police Officers/Inspectors concerned are directed to watch the above instructions are strictly complied in Police Stations. If any complaint received against the above instructions / any laxity in complying the above instructions, the SDPOs / Inspectors will be held personally responsible for the lapse.

To : All Officers in list "B"



K S Balasubramanian IPS  
State Police Chief

Copy To : CAs to all Officers in PHQ  
All SS ,JS and,E2 and E5 seats.  
Circular Register / file, stock file and Records



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