

Circular No. 13 / 2009

Sub : Police Information Centre at Police Headquarters – Reg.

Ref : (1) Letter No. C3/3695/09 Dated. 06.02.2009 from DGP to Govt.
(2) GO (Rt) No. 707/09/Home Dated. 02.03.2009.

In order to ensure public awareness about the functioning of the Police Department, sanction has been accorded to create a Police Information Centre at Police Headquarters, Thiruvananthapuram.

II. The objectives, functions, command and control, location and general activities of Police Information Centre are the following:-

(A) OBJECTIVES

1. Project the Police Service in a realistic manner focusing on the capabilities it possesses, the legal limitations it suffers from and the services it offers/delivers.
2. Clarify the role of Police Department in sensational cases.
3. Project achievements of the Police in general.
4. Raise security awareness among the general public.
5. Raise legal awareness among the general public.
6. Educate Public on Public Safety requirements.
7. Function as a Resource Centre at the time of natural calamities and other similar situations.

(B) FUNCTIONS

Media briefings will be held at the Information Centre starting from a date to be fixed after completing all the preliminary work. Media briefings will be to

1. Clarify or explain Police stand on sensational matters.
2. Highlight achievements of Police in any area.
3. Highlight new ventures aimed at improving policing / service delivery.
4. Educate Public on actions of Police.
5. Inform the Public regarding Public safety / Police bandobust etc.

The Information Centre will not disseminate any information on the following :-

1. Intelligence & Security matters.
2. Details of Investigation except fact of registration of the case, arrest of the accused, laying of charge sheet etc.
3. Matters under discreet verification.
4. Confidential communications meant for internal circulation.
5. Disciplinary action against individual Officers.

The spokespersons will only give information on approved matters on specific issues. Media briefing will not be conducted as a Press Conference where all questions are immediately answered. Only basic clarifications relevant to the issue under briefing are to be given without touching on any policy matter or any other connected issue. If any new matter is raised as a follow up of any briefing, then the answer, if any, need be given only on the next day. The Information Centre or its spokesperson is not under any obligation to answer every question immediately and can always reserve answers.

(C) **COMMAND AND CONTROL**

The Police Information Centre will function under the direct supervision of Director General of Police, Kerala.

1. The information centre will be under the administrative control of an officer designated by Director General of Police.
2. The Director General of Police will select a panel of 3 or 4 spokes persons for six months at a time.
3. Matters on which the Information Centre should issue bulletins/clarifications etc. will be decided by Director General of Police.
4. A Group consisting of Additional Directors General of Police in charge of Administration, Intelligence and Crimes will assist the DGP in dealing with and deciding the nature of Police response on any controversial / sensational issues.
5. A Committee comprising of IGP (Int), (IGP (HQ), IGP (Traffic), IGP (Cr. Br.), IGP (Tr. Range) and AIG (PG) of which IGP (HQ) will be the Convener & AIG (PG) the Executive Secretary will supervise the functioning of the Information Centre. They will individually and collectively co-ordinate information availability in the Information Centre on all important issues which come under public attention.
6. A Reserve Inspector / Armed Police Inspector will be in charge of the Information Centre and will function as the Caretaker of the Centre.

(D) **LOCATION**

Information Centre will be located in the Police Headquarters New Complex Building at the Command Centre.

(E) **GENERAL**

1. All Units, particularly the SPMR, the Range Inspectors General and all Unit Heads will constantly update the Information Centre on matters which project the Department in a positive light and also on issues/incidents which become sensational or which needs clarification from the Department.
2. Vital Statistics regarding Police will be available at the Police Information Centre.
3. Hi-Tech Cell will give all digital support to the Information Centre.

III. All Unit Heads are hereby instructed to start collecting details of activities of their respective unit which can form a permanent reference data bank on the past and current activities of their unit. They should complete this work within the next sixty days.

IV. **Asst. Inspector General of Police (Public Grievances), Police Headquarters** will take action to create proper facilities at the Command Centre for the functioning of the Police Information Centre. This activity may be completed within the next month with appropriate instruments and equipments installed.

V. The Police Information Centre will start functioning from **1st of July 2009** at the latest.

**Director General of Police
Kerala**