

Circular No. 21/2013

Sub: Acquiring CDRs for investigation of crimes – instructions issued- reg.

Ref: Police Headquarters Circular No.5/2013 dated 25/2/2013

Detailed Guidelines regarding acquiring CDRs for investigation of crimes had been issued vide the Circular cited as reference. It is noticed that the number of CDRs taken during the current year is huge and it is very likely that a considerable number are taken for non-essential purposes. In this regard the following instructions are issued to prevent misuse.

- 1) The CDRs will be provided only with the written consent of the Unit Head or the Authorised Officer.
- 2) The Unit Head or the Authorised Officer should ensure that his email ID and password are not disclosed to subordinate officers and in case of necessity only his personally authorised personnel or designated personnel of the Headquarter Cyber Cell should be permitted to handle the e-mail ID.
- 3) All requests from subordinate officers should be routed through the Sub Divisional Officer or the DySPs concerned to the Unit Head with their written recommendation.
- 4) Wherever the DPC or the Unit Head is unavailable to approve such an urgent request, request for CDR should be given personally by the Sub Divisional Officer/DySP concerned. If the request is oral, the DySP/Sub Divisional Officer should send the written requests to the Unit Head within 24 hrs without fail.
- 5) All such requests should be ratified by the Unit Head within 3 days of initiating the request to the Service Provider.
- 6) The purpose of taking a CDR should be mentioned by the requesting Officer to the Service Provider.
- 7) It should be made clear that if a CDR is leaked unauthorizedly, it will be presumed that it was done by the officer who requested and receive it.
- 8) If any copy of CDR is taken, for sharing the details it will be crossed diagonally so that any further copies made can be identified.

9) The format of the CDR should not be changed while copying or sharing.

10) The DPC/Unit Head should conduct a verification of all the CDRs requested for during his Monthly Crime Review and ensure that the requests are made for genuine purposes and that data obtained was used properly.


STATE POLICE CHIEF, 118/13
KERALA

To

All Officers in List 'B'

JS 'T' for necessary action

Copy to : CA to all Officers in PHQ
: RAC/Circular Book/Records/Stock File