

KERALA POLICE STANDARD OPERATING PROCEDURE



SOP
SERIES
06

STATION HOUSE MANAGEMENT



KERALA POLICE
STANDARD OPERATING PROCEDURE



STATION HOUSE MANAGEMENT

PREFACE

Kerala Police working under the motto “**Mridu Bhava Dhrida Kruthye**” (Soft in temperament, Yet firm in action) is committed to achieve the highest level of citizen satisfaction, by striving to provide world-class quality of Police Services through prompt redressal of grievances, transparent and fair enforcement of law, maintenance of order by protecting citizen rights and individual dignity and incessant endeavour to enhance public safety. “The Standard Operating Procedure for Station House Management” is a standard basic norm for the management of Police Stations and the ideal behavior to which every member of the department shall be held accountable. It is a focused attempt to bring together in one exhaustive document, a recording of relevant available laws, circulars, best practices, resources, tools and operating procedures on the Police Station management. This resource document has been developed in an effort to ensure that the Police Official have the basic knowledge , understanding and experience in the Station House Management and other relevant legislation on this field. Therefore, this SOP is a brief and quick reference material of the laws and procedures of optimal importance to officers working at Police Stations. In order to achieve excellence, every Police official bear the following Code of Ethics in their mind –



“As a Law Enforcement Officer, my fundamental duty is to serve mankind; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all persons to liberty, equality and justice.”

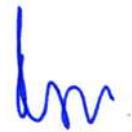
I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided in me in any official capacity will be kept secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromises for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favour, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith and I accept it as a public trust to be held so long as I am true to the ethics of Police Service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession - Law Enforcement."

People expect that Police officers treat them with respect, behave decently and uphold justice. All members of the Police force should strive hard to meet these expectations.

With warm regards,



LOKNATH BEHERA IPS
DGP & State Police Chief, Kerala

STANDARD OPERATING PROCEDURE FOR
STATION HOUSE MANAGEMENT

GENERAL CONTENT

Chapter	Topic	Page No
1	Police Stations- A Citizen Friendly Service Delivery Units	1-6
2	Functions of a Police Station.	7-12
3	Police Duties and Responsibilities.	13-81
4	Police Station Duties and Verticals	82-93
5	Coastal Police Stations.	94-102
6	Official Police Records.	103-152
7	Petition Enquiries and Reports.	153-159
8	Arrest, Search and Seizure.	160-184
9	Court Craft	185-202
10	Model Police Station Facilities	203- 213
11	Parameters for the selection of Best Police Station	214-218
12	Code of Conduct	219-222
13	Police Job - A Professional Job	223-229
14	Crime & Criminal Tracking Network and Systems (CCTNS)	230-232
15	Community Closed Circuit Television (CCTV) Surveillance Cameras	233-236
16	Community Policing & Best Practices	237-256
17	Important Circulars & Executive Directives	257-267
18	Photos	268-282

CHAPTER-1

POLICE STATION - A CITIZEN FRIENDLY SERVICE DELIVERY UNIT

The Indian Police Station is the most important part in the administration of justice in India. Police plays a vital role in the society and is the front- runner in protecting and promoting the welfare and well-being of the citizen. Police Station is the most important unit of the Police organization. It is the hub Centre of all Police activities. A person, while in need and difficulty, comes to the Police Station and thus, this is the first contact point of people with Police. Police Station being an approachable point and frequently visited place by people, plays a very vital and significant role in providing relief to the people in need, and thereby, contributing in a big way in building positive image of Police along with creating positive, cordial and reciprocal Police community relations, which happen to be so essential for effective and efficient Police functioning. Significance and Functioning Police Stations symbolize the presence of the Police organization in the community and provides an assurance of security to the people in general. The public can rest at ease believing that there is a place that provides safety, security, relief, help and assistance to them in their hour of need.

‘Citizen friendly, Citizen centric Service delivery unit’ means a facility that exists for the public to which public can have free access and on which public can have confidence and rely upon sense of safety & security, hassle free living and dignity of the citizens. The word **‘Public’** means and includes all persons irrespective of caste, creed community, gender, status etc. **‘Facility’** means that which facilitates, which helps or comes to the aid of public. Police Station is a public facility which means that Police is an agency that is in the service of the people in order to help them in times of need. Hence, Police should have public trust. Police Station is **a public facility** which is characterized by the following functions listed below.

- i. Police Station functions round the clock like a hospital. The Police Station is kept open **24** hours for the simple reason that anybody in

need of its services at any point of time, day or night, can indent upon and count on its services (**24X7** for **365** days).

- ii. Police is given **uniform**, the main reason being even in large gatherings or in difficult situations they can be easily identified by the people as one who could be approached for help.
- iii. Apart from clothing in uniform, Police is clothed with **legal powers** particularly of arrest, search, seizure and entry into premises on the spot, the intention being that, in the interest of justice Police should not be handicapped in taking measures needed quickly on the spot.
- iv. Policeman is **trained** not only in law and policing skills but also in first aid, emergency relief, fire fighting, swimming etc., again for the purpose that the Police should help the people in times of emergencies.
- v. **Discipline** is the backbone of the Police. There is a lot of emphasis and discipline right from training. The basic purpose being that an agency and its officers who are to serve the people have to be disciplined themselves otherwise personal prejudices may adversely affect the nature of service and the interest of justice.
- vi. There is a **Code of Conduct** specifically prescribed for the Police. Not only in India, the Police organizations, of all countries have a Code of Conduct. Even the United Nations has evolved a Code of Conduct for law enforcement agencies. **Service to public is the most important one in all the above Codes of Conduct.**

The question we have to ask ourselves is **‘Is our Police Station a Citizen friendly service delivery unit?’** If the answer is in the negative, we have to do some soul-searching and initiate remedial measures as otherwise we are not fulfilling the basic purpose and are failing in getting public trust.

The following are some of the basic things that should be ensured if the Police Station is to serve the purpose of being a citizen friendly public facility:

Free accessibility

As people freely and confidently walk up to a Hospital, a Post-Office or a Bank to get their things done, so should the victims, complainants or aggrieved people, be able to walk up to a Police Station without any restriction/hesitation. We often hear political leaders including Home Ministers and Chief Minister complaining that even today people with genuine grievances are afraid of going to a Police Station. **If a victim or a complainant is afraid of going to a Police Station, it negates the very purpose of sanctity of a Police Station.** Somehow over the years we have created an impression that people are not welcome at the Police Station and those who come would, be ill-treated. In some stations, the Police Station staff scare away even people who are innocent and legitimately pass by the pathways around the Police Station. This has to be changed by deliberate efforts on our part.

For this, the Station staff has to be properly attuned to constant briefing that those who come to the Police Station for lodging a complaint or for making a representation or for some help should be allowed free access and should be courteously treated.

Help Desk/Reception

Earlier in Police Stations the reception was unpleasant, for those who visit the Police Station. Apart from not having a place where a visitor can go and be seated till he is called in, if the visitor is ignored, it will adversely affect upon the Police. To overcome this, now all Police Stations had **Reception** or **Helpdesk**, a suitable place to which the visitors are automatically guided by duty women constable or sentry Police constable. Every Police Station has a furnished and earmarked, computerized, trained women staff in the reception. A Visitors Book is also kept in the reception, to take feedback from the public.

Registration of cases

A common complaint against Police is that even when some incidents or an emergency is reported to the Police Station either on telephone or in person, the Police **do not respond** by reaching the place of incident within a reasonable time, if not at once, since all Police stations are provided with **patrol vehicles** by the Government. It is

regretted that if only Police had responded immediately, a life would have been saved or further damages would have been averted.

Human touch

Since most of the visitors to the Police Station are aggrieved persons or victims, they are under emotional stress. They expect the Policeman to understand their predicament and give emotional support by way of empathy and sympathy. It is again a common complaint that instead of getting empathy, most often the way Police treatment further aggravates the emotional strain, making them repent as to why they had come to the Police Station. Human touch in the dealings of the Police with people would go a long way in making people feel that the Police Station is a public facility and a citizen friendly service delivery unit.

Rendering help

Police Station staff is supposed to know about the important people, places, their location, addresses and information about whom a person should approach in a particular case. When such people approach the Police Station staff, they should be in a position to give correct information or advice. Every Police Station is supplied with a first aid kit, and if the injured is given first aid at the Police Station in a caring manner, that speaks volumes about the Police.

Petition management service

Providing the public a transparent as well as an accountable policing service in all means, where the citizen will be provided with definite acknowledgement for each and every representation they make. It provides the opportunity for the complainant to question or know about the activities of investigation undergoing.

In short, unless the Station House Officer (First level manager) and the Police Station staff are attitudinally oriented with 'service motto' and, firmly believe that Police Station is a citizen friendly public facility it would be difficult to improve Police image.





CHAPTER-2

FUNCTIONS OF A POLICE STATION

Functioning of Police Stations symbolize the presence of the Police organization in the community and provides an assurance of security to the people in general. The public can rest at ease believing that there is a place that provides safety, security, relief, help and assistance to them in their hour of need. The Police station is the basic and most important unit of Police administration as it is the platform for interaction between the community and the Police. A Police Station is the most visible and approachable place, as the people can come and voice any and every kind of help, assistance or relief that they may need. Some of the main functions of a Police station include registration of FIRs, dealing with cognizable and non cognizable offences separately, properly clarifying the queries of the victims or other civilians, recording statements of the accused and the complainants, making the citizens aware of their rights and duties, and also to the people who are under arrest in the police station. Above all these, the most important function is to ensure safety and security within its jurisdiction by having friendly, cordial and harmonious relations with the various segments of the societies and building positive image of the Police.

The Code of Criminal Procedure, 1973 Section 2(s) defines Police Stations. **“Police Station”** means any post or place declared generally or specifically by the State Government, to be a Police Station and includes any local area specified by the State Government in this behalf. A Police officer of such rank as may be fixed by the Government and designated as the Station House Officer shall supervise the functions of each Police station and that officer shall be the officer in charge of the Police Station. The Government shall, subject to the resources available, ensure that every Police Station has adequate manpower and infrastructure facilities to provide basic Police services to all who need the same. The facilities shall include sufficient infrastructure for all Police personnel attached to the Police station to discharge their duties efficiently, reception area for public with adequate facilities, sufficient storage space for the safe

keeping of articles in custody, official records, arms and ammunition, sufficient facilities for the safe custody of the accused and those in custody, proper communication facilities, sufficient mobility, sufficient equipment including security equipment, electronic devices, and forensic equipments to discharge adequately the lawful responsibilities entrusted to the officers of the Police Station. The State Police Chief shall arrange to review every year the adequacy of facilities available in every Police Station in the State and take steps to establish facilities which conform to proper standards. Citizens have the right to efficient Police service.-All citizens shall have the right to efficient Police services from any Police Station.

The Police Station is an embodiment of Police administration and each and every duty, activity, role and function expected to be performed by Police administration is executed and carried out by the Police station. Following are the important functions performed by every Police station.

1. Handling and dealing properly with the complaints received at the Police station.
2. Providing adequate relief, advice and guidance to the people visiting Police Station.
3. Registration of cognizable offences on the reports received.
4. Taking appropriate action on the reports pertaining to non-cognizable offences.
5. Prevention of crimes by adequate and efficient use of crime prevention measures likes beats, patrolling, ambush, raids, searches and preventive arrests.
6. Speedy, impartial, competent investigation, detection of cases by quick visit on the spot of crime, collection of evidence, recording of statements, arrest of accused persons and by putting the cases before the concerned Court.
7. Serving the processes actively and quickly.
8. Proper and flawless maintenance of the various records at the Police Station.

9. Handling of various law and order situations, demonstrations, agitations, processions and strikes etc.
10. Maintenance of peace, and tranquility in the area.
11. Ensuring safety and security in the jurisdiction.
12. Attending to various regulatory duties and social gatherings.
13. Executing various ceremonial, VIP and protocol duties.
14. Intelligence collection
15. Protection of human rights and the interests of the weaker sections of the community.
16. Ensuring friendly, cordial and harmonious relations with the various segments of the societies and building positive image of the Police.
17. Playing a positive and effective role during any disaster and natural calamity.
18. Other miscellaneous and contingency duties required by the exigencies of administrative, policing and other demands of the circumstances.

Rights of the public at a Police station.-

- (1) Subject to reasonable practicality all persons shall have the right to receive lawful services from a Police Station and for peaceful entry and reception at any time at any Police Station.
- (2) Any member of the public shall, subject to reasonable restrictions, have the right to meet the officer in charge of any Police Station and to give information on matters and this right shall not be denied without sufficient reasons.
- (3) Every Police Station shall have the facility for women to submit complaints with privacy in the presence of women Police.
- (4) Any member of the public shall have the right to receive a receipt acknowledging the complaint given by him and to know the stage of the Police action or investigation in respect of the complaint.
- (5) The substance of any complaint made orally or in writing by any member of the public in a Police Station shall be entered in a chronologically and contemporaneously maintained permanent register kept at the Police Station.

(6) Any citizen shall have the right to know whether any particular person is in custody at the Police Station.

The functions of the Police.-

The Police Officers shall perform the following functions, namely:-

- (a) To enforce the law impartially;
- (b) To protect the life, liberty, property, human rights and dignity of all persons in accordance with the law;
- (c) To protect the internal security of the nation and act vigilantly against extremist activities, communal violence, insurgency etc.
- (d) To promote and protect arrangements ensuring public security and maintain public peace;
- (e) To protect the public from danger and nuisance;
- (f) To protect all public properties including roads, railways, bridges, vital installations and establishments;
- (g) To prevent and reduce crimes exercising lawful powers to the maximum extent;
- (h) To take action to bring the offenders to the due process of law by lawfully investigating crimes;
- (i) To control and regulate traffic at all public places where there is movement of people and goods;
- (j) To strive to prevent and resolve disputes and conflicts which may result in crimes;
- (k) To provide all reasonable help to persons affected by natural or manmade disaster, calamity or accident;
- (l) To collect, examine and, if necessary, to disseminate information in support of all activities of the Police and in the maintenance of security of the State;
- (m) To ensure protection and security of all persons in custody in accordance with law;
- (n) To obey and execute lawfully all lawful commands of competent authorities and official superiors;
- (o) To uphold and maintain the standards of internal discipline;
- (p) To instill a sense of security among people in general;

- (q) To take charge of and ensure the security of persons, especially women and children found helpless and without support in any public place or street;
- (r) To discharge any duties imposed by any law for the time being in force;
- (s) To discharge such other functions as may be lawfully assigned to them by the Government, from time to time.

Police is a uniformed public Service delivery organisation

Police is a uniformed public Service delivery organisation. Police fall under the category of Public Servants defined in **Sec 21 of IPC. Their duty is to protect the life and property of the people.** Prevention and detection of Crime is the main aspect of protection.



CHAPTER- 3

POLICE DUTIES AND RESPONSIBILITIES

1) STATION HOUSE OFFICER

The Station House Officer is a Police Officer of such rank as may be fixed by the Government who is entrusted with the overall supervision of the functions of each Police Station and that officer shall be the Officer in Charge of the Police Station [Section: 5(3)KP Act; Section 2 (o) CrPC and Rule: 231 PSO].

The orders of the Hon'ble Supreme Court in Prakash Singh Case and the recommendations of the Justice K.T.Thomas Commission appointed in connection with the modernization of Police unequivocally pitched for separation of Law and Order and Crime Investigation at the Police Station level. In order to implement the above recommendation, two officers in the rank of Sub Inspector of Police have been appointed in each Police Station to handle the divisions of Law and Order and Crime Division effectively. Therefore, it is proposed to usher in a new phase of Policing with an officer of the rank of Inspector of Police, who is experienced and skilled, holding the charge as SHO of a Police Station to bring professionalism in overall policing especially in crime investigation and to effect robust supervision of policing in tune with current times. Accordingly, vide Govt.Order, **GO (MS) No: 211/2017/Home Dtd: 21/10/2017**, Government has accorded sanction for appointment of Inspector of Police as Station House Officer across all Police Stations in Kerala in a phased manner. Henceforth, Circle Inspector posts have been shifted to Police Stations and re-designated as Inspector SHO. Accordingly, **Inspector SHOs** holding the charge as SHO of Police Stations for better service delivery to common people.

- The Station House Officer shall maintain law and order within the respective jurisdiction of each Police Station (KP Act Sec.4, 42; PSO-230,231; [Circular No. 3/1986](#)).

- The Station House Officer shall ensure the security of life, liberty, dignity, human rights and the property of the common public (Section-4, KP Act; Rule - 87, PSO; [Circular No. 24/2011](#)).
- Station House Officer is responsible for the prevention and detection of crimes (Section: 38(1), KP Act). An officer not below the rank of Sub Inspector can inspect the records under trial/ appeal before the Hon'ble Courts, for the prevention and detection of crimes (Rule 245, Criminal Rules of Practice in Kerala).
- The Station House Officer shall collect intelligence for the proper functioning of the Police (Section: 4, KP Act; Rule: 297(1), PSO), [Circular 42/2010](#) Para 6; Executive Directive No. 19/2017 Para 11). In appropriate cases, source information reports shall be generated. (Circular No:19/2020) The Police officer shall maintain utmost secrecy about the source, informer and the agent from whom the secret information was received (Rule: 510-Police Manual).
- The Station House Officer shall maintain cordial relationship with the eminent personalities and social workers within the Police Station limit and their services can be utilised for resolving any Law and Order issues.
- The Station House Officer shall promptly inform their Superior Officers all the information regarding anticipated breach of peace (Rule: 231, PSO; Section: 150, CrPC).
- The Station House Officer shall ensure friendly and sympathetic attitude of the officer designated as PRO towards the illiterates, women, children, Senior Citizens and the differentially abled persons who are visiting the Police Station; and shall ensure proper assistance of PRO in drafting complaints for them if required ([Circular No. 23/2016](#)).
- Upon receipt of Non Cognisable petitions directly in Police Station, a receipt in this regard shall be issued after get it registered in iAPS (Sections 8(4) & 34 KP Act; Rule - 523(3) PSO; Circular No: 17/2003; Executive Directive No: 48/2018). All such petitions shall be enquired through the officer designated for petition enquiry. The SHO shall conduct direct enquiry in case of complaints of serious nature and

shall assure timely disposal of all petitions (Sections:4(j),63 &38KP Act); Circular No.04/2012). The nature of disposal and decisions shall be entered in the petition register. The petitions can round off after collecting signatures of both the complainant and the respondent. The decision regarding the disposal shall also be entered in the petition, IAPS, CCTNS and General Diary and it shall properly be filed [Rule No: 523(4),PSO]. While the petitions registering in IAPS, SHO should follow the Circular No: 24/2012 and Circular No: 33/2012. In CCTNS, there are provisions to register the Petitions as complaint (Circular No. 25/2016).

- With respect to the complaints received from Superior Officers and Legislative Assembly, necessary steps shall be taken on the same day and submit the enquiry report within ten days after conducting proper enquiry. No petitions, required to be enquired directly by the Station House Officer, shall be endorsed to the subordinates (Circular No.19/2017). The petitions received from KLA Committee and other higher authorities should be enquired and finalize within 10 days (Executive Directive No. 33/2018).
- Upon receipt of the information regarding cognizable offences, FIR shall be registered without any delay and shall commence investigation (Sections: 154(1) &156CrPC; Circular No.5/2018). FIR shall be filed before the Hon'ble Court and the copy of FIR shall be supplied to the complainant free of cost (Section: 154(2)CrPC; Rule No: 308PSO).
- All the Grave Crimes reported in the station shall be investigated directly by the Inspector Station House Officer [Rules: 309 & 384(2)(a) PSO; Circular No. 3/1986, 25/1995, 28/1999, 25/2007, 16/2018].
- All the cases, except those are to be directly investigated by Inspector SHO, shall be in record endorsed to the subordinate investigation officers. Necessary entries shall be made in the register maintained for this purpose. (Section: 157(1) CrPC; Rule: 313PSO; Circular No. 43/2010).
- The Station House Officer shall ensure timely completion of investigation and submission of Final Report before the Hon'ble Court

in respect of all cases investigated by subordinate investigation officers (Sections: 168,173CrPC; Circular No. 136/68).

- Necessary steps shall be taken for immediate arrest of all accused needed to be arrested. The SHO shall ensure that all the arrested persons shall be produced immediately before him, in cases of arrest made by subordinate officers (Sections: 56 &58CrPC). The details regarding the persons arrested without warrant shall be reported to the District Magistrate or to the Sub Divisional Magistrate if so instructed by the District Magistrate, irrespective of the fact that the bail is granted or not (Section: 58CrPC).
- Bail shall be considered as the right of person arrested in bailable offence (Sections: 50(2) &436CrPC; Rule: 341PSO; Circular No. 1/2017).
- Police Station lock-up shall be maintained cleanly (Circular No. 48/1994) and shall conduct personal search of the accused to be kept under lock-up. The details of articles found during personal search should be entered in Prisoners Search Register and it should be signed by Station House Officer, Station Writer and the Accused (Rule: 334(1) PSO). Medical examination of the accused shall also be conducted and ensure the safety and security of the accused in lock-up. SHO should ensure that nothing endangering human life including weapons, electrical items etc are being kept in the lock-up with the accused. The accused, while in lock-up, shall be allowed to dress decently (Section: 46(3) KP Act; Rules: 333 to 337PSO; Circular Nos. 25/2004, 24/2005, 45/2010).
- An injured person, arrested or taken into custody shall be brought to the Police Station only after conducting required medical examination. Whoever acts in contravention of this provision shall be dealt under section 50 of the Kerala Police Act and the SHO will also be liable (Section: 54 CrPC; Circular No: 9/2011). Photograph and Videograph of the injured person/persons handed over by the mob to the Police shall be taken at the place of custody itself (Section: 33KP Act, Circular No: 8/1999).

- The SCH Part I to part VI shall be written personally by the Station House Officer and shall also properly maintain all other records as per circular No. 11/2019.
- The Station House officer shall timely publish all the FIRs through CCTNS except those which are legally restricted (Circular No. 26/2016).
- The Station House Officer shall ensure the proper attendance of the officers deputed for Aid Prosecution duty in the respective Courts; the timely handing over of FIRs and other tappals of Police Stations before Hon'ble Court; recording the details of trial proceedings; the collection of Court tappals; handing over of said tappals to the Police Station on the same day; and the prompt marking of CC/ST/CP and SC numbers in FIR index, Pending Trial Board and ensure the maintenance of Court CD by the Aid Prosecution official.
- The Station House Officer shall ensure that, the Final Reports returned or rejected from the Hon'ble Courts shall be handed over to the concerned investigating officer on proper acknowledgement and the same shall be resubmitted before the Hon'ble Court after rectifying all the short comings/mistakes without any delay.
- All the material objects (Thondi) entrusted by the Hon'ble Court for custody should be kept safely in Thondi room with proper entry in the Thondi Register. QR code based Smart Thondi Room has to be maintained. The same shall be produced before the Hon'ble Court as and when required.
- The pending trial cases which are treated as Long Pending Cases shall be entered in the LP list of the Police Station and necessary steps shall be taken for arresting the absconding accused after obtaining warrant.
- There shall be proper entry of Summons and Warrants in the Process Register (Rule: 521PSO); Summons and Warrants shall be endorsed to the Police officer for service/execution on proper acknowledgement. The Police officer designated for process duty shall be rotated on monthly basis (Circular No. 71/1970(4)).

- The Station House Officer shall test check the unexecuted warrants (Circular Nos. 25/2005, 28/1984, 8/1958, 15/1994).
- The Station House Officer shall ensure monthly comparison of FIR Index and bi-monthly comparison of Process Registers with corresponding Court registers (Rule: 521(3)PSO).
- The SHO shall maintain cordial relation with Judicial Officers and Prosecutors for the smooth functioning of the criminal proceedings.
- All the Statement of Facts/Affidavits requiring to be filed before the Hon'ble Court shall be prepared by the Station House Officer and shall assure timely submission before the respective Hon'ble Court (Rule:169PSO; Circular No: 38/2012).
- Service of the subordinate Police Officers assisted in the investigation of grave crimes/sensational cases shall be utilised for the Aid Prosecution duty of the case. SHO should personally monitor the conduct of trial.
- The Station House Officer shall ensure proper filing of Court CDs by the Aid prosecution duty persons (Circular No. 127/1968). The original Court CD shall be filed in the Case Diary and the copy shall be send to the office of DySP/ACP (Circular No. 18/1969)
- The Station House Officer shall strictly adhere to the directions as envisage in PHQ Circular Nos. 54/2009 & 22/2013; and Executive Directive No. 2/2017, while handing over of cases to CB for investigation.
- The Station House Officer shall divide the station limit into beats and shall depute separate Janamaithri Beat Officers for every beat. The duties to be performed by the Beat Police Officers during beat duty shall be entered in the beat book/M-Beat Application. SHO shall utilise the information/intelligence from Beat officers to ensure proper maintenance of Law and Order and safety of the public within the Police Station limit. The SHO shall also utilise the services of Janamaithri Beat Officers and Community Relations Officers to connect with the community and utilise community trust to reduce and detect crime. (Section: 65 KP Act; Rules: 281,282,283 PSO; Circular Nos. 34/2009, 35/2009).

- The Station House officer shall monitor the visit of Woman beat officer to the Local Panchayat offices and proper performance of duty entrusted to her. (Executive Directive No. 19/2017)
- The Station House Officer shall also arrange Motor Cycle patrolling (Circular No. 8/2004), mobile patrolling and night patrolling in addition to the beat patrolling for ensuring the presence of Police in the entire station limit and thereby, build public confidence that they are safe and secured (Rules : 288, 289 & 290 PSO; Executive Directive 22/2018; Section : 4(p) KP Act.
- The Station House Officer shall file report under the provisions of sections 107, 108, 109 and 110 CrPC against the qualified persons within the Police Station limit, before the Sub Divisional Police Officer and upon obtaining sanction shall register and file case before the Sub Divisional Magistrate Court. SHO shall ensure the execution of bond for good behaviour by such person on order of the Sub Divisional Magistrate (Rules: 297 to 303 PSO)
- The Station House Officer shall submit report against the persons habitually creating nuisance to public order within the Police Station limit to Sub Divisional Police Officer and shall open Rowdy History Sheet against such persons after receiving sanction from the SDPO (Rules : 259, 260, 300 PSO).
- The Station House Officer shall submit bi-yearly report to the Sub Divisional Police Officer for renewal of Rowdy History and shall take necessary steps for closing the RHS as and when the Rowdies character is found no more threat to public tranquillity (Rule : 259(8) PSO).
- The Station House Officer shall submit the KD History Sheets to the District Police Chief through Sub Divisional Police Officer for yearly renewal and shall ensure the receipt of the same from the respective office after renewal (Rule : 257 PSO).
- The Station House Officer shall submit reports against qualified persons under KAAPA to the District Magistrate through the Superior Officers for their preventive detention. Similarly, he shall submit

report before the DIG/IGP for the restriction of movement of qualified persons as per section 15 of KAAPA (Circular No. 24/2009)

- The Station House Officer shall issue notice to the concerned authorities/persons regarding the matters endangering human life such as open wells without fence, decayed trees/trees likely to fall, buildings in dangerous conditions etc. and shall take necessary action by submitting an application before the RDO for the removal of the same (Sections: 133 & 144CrPC).
- The Station House Officer shall identify the areas under the threat of natural/ potential man-made calamities within the Police Station limit (Rule: 246PSO). SHO shall prepare an action plan for Disaster Management. SHO shall assure safety of life and property, provide shelter, rehabilitate, evacuate people from crisis situation, provide transportation during natural and manmade calamities, epidemic etc.
- The Station House Officer shall conduct surprise inspection of licensed arms and ammunitions within the Police Station limit; shall ensure that licence conditions are not violated; and shall take necessary legal actions if any type of violation observed. The connected station register shall be compared with the Register kept at Taluk Office every three months and shall rectify the irregularities, if any (Rule: 458PSO).
- The Station House Officer shall conduct surprise inspection on the premises of Explosive licences within the Police Station limit; shall ensure that they are observing all the licence conditions; and shall take necessary legal actions in case of any violations found. Quarterly comparison of the concerned register shall be conducted with the register kept at Taluk Office and shall rectify the irregularities, if any (Rule: 462PSO).
- The Station House Officer shall prepare the bandobust scheme well in advance with respect to the VIP visits, Festivals/ probable Law and Order issues etc. and shall ensure the presence of sufficient Police force by sending the bandobust scheme to the Superior Officers in advance. (Rules: 511 & 249PSO)

- The Station House Officer shall depute sufficient number of Police Officials for traffic control duty for ensuring smooth flow of traffic within the Police Station limit. (Sections: 4(i), 61KP Act; Circular No.6/2012). The SHO shall constitute the Traffic Regulatory Committee with the cooperation of respective local self government organisations. After taking decisions regarding any modifications/development, a report shall be submitted before the District Collector; obtain approval and necessary action may be taken to enforce [Rule: 653(26) PSO Appendix XX]. Motor vehicle petty cases are to be detected with the intention to reduce traffic accidents. It should be compounded as per the directions in SRO No.788/2019 (GO (P) No.37/2019/Trans. (Officers of and above the rank of Sub-Inspector in the Police Department, and where there is no traffic branch, all officers of local Police of the area of and above the rank of Sub-Inspector of Police to compound the offences punishable under various sections of the Act).
- The General Diary shall be opened by the Station House Officer and shall maintain the GD as specified in Section: 12KP Act; Rule: 390PSO; Circular Nos. 37/1975 & 3/1986. The General Diary shall not be taken outside the Police Station building without the order of Superior Officers.(Rule: 390(4)PSO.)
- The Station House Officer shall endorse the day today duties to the Police Officials by making appropriate entries in the Note Book and shall ensure that the Note Books are in possession of the Police Officials while they are on duty (Circular Nos. 3/1986, 66/1968, 76/1968, 136/1968, 20/1988, 1/1990). The Note Books shall contain a certificate duly signed by the Station House Officer and its pages should be numbered serially (Rule: 391PSO).
- When two or more sub inspectors are posted in a Police Station, the Station House Officer shall assign duties to them as (1) SI, Law and Order; (2) SI, Crimes with the approval and order of the District Police Chief as per Circular No. 5/2010.
- While dealing with the general public, instructions envisaged as per Section 29 and 35 of Kerala Police Act, Executive Directive

No.51/2018(7) and PHQ Circular No. 6/2014 shall properly be complied.

- The arms in the Police Station shall be distributed to the Police Officials of the Police Station after making entries in the Arms Distribution Register and shall ensure that all the arms are being maintained cleanly and safely by them (Rule: 522(4)PSO, Appendix 1).
- All Police personnel shall report to the Station House Officer after their duty and the SHO shall ensure that the note books are deposited by the Police Officials before the GD charge officer.
- The Station House Officer shall ensure that all the Police Officials are in prompt uniform while on duty (Section: 43(3)KP Act; Rule: 45 PSO).
- The Station House Officer shall attend the parade on every Fridays and shall ensure that all the Police Officials had attended the parade (Rule: 76PSO).
- The Station House Officer shall conduct weekly crime review meeting with all the Police Officials in the Police Station on every Tuesdays by 07.45 hrs. During the said meeting, matters such as: orders/circulars and directions from Superior Officers; Law and Order issues and important events within the Police Station limit; collection of intelligence, status of History Sheeters, anti-socials and convicted persons within the Police Station limit; and other matters mentioned in Circular No. 4/2011 shall be discussed.
- The Station House Officer shall enquire about the personal issues of the Police Officials; and shall resort to remedial measures for the same, if required. The Station House Officer shall maintain cordial and affectionate relationship with the subordinate Police Officials and shall take all the necessary steps for ensuring their good health and welfare (Rules: 95 & 220(6)PSO).
- The Station House Officer shall immediately submit special report on the incidents of criminal omissions, indiscipline, polygamy, misconduct, consumption of alcohol while on duty, accepting or demanding bribes, unauthorised absence from duty etc. on the part of subordinate officers. The Station House Officer shall maintain strict discipline among the Police Officials within the Police Station (Rules:

89(24), & 89 (26)PSO;Sections: 96, 85 &101KP Act; Circular No.29/2011).

- The Station House Officer shall recommend the Police Officials for appropriate rewards for the exemplary performance of their duties (Rules: 104 to 125PSO; Circular Nos.7/2003, 12/2018, 13/2018).
- The Station House Officer shall keep the Police Station and its premises clean and tidy. He shall co-ordinate and supervises construction works, if any and shall have liaison with other departments. SHO shall prepare the Estimate with the assistance of authorised department for anticipated construction work and shall submit it before the District Police Chief for approval (Circular No. 34/2010).
- The Station House Officer on the order of District Police Chief shall appoint a competent Police official as Station Writer (Rules: 223, 224, 334(1), 522(3)PSO). The Station House Officer shall also appoint an Assistant Station Writer for assisting the Station Writer and a qualified Police Officer as IT Officer.
- The Station House Officer shall ensure that all the station records are maintained properly by the Station Writer. Registers to be written in own handwriting of ISHO.
- The Station House Officer shall ensure that the lists of under investigation cases (A, B, C and D) as per Circular No. 45/2009 shall be maintained properly by the Station Writer.
- The Station House Officer shall compound petty cases (Section: 126(1)KP Act; Circular Nos. 18/2011, 6/2012).
- The Station House Officer shall ensure that all the Government properties are being maintained properly by the Station Writer. Proper entries on all Govt. Properties shall be made in the Government Property Register and shall be compared with the Store Account Register of District Police Office to rectify the disparity, if any. The damaged Government properties shall be returned to the store of District Police Office after entering the same in the LARS (List of Articles Return to Store) register and the same shall be removed from the Government Property Register.(Rules: 223(2), 578PSO).

- The properties donated by private persons or NGOs to the Police Station shall be entered in the Private Property Register and shall be maintained properly.
- The Station House Officer shall ensure that all the tappals received from the Superior Officers shall be entered in the Tappal Distribution Register; the important references are to be entered in the Current/Personal Register; and action taken report as specified in the said reference should be submitted before the concerned Superior Officers timely by the Station Writer.
- The Station House Officer shall timely submit the compliance report with regard to the Inspection/Visiting remarks of Superior Officers after taking necessary actions (Rules: 396, 397PSO).
- An officer shall be deputed for conducting enquiry on the applications for GD entry certificate and Police Clearance Certificate. The concerned certificates shall be issued to the applicant within the stipulated time period after collecting the required fee, if any (Executive Directive Nos. 2/2018, 7/2018).
- Upon receiving application for mike sanction, an enquiry shall be conducted and sanction may be granted only for those areas notified under terms and conditions specified. Under no circumstances, mike sanction may be allowed violating Rules and Regulations. Gazette Notification No. SRO No. 289/2002 & U6 30380/2002).
- The Station House Officer shall act as “Public Information Officer” and shall ensure that the requisite information/documents are being provided to the applicant in time.
- The SHO shall ensure proper service of all rights in accordance with the provisions under the Right to Service Act.
- The Station House Officer shall appoint competent and appropriate Police Officials as nodal officers for the effective implementation of projects such as “Janamaithri; Students Police Cadets; Clean Campus Safe Campus; School Protection Group; Kadalora Jagratha Samithi; Jagaratha Samithi for Girls; Senior Citizens Project; Subhayathra Project; Our Responsibility to Children and HOPE and shall properly monitor the activities of these projects.

- The Station House Officer shall maintain cordial relationship with other Government departments for the smooth functioning of Govt. machinery and shall collect requisite information from them.
- Station House Officer will ensure that smart Thondi Rooms are to be maintained in a Police Station. This involves preparing a detailed list of all material objects, including their case details, assigning a QR code to each Thondi for better identification and then keeping it in an orderly manner. The code is attached to the material object. This weed out unwanted items kept from time to time and ensures that the status of the case is updated.
- The Station House Officer shall handover the charge to the incumbent officer on proper handing over note which shall be prepared in accordance with the provisions of Rule 68 of PSO and PHQ Circular Nos: 54/1994, 21/2009. SHO shall submit the handing over note to the Superior Officer through proper channel without delay.

1. SUB INSPECTOR (LAW AND ORDER)

The Sub Inspector of Police (Law and Order) is responsible for the maintenance of the law and order as well as the public order in his jurisdiction. His duties in this regard include,

- Organising and active participation in crime prevention and detection, maintenance of law and order and anti-terror operations, dispersal of unlawful assemblies and prevention of breach of peace and public order.
- Obtaining prompt information about activities in the field of Communal, Caste, Political Student, or other segments of society including subversive elements and identify trouble spots and trouble mongers and to take effective preventive measures like launching security proceedings under Cr.P.C.
- Maintenance of good public relations in his station limits.
- Visiting and spending adequate time in the villages, localities of his station limit.

- Maintenance of effective surveillance over bad characters, anti-social elements, and rowdies of the area under his charge.
- Constantly endeavour to maintain high professional standard and keep himself updated, well informed and motivated.
- Pursuit and apprehension of offenders on available clues and information.
- Collection of information on all important matters relevant to police duties and his functions and communicating the same to his immediate superior Police officer and to other concerned superior Police officers promptly.
- The Sub-Inspector (Law and Order) will be responsible for proper management of the station and optimum utilisation of the resources and facilities available.
- The Sub Inspector (Law and Order) shall assist the Station House Officer for the maintenance of Law and Order within the Police Station limit and shall perform as Station House Officer in the absence of ISHO (Circular Nos. 3/1986 & 5/2010), Section: 5(3) KP Act.
- The Sub Inspector (Law and Order) shall prevent and detect crimes within the Police Station limit [Section: 38(1)KP Act]. An officer not below the rank of Sub Inspector can inspect the records under trial/appeal before the Hon'ble Courts, for the prevention and detection of crimes (Section: 245Criminal Rules of Practice in Kerala), Circular: 5/2010.
- The Sub Inspector (Law and Order) shall collect intelligence for the proper functioning of the Police (Section: 4 KP Act; Rule 297(1)PSO, Circular No: 42/2010 Para 6; Executive Directive No. 19/2017 Para 11). The Police Officer shall maintain utmost secrecy about the source, informers and the agents from whom the secret information was received (Rule: 510PSO).
- The Sub Inspector (Law and Order) shall promptly inform all the important issues to the Superior Officers.
- The Sub Inspector (Law and Order) shall issue receipts to the petitions which are directly received in Police Station after getting

it entered in the IAPS. All such petitions shall be enquired through the Police Officer designated for petition enquiry; and the Sub Inspector (Law and Order) shall conduct direct enquiry in case of complaints of serious nature and to dispose them timely in accordance with the direction/supervision of ISHO.

- Upon receipt of the information regarding cognisable offences, FIR shall be registered without any delay and shall commence/ initiate investigation except in Grave crimes. The copy of FIR shall be given to the complainant free of cost at the same time.
- The Sub Inspector (Law and Order) shall complete the investigation in time and shall submit the Final Report before the Hon'ble Court through the ISHO (Sections: 168, 173CrPC; Circular No. 136/1968).
- Necessary steps shall be taken for immediately arresting those accused sought to be arrested and shall produce them before the Station House Officer as early as possible (Sec. 56 CrPC).
- Bail shall be considered as a right for a person arrested for Bailable Offence (Sections: 50(2) & 436CrPC; Rule: 341PSO; Circular No. 1/2017).
- The Sub Inspector (Law and Order) shall conduct the personal search and medical examination of the accused to be kept in the Lock Up. He shall ensure their safety and allow them to dress decently in the Lock Up (Section: 46(3) KP Act; Rules: 333 to 337PSO; Circular Nos. 25/2004, 24/2005, 45/2010).
- When an injured/intoxicated person is taken into custody, ensure that he was brought to the Police only after conducting medical examination. Photograph and videograph of the person/persons who is handing over the injured person to the Police shall be taken at the place of custody itself.
- The Sub Inspector (Law and Order) shall test check the unexecuted warrants (Circular Nos. 25/2005, 28/1984, 8/1958, 15/1994) and shall arrest the accused in Long Pending Cases as early as possible.

- The Sub Inspector (Law and Order) shall assist the ISHO for the preparation of Statement of Fact and Affidavits to be submitted before the Hon'ble Court.
- The Sub Inspector (Law and Order) shall depute the beat officers for Beat Duty; the duties to be performed by all the beat officers including, Woman Panchayat Beat Officer shall be entered in the Beat Book; and shall collect intelligences from them for the smooth functioning of the Police (Section: 65KP Act; Sections : 281, 282 and 283PSO).
- The Sub Inspector (Law and Order) shall also arrange Motor Cycle patrolling (Circular No. 8/2004), mobile patrolling and night patrolling in addition to the beat patrolling for ensuring the presence of Police in the entire station limit and thereby build public confidence that they are safe and secured (Rule: 288, 289,290PSO; Executive Directive 22/2018; Section:4(p)KP Act).
- The Sub Inspector (Law and Order) shall file report under the provisions of Sections: 107, 108, 109 and 110 CrPC against the qualified persons within the Police Station limit, before the Sub Divisional Police Officer and upon obtaining sanction shall register and file case before the Sub Divisional Magistrate Court. SHO shall ensure the execution of bond for good behaviour by such person as per order of the Sub Divisional Magistrate (Rules: 297 to 303PSO).
- The Sub Inspector (Law and Order) shall submit report against the persons habitually create nuisance to public order within the Police Station limit to Sub Divisional Police Officer and shall open Rowdy History Sheet against such persons after receiving sanction from the SDPO (Rules: 259, 260, 300PSO).
- The Sub Inspector (Law and Order) shall submit Bi-yearly report to the Sub Divisional Police Officer for renewal of Rowdy History and shall take necessary steps for closing the RHS as and when the Rowdies character is found no more treat to Public tranquillity (Rule: 259(8)PSO).
- The Sub Inspector (Law and Order) shall submit the KD History Sheets to the District Police Chief through Sub Divisional Police

Officer for yearly renewal and shall ensure the receipt of the same from the respective office after renewal (Rule: 257PSO).

- The Sub Inspector (Law and Order) should clearly understand the details of natural calamities occurred or likely to be happening within the Police Station limit (Rule: 246PSO).
- The Sub Inspector (Law and Order) shall inspect by surprise the licensed arms and ammunitions within the Police Station limit; shall ensure that they are being used as per the licence conditions and shall take necessary legal actions in case of any violations found.(Rule: 458PSO)
- The Sub Inspector (Law and Order) shall inspect surprisingly the premises of Explosive licences within the Police Station limit; shall ensure that they are observing all the licence conditions; and shall take necessary legal actions in case of any violations found.
- The Sub Inspector (Law and Order) shall have clear understanding about the festivals, the VIP visits, probable Law and Order issues and shall take necessary action in this regard.
- The Sub Inspector (Law and Order) shall depute Police Officials for traffic control duty for smooth traffic within the Police Station limit.
- The day today duties of Police Officials shall be entered in their note books and shall ensure that the duties are being performed properly (Circular No. 3/86).
- While dealing with the general public, it shall be ensured that the instructions as per Sections 29 and 35 of Kerala Police Act, Executive Directive No.51/2018(7) and PHQ Circular No. 6/2014 are being complied.
- The Sub Inspector (Law and Order) shall ensure that all the Police Officials are in proper uniform while on duty (Section: 43(3)KP Act; Rule: 45PSO).
- The Sub Inspector (Law and Order) shall attend the parade on every Fridays and shall ensure that all the Police Officials are being participated in the parade (Rule: 76PSO).

- The Sub Inspector (Law and Order) shall attend the Weekly Crime Review Meeting on all Tuesdays at 07.45 hrs.
- The Sub Inspector (Law and Order) shall maintain cordial and friendly relationship with subordinates.
- The Sub Inspector (Law and Order) shall immediately submit specific report regarding the offences on the part of the subordinates, to the Superior Officers such as criminal omissions, indiscipline, polygamy, misconduct, consumption of alcohol while on duty, accepting or demanding bribes and unauthorised absence from duty and shall take further necessary action.
- The Sub Inspector (Law and Order) shall recommend those Police Officials who are exemplarily performing their duties, for appropriate rewards.
- An officer shall be deputed for conducting enquiry about the applications for GD entry certificate and Police Clearance Certificate. The concerned certificates shall be issued to the applicant within the stipulated time period after collecting the required fee (Executive Directive Nos. 2/2018 & 7/2018).
- Upon receiving application for mike sanction, an enquiry shall be conducted in this regard and sanction may be granted only for those areas except the silent zones like Hospitals, Courts (Worship places)etc. gazette notification No. SRO No. 289/2002 & U6 30380/2002).
- The Sub Inspector (Law and Order) shall properly perform his duties in association with the projects implemented by Kerala Police such as “Janamythri; Students Police Cadets; Clean Campus Safe Campus; School Protection Group; Kadalora Jagratha Samithi; Jagaratha Samithi for Girls; Senior Citizens Project; Subhayathra Project; Our Responsibility to Childrens and HOPE.
- At the time of transfer, the Sub Inspector (Law and Order) shall prepare a handing over note and shall submit the same before the Superior Officers through proper channel.
- Surveillance and checking of bad characters

- Preventive arrests
- Collection and transmission of criminal intelligence
- He shall maintain a notebook in which he will write then and there his daily movements and activities in discharge of his duties.
- The completed notebook will be retained for 3 years with the station records. He will hand over his current notebook to his successor when he goes on transfer.
- Sub Inspector (L&O) is required to collect intelligence about:
 - any incident of law and order
 - political activities
 - labour activities
 - student activities and agitations thereof
 - communal tensions and events
 - employees' associations and strikes by them
 - criminal activities
 - miscellaneous activities and events tending to destroy peace and tranquility.
- To facilitate orderly movement of people and vehicles, to control and regulate traffic on roads and highways etc.
- **Natural calamities, Disaster and emergency duties**
 - Various jobs like saving life and property, providing shelter, rehabilitation, evacuation of people from crisis situations and their transportation during: a) fires b) floods c) famines d) the spread of an epidemic e) the breakout of war or external aggression f) internal disorders like communal riots, struggle between various classes, castes and sects and other clashes.

2. SUB INSPECTOR (CRIMES)

- Being an Officer in charge of Police Station, the Sub Inspector (Crimes) shall register FIR without any delay upon receipt of the information regarding cognisable offences, and shall commence investigation (Sec. 2(o), 154(1), 156CrPC; Circular No.5/2010 .

- The copy of FIR shall also be given to the complainant free of cost at the same time (Section: 154(2)CrPC;Rule: 308PSO).
- All the cases, except those which are directly investigated by the Sub Inspector (Crimes), shall be formally endorsed to the subordinate officers after getting it entered in a register created for this purpose [Section:157(1)CrPC].
- The Sub Inspector (Crimes) shall ensure timely completion of investigation and submission of Final Report before the Hon'ble Court through the officer in charge of the Police Station, by himself and subordinate investigation officers (Sections :168 &173CrPC. Circular No. 136/68).
- Necessary steps shall be taken for immediately arresting those accused sought to be arrested and shall produce before the Station House Officer as early as possible (Section: 56CrPC).
- The Sub Inspector (Crimes) shall conduct the personal search and medical examination of the accused to be kept in the Lock Up. He shall ensure their safety and permit them to dress decently in the Lock Up (Section: 46(3)KP Act, Rules: 333 to 337PSO; Circular Nos. 25/2004, 24/2005, 45/2010).
- While arresting or taken into custody of an injured person, he shall be bringing to the Police Station only after conducting medical examination. Photograph and videograph of the person/persons who is handing over the injured person to the Police shall be taken at the same place itself (Circular No. 08/99 and Section: 53(a)CrPC).
- The Sub Inspector (Crimes) shall assist the ISHO for the preparation of Statement of Fact and Affidavit to be submitted before the Hon'ble Court.
- The Sub Inspector (Crimes) ensure that, the Final Reports returned from/rejected by the Hon'ble Courts shall be handed over to the concerned investigation officer with proper acknowledgement and after rectifying all the short comings/mistakes the same shall be submitted timely before the Hon'ble Court.

- All the material objects (Thondi) entrusted by the Hon'ble Court shall be kept safely in Thondi room after details are get it entered in the Thondi register. The same shall be produced before the Hon'ble Court as and when required.
- If the pending trial cases in Hon'ble Courts became Long Pending cases, then it shall be entered in the LP list of the Police Station and necessary steps shall be taken for arresting the said accused after obtaining the warrant.
- The Sub Inspector (Crimes) should ensure that Court CDs are written properly by the Aid Prosecution Duty Officials (Circular No. 127/1968) and after collecting the signed Court disposal CD on daily basis has to ensure that the original shall be filed in the case dairy and copy sent to the office of DySP/ACP (Circular No. 18/1969).
- The Sub Inspector (Crimes) shall ensure that the lists of under investigation cases (A, B, C and D) as per Circular No. 45/2009 shall be maintained properly by the Station Writer.
- The Sub Inspector (Crimes) shall assist the Station House Officer for the proper maintenance of Crime Registers as per Circular No. 19/2019.
- The Sub Inspector (Crimes) shall collect information about anti social elements and natural offenders from the beat/patrolling officers including Panchayat Woman Beat Officer.
- The Sub Inspector (Crimes) shall inform all important issues within the Police Station limit to the supervisory Officers without any delay.
- The day today duties of Police Officials shall be entered in their note books and it shall be ensured that the duties are being done properly.
- The Sub Inspector Crimes shall attend the parade every Friday and shall ensure that all the Police Officials are participating in the parade (Rule: 76PSO).
- The Sub Inspector Crimes shall attend the Weekly Crime Review Meeting on all Tuesdays at 07.45 hrs.

- The Sub Inspector (Crimes) shall maintain cordial and friendly relationship with subordinates and ensure a conclusive working environment in the Police Station.
- The Sub Inspector (Crimes) shall immediately submit specific report to the supervising officers regarding the offences on the part of the subordinates; These include criminal omissions, in-disciplined behaviour, polygamy, misconduct, consuming alcohol while on duty, accepting or demanding bribes and unauthorised absence from duty, and shall take further necessary action.
- The Sub Inspector (Crimes) shall recommend those Police Officials, who are exemplarily performing their duties, for appropriate rewards.
- For the complaints received from supervisory Officers, necessary steps shall be taken on the same day and the enquiry report should within ten days after conducting proper enquiry. No petitions, requiring personal enquiry shall be endorsed to subordinates.
- At the time of transfer, the Sub Inspector (Crimes) shall prepare a handing over note and shall submit the same before the Supervisory Officers through proper channel.

Investigation related duties and jobs of Sub Inspector (Crimes)

This would include Police functions like:

- (a) Crime registration
- (b) Guarding the scene of crime
- (c) Lifting, handling and packing of exhibits and sending them for examination to FSL and other laboratories
- (d) Summoning witnesses and serving notices to them
- (e) calling witnesses and serving notices to them
- (f) arresting criminals and suspects
- (g) search and seizure proceedings during an investigation
- (h) interrogation of suspects, witnesses and criminals
- (i) collection and recording of various types of evidences i.e. oral, documentary and expert opinion etc.
- (j) taking criminals to courts for Police/judicial custody and trial

(k) raids for various purposes.

- He shall register all cognizable cases furnishing a copy to the complainant invariably free of cost and send the original F.I.R to the courts concerned immediately and copies to his superior officer. Failure to give a copy of FIR to complainant free of cost shall amount to misconduct.
- In respect of non-cognizable offences reported in the station, he shall record the information in the general diary and also in the non-cognizable register, and refer the complainant to the court by an endorsement
- In cases of non-cognizable offences referred by court or any cognizable offences presented by parties directly in courts but endorsed by the court to the S.H.O, he shall register such cases and investigate.
- He shall promptly arrive at the scene of crime and thoroughly examine the same for clues and for other matters of investigation.
- He shall make arrangements for the preservation of the scene.
- He shall promptly conduct investigation by identifying, preserving, collecting and forwarding of material, to scientific experts, and collection of documentary and oral evidence.
- He shall make use of scientific methods available for investigation
- He shall hold inquest where necessary and forward the bodies for the post mortem examination according to the necessity.
- He shall examine witnesses and record their statements accurately and promptly.
- Conduct searches, and seize material if any as per provisions of Cr.P.C.
- Arrest persons where necessary observing the necessary provisions of law and the decisions of the court and send them to remand in time.
- Forward to the court the weapons and article seized from the accused as well as seizure affected from searches along with necessary reports.

- Obtain investigation report from subordinate officers deputed to investigation.
- He shall write the case diaries regularly and forward them to the superior officers promptly to enable them to give instructions for further investigations.
- He shall finalise the cases without delay and file charge sheets where the evidence is sufficient for prosecution within the period of limitation imposed by the Cr.P.C and Courts.
- He shall promptly serve summons and execute warrants.
- He shall take all steps to promptly prosecute the cases where evidence is sufficient by assisting the prosecutor by producing witnesses promptly to refresh their memory before examining them as witnesses in Courts.
- Obtain copies of Judgements in cases of acquittal, read them and forward them to the prosecutor for his opinion for preferring appeal.

3. PUBLIC RELATION OFFICER (PRO)

- The Public relation Officer shall receive applications/petitions from the public who visit the Police Station for their requirements/issues; PRO shall direct them to concerned officials who is responsible for settling their issues and thereby redress their grievances (Circular Nos.23/2016, 49/2009).
- The Public Relation Officer shall be present in the PRO Desk of the Police Station from 8.00 hrs to 08.00 hrs in proper uniform with PRO Badge.
- The Public Relation Officer shall receive the complaints from the complainants who came to the Police Station and direct them to ISHO after getting it registered and issuing receipts. Then the complainant shall be introduced to the petition enquiry officer designated by the ISHO. The decision in this regard shall be communicated to the complainant.

- The Public Relation Officer shall direct the complainants who coming with the complaints of cognisable nature to the Station House Officer and as per the direction of ISHO the petitioner shall be directed to the GD charge officer for registration of FIR. The complainant shall be given the copy of the FIR free of cost and shall introduce him to the concerned investigation officer designated by the ISHO.
- The Public Relation Officer shall enquire the applicants for Mike Sanction about the purpose and shall explain them about zonal regulations rules and (Gazette notification, SRO No. 289/2002 & U6 30380/2002). The Public Relation Officer shall instruct the applicant to submit application online and upon such submission of application and required fee they shall be direct to Station House Officer and then to Station Writer. Upon receiving the said receipt of fee, they shall be intimated to collect the Mike Sanction Order from Sub Divisional Police Office.
- The applicants for GD entry certificate shall be directed to the Station House Officer and shall take necessary steps for the collection of enquiry report from the concerned enquiry officer designated by the SHO in this regard; to be entered it in the GD and shall give the GD extract to the applicant after get it signed by the ISHO.
- The applicants for Police Clearance Certificate shall be directed to the Station House Officer after get it registered, issuing the receipt and then the complainant shall be introduced to the concerned enquiry officer. The applicant shall also be informed about the collection of the Police Clearance Certificate on a stipulated date after submission of the required fee.
- Necessary assistance shall be provided to the illiterates, women, Children and physically disabled for the drafting of their complaints.
- The persons coming to the Police Station for enquiring about the Passport related matters shall be informed that the application for Passport should be submitted online and shall go to Passport Seva

Kendra on a particular date as generated for submission of application. They shall also be informed that the Passport shall be received by post after the due process.

- In case of an applicant for a passport, visiting the Police Station for enquiring about the passport verification status, the PRO shall inform the status of passport verification in consultation with the person concerned who is entrusted with the verification duty.
- The PRO shall not involve in the disposal of petitions received in the Police Station.
- The PRO shall ensure timely reply to the applications under the Right to Information Act and Right to Service Act.
- The PRO shall ensure the proper care and security of the accused in custody by ensuring proper feeding of the accused by the GD Charge Officer; proper body search of the accused by the concerned investigation officer and proper entry of the objects found during personal search, if any, in the Prisoner Search Register (PSR). In case of any laxity found, it shall be reported to the Station House Officer.
- The PRO, with the approval of ISHO, shall take necessary steps for assisting the Investigating Officers for the collection of various documents such as Post Mortem Certificate, Treatment Certificate, AMVI report etc. from the concerned departments by maintaining cordial relationship with them.
- The PRO should be well versed with the projects implemented by the Kerala Police such as Janamaithri, Student Police Cadets etc. and the respective nodal officers.
- The Senior citizen, women, Children and the differently abled will be treated kindly and friendly during their visit to the Police Station and the PRO shall ensure the proper service of Women Desk to the public as mentioned in PHQ Circular No. 49/2009.
- The PRO should be well versed with the day to day activities of the Police Station.
- The PRO should behave pleasantly and friendly with the common public and the staff.

- The PRO should be well versed with the behaviour pattern of all the Police Officials in the Police Station.
- The PRO should be acquainted with all the Laws/ section of laws which are frequently used in Police Station.
- The PRO shall remind the Police Officials for maintaining the Police Station and its premises neat and clean as per Circular No. 34/2010.
- The PRO shall propagate the good works and humanitarian works done by the Police Officials through the official social media sites of Kerala Police.

4. STATION WRITER

- The Station House Officer shall appoint an appropriate Police official as Station Writer by the order of District Police Chief [Rule: 223(1)PSO]. The Station House Officer shall also appoint an Assistant Station Writer for assisting the Station Writer and an IT Officer who is well acquitted with the computer.
- All the registers and records in the Police Station should be properly maintained by the Station Writer [Rule: 223(1)PSO].
- All the Government properties of the Police Station is entrusted to the Station Writer [Rule: 223(2)PSO] and it shall be maintained properly after get it entered in the Government Property Register.
- The Station Writer shall prepare all the statements and periodicals in time and shall submit before the Station House Officer [Rule: 223(2)PSO].
- All the required statements and periodicals shall be signed and submitted to the Superior Officers by the Station Writer in the absence of Station House Officer [Rule: 223(2)PSO].
- The Station Writer shall properly maintain the Village Roaster [Rule: 334(1)PSO].
- The Cash Book shall be written by the Station Writer in the absence of Station House Officer for more than one day [Rule: 557(8)PSO].

- The personal search of the accused to be kept in the 'Lock Up' shall be conducted and the objects found during personal search shall be entered in the Prisoners Search Register and it shall be signed by the Station House Officer, Station Writer and the Accused [Rule: 334(1)PSO].
- Upon receipt of petitions seeking reports from the Superior Officers, the Station House Officer shall timely submit the petition enquiry report in prescribed proforma before SHO for onward transmission.
- The Tappals received from the Superior Officers shall be entered in the Tappal Distribution Register. Important references shall also be entered in the General Current Register (Personal Register), the reply in this regard shall be prepared as per the direction of the SHO and submitted in time to the Superior Officers with the signature of Station House Officer after getting it entered in the Despatch Register. The date of despatch shall also be entered in the General Current Register. Monthly abstracts of all petition registers should be prepared.
- The Tappals to be distributed to the other offices shall be given to the 'Tappal Duty Officials' by entering the same in the Despatch Register and Local Delivery Book after getting it acknowledged by the Tappal Duty Official. When the Tappal Duty Official returns to the Police Station after duty, the Station Writer shall ensure that all the Tappals were delivered to the concerned offices on proper acknowledgement.
- The FIRs shall be submitted to the concerned Courts immediately after the registration, through Aid Prosecution/Tappal Duty Official after getting it acknowledged by them, shall enter the same in the Despatch Register and Local Delivery Book. The copy of the FIR shall also be submitted to the Sub Divisional Police Office, DCRB and one copy shall be kept in the Case Diary file.
- The Tappals submitted to the Courts shall be given to the Aid Prosecution Duty Official after getting it entered in the Despatch Register, the concerned Local Delivery Book/Tappal book and

acknowledged by him. The Station Writer shall ensure the proper delivery of the said Tappals by verifying the Local Delivery Book/Tappal book returned by the Aid Prosecution Duty Official.

- The Station Writer shall remind the Station House Officer for the comparison of FIR Index with the concerned Court register before 5th day of every month and shall rectify the irregularities/differences, if any, between the under investigation cases as per Police Station records and Court records.
- Express report shall be timely sent to the Range Office, DPC Office, Sub Divisional Police office, through IAPS or E-Mail, immediately after the report of Grave Crime.
- The list of under investigation cases shall be maintained properly as per the PHQ Circular No. 45/2009 (A,B,C,D list). (**A list** – The charge sheeted cases awaiting CC/ST/RC number from the Court. **B list**- the Final reports rejected/returned from the Court. **C list**- The Under Investigation cases belongs to previous month. **D list**- The Under Investigation cases reported during current month).
- The Final reports rejected or returned from the Courts shall be entered in the B list of UI cases and shall endorse the same to the concerned Investigation Officer as per the direction of SHO for rectifying the defects and re-submit before the Hon'ble Court after rectification.
- The Station Writer shall prepare a monthly report regarding the number of Final Reports returned from the Courts; the number of 'Court returned Final reports' re-submitted to the Court after rectification; the number of Final reports returned by the Court awaiting re-submission for want of rectifying the defects and shall submit the same before the Station House Officer.
- While endorsing the cases to the Police Officials for the investigation, it shall be entered in the register maintained for this purpose and gets it acknowledged by them.
- Upon completion of investigation, the said fact shall be entered in CCTNS and Crime Drive through the respective staffs. The same shall also be entered in the concerned register by the Station

Writer and shall sign the register for acknowledging the receipt of the Case File from the concerned investigation officer.

- The Station Writer shall ensure proper maintenance of pending trial board and its updation on monthly basis by the Aid Prosecution Duty Officer. Any omission in this regard shall be reported to the Station House Officer.
- The Station Writer shall ensure that the Court CDs are being written properly by the Aid Prosecution Duty Officer and any omissions in this regard shall be reported in the Station House Officer. The copy of Court CD shall be send to the Sub Divisional Police Office.
- The details of conviction in property cases shall be entered in SCH Part I, III, Conviction Register, Alphabetical Name Index, Ex Convict Register, Loose Leaf Index Register, FIR Index, Finger Print Register, Conviction Memo and in History Sheet (if exists). If the said accused is residing in another Police Station limit, the Bad Character Roll -A (BCR-A) shall be sent to the Police Station. The details mentioned in counter foil of BCR-A returned from the said Police Station, shall be entered in the SCH Part-III. If History Sheet is maintained in other districts for the accused, the conviction details shall be informed to the concerned DCRB offices. If the said accused is not involved in any cases within ten years of his completion of last sentence/conviction, and does not exist in the History Sheet, the Station Writer shall remind the SHO for the removal of his name from the SCH Part III (Rule 254(5)PSO).
- When an accused in convicted in property offence, the Conviction Memo shall be prepared and shall be sent to the Finger Print Bureau through DCRB.
- The Summons and Warrants received from the Courts shall properly be entered in the Process Register; and shall be given to the Station House Officer for endorsing same to the Police Officials deputed for process serving duty. The Station Writer shall ensure that the Police Officials receiving the Summons/Warrants for serving/execution acknowledge the receipt in the process register.

All the Summons/Warrants shall be returned to the Court after timely serving/execution by the concerned Police Officials along with their report; proper entries shall be made again in the Process Register. The Process Register shall be compared with the concerned Court Register bi-monthly and shall remind the SHO for rectifying the disparities if any.

- The Station Writer shall remind the Station House Officer for the time bound compliance of Inspection/Visiting remarks of Superior Officers and the submissions of compliance report in time.
- The Station Writer shall ensure time bound reply to the applications under Right to Information Act.
- Case diary Files shall be arranged in yearly basis. Handing over of any CD File to prosecutors or any other office/agencies shall be entered in the CD File Movement Register and the receipt in this regard shall be affixed in the FIR Index.
- The material objects/Thondies entrusted by the Hon'ble Court for safe custody shall be properly entered in the Thondi Register and shall be kept properly in the thondi room or handed over the same to the Sentry Duty Official after getting it entered in Sentry Relief Book. An index for the material objects/thondi shall also be prepared.
- The Station Writer under instruction from the Station House Officer will ensure that Smart Thondi Rooms are maintained in the Police Station. This involves preparing a detailed list of all material objects, including their case details, assigning a QR code to each 'Thondi' for better identification and then keeping it in an ordered manner. The code is attached to the material objects. This weed out unwanted items kept from time to time and ensures that the status of the case is updated.
- All the FIRs shall be timely published in CCTNS, except those FIRs which are exempted by the Law.
- All the Arms in the Police Station shall be distributed among the Police Officials with proper entry in the Arms Distribution Register and shall ensure that the arms are kept neatly and safely.

- The Station Writer shall remind the Station House Officer the bi-Annual renewal Rowdy History Sheet (January-1 and July-1). The renewal note in this regard shall be prepared as per the direction of SHO; send to the Sub Divisional Police office and shall collect the same after order of renewal from the Sub Divisional Police Office.
- The Station Writer shall remind the Station House Officer the annual renewal of KD History Sheet (January-1st). The renewal note in this regard shall be prepared as per the direction of SHO; send to the DCRB through the Sub Divisional Police Office and shall collect the same after renewal from the DCRB.
- Conduct Quarterly comparison on the Arms Register and the Explosive Register with the connected registers of Taluk Office and shall rectify the disparity if any by bringing it before the notice of SHO.
- The Station Writer shall take necessary steps for the disposal of unclaimed vehicles in the Police Station premises.
- The Station Writer shall take necessary steps for the cleanliness of Police Station premises.
- The Station Writer shall assist the Station House Officer in initiating actions under the KAAPA Act against the appropriate persons for preventive detention and for restriction of their movements U/S 15 of KAAPA Act. The Station Writer shall also maintain the respective registers as per Circular No: 24/2009.
- Upon receipt of Non cognizable petitions directly in Police Station, receipt shall be issued after get it registered in IAPS. The petition shall be brought into the notice of SHO. As soon as the disposal of the petitions, the said fact shall be entered in the petition register and round off the petition number after collecting the signatures of the complainant and the respondent. The decision regarding the disposal shall also be entered in the petition, IAPS, CCTNS and General Dairy and shall properly be filed.
- The Station Writer shall take necessary steps for weeding out of old/expired records by obtaining the permission from the District

Police Chief as per rule 535 appendix IV of PSO. In the Case of CD files, PSO rule 365 is applicable.

- The Note Book issue/Deposit Register shall be maintained properly. Upon completion of Note book or under orders of transfer, the Police officer shall deposit the note book with Station Writer. It is the duty of Station Writer to ensure the deposit of Note Book on completion/transfer.
- The Station Writer shall ensure time bound reply for the applications under Right to Information Act and Right to Service Act.
- The Station Writer shall ensure the proper entry in the CCTNS, IAPS, Official E-Mail, Thuna , Crime Drive, GIS, GRSS, Vahan Samaniay, Child Tracking Portal, M-Beat and Talash by the Police Official designated as IT Officer and any lapses in this regard, shall be reported to the Station House Officer.
- The Station Writer shall chronologically file LA replies for future verification.

5. Duties of CPO/SCPO (G)/ ASI (G)/ SI (G).

(PHQ Circular No: 11/2014)

The duties of Civil Police Officers are to carry out the instructions of the Station House Officer and other superiors. (1) Every Police Officer shall be considered to be always on duty and shall have the powers of a Police Officer in every part of the state: It shall be his duty to use his best endeavors and ability to prevent all crimes, offences and public nuisances to preserve the peace, to apprehend disorderly and suspicious characters, to detect and bring offenders to justice, to collect and communicate intelligence affecting the public peace and promptly-to obey and execute all orders and warrants lawfully issued to him (2) When no SCPO is present, the Station Writer or in his absence, the senior most- CPO present will be in-charge of the Guard at Police Station (3) To perform Beat Duty in both urban and rural areas (4) When a fire occurs, all CPOs available must hasten to the scene in order to extinguish it and save human

life and property (5) When there is Disaster, CPOs may be called on to evacuate people from the infected area (6) All CPOs must have a thorough knowledge of their duties, and they must be able to take up any task allotted to them at a moments notice, CPOs must be courteous and considerate to the public, and they must realise that the Police force exists for the service of the public (7) the CPOs to 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.

Civil Police Officers/Senior Civil Police Officers (Grade)/ ASI (Grade)/ SI (Grade) will perform such Police duties as they may be ordered by the ISHO 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 summons and other process of Court.
 - f) Escorting and Guarding of prisoners.
 - g) Guarding treasury 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, constable should at once act without waiting for orders and should make an immediate report and where practicable in writing, for the information of the nearest superior Police Officer.
- 3) The Civil Police Officers/Senior Civil Police Officers (Grade)/ ASI (Grade)/ SI (Grade) 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 Civil Police Officers/Senior Civil Police Officers (Grade)/ ASI (Grade)/ SI (Grade) 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 general public/ senior citizens/children/women.
- 7) The Civil Police Officers/Senior Civil Police Officers (Grade)/ ASI (Grade)/ SI(Grade) must have a thorough knowledge of their duties and they must be able to take up the task allotted to them promptly. They 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 citizen/children/women and they should be addressed in polite words.

6. GENERAL DIARY DUTY

- Every Police Station shall maintain a General Diary in a particular format as specified by the Government from time to time and shall timely enter the abstracts regarding all the petitions, First Information Reports, Final Reports; the name and details of the complainants, accused/respondents, arrested persons; the offences charged against accused , the materials including weapons seized etc.
- The General Diary shall be opened by the Station House Officer. The details as mentioned in Sec.12 of The KP Act; Rule: 390 PSO; Circular No. 37/1975 and Circular No. 3/1986 shall be entered in the General Diary. Under no circumstances, the General Diary shall be taken out of the Police Station building without the order of Superior Officers [Rule: 390(4)PSO].
- The General Diary Duty Officer shall perform the function of the Officer in Charge of Police Station in the absence of the Station House Officer (2(o)CrPC).
- The General Diary officer shall attend the phone calls in the absence of SHO and shall inform the important matters to SHO. He shall also initiate immediate necessary actions on urgent matters.

- The General Diary duty officer shall register cases upon receipt of complaints regarding cognizable offences, in the absence of Station House Officers after intimating him and shall inform the said matter to concerned Superior Officers.
- The General Diary duty officer shall receive the petitions; issue receipts and shall initiate necessary actions in this regard in the absence of SHO and PRO.
- Whenever Women/Children visit the Police Station, the General Diary duty officer shall render the assistance of Women Police Officials, if required.
- The General Diary duty officer shall ensure proper performance by the official on Sentry Duty.
- The General Diary duty officer shall perform his duties as Guard Commander. He shall also ensure proper performance of duty by turn duty Police Officials and in case of any lapses; it shall be intimated to the SHO.
- The General Diary duty officer shall maintain front office and its premises clean.
- The General Diary duty officer shall inspect the Lock-Up and ensure safety and security of the accused in Lock-Up immediately after taken over the charge as GD duty officer. He shall also ensure the absence of any dangerous/unnecessary objects in Lock-Up. The accused in Lock-Up shall be permitted to dress decently.
- The General Diary duty officer shall ensure the safety, welfare, food and drinking water to the accused in custody.
- The details of the arrest of the accused in bailable offences and enlarging them on bail shall be entered in the General Diary.
- Before taken over the charge of General Diary Officer, ensure that the Government properties entrusted, for safe custody, are intact.
- The General Diary duty officer shall prepare GD extract with respect to the applications for GD entry certificates related to Motor Accidents, on the basis of the Enquiry Report as per the

direction from SHO and the same shall be issued to the applicant after obtaining the signature of SHO.

- Make proper entries in the Hospital Intimation Register, bring into the attention of SHO; endorse the intimation to the officer concerned for taking necessary action; shall register cases on the direction of SHO if the statement recorded necessitates. If that intimation refers to any incident occurred in some other Police Station, it shall be intimated to the concerned Station through VHF/Phone/Mail make entries in Intimation Register and General Diary on transmission of intimation to other Station.
- The General Diary duty officer shall behave decently towards the public and shall ensure the same from Sentry, Duty Officers and other officers on duty. It is the duty of GD officer to ensure that nobody who visits the station faces difficulties.
- If any information is received regarding the visit of VIP within the Police Station limit, it shall be intimated to the SHO and shall appoint Police Officials on important points enroute and function place. The said facts shall also be entered in the General Diary.
- Officer's report for Special Duty from other Stations/Units shall properly be guided and briefed about their nature of duty and duty places. GD Officer shall collect their Passport/Movement Orders; make entries in the General Diary. Upon completion of their duties, as per the direction of the SHO, they shall be re-directed to their Units with proper entries in their Passport/Movement Order and General Diary.
- The General Diary Duty Officer shall hand over the copy of "FIR registered" to the Station Writer.
- The General Diary Duty Officer shall inspect the note book of the Police Officials upon completion of their duties and shall make entries in Note Book and in General Diary.
- The General Diary duty officer shall enter the details of Bus Warrants and Rail Warrants issued to the Police Officials in the General Diary.

- The General Diary Duty Officer shall make necessary arrangements for inspecting the General Diary and the station Lock-Up by the Chair Persons or the members of Human Rights Commissions, Women Commission, SC/ST Commission and the Police Complaint Authorities and the said matter shall be entered in the General Diary (Section: 12KP Act).

7. RECEPTION/HELP DESK/STATION SENTRY DUTY

- Police officers are deputed for Reception/ Help Desk/ Sentry duty in Police Stations for providing security to the Police Station building, Arms and Ammunition, Government Properties and the accused in custody. Three Police Officials are posted for the 24 hours Sentry duty. The sentry duty starts from 08.00 hrs and it continues to the next day till 08.00 hrs (Rules: 423,424PSO).
- The Police Officer deputed for Sentry Duty shall be in proper uniform and will carry Arms and Ammunitions. The sentry duty shall obtain duty in his note book.
- The GD Charge Duty Officer is the Guard Commander. The Sentry Duty Officer shall sign the sentry relief book which is kept in prescribed manner. He shall collect all duty details from the relieved officer.
- He shall physically verify all the properties entrusted to the Sentry in Sentry Relief Book, before taken over the charge of Sentry Duty.
- While on duty, he shall not remain careless or fall asleep. The Sentry Duty Officer shall always keep in mind that the security of the Police Station building, Arms and Ammunitions, Records, the vehicles kept in the Police Station compound and other properties, are vested with him [Rule: 424(4)PSO); Circular No. 14/1970(9)].
- He shall conduct proper search of station Lock-Up. It is the duty of station sentry to verify the physical and mental condition of the accused/suspect kept in the Lock-Up. He shall ensure that the station Lock-Up is suicide proof.

- He shall also pay proper attention to the accused/suspects who are kept outside the Lock-Up. He shall also ensure nothing is kept in the toilet which may endanger the life of suspect/accused.
- He shall ensure the cleanliness of Lock-Up and its premises.
- Whenever an accused/suspect is brought to the Police Station, the sentry shall conduct compulsory personal search. Whenever an accused is taken out of the Police Station, it shall be entered in the Sentry Relief Book by the Police Officer who accompanies the accused. If the accused is returned to the station again, he shall be subjected to personal search. If the accused from other Police Stations are brought to the station Lock-Up for safe custody, it shall be intimated to the Superior Officers.
- He shall behave politely to the public visiting Police Station and shall direct them to the concerned officers after ascertaining their requirements. He shall be well acquainted with the rights of common public in Police Stations as specified in Section 8 and 10 of Kerala Police Act.
- Arms and Ammunitions shall be handled with proper care. Whenever Arms/Ammunitions carried out of the Police Station or returned to the Police Station, it shall properly be entered in the Sentry Relief Book and shall get the signature of the officer who carried the weapons.
- Station Sentry Police personnel should be alert to prevent escape of accused in lockup. The doors except the front side of Police Station shall be closed during night time. Ensuring the presence of emergency light to overcome the power failure.
- The Superior Officers/Civil Officers shall be honoured/complimented appropriately (Rule: 424(7)PSO).
- He shall not permit anybody to meet the person in custody without the permission of the SHO. He shall not allow any visitor to hand over any articles/eatables to the accused/suspects without the permission of SHO.
- Any important matter to be intimated to the Superior Officers should be communicated in time. If the sentry duty Police officer

has reasonable belief that an accused/suspect in custody is physically harassed or subjected for third degree, it shall be intimated at once to the concerned DySP/SP.

- He shall not left the duty place without handing over the charge to the next on duty officer. He is not permitted to leave the duty place without permission. He shall make proper entry in Sentry Relief Book before leaving the duty place.
- The gist of Sentry duty performed shall be entered in the Note Book as well as in Sentry Relief Book.

8. AID PROSECUTION DUTY

- The Aid Prosecution duty personal shall produce the Case Diary Files of under trial cases before the Prosecutor in advance.
- The details of the trial of important cases shall be intimated to the SHO in advance.
- He shall produce forthwith the FIRs and other documents/Tappals of the Police Station to the Hon'ble Court after making the required entries in the Court Tappal book and get it acknowledged by the Court official.
- He shall submit the Tappals including petitions under Section: 156 (3) CrPC, Summons/Warrants received from the Hon'ble Court to the Station Writer through the Tappal book and get acknowledged.
- The Summons (served/unserved), the unexecuted warrants, the Remand Extension Report etc. shall be timely produced before the Hon'ble Court/Bench clerk.
- He shall ensure the presence of prosecution witnesses in the Hon'ble Court for giving evidences during trial of cases (Circular No.54/1970).
- He shall monitor day to day proceedings in important/ sensitive Under Investigation cases in the Court concerned, with timely report to the Investigating Officer.
- He shall prepare the Court CD of each case on day to day basis and shall get it counter signed by the SHO. The original Court CD shall be retained in Case Diary file and the duplicate shall be sent to the DySP/DCRB Office. In important Cases/ Grave crimes, he shall

intimate the disposal details and scope of appeal to the Public Prosecutor and shall inform it to the SHO.

- He shall enter in red ink the CC/ST/CP/SC number assigned by the Court in FIR Index against the corresponding crime numbers on a daily basis.
- The details regarding the disposal of cases in the Hon'ble Court shall be entered in FIR Index against the corresponding crime numbers on daily basis. He shall made proper entries in the Convicted/ Acquitted/ Compounded cases register.
- The case diary files shall be arranged chronologically on yearly basis in the respective room.
- The Pending Trial Board shall be renewed on monthly basis.
- He shall assist the Station Writer for the preparation of List for under investigation cases (A,B,C and D list)[Circular No. 45/2009].
- He shall produce the material objects along with KPF 151-A received from the Police Station before the Hon'ble Court and shall obtain the acknowledged copy of KPF 151-A; and the 'T' number (Property number) corresponding to the material objects produced. The T number/Property number shall be entered in the FIR Index against the corresponding crime number and the acknowledged copy of KPF 151-A shall be handed over to the concerned Investigation Officer.
- The Final Reports returned from the Hon'ble Court shall be handed over to the Station Writer after get it entered in the Court Tappal book.
- He shall enter the details of Long Pending Cases in FIR Index against corresponding crime number and on the Long Pending list by verifying the "Long Pending Cases Register" of the Hon'ble Court on daily basis. The said fact shall also be intimated to the Station House Officer.
- He shall ensure that all the accused in Committed Proceedings cases enlarged on bail by the Hon'ble Court, collect the SC number from Sessions Court and get it entered in the FIR Index.

- The FIR Index Register shall be compared with the corresponding register of the Hon'ble Court on monthly basis and the reports in this regard shall be submitted to the SHO (Circular No. 2/2013).
- The process register shall be compared with the corresponding register of the Hon'ble Court on bi-monthly basis.
- The material objects having T/P1 number entrusted to the Police Station by the Hon'ble Court for safe custody shall forthwith handed over to the Station Writer through Court Tappal book and get it acknowledged.
- If an absconder under KAAPA is found present in the Hon'ble Court in relation with any Court proceedings, the said matter shall at once intimated to the SHO.
- The Aid Prosecution Duty Official shall act as a liaison officer between Police Station and the Hon'ble Court.
- The Aid Prosecution Duty Officials shall be well acquainted with the CircularNos :127/1968, 4/2004, 30/2004,2/2013. 54/1970, 15/1994 and Chapter 3, Appendix IV of Vol.11PSO.

9. PROCESS DUTY

The Process duty includes the service of Summons and the execution of Warrants issued by the Hon'ble Court.

- The Police Officer detailed for process duty shall get it entered his duty in his note book. He shall enter the CC/ST numbers of executed Warrants /Summons and record the places visited.
- He shall receive the Summons and Warrants endorsed by the SHO after getting it entered in the Process Register.
- The Summons shall be served directly and the duplicate shall get it acknowledged by the person summoned (Sec.62 CrPC).
- Where the person summoned cannot be found even after the exercise of due diligence, the summons may be served to the adult male member of his family residing with him and get it acknowledged the duplicate (Sec. 64 CrPC).
- If the Summons cannot be served directly to the person summoned or to the adult male member of the family, then one of the

duplicate of the Summons shall be affixed to some conspicuous part of the house or homestead in which the person summoned ordinarily resides(Sec. 65 CrPC).

- The report regarding the service of summons shall be intimated to the Hon'ble Court in time.
- All Endeavours shall be taken for the execution of warrants as a warrant once issued will persists till its execution or its recall/cancellation by the Court(Sec. 70 of CrPC).
- In case ofailable warrants, the officer who is authorised to execute the warrants can release the warrantee after his arrest by executing the bail bond as per the direction of SHO as specified in Rule: 342PSO. It is not necessary to insist the warrantee for taking bail from the Police Station.
- A Warrantee can be arrested in any place in India (Sec. 77 of CrPC).
- The Police officer executing the Warrant of arrest shall produce the accused after medical examination before the Hon'ble Court within the 24 hours, exclusive of time necessary for journey from place of arrest to the Court, with the permission of SHO (Sec. 76 of CrPC).
- If a warrant of arrest cannot be executed in a stipulated time period, a report showing the reason for non-execution shall be produced before the Hon'ble Court with the signature of SHO.

10(a) PROCLAMATION DUTY

The proclamation is an order issued by the Hon'ble Court upon a person, against whom a warrant has been issued has, absconded or is concealing himself so that such warrant cannot be executed, requiring him to appear at a specific place and time not less than 30 days from the date of publishing such proclamation (Sec. 82,83 of CrPC).

- The proclamation order shall be endorsed to an officer not below the rank of Senior Civil Police Officer and such officer shall get it entered his duty on Note book from the SHO.
- The proclamation received after the endorsement by the SHO shall get it entered in the Proclamation Register and sign it.

- A certificate regarding the movable or immovable properties owned by the person against whom the proclamation has issued shall be collected from the concerned Village Officer after submitting an application for the same. The said certificate shall be produced before the Hon'ble Court.
- Enquiry shall also be conducted about the ownership of movable or immovable properties of such person in any other places. If so, a certificate in this regard shall also be collected from the concerned Village Officer.
- The proclamation shall publically read in some conspicuous place of town or village in which such person ordinarily resides.
- The proclamation shall be affixed to some conspicuous part of the house or homestead in which such person ordinarily resides or to some conspicuous place of such town or village.
- The officer entrusted with the proclamation duty will continue till the person is arrested/ produced before the Hon'ble Court. He shall raise informants about absconding warrantees.

10(b) PASSPORT VERIFICATION

The public visiting Police Station regarding various passports related issues are being informed about the following facts.

- The application for passport can't be submitted in Police Station.
- They are directed to submit the passport application Online.
- The applicant shall be instructed to appear before the Passport Seva Kendra on a particular date which was generated during the time of submission of application.
- Upon receipt of passport application in Police Station from Passport Office for verification, enquiry shall be conducted directly by visiting the residence and shall submit the report in this regard to the Passport Office through District Police Chief.
- Passport applicants shall intimate further that after the due process, the passports will be despatched to the applicant from the Passport Office through post.

- The Police officer deputed for verification of passport applications which are received through EVIP system shall conduct the enquiry and submit the verification report within the stipulated time period.
- The Police officer deputed for passport verification duty shall conduct the enquiry properly by verifying the antecedents of applicant, pending criminal cases, involvement in any restricted/banned organisations, genuineness of the facts mentioned in the application and his previous foreign visits.
- The enquiry officer shall also verify the period in which the applicant resides in the address given in the passport; previous places of residence if any; involvement in criminal cases in such places and about the acquiring of another passport in such addresses.
- The enquiry officer shall conduct verification in each Police Station limit in which the applicant has previously resided.
- The enquiry officer shall also verify the CCTNS/Crime Drive for ascertaining the criminal record.
- The Officer shall conduct enquiry and file the report within time limit.
- The passport applicant shall not be summoned to the Police Station in any case.
- The passport enquiry officer shall behave decently with the passport applicants.

11.BEAT / PATROL DUTY

(Section: 65Kerala Police Act, Rules: 281, 289PSO)

For the effective functioning of the Police Station, each Police Station area can be divided into number of beats and Police officers shall be appointed as beat officers for each beat. The duties to be performed by the beat officers shall be entered in the beat book. The intelligence/information given by the beat officers shall be effectively utilized for ensuring the safety and security of the public and for the

maintenance of the Law and Order. Beat patrolling shall be done both on day and night for making the public believe that they all are secured in all manners.

- The Beat officer shall cover the beat allotted to him in his duty time.
- The Police Station area shall be divided into number of beats in order to enable coverage of one beat by the beat officer in one round.
- The beat officers shall be acquainted with the residents of their beat area and improve public perception of Police.
- The beat officer shall analyse, on each beat visit, the measures to be taken for the prevention of crimes.
- The beat officer shall collect various information from their beat area regarding the movement of strangers; the purpose of their stay and their ID Cards; habitual offenders; the religious, caste based, political and regional disputes which may lead to serious Law and Order issues, if unaddressed; gambling houses, brothels; illegal money lending institutions; illegal centres dealing with explosives; institutions hiring child labour etc. and shall intimate the said details to the Station House Officer.
- Useful information about the undetected cases; the public meetings or similar incidents which may cause Law and Order issues; surveillance of hard core criminals either directly or through other sources.
- Information shall also be gathered about the persons habitually accepting stolen properties, persons illegally possessing Arms; those who are dealing with liquor and Narcotic Drugs; the centres for illegal arms training; persons supporting organisations banned by the Government and also about the persons providing financial assistance and acquiring financial aid on behalf of such organisations etc.
- The information about terrorist activities centred on worship places, human trafficking, the crimes under the cover of orphanages;

- Information about the persons who are deliberately creating problems during festivals, Goondas, hired ruffians, mafias, anti socials etc;
- Information about ex convicts; absconding KDs and DCs, thieves recently released from Jail and strangers in regular contact with them;
- Information about the commission of crime; all this information shall be entered in the beat book in time and shall be conveyed to the Station House Officer. Any related documents collected in this regard, if any, shall also be handed over to the SHO.
- The beat officer shall always be in uniform while performing the beat duty. He shall make proper entry in the beat book as well as in the note book and submit before the SHO after duty.
- The strangers beat duty shall be performed by the beat officer in mufty. The strangers beat duty will be performed for secretly verifying those who are coming from other areas under doubtful circumstances and for reporting the same. This duty shall be performed every second Saturday and accompanying Sundays each month. During this time the strangers shall be challenged and required information will be collected from the suspected persons for sending BCR-B.

11(a) CHECKING OF BAD CHARACTERS

The Police officers shall be well acquainted with the following points while checking habitual offenders; persons committing offences against women and children; and bad characters within the Police Station limit [PSO 265,266,282,220(4)].

- The Police officer deputed for Bad Characters checking duty shall get it entered his duty on his note book from the SHO and shall collect the list of bad characters to be checked. It shall also be entered in the General Diary before leaving the Police Station.
- The Police officer shall always be in uniform while checking the “Bad Characters” and shall seek the assistance of another Police Officer if possible.

- While checking the Bad Characters the details such as their phone number, their jobs, their official address and Phone number, their living standards, the vehicle details, the address and phone numbers of relatives residing with them, the details with phone numbers of their intimate friends etc. has to be collected in detail and report submitted before the Station House Officer.
- If the Bad Characters to be checked is not found, then enquiry shall be conducted in detail about him with his relatives, neighbours and friends.If he has shifted to some other place, a report in this regard shall be submitted to the Station House Officer.
- If the Bad Characters and his relatives are not found during verification, then enquire with the neighbours about the Bad Characters, his relatives and the persons visiting their houses. A report in this regard shall also be submitted before the Station House Officer.
- The photograph, phone numbers, the details of relatives, neighbours and friends with the phone numbers shall be entered in the History Sheets.
- The complicity of the “Bad Characters shall also be ascertained during the time of occurrence of offences within the Police Station limit.

12. NIGHT PATROL DUTY

Proper night patrolling can ensure the presence of Police in every nook and corner of the Police Station limit and thereby prevent various offences.

- The duties to be performed by the night patrolling officer such as the areas to be covered; the Patta Books, KDs and DCs to be checked, the arrest warrants to be executed etc. shall be written in the night patrolling book.

- The instructions given to the night patrolling officer shall be entered in the right side of the night patrolling book and the action taken details shall be entered on the left side.
- The night patrolling officer shall note the duty in his note book.
- The details of each duty performed shall be entered simultaneously in the note book as well as in night patrolling book in time.
- The page number and serial number of Patta Books and the present status of the Bad Characters shall also be entered in the night patrolling book.
- The Night patrolling officer can detect the petty cases during night patrolling as prescribed by the law.
- Upon inspection by the Superior Officers, the night patrolling officer shall produce the up to date beat book and note book for inspection.
- After completion of the night patrolling duty, the night patrolling book and the note book shall be submitted before the GD charge officer.
- The night patrolling officer shall challenge strangers; persons found in doubtful circumstances, suspected vehicles etc. and shall enter the said details in the night patrolling book. Necessary actions shall also be taken in accordance with the directions given by the Police Control Room and by the night checking officers. Wanderers, mentally retarded persons and persons in highly intoxicated state shall not be brought to the Police Station; instead they should be taken to the Hospitals, if required. As far as possible, ensure the presence of a person/native of the particular area while taking such persons to the hospital.

13. WOMEN BEAT OFFICER

One woman Police officer of a Police Station shall be deputed as a beat officer for visiting the Local self government office and such officer shall perform her duties in accordance with the provisions stipulated in Executive Directive Nos: 19/2018 and 17/2017.

14. MISCELLANEOUS DUTIES

A) MAINTENANCE OF LAW AND ORDER IN CONNECTION WITH PICKETING AND PROCESSIONS.

- Date and time of picketing, the place and duration of picketing, the organisation and the manner in which the picketing is being conducted are to be ascertained well in advance.
- The number of participants in picketing with the classification of male/female, its leaders, their details and phone numbers etc. are to be collected the leaders contacted well in advance.
- In cases of processions, the starting and the end point, the route, leaders and the exact time shall be enquired in advance by deputing Police Officers on mufty. The said Police Officers may be allotted a motor cycle for this purpose and they shall also be instructed them to note the registration numbers of the vehicles of the participants/leaders of the picketing.
- They shall also enquire about the possibility of violence during picketing.
- The Officer on point duty shall inform the Control Room/ISHO about any unusual/suspect movement of vehicles/ protestors.
- Ensure that the protestors have obtained proper Mike sanction from the competent authority.
- The possibilities of traffic obstructions shall also be ascertained in advance. If required, necessary traffic regulations have to be done with a view to avoiding traffic obstructions.
- It shall be ascertained that whether the procession is being done in accordance with the directions issued by the Hon'ble High Court.
- The presence of an Executive Magistrate shall be ensured by submitting an application before the Sub Divisional Magistrate.
- The place of picketing shall be visited by the Station House Officer in advance who shall prepare a proper Bandobust scheme approved by DPC/ Special Branch. The SHO shall also

ensure the availability of sufficient number of Police Officers in accordance with the scheme prepared.

- The availability of sufficient Helmets, Shields, Rope, Mike, Mob Operation Banner, Tear Gas, Barricades and its proper handling by the Police officers on duty shall also be ensured.
- The SHO shall ensure the presence of Armed Police forces detailed for the picketing duty and the required equipments, at least two hours before the commencement of picketing. If they are not present in time, it shall be intimated to the Superior Officers and necessary steps shall be taken for making them available as early as possible.
- The details of the Police officers deputed for picketing duty shall be entered in the General Diary.
- The presence of Videographer and Photographer shall be ensured before picketing. Supply body worn camera to the duty personnel subject to its availability. The videograph shall be seized/under custody immediately after the picketing.
- The availability of Ambulance and the services of Fire Force shall be ensured.
- Pilot and Escort shall be arranged for the processions.
- Necessary Police pickets shall be deployed in front of opposition party offices, places of worship etc. as per intelligence input.
- In order to avoid obstruction to the procession, necessary traffic regulations shall be implemented in advance, if required.
- Before the commencement of the procession or picketing, Police Officers shall be equipped with Shields, Helmets, Tear Gas and Wireless Sets and they shall be briefed about the mob operation duty.
- The place at which processions are to be stopped shall be fixed in advance.
- If there exist any possibility of Law and Order issues, the Police Officers shall be earmarked for the registration of FIR without any delay and shall give them necessary instructions.

- The materials endangering human life such as Stones, Bricks, Sticks etc. shall be removed from the route of processions and picketing area, if there is a possibility of Law and Order issues.
- The Wind screen/Wind shield glasses of the Police vehicles on picketing/procession duties shall be covered with wire net. The SHO shall ensure this.
- The presence of the Police officers at the duty place and the entry of the said duty in their note book shall be ensured.
- The in-charge officer shall possess the mobile numbers of the Police officers on duty and vice versa.
- Sufficient number of vehicles shall be arranged if there exists any possibility of having remove/to arrest the protesters. The place/places to which the protesters are being removed shall also be fixed in advance.
- Women Police Officers shall also be detailed for picketing duty.
- Sufficient number of Barricades shall be arranged in advance.
- Services of water cannons may be utilized if available.
- The Police officers on duty shall be directed to perform their duty calmly and politely and never turn violent unnecessarily under any circumstances. If the situation warrants the use of force, then it shall be used at required minimum level.
- Force should never be applied upon the critical body parts of the protesters. Never use force on women and Children. The required minimum force shall be applied against only those protesters who behave violently. All actions shall be taken only in accordance with the directions from the Superior/In-charge officers.
- A sterile area shall be formed at least at 50 meters distance from the rear side of the picketing (This has been done for preventing the violence, if any by the rival parties).
- As far as possible, the name and address of the protesters in picketing shall be collected by using all sources including the help of Special Branch Officials, for registration of FIR. Under

no circumstances should innocent persons be included in the list of accused.

- Necessary directions may be given for closing nearby shops/establishments in advance if there is a possibility of violence by the protesters. Spectators shall not be allowed to stand near a violent protest.
- A team of Police Officers shall be deputed as 'Removal Party' for removing the protesters from the rear side of the picketing.
- As far as possible, arrest the protesters without using any force.
- The Police Officers on duty shall avoid loose talk while arresting the protesters.
- Strict adherence to the rules and procedures and strict decency shall be ensured while arresting MPs/MLAs. The intimation regarding the arrest of MPs and MLAs during Parliament/Assembly sessions shall be given to the concerned Speakers without fail.

B) PROCEDURES TO BE FOLLOWED AFTER THE ARREST OF PROTESTERS.

- The arrested protesters shall be removed immediately to the Police Station. There shall not be any excess use of force. Police shall behave decently with the arrested/removed protesters.
- The Police officers shall be detailed specifically for the purpose of watching the arrestees, inside the vehicle used for carrying them, keeping in mind that there is a possibility of destruction of materials by them. Activities of the protestors may be photographed/ videographed from place of arrest to Police Station.
- The name and address of the arrestees shall be recorded promptly and carefully at the Police Station and their involvement in other crime cases shall be verified.

- If any case (Petty/Crime cases) is registered against the arrestees, it shall be intimated immediately to Supervisory Officers.
- The Police Officers on picket duty shall not be relieved without the direction from the Supervisory Officers.
- After the completion of duty, it shall be ensured that, the materials taken from various places for the purpose of duty have been returned.
- The safety and human rights of the accused under custody shall be ensured.
- The name and address given by the accused shall be verified in detail and their statement recorded after interrogation.
- If anybody gets injured during the protest, they shall be brought immediately to the hospital and Police Officials shall be deputed for the surveillance of hospitalised accused in non-bailable offences. If required, necessary steps shall be taken for bringing the concerned Magistrate to the hospital for remanding the said accused.
- If any mischief is done by the protesters upon any vehicles, cases shall be registered immediately and necessary steps shall be taken for bringing the said vehicles to the Police Station after due formalities including preparation of Mahazars. The value of Government/ Private property shall be assessed without delay for proper entry in the remand report.
- Picket duty shall be arranged immediately in riot prone areas, if required.
- In case of violent protests and subsequent escape of the protesters/accused, they shall be identified by frequent patrolling after the completion of protest and also by indentifying them with the markings of Grenades/ Water cannons (VARUN) over them.
- If large numbers of protesters are arrested, they shall be divided into batches and each batch shall be allotted to a group

of officers for the preparation of arrest memo and inspection memo.

- If the protesters escape after committing various mischief then enquiry shall also be conducted in nearby hospitals and if anybody is found to be present, they shall be included in the list of accused after verification.
- If atrocities are being continued by the violent protesters then necessary traffic diversion for the vehicles shall be done for keeping them away from the protesters in order to minimise the causalities.
- The department vehicles and the Police officers vehicles shall be parked away from the picketing place and they shall be parked in such a way as to proceed easily at any time.

C) FESTIVAL BANDOBUST DUTY

During festivals, Police have to ensure safety and security of the public, control the crowd and shall prevent Law and Order issues and criminal activities. Sufficient Police Officers shall be deployed in advance for the said purpose.

PROCEDURES TO FOLLOWED IN CASE OF PROCESSIONS WITH ELEPHANTS.

The SHOs shall ensure strict compliance of rules and procedures while conducting processions with Elephants. If any laxities found, it shall be intimated to the concerned authorities including Executive Magistrate and shall given necessary directions in writing to the festival organizing committee.

- Whenever Elephants are used in processions, its data book shall be verified in detail.
- The SHO shall attend the monitoring committee meeting presided by the District Collector during festivals seasons the meeting of said committee shall be convened every month and the concerned officers shall ensure the same.

- Elephants shall not be used for processions from 11.00 hrs to 15.30 hrs. In unavoidable circumstances, the Elephants shall be kept under temporary sheds constructed for this purpose to get rid of sunshine and shall provide adequate drinking water during periodical intervals. But the District Collector can grant special permission for processions with Elephants from 11.00 hrs to 15.30hrs.
- No Elephants shall be used continuously for more than 6 hours in a day. Instead, they may be used continuously for 4 hours in 2 times a day. If the procession is continuing for more than the time prescribed for the Elephants, then the said Elephant can be changed with another Elephant. The Elephants used in processions at night shall not be used in next day morning. The organisers shall also be ensured that adequate food has been given to the Elephants before, during and after the processions.
- No new festivals shall be permitted to use Elephants in processions. Permissions shall be given only for those festivals which were in existence during 2012. Apart from this, permissions shall not be given for using Elephants in excess of the number of Elephants used in the year 2012.
- People shall maintain at least 3 meters distance from the Elephants in processions and nobody shall be allowed to touch the Elephants except Mahouts.
- No Mahouts shall be allowed to work after consuming alcohol. Breath analyser test shall be conducted to ensure this. Necessary legal action shall be taken against him and the said Mahout and the concerned Elephant shall not be allowed to participate in the processions.
- The Festival organising committee shall ensure that all the Elephants being used in processions should be insured for at least 25 Lakhs and for a minimum of 72 hours.
- Elephants without being controlled with proper chains shall not be permitted to participate in the processions.

- While transporting an elephant from one place to another, strict compliance of rules and procedures shall be ensured. The permits issued by the DFOs to the vehicles transporting Elephants shall be inspected by the Forest, Police and the Revenue authorities.
- The Monitoring committee shall ensure sufficient space for using more than 15 Elephants. It shall also be certified by them after inspection.
- More than 3 Elephants at a time shall not be allowed to enter inside the temple.
- A meeting of festival organising committee members shall be convened prior to each festivals and necessary instructions shall be given to them. Minutes shall also be prepared in this regard and get it signed by the participants.

The major issues, if any occurred during the festivals shall be entered in SCH Part IV. **(Ref: CIR. NO. 2853/D2/2013/FOREST DTD.20/03/2013)**

PRECAUTIONS TO BE TAKEN DURING FIREWORKS DISPLAYS (CIRCULAR 18/2007)

The Police officers shall inspect the Fire Works Displays; the shops dealing with the Fire Crackers; and shall follow the below mentioned guidelines.

- The Police Officers shall visit the place of Fireworks display and shall ensure no human dwellings are within 200 meters circumference. It shall also be ensured that no Government offices, Hospitals and Schools are within 250 meter circumference are found, as specified in the licence.
- The SHO shall ensure proper licence for the persons doing Fire Works display.
- The building (Magazine) used for the storage and manufacture of Fire Crackers/ Explosive items shall be identified in advance and shall ensure that the dangerous and banned explosives

like Potassium Chlorite is not being used for Fire Works displays.

- The quantity of explosives as specified in Fire Works display licence only shall be permitted for conducting Fire Works display.
- Before the commencement of Fire Works display, required samples shall be taken from the Fire Crackers and Explosive items by the SHOs/ Incharge Officers. Similarly, samples shall also be taken from the remnants of Fire Works after the completion of the Fire Works display.
- The SHO shall examine the Display licence and the Explosive licence; and necessary steps shall be taken for the strict compliance of licence conditions.
- Spectators shall not be allowed to enter within 200 meters circumference of the place of Fire Works display.
- If the explosives are stored in the area near the place of Fire Works display, then safe distance between them shall be ensured and the public should be restricted to enter the area near the storage place (Magazine).
- No workers in connection with the 'Fire Works display' shall be allowed to handle the explosives negligently by consuming alcohol or by using any other drugs.
- The Fire Works display shall be conducted in time as stipulated in the licence (normally 06.00 hrs to 22.00 hrs).
- The required permission given by the people adjacent to the area of Fire Works display shall also be verified in advance.
- The presence of Fire Fighting equipments shall be ensured during Fire Works display.
- After the completion of the Fire Works display, the remnants of Fire Works shall be inspected and shall ensure that nothing is remaining unexploded.
- It shall also be ensured that no Electricity connections are within the 15 meters circumference of the Fire Works display place.

- The explosive licence of Shops and establishments selling Fire crackers on festival occasions shall be checked.
- The availability of Fire Fighting equipments including Fire extinguisher and Water Supply connetions in such shops and establishments shall also be ensured.
- It shall also be ensured that no such shops shall be allowed to possess Fire Crackers in excess of the quantity as prescribed in the licence.
- Proper awareness shall given for such shop keepers and the employees handling Fire Crackers for carefully handling such explosives.
- It shall also be ensured that the Electrical Wiring system in such shops storing Fire Crackers is intact. The availability of equipments like Circuit Breakers shall also be ensured.
- The reports shall be submitted to District Magistrate and Sub Divisional Magistrate for shifting such shops and establishments from town areas and from thickly populated areas as far as possible.

D) FACTS TO BE KEPT IN MIND IN CASE OF NOISE

POLLUTION.

- Loud Speakers shall be used only after obtaining required permission.
- It shall be used only for 15 days in a year.
- No Loud speakers shall be allowed to use continuously for more than 7 days.
- The use of loud speakers shall not be allowed from 22.00 hrs to 06.00 hrs.
- The use of “Horn type” loud speakers shall not be permitted.
- Sounds higher than 55 decibel shall not be allowed in residential areas.
- Only 2 speakers shall be permitted inside the box type loud speakers.

- No loud speakers shall be permitted in public roads and crowded places/junctions.
- The loud speakers shall be placed within 300 meters circumference from the place where amplifier situates.
- The loud speakers shall be placed 100 meters away from Hospitals, Courts and Worship places.

(Noise pollution Rules, Silent Area Gazette notification Vol. 47/512-SRO No. 289/2002 Dated 20.04.2002, Police Notification in Gazette Vo. 47/50-No.U6-30380/2002 Dated 17.12.2002).

E) TRAFFIC CONTROL DUTY

Duties and responsibilities of Police Officers detailed for Traffic Control Duty.

- The Police officer deputed for traffic duty shall get it entered the duty on his note book, from the SHO.
- The traffic violations detected during traffic control duty shall be entered in his note book and shall submit a report in this regard to the SHO for necessary action.
- The traffic duty officer shall behave politely and friendly with the public.
- Even though a person is responding violently, the Police officer shall behave gently with him. But it shall be video graphed and shall submit a report in this regard to the SHO.
- Necessary legal action shall be taken against those who are obstructing the passengers and the vehicles loaded with building materials, woods, vehicles etc.
- The Traffic Duty Officer shall ensure that the Public ways and Pathways are being maintained properly. If not so, a report shall be submitted before SHO.
- Necessary legal action shall be taken against the dangerous driving. They shall also ensure that the buses are being stopped in bus bays for boarding and de-boarding the passengers.

- Necessary directions shall be given to the public especially to the children for crossing the road by using Zebra Lines and shall entertain them for the same.
- Necessary steps shall be taken for preventing the traffic offences while doing traffic duty. If any accident happens, appropriate action shall be taken at once and shall intimate the said matter to the SHO.
- Reflect jackets and Signal Battens shall be used compulsorily while performing traffic duty at night.
- In case of accidents, necessary steps shall be taken for carefully removing the Injured; the vehicles; and for ensuring smooth traffic. They should be skilled in procedures of Trauma care.
- The Traffic Duty Police Officers shall possess the phone numbers of the nearby Hospitals and Ambulances.

F. VVIP DUTY

The Police officers deputed for VVIP duty shall keep in mind the following facts.

- The Police officer should be in proper and neat uniform while on duty.
- The Police officer should possess the “Duty Card” exclusively allotted for the VVIP duty.
- The Police officer shall possess the mobile number of the in charge officer.
- The Police officers on duty at same place shall become familiar with each other.
- The Police officers on VVIP duty shall be well acquainted with the VVIP, his travel plan and the duties to be performed.
- The Police officer shall verify the surroundings, culverts, the vehicles parked, buildings including high-rise buildings, electrical installations, and its surroundings and bushy areas nearer to his duty place. If anything found suspicious, it shall be intimated immediately to the Superiors. The Officer on point

duty shall ensure that proper Anti Sabotage checking is done before the arrival of VVIP.

- No Police officer shall leave the duty place without the permission from the Officer in Charge/Superior Officers.
- No change in duty shall be made without the permission from the Officer in Charge/Superior Officer.
- During the VVIP movement, the Officer on point duty shall keep a semi incline position facing the public.
- At the time of 'point duty', the Police officer should be facing towards the public in an inclined position.
- At the time of VVIP movement, the priority should be given not for the compliment but for the security of the VVIP.
- In order to avoid traffic obstruction during the VVIP movement, no vehicles adjacent to the VVIP route shall be allowed to remain in starting condition and the driver should be instructed strictly to wait outside the vehicle.
- The vehicles entering VVIP route through 'by- roads' shall be stopped 50 meters away from the VVIP route and the said drivers are instructed to switch off the engine. Proper barricading should be done in appropriate places.
- All the Police personnel in VVIP duty shall be briefed on the threat perception of the VVIP.

F) PRISONERS ESCORT DUTY

The Police officer detailed for the prisoner escort duty shall be well acquainted with the following facts:

- The Police officer deputed for prisoner escort duty shall get it entered his duty in his note book and shall obtain the passport for the same. The said fact shall also be get it entered in the general diary before leaving the Police Station.
- While going to the jail for taking over the prisoner, the Escort Officer shall carry the Court Order for escorting the prisoner.
- He should enquire about the criminal back ground of the prisoner and his present behaviour.

- The Escort Officer should carry the handcuff for safely producing the prisoner before the Hon'ble Court.
- An arrested person shall not be handcuffed unless special orders obtained from the Magistrate at the time of the grant of the remand (Supreme Court Criminal Writ petition No. 1079/79 (Prem Shankar Shukla Vs Delhi Administration, 1980 SCC 526)). The prisoner escort duty officer can handcuff the prisoner if he is attempting to escape from custody or behaving violently or in disorderly manner. If so, the said matter shall be entered in KPF 150 (Register of persons in custody - handcuffed /bound) and shall intimate to the Hon'ble Court in writing (PSO 443, 444; Circular No.21/1980, 39/1967, 189/1968, 77/1972).
- On escort duty with prisoners, the Head Constable or Head Constables in the escort should not carry any arms. Of the constables forming the escort, not more than one half shall carry arms. In a party of one Head Constable and six Constables, three constables will have fire arms. The others may be armed with lathies. Each Constable armed with a fire arm should carry ten rounds of ball ammunition in his pouch. In such parties one armed Constable will walk in front of the party. When there are several armed Constables, there should be one in front and the others divided on either side of the prisoners. It will be the duty of the Constables without arms to hold the prisoners chains, if secured by chains or ropes, to prevent their escapes. When disturbances occur or are apprehended, the arms carried should be increased at the discretion of the Officer despatching the escort party.
- The minimum strength of the Police guard shall be as follows:-
 1. For a single prisoner- Two Constables.
 2. For Two and not more than four prisoners- Two Constables.
 3. For more than four and not more than six prisoners- One Head Constable and 3 Constables.

4. For more than six and not more than ten prisoners- One Head Constable and Four Police Constables.

- A female warden or a woman Police Constable shall whenever possible accompany a female prisoner instead of one of the Constables.
- When prisoners are of desperate character or are likely to attempt to escape or when the number exceeds, then the strength of the guard shall be increased at the discretion of the officer in charge of the escort.
- Whenever an order for the production of a prisoner to give evidence or to answer a charge is received from a competent Court by the Officer in charge of a jail, such officer shall send a copy of the Court's order to the head of the local Police, who thereupon shall cause the necessary Police guard to be detailed in accordance with the terms of the order and the prisoner shall be in the custody of this guard.
- Whenever a prisoner is sent for examination to, or halt at night enroute at a station, where there is a Central Jail; he shall be confined therein; where there is no Central Jail, he shall be confined in the Subsidiary Jail, and where there is no Subsidiary Jail, he shall be confined in the Police lockup.
- A Police Officer who despatches an escort shall be held responsible, that a proper and sufficient escort is sent, that the men are provided with the necessary arms and accoutrements, and money for expenses, that proper discretion is used in regard to increasing the escort under special circumstances, that clear instructions are given to the Officer in charge of the escort about the production of prisoners before Courts and their disposals. In case they are released by Court but are wanted in connection with other cases, and that a full and detailed record in the matter is made in the General Diary.
- The prisoner escort duty officer shall be fully responsible for the safety and security of the prisoner from the time when the

prisoner has been taken over from the jail till the time when the prisoner has been returned to the jail.

- The Escort Officer shall not provide any thing to the prisoner in excess of the amount disbursed from the Jail for the purpose of feeding the prisoner.
- If the department vehicle is not available for escorting the prisoner, then the Police officer shall use the 'Warrant' for himself and the travel allowances allotted from the Jail for the prisoner. In no case, the Police officer shall use the vehicles arranged by the prisoners or their relatives or friends.
- The prisoner escort duty officer shall ensure that the prisoner hasn't communicated/received anything from anybody during his 'to and fro' journey between the Jail and the Court. He shall not provide any arrangement for the communication between the prisoner and his friends or relatives.
- The prisoner shall be produced before the Court well in advance.
- Upon producing the prisoner before the Hon'ble Court, the concerned order shall be produced before the Bench Clerk and after the Court proceedings, get it back the same and shall submit before the Jail Authorities along with the prisoner and get it acknowledged in the passport.
- If the prisoners misbehaves, manhandles, causes injuries towards the escort officer or anything untoward happens, the escort officer shall immediately report the Police Station with jurisdiction and shall seek the assistance of the local police.
- If the prisoner is enlarged on bail by the Hon'ble Court, then the said bail order shall be produced before the Jail Authorities along with the prisoner.
- If the Court ordered 'Police custody' of the prisoner, then that order shall also be produced before the Jail authorities.
- Upon returning the prisoner to the Jail after producing him before the Court, the prisoner escort duty officer shall remain

there until the taking over of the prisoner by the Jail Authorities after conducting the required body search.

G. TREASURY GUARD DUTY

The Police officers on sentry duty at District Treasury and Sub Treasury shall keep in mind the following points as specified in Rules: 423, 424, 429 of PSO.

- The Police officers on guard duty at treasuries are mainly responsible for the safety and security of the strong room. Apart from this, they are also responsible for the sealed locks in the treasury and the Arms and Ammunitions in the guard room.
- The Treasury Guard shall consist of one Commander and three Police officers.
- At the time of opening and closing the strong room, the guard duty Police officer shall remain present there and shall sign the Strong Room Register.
- They shall submit the copy of General Diary maintained in the Treasury Guard to the Police Station on daily basis.
- They shall not allow anybody to enter the area near the strong room.
- The treasury duty Police officer shall always be in vigil and shall be armed with weapons.
- The Guard commander and the other guard duty officers will not leave the guard before the completion of their duty.

H. TAPPAL DUTY

Tappal duty includes the handing over of Tappals of the Police Station to various offices in time.

- The Police officer detailed for Tappal duty shall get it endorsed on his note book and shall obtain passport for the same. The Tappal duty shall also be entered in the General Diary before leaving the Police Station.

- The Tappals given by the Station Writer shall be verified properly and the corresponding entry in the despatch register shall be signed by the Tappal duty officer. It shall also be entered in the Local Delivery Book.
- The name, designation and the dated signature of the person/officer who received the Tappal upon delivery shall be entered in the Local Delivery Book. After the delivery of the Tappals in the respective offices, the said fact shall also be entered in the passport along with the seal and signature of the officer who had received the Tappal.
- The material objects issued from the Police Stations or the Courts for producing before the Forensic Science Labs, Chemical Analysis Laboratories etc. shall be submitted to the concerned offices in time after obtaining passport from the Police Station. The receipt in this regard shall be submitted to the Police Station or Courts in return.
- While submitting the applications to other departments for the production of documents, the duplicate copy of the application shall be got acknowledged with the seal and signature of the concerned officer.



THRIKKODITHANAM POLICE STATION, KOTTAYAM



CHAPTER - 4

POLICE STATION DUTIES AND VERTICALS

‘Whatever work not monitored is never done’ is the concept behind the upgradation, professionalization, role clarity of verticals in the Police Station.

With the Service motto of **‘Uniform Service Delivery’** and **‘Citizen Centric Services’**, it is decided to implement the concept of Verticals in Police Stations across the State.

To initiate responsiveness among Subordinate Officers in the Police Station regarding their Daily Progress Report (DPR) & routine, role clarity etc., the verticals have been formed and their Job Charts were prepared in the Police Station. The Station House Officer is entrusted to supervise all the verticals under him daily, and inculcate competitiveness among the Subordinate officers.

- Officers in the rank of Inspectors of Police are Station House Officers. Being an initiative made in line with the intent to separate Law & Order and Crime Investigation at the Police Station level, it is imperative to restructure the current work module in the Police Station into a ‘verticals’ model.
- In this new module, everybody from the rank of CPO to SHO is bound to attend multifarious duties rather than the current system of confining to specified areas only. Moreover, it provides an opportunity to every Police Personnel to be well conversant with the different duties of basic policing.
- The description of routine daily duties of a police station is given hereunder:

L & O Duties

CrimeInvestigation

PetitionEnquiry

GDDuty

Sentry Duty

Process Serving

AidProsecution

Office&AlliedWorks

TrafficRegulation

CheckingofExplosivePremises

VerificationofArmsLicenses

BeatDuty

PatrollingDuties (Day&Night)

InquestDuty

DeadBodyBandhobustDuty

PrisonerEscortDuties

Implementationofvarious
CommunityOrientedprograms

ProclamationDuties

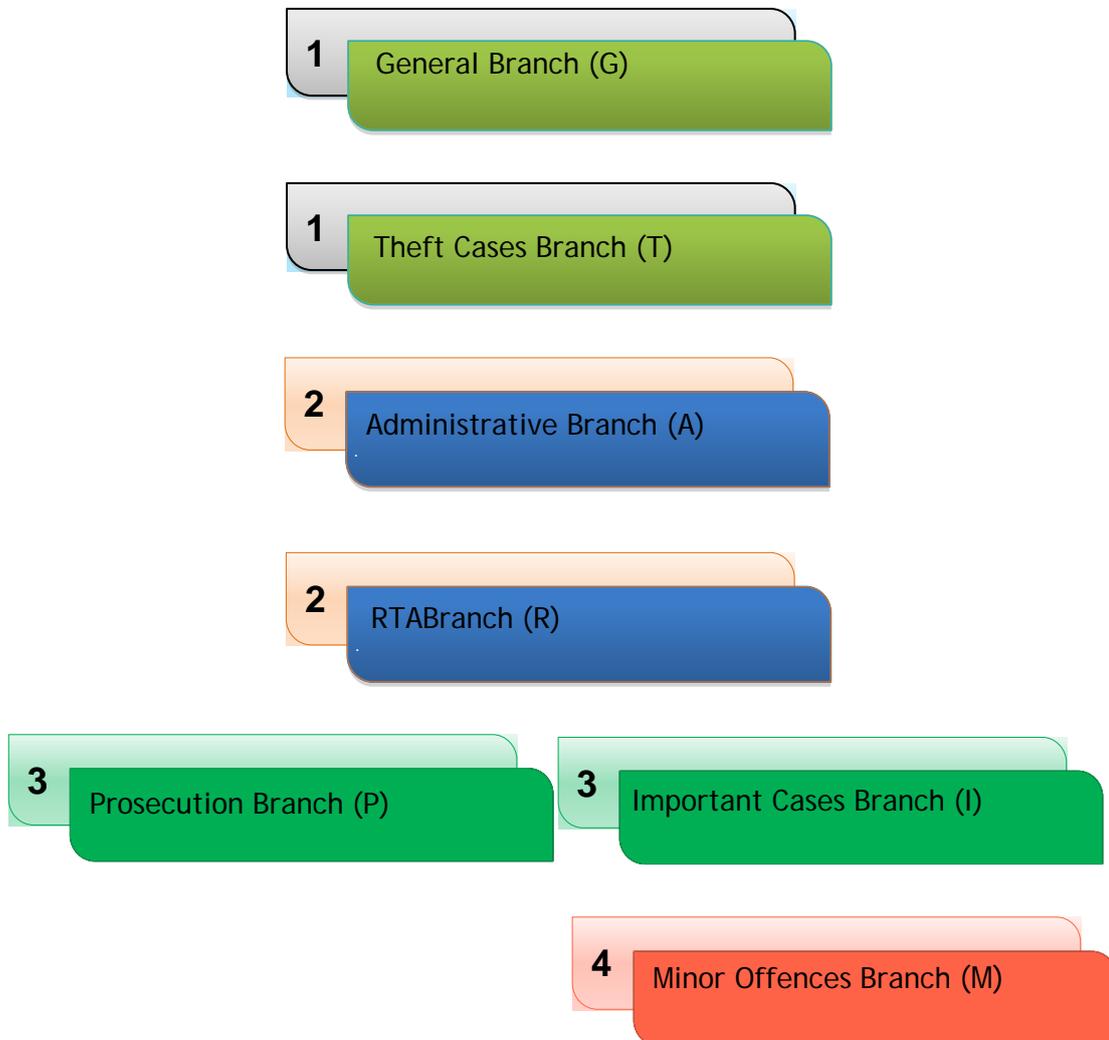
PassportEnquiry & Other
Verification Enquires

CheckingofBadCharacters

TapalDuties

DriverDuty

- As part of “vertical” model, apart from creating Law & Order and Crime Investigation Wing, there will be different Branches under each Wing as derived in the following pattern.



Law & Order Wing

As referred above, for operational and administrative, this wing has been further divided to three Branches/ Verticals viz. General, Administration and Prosecution Branches (G A P). The assignments entrusted with each wing under “G A P” are further derived hereunder:

General Branch (G - Branch)

Specific tasks to be performed by the members of this branch are as follows;

- To carry out all the formalities of Petition Enquiry.
- To carry out the exercise for Bad Characters Checkings.
- To maintain all relevant records on the above subject matters up to date and in the prescribed manner.

Administrative Branch (A - Branch)

Specific tasks to be performed by the members of this branch are as follows;

- To attend all administrative works of the Police Station.
- To attend to all the works related to the implementation of CCTNS project, IAPS & Management of Cyber Wing at the Police Station level.
- To ensure up to date and proper maintenance of all Station Records other than the subject matters being dealt with General & Prosecution branches.
- To ensure proper upkeep of all Government Properties including vehicles allotted to the Station and to maintain them with a clear accountability.

- To co-ordinate the processing of enquiry reports on application for Passport/PCC/PVC/Explosive/Arms Licenses and other related verifications.
- To co-ordinate the implementation of various activities under all Community Oriented Programs put forward by the force and effective utilization of different funds allotted to the station through various Plan Schemes.
- To manage the functioning of Front Office comprising GD & Sentry Duty.
- To mobilize Man Power required for attending to the routine Basic Policing duties like; Emergency L&O Duties, Traffic Management, Beats, Patrolling, Tapaletc and to chalk out Daily Duty Chart accordingly.

ution Branch (P - Branch)

Specific tasks to be performed by the members of this branch are as follows;

- To carry out the Process Serving duties including the Execution of LP Warrants.
- To carry out the exercise for Proclamation.
- To carry out the Aid Prosecution duties.
- To attend all Court related duties.
- To maintain all relevant records on the above subject matters up to date and in the prescribed manner.

Crime Investigation Wing

As in the case of L & O Wing, different factions are formulated under Crime Investigation Wing as to keep the required quality of Investigation. There will be separate branches/ verticals for attending to the cases under Theft, RTA, Important and Minor offences as T, R, I & M Branches (TRIM) respectively. Its details are further derived hereunder:

Theft Cases Branch (T - Branch)

This branch will carry out all the formalities with regard to the investigation of all types of Theft Cases.

Road Accident Cases Branch (R - Branch)

This branch will carry out all the formalities with regard to the investigation of Road Accident Cases.

Important Cases Branch (I - Branch)

This branch will carry out all the formalities with regard to the investigation of all other important cases to be investigated at the Station level.

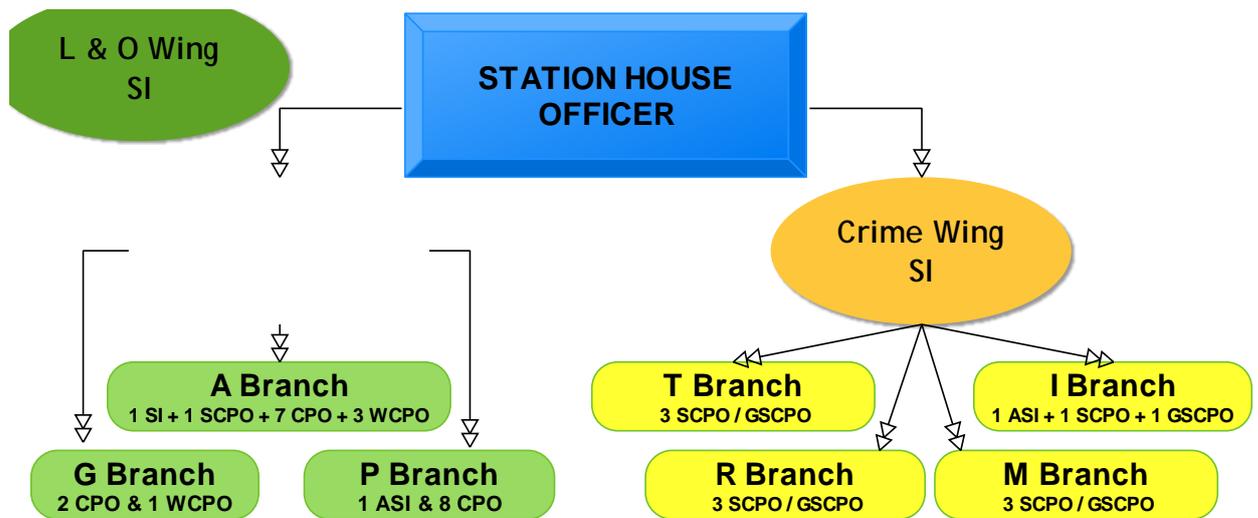
Minor Offences Branch (M - Branch)

This branch will carry out all the formalities with regard to the investigation of cases of Minor Offences in which bail can be granted from the Police Station itself.

- In order to carry out the assignments of each Branch in the desired level, the entire available strength of Police Station will be

divided and allotted to each branch prudently. SHO will be the officer overall in charge of this entire system. Officers in the rank of SIs will be in charge of Law & Order and Crime Investigation Wings respectively. The charge of Administrative Branch will also be held by an officer in the rank of SI. As regards other branches, one officer in the rank of ASI/GASI/SCPO/GSCPO will be earmarked as the Team Leader.

- The suggested Strength Pattern under each Wings & Branches in normal course is given hereunder:



This can be varied depending on the strength available in each police station.

- ISHO will be the Officer responsible for the implementation of this system.
- ISHO will allocate the strength to each Wing / Branch mainly relying upon the pattern preferred above.
- Competency and experience should be taken as the parameter for designating strength to each Wing / Branch.
- The strength required for attending to the routine basic duties like GD, Sentry, Traffic Management, Emergency L&O duties, Prisoner Escort duty, Patrolling, Beat duty, Community oriented duties, Tappal duty etc should be assessed on daily basis in advance and the required strength should be mobilized from different Wings /

Branches on rotation basis. This task is to be carried out by SW/ASW who is part of A Branch.

- As far as possible, the services of the strength earmarked for Crime Investigation duties are spared for Sentry, GD & Night Officer duties only.
- In this new system, the officer in charge of GD duty will be known as Station Duty Officer for which an ASI/SI will normally be earmarked. In addition, an SCPO/GSCPO will also be on duty as Asst. Station Duty Officer during day time. The charge of Station Duty Officer is limited to day time only (08.00 AM to 08.00 PM) and during night time Asst. Station Duty Officer only will be available for duty. The Station Duty Officer for a day will be the Public Relation Officer for that day.
- Out of the two SIs in the Law & Order Wing, one SI should be specifically earmarked as Officer in charge of Administrative Branch. He is also designated as the Nodal Officer for effective utilization of various funds allotted to the Police Station under different Plan Schemes and will also act as the Welfare Officer of the Station. The other SI will be in charge of other Branches of this Wing and will also act as Community Relation Officer of Janamaithri, SPC, Senior Citizen, SC/ST and all other Community Oriented Projects.
- The Officer in charge of Crime Investigation Wing will also act as the Intelligence Officer of the Station and as Liaison Officer of KAAPA.
- Attending of intimations from various hospitals are to be done by the members of Crime Investigation Wing on daily basis in normal course.
- Drivers allotted to each Police Station will be part of Administrative Branch. Likewise, the substitutes opted for this particular duty will also be detailed by the Administrative Branch on rotation policy.

- Similarly, the Home Guards, if any, allotted to the Station will be part of the Administrative Branch and their services will be utilized mainly for Traffic Regulation duties in normal course.
- The requirement of strength to be mobilized from each branch for attending daily routine duties as referred above should be projected in advance by the Officer in charge of Administrative Branch on daily basis and either the Officer in charge of each Wing or the Team Leaders of every Branch should spare the services of required strength from their respective Wings / Branches for such duties. On such occasions, unless and until there is an extreme exigency, Administrative Branch will see that at least one staff is retained in every Branch for attending the routine tasks of their respective portfolios.
- The Officers in charge of each Wing will conduct a meeting with the Team Leaders of the Branches under their respective control every 10 days and will assess the performance of each branch. Likewise, the SHO will conduct such review meetings of Officers in charge of Law & Order and Administrative Wings fortnightly. The directions issued from higher ups during monthly conferences should be conveyed to the Wing in charge and Team Leaders during such meetings and appropriate measures to be initiated for resolving shortcomings, if any, and to ensure better service delivery.
- While detailing man power for different orientation / refresher training programs, rotational policy is to be followed and as far as possible priority to be given for team leaders.
- The investigation on Suo-moto cases detected while on patrolling should be attended by the members of Law & Order Wing whereas the investigation in 174 CrPC cases is to be attended by the members of Crime Investigation Wing on rotational basis irrespective of the Branch in which he/she is a member.
- Members of each Wing / Branch should be shuffled at regular intervals as per the requirement and on the discretion of ISHOs concerned.

- There should be separate work space for each Branch in every Police Station. For the time being, such work space can be formulated through temporary arrangements. In the long run, the designing of Police Stations should be made in a manner to have Cubicle Work Space for accommodating each Branch.
- In the case of any additional undefined duties, ISHO is at liberty to entrust the task with the members of any Wing/Branch as per the requirement of the situation.



CHAPTER - 5

THE COASTAL POLICE STATIONS

The basic objective of establishing Coastal Police Stations in various Coastal States and Union Territories is to overcome the limitations of the State Police in terms of needed infrastructure and skilled manpower to exercise their policing jurisdiction effectively in the Territorial Waters (i.e. up to 12 nautical miles from the shore) . It must be borne in mind that the Coastal Police Stations are regular Police Stations of the State with full fledged jurisdiction on the Territorial Waters off the Coast and a portion of Coastal land.

POWERS

- The Officials of Coastal Police Stations shall exercise all Police powers conferred on them vide Criminal laws of the land, eg. IPC 1860; CrPC 1973; Indian Evidence Act, 1872; Indian Passports Act 1967 ; Foreigners Act , 1946 ; Indian Arms Act , 1959 ; Indian Explosive Act , 1884 ; Explosive Substances Act 1908 ; Inland Steam Vessels Act 1917 ; Indian Fisheries Act 1897 ; Maritime Zones of India Act 1981 ; Unlawful Activities Prevention Act 1967 and various other existing Laws , Codes and Enactments , including the Special and Local Laws .
- Police Officers of these Coastal Police Stations shall exercise all Police powers to enter, inspect, search, seize and examine any place, carriage or vessel about whose association / involvement with some suspects , criminals , illicit explosives , arms , ammunitions or contrabands credible information has been received and to take legal action according to the law.

DUTIES OF THE COASTAL POLICE

- **Coastal Police Station has jurisdiction that extends into the sea upto 12 Nautical Miles with or without landed territory.** These Police Stations therefore, have maritime component besides intelligence and investigation wings to effect better

surveillance and control over sea, coast, creeks and other water ways connected to sea.

- Coastal Police Station will be engaged in policing the Territorial Waters with a view to enforce the criminal laws of the country, protecting national interests in such waters and providing a sense of security to the inhabitants and other stakeholders in the Coastal areas.

Duties of Coastal Police Stations

- Search and seizure in respect of trawlers, vessels, fishing boats and to apprehend persons involved / suspected to be involved in drug trafficking, explosives, contraband goods, arms and ammunition, dangerous materials smuggling of and trafficking in human beings etc in contravention of Law in order to prevent these unlawful activities.
- Investigating criminal cases registered either by the concerned Coastal Police Stations, or being handed over by such agencies as the Coast Guard, Navy, Customs, Department of Fisheries etc. In such situations, the investigation will be conducted as per the Police Standing Orders/Police Act of the concerned State and the Laws relating to investigation as applicable.
- To develop and collect intelligence in order to prevent landing of arms & ammunitions, explosives and other contraband and unauthorized entry of vessels and persons etc (especially of foreign origin).
- To keep surveillance over the villages, roads, highways, dwelling units along creeks, landing points, ports under their jurisdictions, Govt / private Jetties, Coastal check posts of other Departments, Coastal watch towers, Resorts on coasts, vehicles, various commercial and residential units, hotels, lodges, restaurants etc against their misuse for unlawful acts.
- To co-ordinate with neighbouring Police Stations, Navy, Customs, Coast Guard, BSF authorities and Intelligence agencies (both of the State and Government of India through District Police Office/

Police Headquarters) to prevent and detect unlawful activities in the coastal areas and Territorial Waters of India.

- Rendering need based assistance to the Indian Coast Guard, the Customs department, the agencies / departments looking after security of the Ports under the jurisdiction of the Coastal Police Station and to the departments of Fisheries, Ports, Tourism etc.
- Organizing search, salvage and rescue operations whenever the need arises. It will, however, be advisable to associate with the Indian Coast Guard / Customs / Fisheries departments wherever possible according to the perception of threat and magnitude thereof.
- To take such steps / measures as are necessary to preserve and protect the maritime environment and to prevent and control marine pollution.
- Assisting the Customs and other authorities in anti smuggling operations.
- Enforcing the provisions of such legislations or enactments as are for the time being in force in the Territorial Waters and the coastal areas.
- Ensuring safety and security of artificial islands, offshore terminals and services in the Territorial Waters in collaboration with the Indian Coast Guard and other security agencies.
- Assisting fishermen and others in distress in the Territorial Waters.
- Frequent contact with the fishermen and others concerned persons / agencies engaged in the sea related trade business activities to ensure smooth conduct thereof.
- To note and keep record of VHF / UHF wireless equipments wherever allotted to the fishermen and others to and check and exercise control over the unauthorized use of such wireless equipment.
- To assist District / State Authorities in Disaster Management especially when such disaster relates to Sea.

- Preventing as well as dealing with oil - spills and spills of toxic substances on Territorial Waters in collaboration with other agencies.
- Any other duty as entrusted by the Government.

ORGINIZATIONAL SET UP AND MANPOWER FOR COASTAL POLICE STATIONS & COASTAL CHECK POSTS

The guidelines issued by the MHA, Government of India provide that the Coastal Police Stations will have an exclusive **Marine Wing** (for keeping surveillance on sea through boat patrolling). It shall also have an **exclusive Intelligence Wing** for collection of actionable intelligence. Besides, the regular area policing, crime control, crime investigation, monitoring and checking of vehicles and men in coastal areas will also be the responsibility of a Coastal Police Station.

The Coastal Police Station may be headed by an Officer of the rank of an **Inspector of Police** who will be the Station House Officer (SHO) of the Police Station. He should be assisted by such number of Sub Inspectors of Police, Assistant Sub Inspectors of Police, Head Constables and Constables as will be required for conducting sea patrolling, Intelligence gathering, Investigation of cases registered and management of day-to-day functioning of Coastal Police Stations. It is appropriate to have one or more **Coastal Check Posts** which may be established all along the Coastline - on junction / access points on Coastal roads leading to major roads / Highways under the functional control of the Coastal Police Stations. These Check Posts will keep a check on the movement of vehicles / persons in Coastal area. Check Posts will be under the administrative and functional control of the concerned jurisdictional Coastal Police Station. Similarly, a Coastal Police Station may have some Coastal Outposts for effectively policing the entire coastal area. However, it will not be possible to have this arrangement where the Coastal Police Stations exercise their jurisdiction in the Territorial Water only. In such cases, the existing Police Stations on the Coastline may have these Check Posts and Outposts under their administrative control.

Adequate staff must be earmarked to ensure performance of the above - mentioned duties by the Coastal Police. In a Coastal Police Station, the standard distribution of duties should be as follows:

- (a) Overall in charge : 1 Inspector SHO
- (b) Boat Patrolling : 3 SIs/ASIs, 3 SCPOs, 9 CPOs (In 3 shifts)
- (c) Intelligence Collection : 1 SI/ASI, 2 SCPOs, 5 CPOs
- (d) Crime Investigation : 1 SI/ASI, 2 SCPOs, 5 CPOs
- (e) Vehicle / Land Patrolling: 3 SIs/ASIs, 3 SCPOs, 9 CPOs (in shifts)
- (f) Routine PS Duties : 2 SIs / ASIs, 3 SCPOs, 10 CPOs
- (g) Check Post duties : 3 SCPOs & 6 CPOs.

(The distribution may however, vary depending on the location of the Police Station, sensitivity of the area, special duties etc).

The table below gives an example of duty distribution .

Nature	ISHO	SI	ASI	SCPO	CPO	DVR CPO	Sweeper/ Part-Time
Daily functioning (Including investigation)	1	3	3	9	27	4	1
Boat Patrolling (3 shifts)		2	2	2	6		
Check Post (2-Shifts)				3	6		
Watch towers					4		
Intelligence Collection		1	1	2	2		
Total	1	6	6	16	48	4	1

- Boat Crew Staff: (Per Boat)**
- Master -1**
- Syrang -1**
- Engine Driver -1**
- Dhingi Driver -1**

Investigation of reported cases is an important task of a Coastal Police Station. There should be an exclusive **investigation wing** in every Coastal Police Station.

The **technical staff (crew)** which include Boat / Engine drivers, Syrangs, Lascars/Khalasis, Dingi drivers etc may also operate on shifts while conducting patrolling. It is incumbent on the ISHO or the Coastal Police Station i.e. the Inspector to allot duties depending on the prevailing circumstances and to meet professional / operational requirements.

DUTIES & RESPONSIBILITIES OF TECHNICAL CREW

1) MASTER OF THE BOAT (INSPECTOR SHO / SI / ASI)

Responsibilities

He is responsible for the following:

- i) Overall in - charge of vessel and administration of his command.
- ii) Safety of Vessel, life on board at sea and harbor.
- iii) Safe Navigation while entering and leaving harbor.
- iv) Ensuring maintenance of the vessel, its records and log book.
- v) Safety and effective utilization of arms and ammunitions at sea, but under overall command of the senior most Police Officer on board.
- vi) Training and execution of administrative and operational orders.

2) WHEEL HOUSE - IN - CHARGE (SYRANG)

Responsibilities

He is directly responsible to the Master for the following:

- i) Safety of the Vessel/Boat, both when under way and in harbor, subject to any orders he may receive from the Master/Captain.
- ii) Responsible for general conduct of the vessel i.e. When at sea, he shall be careful that the vessel is properly steered and take all precautions for safe Navigations (**He will act as Navigator**).
- iii) He shall point out to the Master every possible danger in or near the Vessel's course and the way to avoid it.
- iv) He shall keep a sharp lookout and ascertain the Vessel's position frequently with the available Navigational aids.

- v) He shall be in charge of the Navigational charts, Maps Navigational Books and publications and the custody of Navigational equipments and for the operational conditions.
- vi) Feedback for scouting/Barrier patrolling as per intelligence inputs and weather/sea conditions.
- vii) Ensuring closing of latches and doors while at sea.
- viii) Securing of items on deck prior to sailing and at sea.
- ix) Assume full responsibility for the safety of personnel onboard by taking all precautions.
- ix) Promulgation of working routines and execution of the same.
- x) Maintenance of deck, Communication equipments and deck equipments, anchors and cables and other associated fittings.
- xi) Training, discipline, general organization and welfare of the crew on board and also for efficiency of the operating crew.
- xii) Fire fighting and Damage control operations and training of crew.

3) ENGINE DRIVER

Responsibilities

He is responsible for the following:

- i) The operation, maintenance, performance, availability, security and safety of the machinery systems and equipments fitted on the boat.
- ii) The custody of spare gears, drawings, publications and tools.
- iii) Accounting of diesel, petrol and lubricants received.
- iv) Timely maintenance of machineries and equipments.
- v) Ensuring Engine routines as prescribed in the manual/ vessel Standing Orders.
- vi) Projection of defects and ensuring timely rectification of the same.
- vii) Advising Master on operation of Engines and machineries.
- viii) Maintenance of records and forwarding of reports pertaining to technical subjects

ix) Ensuring operational availability of machineries and equipments at sea / harbor.

ix) Monitoring the progress of defects and work quality of trades.

4) DECK HAND (LASCAR)

Responsibilities

He is responsible for the following

- i) Securing of boat and other items held onboard.
- ii) Cleaning and maintenance of deck and boat.
- iii) Securing of fenders and other loose gears.
- iv) Chipping and painting of corroded areas.
- v) Oiling and greasing of movable parts of upper deck fittings.
- vi) Handling of ropes, securing of equipment covers.
- vii) Safety and security of the boat by proper vigil.

There may be a requirement of additional crew with categories like Navigators, Gunners in future if bigger boats (above 12 Ton) are used by Coastal Police Stations with arms/guns fixed on board. In that situation, Navigational responsibilities of Syrang will be entrusted to the Navigator and the responsibilities of the Gunner will be as follows.

5) GUNNER

Responsibilities

He is responsible for the following:

- i) He is in-charge of the arms and ammunitions held on board.
- ii) He shall advise the Master on the tactics to employ to obtain the best results from the Gunnery weapons at Sea.
- iii) Demand / Accounting of Ammunitions fired at sea and rendition of reports.
- iv) Firing of weapons at sea during the real operation and maintenance of weapons and ammunitions held on board and ensure operational availability.
- v) Laying down procedure for gunnery drills and guidelines for usage of weapons at sea.



CHAPTER.6

OFFICIAL POLICE RECORDS

GOVERNMENT PROPERTY RELEATED

1. GOVERNMENT PROPERTY REGISTER:-

(KPF-88) (PSO VOL-III .Rule-522)

The register maintained by SHO to record the list of Government properties in the Police Station is called Government Property Register. Arms and Ammunition in the Station should be kept under lock and key when not in use. Whenever the SHOs leaves his head quarters, he should hand over the key to the SCPO or the Station Writer. The Station Writer will be responsible for the correct maintenance of the Government Property Register and also the properties entered there in, under the direct supervision of the SHO.

2.HISTORY SHEET OF WEAPONS

History sheets are maintained for each weapon issued for duty purpose in a Police Station. On verifying each sheet, history of a particular weapon issued in the Police Station can be understood. These sheets are inspected by the Armour Inspector every quarter.

3.ARMS DISTRIBUTION REGISTER

A Register is to be maintained, in Police Station which contains details of arms kept in Police station. The arms allotted to each member of the unit are entered in this register. Each Police Officer to whom a weapon is issued should be held responsible for proper cleaning and maintenance. The SHO should ensure that the men clean their weapons regularly.

4.REGISTER OF ALOTTEES OF QUARTERS

A Register is maintained in every Police station for entering the details of Police quarters allotted to each Police Person. All officers are entitled

to rent free quarters. Where there is no Government Quarters available, they are given house rent allowance as may be fixed by Government from time to time.(GO (MS) 90 Home dtd 07.03.1968)

FINANCIAL /ACCOUNT RELATED REGISTERS

5.PERMANENT ADVANCE REGISTER

Asum of money is allotted to every Police Station for meeting contingencies and other expenses related to day today matters. Once the fund is exhausted due to utilization, theISHO can recoup a minimum amount with the sanction of the District Police Chief.

6.CASH BOOK (KPF TR 7A)

The Cash book (KPF- TR 7A) shall be maintained in Police Stations dealing with receipt and disbursement of Government money. All public money received and disbursed should be brought into account immediately on receipt and disbursement. The cash Book should be personally maintained by the SHO in his own handwriting. If the SHO is absent from the station for more than a Day, the book may be handed over to the Station Writer with clear instructions as to its maintenance. The Opening balance, receipts and closing balance shall be entered in red ink and all other entries shall be made in black or blue ink. The cash received through TR-5 shall be remitted to the bank on the next working day and must be recorded in the Cash Book. The opening balance in Cash book shall be entered in the General Diary. The cash received in Police Station shall be allotted as RV (Revenue Voucher) Number and the amount disbursed shall be allotted as EV (Expenditure voucher) Number. Detailed particulars of each transaction such as from whom received, number and date of encashment of bill, date of money memo received, to whom disbursed with number and date of money memo sent should be entered in the cash book. No private money should be mixed with Government cash.

7.MONEY MEMO BOOK (KPF 105)

Money memo book is used for transferring money from one office to another office. It has three Parts. First part is used as counter foil and third part is used as acknowledgement, the second part of the money Memo is kept in Police Station as money memo receipt voucher.

8.PLAN FUND EXPENDITURE REGISTER

A separate register is maintained in every Police Station for Plan Fund Expenditure. Funds allotted by Government in each Police Station in connection with Student Police Cadet, Victim Support Scheme etc are maintained in this register.

9.TR-05 REGISTER

Receipts in Form TR No.5 is commonly considered as an instrument being used in Government offices intending to acknowledge the receipt of money received on behalf of Govt. Proper maintenance and use of TR-5 receipts are key to the financial prudence as it is susceptible to manipulation and misappropriation. Various guidelines and instructions have been issued over the years describing the responsibilities while using TR-5, its documentation, upkeep and remittance of revenue collected etc. With a view to avert the possible misuse and resultant allegations due to improper management of TR-5, all officers concerned shall go by the norms and procedure.

10.BUS/RAIL/BOAT WARRANTS

a) BUS WARRANTS (KPF 22) (PSO VOL-III. Rule 554)

Police Personnel on duty are allowed to travel in Buses on the strength of the Warrants issued by the Police Department. The cost on this account will be reimbursed to the bus company by the Government.

Every Bus Warrant shall contain the following Particulars;

1. Bus Warrant Number
2. Name of the Police Official
3. Unit
4. Date of Travel

5. Purpose of Journey
6. Place from where journey started and where the journey ends.
7. Place of issue and Date of Issue.
8. Designation and signature of the Issuing officer
9. Seal of the Office of Issue.

b) RAIL WARRANTS(KPF NO.131) (PSO VOL-III. Rule 550)

Police Personnel on duty are allowed to travel in trains on the strength of the Railway Warrants issued by the Police Department. Railway Warrants will be accepted by Station Masters or Booking clerk as cash payment for value of Tickets supplied as per the rules printed on the reverse of the foil for Railway. The Railway warrants are written in English. Railway warrants consist of three foils. The Foil headed “FOR OFFICE RECORD ” will be retained in the Office and remaining two foils are handed over to the officer in the charge of the traveling party who will fill up the columns, sign it and present it to Railway Station for issuing the tickets required. One foil for the “Superintendent of Police” will be returned to the traveling person for claiming TA. Whenever possible, Railway warrant shall be issued at the Station of Departure further return journey also.

BOAT WARRANTS

Boat warrants shall be issued to non Gazetted Officers for the Travel by Boat on Duty. The Procedure in the case of bus Warrants will apply to the issue of Boat Warrants also

11.RV/EV REGISTER

The cash received in Police Station shall be allotted as RV (Revenue Voucher) Number and the amount disbursed shall be allotted as EV (Expenditure voucher) Number. Detailed particulars of each transaction such as from whom received, number and date of encashment of bill, date of money memo received, to whom disbursed with number and date of money memo should be entered in the cash book.

12. STAMP ACCOUNT REGISTER(CF 16)

This is a register that records the arrival cost of service stamps used in the Police Station. On receiving stamp from the District Police Office, it should be properly accounted and statement of daily used stamp should be recorded. It is compared with the entries in Despatch Register. The remaining stamps should be kept in the safe custody of Station writer. At the end of each month, abstract should be made and signed by SHO.

13. MV PETTY CASE REGISTER(KPF NO.123(A))

A register in **KPF No.123 (A)** should be kept for entering petty cases charged under the Police Act, Motor Vehicle Act. At the end of the each Quarter, an Abstract will be made out of showing the number of each category of cases detected during the quarter. Entry regarding the disposal of each case should be attested by the SHO.

14. ORDINARY PETTY CASE REGISTER

COTPA Petty (Cigarette & other Tobacco Products (Prohibition of Advertisement & Regulation of Trade & Commerce, Production, and Supply& Distribution) Act 2003) and General Petty detected in a Police Station are recorded in this register. Abstract is prepared in every month& countersigned by SHO.

15. AQUITTANCE REGISTER (TR.95).

The register is maintained in TR.95. This register is meant for recording all the transaction done in connection with disbursement of salary, Travel Allowance, Lumpsum grant, PF Loans, Surrender etc. Nowadays most of these transactions are done through bank account.

16. PERMANANET ADVANCE REGISTER (PA REGISTER)

A Sum of rupees is allotted to every Police Station for meeting contingencies and other expenses related to day today matters. After the

expenditure of the Fund, SHO can recoup the amount by the sanction of DPC.

17. FUEL INDENT REGISTER

The Fuel indent book in **KPF No.41** should be kept under the personal custody of Station House Officer. Indent should be prepared in triplicate & should invariably sign by Station House Officer and produced by the Driver along with the dairy.

18.VEHICLE DIARIES

The Register shall be maintained in KPF NO.41 C. The Drivers daily dairy should be maintained for each vehicle and should be return up in duplicate by the carbon process in the form of General diary. All trips time of start and finish, work done, Mileage cover, supplies of Petrol, oil and lubricant, tyres changed etc should be return up chronologically. One copy will be sent to District Police Chief daily signed by the officer in charge of the Vehicle.

19.REGISTER OF ARTICLE RETURNS TO STORE (LARS)(KPF NO.81)

In the event of any damage to the Government property, it should be marked in LARS (List of Articles Return Store) and returned to the DPO store and must be clearly recorded in the Government Property Register.

ADMINISTRATIVE RELATED

20.DUTY ROSTER/ROUGH DUTY ROSTER

The duty roster is maintained for entering the main heads of duties to be performed in each Police Station and outpost (**KPF- 164, 164 A, 163**). A monthly abstract of the duty roster shall be prepared at the end of each month for getting a clear understanding of the duties performed by each Police officer. If any Police officer fails to perform a specific duty, the reason for the failure should be recorded in the remarks column and shall also be recorded in the General Diary. This will enable the officers to find out whether beats are served properly

during dark nights. At present, the duty details are also entered in digital mode through IAPS.

21.ATTENDANCE REGISTER(CF 1A)

Attendance Register is a tool to record the regularity of a Police Person on a day to day basis. It is used for payroll/salary purposes. It consists of records of payroll heads used to calculate the salary like the present, absent, holidays, in service course and other kinds of applicable leaves.

22.CASUAL LEAVE REGISTER

(PSO VOL-III .Rule 535 Appendix-4) (CF 83)

The Casual Leave Register is a record for entering the Casual leave availed by the Police Officers. Separate page is allotted to each Police Officer and its tenure is one year. The date of commencement of Casual Leave and the due back date on duty shall be properly recorded in the Casual Leave register upon sanctioning of casual leave. When leave is granted to a Police Person, it should be added and documented in this register. Information on leave shall be entered in the General Diary and Attendance Register.

23.REGISTER OF OFF DUTY FOR CONSTABULARY

All Police Personnel are permitted to avail minimum two days off in a Month. A Register is maintained in every Police Station to record the details of Off Duty granted to Police persons.

24.ROUGH TA REGISTER

A Rough Register of Travelling Allowance in the form of TA Bill should be maintained in each Police Station. At the End of the Month this should be copied as Regular TA Bills and submitted to the District Police Office.

25.GENERAL MEMO BOOK

This register is maintained in **KPF No.58** and used for entering the details of Case Diaries which are transferred from one unit to another or

from one Police station to another Police station. The first portion of the form is to be retained by the centre and second part to be filed by the recipient .This form is also used for Upadesh memo.

26.ORDERLY ROOM REGISTER (KPF NO.117)

The Holding of Orderly Rooms is one of the important duties of Superior Police Officers. An Orderly Room March is conducted by a controlling officer for the dereliction of duty or misbehavior by a Police Person. The Officer who conducts Orderly Room march should make a brief record of the grievances and representations made by the delinquent and the decision taken must be entered in the Orderly Room Register (KPF-No.117).The Decision taken by the Officer may be communicated to the Delinquent.

27.PARADE ATTENDANCE REGISTER

This register is used for recording the attendance of officers and Police personnel who participates in the parade. A Parade statement is prepared and verified by the SHO and is entered in this register.

28.DESPATCH REGISTER(KPF.No.156 B)

All correspondences despatched from a Police Station either directly or by post shall be recorded in the Despatch Register on a daily basis. The particulars such as: to whom it is to be sent, the gist of the content and the date of despatch shall be entered in the Despatch Register. If it is despatched by post, the amount of Postal Stamp used shall be entered in this register and Stamp Account register. If it is despatched directly, the person who receives the Tappal for delivery shall acknowledge the same in the register.

29.TAPPAL DISTRIBUTION REGISTER

A Tappal book in **KPF No.180** should be maintained in all Police Stations. Description of papers despatched, address of the person to whom it was despatched, daily used stamps etc are entered in this

register. All Local tappal are entered in a separate local delivery Tappal book (**KPF.NO.212**).

30.REGISTER OF MISSING GOVERNMENT PROPERTY

The Register as the name indicates, is used to enter the missing Government Properties which are allotted to the Police Station.

31.PRIVATE PROPERTY REGISTER

All Properties except Government Properties received in the Police Station are entered in this Register.

32.POLICE PENSIONERS REGISTER (Circular No. 26/2012)

Every Police Station shall maintain a separate register of all retired Policepersonnel residing in their limits, irrespective of the Unit from which they retired. To ensure continued utilisation of their services and for better Police service delivery, a detailed note of the retired Police persons are entered in this register and is used as systematic mechanism for identification of retired Police personnel. The register will contain:

- a. Name
- b. Address and contact numbers
- c. Address of nearest relative and their contact number
- d. Unit from which they retired
- e. Rank at which they retired
- f. GL No (if applicable)
- g. Date of retirement

Such register shall be maintained in respect of those Police personnel retiring from other State forces and Central Police Forces as well.

33.NOTE BOOK(PSO VOL-II Rule.391)

Every Senior Civil Police Officer and Civil Police Officer of the District Police will maintain a Note book which should contain an account of the duty done and places visited by him daily in sequence of time. Information regarding concerned crime, bad characters check, Beat

duty done and other matters of interest to the Police should be entered. The Sub Inspector should frequently peruse the note books and enter his remarks or instruction in it.

The Sub Inspectors shall maintain pocket note book in **KPF 59** to enable them to keep proper note of investigation or enquiry in crimes, accidents etc. They should always carry the note book with them while on duty and superior officers should scrutinize and initial the entries in it. The Inspector also maintain note book in which they will write then and there, the daily movements activities in the discharge of the day duties. When a note book is completed it will be filed with Office record detained for three years. The information recorded in the notebook is relevant in terms of section 35 of the Evidence Act.

34.NOTE BOOK DEPOSIT REGISTER

When a Police officer completes a note book or on transfer, the note book should be handed over to the Station Writer. It should be recorded in the Deposit register. The writer and the depositing officer must keep the signature on the deposit register. The full responsibilities of deposited notebooks are with the Station Writer.

35.SMALL SERVICE BOOK(KPF 152 B)

Small service book is supplied to all Police Officers below the Rank of Inspectors. A register that records the service particular, such as date of entry in service, Transfers and Promotions, GSE, punishment, leave particulars, remuneration, accurately recorded in this register.

36.MEDICAL HISTORY SHEET (KPF.NO.201)

Medical History Sheet will be kept by the Station House Officer and given to the Police man on their going to Hospital. Entries of attendance at hospital will be made by medical officers alone. Every two years, they are examined by Government Medical Officer and health conditions will be recorded at free of cost.

PUBLIC SERVICE RELATED REGISTERS

37.REGISTER OF PERSONS UNDER TEMPORARY CARE OF POLICE

This register is meant for collecting the details of persons who require temporary care like primary needs, medical aid etc by the Police. The steps taken and the details of services rendered to them should be entered in this register.

38.ARMS APPLICATION REGISTER

When a person applies for arms License before the District Collector, it shall be forwarded to concerned Police Station for enquiry and report through District Police Chief. Such Application received in the Police Station is entered in this register with serial number. An enquiry was conducted based on this application about the criminal back ground of the his association with other criminals, organizations propagating religious fundamentalism, Terrorist organizations, existence of any threat to the applicant, the financial back ground of the applicant and the necessity for weapon applied. After conducting enquiry, an Enquiry Report in this regard shall be submitted before the District Collector through proper channel. The date of submission of Enquiry Report and the decision taken (Recommended or not) shall be entered in the Arms Application Register. If it is not recommended, the specific reason for the same shall also be entered in the Register.

39.ARMS LICENCE REGISTER(PSO VOL-II Rule 454) (KPF NO.144)

All Police Stations shall maintain an Arms License Register for recording the details such as the license granted for the possession of Arms and Ammunition, to persons residing in the Jurisdiction the name and address of the licensee, the license number and its validity and the nature of weapon. The details of new license issued from the Collectorate shall be entered in the register. All licensed arms other than the pistols and revolvers have to be inspected preferably by the surprise visits to the residence of the licensee's by the Station House Officer every three months in a calendar year. The said facts shall be entered in the relevant

pages entries in the Arms License Register. Similarly all licensed revolvers and Pistols have to be inspected every three months in a calendar year by the Station House Officer at the licensee's residence. While conducting arms inspection,if any alteration is found in the weapon,the corresponding entry will be made in the register and the grant of further renewal should be made. If found any anomalies the same shall be reported to the District Collector for further necessary action. If it is found during comparison that a license is not renewed, then the said license along with weapon has to be seized and shall prosecute him. An abstract of licensee's shall be prepared and shall affix on the first page of the Arms License Register.

40.PHYSICAL TRAINING REGISTER

The details of Physical Training centers in a Police Station Limit are recorded in this register. SHO has to check the License and other details of Physical Training centers.

41.REGISTER FOR ISSUING PCC

(KP Act Sec.59, Executive Directive 02/2018, 07/2018)

According to Kerala Police Act, the District Police Chief or the Station House Officer may on the Application of the any person, give a certificate to the effect that such person is not involved in any offence on suitable enquiries and after realizing prescribed charges fixed by the Government in this regard. A Register is maintained in every Police Station as per the provision of Kerala Police Act.

42.REGISTER FOR PASSPORT VERIFICATION

A Register is maintained in every Police Station for Passport Enquiry and report. Monthly Abstract is prepared and verified by the Station House Officer.

43.RIGHT TO INFORMATION ACT REGISTER

Petitions regarding Right to Information Act are maintained in this register in every police station and a yearly abstract is prepared.

OTHER COMMON REGISTER

44.ARMES DEPOSITED REGISTER(PSO VOL-II Rule 459)

Unlawful possession of arms, expiry, cancellation or suspension of licences or otherwise must at once be deposited in the nearest Police Station and the arms so deposited should be shown in the Arms Deposited Register with accurate description in each arms, with makers name and number and actual measurements. The SHO is responsible for the safeguarding of all Arms deposited in the Station. The Arms so deposited at a Police Station should be shown in the Register of Arms Deposited (**KPF No.136**). The Arms should be kept under lock and key.

Arms deposited in Stations shall if not returned or otherwise disposed of, within one month from the date of their deposit, be removed to and lodged in the District Police Office stores. The Station House Officer will send such Arms with an extract from the register of Arms deposited in **KPF.No.106**.

45.LIST/REGISTER OF DEALERS IN ARMS AND EXPLOSIVE

(Circular No: 10/2018)

Every Shops and premises licenced to manufacture, repair, convert, test, kept for safe custody and Sell Arms, Ammunition and Explosives should be inspected once in every half year by the Sub Divisional Officer in whose jurisdiction such shops are situated. Inspectors are required to Inspect once in a quarter of an year the premises, and stocks of all licenced manufactures and dealers of arms, Ammunition and Explosives with a view to seeing whether the conditions mentioned in the licence are observed. These Inspections are made to ascertain whether the Arms and Ammunition and Explosives are kept under reasonable safe. During the second inspection in each calendar year, the inspecting officer should also examine the stocks and account of receipts and sales of Arms, Ammunition, and Explosive and see whether all the conditions stipulated in the licence forms are observed. After every Inspection, a report in **KPF.NO.128** is send to the District Collector through the Superintendent of Police. In District Police Office, a Register in KPF No.128 should be maintained.

Shops in which licence is obtain for a period not exceeding four months need not be inspected by the Sub Divisional Officer.

46. REGISTER OF EXPLOSIVE LICENCE HOLDERS

The details of persons licensed for the manufacture, possession and sale of explosives/ substances within the Police Station limit shall be entered in the Explosive License Register (**K.P.F.128**). The name and address of the licensee date of license, the validity of license, and quantity of explosives/substances permitted and the concerned building number shall be recorded in the Explosive License Register. The SHO should inspect once a quarter the books, premises and stocks of all licensed manufactures and vendors of explosives with a view to verify whether the conditions mentioned in the licenses are observed. The SHO shall also inspect the Distribution Register maintained for recording the name and address of the persons to whom the explosive substances are sold/ distributed. The anomalies found during inspection shall be reported to the District Collector through proper channel. This register shall be maintained in the Police Station for at least 5 years and then it shall be weed out with the permission of District Police Chief. While conducting inspection, the officer concerned shall strictly comply the procedures as specified in **PHQ Circular No. 18/2010**.

47. GENERAL DAIRY (KPF 57)

Every Police Station shall keep a General diary in such form as may be fixed by the Government from the Time to Time and record their in the substance of all the complains made, first information report, charges, the names and details of complainants, opposite parties and all arrested persons, the details in respect of the offences charged against them & the properties including weapons that may have been seized from their possession or otherwise. (Kerala Police Act Sec.12).

The General Diary should be maintained **in KPF.No.57** and records each of the events from 00.00 Hrs to 24.00 Hrs. The Station House routine work done from time to time, list of cognizable complaints, progress of investigation in cases already registered, distribution of

routine duties of Police Persons in the Police Station, the details of the arrested persons etc should be entered with time. It has got statutory value under Sec. 155 CrPC .Under Sec. 12 of Kerala Police Act, 2011, it shall be the duty of every officer in-charge of a Police Station to keep a general diary in such form, as shall from time to time, be prescribed by the State Government. The General Diary will be maintained at the Police Station in duplicate also.

48.MIGRANT LABOURER'S REGISTER

This register is maintained for collecting the details of Migrant Labourers present in the Jurisdiction of the Station by collecting the copies of Identity Cards and their Finger Prints are also obtained and maintained properly in this Register.

49.JANAMAITHRI BEAT BOOK (KPF 19)

This register is meant for recording the details of Janamaithri Beats marched in a Police Station, House Visits conducted, serving of Summons,Execution of Warrants, Locating the Address, Handling the complainant Box and all other duties performed by a Beat Officer.

50.NIGHT PATROL BOOK

Night Patrolling Book is meant for recording the Vehicle checking , Strangers checking , inter section of Patta Book and Antisocial Checking conducted at night by the Night Patrolling Team.

51.EVENING BEAT/PATROL BOOK

Evening Patrolling book is meant for recording the beat duty conducted by the beat duty officer in the evening as assigned by the Station House Officer from time to time.

52.PINK PATROL BEAT BOOK

Kerala police introduced 'Pink Beat' patrols for enhancing the safety of women and children in public places. The Pink Beat includes specially trained women police personnel. These police personnel will

conduct patrolling duty in public places and report to the concerned Station any cognizable offence is detected. A Beat book is allotted to each Pink patrol and is maintained by the officer in charge at the time of duty.

53.LIST/REGISTER OF PROCLAIMED OFFENDERS

Proclaimed Offenders are Absconding criminals against whom LP Warrants are issued. Register is maintained in every Police Station bearing the details of Proclaimed Offenders with photographs and Address.

54.LIST/REGISTER OF ABSCONDING WARRANTEES

When a person, for whom a warrant has been issued, is absconding and there is no immediate prospect of his arrest, the Station House officer should send a descriptive roll of the individual in **KPF.No.20A** to the District Intelligence Bureau.

55.LIST/REGISTER OF CASES PENDING COURT

A Register should be maintained in every Police Station to record the cases pending in various courts and same should be up dated periodically. It is the duty of the Aid Prosecution to update this register monthly.

56.REGISTER OF CRIME CASES AT HIGHER COURT

This register is maintained in Police Stations to record the trial details of Crime cases which are pending at Higher Courts. It include case number, date of Hearing, Conviction or Acquittal etc.

57.FIR INDEX(KPF-25B)

When a case is registered at the Police Station, it shall be entered in the FIR Index with Crime number, Gist of the case name and Address of the Complainant as well as the accused(if Known). This register has to be continued from year to year till all the pages are used. If the case is charged sheeted, and submitted before the court, the court will allocate a number (CC/ST/SC) and that number should be entered in the FIR

Index. When the court disposes the case as fined, convicted or acquittal, then it shall be rounded with red Ink in the FIR Index. SHO should compare this register with the respective Court register. Abstract should be prepared every month.

58. REGISTER FOR TRAFFIC ACCIDENT CASES

(Executive Directive Nos: 29/2019, 30/2019, 38/2019,)

This register is maintained to record the details of the crime case registered in an accident and the petitions related to it.

59. CASH DECLARATION REGISTER

This register should contain details regarding the name, Rank of Police Personnel, Date and Cash in Hand at the time of reporting to duty.

60. INSPECTION REMARKS/VISITING REMARKS

(Circular No 11/2019)(KPF NO.189)

The Object of Inspection is not merely criticism or the correction of false. It should be treated as an opportunity to ascertain what wrong and giving instruction as to do better methods. In the first place the Inspecting Officer is responsible for the Administration of his charge and he can obtain good results only by organization and by making the best possible use of the material at his disposal.

Whenever the Superior Officer visits or inspects the police station and having gone through the case files and records of the Police Station enters his observations and instructions, in this book, the compliance report should be written in duplicate by the SHO. While forwarding the original to the concerned Superior Officer the duplicate copy should be kept in a separate file in the Police Station. This book has to be maintained and is a permanent record.

61. SENTRY RELIEF REGISTER(KPF NO.170)

Usually spare men and Off duty men should be posted as station sentries. The Sentry relief book is maintained in **KPF No.170** in a Police Station. Where there is no Standing guard, it should be entered up with

reference to the Civil Police Officers deputed on Station Sentry .The Station Sentry shall be responsible for all the government property,Prisoners /Arrested persons in the cell and it should be entered in the sentry Relief book at the time of entering in to duty.

62.MEDICAL HISTORY SHEET OF OFFICERS

A Personal Register is maintained in every Police Station, in which the medical conditions of Police Officers are recorded. In Every year, they are examined by Government Medical Officer and health condition will be recorded. In any case of medical leave of service personnel, it should be recorded in this register.

PETITION ENQUIRY REGISTERS

(Executive directive 48/2018, Circular No 19/2017)

63.PRELIMINARY ENQUIRY REGISTER (CIRCULAR -29/2017, 05/2018)

Conducting of a Preliminary Enquiry (PE) is as important as registration of a criminal case and conducting investigation thereof. The Hon'ble Supreme Court of India, on several occasions had validated conducting of such PEs but also issued directions under what circumstances it should be conducted by the Police. It is clearly mentioned that PEs are to be registered in appropriate circumstances in CBCID and also in the Local Police Station. As far as Local Police is concerned, a close supervision by supervisory officers is required, otherwise there is every chance of the PEs being misused and conducted without control, causes a lot of legal, ethical & practical issues.

While conducting a PE, if the enquiry officer reveals that a cognizable offence has been made, it shall be mentioned in the report and a crime case has to be registered in this regard.

Procedure Regarding PEs received from Other Police Stations for Part Enquiries: Whenever requests are received from another Police Station to make part-enquiries in their PEs within the local limits of the PS concerned, these should be entered by the receiving PS in a separate

Register for PE and given serial numbers for reference. The SHO receiving such requests should get the part-enquiry done at the earliest and forward there to the SHO/SP concerned as early as possible.

64. REGISTER OF PETITION RECEIVED DIRECTLY

(Rule: 523PSO **Circular No:19/2017**, Executive Directive no.48/2018)
(KPF NO.147)

All petitions received directly in Police Stations, other than those which an FIR is being registered, shall be registered in the Petition Register and a receipt in this regard shall be given to the petitioner. All petitions shall be kept in the personal custody of SHO. As far as possible, enquiry shall be conducted by the SHO directly, or depute another officer for conducting enquiry and shall dispose the petition as early as possible. The details of enquiry made, the findings, and nature of disposal and the action taken shall be entered in the Petition Register and get it signed by the petitioner and the respondent. Monthly abstract of petitions shall also be prepared.

65. REGISTER OF PETITION RECEIVED FROM SUPERIOR

(Circular No 19/2017) (KPF NO.147)

All Petitions received from Higher Officers are recorded at in this register. Station House Officer is responsible for the Disposal these type of petitions urgently.

66. THUNA PETITION REGISTER (Circular No 19/2017)

THUNA is a new venture of Kerala Police for providing services and information to citizen through portal. Just as the name suggests, THUNA is intended to act as a helping hand to general public. Users will be able to login and download FIRs, know the status of complaints/service requests. Petitions received through THUNA Portal are recorded in THUNA Petition register.

67. CMO PETITION REGISTER

(Executive Directive No 45/2017, 05/2018, Circular No 19/2017)

Petitions Received from Chief Minister's Public Grievance Cell are recorded in this register. The Enquiry and disposal of these petitions are strictly under the scrutiny of SHO. Monthly Abstract is prepared and counter signed by SHO.CMO Petitions are enquired and reported at the earliest.

68.REGISTER OF PETITIONS AGAINST POLICE

Petitions received against Police officers are recorded in this register. Special care has to be given for the timely disposal of Petitions received under this category. Monthly Abstract is prepared in this register and counter signed by SHO.

69.REGISTER OF PETITION AGAINST SC/ST

(Circular No 19/2017, Executive Directive 13/2019)

A Register is maintained in each and every Police Station to record the Petitions pertaining to atrocities against the members belong to SC/ST communities.

70.REGISTER OF PETITIONS AGAINST WOMEN (Circular No 19/2017)

Enquiries into Petitions in which Women are concerned must be recorded in this Register and enquiries were made at the residence of the Women or at any other place chosen by them.

71.REGISTERS FOR PETITION OF TRANS GENDER

(Circular No 04/2019)

Kerala is the one of the first states in India to establish a welfare policy for the Transgender Community. A register is maintained in every Police Station for recording the grievances of Transgenders in each jurisdiction.

PROCESS REGISTERS

72.PROCESS REGISTER LOCAL COURT (Circular No 06/2018)

Details of Summons issued from the Filing Court of a Police Station are recorded in this Register. The signature of the Officer who

had been entrusted to serve the summons should sign and collect the process allotted to him.

73.PROCESS REGISGTER OF OTHER COURT(Circular No 06/2018)

A Separate register is maintained in Every Police Station foraccounting Summons and warrants received from other Courts.

74.SUMMONS REGISTER (Circular No 06/2018) (KPF 149)

Details of Summons received from various Court are entered in this Register and SHO should endorse this summons to the Police officer for process duty. Separate summons registers are kept in the Police Station for various courts of jurisdiction. After serving, the entries in the register should be rounded of and method of service is recorded against each entry. The abstract must be prepared at the end of each month.

75.WARRANT REGISTER(KPF 149)

Warrants received from Court are appended to this register and SHO should endorse the warrant to the Police officer on process duty. Separate warrant registers are kept in the Police Station for various courts of jurisdiction. The abstract must be prepared at the end of each month. While Preparing the Monthly Abstract serial number of Pending Warrants should be written below in the Abstract. Warrantwhich are executed should be rounded off.

76.LP WARRANT REGISTER

This register is maintained in KPF No.149.Details of Long Pending Warrants, are recorded in this register.

77.SUMMONS OTHER COURT/138 NI ACT

When a cheque is dishonored for in sufficiency of funds or for any of the prescribed reason, a summons is issued against one who is at defaulter. A register is maintained in every police Station to record details of summons issued on 138 of NI Act.

78.WARRANTS OTHER COURTS/138 NI ACT

When a cheque is dishonored for in sufficiency of funds or for any of the prescribed reason, A Warrant is issued against one who is at

defaulter. A register is maintained in every police Station to record details of Warrant issued on 138 of NI Act.

ARREST RECORDS

79.ARREST MEMO

While arresting an accused, an arrest memo in the prescribed performa (**KPF-14**) shall be prepared on spot. The memorandum of arrest shall be duly signed by at least one witness who may be the member of the family of the arrested person or respectable member of the locality where the arrest is made. It shall be countersigned by the person arrested and the officer effecting the arrest. Page number of GD, Bail Bond, and Prisoners Search Register etc are recorded in the arrest memo. The arrest information shall also be recorded in the CCTNS.

80.PRISONER'S SEARCH REGISTER

All arrested persons who were not released on bail, shall be searched immediately after arrest(Section 51 CrPC) to ensure that no contraband or weapon is possessed by them. The Woman Prisoner should be searched only by a female Police person withutmost decency. Every prisoner, when admitted to lock up shall be searched and a list of the property, except the wearing apparel retained by the prisoner, shall be entered in the **Prisoners Search Register' (KPF 151)** and a receipt of the article seize shall be given to such person by the [police Officer. The description of the prisoner shall also be recorded in Search Register. All property found on the personal except the wearing apparel shall be sent to the Magistrate with **KPF151(A)**.

81.REGISTER OF ARRESTEE

This register is for entering the details of arrested persons in a police Station, Signature of the Officer who made the arrest must be there in each entries.

82. ARREST INTIMATION REGISTER

The information regarding the arrest of an accused; the place of arrest, the reason for the arrest and the conditions for granting bail shall be intimated forthwith to his relatives, friends or any other person nominated by him (Section 50-A of CrPC). If there is no such person to intimate as aforesaid, it shall be intimated to the District Legal Service Authority. Mode of communication shall be recorded in the Arrest Intimation Register.

83. INTERROGATION REGISTER

This is the register to record the interrogation of the accused, if he is arrested. The time and place of interrogation should be recorded along with interrogation officer's name, rank, signature and date. The time taken for interrogation must be recorded and if interrogation is conducted inside the interrogation room, it must be recorded in this register.

84. BAIL BOND BOOK

The Bail Bond shall be executed for releasing an accused on bail from the Police Station in a bailable offence (**KPF-16**). The bail bond shall contain the name, address and signature of the accused and two sureties; the required amount as bond and the name, designation and signature of the officer executing the bail bond. Information regarding the execution of bail shall be recorded in GD. The counter foil of the bail bond shall also be maintained properly.

85. MEDICAL INSPECTION REGISTER (KPF-14 B)

This Register is maintained in KPF 14 B. Details of the Arrested persons including the injuries sustained and medical examination of the arrestee are recorded in this register.

CRIME RELATED RECORDS

86. SCH PART I TO VI

The Station Crime History will be maintained in all Police Station. The Station Crime History will be treated as a confidential record. The Station

Crime History is a record which is of great help to a new Station House Officer, an Investigating Officer and also an Inspecting Officer; the first for a proper study of crime and criminals in his new charge, these conditions for locating a criminal who would probably have committed the crime under investigation and the third for ascertaining whether the record is kept properly and utilized intelligently by the investigating and Station House Officers.

STATION CRIME HISTORY-PART I

- (1) This is the crime occurrence register maintained in K.P.F. No, 174. This register will have in the order of their occurrence all true cases of crime occurring in the station area and coming under the various categories. Attempts to commit such offences will also be recorded
- (2) If a single case falls under several classifications, all these Modus Operandi classifications have to be entered under the relevant columns of Part I. In the last column of the register entries should be concise and restricted pointedly to the facts called for in the heading. Care should be taken to see that facts already available in the previous columns are not repeated in the last column.
- (3) In order to ascertain the incidence of crime against the background of the lunar months, a red line should be drawn between such entries and full moon date also may be shown along that redline.
- (4) Part I being a record only of true property crimes, care should be taken to see that cases in which investigation is refused and cases which fall under the property offence section so Indian Penal Code purely for technical reasons are not entered in this part.
- (5) This part will contain the annual crime review of the Assistant Commissioner of Police/Deputy Superintendent of Police written immediately after the end of each year.

Station Crime History-Part II (Crime Chart)

(1) Station Crime History Part II is the Crime map or maps showing village boundaries, and the principal physical features of the station limits and of the adjoining areas to a distance of 5 to 10 miles outside the station limits. All crimes entered in Station Crime History Part-I will be marked in this map at the spot representing the scene of offence showing also the major and minor classifications and the date of occurrence.

e.g. II - h or II - L or III (b2) 11/7 11/9 3/8

(2) This crime map is intended mainly to show in which area of the Station, Crime mostly occurs. While lighter stations need have only one map for a calendar year, heavier stations may have 2 or more maps for one year according to the volume of crime. In town stations with large number of property crimes, it is desirable to have 2 or more maps a year so that entries will not be crowded and a clear picture can be obtained at the very first look.

(3) The crime map will contain a note showing the scale of the map, the calendar year, full moon dates for the whole period for which the map is intended, the dates and places of important festivals and shandies, and the names of all the villages marked.

(4) Coloured inks as noted below will be used for marking crimes in the crime chart in order to enable quick survey of incidence of crime.

Class I--Offences attended with violence : Black underlined once in red

Class II-House breaking and theft : Red

Class III-House theft : Green

Class IV-Ordinary theft : Blue -back

Class V-Cattle theft : Violet

Class VI to IX : Black rounded with green

Major and Minor Classification

Class I Offences attended with violence

- (d) *Dacoity*
- (m) Murder for gain
- (p) Poisoning or Drugging
- (r) Robbery

Class II—House-breaking and thefts

- a) Auger
- b) Bolt hole
- c) Chisel used
- d) Door lifted off hinges
 - (d2) Lifting latch by inserting hand or implement
 - (d3) Opening door not locked
- e) Eaves
- h) Holes in the wall or manhole
- k) Key used to open lock or picking lock
 - Breaking lock or fastening
- r) Roof-hole
- s) Scaling (wall or roof)
- t) Threshold hole
 - Unclassified
- (w1) Window bars removed
- (w2) Window frame removed
- (w3) Inserting hand or stick through window

Day house breaking may be indicated thus-II day, Scholl or Temple

House-Breaking may be indicated thus-II sch1.II **Class III- House Theft**

- (b1) bogus Visitors
- (b2) Bunk
- (b3) Bungalow
- (C1) Counter (Bank or Post Office)
- (C2) clothes
- (c3) Clocks
- (g) gains
- (l) Laterns
- (m) milk Powder etc. (CARE Article)
- S1) Schools

- (S2) Shops
- (s3) Servants
- (s4) sleeping Persons (from)
- (t) Temple
- (u) Unclassified
- (v) Vessels

Class IV- Ordinary Theft

- (a) Agriculture implements (Theft Of)
- (b) bandies of or forms
- (c1) Cycle thefts
- (c2) Clothes
- (d) Children forms
- (e) electrical goods
- (f) fairs and Festivals
- (g1) Grains
- (g2) Garden Produce
- (h) Theft from bathing ghats
- (j) Jewels
- (l) Lanterns
- (m) Motor cars from
- (p) Pocket Picking
- (s1) Snatching
- (s2) Sleeping Persons from
- (t) Time-Pieces or watches or clocks
- (u) Unclassified
- (v) Vessels
- (w) Wire

Class V-Cattle Theft

- (b) Buffaloes
- (d) Donkeys
- (g) Goats or sheep
- (h) Hores
- (os) Oxen for sale or ransom
- (ok) Oxen for skin or meat

(p) Pigs

Class VI-Receipt or Possession of stolen Property

Class VII-Cheating

Bogus agent

(g) Guilt Jewels

(p) Personation

(u) Unclassified

Class VIII- Counterfieting

(c) Making or Passing Counterfiet cions

(n) making or passing counterfiet notes

Class -IX-Criminal Breach of trust or misappropriation

(c) Cycles

(d) Dhoby

(j) Jewels

(s) Servant or clerk

(u) Unclassified.

SCH PART II(A)

SCH PART II is a map that tracks traffic accidents reported at the station. It is very useful to understand the black spot of the station limit, and the cases of those who put it on the map must be recorded with the pen of the specified color.

STATION CRIME HISTORY PART III & GENERAL CONVICTION REGISTER

(1) This is a combined register maintained in K.P.F. No. 174A. The purpose of this register is to record the details of convictions of certain types of persons operating in the station area or those belonging to the station area operating in other station limits. While Station Crime History Part I is only a record of crimes occurring in the station area and falling under the classifications, this part contains details of convictions not only of those involved in the Part I crimes, but also others convicted for offences punishable with imprisonment for 3 years and up-wards under Chapter XVII of the

Indian Penal Code such as graver types of mischief arson, and house trespass as well as certain offences under Chapter XVI of Indian Penal Code. These details are entered because these convicted persons are liable for enhanced punishment under section 75 I.P.C., in case of a second conviction and the register will enable the prosecuting agency to ascertain details of previous convictions. In regard to convictions under Chapter XVII.P.C., therecord will help selection of persons for registration under the Habitual Offenders Act.

- (2) The names and other particulars of the classes of persons enumerated below will be entered in this register immediately on their conviction or in the case of persons falling under sub-clause (IV) and Below on receipt of the orders of the competent authority. Persons convicted of offences under Chapters XII and XVII of the Indian Penal Code, for which a punishment of three years or upwards is prescribed, or accused of such offences in cases which have been compounded under section 345 Cr.P.C.
- i) Persons convicted of offences under sections 489-A to 489-D, Indian Penal Code (forgery of currency notes and bank notes).
 - ii) Persons convicted under sections of Chapter XVI of the Indian Penal Code referred to in the Schedule under the Kerala Habitual Offenders Act, 1960.
 - iii) Persons bound over under sections 109 and 110, Criminal Procedure Code.
 - iv) Persons convicted under section 48 of the Kerala Police Act. Unconvicted persons reasonably suspected to have committed offences,
 - v) Selected for inclusion with the approval of an Officer of and above the rank of Deputy Superintendent of Police. Entries should include details of the offences for which they are suspected. Entries shall be retained only so long as reasonable suspicion exists against them.

- vi) The register shall contain entries relating to convictions in cases registered at the station, and convictions of persons who reside in the station limits in cases registered elsewhere. If a conviction is reversed on appeal the entry should be crossed out, unless the person is brought under sub-rule (2) (VI) above. In column (11) in the register the major and minor classification of the crime committed shall be noted by means of the appropriate figures and words.
- vii) If any person whose particulars are entered in Part III and General Conviction Register, moves to another station limit and takes up his residence there permanently, his particulars of conviction etc., will be communicated to that station for entry in that station records. Such communication will be made on Bad Character Roll in K.P.F. No. 15. The Bad Character Roll will be returned with serial number and page number of the register, on which entry has been made. This cross reference will be noted in column 3 of the register of the station.
- viii) The names of persons registered in "Part III and General Conviction Register" shall be struck off only by officers of and above the rank of **Inspector of Police**, after a period of ten years from the expiry of their last sentence, subject to the proviso that in the case of a person for whom history sheet has been opened the entries relating to him shall not be struck off until the history sheet is closed. An officer of and above the rank of Deputy Superintendent of Police may however, sanction the removal of names from the register at any time within the period mentioned above, if the retention of such names is considered unnecessary. If a person's name in this part is struck off or he dies, another station to which his conviction details might have been transferred should also be informed of the fact.

PART IV-STATION CRIME HISTORY

(1) Part IV of the Station Crime History in K.P.F. No. 174-B1 and 174-B2 shall contain notes on important factions and disputes, especially between castes and communities, and regarding the commission of serious breaches of the peace. Notes should be made therein regarding police 'Bandobust' necessary for important festivals, etc. Information relating to different villages shall be recorded on separate sheets, headed by the names of the villages. Only the Station copy of this record is to be maintained. A note on all political organisations, agitators and suspects in his Station limits should be entered in Part IV of the Station Crime History.

(2) It is valuable to have details regarding pawn brokers and also hotels, restaurants, choultries, drinking shops and other similar places where bad characters are likely to resort.

(3) A record should be maintained wherever there is a labour organisation showing the personnel of the management, strength of the Association and other relevant particulars.

(4) A list of labour leaders and their movements and contacts and activities of each has to be maintained."

Station Crime History Part - V

Part-V consists of **History Sheets** (KPF.No.174 C) of persons residing permanently or temporarily in the PS Limits, who are known or believed to be addicted to or to aid and abet the commission of crime, whether convicted or not and who are believed to be habitual Receivers.

1. Known Depredators (KDs)

History Sheet shall be **automatically opened** (KPF.No.174 C) as KDs at the time of conviction for persons convicted as under:-

Persons and how Convicted

Number of Times Convicted

1. Persons released from imprisonment for life under Chapters - XII & XVII -

2. Professional poisoners -
 3. Sections 395 to 402 IPC - Once
 4. Section 392 to 394 IPC., if convicted or liable to conviction under section 75 of IPC - Twice
 5. House Breaking Twice
 6. Theft Thrice
 7. Bad Livelihood Sections of CrPC. Once
- Bound over u/s 109
- Bound over u/s 110

While the persons convicted will be styled as KDs (Known Depredators), the inmates or ex-inmates of 'Borstal Institutions' should not be styled as KDs and History Sheets should not be not opened. History Sheets should be opened for wanderers. Normally History Sheets should be retained for two years after the release from Jail and if considered necessary to continue further, **they should be renewed by SDPO every year.** History Sheets shall be closed under the orders of a Gazetted Officer and field in the Station. History Sheets of persons, who have died, shall be destroyed by the order of The Gazetted Officer. The Superintendent of Police may do so only on the expiry of the periods mentioned above.

STATION CRIME HISTORY PART VI (SCH PART VI)

This is the register written in the KPF 156 form for those are rowdies. This is a register used to monitor activity and record information. Those who

- i. misbehave with the women and children in Bus stand, park, Railway stations, schools
- ii. voluntarily causing hurt to peace loving citizens
- iii. threatening prosecution witness in Court
- iv. using criminal force

- v. frequently involves in smuggling, gambling and snatching are termed as rowdies.

The SHO should prepare a Rowdy sheet and sent to the Superintendent of Police or SDPO. If the Sub Divisional Officer found it necessary, to check, he should send the History Sheet to station for registration. In the case of Rowdies, residing in an area under one Police Station but are found to be frequently visiting the area under one or more other Police Station, their rowdy sheets can be maintained at all such police Stations.

The Rowdy history sheet should be documented after close observing rowdies and the Rowdy history sheet should be renewed every year from the Sub Divisional Officer.

87. REGISTER OF ANTISOCIAL SUPPLYMENTED BY INDIVIDUALS HS SIMILAR TO THOSE MENTIONED IN SCH PART V

This register is meant for the checking of Antisocial on Full Moon and New moons day are marked in this register.

88. NON COGNIZABLE CRIME REGISTER (NC REGISTER)

Petitions related to Non cognizable offences are entered in this register. These types of Petitions are sending to court accompanied with a detailed report seeking sanction from court.

89. COURT ENDORSED CASE REGISTER (CMP REGISTER)

This register is otherwise called CMP Register. The Petitions directly submitted to court is endorsed to the Police Stations for registering crime cases.

90. MOVEMENT REGISTER OF CD FILES

AS per the PHQ Circular No.01/2005, this register should be maintained on the lines of the local delivery book and should clearly give details and date on which CD files were transferred from one office to another. The signature of the person receiving the CD File in each office should be taken in the register.

91. THONDY REGISTER

The Thondi Register is maintained in the station to record the list of articles send back by the Court with a T.Number. These articles are previously sent to Court in K.P.F.151A in connection with criminal cases. And in form 15 in case of documentary Evidence. The date on which property is send back by the Court, Crime Number, Property name, T. Number should be noted properly recorded in the Sentry book and kept safely in the Property room.

The State Police Chief as Ordered the implementation of E-Thondy rooms in every Police Station in the state of Kerala. In each Police Station a Thondy Room is converted to into a Hi-tech Storage room were the Police can identify the case details on Mobile Phone with the scanning of QR CODE pasted on each items. This can help the Police to avoid delay in production of material object, strengthen prosecution and helps in a successful prosecution. The Stolen goods were first cleaned and marked with the crime number for identification and the entered into the Data bank connected to the computer network through crime Drive application of Kerala Police. A QR CODE has been assigned and the Print out of the QR CODE was pasted on each item in the Room.

92. REGISTER OF PROPERTIES SENT TO COURT (KPF No.151 (A))

This register is maintained in **KPF No.151(A)**. Documents and Material in connection with a Crime case is send to Court through this form.

93. MOVEMENT REGISTER OF MO'S

This register is maintained by the Aid Prosecution SCPO to enter the details of collected material object for submitting in the Court.

94. CRIME CARD REGISTER

All property offences should be considered as professional. In every property offence, soon after registration, the SHO should send a crime card to the District Crime Record Bureau and other Police Stations. Usually crime cards are prepared for property offences and man missing cases. Brief facts of the case with details of MO stolen property, offenders

etc., should be carefully filled up by the SHO. SHO is directed to entrust a police Officer to conduct enquiry and intimate the outcome of the enquiry from the Police station concerned. The outcome of the enquiry should be also be recorded in this register.

95. FINGER PRINT REGISTER (KPF.No.3N)

All Finger Print Slips sent for search and their Disposal will be registered in the register of Finger Prints and is maintained in every Police Station.

96. CONVICTION MEMOS

The conviction Memo prepared in KPF .NO.3 R and Acknowledgement of Finger Print Slip (**KPF.No.3R**) together with the required number of copies of the Finger Print Slips will be sent to Superintendent of District Intelligence Bureau through Inspector of Police and the Counter foil of the search slip returned after search shall be attached to the conviction memo. In the case of the Prisoners convicted to Jails, Name of the Jails should be entered with date and time in Red Ink at the Top portion of the Conviction Memo. The Station House Officer shall make record in the case diary in which conviction is made.

97. EX-CONVICT CHECK REGISTER-(LOCAL AND NON LOCAL)

This is the registry written in the **KPF 188** forms. This register is maintained invillage-wise or Locality or Street wise alphabetically. The names of all the persons entered in Part-III and GCR should be recorded in this register. Some pages could be allotted for entering the names of the criminals who are resident of other Police Station limit and operates within our Police Station; a separate Police Station wise Ex-convict register shall be maintained. Every half year, the Ex-convicts should be checked by the Inspector and the current activities should be noted against each, with date of checking. For the ex-convicts residing in other PS limits, ex-convict check memos should be sent to the concerned Police Stations and obtain reports to enter into the Register. SHO should directly check former convicts at least once a year and recorded in Ex - Convict Register (Local). Those residing outside station limits are

recorded in Ex-Convict Register (Non-Local).

98. LOOSE LEAF INDEX

This register is maintained in **KPF 7 (A)**. The names of those who have been added to SCH Part 3 should be listed in the alphabetical order, from A to Z. In SCH Part 3, in addition to the penalty information, the first letter of the name of the person convicted, serial number, page number, Volume Number of SCH Part-III is to be entered. This register must be kept in the station for a period of 30 years. After that it can be destroyed with the permission of the District Police Chief.

99. ALBHATICAL NAME INDEX

Modus operandi means **Method of Operation**'. As per Police Investigation, MO means the method of operation adopted by the criminal, Tools/ Weapons used, the place and property selected by him, his habits etc., in the commission of offence. The outstanding feature of MO is that the criminal, like any other person, is a creature of habit. It is the pattern of habit which forms basis of MO System as he tends to repeat certain actions time and again because of his success in the previous crimes.

For studying the Modus Operandi, the following points may be kept in mind

1. Type of offence
2. Type of place
3. Type of Person at tacked

Type of Property stolen

4. Type of Tools or weapons used
5. Entry and exit
6. Day and Time selected for commission of offence
7. Special features like Wearing Mask, Easing at the Scene, Consuming Food etc.
8. Style i.e., alleged profession or calling adopted by the criminal at the time of commission of offence.
9. Tale i.e., the story given by the criminal or prepared before hand to cover up his track.

11. Type of conveyance used in Commission of offence, i.e., how he reached the scene and left.

The Index Heads are as per the Crime Classification List (122 heads). If the criminal comes under more than one category, particulars should be mentioned in all the MOs. Cross reference of Part-I and Part-III along with the name of the person, his father's name, village (or Street name), Police Station of residence of the convict or suspect, and Police Station crime number and section of law should be mentioned in this register.

100. KD/DC CHECK REGISTER

A Register in K.P.F.89 A should be maintained at the Police Station to check the movements of the KDs & Suspects. A separate Register should also be maintained at the Police Outpost. The names of the notorious shall also be entered in this Register. The names of KDs followed by those of Suspects will be written Beat-Wise. The entries against each person should be filled in, on the basis of reports received from beat constables or of facts ascertained through personal enquiries by the SHO. The presence or absence of the person will be noted in the Register by means of Symbol 'P' or 'A' under the Date with Hour of Check and Designation of the Officer who checked.

The names of Criminals and Suspects who are addicted to Night crimes should be checked in night and entered in **'Red Ink'**. The names of others should be entered in **'Blue Ink'**. Enquiries should be made about all the criminals during the day.

Associates of 'Night Criminals', though not known, should also be shown in 'Red Ink' and checked during the night.

If K.D is present in his area,

- i. How can he maintain his family?
- ii. Can he take care of his family with his income?
- iii. Who are his friends?
- iv. Does he go to other places?
- v. Whether he spends lavishly on such occasions?
- vi. What is the common opinion of neighbours about him?

- vii. Whether he is prone to commit an offence?
If he is absconding,
- i. Which are the places he would likely to go?
 - ii. Who are his close friends?
 - iii. Whether he sends money or letters to someone, if any, from any place?
 - iv. If his closest relatives or friends have left the place, if yes, to where?
 - v. To investigate the places, where he has previously committed the crime and places of relatives and friends. If KD is in prison, it should be investigated to see whether he could be released immediately.

Dossier Criminal

Dossier Criminals are those KDs or suspects who operate in **more than one Police Station** or those who reside in one Police Station Limit and operate in another Police Station limit. SHO should send proposals to the Assistant Commissioner of Police for orders for opening a DC Sheet for a criminal coming under the above category. The District Crime Records Bureau then registers and assigns the District Number for each DC and a copy of the sheet is maintained in DCRB.

The DC Sheet may be **closed** by the orders of the Assistant Commissioner of Police under the following conditions:-

- i. If the criminal is **too old** to commit crime.
- ii. If the criminal is unable to commit crime due to **any disability** or any other reason.
- iii. If the criminal has shown beyond reasonable doubt that he has **reformed** him and abandoned his criminal life.
- iv. If the criminal has already **died**.

The DC Sheet maintained in the PS should be compared with the entries of DC Sheets maintained in DCRB and bring the information up to date in both the sheets. Sub-divisional Police Officer will be scrutinizing all the DC Sheets once a year and ensure that they are correctly maintained and will write their remarks for the PS staff and DCRB staff to take

further action. DC sheets do not need renewal every year. DC should be photographed once in five years with three poses i.e., bust, full length and profile and paste them in the concerned sheets.

102. CHECK REGISTER OF BAD CHARACTERS (KPF.NO.89A)

Check Register of KD and suspects shall be maintained in each Police Station in KPF No.89A. The name of Bad Characters who are in Jail and not likely to be released during the Year will be entered in the Opening Pages of the Register. The name of Bad characters who are present, out of View or in Jail but likely to be released during the year will be entered in the register.

103. BAD CHARACTER ROLL- A

When a person whose name was entered in G C R part-III, particularly the History Sheeted Person, moves or changes his place of residence to the limits of another PS, the fact shall be communicated to that PS by means of Bad Character Roll Form "A" (KPF.NO.15) for entry in the Register of that System. The Roll will be returned with the page number of the Register on which the entry has been made, noted thereon. A report about the presence or absence and activities of the BC particularly when he becomes a temporary resident within the limits of another PS, his name should be entered by the latter PS in the KD Check Register. The Roll shall be retained until the individual moves on, when it will be forwarded to the Station of his destination.

In case of a criminal who is known to have gone to another State, B.C. Roll Form 'A' shall be sent direct to the SHO in the other State.

BAD CHARACTER ROLL B

When a 'Stranger' of suspicious conduct or demeanor is found within the limits of a Police Station, the SHO. Shall forward a Bad Character Roll Form 'B' (KPF 15 A) to the PS in which the 'Stranger' allegedly resides for immediate verification and report. If the 'Stranger' States that he resides in another State, BC Roll Form 13' shall be sent direct to the Station

House Officer of the Station in the other State for verification and report.

The receipt of such Rolls should be immediately acknowledged, necessary verification should be done and report sent to the concerned.

104. REGISTER OF CONVICTED CASES

Details of Convicted cases are maintained in this register. The details of such cases are recorded in SCH- Part III and conviction memo's are prepared.

105. REGISTER OF ACQUITTED CASES

The details of the Acquitted cases in a Police Station are entered in this register and scope of Appeal in a case is discussed based on this register.

106. REGISTER OF CASES WITHDRAWAL

A Register should be Maintained in every Police Station for recording the cases withdrawn by the Government itself (GO.(MS) 334/60/Home dtd 30.05.1960)

107. REGISTER OF COMPOUNDED CASES

A Register is maintained in a Police Station to record the compounded cases. The Details of the Petty offences are included in this Register and the details of cases compounded by the Court (CrPC 320(1)&(2)) are to be written in this register.

108. APPEAL REGISTER

In cases of acquittal if the Public Prosecutor considers that an appeal should be file he will obtain copies of the necessary records and forward them with his report direct to the Advocate General for filing and appeal. If the District Police Chief is of the view that there are grounds to file an appeal he will send a report to the Inspector General of Police to move the Government in the matter. The details of such cases are recorded in appeal register.

109. REVISION REGISTER:

In cases of acquittal if the Public Prosecutor considers that a revision should be filed, he will obtain copies of the necessary records and forward them with his report with a prayer to the Advocate General for filing a revision petition. If the District Police Chief is of the view that there are grounds to file a revision petition, he will send a report to the Inspector General of Police to take the matter to the Government in the matter. The details of such cases are recorded in Revision Register.

REGISTERS FOR CRIME PREVENTION AND PROFILING OF CRIMINALS

110. REGISTER OF PERSONS INVOLVED IN CYBER CRIMES

(Executive Directive 04/2019)

Details of all cyber crimes and persons involved in cyber crimes in a Police Station are recorded in this register.

111. REGISTER OF SEXUAL OFFENDERS AND PERSONS INVOLVED IN POCSO CASES.

(Executive Directive Nos: 22/2017,24/2017, 10/2020,20/2019)

Details of Accused persons involved in sexual offences and POCSO Act cases are recorded in this register.

112. REGISTER FOR DRUG PEDDLERS (Circular No 32/2018)

Details of the Drug Peddlers are entered in this register and KAAPA proposal were initiated against the eligible accused persons involved in NDPS Act.

113. REGISTER FOR PERSONS INVOLVED IN LEFT WING AND RIGHT WING EXTREMISM (Executive Directives 05/2020)

A register should be maintained in every police station furnishing the details of People who associated with left wing and Right wing Extremism.

114. REGISTER FOR UA(P)A OFFENDERS

(Circular Nos: 21/2017, 20/2018, 19/2019, 35/2019, 36/2019, 03/2020)

A Separate register is maintained in every police station for accounting the details of people who are involved UA(P)A cases.

115. KAA(P)A REGISTER

Every Police Station in the State shall maintain a register who are booked under KAA(P)A.(Circular No.24/2009).KAA(P)A register is maintained after verifying the Antisocial whose names are entered in the following category.

- a. Antisocials supplemented by individual History Sheets similar to those maintained under SCH PartV.
- b. Active Antisocials against whom Sec 3 of the Act has been invoked.
- c. Active Antisocials against whom action u/s 15 has been initiated. (in two parts – Part ‘A’ for those of the station and Part ‘B’ for those of other Stations)
- d. Action taken u/s17.

Additional Director General of Police (Intelligence) will be the State Nodal Officer for the implementation of KAAPA. He will be assisted by Deputy Inspector General of Police (Internal Security). DYSPs /ACs of District Special Branch will be the District Nodal Officer for the District /City.

116. INTIMATION REGISTER

The intimations received from hospital directly or by telephone from other stations or received via VHF shall be added to the Intimation Register by the officer in charge of the GD. The intimations which are to be sent to other stations, will be added to the intimation register without delay and passed through telephone or V.H.F. immediately. This information must be recorded in the General Diary.

117. CURRENT REGISTER (Rule 524 PSO)

All Police Stations should maintain Current Register (Personal register) in which all references received by them and started by them will be registered after get it entered in the Tappal Distribution Register. The particulars such as the serial Number, the designation of the officer from whom received, date of receipt, reference number, the purpose of reference, action taken, final disposal etc will be noted in the Current Register.

118. DUTY PASSPORT AND MEDICAL PASSPORT

The passport is a document issued by the S.H.O. when a Police Person on duty move out of station limit. All the Senior Civil Police Officers, Civil Police Officers, leaving the station on duty or leave obtain passport in KPF-120. For treatment purpose passport in KPF-121 is issued. If the SCPO or CPOs who proceeded on leave falls sick, he should report at the nearest police station and obtain a fresh passport for treatment to the hospital, Whenever such passports are issued by the SHO of another Police Station, he should inform the concerned SHO in which such person works and also the name of the hospital where the treatment is sought.

119. Suspects Register

History Sheets shall be opened as 'Suspects' for the following persons under the orders of the Superintendent of Police or SDPO.

- (a) Persons once convicted under any section of IPC, who are considered likely to commit crime again, and
- (b) Persons not convicted but believed to be addicted to crime and shadowing their movements are necessary. The History Sheets of suspects shall be, maintained from the date of registration up to the end of December. Orders of the SDPO shall be obtained either for discontinuance or retention for a further period. Care should be taken to see the history sheets are opened only for persons who are likely to turn out to be habitual criminals and therefore required to be **'dose watched'**. History Sheets shall not be opened for criminals with no

fixed residence. This does not apply to persons who move about in a limited area of not more than two districts.

120. Habitual Offender Register

Habitual Offender is defined in Section 2 (e) of Habitual Offender Act 1962. Habitual Offender means a person, who during any continuous period of five years, whether before or after commencement of this Act or partly before or partly after such commencement, has been sentenced on conviction on not less than **three occasions**, after he attained the age of eighteen years, to substantive term of imprisonment for any one or more of the scheduled offences committed on different occasions and not so connected together as to form part of the sametransaction, such sentences not having been reversed in appeal or revision Schedule Offences are as follows:

- I. Offences falling U/s 231 to 243 (relating to coins)
- II. Offences falling U/s 305, 307, 308, 311, 324 to 329, 332, 347, 365, 366-A, 366-B, 368 369 IPC.
- III. Offences falling Ws 379, 389, 382, 384 to 387, 392 to 395, 397 to 402, 411, 414, 420, 451 to 461 IPC.
- IV. Section 110 CrPC.

If any criminal is convicted to substantive sentence on **three different occasions under any of the above mentioned offences within a continuous period of five years**, such person should be registered as a Habitual Offender U/s 3 of the Act by the District Collector/SDMC (Sub Divisional magistrate Court).

121. Proper accounting of UI cases and new Performa for the list of UI cases to be hung in Police Stations

The discrepancy between the number of UI cases as per station records and court records is increasing day by day in the entire state. The main reason for this difference is that the Police Stations delete the cases from the list of UI cases once they submit final reports (i.e. charge sheet/refer charge sheet) to the Courts even before the final reports are actually accepted (i.e. taken on the records by the Courts) and CC/RC numbers

are issued by the Courts. On the other hand the Courts continue to show the cases in their list of UI cases until they have accepted the final reports submitted by Police Stations and assigned CC/RC numbers in the court records. A number of final reports are sent back by the Courts with observations to be complied with by the Police Stations. The final reports in transit between Police Stations and Courts and back with observations from Courts also do not find place in the UI list maintained by the Police Stations. They remain unaccounted in Police Station records.

- i. It is therefore necessary to account all such cases in which final reports have been submitted by the Police Stations but not actually accepted by the court. The following instructions are issued in this regard. The Police Station will show such cases in which final reports (i.e. charge sheet/refer charge sheet) have been sent to the Courts but not actually accepted by the court (CC/RC number not issued by Court) as **Part A** in the UI list maintained in the Police Stations.

The cases in which the final reports (i.e. charge sheet / refer charge sheet) has been received back in the Police Stations with observation of the Courts for the compliance will be shown as, **Part B** in the UI list maintained in the Police Station. The cases will be removed from the UI list of Police Stations only after the Courts in their records have accepted the final reports and issued the CC/RC numbers as an acknowledgement of the acceptance of final reports. In other words cases will remain in UI list until Courts have accepted the final reports and issued CC/ RC numbers to the cases.

- ii. The UI list maintained in the olice station will therefore have entries in four Parts. **First Part A** indicating those UI cases in which investigation is completed and final reports are submitted but Courts have not issued CC / RC numbers. **Secondly Part B** will indicate those UI cases in which final reports were submitted but returned by the Courts with observation(s) for compliance by the Police. **Thirdly Part C** will indicate those UI cases belonging to

the previous months. **Fourthly Part D** will indicate the UI cases reported in the current month.

- iii. The order of entry in the UI list maintained in the stations will be Part A, Part B, Part C and Part D from top to bottom. The scheme is being introduced to distinguish the specific status of all UI cases.
- iv. The UI list can also be maintained with computer printed statement in above- mentioned scheme, as it will avoid repetition of monthly scriptory work. The monthly UI list will be created and stored in the computer for every month. The computer printing will also help keeping the monthly UI list in its memory for any reference in future. Instead of deleting or modifying earlier lists, new list will be made by copying the old lists and modifying them as the new list.

The columns of list of UI cases presently displayed in the Police Stations do not provide required details necessary to get complete skeletal picture of the UI cases. The main purpose of displaying the list of UI cases is to provide complete details about the UI cases in a skeletal form. A new format is therefore devised in Annexure to this circular. All the Police Stations in the State will hereinafter maintain the list of UI cases in the format prescribed in the Annexure to this Circular No. 45/2009.

122. CUSTODY MEMO

The Custody Memo is maintained for entering the details of the accused in Custody who is arrested in non- bailable offence. Such accused shall be retained in the police Station till he is produced before the Hon'ble Court.

123. DUTY ROSTER (Rule 518 PSO Volume II)(KPF NO.164)

The duty roster is maintained for entering the main heads of duties to be performed in each police station and outpost (KPF- 164, 164 A, 163). A monthly abstract of the duty roster shall be prepared at the end of each

month for getting a clear understanding of the duties performed by each Police officer. If any police officer fails to perform a specific duty, the reason for the failure should be recorded in the remarks column and shall also be recorded in the General Diary.

Now adays Strength & Duty managements are done in IAPS (Internal Administrative & Processing System). So the Duty Roster is not in use in Police Stations **(Circular No 01/2018)**

124. BAIL CONDITION REGISTER

(Executive Directive No.44/2017)

A bail Condition register is maintained in every Police Station to enter the conditions mentioned in the bail by the court. If the accused fail to comply with the bail conditions imposed by the court concerned, then the failure should be entered in this register and is reported to public Prosecutor/Government pleader for the cancellation of the bail. This register is to be kept in the custody of Station Writer. The maintainance of such bail condition register will help as from the attraction of any contempt of Court Proceeding on account of non-reporting / untimely reporting of the violation of the bail condition(s) by the accused.

125. REGISTER OF SENIOR CITIZENS

(Office Memorandum No.06/2020/PHQ)

In all Police Stations a Register of Senior Citizens are maintained to record the address and phone numbers of all senior Citizens in their respective Limit. This will help the Police Officer to contact, check and the needs of Senior Citizens.

126. UNTRACED WOMEN/CHILD MISSING REGISTER (Circulars 32/2009, 20/2011, 08/2012, 14/2013, 17/2014)

Police are given authority and responsibility under Law to trace Missing Persons .Whenever a Station House Officer receives any information from which he reasonably suspects that any person is missing, immediate

action should be taken to locate the Missing person. There should be a Missing Person Enquiry cell in every Police Station under the direct supervision of the ISHO. The Cell will also maintain the Missing Persons Register in which the particulars of all persons missing from the Station Limit will be entered. If the Missing Person is a Woman/Child a separate Register is maintained in every Police Station.



CHILD FRIENDLY JANAMAITHRI KENDRAM



CHILD FRIENDLY POLICE STATION, VITHURA



CHAPTER:7

PETITION ENQUIRIES & REPORTS

(Circular Nos: 19/2017 & 43/2017)

Petition means a formal written request from one or more persons to an authority having power. Any person having complaint will submit petition to the authority that could help him or redress his grievances.

Petitions are submitted by members of public directly in the Police Stations or to superiors at various levels or to the Government. Instructions have been issued by the State Police Chief that all petitions received, should be entered in the register, giving particulars such as (1) date and time of receipt (2) name and address of the petitioner (3) name and address of the counter petitioner (4) allegations in brief (5) action taken (6) report if any due to any authority (7) date of dispatch of report etc. A monthly statement has to be submitted to the District Police Chief indicating (1) the number of petitions of previous months pending (2) the number of petitions received during the month (3) the number of petitions in which action was taken or enquired during the month (4) number of reports sent and (5) the number of petitions at the end of the month.

The petitions can be classified into three categories (1) **Personal** petitions (2) **Anonymous** petitions and (3) **Pseudonymous** petitions. While preference has to be given to personal petitions: anonymous and pseudonymous petitions cannot be ignored. In the second type, people do not wish to disclose their identity but like to communicate some information. At times threats are made in these petitions. However, enquiries should be made in the second and third type of petitions to know the truth and many times, they may be found useful in knowing the disputes or crimes of underworld and in taking appropriate action.

Action to be taken:-

On receipt of a petition, acknowledgement has to be given or sent to the petitioner that his petition dated so and so was received on that

date. That a case in crime number under section(s)-was registered or that it is under enquiry and that he would be informed of the result of either investigation or of enquiries in due course. Having received a petition, the recipient officer should study the contents. Whether it is received directly or from superior. If the allegations made therein disclose occurrence of a cognizable offence, a crime case should be registered. The Superior Officer's endorsements viz., (1) for necessary action (2) for enquiry and report (3) for disposal do not mean that superior does not want a case to be registered, and any endorsement should not deter the officer to whom the petition is endorsed from registering a case and from taking up the investigation. Failure to register a case would amount to negligence towards duties. The officer in-charge of a Police Station should remember that he does not require anybody's permission to register a case, if a cognizable offence is reported.

If a case was already registered for the same incident, the contents of the petition should be gone through to know, whether any facts have been brought out and such facts should be verified during further investigations. In a case already registered. If a petition is received subsequently, it should forward to the concerned Magistrate whether it has any legal value. A copy of the petition should be kept in the case file, further investigations made and the facts disclosed should be incorporated in the case diaries.

In a case already registered, if a petition is received direct, either from a member of the public or from a superior, the fact that a case was already registered should be intimated to the petitioner or superior officer. If the petition is received from a superior, the original petition should be returned to the superior while retaining a copy. If the petition received from the superior, is a copy, there is no need to return the petition.

If a case is registered on receipt of petition from superior, a report should be sent to him about registration of the case and a copy of the FIR should be enclosed to the report and the same procedure shall be adopted when petitions are received directly from members of the public. As per the provisions in section 154 CrPC the officer-in-charge of a police

station is bound to furnish a copy of the information given to him free of cost.

Petition Enquiry Procedure:

In conducting enquiries into a petition, the petitioner should be first called and his statement recorded. The enquiring officer should elicit from the petitioner whether any offence was committed, or any offence is apprehended. If it appears that a cognizable offence was committed, a case should be registered and investigated. The FIR shall include the contents of the petition and the statement. In case, the statement does not make out a cognizable offence, or an offence is apprehended by the petitioner, the witnesses named by the petitioner should be summoned and their statements be recorded. On completion of enquiries, the officer would be in a position to know, whether the petition warrants any action, a report about the enquiries should be forwarded to superior in case a report was called for.

The enquiry reports should contain 1) Name of the petitioner, residence, date of petition (2) name and address of the counter petitioner (3) Allegations made in the petition (4) The evidence collected during the enquiry in support of allegations, the witnesses examined, statements recorded (5) Action taken, if any, on receipt of petition or during the course of enquiry (6) The explanation i.e., admission or denial of counter petitioner and the evidence produced by him and (7) Findings of enquiry officer with background or earlier disputes if any, and the action he proposes.

As far as possible, the report should be brief, connected to the allegations and should not be based on imaginations or presumptions. The language of the report should be simple as far as possible and conveniently divided into paragraphs avoiding repetition of a point once referred, before. The enquiry should be completed as quickly as possible and report sent without any delay and without being reminded.

The officers should fix up priority to petition enquiries and reports. The priority could be petition received as follows:-

- 1) Governor and Chief Minister

- 2) Home Minister and other Ministers.
- 3) Chief Secretary and Home Secretary.
- 4) Members of Parliament or State Assembly.
- 5) Director General of Police.
- 6) Inspectors General of Police.
- 7) DIG of Range.
- 8) District Police Chief
- 9) Dy. Superintendent of Police and Inspectors.

The priority would change depending on the nature of allegations and urgency of action to be taken. By any chance, an enquiry is likely to be delayed due to other urgent engagements; an **interim report** should be sent to the concerned, that the petition is being enquired and that a report would be sent by a particular date or within so many days. It shall be the duty of the officer to send the **final report** as promised.

PETITION ENQUIRY

(Kerala Police Act : Sec.63; circular No. 1/1973)

- The Police officer detailed for petition enquiry shall get petition enquiry duty endorsed on his note book.
- Upon receipt of an Oral/Written petition or petition by gestures or signs or through digital/electronic medium, the enquiry officer shall proceed to the place as early as possible for conducting enquiry (KP Act Sec.34).
- The petition enquiry officer shall never use vehicle arranged by the petitioner or the respondent for conducting petition enquiry.
- The enquiry should be unbiased and the enquiry findings shall not be disclosed with the parties.
- The enquiry officer shall gather information from other witnesses apart from the petitioner and the respondent.

- During enquiry, the enquiry officer shall behave in such a way as to uphold/protect the dignity and human rights of both the parties.
- The enquiry officer shall try to avoid the Law and Order issues in connection with the petition and if there exists any possibility of Law and Order issues, it shall be immediately intimated to the Station House Officer.
- The enquiry officer shall take photographs, videograph or recording the audio, if required.
- The enquiry report shall be submitted in detail.
- The status of the petition shall be intimated to the petitioner if it is required by him (Sec. 8 of KP Act).
- The enquiry officer shall direct both the parties to appear before the Station House Officer on a particular day as specified by the SHO. The enquiry officer shall be present at the Police Station on that day and shall guide both the parties to the SHO.
- The enquiry findings shall be intimated to the SHO in detail. The final disposal of the petition shall be done by the SHO.
- The enquiry officer shall be in uniform while conducting the petition enquiry.

Superior Officers Petition

- The petition received from Superior Officers shall be entered in the SO Petition register and shall endorse to an enquiry officer for conducting enquiry. Such officer shall conduct an enquiry by visiting the place and by recording the signed statement of complainant, respondent and the witnesses (Circular No. 1/1973).
- After completing the enquiry, the enquiry reports shall be submitted to the Superior Officers in prescribed proforma within stipulated time period.
- The original petition, signed statements and related documents shall be enclosed along with the enquiry report. The said statements, related documents and the enquiry report shall be signed by the enquiry officer.

- After submitting the enquiry report, such date shall be entered in the SO petition register and shall round off the petition number.
- The SO petitions with the direction for personal enquiry shall not be endorsed to the other officials.



CHAPTER-8

ARREST, SEARCH AND SEIZURE

➤ When Police arrest without warrant? (Sec.41 CrPC)

A Police Officer knowing of a design to commit any cognizable offence may arrest, without orders from a Magistrate and without a warrant the person so designing, if it appears to such officer that the commission of the offence cannot be otherwise prevented. This arrest by the Police Officer is for preventing the commission of a cognizable crime if it cannot be prevented without arresting the person.

(1) Any Police officer may without an order from a Magistrate and without a warrant, arrest any person;

- (a) who has been involved in any cognizable offence, or against whom a reasonable complaint has been made, or credible information has been received, or a reasonable suspicion exists, of his having been so involved ; or
- (b) who has in his possession without lawful excuse, any implement of house-breaking; or
- (c) who has been proclaimed as an offender either under this Code or by order of the State Government; or
- (d) in whose possession anything is found which may reasonably be suspected to be stolen property and who may reasonably be suspected of having committed an offence with reference to such thing; or
- (e) who obstructs a Police officer while in the execution of his duty, or who has escaped, or attempts to escape, from lawful custody; or
- (f) who is reasonably suspected of being a deserter from any of the Armed Forces of the Union; or
- (g) who has been involved in, or against whom a reasonable complaint has been made, or credible information has been received, or a reasonable suspicion exists, of his having been involved in, any act committed at any place out of India which,

if committed in India, would have been punishable as an offence, and for which he is, under any law relating to extradition, or otherwise, liable to be apprehended or detained in custody in India; or

(h) who, being a released convict, commits a breach of any rule made under Sub-Section (5) of Section 356; or

(i) for whose arrest any requisition, whether written or oral, has been received from another Police officer provided that the requisition specifies the person to be arrested and the offence or other cause for which the arrest is to be made and it appears there from that the person might lawfully be arrested without a warrant by the officer who issued the requisition.

(2) Any officer in charge of a Police station may, in like manner, arrest or cause to be arrested any person, belonging to one or more of the categories of person specified in Section 109 or Section 110.

➤ **Arrest Report(Chapter-IX, Rule-332, PSO)**

An arrest card in **KPF No. 14** will be sent by the Station House Officer to the Sub Divisional Magistrate in all cases of arrest without a warrant made within his jurisdiction.

Section 41A of the Code of Criminal Procedure comes into play when the arrest of a person, accused in a criminal complaint is not required. i.e., the criminal cases in which the punishment of imprisonment is up to 7 years or below. In such cases, the Police may issue notice to the accused directing him to appear as required for the investigation.

The Section 41-A CrPC runs as follows:

➤ **"41-A. Notice of appearance before Police Officer. —**

The Police officer shall, in all cases where the arrest of a person is not required under the provisions of sub-section(1) of section 41, issue a notice directing the person against whom a reasonable complaint has been made, or credible information has been received, or a reasonable suspicion exist that he has committed a cognizable

offence, to appear before him or at such other place as may be specified in the notice.

- (1) Where such a notice is issued to any person, it shall be the duty of that person to comply with the terms of the notice.
- (2) Where such person complies and continues to comply with the notice, he shall not be arrested in respect of the offence referred to in the notice unless, for reasons to be recorded, the Police officer is of the opinion that he ought to be arrested.
- (3) where such person, at any time, fails to comply with the terms of the notice or is unwilling to identify himself, the Police officer may, subject to such orders as may have been passed by a competent Court in this behalf arrest him for the offence mentioned in the notice,”

“In cases where the Police officer decides not to arrest the accused, Section 41-A Cr.PC will come into play. In such cases, the Police officer can issue a notice directing the accused to appear before him at a time and place set out in the notice. The Police officer shall serve the notice on the accused within two weeks from the date of institution of the case after forwarding a copy to the Jurisdictional Magistrate. The concerned Superintendent of Police may extend the time for service of notice after recording reasons in writing.”

The Judgment of *Amandeep Singh Johar v State of NCT Delhi and Anr* (W.P Civil 7608 of 2017), dated 07/02/2018, has the format and contents of the notice under Section 41-A CrPC; the mode and manner of its service. The guidelines and the model form of notice under Section 41-A CrPC and the acknowledgement are attached therewith.

1. The concerned suspect/accused person will necessarily need to comply with the terms of the notice under section 41A of Cr.PC and attend at the requisite time and place. If

the accused is unable to attend at the time for any valid and justifiable reason', the accused should in writing immediately, intimate the investigating officer and seek an alternative time within a reasonable period, which should ideally not exceed a period of four working days, from the date on which he/she were required to attend, unless he/she is unable to show justifiable cause for such non-attendance.

2. Unless it is detrimental to the investigation, the Police officer may permit such rescheduling, however only for justifiable causes to be recorded in the case diary. Should the investigating officer believe that such extension is being sought to cause delay to the investigation or the suspect/ accused person is being evasive by seeking time, (subject to intimation to the SHO of the concerned Police Station), deny such request and mandatorily require the said person to attend.
3. A suspect/ accused on formally receiving a notice under Section 41-A CrPC and appearing before the concerned officer for investigation / interrogation at the Police station, may request the concerned IO for an acknowledgement.
4. In the event, the suspect/ accused is directed to appear at a place other than the Police station (as envisaged under Section 41-A(1) CrPC), the suspect will be at liberty to get the acknowledgement receipt attested by an independent witness; if available at the spot in addition to getting the same attested by the concerned investigating officer himself.
5. A duly indexed booklet containing serially numbered notices in duplicate/ carbon copy format should be issued by the SHO of the Police Station to the Investigating Officer.

The Notice should necessarily contain the following details:

- a. Serial Number
- b. Case Number
- c. Date and time of appearance
- d. Consequences in the event of failure to comply
- e. Acknowledgment slip

The Investigating Officer shall follow the following procedure:-

- a. *The original is served on the accused/suspect;*
- b. A carbon copy (on white paper) is retained by the IO in his/her case diary, which may be shown to the concerned Magistrate as and when required:
- c. Used booklets are to be deposited by the IO with the SHO of the Police Station who shall retain the same till the completion of the investigation and submission of the final report under section 176(2) of the CrPC.
- d. The Police department will frame appropriate rules for the preservation and destruction of such booklets.
- e. The above information should be displayed at prominent places in the Police Stations, to inform the public of their rights and recourses available to them.
- f. Failure on the part of the IO to comply with the mandate of the said provisions of the CrPC and the above procedure shall render him liable to appropriate departmental action/disciplinary proceedings under the applicable rules and regulations as well as contempt of Court in terms of the directions of the Hon'ble Supreme Court in the case of Arnesh Kumar Vs. State of Bihar (2014) 8 SCC273

➤ **Procedure of arrest and duties of officer making the arrest.**

(Section.41.B CrPC)

Every Police officer while making an arrest shall-

- (a) bear an accurate, visible and clear identification of his name which will facilitate easy identification;
- (b) prepare a memorandum of arrest which shall be
 - (i) attested by at least one witness who is a member of the family of the person arrested or a respectable member of the locality where the arrest is made;
 - (ii) countersigned by the person arrested; and
- (c) Inform the person arrested unless the memorandum is attested by a member of his family that he has a right to have a relative or a friend named by him to be informed of his arrest.

➤ **Right of arrested person to meet an advocate of his choice during interrogation. (Section: 41D- CrPC)**

When any person is arrested and interrogated by the Police, he shall be entitled to meet an advocate of his choice during interrogation, though not throughout interrogation.

➤ **Arrest on refusal to give name and address (Section:42 CrPC)**

- (1) When any person who in the presence of a Police officer has committed or has been accused of committing a non-cognizable offence refuses, on demand of such officer, to give his name and residence or gives a name or residence which such officer has reason to believe to be false, he may be arrested by such officer in order that his name or residence may be ascertained.
- (2) When the true name and residence of such person have been ascertained, he shall be released on his executing a bond, with or without sureties, to appear before a Magistrate if so required;

Provided that, if such person is not resident in India, the bond shall be secured by a surety or sureties resident in India.

- (3) Should the true name and residence of such person not be ascertained within twenty-four hours from the time of arrest or should he fail to execute the bond or if so required, to furnish sufficient sureties, he shall forthwith be forwarded to the nearest Magistrate having jurisdiction.

➤ **Protection of members of Armed Forces from arrest. (Section: 45 CrPC)**

- (1) Notwithstanding anything contained in sections 41 to 44 (both inclusive), no member of the Armed Forces of the Union shall be arrested for anything done or purported to be done by him in the discharge of his official duties except after obtaining the consent of the Central Government.
- (2) The State Government may, by notification, direct that the provisions of Sub-Section (1) shall apply to such class or category of the members of the Force charged with the maintenance of public order as may be specified therein, wherever they may be serving, and thereupon the provisions of that Sub-Section shall apply as if for the expression “Central Government” occurring therein, the expression “State Government” were substituted.

➤ **Arrest how made? (Section: 46 CrPC)**

- (1) In making an arrest, the Police officer or other person making the same shall actually touch or confine the body of the person to be arrested, unless there be a submission to the custody by word or action.
- (2) If such person forcibly resists the endeavour to arrest him or attempts to evade the arrest, such Police officer or other person may use all means necessary to effect the arrest.
- (3) Nothing in this section gives a right to cause the death of a person who is not accused of an offence punishable with death or with imprisonment for life.
- (4) In exceptional circumstances, no women shall be arrested after sunset and before sunrise and where such exceptional circumstances exist, the woman Police officer shall by making a

written report, obtain the prior permission of the Judicial Magistrate of the First Class within whose local jurisdiction the offence is committed or the arrest is to be made.

➤ **Search of place entered by person sought to be arrested. (Section: 47 CrPC).**

- (1) If any person acting under a warrant of arrest, or any Police officer having authority to arrest, has reason to believe that the person to be arrested has entered into or is within, any place, any person residing in, or being in charge of such place shall, on demand of such person acting as aforesaid or such Police officer, allow him such free ingress thereto and afford all reasonable facilities for a search therein.
- 2) If ingress to such place cannot be obtained under Sub-Section (1), it shall be lawful in any case for a person acting under a warrant and in any case in which a warrant may issue but cannot be obtained without affording the person to be arrested an opportunity of escape, for a Police officer to enter such place and search therein and in order to effect an entrance into such place, to break open any outer or inner door or window of any house or place, whether that of the person to be arrested or of any other person, if after notification of his authority and purposes and demand of admittance duly made, he cannot otherwise obtain admittance;

Provided that, if any such place is an apartment in the actual occupancy of a female (not being the person to be arrested) who, according to custom, does not appear in public, such person or Police officer shall, before entering such apartment, give notice to such female that she is at liberty to withdraw and shall afford her every reasonable facility for withdrawing, and may then break open the apartment and enter it.

- (3) Any Police officer or other person authorised to make an arrest

may break open any outer or inner door or window of any house or place in order to liberate himself or any other person who, having lawfully entered for the purpose of making an arrest, is detained therein.

➤ **Pursuit of offenders into other jurisdictions:** (Section: 48 CrPC)

A Police officer may for the purpose of arresting without warrant any person whom he is authorised to arrest, pursue such person into any place in India.

➤ **No Unnecessary restraint:** (Section: 49 CrPC)

The person arrested shall not be subjected to more restraint than is necessary to prevent his escape.

➤ **Person arrested to be informed of grounds of arrest and of rights to bail:**

(Section: 50 CrPC)

(1) Every Police officer or other person arresting any person without warrant shall forthwith communicate to him full particulars of the offence for which he is arrested or other grounds for such arrest.

(2) Where a Police officer arrests without warrant any person other than a person accused of a non-bailable offence, he shall inform the person arrested that he is entitled to be released on bail and that he may arrange for sureties on his behalf.

➤ **Obligation of person making arrest to inform about the arrest etc...to a nominated person.** (Section:50 A CrPC)

(1) Every Police officer or other person making any arrest under this Code shall forthwith give the information regarding such arrest and place where the arrested person is being held to any of his friends; relatives or such other persons as may be disclosed or nominated by the arrested person for the purpose of giving such information.

(2) The Police officer shall inform the arrested person of his rights under subsection (1) as soon as he is brought to the Police station.

(3) An entry of the fact as to who has been informed of the arrest of

such person shall be made in a book to be kept in the Police station in such form as may be prescribed in this behalf by the State Government.

- (4) It shall be the duty of the Magistrate before whom such arrested person is produced, to satisfy himself that the requirements of Sub-Section (2) and Sub-Section (3) have been complied with in respect of such arrested person.

➤ **Search of arrested person. (Section: 51 CrPC)**

- (1) Whenever a person is arrested by a Police officer under a warrant which does not provide for the taking of bail, or under a warrant which provides for the taking of bail but the person arrested cannot furnish bail and whenever a person is arrested without warrant, or by a private person under a warrant, and cannot legally be admitted to bail, or is unable to furnish bail the officer making the arrests or when the arrest is made by a private person, the Police officer to whom he hands over the person arrested, may search such person, and place in safe custody all articles, other than necessary wearing-apparel, found upon him and where any article is seized from the arrested person, a receipt showing the articles taken in possession by the Police officer shall be given to such person.
- (2) Whenever it is necessary to cause a female to be searched, the search shall be made by another female with strict regard to decency.

➤ **Search and custody of prisoners in Police Station. (Vol.II, Rule-334, PSO)**

334. (1) Every prisoner shall be searched as soon as brought to the Station and admitted to a lockup, as also on every occasion when he is readmitted to a lock up, after being taken out. All property found on his person except necessary wearing apparel shall be sent to the Magistrate with KPF No. 151-A. The removal of a sacred thread, tali, wedding ring or the lingam worn by lingayats from the person of a prisoner is prohibited. A list of the property, omitting the wearing apparel retained by the prisoner shall be entered in the Search

Register (KPF No. 151) which shall be signed by the Station House Officer, the Station Writer and the prisoner.

(2) Wounds or injuries found on the prisoner should also be entered with an account of how they had been caused and action taken for their treatment.

(3) A prisoner in Police custody shall not be permitted to leave the lock up after nightfall except in special and emergent circumstances and that too only with adequate escort, details of which shall be recorded in the General Diary. A prisoner in Police custody prior to remand is entitled to see a Pleader and his relations.

➤ **Power to seize offensive weapons. (Section: 52 CrPC)**

The officer or other person making any arrest under this Code may seize from the person arrested any offensive weapons and shall deliver all weapons so taken to the Court or officer before which or whom the officer or person making the arrest is required by this Code to produce the person arrested.

➤ **Search of prisoner after arrest (Vol.II, Rule-333, PSO)**

Prisoners shall be searched immediately after the arrest to ensure that they do not carry with them any offensive weapons. If any such weapon is seized, it should be sent to Court under Section 52 Criminal Procedure Code. In the case of females, the search should be conducted by a woman with due regard to decency as instructed in Criminal Procedure Code.

➤ **Examination of the accused by the medical practitioner at the request of Police Officer. (Section: 53 CrPC)**

(1) When a person is arrested on a charge of committing an offence of such a nature and alleged to have been committed under such circumstances that there are reasonable grounds for believing that an examination of his person will afford evidence as to the commission of an offence, it shall be lawful for a registered medical practitioner, acting at the request of a Police officer not below the rank of Sub-Inspector and for any person acting in good faith in his

aid and under his direction, to make such an examination of the person arrested as is reasonable necessary in order to ascertain the facts which may afford such evidence and to use such force as is reasonably necessary for that purpose.

- (2) Whenever a female is to be examined under this section, the examination shall be made only by, or under the supervision of a female registered medical practitioner.

➤ **Examination of person accused of rape by Medical Practitioner.**

(Section: 53 A CrPC)

- (1) When a person is arrested on a charge of committing an offence of rape or an attempt to commit rape and there are reasonable grounds for believing that an examination of his person will afford evidence as to the commission of such offence, it shall be lawful for a registered medical practitioner employed in a hospital run by the Government or by a local authority and in the absence of such a practitioner within the radius of sixteen kilometers from the place where the offence has been committed by any other registered medical practitioner, acting at the request of a Police officer not below the rank of a Sub-Inspector and for any person acting in good faith in his aid and under his direction, to make such an examination of the arrested person and to use such force as is reasonably necessary for that purpose.
- (2) The registered medical practitioner conducting such examination shall, without delay, examine such person and prepare a report of his examination giving the following particulars, namely;
- A) the name and address of the accused and of the person by whom he was brought,
 - B) the age of the accused,
 - C) marks of injury, if any, on the person of the accused,
 - D) the description of material taken from the person of the accused for DNA profiling, and
 - E) other material particulars in reasonable detail.
- (3) The report shall state precisely the reasons for each conclusion

arrived at.

- (4) The exact time of commencement and completion of the examination shall also be noted in the report.
- (5) The registered medical practitioner shall without delay forward the report of the investigating officer, who shall forward it to the Magistrate referred to in Section 173 as part of the documents referred to in clause (a) of Sub-Section (5) of that Section.

➤ **Examination of arrested person by Medical Practitioner at the request of the arrested person. (Section: 54 CrPC)**

- (1) When a person who is arrested, whether on a charge or otherwise, alleges at the time when he is produced before a Magistrate or at any time during the period of his detention in custody that the examination of his body will afford evidence which will disprove the commission by him of any offence or which will establish the commission by any other person of any offence against his body, the Magistrate shall, if requested by the arrested person so to do direct the examination of the body of such person by a registered medical practitioner unless the Magistrate considers that the request is made for the purpose of vexation or delay or for defeating the ends of justice.
- (2) Where an examination is made under Sub-Section (1), a copy of the report of such examination shall be furnished by the registered medical practitioner to the arrested person or the person nominated by such arrested person.

➤ **Identification of the person arrested. (Section: 54 A CrPC)**

Where a person is arrested on a charge of committing an offence and his identification by any other person or persons is considered necessary for the purpose of investigation of such offence, the Court having jurisdiction may on the request of the officer in charge of a Police Station, direct the person so arrested to subject himself to identification by any person or persons in such manner as the Court may deem fit.

Provided that, if the person identifying the person arrested is mentally or physically disabled, such process of identification shall take place under the supervision of a Judicial Magistrate who shall take appropriate steps to ensure that such person identifies the person arrested using methods that person is comfortable with;

Provided further that if the person identifying the person arrested is mentally or physically disabled, the identification process shall be video graphed.

➤ **Procedure when Police Officer deposes subordinate to arrest without warrant. (Section: 55 CrPC)**

(1) When any officer in charge of a Police Station or any Police Officer making an investigation under Chapter XII requires any officer subordinate to him to arrest without a warrant (otherwise than in his presence) any person who may lawfully be arrested without a warrant, he shall deliver to the officer required to make the arrest an order in writing, specifying the person to be arrested and the offence or other cause for which the arrest is to be made and the officer so required shall, before making the arrest, notify to the person to be arrested, the substance of the order and if so required by such person, shall show him the order.

(2) Nothing in Sub-Section (1) shall affect the power of a Police officer to arrest a person under Section 41.

Direction as to arrest in cognizable cause, When a Station House Officer wants his subordinate to arrest a person concerned or suspected in the commission of a cognizable case, an order in **KP.F. No. 118** is to be given to such subordinate for the arrest. (**Chapter-IX, Rule-324, PSO**)

➤ **Health and safety of the accused person. (Section:55 A CrPC)**

It shall be the duty of the person having the custody of an accused to take reasonable care of the health and safety of the accused.

➤ **Person arrested to be taken before Magistrate or Officer-in-charge of Police Station. (Section: 56 CrPC)**

A Police officer making an arrest without warrant shall without unnecessary delay and subject to the provisions herein contained as to bail, send the person arrested before a Magistrate having jurisdiction in the case or before the officer in charge of a Police station.

➤ **Person arrested not to be detained more than twenty four hours. (Section: 57 CrPC)**

No Police officer shall detain in custody a person arrested without warrant for a longer period than under all the circumstances of the case is reasonable, and such period shall not, in the absence of a special order of a Magistrate under section 167, exceed twenty-four hours exclusive of the time necessary for the journey from the place of arrest to the Magistrate's Court.

➤ **Police to report apprehension. (Section: 58 CrPC)**

Officers in charge of Police stations shall report to the District Magistrate or if he so directs, to the Sub-divisional Magistrate, the cases of all persons arrested without warrant within the limits of their respective stations, whether such persons have been admitted to bail or otherwise.

➤ **Discharge of person apprehended. (Section: 59 CrPC)**

No person who has been arrested by a Police officer shall be discharged except on his own bond or on bail or under the special order of a Magistrate.

➤ **Powers, on escape, to pursue and re-take. (Section: 60 CrPC)**

(1) If a person in lawful custody escapes or is rescued, the person from whose custody he escaped or was rescued, may immediately pursue and arrest him in any place in India.

(2) The provisions of Section 47 shall apply to arrests under Sub-Section (1) although the person making any such arrest is not acting under a warrant and is not a Police officer having authority to arrest.

➤ **Arrests to be made strictly accordance to the code. (Section: 60A CrPC)**

Arrest to be made strictly according to the Code. No arrest shall be made except in accordance with the provisions of this Code or any other law.

➤ **Arrest of Central Government Servant or State Government Servant including a Village Officer(Chapter-IX, Rule-327, PSO)**

(2) (a) Intimation of arrest should be sent immediately to his immediate Superior Officer concerned if in any case, prior warning cannot be given; and

(b) this should be followed by a more detailed report of the offence committed together with an indication as to whether the arrested person is being released on bail or on his bond by the Police.

It is also desirable that whenever it is practicable to send prior intimation of the arrest of such an Officer, such intimation may be sent to his immediate Superior Officer or the Officer-in-charge of the installation or Department. This intimation must be treated as secret.

➤ **Arrest of Military Deserters(Chapter-IX, Rule-327, PSO)**

(3) (a) On receipt of desertion report from the Military authorities, every possible effort should be made to apprehend the deserters/absentees without any delay particularly if they are reported to be in possession of arms and ammunition. But the Police are not to arrest personnel who are in possession of Railway warrants and leave passes and apparently on their way to rejoin their units unless such leave expired by at least 10 days.

(b) On apprehension or voluntary surrender of a deserter/absentee, the Officer-in-charge of the Police Station which effect the arrests or accepts the surrender should send information to the Unit specified in the warrant and arrange to despatch the deserter/absentee to the Regimental Centre, under the Police escort

as early as possible. They will not however be detained in Police lock-ups or jails.

(c) An apprehension certificate (IAFD --910) in K.P.F. No. 107 will invariably be sent with the Police escort. Deserters/absentees may not be accepted by the Regional centre without the form duly completed. The original copy of the desertion report (wherever possible) will also be sent with the Police escort. It is important that the Officer-in-charge of the Police Station should sign the apprehension certificate as otherwise it will not be admissible in evidence at the trial of the deserter absentee.

Note:- Escort will be provided by the Police. The expenditure incurred by way of T.A. of the escort party, contingent charges in respect of communications sent to Military units, feeding charges of the deserter and cost of Bus warrants and Railway warrants used will have to be re-imbursed by the Government of India (Defence Department). Detailed particulars will be furnished by the District Police Office to the Chief Office in the monthly statement of expenditure to effect the recovery

➤ **Arrest of Members of Legislative Assembly, Lok Sabha or Rajya Sabha**
Sabha
(Chapter-IX, Rule-328, PSO)

328. Arrest/detention/release of the Members of Legislative Assembly, Lok Sabha or Rajya Sabha should be reported to the Speaker of the Assembly or Lok Sabha or Chairman of Rajya Sabha, as the case may be, immediately after the incident and it should be followed by a formal written communication in the form given in Appendix III. Communication should contain briefly and clearly all the particulars mentioned in the appropriate form. The communications should be sent by the concerned Superintendent of Police to whom an express report should be made by the Officer making the arrest. When a Member who is under detention or is undergoing a sentence of imprisonment, is transferred from one jail to another, the change in the place of detention or imprisonment should also be intimated to the Speaker/Chairman.

A copy of such intimation sent to the Lok Sabha/Rajya Sabha shall invariably be sent to the Ministry of Home Affairs, Government of India, New Delhi.

Procedure for obtaining the permission of the Speaker of Lok Sabha/Chairman Rajya Sabha Speaker Legislative Assemblies for the execution of warrants of arrest against the Members of Parliament/Rajya Sabha/Legislative Assembly, within the precincts of the House.

(Chapter-IX, Rule-329, PSO)

329. (1) A legal process, civil or criminal shall not be served nor any arrest shall be made, within the precincts of the House without obtaining the permission of the Speaker.

(2) Precincts of the House means and includes Chamber Lobbies, the galleries, the Central Hall and its Lobbies, Members' waiting rooms, Committee rooms, Parliament Library, Members Refreshment rooms, Lok Sabha offices located in Parliament Houses and the hutments adjoining the Parliament House, Corridors and passages connecting or leading to the various rooms referred above and Parliament House Estate and approaches to the Parliament House and such other places as the Speaker may from time to time specify.

(3) To enable the Speaker/Chairman to decide whether he should grant or withhold permission for arrest within the precincts of the House, it is necessary that in making a request for such an arrest, the warrant should be accompanied by a brief and concise statement containing a well-reasoned request setting out the grounds therefore and explaining why it is desired that the arrest be made within the precincts of the House and why the matter cannot wait till the House adjourns for the day. In the absence of such a statement it is often not possible for the Speaker/Chairman to come to a decision whether permission should be granted or withheld.

SEARCH & SEIZURE

The word 'search' refers to the operation of Government machinery that involves checking through or carefully inspecting a location, area, person, object, etc. to detect something hidden or to reveal the pieces of evidence of a crime. The Police can lookout for an individual or a car or premises but only after taking necessary and legitimate lawful approval. "Seizure" is a vigorous action that unexpectedly takes over, captures, removes, or overwhelms an entity or an individual. Section 93, 94, 95, 99, 100 and, 101 of CrPC deal with search and seizure.

➤ **When search warrant may be issued?**

Section 93 CrPC prescribes when a search warrant can be issued. First of all, if the Court believes that the person to whom the summon or order has been addressed, will not bring the document or the thing which is essential to the proceedings, a warrant can be issued against that person. It can also be issued if the Court does not know the person who may be having the document. The Court may specify the particular place or part till which the inspection will extend and the person in charge of the inspection will follow the order of the Court as given and not extend the limit of inspection. Only the District Magistrate or Chief Judicial Magistrate can grant the search of a document which is in the custody of postal or telegraph authority.

➤ **Search of place suspected to contain stolen property, forged documents etc.**

Section 94 CrPC deals with the search carried out at places that are suspected to contain properties that might be stolen or might also hold the forged documents. After the inquiry or the information, if a District Magistrate, Sub-divisional Magistrate or a Magistrate of First-Class is of an opinion that a place would have been used for deposit or sale of stolen property or if it would have been used for the production of objectionable articles as mentioned and prescribed in this section, he may authorize the Police Officer (above the rank of a constable) by warrant to enter such place with assistance if required.

The Police have to search the place in the manner specified in the given warrant, taking the possession of property that could be objectionable or stolen. He has to convey about the same to the Magistrate or has to guard the same until the offender is taken to the Magistrate. He may dispose of the objectionable article in some safe place and if he finds any person who may be involved in the deposit, sale, or production of the objectionable article or stolen property, he may take the person in custody and later produce him before the Magistrate.

Coming to the articles/things which are considered as objectionable as per Section 94 –

- counterfeit coins, currency note or stamps,
 - forged documents
 - false seals
 - Pieces of metals prohibited under the Metal Tokens Act, 1889 (1 of 1889), or brought in India as prohibited pursuant to Section 11 of Customs Act, 1962 (52 of 1962).
 - Objects considered as obscene under Section 292 of IPC (45 of 1860)
 - Instruments that may be used for the production of the above objectionable articles.
- **Power to declare certain publications forfeited and to issue search-warrants for the same.**

Section 95 CrPC gives the power to the Court to declare some publications forfeited. The Court can issue search warrants for those publications and if the State Government finds that any article, newspaper, document or book may contain some matter which is punishable under the following sections that are 124A, 153A, 153B, 292, 293 or 295A of IPC, it can declare every copy of such material to be forfeited to the Government. The Magistrate can authorize any Police Officer to seize those documents. As per the warrant, the Police may enter and search the suspected

document on any premises. The point to note here is, the Police Officer appointed for the search, cannot be below the rank of Sub-Inspector. The term “Newspaper” and “Book” have the same meaning as said in the Press and Registration of Books Act, 1867, and the word “Document” includes any drawing, painting, photograph, or other visible presentations.

➤ **Search for persons wrongfully confined:**

Section 97 CrPC is regarding the search of a person whose confinement amounts to an offence. If any District, Sub-Divisional, or a First-Class Magistrate has a reason to believe the same, he may issue a search warrant. The person to whom the search warrant is addressed has to search the confined person and if he finds the confined person, he has to produce him immediately before the Magistrate for further proceedings. Section 98 covers the aspects involved for the restoration of an abducted woman including a female child under the age of 18. Section 99 covers the directions for search warrants. The provisions of Sections 38, 70, 72, 74, 77, 78 and 79 are applied to all the search warrants issued.

Persons in charge of closed place to allow search: - (Section: 100 CrPC)

- (1) Whenever any place liable to search of inspection under this Chapter is closed, any person residing in or being in charge of such place shall on demand of the officer or other person executing the warrant and on production of the warrant, allow him free ingress thereto and afford all reasonable facilities for a search therein.
- (2) If ingress into such place cannot be so obtained, the officer or other person executing the warrant may proceed in the manner provided by Sub-Section (2) of section [47](#).
- (3) Where any person in or about such place is reasonably suspected of concealing about his person any article for which search should be made, such person may be searched and if such person is a

woman, the search shall be made by another woman with strict regard to decency.

- (4) Before making a search under this Chapter, the officer or other person about to make it shall call upon two or more independent and respectable inhabitants of the locality in which the place to be searched is situated or of any other locality if no such inhabitant of the said locality is available or is willing to be a witness to the search, to attend and witness the search and may issue an order in writing to them or any of them so to do.
- (5) The search shall be made in their presence and a list of all things seized in the course of such search and of the places in which they are respectively found shall be prepared by such officer or other person and signed by such witnesses; but no person witnessing a search under this section shall be required to attend the Court as a witness of the search unless specially summoned by it.
- (6) The occupant of the place searched or some person in his behalf shall in every instance, be permitted to attend during the search and a copy of the list prepared under this section, signed by the said witnesses, shall be delivered to such occupant or person.
- (7) When any person is searched under Sub-Section (3), a list of all things taken possession of shall be prepared, and a copy thereof shall be delivered to such person.
- (8) Any person who, without reasonable cause, refuses or neglects to attend and witness a search under this section, when called upon to do so by an order in writing delivered or tendered to him, shall be deemed to have committed an offence under section [187](#) of the Indian Penal Code (45 of 1860).

Search by Police officer(Section: 165 CrPC)

1. Whenever an officer in charge of Police station or a Police officer making an investigation has reasonable grounds for believing that anything necessary for the purposes of an investigation into any offence which he is authorised to investigate may be found in any place within the limits of the Police station of which he is in charge

or to which he is attached and that such thing cannot in his opinion be otherwise obtained without undue delay, such officer may, after recording in writing the grounds of his belief and specifying in such writing, so far as possible, the thing for which search is to be made, search, or cause search to be made, for such thing in any place within the limits of such station.

2. A Police officer proceeding under Sub-Section (1) shall, if practicable, conduct the search in person.
3. If he is unable to conduct the search in person and there is no other person competent to make the search present at the time, he may, after recording in writing his reasons for so doing, require any officer subordinate to him to make the search and he shall deliver to such subordinate officer an order in writing, specifying the place to be searched and so far as possible, the thing for which search is to be made; and such subordinate officer may thereupon search for such thing in such place.
4. The provisions of this Code as to search-warrants and the general provisions as to searches contained in section [100](#) shall, so far as may be, apply to a search made under this section.
5. Copies of any record made under Sub-Section (1) or Sub-Section (3) shall forthwith be sent to the nearest Magistrate empowered to take cognizance to the offence, and the owner or occupier of the place searched shall on application, be furnished, free of cost with a copy of the same by the Magistrate.

When Officer-in-Charge of Police Station may require another to issue search warrant:- (Section: 166 CrPC)

1. An officer in charge of a Police station or a Police officer not being below the rank of Sub-Inspector making an investigation may require an officer in charge of another Police Station, whether in the same or a different district, to cause a search to be made in any place, in any case in which the former officer might cause such search to be made, within the limits of his own station.

2. Such officer, on being so required, shall proceed according to the provisions of section [165](#), and shall forward the thing found, if any, to the officer at whose request the search was made.
3. Whenever there is reason to believe that the delay occasioned by requiring an officer in charge of another Police station to cause a search to be made under Sub-Section (1) might result in evidence of the commission of an offence being concealed or destroyed, it shall be lawful for an officer in charge of a Police station or a Police officer making any investigation under this Chapter to search, or cause to be searched, any place in the limits of another Police station in accordance with the provisions of section [165](#), as if such place were within the limits of his own Police Station.
4. Any officer conducting a search under Sub-Section (3) shall forthwith send notice of the search to the officer in charge of the Police Station within the limits of which such place is situated and shall also send with such notice, a copy of the list (if any) prepared under section [100](#) and shall also send to the nearest Magistrate empowered to take cognizance of the offence, copies of the records referred to in Sub-Sections (1) and (3) of section [165](#).
5. The owner or occupier of the place searched shall on application, be furnished free of cost with a copy of any record sent to the Magistrate under Sub-Section (4).



CHAPTER - 9

COURT CRAFT

The term trial has not been defined in the CrPC. Trial may be said to be a judicial proceeding which ends in conviction or acquittal of the accused. **Trial is 'every proceeding which begins when the accused is called on to answer'**. A trial must be deemed to have been concluded on the date on which judgment is pronounced. In a case triable exclusively by the Court of Session, the trial commences when the charge is read over and explained to the accused and he is asked whether he pleads guilty of the offence charged or claims to be tried.

The Officer-in-charge of a Police Station, either out of his own accord or on endorsement of a Magistrate investigate cases and on completion of investigation submits reports to- the Magistrate empowered to take cognizance (Section 173 CrPC). These reports which are termed as Police Reports are two types:

(1) Charge Sheet (2) Referred Charge Sheet or Final Report.

Types of Courts

Besides the High Courts and the Court constituted under any law, other than CrPC, there shall be in every State, the following classes of Criminal Courts (Section 6 CrPC).

- 1) Courts of Session.
- 2) Chief Judicial Magistrate.
- 3) Judicial Magistrate of First Class and in any metropolitan area, Metropolitan Magistrates.
- 4) Executive Magistrate.

Courts by which Offences are Triable

Subject to the other provisions of Criminal Procedure Code

(a) Any Offences under the Indian Penal Code may be tried by

- (i) The High Court, or
- (ii) The Court of Session, or
- (iii) Any other Court by which such offences is shown in First Schedule to be triable.

(b) Any offence under any other law shall, when any Court is

mentioned in this behalf in such law, be tried by such Court and when no Court is so

mentioned, may be tried by,

- (i) The High Court, or
- (ii) Any other Court by which such offence is shown in the First Schedule to be triable.

The competency to award punishments is mentioned in Sections 28 to 29 of CrPC. According to Section 28, (1) A High Court may pass any sentence authorized by law, (2) A Sessions Judge or Additional Sessions Judge may pass any sentence authorized by law, but any sentence of death passed by any such Judge shall be subject to confirmation by High Court, (3) An Assistant Sessions Judge may pass any sentence authorized by law except a sentence of death, or of imprisonment for life, or of imprisonment for a term exceeding ten years.

According to Section 29 CrPC, the sentences which can be awarded by a Magistrate are as follows.

(1) The Court of Chief Judicial Magistrate may pass any sentence-authorized by law except sentence of death or of imprisonment for life or of imprisonment for a term exceeding seven years.

(2) The Court of a Magistrate of the First Class may pass a sentence of imprisonment for a term not exceeding three years or fine not exceeding five thousand rupees, or of both.

It may be noted that to know which Court can try an offence, the first schedule to the CrPC has to be referred. The powers to try an offence and the powers to award a punishment are different. An Assistant Sessions Judge or a Magistrate may try an offence according to the powers vested in him under CrPC but cannot award punishment proposed for the offence. For example, for the offences U/S 409 1PC the punishment proposed is life imprisonment or imprisonment for ten years and this offence is Triable by the Magistrate of the First Class but that Magistrate cannot sentence a person to imprisonment for more than three years.

The cases or offences depending on the punishment proposed are

divided into two categories (1) Warrant case and (2) Summons case. A warrant case means a case relating to an offence punishable with death, imprisonment for life or imprisonment for a term exceeding two years, (Section 2(x) of CrPC).

The summons case means a case relating to an offence and not being a warrant case. (Section 2(w) of CrPC). It means all other cases to which the punishment is two years and below.

The procedure to be adopted by different Courts are classified as sessions trial; (Chapter XVIII) warrant case trial by Magistrate (Chapter XIX) summons case trial by Magistrate (Chapter XX) and summary trials (Chapter XXI of CrPC).

The Courts trying the offences give numbers to the cases:

1. ST Cases = Summarily Triable Cases tried by a Magistrate.
2. CC Cases = Calender Cases - Warrant or Summons Cases tried by a Magistrate
3. CP Cases = (Committal Proceedings) Cases which are to be tried by Sessions Court are committed from Magistrate,
4. SC Cases = cases which are tried in Sessions Court

Maintenance of Court Calendar

A chart or a register has to be maintained in each Police Station. It is advisable to maintain separate chart for each Court, month-wise keeping one sheet for each month with the following particulars. Serial No, Name of the Court, Crime No, Section of Law, SC, CP, CC or ST Number, Date of hearing, Date of next hearing for (evidence, arguments, defence etc.) and final result. This will enable the SHO to know Court proceedings at a glance for the day. On the arrival of SHO, he attends to his routine work at Police Station and afterwards, he should go through the chart and get ready to attend the Court in case of important cases or otherwise depute subordinates. In all important cases, the SHO will make arrangements to produce witnesses and brief them. The SHO should see that at least a SCPO is deputed for Court work if not but never depute a Civil Police Officer unless in exigencies.

Process - (Service of Summons, Execution of Warrants)

(Ref: PHQ Circular No:34/2015 & 06/2018)

It is the duty of the SHO to see that all the summons are served and warrants are executed, which are either issued from the Court or obtained by him. The result of the cases will depend on the process work. Unless the SHO convinces interest and supervises the work turned out by the CPO or SCPO whoever is deputed for serving the process and guides them, the cases will suffer. The duty of the SHO does not cease by mere serving the process but he should ensure that the witnesses attend the Court in time.

Service of summons and execution of warrants.

Summon means an authoritative call, a call to appear especially in Court. Every summon issued by a Court under the Code of Criminal Procedure shall be in writing in duplicate signed by the presiding officer of such Court or by such other officer as the High Court may, from time to time, by rule direct and shall bear the seal of the Court (Section 61 of CrPC). Every summons shall be served by a Police Officer, or by an Officer of the Court issuing it, or another public servant. The summons if practicable be served personally on the person served by delivering or tendering to him one of the duplicate of the summons. Every person on whom a summons is so served, shall if so required by the serving officer, sign a receipt therefore on the back of the other duplicate: (Section 62 of CrPC) Where the person summoned cannot, by the exercise of due diligence, be found, the summons may be served by leaving one of the duplicates for him with some adult male member of his family residing with him and the person with whom the summon is so left shall if so required by the serving officer, sign a receipt therefore on the back of the other duplicate. A servant is not a member of the family (Section 64 CrPC).

If service cannot by the exercise of due diligence be effected as provided in sections 62, 63 and 64 CrPC, the serving officer shall affix the duplicate of the summon to some conspicuous part of the house or

home- stead in which the person summoned ordinarily resides and thereupon the Court, after making such inquiries as it thinks fit, may either declare that the summon has been duly served or order fresh service in such manner as it considers proper. (Section 65 CrPC).

The Sub-Inspectors and Inspectors should understand that no summon can be returned to Court un-served in view of the above provisions in CrPC and this is possible if the Civil Police Officers know the methods of service and the promptness required.

Warrant means a written authorisation for arresting a person or for carrying a Judgment into execution or for seizing or searching of property.

Every warrant of arrest issued by a Court under CrPC shall be in writing, signed by the presiding officer of such Court and shall remain force until it is cancelled by the Court which issued it or until it is executed (Section 70 CrPC). Any Court issuing a warrant for the arrest of any person may in its discretion direct by endorsement on the warrant that, if such person executes a bond with sufficient sureties for his attendance before the Court at a specified time and thereafter until otherwise directed by the Court, the officer to whom the warrant is directed shall take such security and shall release such person from the custody. The endorsement in the warrant shall state - (a) the number of sureties (b) the amount in which they and the person for whose arrest the warrant is issued, one to be respectively bound (c) the time at which he is to attend before the Court. Whenever security is taken under this provision, the officer to whom the warrant is directed shall forward the bond to the Court (Sec 71 CrPC). A warrant directed to any Police Officer may also be executed by any other Police officer whose, name is endorsed upon the warrant by the officer to whom it is directed or endorsed (Section 74 CrPC). The Police Officer or other person executing a warrant of arrest shall without unnecessary delay bring the person arrested before the Court before which he is required by law to produce such person. Provided that such delay shall not in any case, exceed twenty four hours exclusive of the time necessary for the journey from the place of arrest to the

Magistrate's Court (Sec 76 of CrPC)

A warrant of arrest maybe executed at any place in India (Sec 77 of CrPC).

The warrant of arrest should contain the name and address of the person to be arrested and the case in which he is to be arrested. It may be possible that with the same name and at times with similar fathers name, there may be more than one person in that locality. The Police Officer has to be cautious in not arresting a wrong person. This will not only lead to complaints against the Police Officer but would also give chance to the actual person to be arrested to abscond. Identification of correct person to be arrested is necessary. The Police officer executing the warrant should inform the person to be arrested, the reasons for arrest and if necessary, the warrant should be read over or shown to the person to be arrested. However, the warrant should not be given to the person to be arrested. **The SHO while endorsing the warrant for execution should never depute a single Police officer for arrest.** (as per scale of escort of prisoners). In view of the present day conditions and uproar over use of handcuffs, there is every need to increase the strength of escort. The Higher Courts have observed that instead of using handcuffs, the strength of the Police should be increased.

In case a warrant issued could not be executed inspite of best efforts, the SHO should file a report that the person against whom a warrant is issued in absconding or trying to conceal his presence; the SHO should submit a report to the Court issuing such warrant and such Court may publish a written proclamation requiring him to appear at specific place and at a specified time not less than thirty days from the date of publishing such **proclamation (Section-82 of CrPC).**

Such order shall be publicly read in a conspicuous place where such person resides and it should be affixed to a house where such person resides or a conspicuous place of that village or town where he resides. In case, the offender fails to appear in the Court as per the directions in proclamation order, it may order for **attachment (Section-83 of CrPC).**

Court Case Diaries

The SHO should write case diaries as long as the case is PT and even after disposal by Court if there are any further developments such as appeal, revision etc. It means that the SHO should follow the case till the end. The case diary should be written on the same day of the proceedings in the Court. These diaries are known as Court case diaries. The Court case diary should contain

- (1) Crime Number
- (2) Section of Law
- (3) Police Station
- (4) Name of the Complainant
- (5) Name (s) of Accused
- (6) Property lost
- (7) Property recovered
- (8) Date of the last CD
- (9) Date of Charge Sheet
- (10) Number of witnesses cited in the Charge Sheet
- (11) Number of witnesses already examined
- (12) Number of witnesses examined on the hearing date (the day of diary)
- (13) The manner in which the witnesses deposed their statements
- (14) Name of the prosecutor who conducted the prosecution

(15) Name and Rank of the Police Officer who attended the Court and

(16) Remarks - In this column, any other proceedings or developments that have taken place, accused granted bail or those on bail remanded to Judicial Custody after cancellation of bail, any accused absent on the hearing date, summons or warrants issued, accused convicted and sentence passed or accused acquitted etc. Even oral instructions given by Judge or Magistrate or remarks made by defense counsel are noted. The Information would help in taking further action if necessary, in the interests of the case.

Though it is not a legal binding on SHO to physically produce the witness, in the interest of justice and successful prosecution, the SHO should take interest in accruing the presence of witnesses instead of simply either serving summons or executing warrants and see that the witnesses are not influenced or won over by the defense. A day in advance, the SHO should see that in all important cases the witnesses are reminded of their statements recorded under Section 161 CrPC and the possible cross-examination questions. The prosecutor conducting the case should also get acquainted with the witnesses, their temperament and the facts they should depose in the Court.

Most of the convicted cases fail in the appellate Courts since the Police officers do not pursue the case. The Public Prosecutors do not have sufficient knowledge of the facts of the case; at times, they do not have the case file and the statements recorded that have to be argued based on CDs. If he does not have full facts of the case, he will not be able to present the case to the satisfaction of the Court. In majority of the cases where the Police officers have followed up the case, they were successfully dealt. It may also be necessary to immediately apprehend the accused in cases in which convictions were upheld, otherwise the accused may abscond and it may not be possible to apprehend them.

Aquittals - (Why prosecutions fail in the Court ?)

The Investigating Officers will be under the impressions that the moment they lay a Charge Sheet in the Court, their responsibility ceases. It is a total misconception and the IO should feel that his responsibility ceases only after the successful prosecution and not merely filing a Charge Sheet.

The following are some of the reasons...

- (1) Irregularities in Investigation.
- (2) Illegalities in Investigation.
- (3) Defective Charge Sheet.
- (4) Effective Defense Counsel.
- (5) Presiding Officer prejudiced.
- (6) No proper deposition of witnesses.

- (7) Manner of deposition of witnesses.
- (8) Non-briefing of witnesses.
- (9) Hostility of witnesses.
- (10) Illiteracy of witnesses.
- (11) Non-production of witnesses in time.
- (12) Non-depositing of properties.
- (13) Non-insisting of presence of witnesses.
- (14) Non-attendance of Police in Courts.
- (15) Improper or ineffective conducting of cases.
- (16) Collusion of IO or Prosecutor with accused.
- (17) Non-refreshing memory of IO.
- (18) Delay in trials.
- (19) Benefit of Doubt.
- (20) Non-cooperation between Police and Prosecutor and between prosecution and Court.
- (21) Non-attending of Court by IO.

Effective Convictions

- (1) The irregularities do occur due to perfunctory investigation and more so not showing proper attention towards the existing practice of investigation. Proper case should be taken right from the FIR till its proper disposal in the Court and utmost care is taken with devotion.
- (2) Illegality do occur, when the IOs, is not well equipped with the legal procedures. The IO should not hesitate to contact his superior officers or the legal advisors and see that before report is filed, defective.
- (3) Detective Charge Sheet is due to non-application of legal knowledge and improper drafting of reports.
- (4) The defence counsel is to be properly challenged by relevant and timely assistance to the prosecuting officer by the investigating agency.
- (5) It is the duty of the IO to be **present** at the Court and in his absence to depute a responsible officer so that the witnesses depose their evidence properly. Even if the defense counsel by threat or by

promise tries to see that witnesses do not depose properly, by the presence of responsible officer, the witness may morally get courage and if he tends towards defense, may get scared of the presence of Police.

- (6) At times, the presiding officer may not be convinced by the way in which the witness deposes evidence. The IO should see that the prosecutor clarifies and illustrates it.
- (7) Every IO should see that before the witness is produced in the witness box, he is thoroughly **briefed** and **debriefed** not only by him but also by the prosecutors.
- (8) Proper care should be taken of the witness who is likely to turn **hostile** including the reasons for hostility such as for the sake of money; fear friendship or influence etc., and see that these hurdles do not come up by making the witness confident.
- (9) Illiterate witness is more dangerous since he is likely to be tempted by defense by all means. He should be taken into confidence by the IO and see that he does not lose the track; especially during his cross-examination. It is advisable to brief and debrief him and see that a responsible Police officer is present during trial.
- (10) It is the duty of the IO to see that the witnesses are produced in the Court in **advance**, instead of producing them at the **11th** hour or late. By producing the witness in advance not only the prosecutor, the witness also will be confident. Otherwise, he may not do justice in hurry.
- (11) At times, it is observed that though the witnesses are present, their attendance is not shown in the Court proceedings. This should be insisted, failing which this may some times lead to acquittal on the grounds of nonproduction of witnesses.
- (12) It is the duty of the IO to deposit properties seized as and when seized or; positively at the time of filing report and acknowledgement obtained to that effect.
- (13) At times, the property seized may not be deposited in the Court by oversight or at the instructions of the Court to deposit at a later stage, for that also proper care should be taken to deposit in time as instructed.

- (14) The responsibility of IO does not cease the moment case is charged. He should see that minimum a SCPO attends the Court regularly and when the trial starts, the IO should invariably be present and watch the Court proceedings and the depositions of witnesses. This not only impresses the presiding officer but it will have an impact on the witness and his deposition.
- (15) The improper or ineffective conducting of cases by prosecutions will also have an impact on Court proceedings. This is due to lack of knowledge or experience of the prosecutor.
- (16) Sometimes it is possible due to the collusion of either IO or the prosecutor or with both; the case may not end successfully. The officers with integrity and devotion to work alone can overcome this.
- (17) If the IO gets into a witness box without refreshing his memory, the case leads to unsuccessful prosecution. IO being an important witness, he should attend the Court in advance, go through the case file, get his memory refreshed and consult the prosecutor to overcome any defects and lacunae of the witnesses. Whenever IO deposes evidence, his turnout should be smart and observe Court proceedings properly.
- (19) **Justice delayed is justice denied.** Therefore, the IO should see that the case is taken as early as possible on file and trial is completed early by producing the witnesses regularly at each hearing.
- (20) **Benefit of doubt is the utmost advantage enjoyed by the accused.** It is the responsibility of the prosecution to prove the case beyond all reasonable doubt. The IO should take all possible steps to see that no room is given for doubt.
- (21) **Non- Cooperation** between the Police and prosecutor is also a fatal blow for prosecution. Therefore, both these agencies should go hand in hand for the successful prosecution.
- (22) Non-attending of Court by the IO or any other Police officer, when the case is posted for their statements will also reflect adversely and it is fatal in case of IO. At times, the IO may be busy in important matter and he cannot attend during Court in time. He should personally attend Court, file memo or see that a memo is filed on his behalf and

see that the matter is adjourned. Above all the IO should maintain **good rapport** with the judiciary or the prosecuting agency for the successful prosecution of cases and see that the charge sheet is not returned on flimsy grounds which leads to abnormal delay of trial and tends towards acquittal.

Appeals & Revisions

Appeals : Appeal is matter of right only when specifically provided by how appeal lies both on conviction as well as acquittal.

- 1) According to Section 373 CrPC, appeal can be preferred by a person
 - (1) who has been ordered under Section 117 CrPC to give security for keeping peace or for good behaviour, or security (u/s.117 CrPC) is taken when persons are directed by Executive Magistrate under Sections 107 to 110 CrPC
 - (ii) who is aggrieved by any order refusing to accept or rejecting a surety, u/s. 121 CrPC (under Section 121 CrPC a Magistrate can refuse or reject any surety for the persons who are directed to give sureties under Sections 106 to 110 CrPC).
- 2)
 - (i) According to Section 373 CrPC, any person convicted on a trial held by High Court may go in appeal, against the conviction, to Supreme Court.
 - (ii) Any person convicted by a Sessions Judge or an Additional Sessions Judge, may go in appeal to the High Court against the conviction.

Any person convicted by a Metropolitan Magistrate or Asst. Sessions Judge, or Magistrate of the First Class may appeal to the Court of Sessions.

- 3) The State Government may in any case of conviction on a trial held by any Court other than a High Court, direct the public prosecutor to present an appeal to the High Court against the sentence on the ground of its inadequacy. When an appeal has been filed against the sentence on the ground of its inadequacy, the High Court shall not enhance the sentence except after giving to the accused a reasonable, opportunity of showing cause against such enhancement. The accused while replying to the show cause may

plead for his acquittal or for the reduction of sentence (Sec.377 CrPC).

The appeal time is prescribed by Limitation Act of 1963, Articles 114 and 115.

4) The State Government may in any case, direct the public prosecutor to present an appeal to the High Court from an order of acquittal (original or appellate passed by the Court of Session in revision), Section 378 Cr.P.C. No application for the grant of special leave to appeal from an order of acquittal shall be entertained by the High Court after expiry of six months where the complainant is a public servant and sixty days in every other case, computed from the date of that order of acquittal.

5) There shall be no appeal in certain cases:

When an accused person has pleaded guilty and has been convicted on such plea, there shall be no appeal:

- (a) If the conviction is by a High Court or ;
- (b) If the conviction is by a Court of Session, Metropolitan Magistrate or Magistrate of the First Class except as to the extent or legality of the sentence. (Section 375 CrPC).

6) No appeal in petty cases.

Section 376 CrPC. There shall be no appeal by a convicted person any of the following cases namely:

- (a) Where a High Court passes only a sentence of imprisonment for a term not exceeding six months or of fine not exceeding one thousand rupees or of both such imprisonment and fine;
- (b) Where a Court of Session or a Metropolitan Magistrate passes only a sentence of imprisonment for a term not exceeding three months or of fine not exceeding two hundred rupees or of both such imprisonment and fine;
- (c) Where a Magistrate of the First Class passes only a sentence of fine not exceeding one hundred rupees; or
- (d) Where in a case tried summarily a Magistrate empowered to act under Section 260 passes only a sentence of fine not

exceeding two hundred rupees.

Provided that, an appeal may be brought against any such sentence if any other punishment is combined with it but such sentence shall not be appealable merely on the ground:

- i) that one person convicted is ordered to furnish security to keep the peace; or
- ii) that a direction for imprisonment in default of payment of fine is included in the sentence; or
- iii) That more than one sentence of fine is passed in the case, if the total amount of fine imposed does not meted the amount respect of the case.

7. Revision :

Section 395 CrPc

- (1) When any Court is satisfied that a case pending before it involves a question as to the validity of any Act, Ordinance or Regulation or any Provision contained in an Act, Ordinance or Regulation, the determination of which is necessary for the disposal of the case, and is of the opinion that such Act, Ordinance, Regulation or Provision invalid or inoperative but has not been so declared by the High Court to which that Court is subordinate or by the Supreme Court, the Court shall state a case setting out its opinion and thereasons there for and refer the same for the decision of the High Court.
- (2) A Court of Session or a Metropolitan Magistrate may, if it or he thinks fit in any case pending before it or him to which the provisions of sub- section (i) do not apply refer for the revision of the High Court any question of law arising in the hearing of such case

When the accused or the Public Procecuter goes in appeal, the Police officers have to keep track, meet the Public Procecuter, explain the case; if necessary, prepare a detailed note for use by the Public Procecuter and follow up the case till the end. They should also make case diaries of all the developments that have taken place.

Court monitoring System

The general attitude of the Police is that it owes a responsibility of criminal case only to the extent of filing charge-sheet. Once the charge-sheet is filed and the case is numbered by the Court, the investigating officer fails to monitor the progress of the case in the Court. A Police officer with a proactive approach should be appointed as a liaison officer for each Court to take care of the Court related matters and report back to the SHO the progress of the case in the Court. In Sessions cases, the I.O. should be present in the Court during the course of trial in the Court. This instills great confidence in the witnesses to give evidence without fear. It even effects positively the performance of the prosecuting officers in the Court. Malpractices adopted by the Court Civil Police Officers in manipulating the cases by influencing the witnesses should be checked.

Court Trial Management System (CTMS)

Follow up of Crime cases after the final report is submitted to the Court is essential to ensure proper trial and conviction. Court Trial Management System ensures this by providing a web based application to enter the details at various stages of trial. CTMS reduces the need for physical transmission of data and court CDs. Users can enter court duty details on a daily basis online.

Once the Final report is prepared, Investigation officers can enter on the CTMS whether the case is Charge sheeted or Referred. Thereafter from the stages of allotment of CC number through the trial proceedings till the completion of Trial, the data at each stage is entered by the Court duty personnel. This portal is designed for use by Court duty personnel, SHOs, Investigation officers, and Superior officers to monitor the Trial and assist in successful prosecution.

Witness protection during investigation and trial.

There have been instances where witnesses have been threatened not to give evidence in favour of prosecution or the witness is pressurized by the accused to give false evidence. The witnesses are induced to turn

hostile in the Court. Hence a witness protection System should be in place for a fair trial. In foreign countries like America, witness protection is a top priority in the legal System. Even under Indian Law, new provisions like Section: 195A CrPC and Section: 195A IPC have been added to take care of witness protection during trial and necessary action is to be taken against the accused who threatens the witness to give false evidence procedural aspects is provided under Section 195A CrPC whereas penal aspects are covered under Section 195A IPC.

Section 195A IPC provides that whoever threatens another with injury to his person, reputation or property with intent to cause that person to give false evidence shall be punished with imprisonment for a term extending to 7 years or fine or both. If innocent person is convicted because of false evidence with death or imprisonment for more than seven years, the person threatening shall be punished with the same punishment the innocent convicted person suffers. Section 195A CrPC procedure for witnesses in case of threatening etc., A witness or any other person may file a complaint in relation to offences under Section 195A of IPC.

The Police can also register cases against accused who threatens witnesses not to give true evidence and compels the witness to give false evidence under other provisions of Indian Penal Code also.

Reasons for failure of cases and acquittals in Courts

The Supreme Court has stated that unmerited acquittals lead to disorder in the society. Recently, in Kishan Bai's Case, Supreme Court has observed that disciplinary action to be initiated against the Police for faulty investigations and the investigating officer should be made accountable for the lapses in the investigation. Lack of proper investigation is one of the main causes for acquittal of criminal cases in the Court. Frequent work review meetings should be conducted by superior Police officers to review the performance of investigating officer. When a case ends in an acquittal, it should be probed in the review meeting. It should be ascertained whether the acquittal is on account of lapses in the investigation or for other reasons. Whenever a new law is

passed having implications on the procedure of investigation, lecture sessions by legal experts at District level should be conducted to update the knowledge of the investigating officer. The prosecuting officers should also be called to such review meetings and important legal inputs should be taken to rectify the defects in investigation.



CHAPTER - 9

MODEL POLICE STATION FACILITIES

The Police station buildings are public places where people visit in distress, expecting the Police to help them. They find the Police Station buildings' ambience wise pathetic, space wise inadequate and cleanliness wise extremely poor. While there is a requirement to refurbish and to augment the existing Police Stations, it is also important that all the new Police Station buildings which are being constructed should be so designed that people feel at ease and comfortable in terms of space, cleanliness, functionality and privacy and the Police personnel can perform their duties smoothly. Police stations are under the constant watch of media, mostly the electronic media, besides Police station always remains a legal entity. Considering all these aspects and the most important fact that the Police Stations create an image of the Police, it is desirable and expedient that the new Police Stations should be planned, constructed and furnished appropriately as per the need of time.

In the recent times, certain Police Stations in Kerala have been constructed with a lot of imagination and they have come up well with encouraging response from within Police and visitors. Needless to say, there should be some standard norms for construction of Police Station buildings. However, these norms can always be upgraded by the concerned districts in terms of more rooms and adequate space etc. as per their Region Specific characteristics, availability of land and funds.

Common Facilities in Modern Police Station Buildings

Considering the present day functional domain of the Police Stations and the number of functions entrusted, the following common facilities have been provided in all the categories of the revised Modern Police Station Buildings:-

- a) **Disabled Friendly Entry**: A low gradient ramp with railing at the entrance of Police Station Building for convenience of movement of disable personnel.
- b) **Reception area with a reception counter**: having facilities for visitors to wait, for photographing the visitors. (Computer/Camera for recording the details of the visitor.) Issuance of visitor cards, Directions to the visitors to meet the concerned according to the requirement. This counter should be manned all the time by Policemen and Policewomen together except between 10 pm to 6 am when the women can be removed and male staff can man the counter. There should be enclosed waiting area near reception in each Police Station where the visitors can sit comfortably and wait.
- c) **Visitor & Disable Friendly Toilet**: A separate toilet for male, female & disable visitors near the Reception.
- d) **Women Help Desk&Senior citizen's help desk** : A room at the entrance near the reception as women help desk to help & listen to the complaints of the femalevisitors. In addition, a separate help desk shall be constituted for resolving the grievances of the senior citizens.
- e) **SHO Room**: A large SHO Room near the Reception on GroundFloor for overall command & control of the Police Station Building.The SHO room to accommodate to 20-25 persons in Major City, 15-20 persons in Semi-Urban Area & 10-15 persons in Rural Area.
- f) **Rest Room &Toilet** : An attached individual rest room with SHO office and Inspector SHO office, due to long duty hours. A common rest room for two Sub Inspectors. Each rest room with an attached toilet with bathing facility.
- g) **Room for officers in a Police Station**: Each Inspector is provided an individual room. One room shall accommodate two Sub Inspectorsand one room shall accommodate four Assistant Sub-Inspectors /Head Constables. Each ASI/Head Constable has workspace and space to accommodate two visitors. A large room isprovided for Constables also.
- h) **Ladies Room** – A Separate office room for lady Police official on duty with an attached toilet.

- i) **Community Policing Room/Janamaithri Kendras**: A large room for community policing where persons from the local community can come and resolve their matters with the help of the Police personnel
- j) **Thondy Room /Government Property Room**– In order to store the seized property, a store room for case property and Government property with modern storage system developed by companies like Godrej, (as implemented in CBI, NIA and Police Stations of some State Police). There shall be a workstation for officer-in-charge of the store adjacent to the store room. The seized explosives shall not be kept in the store room. They shall be kept in magazines, away from the Police Station.
- k) **Armoury/ Bell of Arms**: Armoury for safe upkeep of the arms & ammunition issued to the Police. It shall be specially constructed giving greater strength to the walls. A small extension to Armoury shall be constructed where cleaning of arms can take place.
- l) **Suspect/Witness Examination Room**: A room is provided for witness examination, where the witnesses coming to the Police Stations can be examined. This can also be used for talking to the complainant. For women witnesses a separate enclosure should be provided which can also be used for examination of sexual assault victims.
- m) **Conference/Briefing Room**: Each Police Station Building shall have conference/Briefing room where important meetings/operations can be discussed. It shall have latest facilities such as TVs, maps/ digital maps, projection system and video conferencing.
- n) **Lockup**: Each Police Station shall have lockups as per the NHRC guidelines for men and women separately. The lockups shall be provided an internal toilet with low walls. The edges of the wall shall be rounded and there shall be no sharp element in the lockups with which the person in the lockup can harm himself. All the Lockups should be monitored through CCTV cameras which should be operational round the clock i.e., 24X7.
- o) **Wireless and Communication Room**: A separate room is provided for wireless & communication equipments. This room shall be air-conditioned for the safety of the telecommunication equipments (as per the climatic requirement).

- p) **Room for CCTNS terminals**: A separate air-conditioned room for CCTNS terminals.
- q) **Record Room** : A large Record Room with adequate shelving to keep the old records safely & properly.
- r) **Store Room** : A Store Room with adequate shelving for storing stationary etc.
- s) **Barracks** : Separate Barracks have been provided for ASI/Head Constable & Constables on upper floor of the Police Station Building where the officials can rest after the working hours. These barracks have adequate number of toilets.
- t) **Barracks for Lady Officials**: A separate barrack for lady Police personnel which is located at a suitable place away from the male barracks.
- u) **Recreational Room & Gym** : Large room with Gym equipments for the fitness of the Police personnel have been provided. A separate Recreation/TV room also has been provided for recreational activities of the Police personnel staying in the barracks.
- v) **Interrogation Room**: A separate Interrogation Room is provided near the SHO room.
- w) **Police Station Writers' Room**: A separate room for Station Writers/ASWs for smooth functioning for the allotment of duties at a Police Station Building has been provided.
- x) **Counseling Room**: A Counseling room has been provided where the Police official can counsel the complainant/visitor on small matters.
- Y) **Duty Officer**: A room for Duty Officer/GD Duty is provided with attached toilet for officer on duty round the clock.
- z) **Canteen+Kitchen**: A Kitchen with modern equipments and cafeteria with modern furniture has been provided for the Police personnel staying in the barracks and for the Police personnel on duty.

Citizen Centric & Public Friendly

- The Police Station Building shall be Barrier free (in peace area) & Disable friendly.
- The Public shall enter through a Reception to the Police Station.

- The Women Help Desk, reporting room and SI room shall be accessible from Reception for the public.
- Other spaces of Police Station shall be inaccessible/restricted for public movement.
- A visitor toilet for male, female & physically challenged persons to be provided.
- A suitable room/hall to be provided for Community Policing activities on Ground Floor. This room shall have an entry from outside the Police Station Building for visitors and an internal connection for Police personnel.
- A Counseling room to be provided on the ground floor.

Internal Space Planning

- ISHO, Writer, Duty Officer, CCTNS, case property, Record Room, I.O. Common Assembly Room and Ladies Room for ladies on duty to be planned on Ground Floor.
- Reader room, Duty Officer Room & Deployment Officer room to be on ground floor near to the SHO room.
- A separate office room and a separate rest room with toilet & bathing facility to be provided with ISHO's office and the Sub Inspector's office.
- Each Sub-Inspector to have a separate office room. and two Sub-Inspectors to have a common rest room with attached toilet & bathing facility.
- Division wise sitting arrangements to be provided i.e. 1 large office room to accommodate two Sub-Inspectors/ASI & two SCPOs.
- Two rooms to be provided with each Division to accommodate four Constables in each room.
- A dedicated Control Room to be provided in the Police Station.
- Number of lock-ups for males and females as per requirement.
- The Duty Officer shall be able to monitor the lock-ups and they shall be inaccessible to unauthorized personnel/public.

- The fans in the lock-ups to be located outside the cell and shall be properly secured with grill.
- The Conference Room shall be either on Ground Floor or on the first floor.
- Store Room for Govt. property to be located at a secured place on upper floor inside the building.

Parking

- A Portico to be provided to the Police Station Building to accommodate minimum one vehicle.
- Adequate vehicle parking (covered/open) for 4 wheelers and 2 wheelers to be provided inside the Police Station Campus.
- The visitors parking to be away from the Police station for security reasons.
- Basement parking to be provided where the open space is limited.

Security

- Every Police Station shall have a compound wall for distinct identity and security.
- Adequate Security arrangements such as provision of emergency bell, Alarm system, Watch towers, and Sentry Post to be provided in the Police Station Buildings as per Security Risk.
- The Boundary wall along with barbed wire on Y angle/concertina wire to be provided as per prevailing security requirement of the State.
- A Basement may be constructed for small arms baffle range in the Police Station Building, if required by the State.

Barracks

- Number & size of barracks to be calculated on the basis of one barrack to accommodate four ASI/Head-Constables and one barrack for six to eight Constables.
- Almirah/Cupboard to be provided for each occupant in the barrack.

- The locker/cupboard to have a space for placing a trunk at the bottom.
- Adequate built/loose furniture to be planned as per requirement of each Modern Police Station Building.

Welfare

- There shall be adequate open ground available for parade & play grounds (volley ball, badminton & basketball) in the campus.
- A large room shall be provided for constables on Ground Floor.
- A canteen and kitchen with latest equipment's to be provided for the Police barracks.
- A creche to be provided in case large number lady Police officials are posted, having small children below 5 years of age.
- If land is available, residential quarters for up to 70% staff shall be constructed in the same campus.

LATEST TECHNOLOGY

Smart Thondy Room and Qr Code Based Thondy Management

A unique model of managing Thondy articles stored in Police Stations using QR code was developed by Pathanamthitta Police and has been adopted across districts by Kerala Police. On preparation of database of all Thondy articles in a Police Station, QR codes for Thondy articles are generated using QR Code generator and with the aid of the Crime Drive application. QR codes generated on plastic papers are affixed on the articles and arranged in an orderly manner. Details on Case Number, Brief of Case, Status of the Case etc. can be entered and can be verified by scanning the QR Codes periodically. Such SMART Thondy Rooms are being managed by the Station Writers or their Assistants of Police Stations. Databases are updated with respect to addition or disposal of Thondy articles and QR codes additionally generated. This system is also applied for managing Vehicles stationed at a Police Station.

Crime Drive

Crime Drive is an online application developed by Thrissur City Police for assisting the District Police Chief in crime reviews including daily Zata and later adopted across all districts due to usefulness of the application. The primary data for crime review is collected from CCTNS and entered in the Crime Drive. This has 40 different standard templates for use by Investigation officers and has a provision for instructions to be issued to Investigation officers by the SHO. There is sharing of data on Final reports between CCTNS and Crime Drive through which the details on Prosecution Witnesses are added automatically to this application. Crime Drive has enabled the SHOs and Superior Officers to monitor the Status of Under Investigation Cases and as to whether Final reports have been sent to Courts, whether they have been accepted by the Courts and which of them have been returned from Courts for corrections.

Crime Drive encompasses the Court Trial Management System meant to assist the local Police in the monitoring of Trial and several useful police records on Petty cases, Road Traffic Accident Cases, Crime Cards, Social Profiling, LP Warrants, Arms, Explosives, Unclaimed vehicles etc.

Court Trial Management System (CTMS)

Follow up of Crime cases after the final report is submitted to the Court is essential to ensure proper trial and conviction. Court Trial Management System ensures this by providing a web based application to enter the details at various stages of trial. CTMS reduces the need for physical transmission of data and court CDs. Users can enter court duty details on a daily basis online.

Once the Final report is prepared, Investigation officers can enter on the CTMS whether the case is Charge sheeted or Referred. Thereafter from the stages of allotment of CC number through the trial proceedings till the completion of Trial, the data at each stage is entered by the Court duty personnel. This portal is designed for

use by Court duty personnel, SHOs, Investigation officers, and Superior officers to monitor the Trial and assist in successful prosecution.

- Latest electronic gadgets like CCTV, CCTNS, audio – videorecorder/players and cyber crime detection equipment's etc. to be installed to ensure the implementation of the concept of SMART policing.
- The cost of all-encompassing 'e-enabling' aspects in the building and all furniture/accessories to be calculated while arriving at the final cost for construction of new building. This to include cost of CCTV, LAN enabling, Wi-Fi connectivity, GIS, GPS tracking, Computers, other hardware and software etc.
- All available modern communication facilities/ infrastructure like Fax, E-mail, wireless communication, CCTV monitoring facility to be catered in terms of laying of electrical wiring at construction stage.

Police Station in Insurgency/Terrorist Affected Area.

In insurgency prone areas Police Stations should have attached barracks where Armed Police force can come and stay comfortably. Fortification of such Police stations will also be according to the requirement to be decided by the concerned State depending upon 'Threat Perception' to a particular Police Station. However, following Safety and Security measures may essentially be required to include while fortifying the particular Police station against the security Threat from Insurgents/Terrorists in Insurgency affected areas :-

- a) At least eight feet high parameter wall around Police Station.
- b) Barbed/Concertina wire fencing over boundary wall.
- c) Watch Towers at Dominating Height.
- d) Sentry manned gate entry
- e) Road Blocks on approach roads to Police Station.
- f) Communication Trenches as per requirements of situation.

- g) CCTV scanning at vital points at Police station and essentially area around Police Station.
- h) Fool Proof alternate communication system between Police Station and Police Headquarters/ nearby Police Stations/other Force units.
- i) Emergency Alarm System.
- j) Stationery /Movable bullet proof Sentry Duty Police Personnel.
- k) Any other fortification arrangements as per needs.



CHAPTER - 11

PARAMETERS FOR THE SELECTION OF BEST POLICE STATION

(PHQ Circular Nos: 25/2019 & 20/2020)

With an intention to make all our Police Stations "Smart" and "people friendly", it was decided to start a healthy competition among all the Police Stations in the State, similar to the lines of the Best Police Station Award in the country, awarded by the MHA every year. In this regard, it was decided to award the Annual Chief Minister's Trophy (ACMT) for the best Police Station in the State every year, based on the evaluation of certain parameters, involving effectiveness and efficiency of the Police Station in service delivery and in ensuring safety and providing security to the citizens, of the previous year i.e, if the award is being given in the current year, the Parameters of the Station would be evaluated of the previous year.

This scheme increases weightage to core policing activities ensuring sufficient importance to new initiatives and social policing activities. This methodology is more close to the criteria adopted by the Central Government in selecting the Best Police Station.

The parameters to be considered for the reward of Best Police Station are as follows.

Sl. No.	Criteria for the selection of Best Police Station	Marks
1.	CCTNS Data entry details/quantum (Most important)	30
2.	U.I cases as on January 1 st of last year and January 1 st of current year. a. Number of cases reported during the preceding year. b. Number of cases disposed during the preceding year. c. Number of cases convicted during the preceding year.	20
3.	Suo-moto cases registered – category wise details during the preceding year a. Total Number of G.L/MV petty cases during preceding years b. Percentage increase over the preceding year	15

4.	Percentage of conviction of murder and other grave crime cases	15
5.	Grave property cases – detection % during preceding year (HB & Theft, Burglary, Robbery, and Dacoity)	15
6.	Crime against women – Registered and disposed during preceding year a. IPC – 376 b. IPC – 354	15
7.	Percentage of cases in which Final Reports submitted within stipulated time	15
8.	Action against Drugs/COTPA etc. done during preceding year	15
9.	Communal/Political/Major L&O issues dealt with during preceding year	15
10.	Accident reduction initiatives during preceding year a. Statistics of Road Accident deaths, Grievous Injuries during preceding year b. Comparison of the total accidents in the PS limit for the last 3 years	15
11.	Decrease in offences against persons compared to during preceding years	15
12.	Petitions received and disposed in the last three years	15
13.	Percentage of execution of summons, Warrants and LP Warrants	15
14.	Action taken for crime prevention during preceding year a. Action taken under Section 107, 108 & 110 Cr.PC. b. Action taken under KAAPA Act c. Collection of intelligence data regarding commission of crime	15
15.	Use of Science and Technology in crime prevention, investigation and law and order maintenance	15
16.	Human Resources Management at Police Station level including training. Manpower/ vacancy as on January 1st of preceding Year a. Manpower/ vacancy as on January 1st of current Year b. Number of Seminars/Trainings conducted in the Police Station during the preceding year c. Total Catechism classes in the last year d. Fitness programmes organized for the Police Personnel during the preceding year	10
17.	New programmes/Projects introduced by the Police which	15

	are useful to public (Public attention/Media attractive programme)	
18.	Janamaithri Suraksha Padhathi- a. Number of beats marched during the preceding year b. Number of Villages/ Wards covered during the preceding year c. Number of houses covered during the previous year d. Other specific crime prevention programme conducted under Janamaithri Suraksha Padhathi during the preceding year	10
19.	Social Policing activities and Public oriented programme conducted during preceding year; a. Gender sensitivity related programmes b. Child friendly programmes c. Senior citizens programmes d. Total number of SC/ST colonies visited during preceding year	10
20.	Maintenance and upkeep of Police station building, equipment, vehicles and environmental friendliness.(Green Protocol)	10
	Total Marks	300

The above parameters are to be taken into account for the selection process of The Best Police Station in a district and in the State.

- On the basis of the criteria mentioned, the District Police Chiefs will collect the nominations of PSs under their jurisdictions, evaluate them based on the above parameters and based on the evaluation, they should select the Best Police station among them. The DPCs should send the nomination of the Best Police Stations in their respective Districts to the Police Headquarters before 30th of April every year. Vanitha Police Stations are to be included.
- In Police Headquarters, a committee comprising of Additional Director General of Police (HQ), Additional Director General of Police (L&O), Additional Director General of Police (SCRB), Zonal Inspectors General of Police, IGP & Commissioners of Police

Thiruvananthapuram City and Kochi City, Range Deputy Inspectors General of Police and DIG & Commissioner of Police Kozhikode City will evaluate the nominations so received from the Districts and select the best three Police Stations in the State. The senior most Additional Director General of Police will be the Chairman of the committee.

- This committee will select the 1st, 2nd and 3rd Best Police Stations from the nominations received and send to State Police Chief for final approval.
- The committee will complete the process of selection of Best Police Stations before 31st May of every year, so that Chief Minister's Trophy for Best Police Station in the State can be given away in the month of June.
- The MHA gives the award for the Best Police Station after August, every year, during the DGP/IGP Conference for which the nominations (if asked for) can be given from the Police Stations selected by the Committee in PHQ. Sometimes, MHA does not ask for nominations & they go by CCTNS data from NCRB. So, our endeavour shall be to do all data entry in CCTNS to remain ahead and ready for nominations. It is worth mentioning here that though MHA follows a different matrix for selection if we go by the parameters mentioned in this circular, our Police stations can be in the consideration Zone of MHA.



CHAPTER - 12

CODE OF CONDUCT

- (1) The Police must bear faithful allegiance to the **Constitution of India** and respect and uphold the rights of the Citizens as guaranteed by it.
- (2) The Police should not question the propriety or necessity of any **law** duly enacted. They should **enforce** the law firmly and impartially, without fear or favour, malice or vindictiveness.
- (3) The Police should recognize and respect the **limitations** of their powers and functions. They should not usurp or even seem to usurp the functions of the judiciary and should not sit in judgment on cases to avenge individuals and punish the guilty.
- (4) In securing the observances of law or in maintaining order, the Police should as far as practicable, use the methods of **persuasion, advice** and **warning**. When the application of force becomes inevitable, only the irreducible minimum of force required in the circumstances should be used.
- (5) The prime duty of the Police is to **prevent crime** and **disorder** and the Police must recognize that the test of their efficiency is the absence of both and not the visible evidence of Police action in dealing with them.
- (6) The Police must recognize that they are **members of the public**, with the only difference that in the interest of the society and on its behalf they are employed to give full time attention to duties which are normally incumbent on every Citizen to perform.
- (7) The Police should realize that the efficient performance of their duties will be dependent on the extent of **ready cooperation** that they receive from the public. This in turn, will depend on their ability to secure **public approval** of their conduct and actions, to earn and retain public respect and confidence.
- (8) The Police should always keep the **welfare of the people** in mind and be sympathetic and considerate towards them. They should always be ready to offer individuals **service** and friendship and render necessary assistance to all without regard to their wealth or

social standing.

- (9) The Police should always place **duty before self**, should remain calm in the face of danger, scorn or ridicule and should be ready to sacrifice their lives in protecting those of others.
- (10) The Police should always be **courteous** and **well-mannered**, they should be dependable and impartial; they should possess dignity and courage; and should cultivate character and the trust of the people.
- (11) **Integrity of the highest order is the fundamental basis of the prestige of Police.** Recognizing this, Police must keep their private lives scrupulously clean, develop self-restraint and be truthful and honest in thought and deed, in both personal and official life so that the public may regard them exemplary citizens.
- (12) The Police should recognize that their full utility to the State is best ensured only by maintaining a high standard of **discipline, faithful performance of duties** in accordance with law and implicit obedience to the lawful directions of commanding ranks and absolute loyalty to the force and by keeping themselves in a state of constant training and preparedness.
- (13) As members of a secular, democratic state, Police should strive continually to rise **above personal prejudices** and promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities and to renounce practices derogatory to the dignity of women and disadvantaged segments of the society.
- (14) **Build a team and not 'cliques' or 'groups'**
If the staff perceives that you have your own favourites and you take them into confidence, it demotivates others. **Police work is basically a team work.** The leader should promote a cohesive team and not divide the members based upon caste or communal or other considerations. **Trust begets trust.**
- (15) **Briefing, de-briefing**
Knowledge of what is happening around him and feeling of his

being taken into confidence enhances the employee's motivation. Briefing the Police station staff, at periodical intervals as to the crime and law and order situation in the Police Station limits and in the surrounding areas, the policy guidelines or instructions of the superiors, the general developments concerning the Police function and also ascertaining the reaction or suggestions from the subordinates would help in enhancing their self-esteem and self-respect leading to better motivation.

- (16) **The golden rule is 'criticise if you must, in private: praise, if deserved in public'.**

If anybody is not up to the expectations, is malingering or has committed mistakes, **do not shout at him or reprimand him in public** or in front of his colleagues. If you do, it completely alienates him from you and the job. If you could not condone the lapse, you call him separately when you are alone and tell him frankly, what you feel about the lapse. On the other hand, when somebody does good work or something, which **deserves praise, do it in public** so that as many people as possible know about it. This will not only further motivate that person, it may even prompt others to do better. Also, remember **'Criticise the behaviour and not the person'**.



POLICE JOB – A PROFESSIONAL JOB

1. Define profession

The Merriam Webster dictionary defines profession as the conduct, aims or/qualities that characterize or mark a profession or a professional person and it defines profession as a calling requiring specialized knowledge and often long and intensive academic preparation.

2. Key Qualities for law enforcement professionals

Key qualities include Honesty, Integrity and Ethics. Law enforcement personnel must commit to certain principles and values and use them to guide their actions. It also includes communication skills, empathy, kindness, open-mindedness and respect for diversity. Decision-making skill and collaboration including continuous learning and improving.

3. Characteristics of professionalism in Police

a. A Neat Appearance

Look sharp and organized: Iron your clothes, polish your shoes, and practice good hygiene and grooming.

b. Proper Demeanor (in Person and Online)

Be polite and well-spoken all the time. Whether you're speaking with complainant, accused, superiors, or co-workers, keep calm and be tactful, even in tense situations.

c. Reliable

- Get your work done on time.
- Respond to requests promptly and follow-through with promises in timely fashion.
- Set benchmarks and meet them to demonstrate reliability.

d. Competent

- Express confidence but not attitude.

- Become an expert in your field: continue your education update your knowledge in IPC, CrPC and other Special and other local laws. Remain teachable. Knowledge is power.

e. Communicator

- Compose your letters and emails to be brief and to the point. Make sure you have a professional signature and email address.
- Keep your tone polite and formal.

f. Good Phone Etiquette

- Identify yourself with your warm wish {Namaskaram} full name, and designation when placing and/or answering a call.
- Do not dominate the conversation; listen intently and process what the other person is saying. Do not use slang terms and mind your tone of voice. Smile while you talk: The caller may not see it but they can hear it in your voice.

g. Poised

- Maintain your composure even when facing a difficult situation. If a complainant or accused is being belligerent, do not mirror that behavior. Diffuse the situation with your professional demeanor.

h. Ethical

A Police officer agrees to follow a code of ethics during his oath taking ceremony. It is imperative to display ethical behavior at all times, on or off the clock.

i. Organized

- Keep your Police station/ working area neat and organized for easy execution of tasks. (PHQ Circular No: 34/2010)
- Keep an updated duty book so you don't forget appointments, festivals, functions, Court procedure, meetings, VIP movements and all other Law and Order duties.

j. Accountable

Take responsibility for your actions. Own your mistake, work to resolve it and fix it as soon as possible. Even better: Learn from your mistakes. Lead by this example, to create trust among public and co workers

4. Goal of Professional Police?

The goal of professional Police is to control crime and attempt to achieve this goal through the use of technology and scientific personnel management, be fair and impartial law enforcers.

5. What is meant by police professionalism?

Professionalism refers to the conduct and qualities that characterize a particular profession. Professionalism in policing necessitates viewing the position of Police officer as a profession rather than simply as a job. A profession is a calling that requires specialized knowledge and particular academic training

6. Why is professionalism important in Police?

Professionalism wins respect for you and your agency enhancing the like lihood that you will prevail in difficult situation. During our Police training we are likely to hear the term professionalism again and again. Each profession demands its own required pattern of skills from all its professionals. In case of a Policeman, the skills would include, investigation, interrogation, order management, law enforcement, planning, team building, handling with special care certain groups like students , farmers, labour and women agitators, bandodust arrangements, and tough handling of communal incidents etc.

7. What is professional behavior in Police?

Professional behavior is a form of etiquette in the work place that is linked primarily to respectful and courteous conduct. Believe it or not, professionalism and ethical behavior can benefit your career and improve your chances of future success

8. How to show professionalism in Police?

- a. Show respect to others.
- b. Respecting others is one of the best ways to show professionalism.
- c. Learn to communicate effectively.
- d. Be proactive.
- e. Dress for success.
- f. Don't complain.
- g. Practice your basic manners, keep learning.
- e. Look up from your phone.

9. What are the elements for increasing professionalism in police?

- a. Accountability when something goes wrong, do you immediately look for ways to avoid blame or for ways to correct the problem.
- b. Consideration
- c. Humility
- d. Communication
- e. Tidiness
- f. Kindness
- g. Consistency

10. Different ways to develop and practice professionalism in police?

- 1. Be productive, use your time productively at work
- 2. Develop a professional image.
- 3. Take the initiative.
- 4. Maintain effective work habits
- 5. Manage your time efficiently.
- 6. Demonstrate Integrity
- 7. Provide Excellence

8. Be a problem solver

STANDARD OF PROFESSIONAL BEHAVIOUR IN POLICE

a) Honesty and Integrity

I will be honest and act with integrity at all times and will not compromise or abuse my position.

b) Authority respect and courtesy

I will act with self control and tolerance treating member of the public and colleagues with respect and courtesy.

c) Equality and diversity

I will act with fairness and impartially. I will not discriminate unlawfully or unfairly.

d) Use of Force

I will only use force as part of my role and responsibilities and only to the extent that it is necessary, proportionate and reasonable in all the circumstances.

e) Orders and Instructions

I will as a Police officer give and carry out lawful orders only and will abide by Police regulations. I will give reasonable instructions only and will follow all reasonable instruction.

f) Duties and responsibilities

I will be diligent in the exercise of my Duties and Responsibilities.

g) Confidentiality

I will treat information with respect and access or disclose it only in the proper course of my duty.

h) Fitness for work

I will ensure, when on duty or at work that I am fit to carry out my responsibilities.

i) Conduct

I will behave in a manner whether on or off duty which does not bring discredit to the Police service or undermine public confidence in

policing. I will report any action taken against me for a criminal offence any conditions imposed on me by a Court and the receipt of any penalty notice.

10. Challenging and reporting improper conduct

I will report any caution or conviction against me for a criminal offence .I will report challenge or take action against the conduct of colleagues which has fallen below the standard of professional behavior.



CHAPTER – 14

CRIME & CRIMINALS TRACKING NETWORK AND SYSTEMS (CCTNS)

(PHQ Circular Nos: 25/2016 & 26/2016)

About CCTNS

The Ministry of Home Affairs has conceptualized the Crime & Criminals Tracking Network and Systems (CCTNS) project as a Mission Mode Project under the National e-Governance Plan (NeGP). Planning Commission approved an outlay of ₹.2000 crores (for all States/UTs) for the Scheme in 11th Five-year Plan period. This is an effort of the Government of India to modernize the Police force giving top priority to enhancing outcomes in the areas of Crime Investigation and Criminals Detection, in information gathering its dissemination among various Police organizations and units across the country and in enhancing Citizen Services. It will not only automate Police functions at Police Stations and higher levels but will also create facilities and mechanism to provide services like registration of online complaints, ascertaining the status of case registered at the Police Station, verification of persons etc.

a) Objectives of CCTNS

- i.** Provide Enhanced Tools for Investigation, Crime Prevention, Law & Order Maintenance & Traffic Management.
- ii.** Increase operational efficiency by reducing manual register maintenance, eliminating duplicate and inconsistent record keeping and facilitate to keep track of status of crimes and criminals.
- iii.** To introduce transparency in Police functioning, facilitate investigating officer with availability of Records and supervision by senior officers.
- iv.** Create a platform for sharing crime and criminal information linking all Police offices across the country.
- v.** Improved Service delivery to the public/ citizen.
- vi.** Sharing Intelligence on real-time basis.

b) CITIZEN PORTAL

The Citizen Portal (<http://citizenportal.keralapolice.gov.in>) is hosted in State Data Center. Citizen Portal of CCTNS (THUNA – The Hand You Need for Assistance) officially launched by Hon’ble Chief Minister of Kerala on 08th May 2018.

All the services in the citizen portal are made available to the public in the citizen portal. These Services are;

1	Filing of Complaints to Police Station/higher offices.
2	Obtaining the status of the complaint.
3	Obtaining the copies of FIRs and Accident GD
4	Details of arrested persons/wanted criminals.
5	Details of missing persons
6	Details of stolen/recovered vehicles, arms and other properties.
7	Submission of requests for issue of NOCs.
8	Verification requests for servants, employment, passport, senior citizen registrations etc. are available in Citizen portal a. Employee verification b. Character Certificate c. Event/Performance request d. Protest/Strike request e. Procession request f. Mike sanction request
9	Portal for sharing information and enabling citizens to download required forms.

The State Police Chief vide Circular Nos: 25/2016 and 26/2016 had given specific directions regarding the registration of GD, FIR, Crime Details, Arrest, Property seizure, Final Form, Court Disposal, Result of Appeal and use of all modules through CCTNS platform.



CHAPTER -15

COMMUNITY CLOSED CIRCUIT TELEVISION (CCTV) SURVEILLANCE CAMERAS

Closed-Circuit Television (CCTV) surveillance cameras are widely used in policing. The CCTV has been useful in **crime investigations**, in many circumstances. CCTV has several potential applications for public safety and has been deployed with the intention variously of preventing crime, detecting offences, improving the response to emergencies, assisting in the management of places and reducing public fear of crimes. CCTV can also be used for purposes not related to public safety, such as monitoring transport-passenger flows and investigating complaints against facility staff. Of these potential applications, almost all research attention to date has concentrated on the use of CCTV to prevent crimes.

Circular of State Police Chief, Kerala regarding CCTV

CIRCULAR No. 17/2016

Sub: - Taking of CCTV footage and call records as evidence in prosecution of cases- Instructions issued- Reg

The Hon'ble Supreme court clearly held in **Tomaso Bruno and another v. State of Uttar Pradesh** reported in (2015) 7 SCC 178 held that:

“With the advancement of Information technology, scientific temper in the individual and at the institutional level is to pervade the methods of investigation. With the increasing impact of technology in everyday life and as a result, the production of electronic evidence in cases has become relevant to establish the guilt of the accused or the liability of the defendant. Electronic documents stricto sensu are admitted as material evidence. Secondary evidence of contents of document can also be led under Section 65 of the Evidence Act. Production of scientific and electronic evidence in Court as contemplated under Section 65-B of the Evidence Act is of great help to the investigating agency and a/so to the prosecution.”

It was also held that:

“Non-production of CCTV footage, non- collection of call records (details) and SIM details of mobile phones seized from the accused cannot be said to be mere instances of faulty investigation but amount to withholding of the best evidence. It is not the case of the prosecution that CCTV footage could not be lifted or a CD copy could not be made.”

Omission to produce CCTV footage which is the best evidence raises serious doubts about the prosecution case. The trial Court as well as the High Court ignored this crucial aspect of non-production of CCTV footage. The trial court and the High court erred relying upon the oral evidence of PWs 1 and 13 who claim to have seen the CCTV footage and they did not find anything which may be of relevance in the case

*It was also held by the Hon'ble Supreme Court that failure to produce CCTV footage which would have proved whether accused were present in hotel at material time, created serious deficiency in prosecution case, It was further held that the Courts below drew wrong inference by believing, investigating agency's version that footage had been viewed but nothing relevant was found footage being the best evidence, ought to have been brought on record.”***The Hon'ble Supreme Court of India in the above case gave benefit of doubt to the accused and conviction was reversed and the Hon'ble Court acquitted the accused.**

In view of the findings of the Hon'ble Supreme Court, it is directed that all the investigating officers and supervisory officers should give special attention to collect/seize the CCTV footages which may be helpful to prove the presence and involvement of the accused in a crime. Similarly, Call Records (details) may lead to the detection of the case during the investigation of a case. These evidence should be produced before the Court as evidence in the Court prosecution cases.

It is also appropriate to mention here that seizures should be proper and statements of seizure witnesses must also be taken. Forensic/expert opinion must also be taken.

CCTV at Police Stations:

The CCTV surveillance is required by covering front area of Police Station, back side and the lockup.

CCTV surveillance is required by covering the following things;

1. Lockup
2. Visitor's room
3. Front gate, back entry
4. Interrogation room
5. Vehicle parking area
6. Bell of Arms

The control unit shall be placed at convenient place which can closely be monitor by GD charge and station sentry. The CCTVs installed by Govt. and private firm in the jurisdiction of Police Station shall be linked with the control unit of Police Station.



CHAPTER.16

COMMUNITY POLICING& BEST PRACTICES

➤ JANAMAITHRI SURAKSHA PROJECT

GO(Rt) No:3161/2007/Home Dtd:23/11/2007,
(PHQ Circulars: 34/2009 & 35/2009)

Janamaithri Suraksha Project, the premier Community Policing initiative of Kerala Police has transformed into a multi-dimensional agent of change, from its humble beginnings and is still growing day by day owing to the huge positive response from the public. Community policing initiative by the Kerala Police seeks to develop closer ties between the Police and the citizens, and create synergistic relationships between local communities and the Police to effectively deal with anti-social activities and crime. In the meanwhile, Kerala Police has also enunciated Community Policing Projects in various other fields viz. enhancement of Coastal Security, creation of responsible future citizens through today's students, helping in the betterment of the living conditions of the Tribal Population, women safety, welfare of Senior Citizens, improving Traffic Awareness, spreading digital surveillance to rural areas with public support and so on. Women's safety, victim rehabilitation, awareness against the use of narcotics, security of residential and commercial areas, missing children identification, tourist security, railway security, highway security, protection of environment and security of public places are some of the areas where community policing has massive potential. The success of these projects has been remarkable due to its inclusiveness, community participation and its resultant impact on Internal Security. The colony visits/ house visits by the Beat Officers, working under the Janamaithri Police Station, are undoubtedly, making a tremendous impact in the domain of internal security.

• Prasanthi Senior Citizen Helpdesk:-

During the Covid-19 pandemic, a lot of issues came up where senior citizens needed help in terms of counselling, medicines, psychological

comfort in solitude, apprehension about possible diseases, lifestyle ailments and geriatric care in general. In this context, State Police Chief vide order No: C4/13058/2020/PHQ Dated: 22/04/2020, started “Prasanthi” senior Citizen Help Desk under the Janamaithri Suraksha Project for addressing the hardships faced by the senior citizens of Kerala. In all Police stations, a “Register of Senior Citizens” is maintained to record the address and phone numbers of all senior citizens in the respective jurisdictions of the Police Stations. Prasanthi Help Desk is collecting data from the Police stations and randomly contacting and checking the whereabouts and needs of senior citizens. Through the District Nodal Officers of Janamaithri Suraksha Project (DYSPs Narcotic/ District Crime Branch), effective implementation of the project is being done at the district level and necessary help is extended for and on behalf of Prasanthi. Moreover, Prasanthi functions as detailed below;

- a) To provide social security measures for the old age population living in social isolation with physical and mental problems.
- b) Prasanthi is established as a multi service community geriatric care centre for providing health care, legal and psycho-social support services for the elderly population and their care givers.
- c) Field extension services are provided through Janamaithri Beat Officers, Pink patrol and other stakeholders by providing food, medical care and entertainment opportunities for the senior citizens.
- d) Creating opportunity for social interaction among senior citizens.
- e) Facilitating their activities which include physiotherapy, meditation, counseling, medical camps, medical checkups etc.
- f) To conduct public awareness programmes and psychosocial activities for creating an enabling environment for geriatric care.

In the wake of Covid-19 lockdown, “Prasanthi” Senior Citizens Helpline facilitated ventilation of the grievances more than of 3000 senior citizens all over the State as on 30th Sept 2020.

- **M-Beat System (integrated Beat Application)**

Kerala Police has always availed of the latest technology for improving the efficiency of enforcement in day to day policing. KELTRON (Kerala State Electronics Development Corporation) has developed an M-Beat System (integrated Beat Application) aiming to strengthen the Janamaithri beat system and for utilizing the gathered information for law enforcement purposes. Conventionally Beat Books / Patta Books / Point books were given to the beat Police personnel for recording the information gathered by them during house visits. M-Beat application is the go green initiative of Kerala Police in preparing a digital repository using a mobile application. While conducting house visits, the beat Police personnel are collecting information regarding houses, public-private institutions, tribal colonies, guest labourers/migrant labourers, phone number, ID card, educational qualification of the residents, vehicle details etc of their Police Station jurisdiction and recording them using the mobile phone application. Moreover, details regarding weaker sections of society, senior citizens, women living alone, migrant labourers, tribal colonies etc are also entered in the application. Another outstanding feature of this application is that the beat officer can upload the details of dossier criminals, ex-convicts, MO Criminals, anti-socials etc in his beat area which in turn are saved into the repository of the application. The application has the facility to maintain, analyze and provide accurate digitally recorded information with the help of GPS system which in turn effectively is being utilized for policing activities. Integrated Beat Application consists of a web and mobile based solutions for beat patrolling and creating a centralized digital repository. The project comprises of a web interface which is an extension of the crime mapping application and a mobile application. The remarkable features of this application are beat management, repository management, dashboard and reports. The user log-in has been divided into different levels of official hierarchy such as Police

Station, Sub-Division, District, Range, Zone and State levels for catering to the official needs of Police.

Objectives and Need for the M-Beat project:

- a) M-Beat (Integrated Beat Application) aims to strengthen the Police beat system for utilizing the gathered information for law enforcement purposes.
- b) To collect ground level intelligence through interaction with the local community.
- c) Gather, record and communicate information on crime, criminals, factions, organized criminal gangs, terrorists, anti-national and anti-social elements, suspected / found in the beat area.
- d) Help in understanding and reconciliation of caste, communal and group hostilities.
- e) Provide Police services within the easy reach of the community.
- f) Janamaithri Police prepared a digital repository of data using the M-Beat application which is being utilized for the enforcement of lockdown and containing of the spread of Covid-19 pandemic.

TRIBAL JANAMAITHRI PROJECT –

Tribal Janamaithri is a subset of Janamaithri Suraksha Project aimed at the upliftment of marginalized Scheduled Tribe communities of the State and their sustainable development. Despite Constitutional protection, statutory rights and a number of schemes for their development, the Tribal population is unable to break free from the shackles of poverty and poor standards of life. Low literacy, poor awareness and low standard of living make them vulnerable to social ills and in turn they became susceptible puppets of land mafias, exploiters and even to the Left-Wing Extremists. Maoists through their intervention with the community carefully take advantage of their poor conditions and intrude into their day to day life. They distort the truth, magnify their sufferings and convince them that the only option left is to revolt against the Government. The fact that the maximum sightings of Maoists in the vicinity of tribal colonies assumes greater significance in this context.

Kerala Police had foreseen the growth of Left-Wing Extremism/Maoism among the tribal population and devised a pioneer project in the name of “Tribal Janamaithri”. The main focus of the project is to identify the problems faced by the tribal population and liaise between the Government and the tribes through specially trained beat Police personnel deployed exclusively for this purpose. The beat officers earnestly tries to resolve the problems faced by the communities approaching the concerned departments either directly or through their superior officers. These officers address their issues and develop a good relation with the tribes which facilitates vital intelligence regarding Maoists in the forests. Now, Police has acquired the confidence of the tribal community and coordinates the implementation of various developmental projects in tribal areas. Many beat officers participate in the “Oorukoottams” (Gramasabhas) and monthly grievance redressal adalaths convened in the tribal settlements. In consultation and cooperation with the various Government departments and agencies, anti-drug campaigns, educational awareness campaigns, job fairs and so on are conducted in these localities helping a lot in the sustainable development of the tribes. The implementation of project HOPE for providing required psycho-social support to the school drop-out children in the tribal settlements is yet another landmark of the beat officers in these areas.

- **Migrant Labour Janamaithri for Guest Workers.**

The Covid-19 pandemic has had a devastating impact on all aspects of life and the subsequent lockdowns came as a bolt from the blue to the guest workers in the State. Sensing the large-scale commotion leading to major law and order problems in the State, Kerala Police took measures to redress the concerns of migrant labourers. A Team of Police official from every Police station started visiting the guest workers from 25th March onwards and started collecting the camp details and the number of guest workers. An inventory of Guest workers in the State, with their address and contact details, was prepared by the

Police and it was found that their numbers were 471834 in 14604 labour camps. In order to ensure proper care and support to guest workers, Kerala Police had taken a multipronged approach for their rehabilitation and sustenance. Adequate preparedness and response measures were taken to provide the basic amenities viz. food, clean drinking water, medicines etc in the labour camps. A host of holistic measures such as reaching out to the labourers, setting up of avenues for their recreation and most importantly, arranging medical assistance to the needy family members of the workers back home in a bid to earn their trust, helped the Police to avert massive agitations among migrant workers.

- a) 24x7 control rooms were opened in every district and helpline numbers were given to them to register the grievances of guest workers.
- b) The living conditions of the labour camps were improved by taking the help of District Administration.
- c) Facilitated food, shelter and medical care to the guest workers all over the State. Medical screening, health check-ups were conducted with the help of Labour Department and Health Department.
- d) The respective District Administrations in Kerala along with the Labour department authorities and Police had visited their dwelling places on a day-to-day basis to look after their welfare and to convince them to stay in Kerala peacefully.
- e) Camp Management Committees were formed to address their grievances and arrangements for food were made and essential items were arranged with the help of CSR/LSGD, philanthropic organizations etc.
- f) Group counseling was arranged at Labour Camps for making them aware about the epidemic and the possibility of community spread. Large numbers of counselors were arranged from Tata Institute of Social Science (TISS) for providing psychological assistance to the workers. Counseling services were provided and a dedicated helpline was provided with the collaboration of Health department to attend to their psychological issues.

- g) Tele-counselling was arranged for highly stressed workers by counselors from Tata Institute of Social Sciences. More than 100 professional counsellors, mostly alumni of the TISS, gave counseling to the labourers.
- h) Sealed the inter-State and inter-district borders for avoiding exodus of the Guest Labourers.
- i) Services of linguistic Liaison Officers were utilized to attend to the grievances of Guest Labourers. Home Guards were entrusted with the additional duty of speaking to them in their native languages. Every camp was provided with a Home guard having knowledge of Hindi/Oriya/Bengali so as to communicate effectively with the labourers on their problems and to redress their grievances.
- j) Services of 84 personnel from Central Armed Police Forces were utilized. They were attached to the Districts Police units and served as interpreters in the labour camps.
- k) Kerala Police had issued posters, making announcements and video messages in various languages, including Assamese, Oriya, Hindi and Bengali, among others, to sensitize the guest workers on COVID-19 and the importance of social distancing and cleanliness.
- l) 315810 identity cards issued to the Guest Labourers for easy identification.
- m) Meetings of contractors, sponsors and house owners (who have given houses on rent) have been called for by Dist. Authorities and Police wherein it was requested to console the workers and reduce their tensions, identifying the fact that they were partly responsible and capable of any unrest or L&O situation.
- n) Misinformation, rumours, instigations spread through social media which are received by them even from outside the State have been handled promptly. Earlier several fake messages were circulated by mischief mongers through Whats app groups. To counter this active Whatsapp campaign was conducted by the Police and steps were taken to disseminate correct information and inform them of the measures taken by the State Government and Police Department.

- o) Stringent legal action had been taken against the persons disseminating social media messages instigating the migrant labourers for staging protests for returning home.
- p) In spite of the above measures, the Guest Workers going on an agitation path demanded that the Kerala Government should arrange transport facilities for their return home and their protests ended after much deliberations with the Police. It was affirmed that it was impossible for them to travel home before lockdown ended.
- q) Television, carrom boards, sports equipment etc, were provided to the bigger camps where the workers were staying, to engage them.
- r) Videos were made with an appeal to stay comfortably and patiently in the camps. The videos featured celebrities, State Police Chief speaking in various languages to convey the message to the labourers.
- s) **Services provided for the return of Guest Labourers:- As on 31st July 2020, Janamaithri Police had facilitated the safe return of 3,52,244 guest workers to their native States since the Shramik trains began operations from the State.**

- **E-Vidyarambham**

Kerala Police has launched a special scheme to help students to participate in online classes during lockdown. The scheme titled E-Vidyarambham was implemented with the help of Janamaithri Police. Police aims to distribute digital equipment for e-learning to 50,000 students in the State via the scheme. State Police Chief requested officers to arrange smart phones, laptops, desktops, tablets, I phones and I pads either new or old, for the students belonging to the weaker sections of society who do not access to gadgets. Also, Janamaithri Police officers with computer expertise visited the students in their homes during their free time to help the students. **Through this project, as on 23rd July 2020, beat officers distributed 1805-TVs, 212- Smart phones, 98-**

Laptops/TABs and 92 – DTH connections to the students all over the State.

- **Women Self Defense Training Programme**

Women self-defense training programme is a unique initiative of Kerala Police under the Community Policing Project. The vulnerability of women and young girls is a major factor contributing to the instances of crime against women. As a confidence building measure and to integrate the women in society to fight against atrocities with confidence, JMSP implemented the project to provide self-defense training to women and young girls in all districts. The programme is now going on all over the State fervently creating much hope and enthusiasm among all the sections of women like school- college student, office goers and other working women, housewives and the like.

The salient features of the project are :

Empowering women through comprehensive awareness and practical training programme that includes;

- (a). Confidence building tips.
- (b). awareness on legal aspects of crime against women.
- (c). Awareness on Police facilities for ensuring the safety of women.
- (d). Simple defense techniques to combat various threat situations like bag snatching, chain snatching, sexual attacks, eve teasing, bus/ metro threats, lift attack, ATM attack, domestic violence etc.
- (e). Nature of attacks and attackers and how to confront a dangerous situation.
- (f) Awareness on aspects of women empowerment.

As part of the programme, permanent training centres have been set up in all districts in addition to local training programmes. A syllabus of 40-60 hours total has been devised for the training programme. A state level centre had been set up at the office of Asst. Commissioner of Police, Cantonment, Statue, Thiruvananthapuram for coordinating the state level training programme. **Above 700 Women Police officers have**

been trained to conduct the programme. Already more than 13 lakh women have been trained in five years under this mammoth initiative.

- **Transportation of Medicines by the Janamaithri Beat Police Officers**

In the time of nation-wide lockdown following COVID-19 scare, critically-ill patients struggled to obtain life-saving drugs as there was no transport facility, courier or speed post to deliver them life saving medicines. The Kerala Police and its community Police wing has reached out to people and delivered essential medicines. Health of aged people staying alone has been one of the prime concerns since lock down. Medicines are a part of essential services, but a nationwide lockdown meant that their supplies are dwindling that pharmacies are running out of supplies and that people cannot step out to get them. When Janamaithri Police realized this, they took up the responsibility to deliver medicines. Janamaithri Police has made arrangements to deliver life-saving drugs to those in critical condition or battling with serious health issues. Essential/emergency medicines delivered to citizens through ERSS (122) and Highway Patrol Team in co-ordination with Janamithri Beat Police Officers. **Through this endeavour, Janamaithri Police distributed life saving medicines to 28369 patients in distress.**

- **Community Mediation Centre (CMC)**

Constitution of community based dispute resolution mechanism **Community Mediation Centre (CMC)** at Police Stations as part of Janamaithri Suraksha Project :-

The Kerala State Mediation and Conciliation Centre (KSMCC) proposed to train Community Mediation Volunteers (CMVs) from Sponsoring Social Organizations (SSOs) and train them for twenty hours in the concepts, theories and practices of mediation. The Sponsoring Social Organization can be any voluntary organization or the Police. Janamaithri Project shall establish Community Mediation Centres (CMCs) at their own expense with adequate enclosed space to conduct

interaction between the parties in mediation, at the behest of the Community Mediation volunteers, so trained. The Janamaithri Suraksha Project has 70 Community Police Resource Centres (CPRCs) and 64 JanamaithriKendras which can effectively function as Community Mediation Centres as envisaged by the KSMCC. All petitions which are not cognizable can be dealt with by the SHO with the assistance of Community Mediation Volunteers who would be our Jananmaithri Beat Officers in the JananmaithriKendras/CPRCs which could be designated as Community Mediation Centres by the KSMCC. Hence, as per the proposal of KSMCC it is decided to establish Community Mediation Centres at the behest of Jananmaithri Suraksha Project in all JanamaithriKendras/CPRCs. The KSMCC will facilitate training to all our Beat Officers on the basics and techniques of mediation, thereby rendering them capable and efficient as Community Mediation Volunteers. This would go a long way in reducing unnecessary litigation in Police Stations and Courts. Community Police relations also stand to benefit with positive Police interference in all minor disputes not warranting a detailed investigation and prosecution.

➤ **The Student Police Cadet (SPC) Project.**

(PHQ Circular No:19/2011)

Ref: GO (P) No: 121/2010/Home Dated: 29/05/2010

The Student Police Cadet (SPC) Project is a school-based initiative by Kerala Police, implemented jointly by the Departments of Home and Education, and supported by Departments of Transport, Forest, Excise and Local Self-Government. The project trains high school students to evolve as future leaders of a democratic society by inculcating in them, respect for the law, discipline, civic sense, empathy for vulnerable sections of society and resistance to social evils. The project also enables youth to explore and develop their innate capabilities, thereby empowering them to resist the growth of negative tendencies such as social intolerance, substance abuse, deviant behavior, and anti-

establishment violence. Equally, it strengthens within them commitment towards their family, the community, and the environment.

The Project was launched on August 2, 2010 in 127 high schools/higher secondary schools across Kerala, with 11,176 students, both boys and girls, enrolled as Cadets and 254 teachers trained as school-level Community Police Officers (CPOs). The project was gradually expanded to more and more schools due to immense popularity and ready acceptance by schools, teachers, students, parents, civil society, alike. As on today, April 2020, as many as 702 schools located in 19 police districts of Kerala with a combined strength of 60,000 cadets and 1404 CPOs have implemented the project.

Union Home Minister has announced on 21st July, 2018 that the SPC project developed by the Kerala Police has been selected for implementation in all the States and Union Territories of India. His announcement came during the inauguration of SPC project in Haryana.

Objectives

1. To mould a generation of youth who willingly respect and abide by Law and who practice civic sense, democratic behavior and selfless service to society as the natural way of life.
2. To facilitate development of good health, physical and mental fitness, self-control and discipline in youth, thereby enhancing their capacity for hard work and personal achievement.
3. To enable youth to work with Police and other enforcement authorities including Forest, Transport, and Excise in preventing crime, maintaining law and order, promoting road safety, improving internal security and disaster management.
4. To develop social commitment in youth and empower them against deviant behavior in themselves and others, thereby preventing growth of social evils such as drug and alcohol abuse, intolerance, vandalism, separatism and terrorism in society.

5. To enable youth to explore and develop their inner potential in achieving success by inculcating in them leadership, teamwork skills, innovative thinking and problem solving ability.

6. To increase knowledge and understanding of effective use of Information and Communications Technology (ICT) among youth, preventing its negative influence and enabling them to benefit from the vast potential of ICT.

7. To motivate youth to develop secular outlook, respect for other's fundamental rights and willingness to carry out their fundamental duties as enshrined in the Constitution of India by developing in them qualities of Patriotism, Open-mindedness, Large-heartedness, Inclusiveness, Capability and Effectiveness (POLICE).

Unique Features of SPC Project

1. An association between the educational and security frameworks of a State that trains and encourages youth to develop respect for law and abiding law as a way of life.

2. Uses existing network, infrastructure and leadership qualities of Police to supplement the physical, mental and educational development of youth.

3. Empowers school communities to create safe school environments and confident youth willing to act against social evils.

4. Stimulates parents and community leaders to work with Police in creating safer communities.

Child Friendly Police Stations & Children & Police (CAP) Program:-

(PHQ Circular No: 27/2020)

Children and Police (CAP) is an unique platform of Kerala Police for initiating and co-ordinating various child centred projects to ensure care, protection and development of children. The '**CAP HOUSE**' was inaugurated by Hon'ble Chief Minister, Govt of Kerala, on 26th January

2020. CAP House is envisioned as a State Level Resource Centre of Kerala Police to further its commitment towards ensuring a conducive and nurturing environment for the children of Kerala by ensuring strengthened implementation of its child related initiatives. CAP is an umbrella programme consisting of several Police initiatives to prevent abuse and violence against children and to ensure better protection of children. The general perception about Police among the public is that they are distant, insensitive and brutal. Whereas the perception of Police about the general public is that they are unfriendly, non-co operative and non-law abiding. This disharmony results from an absence of opportunities to work together beneficially. CAP provides a platform for constructive engagement between Police and the general public, especially budding youngsters.

CAP recognizes that:

- a) The extent of our children's commitment towards responsible citizenship depends on the footing which they get in their childhood.
- b) Commonly, problems faced by children not only go unacknowledged but are often unattended. Even if identified, they are often unreported. In some cases, they are attended unscientifically, causing a damaging effect.
- c) The present process of handling youngsters with deviant behaviour needs a scientific re-visit as isolating them from the social mainstream may only serve to enhance the negative tendencies within.
- d) 'Child Friendly Police Stations having Child Friendly Spaces' is one of the several initiatives of CAP which envisage the transformation of Police Stations as abodes of justice to provide effective, timely, and friendly services to children and their guardians. The mission of 'Child Friendly Police Station' is to create an invisible wall of protection around every child through the active partnership of parents, teachers, relevant stake holders and society at large.
- e) Initially, the concept of Child Friendly Police Stations was experimented in selected six Police Stations of Kerala. As part of this, Capacity Development Programmes were organized in collaboration

with the UNICEF and Women & Child Development Department of the State Government and 5000 Police personnel were trained in Child Friendly Police attitude and skills.

- f) Following the success and learning of/from the first phase, the initiative was extended to 87 more Police Stations of the State.

The Aims & Objectives of 'Child Friendly Police Stations' :-

Child Friendly Police Stations is a CAP initiative to ensure that:

- Our children grow up in an atmosphere of affection, protection and care.
- Any abuse or atrocity against a child is investigated promptly and meticulously and the offenders are brought before law.
- Children at risk are identified at an early age and are nurtured to become capable and responsible citizens of the nation.
- Parents, teachers and society at large are aware about the rights of the children.
- Our children are aware of their rights as well as their duties as responsible citizens of our country.
- Our children travel in safety and comfort.
- No child is engaged in child labour or child beggary.
- Our Police Stations become abodes of justice so that any child, parents or anyone with an issue related to children can confidently approach these stations for support.
- Every Child Friendly Police Station will operate on an affection driven - partnership model by strengthening co-ordination between Government/Non-Government agencies responsible for the care and protection of children and civil society.
- Ultimately an invisible wall of protection is created around every child through the active partnership of parents, teachers and society at large.
- Mandatory review and discussion of the cases in crime conferences IoPs and Sub Divisional Officers (SDPOs), to assess the progress of

the investigations and to chalk out action plans for further investigations, ensuring compliance of action.

- Immediate presentation of the child (in conflict with law) before the CWC.
- Strict adherence to the following procedures while dealing atrocities against children.
- Assigning a registration number for each complaint and recording the same in writing.
- Maintenance of a Special Register for entry of required details.
- Immediate registration of Statutory FIR.
- Assurance of care & protection to the victim and arrangements within 24 hours.
- Immediate reporting to CWC and the Special Court/Court of Sessions.
- Strict measures to book anti-social elements working to recruit children for destructive activities, both physically and through online platforms.
- Creative measures to prevent children from getting into the influence of anti-social elements by forming an invisible wall of protection around children.
- Stringent adherence to the stipulated procedures under Protection of Children from Sexual Offences (POCSO) Act in the cases of sexual offences against children.

In every 'Child Friendly Space' in Police Stations, a WCPO will be posted as '**Care Taker**'. A 'CCTV camera' connected to a Computer may be installed in the 'Child Friendly Space' having power backer through inverter/UPS.

'CAP House' being the State Resource Centre will prepare an Activity Calendar for every month and send to the DPCs concerned. CAP House will organize basic and periodic training for the Police personnel of Child Friendly Police Stations. Accordingly, the DPCs will also prepare an Activity Calendar adding any additional requirement/programmes and send to the concerned Police Stations. CAP House will co-ordinate the

activities. The DPCs are free to organize any additional activities which further the objectives of Child Friendly Police Stations in co-operation with the IMA or any other meaningful NGOs. They will submit the monthly report to the State Police Chief through Inspector General of Police (HQ)/CAP House Nodal Officer

The Structure of Child Friendly Police Stations:

The Child Friendly Police Station will have:

- A designated Police Officer as 'Child Welfare Officer'.
- A separate space/room with proper ambience to talk to children.
- Facility for sitting, toilet and safe drinking water for children.
- Child Welfare Officer/other trained Police Officer available in the separate room or space designated in the Police Station for addressing children's issue.
- Child related informative posters related to Acts or other provisions are displayed. A Board in Malayalam on 21 indicators is also displayed in the Police Station.
- Name of 'Child Welfare Officer' prominently displayed.

Procedures to be followed in the 'Child Friendly Police Stations':

- Separate register is maintained in the Police Station to:
 - (a) record cases related to children;
 - (b) Complaints registered on crime against children; and
 - (c) action taken.
- FIR is registered for missing children.
- A copy of FIR of the crime case against children including missing children is given to parents/legal guardians/complainant free of cost promptly.
- Officers in Police Stations are aware about the right procedure to be followed in case of child in need of care & protection and child in conflict with law.
- 'Child Welfare Officer' in the Police Station has right knowledge about the provisions under Special Acts for Protection of Children and he/she uses it in best interest of the child (A Lady Police Officer is better suited Child Welfare Officer).
- In the case of a crime against children, case is registered without

- fail and is investigated by the designated officer.
- All evidences are adduced in a timely manner.
 - Arrangements to record statement u/s. 164 CrPC, without any lapse of time.
 - Speedy arrest of the accused, to get him/her remanded to the Judicial Custody.
 - Charge sheeting of the cases within the stipulated time.
 - Day-to-day supervision of the progress of the investigation by the immediate superior officer.

SCHOOL PROTECTION GROUP

(PHQ Circular No. 16/2011)

In order to ensure safety of children and to curb tendency for juvenile delinquency as well as to protect children from becoming victims of illegal activities, it is decided to take the initiative to form “School Protection Groups” for every school where creation of such a group is feasible (PHQ Circular No. 16/2011 dated 08-06-2011).As part of taking initiative to ensure the safety of children by action against illegal activities and sale of illicit articles in the vicinity of schools it is directed to form ‘a School Protection Group’ and started functioning at every schools. This is purely a voluntary effort, without any compulsion on any one to form or join such a group.

School Protection Group (SPG) of each School may be chaired by either the Head of the Institution or the President of the Parent Teacher Association. The Convener of the Group can be the local Station House Officer and the Joint Convener may be a Police officer designated by the SHO. The members of the group may consist of Ward Member / Ward Councillor, School student leader, two willing parents, two willing teachers, staff secretary, one respectable merchant of the locality, one respectable auto driver, one respectable head-load worker, a representative of the Jagaratha Samiti or SPC, as well as some respectable residents of the area.

The duties of SPG are the following:

- To take action to ensure traffic safety in the school area and surroundings.
- To collect and communicate information regarding selling of supply of drugs and narcotic substances, pornographic material, sale of tobacco products, pan masala, alcoholic beverages, etc.
- To collect information about students who go away from the school during class hours and loiter in the vicinity.
- To keep watch over persons who befriend children with a view to exploiting them for illegal or immoral activities.

The main purpose of forming a protection group is to provide safety to children from becoming victims of illegal activities. The head of the institution or PTA president will chair the group. Ward member or ward councilor, school leader, 2 parents, 2 teachers, one merchant of the locality, one auto driver, SPC representative and some other residents of the area would be the members of the group. Their responsibilities include, ensuring traffic safety in the school surroundings, being vigilant to get information regarding selling of drugs, narcotic substances, tobacco products and other such items and pornographic materials, getting info about students who cut classes and loiter in the vicinity and watching persons who may misguide or tempt children from wrong doings. The School Protection group should function in complete cooperation with the District Police Chiefs and the Local Bodies.

Coastal Awareness Committee (Kadalora Jagratha Samithi)

(PHQ Circular No: 18/2009)

This community policing initiative is to involve the fishing community along Kerala's 590 kmlong coastline into the information gathering network of the state Police and has been implemented after preparing a detailed roadmap of the project. Under the Coastal Security Scheme 'Kadalora Jagratha Samithies' has been constituted in the state since 2009 under the Home Department of Kerala. Selected members from the community were made aware of the need for being part of the

security set up and were then imparted training on the task that the Police expect them to perform. As per the scheme Jagratha Samithies were constituted in all coastal area Police Stations. Toll free coastal security helpline 1053 has been established which facilitate communication between fishermen and ICG control rooms. Coastal Security Awareness Campaign (CSAC) are regularly being conducted by the Indian Navy towards bringing in awareness amongst the coastal populace regarding threats from sea, the way fishermen at sea can assist in thwarting these threats and safety precautions to be taken at sea. Kadalora Jagratha Samithi forms an informal layer of surveillance comprising the fishermen community. They are the largest constituents of coastal security framework and are amongst its core strengths. The representatives from Fisheries, State Police and members of Kadalora Jagratha Samithi will also be attending the campaign. There are 76 such Coastal Surveillance Groups' operational now involving local fishermen communities with, on an average, 10 members in each team. So far, the contributions of these communities have been significant and there have been a massive inflow of alerts on most days by these seafarers, as certified by the Navy officers in a recent review meeting convened by the Centre.

IMPORTANT CIRCULARS

<u>MISSING PERSON RELATED CIRCULARS</u>			
Sl.No	Circular No.	Date	Brief of the Circular
1	32/2009	12.08.2009	Missing persons- Registration and investigation of cases- Instruction Issued
2	10/2010	21.02.2010	Missing persons- Registration and investigation of cases- Instruction Issued
3	20/2011	21.07.2011	Missing persons- Registration and investigation- Kerala Police Act, 2011- New procedure-Instruction-Regarding.
4	08/2012	08.04.2012	Missing persons-Release of traced person-modified instruction issued.
5	14/2013	26.06.2013	Measures to be adopted for safeguarding the interest of Missing Children-Supreme Court Directions
6	16/2013	01.07.2013	Creation of District Missing Persons Tracing Unit (DMPTU)
7	17/2014	12.07.2014	Investigation of cases/Missing person/Children-Instruction
8	12/2015	27.05.2015	Investigation of cases of Missing Person/Children-further instructions-reg
9	20/2015	14.06.2015	കാണാതാവുകയോ തട്ടിക്കൊണ്ട് പോകപ്പെടുകയോ ചെയ്യുന്ന സംഭവങ്ങളിൽ സ്വീകരിക്കേണ്ട നടപടികൾ
<u>TRAFFIC RELATED CIRCULARS</u>			
Sl.No	Circular No.	Date	Brief of the Circular
1	06/2009	25.01.2009	Road accident-Witness-The persons who bring the injured persons to hospital in RTA regarding.
2	07/2009	--.02.2009	For the attention of police personnel working in Highway Patrol.
3	10/2009	28.02.2009	FIR and police reports-Wearing of Helmet by the riders or pillion riders at the time of accident-incorporation in Police Records-Direction of the Hon'ble High Court-Instructions issued.
4	20/2009	15.05.2009	Guide lines for the formation of Road Safety Clubs in Schools
5	33/2009	15.08.2009	Checking stage carriage Buses-Instruction to Officers

6	38/2009	13.09.2009	Vehicles involved in crimes-Emergency measures to find out the vehicles.
7	44/2009	22.10.2009	Traffic control-Drunken driving-Use of Breath Analyser - reg
8	17/2010	11.03.2010	Vehicle Accidents-Hit and Run Cases-Investigation-Instructions issued reg.
9	44/2010	06.11.2010	Visit of scene of crimes of Major Motor accidents-reg
10	06/2011	19.03.2011	Safety measures in school-prevention of accidents of vehicles carrying school children-instruction issued
11	05/2012	18.02.2012	Prevention of Traffic Accidents-Detection of Drunken driving-reg
12	06/2012	28.03.2012	Detection of Traffic Offences-Use of digital equipments and avoidance of complaints of harassment instructions issued reg
13	11/2013	09.05.2013	Ensuring of video coverage of public traffic checking-Instructions issued reg
14	28/2014	17.11.2014	Prevention of traffic accidents-Instructions issued reg
15	7/2015	07.02.2015	Highway police
16	10/2015	27.04.2015	Initiation of Subhayathra 2015- Effective implementation- Instructions issued
17	02/2016	02.04.2016	വാഹനങ്ങൾ പൊതു നിരത്തിൽ ഉപയോഗിക്കുമ്പോൾ പോലീസ് ഉദ്യോഗസ്ഥർക്ക് വാഹന പരിശോധനയിൽ നിയമപരമായി ആവശ്യപ്പെടാവുന്ന അസ്സൽ രേഖകളും വാഹനം പിടിച്ചെടുത്ത് പോലീസ് അധീനതയിൽ സൂക്ഷിക്കാവുന്ന സാഹചര്യങ്ങളും സംബന്ധിച്ച്

EXECUTIVE DIRECTIVE

1	07/2015	02.06.2015	വാഹന പരിശോധനയുടെ പേരിലുള്ള അനാവശ്യ അസൗകര്യങ്ങളും വിവാദങ്ങളും ഉണ്ടാകുന്നത് തടയുന്നതിന് വേണ്ടിയുള്ള നടപടികൾ സംബന്ധിച്ച്
---	---------	------------	---

INVESTIGATION RELATED CIRCULARS

Sl.No	Circular No.	Date	Brief of the Circular
1	25/2009	17.07.2009	Reporting of Registration of Scheduled Offences to the National Investigation Agency(NIA).
2	27/2009	29.07.2009	Process-Effective service-Recording

			address details during investigation.
3	42/2009	19.10.2009	Observation of Chairman NCSCs on compromising of SC/ST(POA) Act case retraction of statement by prosecution witnesses-Remedial measures to prevent compromising of SC/ST(POA) Act case
4	47/2009	07.11.2009	Registration of property cases based on confessions of accused person
5	48/2009	11.2009	Investigation expenses-Reimbursement
6	53/2009	21.12.2009	Petition enquiry-Supervision by CIs and SDPOs guidelines
7	54/2009	23.12.2009	Cases for investigation by CB CID-Guidelines
8	02/2010	07.01.2010	Handing over of the vehicles seized by the police while investigating cases under Abkari Act-Direction
9	06/2010	08.02.2010	Abkari Act-Cases involving vehicles-Transfer of case file-Further direction issued-Reg
10	07/2010	10.02.2010	Unlawful Activities(Prevention)Act-1967(UAPA)-Invoking of Sec. 20 of the Act
11	14/2010	15.03.2010	Modernization of police force-Use of modern investigation Kit Boxes
12	23/2010	05.05.2010	Provisions of Copyright Act 1957-Instructions issued
13	32/2010	05.07.2010	Cases registered under CrPc Sec. 156(3)-Investigation-Instructions
14	36/2010	31.12.2010	Writing case diaries by the Investigating officer
15	37/2010	27.07.2010	Use of Polygraph, Narco Analysis, Brain Finger Printing Techniques in investigation
16	38/2010	26.07.2010	Investigation-Misappropriation of funds-Enhancing the financial limit-orders issued
17	40/2010	09.2010	Guidelines/procedures to be followed in the cases of deaths caused
18	02/2011	05.01.2011	Forensic Science Laboratory -Guidelines for investigating officers-Standing instructions
19	10/2011	23.03.2011	Forwarding of Material Objects(MOs)-proper accounting at police stations-Movement register for MOs-

			Maintenance-Instruction issued
20	16/2012	26.06.2012	Creation of Fraudsters Gallery
21	17/2012	26.06.2012	Violent Criminals Gallery
22	28/2012	02.10.2012	Misuse of Sec. 498A of IPC-Advisory issued by Ministry of Home Affairs, Govt. of India-Instructions issued- reg.
23	30/2012	15.10.2012	Guidelines to be followed by investigating officers while taking victims of sexual assault to various places for investigation reg.
24	36/2012	17.11.2012	Concept of Victim Liaison Officer
25	02/2013	22.01.2013	Accounting of pending cases- comparison of FIR index with court records
26	03/2013	13.02.2013	Accruing CDRs for investigation of Crimes- Guidelines issued reg
27	05/2013	25.02.2013	Accruing CDRs for investigation of Crimes- Modified Guidelines issued reg
28	07/2013	19.03.2013	Investigation of terrorist/extremist anti national activity cases
29	21/2013	01.08.2013	Accruing CDRs for investigation of Crimes- Instructions issued reg
30	22/2013	04.08.2013	Cases for investigation by CB CID
31	29/2013	25.11.2013	Delegation of charge for investigation of cases to CPO who qualified in promotion test
32	01/2014	12.02.2014	പോലീസിന് നേരിട്ട് കേസ് എടുക്കാവുന്ന പരാതികളിൽ FIR രജിസ്റ്റർ ചെയ്തുള്ള അന്വേഷണം
33	16/2014	06.07.2014	SC/ST Act പ്രകാരം രജിസ്റ്റർ ചെയ്യുന്ന കേസുകളുടെ അന്വേഷണത്തിനും തുടർ നടപടികളിലും അനുവർത്തിക്കേണ്ട മാർഗ്ഗ നിർദ്ദേശങ്ങൾ സംബന്ധിച്ച്
34	20/2014	13.08.2014	Direction on arrest of person U/s 498A IPC for sec. 4 of the Dowry prohibition Act and for offences punishable which may be less than 7 years Imprisonment
35	29/2014	02.12.2014	SC/ST വിഭാഗങ്ങളുടെയും മറ്റും പരാതികളുടെ അന്വേഷണറിപ്പോർട്ട് സമർപ്പിക്കുന്നത് സംബന്ധിച്ച നിർദ്ദേശങ്ങൾ
36	02/2015	08.01.2015	Directions of procedures to be followed in the investigation of SC/ST Act cases
37	06/2015	05.08.2015	Directions of procedures to be followed

			while recovering Gold and Silver
38	28/2015	07.08.2015	സ്വർണം വെള്ളി മുതലായ വിലപിടിപ്പുള്ള മോഷണ ദ്രവ്യങ്ങളുടെ റിക്കവറി നടത്തുമ്പോൾ പാലിക്കേണ്ടവ സംബന്ധിച്ച്
39	35/2015	31.08.2015	Seizure of tube money/ Unaccounted money-Instructions -issued
40	36/2015	10.09.2015	ഇന്റർനെറ്റ് ദുർവിനിയോഗവുമായി ബന്ധപ്പെട്ട് സൈബർ കുറുകൃത്യങ്ങളിൽ കേസ്സ് അന്വേഷണം നടത്താനുള്ള നിർദ്ദേശങ്ങൾ
41	37/2015	23.09.2015	Instructions to be followed by an officer investigating/arresting etc. -Juvenile convict-reg
42	40/2015	09.2015	2009 ലെ ലീഗൽ മെട്രോളജി ആക്ട് പ്രകാരമുള്ള കുറുകൃത്യങ്ങൾക്ക് പ്രസ്തുത ഏക്ടിലെ നടപടി ക്രമം മാത്രംബാധകമാണെന്നുള്ള നിർദ്ദേശങ്ങൾ
43	41/2015	06.10.2015	Cases for investigation by CB CID-Modification-Reg.
44	43/2015	21.11.2015	ഇലക്ട്രോണിക് റിക്കാർഡുകളുടെ സാക്ഷ്യപ്പെടുത്തൽ ഇന്ത്യൻ തെളിവ് നിയമം 65 B വകുപ്പ് പ്രകാരമുള്ള വ്യവസ്ഥകൾ പാലിക്കുന്നത് സംബന്ധിച്ച്
45	15/2019	06/07/2019	Traffic enforcement unit-entrusting more IPC sections for registering suo-motto cases
46	19/2019	02/08/2019	Investigation of UAPA cases
47	24/2019	23/09/2019	FIR,FIS & Remand report should be furnished legible
48	30/2019	21/10/2019	Directions with regard to the investigation of SC/ST PA Act 1989
49	35/2019	01/12/2019	Sanction of prosecution under UA(P)A & other acts
50	01/2020	03/2020	Information given by women & the recording of statement of women
51	04/2020	20/01/2020	Strict compliance of all legal requirements in relation to sexual offences

52	05/2020	21/01/2020	Avoidance of delay in furnishing the information to the claims tribunal of motor vehicle accidents
53	12/2020	15/03/2020	Non- disclosure of methods of investigation
54	13/2020	05/04/2020	Production of electronic evidences in the courts- forensic guidelines
55	14/2020	14/04/2020	Informing ministry of External Affairs(MEA) on arrest of foreign nationals
56	18/2020	07/05/2020	Disposal of Narcotic drugs & conveyance vehicles

AMENDMENT RELATED CIRCULARS

Sl.No	Circular No.	Date	Brief of the Circular
1	09/2010	18.02.2010	Code of Criminal Procedure(Amendment) Act-2008-Changes in police procedure-Instructions issued
2	25/2010	30.04.2010	IT Act 2000-Amendment Act of 2008-Instructions
3	07/2011	16.03.2011	Arrest Amendments to code of Criminal Procedure 1973-Procedure-Instructions issued
4	10/2013	23.04.2013	The Criminal Law (Amendment) Act 2013-Instructions issued

STUDENT POLICE CADET RELATED CIRCULARS

Sl.No	Circular No.	Date	Brief of the Circular
1	19/2011	12.07.2011	Instructions regarding Student Police Cadet Programme

JANAMAITHRI RELATED CIRCULARS

Sl.No	Circular No.	Date	Brief of the Circular
1	34/2009	20.08.2009	Janamaithri- guidelines for successful implementation
2	35/2009	21.08.2009	Janamaithri-Administration Guidelines

KADALORA JAGRATHA SAMITHI RELATED CIRCULARS

Sl.No	Circular No.	Date	Brief of the Circular
1	18/2009	27.04.2009	Coastal Security-Constitution of Kadalora jagratha Samithi

PERSONS IN POLICE CUSTODY & MEDICAL EXAMINATION RELATED CIRCULARS

Sl.No	Circular No.	Date	Brief of the Circular
1	09/2011	23.03.2011	Medical Examination of arrested person & other injured persons in custody-Instructions
2	17/2015	15.06.2015	പ്രതികളെ ലോക്കപ്പിൽ വിവസ്ത്രരായി സൂക്ഷിക്കുന്നത് സംബന്ധിച്ച്
3	No.C2/108761/2015	11.07.2015 & 12.07.2015	ചിത്ത രോഗികൾ, മദ്യപാനികൾ, (ലഹരിക്ക് അടിമപ്പെട്ടവർ / മാനസിക വിഭ്രാന്തി കാണിക്കുന്നവർ) അസുഖമുള്ളവർ എന്നിവരെ ഏത് വിധത്തിൽ സുരക്ഷ കസ്റ്റഡിയിൽ സൂക്ഷിക്കണം എന്നതിനെ സംബന്ധിച്ച്

POLICE RELATED CIRCULARS

Sl.No	Circular No.	Date	Brief of the Circular
1	04/2009	09.01.2009	Duties of police Officers in respect of mentally ill persons-Necessity for taking correct legal action-Instructions.
2	09/2009	10.02.2009	Elimination of Corruption in police.
3	03/2010	11.01.2010	Register of persons Under Temporary Care of police-Maintenance at police Stations-Instructions.
4	15/2010	14.03.2010	Communication with media- Further Instructions.
5	34/2010	08.07.2010	Police station functioning-Lack of Cleanliness and improper maintenance.
6	15/2011	08.06.2011	Personal conduct of police Officers-Accountability and supervision-Instructions issued.
7	04/2012	03.2012	Police interference in Civil Disputes-Instructions.
8	15/2013	10.2013	Men and officers should wear protective clothing and equipments.
9	06/2014	10.09.2014	Behaviour of police personnel to the public-Instructions issued.
10	11/2014	06.06.2014	Duties of CPO/SCPO(G)/ASI(G)/SI(G)-

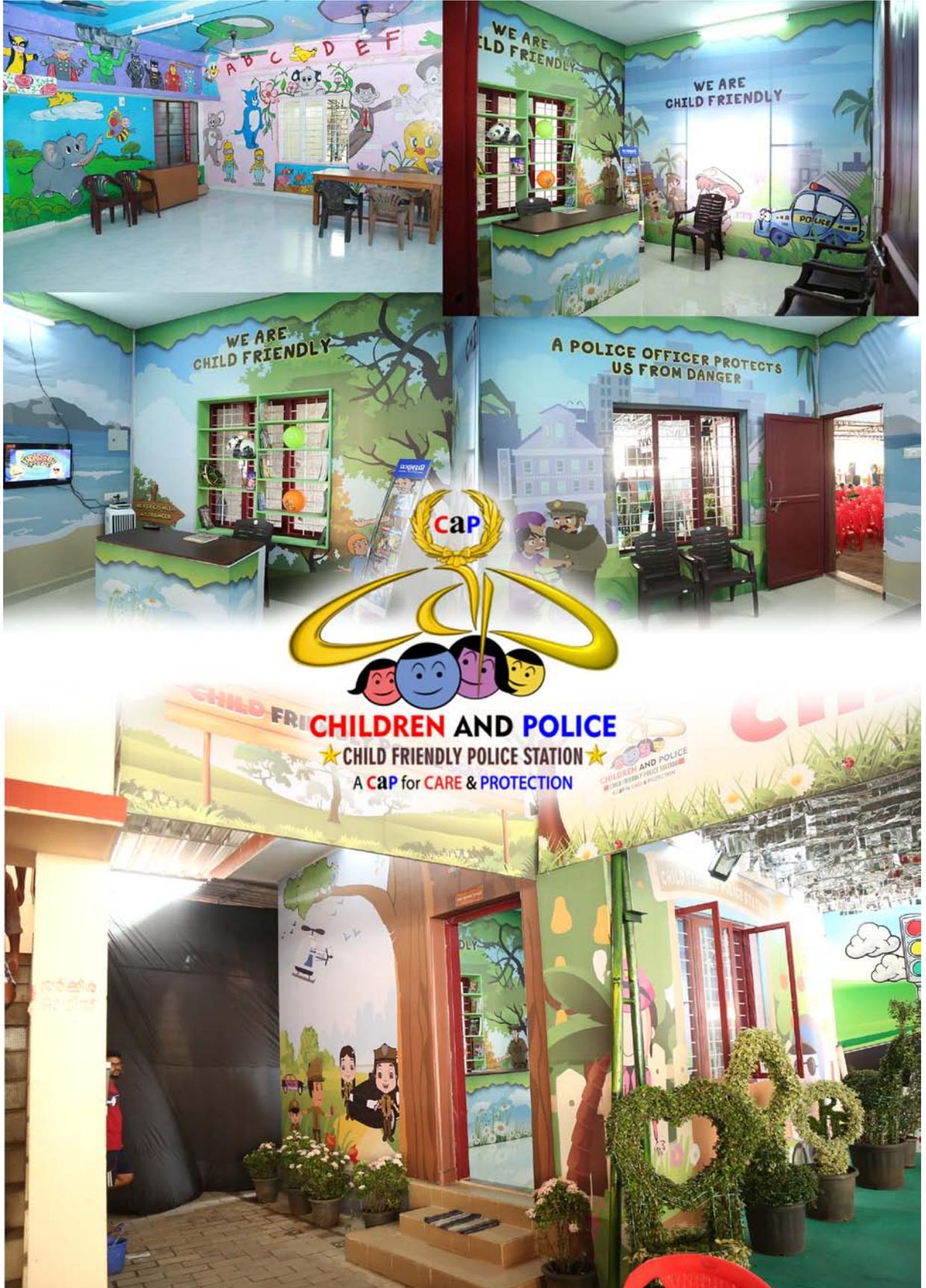
			Instructions issued.
11	24/2014	04.09.2014	Communication with media-steps to taken to avoid leakage of Voice Data in cases under investigation.
12	15/2015	01.06.2015	പോലീസ് ഉദ്യോഗസ്ഥർ കോടതികളിൽ ഹാജരാകുന്നതിനെ സംബന്ധിച്ച്.
13	23/2015	23.06.2015	പോലീസ് ഉദ്യോഗസ്ഥർ കോടതികളിൽ ഹാജരാകുന്നതിനെ സംബന്ധിച്ച്.
14	34/2015	25.08.2015	സമൻസ്,വാറന്റ് കൃത്യമായി നടത്തുന്നതിനെ സംബന്ധിച്ചുള്ള നിർദ്ദേശങ്ങൾ.
15	45/2015	31.12.2015	സാമൂഹ്യ മാധ്യമങ്ങളിൽ പോലീസ് സേനാംഗങ്ങൾ വ്യക്തിപരമായി ഇടപ്പെടുമ്പോൾ പാലിക്കേണ്ട നിർദ്ദേശങ്ങൾ സംബന്ധിച്ച്.
16	23/2016	01.11.2016	Public Relation Officers(PRO) at police station.
17	01/2016	15.02.2016	വിവരാവകാശ അപേക്ഷകളിൽ FIR, GD എന്നിവ ആവശ്യപ്പെടുമ്പോൾ ശ്രദ്ധിക്കേണ്ട കാര്യങ്ങൾ.
18	02/2016	02.04.2016	പോലീസ് ഉദ്യോഗസ്ഥർക്ക് വാഹനപരിശോധനയിൽ നിയമപരമായി ആവശ്യപ്പെടാവുന്ന അസ്സൽ രേഖകളും വാഹനങ്ങൾ പിടിച്ചെടുത്ത് സ്റ്റേഷനിൽ സൂക്ഷിക്കാവുന്ന സാഹചര്യം സംബന്ധിച്ച്.
19	06/2016	05.2016	Application of sections 74(2) in the juvenile justice (care & protection of children) Act,2015& Section 24(5) in the POCSO Act-2012.
20	07/2016	28.05.2016	Arrest of Juveniles.
21	09/2016	23.06.2016	Direction of High court to ban burning plastic and rubber.
22	12/2016	30.07.2016	Application of sections 77, 78 and other sections in Juvenile justice act along with NDPS Act.
23	17/2016	21.09.2016	Taking of CCTV footage and call records as evidence.
24	18/2016	26.09.2016	Handling of allegation against children.
25	23/2016	01.11.2016	Duties of PROs.
26	25/2016	08.11.2016	Use of CCTNS platform.
27	26/2016	10.11.2016	Uploading FIRs through CCTNS.
28	1/2017	05.01.2017	Use of 451, 452 IPC-Instructions.

29	2/2017	12.01.2017	Publishing Photographs of habitual offenders through social media.
30	3/2017	25.08.2017	Highway police new instructions.
31	7/2017	31.02.2017	Release of seized vehicles on petty cases.
32	9/2017	14.03.2017	Guidelines for INTERPOL Notice.
33	15/2017	28.06.2017	Use of Beacon light .
34	17/2017	17.07.2017	Drunken driving-Use of Breath analyser .
35	19/2017	19.07.2017	Disposal of complaints from general public.
36	21/2017	25.08.2017	Model rules of Juvenile Justice Act-Directions.
37	22/2017	25.08.2017	Sexual offences- Supreme court guidelines.
38	23/2017	28.08.2017	Communication with the families of victim.
39	24/2017	03.10.2017	Flaws in the investigation of POCSO cases.
40	29/2017	09.11.2017	Preliminary enquiry.
41	32/2017	27.11.2017	Police interference in civil disputes.
42	5/2018	11.04.2018	Preliminary enquiry.
43	8/2018	28.02.2018	Collection of Hair samples for detection of Drugs and poison in crime cases.
44	10/2018	26.03.2018	Fire works display precaution to be taken.
45	15/2018	28.05.2018	Motor vehicle (Driving) regulation 2017.
46	16/2018	12.06.2018	Grave crime list.
47	19/2018	12.07.2018	Criminal law ordinance 2018 .
48	20/2018	08.08.2018	Sanction for prosecution- New Performa.
49	22/2018	07.08.2018	Incidents of violence and lynching by mobs.
50	24/2018	05.09.2018	Lynching by mob-Directions issued by Supreme Court.
51	25/2018	18.09.2018	Driving license /Registration certificate and other documents - use of Digi locker.
52	27/2018	25.09.2018	Section 377 IPC - Direction of Hon. Supreme Court.
53	29/2018	07.10.2018	Traffic regulations - use of Barricades and ropes.
54	30/2018	10.10.2018	Trail of criminal cases against MPs and MLAs, Transfer of cases to special court.
55	32/2018	15.11.2018	NDPS cases investigation/Informant/Complainant/Investigating officer cannot be the same person.

56	20/2020	18.05.2020	Kerala police Best Police Station in the State – Annual Chief Minister's Trophy for the Best Police Station- Modified Instructions issued
<u>EXECUTIVE DIRECTIVES</u>			
Sl.No	ED No.	Date	Brief of the Circular.
1	4/2019	07.02.2019	Action against cyber harassment .
2	6/2019	11.02.2019	Check list for investigation of murder cases.
3	11/2019	02.05.2019	Body worn cameras and vehicle mounted cameras.
4	13/2019	06/2019	Grievances of Sc/ ST- strengthening of Police response
5	17/2019	15/06/2019	Furnishing of antecedents of the criminals while opposing bail application
6	19/2019	30/07/2019	Lapses in the investigation & prosecution of criminal cases
7	20/2019	07/08/2019	Review of POCSO cases –approval of charge sheets
8	21/2019	29/07/2019	Additional duties of driver ASI & HCs
9	25/2019	29/08/2019	Senior Police officials are responsible for grave misconduct of Juniors
10	27/2019	16/09/2019	Importance of health & physical fitness in Police officials
11	28/2019	16/09/2019	Police officers to maintain good relations with other officers of other departments
12	29/2019	08/09/2019	Avoidance of unnecessary petty cases
13	30/2019	24/09/2019	Visibility of Police Officers & men in traffic duties

14	38/2019	30/11/2019	Use of digital equipments in detecting petty cases
15	1/2018	04.01.2018	Transplantation of human organs and tissues Act 1994- Instructions.
16	2/2018	31.01.2018	Police clearance certificate - instructions.
17	7/2018	09.03.2018	Police clearance certificate - instructions.
18	10/2018	16.03.2018	Missing cases new proforma.
19	16/2018	06.04.2018	Drug trafficking.
20	18/2018	15.04.2018	Investigation abroad.
21	22/2018	06.06.2018	Visible policing.
22	29/2018	24.09.2018	Communication with medias.
23	30/2018	01.09.2018	Handling of POCSO cases.
24	38/2018	01.09.2018	Taking and keeping of photographs of police work.
25	39/2018	05.09.2018	Depositing of plastics in rivers.
26	45/2018	25.10.2018	Guideline to prevent honour killing.
27	48/2018	30.10.2018	Petition enquiry use of SMS.
28	9/2017	26.04.2017	Common color code for police buildings.
29	21/2017	01.09.2017	Procedure for UAPA cases.
30	22/2017	26.09.2017	Road accident and Accident death.
31	25/2017	27.09.2017	Statement U/s 164 CrPc in sexual offences.
32	37/2017	27.10.2017	Investigation in misappropriation of money.
33	38/2017	08.11.2017	Scientific Investigation.
34	43/2017	21.11.2017	Handling of anonymous petitions.
35	6/2016	21.10.2016	Guidelines in investigation of encounter death cases.
36	7/2016	25.10.2016	Reducing of Road accidents.
37	9/2016	14.11.2016	Waste dumping - polluting water bodies.
38	13/2016	25.12.2016	Transferring cases to central agencies.
39	01/2015	22.01.2015	Transfer of cases to Cyber crime Police station.
40	06/2015	28.05.2015	Road accident prevention strategy.
41	07/2015	02.06.2015	Instruction for vehicle checking.
42	12/2014	2014	Investigation of cases under Money lenders Act.
43	05/2012	2012	Online sexual harassment against Women-Maintaining of secrecy .

CHILD FRIENDLY POLICE STATION



CYBER POLICE STATION









ALUVA EAST POLICE STATION



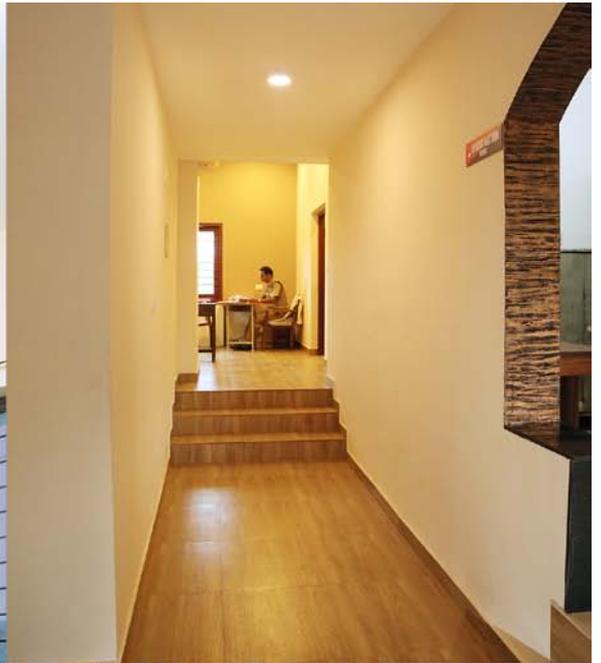
DISTRICT POLICE COMMAND AND CONTROL ROOM, EKM RURAL

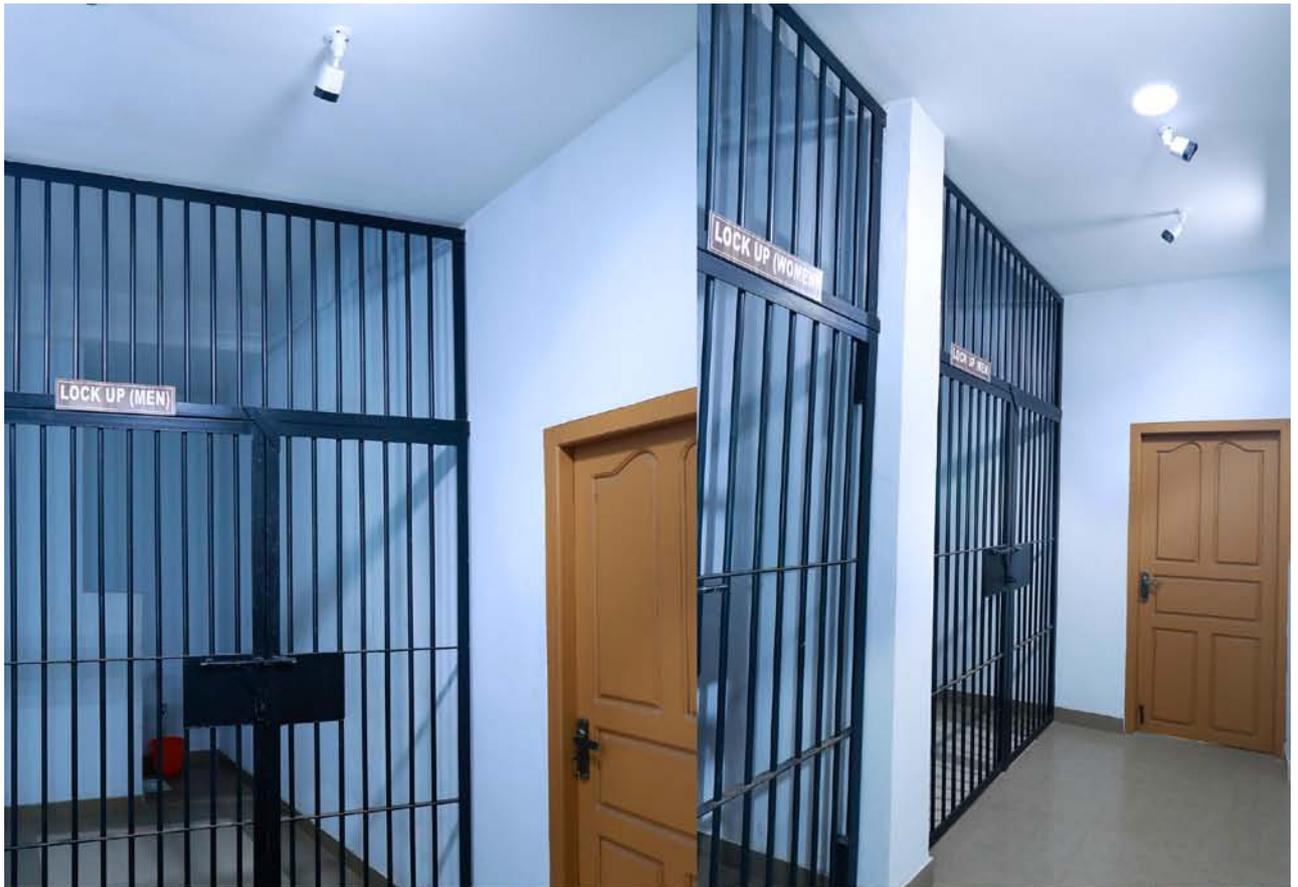


CHOMBALA POLICE STATION, KOZHIKODE RURAL



CYBER CRIME POLICE STATION, KASARGODE





















KERALA POLICE