



HANDBOOK

ON

DUTIES AND RESPONSIBILITIES

FOR CUTTING-EDGE LEVEL OFFICIALS



POLICE DEPARTMENT

Institute of Management in Government

Partnered by

Department of Administrative Reforms and Public Grievances,
Government of India





DARPG

Department of Administrative Reforms and Public Grievances was formed in December 1985 under Ministry of Personnel, Public Grievances and Pensions. It functions as an internal consultant to the Government in the context of reforms and provides a formal platform for exchanging and disseminating reform related ideas and successful best practices. It is the Central Nodal Department for implementation of e-Office Mission Mode Project, under the National e-Governance Plan (NeGP).

Mission

To foster excellence in governance and pursuit of administrative reforms through:

- Improvements in government policies, structures and process
- Promoting citizen-centric governance with emphasis on grievance redressal
- Innovations in e-Governance
- Documentation and dissemination of best practices

Vision

Excellence in governance for the benefit of all citizens



HANDBOOK

ON DUTIES AND RESPONSIBILITIES FOR CUTTING-EDGE LEVEL OFFICIALS

POLICE DEPARTMENT



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February 2017



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MESSAGE

The work distribution order has been most important document indicating the tasks to be performed by individuals in an organization. Over the years work distribution orders have tended to lose precision and focus on bureaucratic terms without giving any hint of the larger duties and responsibilities. Now IMG has broken new ground after elaborate field work and consultations with key stakeholders, particularly cutting edge officials. This Compendium of duties and responsibilities has great clarity. I would request cutting edge officials to go through it meticulously and carry out the duties and responsibilities enumerated in this Compendium, make a frank self-assessment and modify practice. I would also request the institutions in charge of training to take this into account while designing their training programmes.


(S.M. VIJAYANAND)

Satyajeet Rajan IAS
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PROLOGUE

The HANDBOOK of “Duties and Responsibilities for Civil Servants at the Cutting-edge Level” brought out by the project team led by Dr. Ram Mohan R is a logical extension of the Competency Framework documents developed for Police, Social Justice and Scheduled Tribes Development Departments. While the work on Competency Framework Document is an overarching policy research initiative that encompasses all aspects of personnel management, the Handbook of Duties and responsibilities is a very simple ready reckoner of the duties and responsibilities of personnel at the cutting-edge level.

While the various dimensions of implementing a competency management system are being examined by the Government, the first step is to bring out the duties and responsibilities for wider dissemination. This, we believe, will bring about transparency in our efforts towards citizen-centric governance, a fact corroborated by the Department of Administrative Reforms and Public Grievances (DARPG), Government of India, the sponsors of the project.

The Government and IMG remain committed to the goal of good governance and look forward to the three Departments becoming torch bearers for this initiative.


Satyajeet Rajan

Trivandrum
7/12/2016



MESSAGE

It gives me pleasure to note that the Institute of Management in Government (IMG), an Autonomous Body constituted by the Government of Kerala, is preparing a **“Handbook on Duties and Responsibilities of officials of Police Department at the cutting-edge level.**

The Handbook would be valuable for the officials of the Police Department to sharpen the calibre of their work. I hope efforts would be taken by the IMG to update the Handbook in line with the Government Orders issued from time to time.

I wish to congratulate the team members of the IMG for all the good work done in releasing the Handbook


(Loknath Behera)

Thiruvananthapuram,
24th November, 2016

COMMENDATION

The Handbook of duties and responsibilities of officials at the cutting edge level is a path breaking initiative aimed at open and responsive governance. This work will hopefully find its place in departmental and public domain and would not have fructified, had it not been for the patronage and support of the following, whom I would like to thank on behalf of the project team and the Institute.

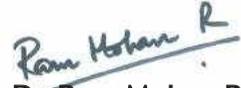
1. **Shri. Pinarayi Vijayan**, Honorable Chief Minister, Government of Kerala, for his statesmanship, commitment and reformist acumen in recognising the need for employees being conscientised on their duties and responsibilities.

2. **Shri. S M Vijayanand IAS**, Chief Secretary to the Government of Kerala, who had patronised and supported the development of a handbook on duties and responsibilities, a pioneering administrative initiative.

3. **Shri. Satyajeet Rajan IAS**, Principal Secretary, Department of Personnel and Administrative Reforms, Government of Kerala, who is also our Director General, for his unflinching support, guidance and leadership.

4. **Smt. Smita Kumar IAS**, Joint Secretary, Department of Administrative Reforms and Public Grievances (DARPG), Government of India, and her team for their stellar role in recognising the importance and her insistence that the reports on reforms be disseminated for wider use by all stakeholders.

5. **The Heads of Departments, Task forces and other unsung employees** who catalysed our initiative.


Dr. Ram Mohan R

Professor &
Nodal Officer, DARPG-DCF Project

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APPLICATIONS OF THE HANDBOOK

This handbook consists of position summary, reporting relationship and duties and responsibilities of cadres/categories operating at the cutting edge level in the Police Department where,

The position summary is the articulation of the most important outcomes or contributions needed from the position;

Reporting relationship is the nature of supervisor-employee relationship, based on organizational/departmental structure, location and government regulations;

Duties and responsibilities are statutory and moral commitments expected off an employee to successfully perform in the assigned position.

The intended purpose of this handbook is to clarify expectations of the government and the public from the employee assigned to a specific departmental position. The details given can be used by the various stakeholders in the following ways:

The Government, *it*

- provides clear description of roles of employees with respect to the Department's vision and mission paving the way for effective and citizen-centric public service delivery.

The Department, *it*

- ensures that employees are clear about what they are expected to do and clarify service/job requirements,
- improves communication between Department and the employee about the job,

- helps set clear performance expectations from employees, enabling them to make better decisions and work more effectively,
- ensures that training and professional development activities are specific and job related,
- helps identify criteria during recruitment and selection process,
- helps reengineer the organization structure through work rationalization process.

Superior Officer, *it*

- helps provide clear, fair and unbiased evaluation of employees,
- makes the most of its staff's abilities and contributions,
- can structure employees' development and training needs,
- helps rationalise work assigned/performed by each cadre/category,
- ensures that the job descriptions are dovetailed with the implementation aspects of Right to Information and Right to Service Act or any such Act/Guideline that may be issued from time to time.

Employees, *it*

- helps clarify expectations of the department from this role,
- helps identify knowledge and skill set required for effectively carrying out the job,
- helps to identify and bridge knowledge, skills and also imbibe such behaviours and attitudes for optimizing performance,
- provide services in a time bound and professional manner.



POLICE DEPARTMENT

DISCLAIMER

Duties and responsibilities detailed in this handbook were captured in the process of development of competency framework, and includes only those which could be professionally outlined in specific and achievable terms at that point in time (June 2016). This collection excludes moral/ social obligations that are not otherwise entrenched or explicitly stated. This excludes responsibilities that may be entrusted on an *ad hoc* basis or based on exigencies, by the authorities, from time to time.

Police Department - General Executive Branch

Kerala Police, the law enforcement agency of the State is constituted and governed by the Kerala Police Act, 1960.

The motto of the force is *Mridhu Bhava Dhrida Krithye* which means soft in temperament, firm in action or simply “polite but firm” in Sanskrit. Kerala police has a reputation for being one of the best managed police forces in the country. This is corroborated by the fact that Kerala tops the ranking among Indian States’ in terms of maintenance of law and order, in various social security rankings. Since 2006, the Kerala Police Department has embarked on a major modernization programme to tackle the challenges of the 21st century. The Kerala Police are also the first police department in South Asia to undertake community policing.

The central police command centre acts as a strategic nodal centre for communicating and passing information to various unit forces in times of natural or man-made emergencies. The Kerala Police have a general executive branch wing, which consists of officers and constables dealing with law and order. It has a Crime Branch-Criminal Investigation Department (CB CID) wing which deals with first degree crimes or sensational crimes happening in the state. It also has a Special Branch (Intelligence and Home Land Security) wing to deal with terrorism and anti-national activities, a high-tech crime enquiry cell to handle cyber crime and other techno based crimes, State Crime Records Bureau (SCRB), Armed Battalion, Riot Force and Forensic Science laboratory. It has specialized police teams like Watch and Ward, Kerala High Way Police, Coastal Police, Tourist Police, NRK assist cell and Mounted Police.

The cadres chosen for developing the “Handbook on Duties and Responsibilities” are from the General Executive Branch, and excludes other divisions like Battalion, Crime Branch, Vigilance and Special Branch.

Mission

Ensure safety and security to the life and property of the public through effective and efficient implementation of the constitutional provisions, existing laws and the rules and regulations of the department and by observing the norms and principles of values and ethics

Vision

To have a people friendly, responsive and responsible police ensuring safety and security for the life and property of the public in the most effective and fruitful manner.

Vital Statistics

Composition of Employees at the cutting-edge level

Cadre/Category chosen

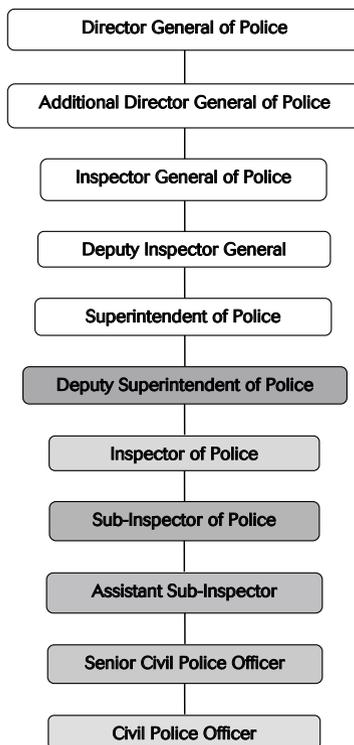
DySP	244
Inspector of Police	338
SI	1,875
ASI	1,614
SCPO	6,467
CPO	16,548
Women DySP	1
Women Inspector of Police	16
Women SI	63
Women ASI	No Data
Women SCPO	142
Women CPO	2,431
Local	471
Others (Traffic, Railway, Vanitha, Cyber, Coastal, CBCID)	48

Source: Police Headquarters Establishment, TVPM, July 2016

Role and Function of a Police Officer

A Police officer is one who is appointed to uphold and enforce the law impartially and to protect life, liberty, property, human rights and dignity of the public, preserve public order, protect internal security, and prevent crimes. The twin roles which the police officer is expected to play in a society is maintenance of law and maintenance of order.

Organization Chart





01

CIVIL POLICE OFFICER (CPO) /
WOMAN CPO

Position Title: Civil Police Officer (CPO)/Woman CPO

Duties and Responsibilities:

A. Anti-Corruption:

1. Report cases of corruption/torture happening within station.

B. Court Duty:

1. Aid Prosecution,
2. Perform process duty including proceedings under sections 82 & 83 of CrPC,
3. Adduce evidence before court,
4. Document proceedings of cases under trial.

C. Crime Detection Work:

1. Collect information/intelligence about criminals of various types and take notes from the Crime Intelligence Gazette (CIG),
2. Create a network of informers for information gathering about potential crimes,
3. Collect information from crime scene.

D. Democratic and Election Related Duties:

1. Develop an understanding about the type of election, its importance and his/her role,
2. Inspect availability of infrastructure and resources for the conduct of free, fair and impartial election,
3. Maintain Law and Order (L&O) during election.

E. General Duty:

1. Conduct Beat Patrolling/Night Patrolling,
2. Conduct Sea Patrolling/Boat Patrolling,
3. Perform Guard duty/Surveillance duty (hospital guard),



4. Perform court ordered protection duty for individuals and institutions,
5. Conduct petition enquiry,
6. Act as a messenger,
7. Provide protection to victims and suspects,
8. Analyze conflicting situations and recommend solution to affected parties.

F. Intelligence:

Collect intelligence about:

- a) Any incidents affecting law and order,
- b) Political activities,
- c) Labor activities,
- d) Student activities and agitations thereof,
- e) Communal tensions and events,
- f) Employees associations and strikes by them,
- g) Criminal activities, events tending to destroy peace and tranquility,
- h) Character and antecedence verification of citizen/ specific individual,
- i) Drug trafficking, illicit distillation and bootleggers,
- j) Anticipate incidents of criminal activities and events tending to destroy peace and tranquility during festivals and fairs.

G. Investigation:

1. Investigate minor cases allotted,
2. Assist in crime registration,
3. Assist in cyber investigation,
4. Visit the scene of crime and perform guard duty to protect scene of crime,

5. Assist Investigating Officer in collecting and recording evidences (oral, digital, documentary, expert opinion) and documents related to case,
6. Lift, handle and pack all exhibits from crime scene and send them to various places like the PS, SP office, Forensic Science Laboratories and other places,
7. Summon witnesses by serving notice to them,
8. Assist Station House Officer (SHO) in search and seizure proceedings during an investigation,
9. Interrogate suspects, witnesses and criminals,
10. Take criminals to courts for police/judicial custody and trial,
11. Record witness statements,
12. Conduct check of bad characters (ex-convicts, jail release etc.,)
13. Collect and transmit criminal intelligence,
14. Assist SHO in maintaining records and Material Objects (MO's),
15. Aid Prosecution,
16. Provide protection to victims and suspects.

H. Natural Calamities, Disaster and Emergency Duties:

1. Assure safety of life and property, provide shelter, rehabilitate, evacuate people from crisis situation and provide transportation during:
 - a) Natural (fire, flood, storm) and,
 - b) Man-made (electrical, chemical, gas tanker, explosions and major accidents).

I. Order Maintenance and Security Jobs:

1. Crowd control: Undertake surveillance measures during processions, festivals of various types,
2. Mob management: Execute actions suggested by senior officers during agitating and unruly mobs,
3. Pilot and Escort: Perform VIP security and perform assigned duties during VIP visits in different capacities,
4. Control of riots: Execute orders from officers during internal disorders like communal riots, struggle between various classes, castes and other clashes,
5. Manage crisis situations that include handling lunatic people, wild animal attacks etc.,
6. Manage differently abled people,
7. Arrest criminals, suspects and accused in pending cases,
8. Conduct surveillance of strangers, suspects and bad characters,
9. Resolve conflicts with crowd/mob disputes.

J. Duties Performed for Other Government Departments:

1. Provide assistance as requested by other Government Departments.

K. Crime Prevention and Preservation of Peace and Security:

1. Conduct check of bad characters (KD/DC/rowdies/ex-convicts, jail release & KAAPA),
2. Perform night patrolling, L&O patrolling,
3. Assist officers in checking lodges, hotels and brothels,
4. Assist officers in vehicle check,
5. Prevent actions that lead to cognizable offences,

6. Prevent acts causing public nuisance,
7. Collect and transmit criminal intelligence to State Special Branch (SSB).

L. PRO Duties:

1. Develop an understanding about the importance of Protection of Civil Rights (PCR) and its present state in the area of operation,
2. Participate in various activities for improving PCR and Police image.

M. Maintenance of Police Records:

1. Assist SHO in maintaining the records and MO's,
2. Assist SHO in upkeep, maintenance, destruction, revision and modification of records within the police station,
3. Assist SHO in preparing statements and reports for various Commissions/ Agencies/Departments.

N. Enforcement of Social Legislation, Minor, Major and Special Acts:

1. Develop an understanding about the significance and importance of various social legislations that facilitate social changes,
2. Participate in the effective execution of various social legislations and special Acts.

O. Social Welfare Services and Projects:

1. Train students of ***Student Police Cadet*** Project,
2. Guide and protect students of ***School Protection Group*** Programme,
3. Perform duties of a Beat officer- ***Janamaithri***,
4. Implement ***Clean Campus-Safe Campus*** Programme,



5. Collect intelligence for ***Kadalora Jagratha Samithi***,
6. Create awareness on ***Our Responsibility to Children*** Project,
7. Provide care and protection to ***Senior Citizen***.

P. Traffic Duties:

1. Execute regulatory traffic duties,
2. Create awareness of traffic laws,
3. Provide first aid to accident victims,
4. Handle accidents during traffic duty,
5. Administer traffic during accidents.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.

Specific Duties and Responsibilities entrusted with Woman CPO:

I. General Duty:

1. Perform station guard duty,
2. Perform reception and women-desk duties,
3. Perform women prisoner escort duty,
4. Assist in inquest of female dead bodies,
5. Provide protection and shelter to destitute, women and children in conflict with law/in need of care and protection.

II. Investigation:

1. Assist investigating officer in recording victim/complainant/witness statements for crimes against women.

III. Crime Prevention and Preservation of Peace and Security:

1. Perform night patrolling, L&O patrolling for preventing immoral traffic.

IV. Social Welfare Services and Projects:

1. Perform ***Pink Beat***,
2. Conduct visits to Ladies Hostels and Home-Stays, as part of operation ***“Sthree Abhimaan”***.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



02

SENIOR CIVIL POLICE OFFICER
(SCPO) / WOMAN SCPO

Position Title: Senior Civil Police Officer (SCPO)/ Woman SCPO

Duties and Responsibilities:

A. Anti-Corruption:

1. Report cases of corruption/torture happening within station.

B. Court Duty:

1. Aid Prosecution,
2. Perform process duty including proceedings under sections 82 & 83 of CrPC,
3. Adduce evidence before court,
4. Document proceedings of cases under trial.

C. Crime Detection Work:

1. Collect information/intelligence about criminals of various types and take notes from the CIG,
2. Create a network of informers for information gathering about potential crimes.

D. Democratic and Election Related Duties:

1. Develop an understanding about the type of election, its importance and his/her role,
2. Inspect availability of infrastructure and resources for the conduct of free, fair and impartial election,
3. Maintain L&O during election.

E. General Duty:

1. Conduct Beat Patrolling,
2. Conduct Sea Patrolling/Boat Patrolling,
3. Perform Picket duty,
4. Perform Guard Command duty/Surveillance duty (hospital guard),
5. Perform court ordered protection duty for individuals and institutions,

6. Conduct petition enquiry,
7. Act as a messenger,
8. Provide protection to victims and suspects,
9. Analyze conflicting situations and recommend solution to affected parties.

F. Intelligence:

Collect intelligence about:

- a) Any incidents affecting law and order,
- b) Political activities,
- c) Labor activities,
- d) Student activities and agitations thereof,
- e) Communal tensions and events,
- f) Employees associations and strikes by them,
- g) Criminal activities, events tending to destroy peace and tranquility,
- h) Character and antecedence verification of citizen/ specific individual,
- i) Drug trafficking, illicit distillation and bootleggers,
- j) Anticipate incidents of criminal activities and events tending to destroy peace and tranquility during festivals and fairs.

G. Investigation:

1. Investigate minor cases allotted,
2. Register crimes,
3. Assist investigation of cyber crimes,
4. Visits the scene of crime and perform guard duty to protect scene of crime,
5. Assist collection and recording of various types of evidences (oral, digital, documentary, expert opinion) and documents related to case,
6. Lift, handle and pack all exhibits from crime scene and send them to various places like the PS, SP office, FSL and other places,

7. Summon witnesses by serving notice to them,
8. Assist Station House Officer (SHO) in search and seizure proceedings during an investigation,
9. Interrogate suspects, witnesses and criminals,
10. Take criminals to courts for police/judicial custody and trial,
11. Record witnesses statements,
12. Conduct check of bad characters (ex-convicts, jail release etc.),
13. Collect and transmit criminal intelligence,
14. Maintain records and MO's,
15. Prepare statements and reports for various Commissions/Agencies/Departments,
16. Aid Prosecution,
17. Provide protection to victims and suspects.

H. Natural Calamities, Disaster and Emergency Duties:

1. Assure safety of life and property, provide shelter, rehabilitate, evacuate people from crisis situation and provide transportation during:
 - a) Natural (fire, flood, storm) and,
 - b) Man-made (electrical, chemical, gas tanker, explosions and major accidents).

I. Order Maintenance and Security Jobs:

1. Crowd control: Undertake surveillance measures during processions, festivals of various types,
2. Mob management: Execute actions suggested by senior officers during agitating and unruly mobs,
3. Pilot and Escort: Perform VIP security and perform assigned duties during VIP visits in different capacities,
4. Control of riots: Execute orders from officers during internal disorders like communal riots, struggle between various classes, castes and other clashes,



5. Manage crisis situations that include handling lunatic people, wild animal attacks etc.,
 6. Manage differently abled people,
 7. Arrest criminals and suspects and accused in pending cases,
 8. Conduct surveillance of strangers, suspects and bad characters,
 9. Resolve conflicts with crowd/mob disputes.
- J. Duties Performed for Other Government Departments:**
1. Provide assistance as requested by other Government Departments.
- K. Crime Prevention and Preservation of Peace and Security:**
1. Conduct check of bad characters (KD/DC/rowdies/ex-convicts, jail release & KAAPA),
 2. Perform night patrolling, L&O patrolling,
 3. Assist officers in checking lodges, hotels and brothels,
 4. Assist officers in vehicle check,
 5. Prevent actions that lead to cognizable offences,
 6. Prevent acts causing public nuisance,
 7. Collect and transmit criminal intelligence to SSB,
 8. Conduct anti-sabotage checking.
- L. PRO Duties:**
1. Develop an understanding about the importance of Protection of Civil Rights (PCR) and its present state in the area of operation,
 2. Participate in various activities for improving PCR and Police image.
- M. Maintenance of Police Records:**
1. Assist SHO in maintaining the records and MO's,
 2. Assist SHO in upkeep, maintenance, destruction, revision and modification of records within the police station,

3. Assist SHO in preparing statements and reports for various Commissions/Agencies/Departments.
- N. Enforcement of Social Legislation, Minor, Major and Special Acts:**
1. Develop an understanding about the significance and importance of various social legislations that facilitate social changes,
 2. Participate in the effective execution of various social legislations and special Acts.
- O. Social Welfare Services and Projects:**
1. Train students of ***Student Police Cadet*** Project,
 2. Guide and protect students of ***School Protection Group*** Programme,
 3. Perform duties of a Beat officer- ***Janamaithri***,
 4. Implement ***Clean Campus-Safe Campus*** Programme,
 5. Collect intelligence for ***Kadalora Jagratha Samithi***,
 6. Create awareness on ***Our Responsibility to Children*** Project,
 7. Provide care and protection to ***Senior Citizen***.
- P. Station Duty:**
1. Perform the duty of station guard/sentry/reception.
- Q. Traffic Duties:**
1. Execute regulatory traffic duties,
 2. Create awareness of traffic laws,
 3. Provide first aid to accident victims,
 4. Handle accidents during traffic duty,
 5. Administer traffic during accidents.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.

Specific Duties and Responsibilities entrusted with Woman SCPO:

I. General Duty:

1. Assist in inquest of female dead bodies,
2. Provide protection and shelter to destitute, women and children in conflict with law/in need of care and protection.

II. Investigation:

1. Assist investigating officer in recording victim/complainant/witness statements for crimes against women.

III. Crime Prevention and Preservation of Peace and Security:

1. Perform night patrolling, L&O patrolling for preventing immoral traffic.

IV. Social Welfare Services and Projects:

1. Perform ***Pink Beat***,
2. Conduct visits to Ladies Hostels and Home-Stays, as part of operation "***Sthree Abhimaan***".

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



03

ASSISTANT SUB-INSPECTOR
OF POLICE (ASI) / WOMAN ASI

Position Title: Assistant Sub - Inspector of Police (ASI)/ Woman ASI

Duties and Responsibilities:

A. Anti-Corruption:

1. Report cases of corruption/torture happening within station.

B. Court Duty:

1. Aid Prosecution,
2. Execute process work,
3. Adduce evidence before court,
4. Assist Station House Officer (SHO) in implementing civil court orders,
5. Perform process to compel appearance-warrant execution, proclamation and attachment (Steps).

C. Crime Detection Work:

1. Collect and disseminate information/intelligence about criminals of various types and take notes from the CIG,
2. Create a network of informers for information gathering about potential crimes.

D. Democratic and Election related Duties:

1. Develop an understanding about the type of election, its importance and his/her role,
2. Inspect availability of infrastructure and resources for the conduct of free, fair and impartial election (As directed/deputed by SHO),
3. Maintain Law and Order during election.



E. General Duty:

1. Perform L&O Patrolling,
2. Perform Sea Patrolling/Boat Patrolling,
3. Assign guard/surveillance duties (hospital guard) to subordinates,
4. Perform court ordered protection duty for individuals and institutions,
5. Perform petition enquiry,
6. Perform protection to victims and suspects,
7. Analyze conflicting situations and recommend solution to affected parties,
8. Perform duties of State Assistant Public Information Officer (SAPIO) (Station Writer),
9. Provide protection to religious, educational, charitable institutions and other vital installations,
10. Detect petty offenses.

F. Intelligence:

Collect intelligence about:

- a) Any incidents affecting law and order,
- b) Political activities,
- c) Labor activities,
- d) Extremist group's activities,
- e) Student activities and agitations thereof,
- f) Employees associations and strikes by them,
- g) Communal tensions and events,
- h) Criminal activities, events tending to destroy peace and tranquility,
- i) Character and antecedence verification of citizen/specific individuals/foreign nationals,
- j) Drug trafficking, illicit distillation and bootleggers,

- k) Anticipate incidents of criminal activities and events tending to destroy peace and tranquility during festivals and fairs.

G. Investigation:

1. Register crime cases,
2. Investigate endorsed cases,
3. Assist in cyber investigation,
4. Visit scene of crime,
5. Collect and record evidences (oral, digital, documentary, expert opinion) and documents related to case,
6. Lift, handle and pack all exhibits and send them to concerned officers/offices,
7. Summon witnesses by serving notice to them,
8. Conduct search and seizure proceedings during an investigation,
9. Interrogate accused, suspect and witnesses,
10. Perform arrest of accused,
11. Take criminals to courts for police/judicial custody and trial,
12. Record witnesses statements,
13. Perform check of bad characters (ex-convicts, jail release, etc.),
14. Collect and transmit criminal intelligence,
15. Assist SHO in maintaining records and MO's related to investigation,
16. Assist in preparing statements and reports for various Commissions/Agencies/Departments,
17. Aid Prosecution,
18. Provide protection to victims and suspects,
19. Prepare Case Diary,

20. Prepare Charge Sheet/Final Report,
21. Perform inquest.

H. Natural Calamities, Disaster and Emergency Duties:

1. Assure safety of life and property, provide shelter, rehabilitate, evacuate people from crisis situation and provide transportation during:
 - a) Natural (fire, flood, storm) and,
 - b) Man-made (electrical, chemical, gas tanker, explosions and major accidents).

I. Order Maintenance and Security Jobs:

1. Crowd control: Undertake surveillance measures during processions, festivals of various types,
2. Mob management: Execute actions suggested by senior officers during agitating and unruly mobs,
3. Pilot and Escort: Perform VIP security and perform assigned duties during VIP visits in different capacities,
4. Control of riots: Execute orders from officers during internal disorders like communal riots, struggle between various classes, castes and other clashes
5. Manage crisis situations that include handling lunatic people, wild animal attacks etc.,
6. Manage differently abled people,
7. Arrest criminals, suspects and accused in pending cases,
8. Conduct surveillance on activities of strangers, suspects and bad characters,
9. Perform L&O duties within station limit and to other areas if directed by superior officers,
10. Perform arrest with or without warrant,
11. Resolve conflicts with crowd/mob disputes.

J. Duties Performed for Other Government Departments:

1. Perform duties as requested by other Government Departments.

K. Crime Prevention and Preservation of Peace and Security:

1. Perform check of bad characters (KD/DC/rowdies/ ex-convicts, jail release & KAAPA),
2. Perform night patrolling,
3. Check lodges, hotels and brothels,
4. Conduct vehicle check,
5. Prevent actions that may lead to cognizable offences,
6. Prevent acts causing public nuisance,
7. Collect and transmit criminal intelligence to State Special Branch (SSB),
8. Verify credentials of foreigners and strangers,
9. Assist higher officers in anti-sabotage checking,
10. Maintain proficiency in handling weapons and scientific equipments.

L. PRO Duties:

1. Develop an understanding about the importance of Protection of Civil Rights (PCR) and its present state in the area of operation,
2. Participate in various activities for improving PCR and Police image.

M. Maintenance of Police Records:

1. Assist in preparation, destruction, revision and modification of record within the Police Station,
2. Assist in preparation of statements and report for various Commissions/Agencies/Departments.



N. Enforcement of Social Legislation, Minor, Major and Special Acts:

1. Develop an understanding about the significance and importance of various social legislations that facilitate social changes,
2. Participate in the effective execution of various social legislations and special Acts.

O. Social Welfare Services and Projects:

1. Assist in implementation of *Student Police Cadet* Project,
2. Assist in Implementation of *School Protection Group* Programme,
3. Act as Liaison/Beat officer of *Janamaithri Police*,
4. Implement *Our Responsibility to Children* (ORC) Programme,
5. Convener of *Clean Campus-Safe Campus* Programme,
6. Convener of *Road Safety Club*,
7. Convener of *Kadalora Jagratha Samithi*,
8. Convener of *Senior citizen* Project,
9. Convener of *Juvenile/Child Welfare* committee.

P. Station Administration:

1. Deploy police personnel for various duties as Officer-In-Charge (OIC),
2. Conduct catechism/parade on scheduled days (as OIC),
3. Assist in preparing statements and reports to various Commissions/Agencies/ Departments,
4. Perform all other functions of Officer-In-Charge at Police Station.

Q. Traffic Duties:

1. Carryout regulatory traffic duties,
2. Create awareness of traffic laws,
3. Provide first aid to accident victims,
4. Handle accidents during traffic duty,
5. Administer traffic during accidents,
6. Detect traffic offences.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.

Specific Duties and Responsibilities entrusted with Woman ASI:

I. General Duty:

1. Assist in inquest of female dead bodies,
2. Provide protection and shelter to destitute, women and children in conflict with law/in need of care and protection.

II. Investigation:

1. Assist investigating officer in recording victim/complainant/witness statements for crimes against women.

III. Crime Prevention and Preservation of Peace and Security:

1. Perform night patrolling, L&O patrolling for preventing immoral traffic.

IV. Social Welfare Services and Projects:

1. Perform ***Pink Beat***,
2. Conduct visits to Ladies Hostels and Home-Stays, as part of operation ***“Sthree Abhimaan”***.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



04

SUB-INSPECTOR OF POLICE (SI) /
WOMAN SI

Position Title: Sub-Inspector of Police (SI)/Woman SI

Duties & Responsibilities:

A. Anti-Corruption:

1. Report cases of corruption/torture happening within station.

B. Court Duty:

1. Aid Prosecution,
2. Execute process work,
3. Adduce evidence before court,
4. Record proceedings of cases under trial (Court CD),
5. Prepare and furnish statement of facts/affidavit to court,
6. Implement civil court orders,
7. Resolve Long Pending(LP) cases.

C. Crime Detection Work:

1. Collect and disseminate information/intelligence about criminals of various types and take notes from the Crime Intelligence Gazette (CIG),
2. Create a network of informers for information gathering about potential crimes.

D. Democratic and Election related Duties:

1. Develop an understanding about the type of election, its importance and his/her role,
2. Assign duties to subordinates,
3. Inspect availability of infrastructure and resources for the conduct of free, fair, and impartial election (as directed/deputed by SHO),
4. Maintain Law and Order during election.



E. General Duty:

1. Perform L&O Patrolling,
2. Perform Sea Patrolling/Boat Patrolling,
3. Assign Guard duty/Surveillance duty (hospital guard) to subordinates,
4. Assign court ordered protection duty for individuals and institutions,
5. Conduct petition enquiry and petition disposal,
6. Assign protection to victims and suspects,
7. Analyze conflicting situations and recommend solution to affected parties,
8. Perform duties of State Public Information Officer (SPIO) (Station Writer),
9. Provide protection to religious, educational, charitable institutions and other vital installations,
10. Compound petty offenses.

F. Intelligence:

Collect and disseminate intelligence about:

- a) Any incidents affecting law and order,
- b) Political activities,
- c) Labor activities,
- d) Extremist group's activities,
- e) Student activities and agitations thereof,
- f) Communal tensions and events,
- g) Employees associations and strikes by them,
- h) Criminal activities, events tending to destroy peace and tranquility,
- i) Character and antecedence verification of citizen/ specific individuals/foreign nationals,
- j) Drug trafficking, illicit distillation and bootleggers,

- k) Anticipate incidents of criminal activities and events tending to destroy peace and tranquility during festivals and fairs.

G. Investigation:

1. Register cases,
2. Investigate cases,
3. Assist in cyber crime and grave crime investigation,
4. Visits scene of crime and assign guards to protect scene of crime,
5. Collect and record various types of evidences (oral, documentary), obtaining expert opinion and documentation related to case (scriptory work),
6. Lift, handle and pack all exhibits and send them to concerned officers/offices,
7. Summon witnesses by serving notice to them,
8. Conduct search and seizure proceedings during an investigation,
9. Interrogate accused, suspect and witnesses,
10. Perform arrest of accused,
11. Take criminals to courts for police/judicial custody and trial,
12. Record witnesses statements,
13. Conduct check of bad characters (ex-convicts, jail release etc.),
14. Collect and disseminate criminal intelligence obtained,
15. Maintain records and MO's related to investigation,
16. Prepare statements and reports for various Commissions/Agencies/Departments,
17. Aid Prosecution,
18. Provide protection to victims and suspects,

19. Prepare Case Diary,
20. Verify, prepare and file Charge Sheet/Final Report,
21. Collect scientific evidences and information for cases assigned,
22. Conduct inquest.

H. Natural Calamities, Disaster and Emergency Duties:

1. Assure safety of life and property, provide shelter, rehabilitate, evacuate people from crisis situation and provide transportation during:
 - a) Natural (fire, flood, storm) and,
 - b) Man-made (electrical, chemical, gas tanker, explosions and major accidents).

I. Order Maintenance and Security Jobs:

1. Crowd control: Undertake surveillance measures during processions, festivals of various types,
2. Mob management: Execute actions by self/suggested by senior officers during agitating and unruly mobs,
3. Pilot and Escort: Manage VIP security and perform assigned duties during VIP visits in different capacities,
4. Control of riots: Execute actions by self/orders from by officers during internal disorders like communal riots, struggle between various classes, castes and other clashes,
5. Manage crisis situations that include handling lunatic people, wild animal attacks etc.,
6. Manage differently abled people,
7. Perform arrest of accused in pending cases,
8. Conduct surveillance of strangers, suspects and bad characters,

9. Maintain L&O duties within station limit and to other areas if directed by superior officers ,
10. Perform arrest with or without warrant,
11. Resolve conflicts in crowd/mob disputes.

J. Duties Performed for Other Government Departments:

1. Perform duties as requested by other Government Departments.

K. Crime Prevention and Preservation of Peace and Security:

1. Conduct check of bad characters (KD/DC/rowdies/ ex-convicts, jail release & KAAPA),
2. Identify known goondas, document and initiate action under KAAPA,
3. Perform night patrolling, day beat and evening beat,
4. Conduct check in lodges, hotels and brothels,
5. Conduct vehicle check,
6. Prevent actions that lead to cognizable offences,
7. Prevent acts causing public nuisance,
8. Collect and transmit criminal intelligence to State Special Branch (SSB),
9. Verify credentials of foreigners and strangers,
10. Conduct pre-emptive detention and register cases in preventive/security measures,
11. Perform anti-sabotage checking,
12. Maintain proficiency in handling weapons and scientific equipments,
13. Train subordinates on the use of weapons, scientific equipments and electronic gadgets.

L. PRO Duties:

1. Develop an understanding about the importance of Protection of Civil Rights (PCR) and its present state in the area of operation,
2. Participate in various activities for improving PCR and Police image.

M. Maintenance of Police Records:

1. Arrange for upkeep, maintenance, destruction, revision and modification of records, conviction memos, within the station.

N. Enforcement of Social Legislation, Minor, Major and Special Acts:

1. Develop an understanding about the significance and importance of various social legislations that facilitate social changes,
2. Participate in the effective execution of various social legislations and special Acts.

O. Social Welfare Services and Projects:

1. Implement ***Student Police Cadet*** Project,
2. Implement ***School Protection Group*** Programme,
3. Convener of ***Janamaithri Police*** (Community Relation officer),
4. Implement ***Our Responsibility to Children*** (ORC) Project,
5. Convener of ***Clean Campus-Safe Campus*** Programme,
6. Convener of ***Road Safety Club***,
7. Coordinate activities of ***Kadalora Jagratha Samithi***,
8. Convener of ***Senior citizen*** Project.

P. Station Administration:

1. Assign station guard/sentry/reception duty,
2. Maintain station records and Government property in proper condition,
3. Prepare and submit Annual Confidential Report (ACR) of subordinates to higher officer,
4. Review medical fitness of staff periodically,
5. Maintain Police Station and its premises clean,
6. Conduct catechism/parade on scheduled days (as OIC),
7. Prepare statements and reports to various Commission/Agencies/Departments,
8. Assign duties to police personnel based on their skill,
9. Brief the police personnel about duties of the day, monitor their performance and perform debriefing,
10. Supervise case investigation activities allocated to subordinates,
11. Implement Crime and Criminal Tracking Network and Systems (CCTNS), Internal Administrative Processing Systems (iAPS), e-beat system,
12. Enforce discipline at station (orderly Room March, awarding minor punishments, special reports etc.).

Q. Traffic Duties:

1. Execute regulatory traffic duties,
2. Create awareness of traffic laws,
3. Provide First Aid to accident victims,
4. Handle accidents during traffic duty,
5. Administer traffic during accidents,



6. Conduct vehicle check (violation of traffic rules and record verification),
7. Register and investigate cases in connection with accidents or violation of traffic rules,
8. Compound petty traffic offenses.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.

Specific Duties and Responsibilities entrusted with Woman SI:

I. General Duty:

1. Conduct inquest of female dead bodies,
2. Provide protection and shelter to destitute, women and children in conflict with law/in need of care and protection.

II. Investigation:

1. Record victim/complainant/witness statements for crimes against women.
2. Provide protection to victims/complainant/suspects (women and children).

III. Crime Prevention and Preservation of Peace and Security:

1. Perform night patrolling, L&O patrolling for preventing immoral traffic.

IV. Social Welfare Services and Projects:

1. Conduct visits to Ladies Hostels and Home-Stays, as part of operation "***Sthree Abhimaan***".

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



05

INSPECTOR OF POLICE /

WOMAN INSPECTOR OF POLICE

Position Title: Inspector of Police/Woman Inspector of Police

Duties and Responsibilities:

A. Anti-Corruption:

1. Report cases of corruption/torture happening within station to Dy.SP/SP,
2. Take preventive measures to prevent corruption and torture happening within the circle.

B. Court Duty:

1. Prepare and furnish statement of facts/affidavit,
2. Adduce evidence before court,
3. Maintain crime ledger,
4. Implement court orders,
5. Verify LP cases periodically,
6. Monitor the prosecution of all grave crimes.

C. Crime Detection Work:

1. Collect and disseminate information/intelligence about criminals of various types and take notes from the CIG,
2. Create a network of informers for gathering information for preventing potential crimes.

D. Democratic and Election related Duties:

1. Develop an understanding about type of election, its importance and his/her role,
2. Assign duties to subordinates,
3. Inspect availability of infrastructure and resources for the conduct of free, fair and impartial election,
4. Maintain Law and Order during election.



E. General Duty:

1. Conduct L&O Patrolling/Sea patrolling,
2. Perform the duty of Night Checking Officer,
3. Conduct Test Check of pending warrants,
4. Assign court ordered protection duty for individuals and institutions,
5. Conduct petition disposal,
6. Analyze conflicting situations, make timely interventions and recommend solution to affected parties,
7. Perform duties of State Public Information Officer (SPIO),
8. Provide protection to religious, educational, charitable institutions and other vital installations,
9. Compound petty offenses.

F. Intelligence:

1. Collect and disseminate intelligence/information about:
 - a) Any incidents affecting law and order,
 - b) Political activities,
 - c) Labor activities,
 - d) Extremist group's activities,
 - e) Student activities and agitations thereof,
 - f) Communal/Religious tensions and events,
 - g) Employees associations and strikes by them,
 - h) Criminal activities, events tending to destroy peace and tranquility,
 - i) Character and antecedence verification of citizen/specific individuals/foreign nationals,
 - j) Drug trafficking, illicit distillation and bootleggers,

- k) Anticipate incidents of criminal activities and events tending to destroy peace and tranquility during festivals and fairs.
2. Inform summary of facts about case/situations periodically to higher officers.

G. Investigation:

1. Register case (major incident),
2. Investigate cases (Grave crimes & cases assigned by superior officers),
3. Investigate cyber related cases,
4. Visit scene of crime and assign guard duty to protect scene of crime,
5. Collect and record evidences (oral, digital, documentary, expert opinion) and documents related to case,
6. Lift, handle and pack all exhibits from crime scene and send them to concerned officers/offices for examination,
7. Summon witness by serving notice to them,
8. Conduct search and seizure proceedings during an investigation within and outside the state,
9. Interrogate accused, suspect and witness,
10. Perform arrest of accused,
11. Record statement from witness,
12. Collect and disseminate intelligence information received about criminals,
13. Maintain records and MO's related to investigation,
14. Prepare statements and reports for various Courts/ Commissions/Agencies/Departments,
15. Provide protection to victims,
16. Conduct surveillance of suspects,

17. Prepare Case Diary,
18. Collect scientific evidences and information relating to cases pursued,
19. Prepare and file Charge Sheet/Final Report for cases personally pursued,
20. Conduct inquest,
21. Review all crime reports and give directions to subordinate investigating officers.

H. Natural Calamities, Disaster and Emergency Duties:

1. Assure safety of life and property, provide shelter, rehabilitate, evacuate people from crisis situation and provide transportation during:
 - a) Natural (fire, flood, storm) and,
 - b) Man-made (electrical, chemical, gas tanker, explosions and major accidents).

I. Order Maintenance and Security Jobs:

1. Perform duties of Supervising Officer,
2. Crowd control: Undertake surveillance activities during processions, festivals of various types,
3. Mob management: Execute actions by self/suggested by senior officers during agitating and unruly mobs,
4. Pilot and Escort: Manage VVIP security and perform assigned duties during VVIP visits,
5. Control of riots: Execute actions by self/orders from by officers during internal disorders like communal riots, struggle between various classes, castes and other clashes,
6. Perform arrest of accused involved in pending cases,
7. Conduct check of hardcore criminals and perform preventive works,
8. Maintain L&O within jurisdiction,

9. Perform arrest with or without warrant,
10. Resolve conflicts in crowd/mob disputes.

J. Duties Performed for Other Government Departments:

1. Provide assistance as requested by other Government Departments.

K. Crime Prevention and Preservation of Peace and Security:

1. Perform night patrolling,
2. Check lodges, hotels, brothels and conduct raids to detect and prevent unlawful activities,
3. Conduct vehicle check,
4. Prevent actions that lead to cognizable offences,
5. Prevent acts causing public nuisance,
6. Maintain proficiency in handling weapons and scientific equipments used for crime detection and crime prevention,
7. Train subordinates on the use of weapons, scientific equipment and electronic gadgets,
8. Detect crimes and perform preventive arrest.

L. PRO Duties:

Police are the most visible and effective PROs of the Police Departments. They should understand:

1. the importance of Protection of Civil Rights (PCR) and its present state in the area of operation and functions,
2. the role of police in improving PCR and police image.

M. Maintenance of Police Records:

1. Arrange for upkeep, maintenance, destruction, revision and modification of records,
2. Maintain Crime Ledger, Circle Information Book and Ephemeral records at office.

N. Enforcement of Social Legislation, Minor, Major and Special Acts:

1. Develop an understanding about the significance and importance of various social legislations that facilitate social changes,
2. Participate in the effective execution of various social legislations and special Acts.

O. Social Welfare Services and Projects:

Supervise activities related to:

1. ***Student Police Cadet*** Project,
2. ***School Protection Group*** Programme,
3. ***Our Responsibility to Children*** (ORC) Project,
4. ***Janamaithri Police***,
5. ***Clean Campus-Safe Campus*** Programme,
6. ***Road Safety Club***,
7. ***Kadalora Jagratha Samithi***,
8. ***Senior Citizen*** Project,
9. ***Juvenile/Child Welfare Committee***,
10. Act as a Convenor of SC/ST circle-level monitoring committee,
11. Administer activities of ***Victim Support Cell***.

P. Administrative Duties:

1. Assign police personnel for various duties,
2. Conduct periodical inspection of Police Station, Outpost and Supervise station functions,
3. Conduct various conferences,
4. Prepare statements and reports to various Courts/ Commission/Agencies/ Departments,
5. Maintain office records and Government property in proper condition,

6. Prepare and submit Annual Confidential Report of subordinates,
7. Conduct Departmental Punishment Roll (PR) inquiry– Quasi Judicial,
8. Execute minor punishment to junior officers,
9. Conduct periodic medical fitness review of staff,
10. Maintain Police Station and its premises clean,
11. Conduct catechism/parade on scheduled days,
12. Evaluate and recommend applications received for Arms/Explosive license,
13. Perform duties of Estate Officer,
14. Perform duties of SHO.

Q. Traffic Duties:

1. Enforce traffic Rules and Regulations,
2. Create awareness about traffic laws (IEC),
3. Administer activities of Traffic Council for Road Development, Accident Study etc.,
4. Investigate major accidents (involving death of two or more),
5. Compound petty traffic offenses,
6. Undertake preventive measures to minimize accidents.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



06

DEPUTY SUPERINTENDENT
OF POLICE / WOMAN DEPUTY
SUPERINTENDENT OF POLICE

Position Title: Deputy Superintendent of Police/ Woman Deputy Superintendent of Police

Duties & Responsibilities:

A. Anti-Corruption:

1. Take action against cases of corruption among officers working in subdivision/torture happening within station.

B. Court Duty:

1. Prepare and furnish statement of facts/affidavit,
2. Adduce evidence before court,
3. Verify Long Pending (LP) and under investigation cases periodically,
4. Monitor prosecution of all grave crimes and sensational cases.

C. Crime Detection Work:

1. Collect and disseminate information/intelligence about criminals of various types,
2. Create a network of informers for gathering information for preventing potential crimes.

D. Democratic and Election related Duties:

1. Perform duties of Election Controlling Officer,
2. Develop an understanding about type of election, its importance and his/her role,
3. Assign duties to subordinates,
4. Inspect availability of infrastructure and resources for the conduct of free, fair and impartial election,
5. Maintain Law and Order during election happening within his/her jurisdiction,
6. Liaison with electoral and revenue officials.



E. General Duty:

1. Perform the duty of Night Supervising Officer,
2. Assign court ordered protection duty for individuals and institutions,
3. Conduct Test Check of pending warrants,
4. Conduct petition adalaths,
5. Analyze conflicting situations, make timely interventions and recommend solution to affected parties,
6. Act as Appellate Authority for the implementation of RTI Act,
7. Provide protection to religious, educational, charitable institutions and other vital installations.

F. Intelligence:

1. Collect and disseminate intelligence/information about:
 - a) Any incidents affecting law and order,
 - b) Political activities,
 - c) Labor activities,
 - d) Extremist group's activities,
 - e) Student activities and agitations there of,
 - f) Communal/Religious tensions and events,
 - g) Employees associations and strikes by them,
 - h) Criminal activities, events tending to destroy peace and tranquility,
 - i) Character and antecedence verification of citizen/ specific individuals/ foreign nationals,
 - j) Drug trafficking, illicit distillation and bootleggers,
 - k) Anticipate incidents of criminal activities and events tending to destroy peace and tranquility during festivals and fairs.
2. Inform summary of facts about case/situations periodically to higher officers.

G. Investigation:

1. Investigate SC/ST and dowry death cases and cases assigned by superior officers,
2. Conduct visit to scene of all grave crimes and prepare Grave Crime Report (GCR),
3. Review all Case Diaries and give directions to investigating officers,
4. Collect and record evidences (oral, digital, documentary, expert opinion) and documents related to case under personal investigation,
5. Lift, handle and pack all exhibits from crime scene and send them to concerned officers/offices for examination,
6. Examine witness/witnesses,
7. Conduct search and seizure proceedings at crime scene,
8. Interrogate accused, suspect and witness,
9. Perform arrest of accused,
10. Collect and disseminate intelligence information received about criminals,
11. Maintain records and MO's related to investigation,
12. Prepare statements and reports for various Courts/ Commissions/Agencies/ Departments,
13. Prepare and file Charge Sheet/Final Report for cases,
14. Monitor investigation activities of subordinates.

H. Natural Calamities, Disaster and Emergency Duties:

1. Assure safety of life and property, provide shelter, rehabilitate, evacuate people from crisis situation and provide transportation during:
 - a) Natural (fire, flood, storm) and,
 - b) Man-made (electrical, chemical, gas tanker, explosions and major accidents).

I. Order Maintenance and Security Jobs

1. Perform duties of Commanding and Supervising Officer (Sub-division),
2. Maintain L&O at Sub-division,
3. Crowd control: Undertake surveillance activities during processions, festivals of various types,
4. Mob management: Perform duties of Commanding Officer and execute actions by self/as suggested by senior officers, while dealing with agitating and unruly mobs,
5. Pilot and Escort: Manage VVIP security and perform assigned duties during VVIP visits,
6. Control of riots: Execute actions by self/orders from by officers during internal disorders like communal riots, struggle between various classes, castes and other clashes,
7. Perform arrest of accused involved in pending cases,
8. Conduct check of hardcore criminals and perform preventive works.

J. Duties Performed for Other Government Departments:

1. Provide assistance as requested by other Government Departments.

K. Crime Prevention and Preservation of Peace and Security :

1. Check lodges, hotels, brothels and conduct raids to detect and prevent unlawful activities,
2. Conduct vehicle check,
3. Act as a sanctioning authority of security proceedings,
4. Initiate documentation of rowdy history and periodically renew/review them,

5. Maintain proficiency in handling weapons and scientific equipments used for crime detection and crime prevention,
6. Detect crimes and perform preventive arrest.

L. **PRO Duties:**

Police are the most visible and effective PROs of the Police Departments. They should understand:

- a) the importance of Protection of Civil Rights (PCR) and its present state in the area of operation and functions,
- b) the role of police in improving PCR and police image.

M. **Maintenance of Police Records:**

1. Arrange for upkeep, maintenance, destruction, revision and modification of records at Sub-division.

N. **Enforcement of Social Legislation, Minor, Major and Special Acts:**

1. Develop an understanding about the significance and importance of various social legislations that facilitate social changes,
2. Participate in the effective execution of various social legislations and special Acts.

O. **Social Welfare Services and Projects:**

Supervise activities related to:

1. ***Student Police Cadet*** Project,
2. ***School Protection Group*** Programme,
3. ***Our Responsibility to Children*** (ORC) Project,
4. ***Janamaithri Police***,

5. ***Clean Campus-Safe Campus*** Programme,
6. ***Road Safety Club***,
7. ***Kadalora Jagratha Samithi***,
8. ***Senior citizen*** Project,
9. ***Juvenile/Child Welfare Committee***,
10. SC/ST Monitoring Committee,
11. ***Victim Support Cell***.

P. Supervision/Administration (Sub-division):

1. Conduct periodic inspection of Police Station, outpost and CI office,
2. Conduct monthly crime conferences and review of all grave crimes under investigation,
3. Conduct petition enquiry,
4. Prepare statements and reports to various Courts/ Commission/Agencies/ Departments,
5. Maintain records in the sub-divisional office and manage custody of CD copies,
6. Prepare and submit Annual Confidential Report of subordinates,
7. Conduct Departmental Punishment Roll (PR) inquiry,
8. Execute minor punishment to junior officers,
9. Conduct periodic medical fitness review of staff,
10. Ensure cleanliness of Police Station and its premises,
11. Issue sanction order for the use of loud speaker, within his/her jurisdiction,
12. Conduct catechism/parade on scheduled days,
13. Evaluate and recommend applications received for Arms/Explosive license.

Q. Traffic Duties:

1. Enforce traffic Rules and Regulations,
2. Create awareness about traffic laws (IEC),
3. Act as a member in advisory council committee (traffic monitoring/developmental and structural changes) at sub-divisional level,
4. Conduct investigation of major accidents (involving death of two or more),
5. Compound petty traffic offenses,
6. Undertake preventive measures to minimize accidents.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.





ANNEXURE

Task Force Members

Note: The designations indicated are as per the order issued at the time of constituting Task Forces

Nodal Officer : Mr. P Prakash, IPS			
Principal, Police Training College, Trivandrum			
1.	Mr. Madhusoodhanan	SCPO	State Border, Parassala PS
2.	Mr. Jyothish R K	SCPO	Rural, Naruvamoodu PS
3.	Mr. Harikumar	CPO	Temple Police, Padmanabha Swamy Temple, Tvm
4.	Mr. Sabu S	CPO	Coastal, Vizhinjam Coastal PS
5.	Mr. Pramod V R	SCPO	Coastal, Vizhinjam Coastal PS
6.	Mr. Bijukumar G	CPO	Railway Police, DCRB, Railway
7.	Mr. Vijumon K K	CPO	Data collection work, DCRB Tvm City
8.	Ms. Sumi S	WCPO	City Police, Thiruvallam PS
9.	Mr. Renjith J	CPO	Cyber Police, Cyber PS,
10.	Mr. Santhosh P S	CPO	SCRB, TVM
11.	Mr. Mukesh M R	CPO	Computer Centre, PCC, SCRB
12.	Mr. Girishkumar S	SI	Task Force Coordinator, DCRB Tvm City
13.	Mr. Mohanan	SI	District Crime Branch, Trivandrum
14.	Ms. Girly C S	WSI	Vanitha Cell, Tvpm City
15.	Ms. Sudhamani O	WSI	Padmanabhaswami Temple, Tvm
16.	Mr. Rajesh Kumar R	SI	CBCID, HSW Kollam
17.	Mr. Sajikumar	SI	Cyber Police Station, Tvpm City
18.	Mr. Suresh Kumar	CI	Coastal Police
19.	Mr. Reji Jacob	ACP	City Special Branch, Tvpm
20.	Mr. Pramod Kumar A	ACP	Control Room, Tvpm City
21.	Mr. P Bejoy	DySP	Foreigners Cell, SBCID
22.	Mr. A Abdul Rahim	DySP	Vice Principal, PTC

Acronyms

CIG	: Crime Intelligence Gazette
CPO	: Civil Police Officer
SCPO	: Senior Civil Police Officer
CrPC	: The Code of Criminal Procedures
SHO	: Station House Officer
MO	: Material Object
L & O	: Law and Order
SSB	: State Special Branch
FSL	: Forensic Science Laboratory
PCR	: Protection of Civil Rights
SAPIO	: State Assistant Public Information officer
SPIO	: State Public Information officer
ORC	: Our Responsibility to Children
OIC	: Officer-In-Charge
LP	: Long Pending
CD	: Case Diary
CCTNS	: Crime & Criminal Tracking Network and System
iAPS	: Internal Administrative Processing System
ACR	: Annual Character/Confidential Report
KAAPA	: Kerala Anti-Social Activities (Prevention) Act, 2007
IEC	: Information, Education and Communication

List of Action Verbs

Accommodate	Fit in with the wishes or needs of; to make suitable or consistent; adapt
Achieve	to bring to a successful end; carry through; accomplish to bring about an intended result; accomplish some purpose or effect.
Acquire	to come into possession or ownership of; get as one's own
Address	to deal with ; to put the directions for;
Adjust	to put in good working order; regulate; bring to a proper state or position
Administer	to manage (affairs, a government, etc.); have executive charge of: to bring into use or operation: to make application of;
Adopt	to take up and practice as one's own
Advise	to offer counsel; give advice or recommend particular actions, conduct
Allocate	to set apart for a particular purpose; assign or allot
Analyze	to examine critically, so as to bring out the essential elements
Anticipate	to foresee and deal with in advance
Appraise	to give an expert judgment of worth or merit
Apply	give one's full attention to a task; work hard
Appoint	to name or assign to a position, an office, or the like; designate
Approve	to speak or consider favorably
Arrange	to make plans or preparations
Assemble	collect or gather together in a predetermined order from various sources
Assess	to estimate or judge the value, evaluate



Assign	designate for a specific purpose
Assist	to give aid or help
Assure	to give confidence; make certain of
Audit	to examine and verify
Augment	to make large or increase
Authorize	to give authority or official power to; empower
Budget	to plan allotment of (funds, time, etc.)
Calculate	to determine by reasoning; estimate; evaluate; gauge
Clarify	to make clear
Clear	to pass an authority for review, approval, etc.
Collaborate	to work, one with another; cooperate
Collect	to gather together; assemble
Combine	to unite for a common purpose
Communicate	to give or interchange thoughts, feelings, information by writing, speaking etc
Compile	to put together
Complete	to make whole or entire
Compose	to make or form by combining things, parts, or elements:
Compute	to determine by calculation
Conduct	carry on; direct the execution of
Confer	to consult together; compare opinions
Consolidate	to bring together (separate parts) into a single or unified whole; unite; combine
Construct	to build or form by putting together parts
Consult	to seek advice or information from; ask guidance from to give professional or expert advice; serve as consultant
Control	to hold in check; curb



Coordinate	to place or arrange in proper order to combine in harmonious relation or action.
Correspond	communicate with; to be in agreement or conformity,
Counsel	to give advice; recommend
Create	to cause to come into being
Customize	to modify or build according to individual or personal specifications or preference
Delegate	to send or appoint (a person) as deputy or representative
Deliver	to give into another's possession or keeping; surrender
Demonstrate	to make evident or establish by arguments or reasoning; to describe, explain, or illustrate by examples or specimens
Design	to prepare the preliminary sketch
Determine	Resolve; fix conclusively or authoritatively
Develop	Disclose, discover, perfect or unfold a plan or idea; to bring out the capabilities or possibilities
Devise	to form a plan
Direct	Guide work operation through the establishment of objectives , policies, regulations, methods and standards; to manage or guide by advice, helpful information, instruction, etc.
Disseminate	to scatter or spread widely, broadcast or disperse
Distinguish	to recognize or note differences; discriminate
Distribute	to divide and give and out; allot.
Document	to furnish with documents.
Draft	to prepare papers or documents in preliminary form; to draw up in written form; compose
Edit	to supervise the preparation of
Eliminate	to remove or get rid of



Endorse	to support and recommend
Enforce	to impress or urge forcibly; lay stress upon
Establish	bring into existence; to enact, appoint
Estimate	to forecast future requirements
Evaluate	to judge or determine the significance, worth, or quality of; assess
Execute	to carry out; accomplish: to perform or accomplish something, as an assigned task
Expand	to express something more fully or in greater detail
Expedite	to accelerate the process or progress of
Explore	to look into closely; scrutinize; examine
Facilitate	to assist the progress of
Formulate	to devise or develop, as a method, system, etc.
Furnish	to provide with what is needed or supply
Generate	to reproduce; propagate
Guide	to assist (a person) to accompany
Handle	to behave or perform in a particular way when handled, directed, managed, etc.
Hire	to engage the services of
Identify	to associate oneself in feeling, interest, action
Illustrate	to clarify one's words, writings, etc., with examples
Implement	to fulfill; perform; carry out
Improve	to increase in value, excellence, etc.; become better
Improvise	to compose, utter, execute, or arrange anything extemporaneously
Incorporate	to unite or combine so as to form one body
Increase	to become greater, as in number, size, strength, or quality



Inform	to give information
Initiate	to begin
Instruct	to furnish with knowledge, especially by a systematic method; teach; train; educate
Inspect	to critically examine for suitability
Interact	to act one upon another.
Interface	to meet or communicate directly; interact, coordinate, synchronize, or harmonize
Interpret	to explain something; give an explanation.
Interview	a formal meeting in which one or more persons question, consult, or evaluate another person:
Investigate	to examine in detail.
Issue	to put out; deliver for use
Lift	to raise or direct upward
Maintain	to keep in an appropriate condition
Manage	to be in charge of
Monitor	to oversee, supervise, or regulate
Motivate	incite
Negotiate	confer with others in order to reach an agreement
Observe	to notice
Operate	perform an activity or series of activities
Organize	to systematize
Participate	to take part in
Perform	to fulfill or carry out
Plan	to arrange a method or scheme beforehand
Predict	to foretell the future
Prepare	to put in proper condition or readiness
Present	to bring before or introduce
Process	to handle in accordance with prescribed procedure



Program	to plan
Provide	to make arrangements for
Quantify	to determine, or express the quantity of
Recognize	to perceive as existing; realize
Recommend	to advise or counsel a course of action; offer or suggest for adoption
Record	to set down in writing or the like, as for the purpose of preserving evidence.
Recruit	to engage in finding employees
Reduce	to bring down to a smaller extent, size, amount, number
Regulate	to control or direct by a rule, principle, method, etc
Report	to give an account of; furnish information or data
Represent	to act in place of or for
Research	to make an extensive investigation
Resolve	to come to a determination
Review	an inspection or examination
Revise	to rework in order to correct or improve
Schedule	a plan of procedure; a timetable
Search	to inquire, investigate, examine, or seek; conduct an examination or investigation
Select	to make a choice
Sign	to formally approve a document
Solve	to find the answer or explanation for
Specify	state in detail
Strategize	to make up a plan
Streamline	to alter in order to make more efficient or simple
Strengthen	to make stronger
Submit	yield or present for the discretion or judgment of others

Summarize	state or express in a concise form
Supervise	Communicates with, trains and evaluates employees, plans and directs their work, and has the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline
Support	to maintain or advocate
Teach	to impart knowledge or skill; give instruction
Train	to give the discipline and instruction to impart proficiency or efficiency
Transcribe	Transfer data from one form of record to another or from one method of preparation to another without changing the nature of the data
Translate	to change the form, condition, nature
Troubleshoot	to analyze and solve serious problems
Update	to make corrections periodically
Validate	to support or corroborate on a sound or authoritative basis
Verify	to confirm or establish authenticity

References

-  The Code of Criminal Procedure, 1973 (Specific Sections- 82, 83, 149, 150, 152, 107, 109, 110, 151)
-  The Kerala Police Act, 2011 (Section-96)
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The Institute of Management in Government

Institute of Management in Government (IMG) is the Apex Training Institute for the State of Kerala. The Institute has a mandate to act as a think-tank for the State Government and focuses on developing managerial skills, organizational abilities, leadership qualities and decision making skills among different categories of employees of Government.

It pioneered the adoption of Service Delivery Policy, facilitated the implementation of Modernizing Government Program and developed a State Training Policy in 2004. All these were in line with the mandate of the Institute to function as the think-tank for the State and support administrative reforms initiatives. Since 2011, IMG calls for best innovations in Public Policy and facilitates the awards instituted in the name of the Chief Minister. The awarded practices are documented and disseminated for the benefit of officials and citizens. It conducts various research and policy studies pertaining with various arms of the State and Central Government.

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“ To become a centre for excellence for capacity building for providing an efficient, transparent equitable and citizen-centric public service delivery system in a knowledge society ”



Institute of Management in Government

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