CHAPTER-IV

Structure and Functions of Police Administration in Andhra Pradesh
The subject of study in this chapter is the organization and structure of the Police in Andhra Pradesh starting from the office of the Director General of Police in Hyderabad. The study covers supporting units at the Headquarters, the functioning of the Range as a Unit of administration, Policing of Districts, and the functioning of the basic unit, viz., the police station, which is the most important unit constituting the basis of the structure and foundation of the organization. The study also examines the role of the District Magistrate vis a vis the police and the controversy over his control of the police as envisaged in the Police Act of 1861. The administrative set up to which the police is accountable deserves to be mentioned in brief so that the succeeding study on the role and functions of the various police units can be appreciated in the proper perspective.

4.1 Police Administration at the State Level

The Police portfolio has generally been held by the Chief Minister for Political reasons. There have been Home Ministers in earlier Cabinets, but, even then, the Chief Minister continued to retain hold over the subjects dealing with "Services" (dealing with the Indian Administrative Service and Indian Police Service respectively) and "Law & Order".

The Chief Minister and his Cabinet run the administration of the State through the Secretariat, although they are accountable to the people through the elected body the Legislative Assembly. Laws are enacted only by the Legislature and all administrative expenditure has to be voted by them. The Secretariat comprising career bureaucrats and clerical staff, translate Legislative decisions and Policy into administrative action.

The Secretariat is headed by the Chief Secretary to the Government, who is generally the Senior most Indian Administrative Service Officer in the State. He is the controlling authority over the functioning of all departments, and is also the cadre controlling authority
for the Indian Police Service Officers allotted to the State of Andhra Pradesh. He has a major role in the matters of transfers and promotions of Indian Police Service Officers and the proposals of the Director General of Police are routed through him to the Chief Minister in this matter.

The Home Department deals with the Police subject. Two Secretaries are in this Department. The Home Secretary, who is from the Indian Administrative Service, and the Special Secretary, Home who is from the Indian Police Service. The Police subjects are dealt with mainly by the Home Secretary while other subjects such as those pertaining to Prisons, Passports, Printing and Stationery are handled by the Special Secretary Home.

The biggest department of the State Government is the Police Department by virtue of its strength. In India there are only 100 Police Personnel for a population of 1,00,000. For every 10,000 people Andhra Pradesh has only 11 Police Personnel, Tamilnadu 14, Karnataka 16, Kerala 16, Orissa 10, Maharastra 18 and Madhya Pradesh 12. Andhra Pradesh has 1586 Police Stations, 485 Circles, 146 Sub-divisions and 4 Commissionerates with a total strength of 1,02,066 Personnel. This huge force is administered, controlled, guided and discipline at various levels. The Director General and the Inspectors General of Police are appointed by the State Government.

4.1.1 Director General of Police

The Director-General of Police is the head of the Police Department of the State. His main role is Law enforcement and thereby, to promote the dynamic Rule of Law. The functioning and administration of the Police throughout the State are vested in him. He advises the Government on all police matters, both administrative and operational. He is responsible to the Government for the internal management, economy, equipment, training, discipline and efficient discharge of duties by all members of the force. He is ultimately responsible for making the police organization fully efficient at all levels for preventing and detecting crime, maintenance
of public order, law and order, safety and security and preservation of peace. He has to keep the Government informed of the state of crime and all political, communal, subversive and terrorist movements throughout the State and to advise the Government as to the manner of dealing with them.

Subject to approval of the Government, he is vested with powers to frame such orders and regulations as may be necessary and expedient related to the prevention and detection of crime, promotion, preservation and maintenance of law and order, public order, public safety and security of the state and also related to the general management, utilization and deployment of the police force, the places of residence, classification, rank and particular service of the members there of, inspection and description of arms, accoutrements and other necessities to be furnished to them, institution, management and regulation of any police fund and prescribing books, register and returns to be submitted by the said force. He is also vested with powers to frame such orders and regulations related to the collection and communication of intelligence and information, and all such other orders and regulations related to the said force as he deems expedient from time to time for preventing abuse or neglect, for ensuring adherence to the guidelines of superior courts in the matters of investigation, arrest and other related matters and for rendering such force professionally efficient in the discharge of all its duties.

He is the Chief authority to coordinate and direct operations for the maintenance of public order, security and law and order, particularly in the event of widespread strikes, industrial unrest, riots, communal, subversive, terrorist disorders, or violent political movements. Police action and dispositions necessary to combat such disturbances or movements will be under his general direction and control.
In the discharge of the functions the Director General of Police has full authority to delegate and entrust any of the functions to the officers subordinate to him as permissible under rules and regulations.

The Director General and Inspector General is assisted by Special and Additional Director General of Police (LAW & ORDER), Additional Director General of Police (Administration), Special / Additional Director General of Police (Crime Investigation Department), Additional Director General of Police (Intelligence and Security), Additional Director General of Police (Armed Police), Additional Director General of Police (Technical Services), Special / Additional Director General of Police (Recruitment and Training and State Level Police Recruitment Board), Additional Director General of Police (Traffic, Planning and Highway Patrolling).

The State is divided into Six Zones. The first zone consists of the Districts viz., Srikakulam and Visakhapatnam. The second zone comprises the Districts viz., East Godavari, West Godavari and Krishna. The third zone includes the Districts viz., Guntur, Nellore and Prakasam. The fourth zone contains the Districts viz., Chittoor, Kadapa, Anantapur and Kurnool. The fifth zone includes viz., Adilabad, Khammam, Karimnagar and Warangal Districts. The sixth zone has the Districts viz. Hyderabad, Nizamabad, Mahabubnagar, Medak and Nalgonda each is headed by an Inspector General / Deputy Inspector General of Police. The four cities of Hyderabad, Vijayawada, Visakhapatnam and Cyberabad are headed by the Commissioners of Police. The Additional Director General of Police (Law & Order) will have supervision over the Zonal Inspector General / Deputy Inspector General of Police Maithri and Commissioners of Police except that of Hyderabad City besides supervision over Chief Public Relations Officer, whose office is located in the Chiefs Office.

The Additional Director General of Police (Administration) is assisted by six Inspectors General of Police (a) Personnel, (b) Legal (c) Budget and Organization, (d) Provisioning and logistics, (e) Coordination and (f) Welfare and sports. He is also assisted by a
Deputy Inspector General of Police (Administration) in the Office Administration of the Chief Office. There is one Chief Accounts Officer to assist the Inspector General of Police Budget and organization. The Director General of Police Printing Press will be under the charge of a technical Officer of the rank of Deputy Superintendent of Police as Manager borrowed from the Government Printing Press or recruited. The Director General of Police Press shall be under the administrative control of Deputy Inspector General of Police (Administration).

The Special / Additional Director General of Police (Crime Investigation Department) is assisted by (1) Inspector General of Police, Police Control room and Telangana, (2) Inspector General of Police Administration, Legal and Rayalaseema, (3) Inspector General of Police Economic Offences and Hyderabad City, (4) Inspector General of Police Gender Offences and Coastal area, (5) Inspector General of Police Railways, (6) Inspector General of Police State Crime Records Bureau assisted by Director, Finger Print Bureau and (7) four Deputy Inspectors General of Police one each for organized Crime and narcotic cell, property offences; Police control room and social justice and human rights. There is also a legal branch under him for rendering legal assistance in the criminal cases.²

The organizational Chart-1 of the police department is appended to this Chapter.

The Range is a unit of administration as evolved over a course of time in the British administration keeping in view of geographical contiguity mainly. Now the state is divided in the 12 Ranges:

1) Visakhapatnam Range consists of Srikakullam, Vizianagaram.
2) Visakhapatnam City Range consists of Visakhapatnam Urban, Visakhapatnam Rural Districts.
3) Eluru Range comprises the Districts viz. East Godavari, West Godavari, Krishna.
4) Vijayawada City Range has Vijayawada Urban District.
5) The Guntur Range has Guntur, Prakasam and Nellore Districts.
6) Anantapur Range has Anantapur and Chittoor Districts.
7) Kurnool Range has Kurnool and Kadapa Districts.
8) Warangal Range consists of Warangal and Khammam Districts.
9) Karimnagar Range includes the Karimnagar and Adilabad Districts.
10) Hyderabad Range has Rangareddy, Mahaboob Nagar, Nalgonda District.
11) Hyderabad city Range includes Hyderabad and Secunderabad Districts.
12) Nizamabad Range comprises the Districts Nizamabad and Medak.

Andhra Pradesh Police Administration Ranges given in Chart-2.

4.1.2. Zonal Inspector-General or Deputy Inspector General of Police

Powers and Functions of Zonal Inspector General or Deputy Inspector General of Police

He is responsible for all functions of his zone. He will also exercise all powers including financial powers to the extent specifically provided by Government in the rules. He should, by frequent personal inspection, endeavour to establish and maintain efficiency and discipline, ensure uniformity of procedure and practice, and secure cooperation between the police of his Districts in his jurisdiction and facilitate harmonious working between the police and the executive magistracy, and other departments of the Government. He should control, instruct and advise Superintendents of Police. He will advise, and, if necessary, supersede Superintendent of Police in times of grave disorder taking over full control of the situation. He will pay particular attention to the training and the discipline in the District Armed Reserve Police. So that a high standard of efficiency is maintained. Superintendents of Police, on his
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CHART 1
ORGANIZATIONAL CHART OF POLICE
DIRECTOR GENERAL OF POLICE

Source: Deputy Inspector General of Police Office, Administration Wing, Hyderabad.
CHART-2

ANDHRA PRADESH POLICE ADMINISTRATION – RANGES (EXISTING)

DIRECTOR GENERAL OF POLICE

DIG
VISAKHAPATNAM
CITY
VISAKHAPATNAM
(URBAN)
VISAKHAPATNAM
(RURAL)

DIG
VISAKHAPATNAM
SRIRAKULAM
VIZIANAGARAM

DIG
ELURU
EAST-GODAVARI
WEST-GODAVARI
KRISHNA

DIG
GUARDUR
GUARDUR
PRAKASAM
NELLORE

DIG
KVYAMANDA
CITY
KVYAMANDA
URBAN
DISTRICT

DIG
ANANTAPUR
ANANTAPUR
KURNOOL
CHITTOOR

DIG
KURNOOL
WARANGAL
KHAMMAM
ADILABAD

DIG
WARNAGHAR
WARANGAL
KHAMMAM
ADILABAD

DIG
HYDERABAD
HYDERABAD
HYDERABAD
HYDERABAD
NILMAR
NIZAMABAD

Source: Deputy Inspector General of Police Office, Administration Wing, Hyderabad.
part, should assist him in his enquiries, bring to his notice the requirements of their Districts, Cities and consult him confidentially in all matters of difficulty. He is responsible for maintenance of law and order, prevention and detection of offences, preserving peace and security including planning and implementing anti-terrorist operations. He shall ensure efficient functioning of the investigation and is responsible for supervision of all grave crimes and their disposal, the planning and implementation of preventive strategies, detection of crimes, prosecution of offenders, coordination of crime investigation, traffic enforcement, planning as well as highway patrols. The morale, professional efficiency and correct behaviour and conduct of all ranks shall be his responsibility.

4.2 Police Administration at the District Level

4.2.1 Superintendent of Police

The District police organization constitutes the hub of the Indian Police system. Section 4 of the Police Act 1861 illustrates "the administration of the police throughout the local jurisdiction of the Magistrate of the District, the Collector shall under the general control and direction of such Magistrate, be vested in the District Superintendent of Police as the State Government shall consider necessary."5

Superintendent of Police is the head of the District police. He is also called the District Chief of Police. This is a pivotal post in the Police Organization. He has a considerable amount of operational independence, in matters relating to internal management of the police and of Law & Order in the District exercising direct command over policing. The role of the District Chief of Police is maintenance of Peace and Law and order, prevention and detection of crime, protection of lives, liberty and possessions of all sections of people and performance of all police functions in the District. He is the head of the District Police Administration. He is responsible for all matters relating to its internal economy, management, maintenance of discipline, punctual, and regular and efficient performance of all its preventive and investigative duties. The efficiency
and the effectiveness of the Superintendent of Police impacts directly on the overall efficiency of policing within a jurisdiction. He should ensure by constant supervision and monitoring that prevention, investigation and detection of crime in the District are done on professional lines by all police personnel in his charge. He has diverse functions and responsibilities, and in the discharge of these, he is assisted by Additional Superintendent of Police.

Powers and Functions of Superintendent of Police

1. Keep the District peaceful and the public satisfied with the security afforded to persons and property;

2. Prompt registration and investigation of all cases.

3. Efficient functioning of each wing of police and performance of their allotted functions and duties and the efficient functioning of all police control rooms.

4. Supervise and coordinate various wings of the police in the District and which neighbouring Districts and other organizations.

5. Accord high priority to all preventive and pro-active strategies and action both in respect of crimes and breaches of peace including terrorist crimes.

6. Ensure proper organization of beats and full involvement of the Police force in the management of such beats along with necessary interface with local community.

7. Maintain cordial relations with the magistracy, other officials and non-officials;

8. Promote and maintain good police public relations and convey necessary information to the media and the public to ensure transparency without jeopardizing efficiency of police action or investigations;
9. Keep the force in good discipline, high morale, properly trained, professionally competent, honest and service oriented.

10. Ensure that the transport, arms, ammunition, stores, grounds, and buildings belonging to the department are well protected and maintained;

11. Organize good intelligence network, both criminal and general with specific attention to the criminal records system and their effective use in prevention and detection of crime. An effective information system against terrorists and subversive elements should be developed and operations planned and conducted against them;

12. Acquire full and detailed knowledge of the District and its current problems from police point of view, and be forewarned on emerging situations; plan and implement police bandobust for large gatherings, fairs, festivals, rallies agitations, strikes etc.

13. Participation to the extent possible and permissible, in welfare activities sponsored by official and non-official agencies.

14. To gain knowledge of all Officers and men in his charge, redress their genuine grievances, motivate them, encourage those who show promise and punish those who are dishonest, inefficient and undisciplined.

15. Gain confidence and loyalty of subordinates by personal integrity, professionalism impartiality, devotion to duty, fair play and a high sense of justice;

16. The main function of police is to prevent crime, maintain law and order and promptly and effectively respond to incidents or calls from public. Since policing through beats is the main plank of policing in the District, it shall be his foremost duty to ensure its functioning as prescribed.
17. Effective coordination, consultation between Investigating Officers and prosecutors – legal advisors and cooperation by Investigating Officers with prosecutors during court trials should be organized on a sound and formal basis. The cases should not be allowed to fail for want of attention either by the investigating Officers or Prosecutors.

18. The Superintendent of Police should keep himself fully informed through the Special Branch as well as the field staff, of all communal, caste, regional, political or other movements that jeopardize safety, security and law and order in the District9. The police beats have a special responsibility in this respect. Collection, reporting, recording, analysis and dissemination and use of information both criminal and general, should be organized utilizing the latest equipment available and by upgrading the skills of the personnel.

19. Superintendent of Police may withdraw subordinate police officers except the personnel of Investigation squad, temporarily from police stations in his District for duty at other police stations in the same District where additional manpower is required to deal with an emergency or to make arrangements in connection with fairs or festivals, meetings or processions or other emergent law and order situations. He shall not under any circumstances deploy the Investigation squad / team for any duties connected with disturbances, agitations and other bandobusts. The investigation teams should be used only for investigation duties. He may supplement investigation staff from other branches whenever he feels necessary but not vice-versa.

**Personal Investigation**

1. He must personally visit and handle the situation when incidents of specially grave nature occur and ensure that the concerned Deputy Superintendent of Police or Additional Superintendent of Police visits personally all such places and continue to stay till situation returns to normal.
2. He should also visit the scenes and enquire personally into serious occurrences endangering life and property such as heavy floods, earth-quakes, train or boat disasters and fire that involve heavy loss of life or property. Detailed instructions should be given regarding the measures to be taken by the police in respect of these natural calamities and other disasters. He may entrust some of the duties connected with these to Deputy Superintendent of Police / Addl. Superintendent of Police.

3. In all cases of extortion or bribery by police officers the superintendent of Police should enquire or cause to be enquired by other Gazetted Officers.

Touring and Inspections

1. The Superintendent of Police shall tour as often as possible through all parts of the District, staying longer in the areas where public order and crime problems are high. He shall not merely confine himself to inspecting police stations, but shall visit villages and remote areas and acquaint himself with the village secretariat and panchayat officials, non-officials, and representatives from sections of all social strata, endeavouring to gain their confidence and cooperation, at the same time ascertaining the state of crime, law and order, activities of violent groups operating in the area and enquire into the work of local police units and personnel. He should make enquiries about pensioners and widows drawing pension from widow fund and beneficiaries of police welfare schemes and about the proper receipt of the same.

2. He should take special steps to improve the cooperation between the police and the public. Towards this end he should:

(i) Talk to members of the public to know whether the police in the area are performing their duties faithfully and honestly.
(ii) Make enquiries and become acquainted with conditions in all-important villages.

(iii) Make enquiries regarding the mode of life of local bad characters and the extent of control over the activities of anti-social and goonda elements.

(iv) Meet some of the victims of crime and complainants to know correctly the quality of police actions and whether they are receiving adequate attention in their cases, and take appropriate measures to correct lapses or negligence if any.

(v) Study the organization and functioning of the beats and their interaction with public and voluntary organizations.

(vi) Inspect the District Police Office, Reserve Police, District Crime Record Bureau, all police stations of one circle in each Sub Division and all Sub-Divisional offices at least once in a year.

(vii) Superintendent of Police must informally visit / inspect all Police Stations and Police Units, Home Guards, Reserve Police and every Police Unit located in the District Police Office Control Rooms, in the first year either by day or night personally to acquaint himself with the personnel, place and condition of each unit. The visit can be a brief one. In the second and third years he may visit as many Units as is convenient. These visits need not be for the purpose of inspection nor should they be treated as formal visits. However, brief notes may either be left or be recorded.

(viii) He must go on night rounds or surprise visits at nights to police Units and Stations at least four nights a month. These should not be confined merely to the District headquarters.

(ix) He must attend reserve police parades twice a week and hold orderly room at least once a week. He should also hold kit
inspection for the Armed Reserve men during the annual mobilization.

(x) He must visit residential lines of policemen both at headquarters and outside whenever he visits police stations.

(xi) During his visits to police stations, units and reserve police, he should meet officers and men available at the time, talk to them both to know their performance and their problems and difficulties.

(xii) The superintendent of police may join Discharged Prisoners Aid Society and take active interest and also may become an ex-officio member.

(xiii) A half yearly meeting of all Sub-Divisional Police Officers, Inspectors, Station House Officers and prosecuting officers, should be held by the Superintendent of Police discuss various matters connected with law and order, crime investigation, traffic etc., The Superintendent of Police / Additional Superintendent of Police shall be the convenor of this meeting and take follow up action as per proceedings.

(xiv) The Superintendent of Police has a special responsibility of extending full cooperation and assistance to enquiries in connection with cases of torture; lock up deaths, and any incidence of human rights violation that has been brought to his notice.

(xv) When at headquarters, the Superintendent of Police / Commissioner of Police should attend office on all working days so as to transact all official business in his office. He may, however, dispose of such confidential matters as he thinks proper at his residence. He should be accessible to officials and members
of the public generally, and should ensure prompt and efficient response mechanism of the police to public needs.

(xvi) He shall make necessary arrangements for the transaction of all urgent and important work during leave taken by himself or any of the Senior Gazetted Officers in the District.

Relations with the District Collector

1. The District Collector, as the chief executive authority in the District, is primarily responsible for coordination of various wings of Government in the District. He is also the District Magistrate and it is, therefore the duty of the Chief of District Police to keep him informed both by personal conference and reports as prescribed herein on matters relating to law and order, and public order. The same obligations attach to the Superintendent of Railway Police in respect of the portions of their jurisdiction within each District.

2. The internal administration of the police department is the responsibility of the Superintendent of Police. Responsibility for the internal affairs of the police, such as promotions, transfers, rewards and punishments of police officers and men rests with the superior officers of the police force.

3. The Superintendent of Police shall keep the District Magistrate informed of any intended absence and the arrangements made before leaving the District on duty. He should also keep himself informed of the whereabouts of the District Magistrate in the District.

The executive organizational structure of the District is given in Chart-3.
CHART-3
FIELD EXECUTIVE ORGANIZATIONAL STRUCTURE IN THE DISTRICT

DISTRICT POLICE FIELD EXECUTIVE ORGANIZATION

- SUB-DIVISIONS
- CIRCLES
- POLICE STATIONS

RURAL POLICE STATIONS

- VILLAGE POLICING
- FIELD STAFF

TOWN POLICE STATIONS

- OUTPOSTS
- OUTPOSTS
- DETACHMENTS
- OUTPOSTS

DIST. HEADQUARTERS TOWN POLICE STATIONS

- POLICE CONTROL ROOM
- CENTRAL CRIME STATIONS
- TRAFFIC POLICE STATIONS
- WOMEN POLICE STATIONS
- LAW AND ORDER POLICE STATIONS

FIELD STAFF

Source: District Police office
4.2.2 Additional Superintendent of Police

Powers and Functions of Additional Superintendent of Police

1. His main role is to be fully in charge of the District police office and deal with all matters connected with administration, under the control of the Superintendent of Police.

2. The Additional Superintendent of Police Administration must inspect one or two branches of District Police Office every quarter and complete the inspection of the whole office during the year. He must record his comments in the visiting book maintained in the office for the purpose. The Additional Superintendent of Police will inspect the Armed Reserve, with emphasis on their training, morale and welfare, Office Stores, Office once a year.

3. He should keep the District police office including all Units at Head Quarters in high state of efficiency ensuring promptness in correspondence, timely payment of salaries, allowances and other dues and bills due to the police stations and staff, proper budgetary control, auditing of accounts and care of the government cash held as permanent advance. He shall regularly monitor the expenditure in the police stations ensuring observance of financial discipline and economy. He shall supervise the functioning of the District Crime Records Bureau effectively.

4. He shall supervise the work relating to disciplinary matters so as to ensure their prompt disposal as per Superintendent of Police's orders on behalf of Superintendent of Police. He should constantly bring to the notice of Superintendent of Police all important matters and obtain appropriate orders.

5. The reward rolls and the payment of amount sanctioned and all correspondence relating to medals should be handled with precision and promptness.
6. He shall assist the Superintendent of Police in maintenance of police buildings and residential quarters in good condition.

7. He should submit monthly report on the work done by him to Additional Director General of Police (Law & Order) through the superintendent of Police and the Žonal Inspector General / Deputy Inspector-General of Police. He shall perform any other duty, which the Superintendent of Police entrusts to him particularly in relation to enquiries, welfare, training, public relations and vigilance functions.

8. He should personally visit and supervise cases of grave and specially grave nature and prepare necessary reports. He shall also give suitable instructions to the subordinates on all crime matters and compile grave crime reports sent to the Superintendent of Police by the subordinates.

4.2.3 Deputy Superintendents of Police or Sub-Divisional Police Officers or Assistant Commissioners of Police

Sub-Division Police Officer is an Assistant Superintendent of Police or Deputy Superintendent of Police in charge of a Sub-Division. The departmental status of a Deputy Superintendent of Police is equivalent to that of Assistant Superintendent of Police when they are posted as Sub-Divisional Police Officers.

Powers and Functions of Deputy Superintendent of Police

The functions of Deputy Superintendents of Police in specialized branches, reserve police, and other wings of the police are detailed below:

1. Direct supervision of police stations and outposts to ensure efficient, honest and regular functioning and management of police stations, its records and staff under his charge.

2. Direct handling of situations and incidents that are likely to or have resulted in breach of peace.

3. Crime preventive action, implementation of Community policing, effective beat system, police and public relations.
4. Inspection of police Circles, police stations / out posts once a year.

5. Personal visits to the scenes of, serious occurrences endangering life and property, such as heavy floods, train or boat disasters, and fires in respect of which the commission of a cognizable offence is reported or suspected or which involve heavy loss of life or property.

6. The Sub-Divisional Police Officer / Assistant commissioner of Police shall have supervision, control, planning, traffic education, promulgation and enforcement of traffic regulations in his jurisdiction including highways patrol, measures to prevent accidents and pollution and also inspection of traffic police stations under his charge.

7. All cases during investigation in the Sub-Division shall be supervised by the Sub-Divisional Police Officers.


   a) The Sub-Divisional Police Officers of Districts and Assistant Commissioners of police in Cities shall personally supervise investigations of all grave crimes, duly visiting the scenes of crime.

   b) He should hold inquest in death cases taken up for personal investigations and write the case diaries and perform all functions of the Investigating Officer.

   c) In case the Sub-Divisional Police Officer receives information of the occurrences of another grave crime while engaged in the investigation of one grave crime, it is up to him to decide as to which one of the cases require his immediate attention and act accordingly.

   d) When investigation is completed in a grave crime, a report should be sent by Investigation officer in the manner prescribed, with the report of the legal Officer / Assistant Public Prosecutor. The Sub-Divisional Police Officer should forward that report to
the Superintendent of police with his comments for orders regarding its disposal. The Superintendent of police is competent to pass orders in all grave crimes. He may take further opinion of the Additional Public Prosecutor. The file will be returned to the Investigation Officer with the order passed for further action.


a) The Superintendents of Police, Additional Superintendents of Police and Deputy Superintendents of Police, Assistant Commissioners of police should submit a monthly report to the next senior officer. The first part of the report would be in the form of a general review of the District or the subdivision, as the case may be. This review will be written under the following heads.

b) Law and Order: This should contain a note on the law and order position in the District / Sub-division and should deal with terrorist activities, agrarian troubles, serious disturbances, factions, strikes, elections, grave occurrences and important bandobust.

c) Crime: This should contain the comparative statement of all crimes for the month, the previous month and the corresponding month of the previous year, brief reasons for fluctuations, notes on detection and investigation of important crimes.

d) Traffic & Highways: This should contain measures taken to improve traffic and Highway patrol.

e) State of training, discipline of the various wings in the District / City: Any bad instances of neglect of duty or offences committed by police personnel and allegations of corruption, misbehaviour or torture against police, matter relating to functioning of Maithri committees and
Community policing and human right violations should be mentioned under this head. State of training of various wings of police should also be described.

10. Reports to the Director General of Police in cases of especially grave nature: The Sub-Divisional Police Officers and Assistant Commissioners of police shall inform Government and Director General of police directly by Telephone or Fax or Railway mail under intimation to their immediate senior, Superintendent of Police / Commissioner of Police, District Magistrate, Zonal Inspector-General / Deputy Inspector – General of Police, Additional Director General of Police, Crime Investigation Department and Intelligence as soon as they come to know of the occurrence of any crime of a specially grave nature in their jurisdiction enumerated below.

A. Dacoity

B. Highway Robbery (All robberies of railway passengers are regarded as highway robberies)

C. Murder of a sensational nature

D. Manufacture of counterfeit currency notes and coins

E. Trafficking in drugs (Narcotics and psychotropic substances) and drug poisoning cases

F. Communal and Caste Riots

G. Atrocities involving arson, murder, rape, assault or molestation against Scheduled Castes and Scheduled Tribes.

H. Disturbance involving the use of fire arms and or explosives.

I. Abduction or kidnapping or trafficking in women and children in an organized manner.

J. Terrorist Violence

11. Half-Yearly Meetings of Inspectors & Sub-Divisional Police Officers: A meeting of all the Sub-Divisional Police Officers of the District
and all Inspectors shall be held once every half a year by the District Chief of Police to review and monitor, law and order, crime, traffic and exchange of information and discuss matters connected with the Police Administration of the District. A specific agenda should be drawn up in advance with approval of District Chief of Police and circulated to all those who are to participate in the meeting. Due notice of such meeting will be sent to the Railway Police Superintendents with a request to direct the railway Police Superintendents with a request to direct the railway Police Sub-Divisional Police Officers and Inspectors having jurisdiction in the District to attend the meeting. All Gazetted Officers in the District should be present, if possible. A monthly meeting of all Sub-divisional Police Officers and Additional Superintendent of Police in the District shall be held to review and monitor crime investigation and take advance action after considering the information gathered for maintenance of peace, security, prevention and detection of crime.

12. Visits to other States

a. Police Officers of and above the rank of Sub-Inspector visiting other states on duty should at once get in touch with the local Police Officers of similar rank and ask for their assistance in enquiries they may be making in that state.

b. Whenever an accused is to be apprehended or goods seized within the limits of any other state, close contact with the local police of that state should be maintained by the police of this state in the interests of good relations and also speedy and effective investigation. In emergent cases, where the time taken to contact the local police is likely to result in the disappearance or removal of incriminating evidence or the escape of the suspected accused, independent action may be taken to the extent considered necessary, but the local state police should be informed of the action taken as soon as possible.
4.2.4 Inspector of Police

Powers and Functions of Inspector of Police

The main functions of Inspector of Police are Investigation of important cases in his circle besides supervision of police work of his circle in all its branches, to maintain discipline among his subordinates, and to keep the superintendent of Police and the Sub-Divisional Police Officer informed of the state of circle from the Police point of view from time to time.

Inspection of Station

1. The Inspector must thoroughly inspect each police station of his circle once in a year, constantly and systematically tour throughout his circle, making enquiries about bad characters, the state of crime and general efficiency of police work.

2. Visit each of his Police Stations once in a month check the current work of the station, give necessary instructions, pointing out errors entering the same in the visitors not book, sending a copy to the Sub-Divisional Police Officer. He shall enter in the visitors book the details of cases in which instructions issued relating to delay in investigation, finalization, and trials.

3. He shall discuss with the Sub Inspector, the cases under investigation clues for detection and assist in the progress of the cases in finalizing them without unnecessary delay.

4. He should also supervise the prosecutions of cases, for quick disposal and see that the witnesses are produced in courts regularly and co-ordinate the police with prosecutors and enlist co-ordination in the success of cases.

5. During the visits to the Police Stations, he shall scrutinize the station crime history, and see whether all cases have been entered correctly and the register is maintained property. He should peruse the K.D. Check register and duty roster to see whether beats are properly served and checked. He should also check beats himself and visit as
many villages as possible and see that he visits all villages once in a year. The village visiting by the Inspector shall be noted in the villages roster maintained by him. The Sub-Divisional Police Officers must watch the progress of village visits by the Inspector.

6. The Inspector must inspect once in an half year, the books, shops, premises and stocks of all licenced manufacturers and vendors of arms, ammunition and military stores. He shall also inspect once in a quarter all places where petroleum is stored. He shall also inspect all licenced revolvers / pistols at the licencee’s residence in the first quarter of each year.

Functions of Inspector in regard to crime

1. The Inspector shall assume charge of Investigation in all grave crimes and be responsible from the initial stages till the finalization and prosecution of the case.

2. He shall personally investigate any other important case, or if the Sub- Divisional Police Officer or Superintendent of police order him to do so. He shall write the case diaries in all cases that are investigation by him.

3. On the occurrence of a crime of any importance, the inspector should proceed to the spot without delay, to supervise and guide the investigation and take charge of the direction and co-ordination of all work.

4. Whenever the Inspector is present at the Investigation made by one of his Subordinates, he shall countersign the case diary certifying its correctness. This does not however absolve the Sub-Inspector of his primary responsibility of investigation of the case properly.

Breach of the Peace

If a serious breach of the peace is anticipated the Inspector shall promptly proceed to the locality and take measures to prevent it. in the absence of any senior officer, he shall take command of the police engaged
in suppressing any riot taking place in his presence, he should take the
device of Maithri Committees in this regard.

1. The Inspector should be present on the occasion of large festivals and
public assemblies and supervise the Police arrangements.

2. He should plan, co-ordinate and organize anti-terrorist operations by
collecting useful information about terrorists, their hide outs,
shelters, financiers, modules etc.

Diary

1. At the close of the week, the Inspector shall submit a weekly diary.
He should enter in it the work done by him and any other matter of
departmental interest. When the Inspector leaves his headquarters,
his halting places and the villages visited, the distance traveled and
the manner of performing journey should be given. The weekly diary
should be dispatched on Monday containing the details upto previous
Saturday Night. If any thing of importance has occurred on Sunday,
the same also will be incorporated in the diary.

2. Besides the weekly diaries, the Inspector must also send special and
immediate reports on any important or urgent matters, which occur,
in his circle.

3. He shall also send a monthly itineration report.

Crime Register of Inspector

All cognizable cases under the Indian Penal code and also cases under
special and local laws shall be entered in the Inspectors Crime register to
enable him to maintain a check over their Investigation and disposal either
by himself or station house officers.

Circle Information Book

The Inspector shall take care that the circle information book is
properly complied and kept up to date. The objective of this book is to pass
on the knowledge gained by an officer to his successor. The Inspector shall
also record in the circle information book the dates of changes of circle charge.

4.2.5 Sub Inspector-Station House Officer

Powers and Functions of Sub Inspector - Station House Officer

1. The Sub-Inspector in charge of a police station is fully responsible for the police Administration of his charge. The Sub-Inspector is an important and vital functionary in the police department. He shall be responsible for proper management of the station and optimum utilisation of the resources and facilities available. It shall be his duty to manage the staff and work of the police station in accordance with the law and rules and to make the police station a place where the needy public get necessary and immediate response. The image of the police department basically reflects on the conduct and behaviour of the Sub-Inspector and his staffs in the station, as it is at that point, public have a direct access with the police. The Sub-Inspector and his staff should behave politely and courteously with the public giving an impression of friendly approach. All illegal methods or ill treatments against persons should be avoided at all costs giving way to an impression to the public that the police are there to extend their helping hand in the discharge to their duties. The Sub-Inspector must respect human values and human dignity and should know that powers are vested in him to discharge his duties legitimately but not to arrogate to satisfy his ego and vanity. It he crosses his limits he will be doing so at his risk as the department will not come to his rescue.

2. He should assign functions to his staff and personally ensure that these functions are correctly performed. He shall take measures for the prevention of crime, for the preservation of peace, for speedy investigation and prosecution of cases. When more than one Sub-Inspector is employed in a police station, which is headed by a Sub-Inspector, the junior officer shall act in accordance with the orders of senior. 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 handover his current notebook to his successor when he goes on transfer.

Functions with regard to law and order

The Sub-Inspector of Police / Station House Officer is responsible for the maintenance of the law and order and public order in his jurisdiction. His functions in this regard include,

i. Personal leadership and supervision of duties and work of all the staff and men allotted to his charge including their welfare, discipline and morale.

ii. Organizing 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.

iii. Organizing beats and patrols and its personal supervision.

iv. 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 Criminal Procedure Code.

v. Visiting and spending adequate time in the Villages, localities of his station limit.

vi. Maintenance of effective surveillance over bad characters, anti-social elements, and rowdies of the area under his charge.

Functions with regard to Investigation and Prosecution

The Sub-Inspector of Police / Station House Officer is responsible for the Investigation of all cases reported in his jurisdiction except for those where the Investigation is entrusted to Inspector / Deputy Superintendent of police or other senior officers or crime Investigation
Dept. As Officer in charge of police station he shall perform the following duties relating to Investigation and prosecution of cases.

A. He shall register all cognizable cases furnishing a copy to the complainant invariably free of cost and send the original First Information Report to the courts concerned immediately and copies to his superior officer. Failure to give a copy of First information Report to complainant free of cost shall amount to misconduct.

B. He shall promptly arrive at the scene of crime and thoroughly examine the same for clues and for other matters of Investigation.

C. He shall promptly conduct investigation by identifying, preserving, collecting and forwarding of material, to scientific experts, and collection of documentary and oral evidence.

D. He shall hold inquest where necessary and forward the bodies for the post mortem examination according to the necessity.

E. He shall examine witnesses and record their statements accurately and promptly.

F. Arrest persons where necessary observing the necessary provisions of law and the decisions of the court and send them to remand in time.

G. Forward to the court the weapons and articles seized from the accused as well as seizure affected from searches along with necessary reports.

H. He shall write the case diaries regularly and forward them to the Superior Officers promptly to enable them to give instructions for further investigations.

I. He shall promptly serve summons and execute warrants.

J. Obtain copies of judgments in cases of acquittal, read them and forward them to the prosecutor for his opinion for preferring appeal.
4.2.6 Assistant Sub Inspector

Powers and Functions of Assistant Sub Inspector

The following shall be the functions of the Assistant Sub-Inspector

A. Investigation of simple cases as directed by Station House Officer, and assisting investigation in all cases handled by station House Officers and other Superior Officers.

B. Petition enquiry.

C. Checking of enquiries in verification rolls.

D. Supervision of service of process work.

E. To function as an officer in charge of a beat area and check patrols.18

F. Direct supervision or handling of station scriptory work.

G. Detailing duties to the staff during Sub-Inspectors absence and exercising supervision and control over the Constables and Head Constables.


I. Preparation of pay and traveling allowance bills (He should sign them only when the Sub-Inspector is absent).

J. Maintenance of Arms and Ammunition and registers connected there with.

K. To be in charge of out post or beat and perform these duties when posted there.

L. Such other work as may be entrusted to him.

4.2.7 Head Constable

Powers and Functions of Head Constable

Head Constables are mainly employed to be in charge of general duty in police stations, as station writer, as officer in charge of out post and guards and also in armed reserves, to be in charge of beat areas in rural and town police stations. He acts as Station House Officer, in the absence of Sub-Inspector and Assistant Sub-Inspector. He is authorized to
hold inquests and make investigation when asked by the Sub-Inspector to do so.

General Function Head Constable—Functions

A. To work with Constables and help them to understand instructions, catechism and drill.
B. To perform duties allotted by Station House Officer.
C. To be in charge of guard or escort when deputed.
D. To visit villages in the station jurisdiction when deputed for a specific purpose.
E. To work as Head Constable in charge of a particular beat area.
F. To attend to court work under the orders of Station House Officer.
G. To investigation cases when deputed by the Station House Officer and to assist the investigation officer in investigation.
H. To conduct enquiries into petty complaints.
I. To take care of arrested persons kept in police station.
J. To take care of reception and proper behaviour with the persons coming to police station and to attend telephone calls.
K. To be present in the police station in the absence of Sub-Inspector unless called away in an emergency. He should take approval of Sub-Inspector before leaving the station on routine duty.

Station Writer

Head Constable shall normally be assigned the duties of Station Writer. He will perform the ministerial work of the station under the direction of Station House Officer. In the absence of Sub-Inspector or Assistant Sub-Inspector, he will allocate urgent duties to the Constables and be in charge of station property including Arms and Ammunition and carry out the routine work of the station. In the absence of the Sub-Inspector, Assistant Sub-Inspector and their senior Head Constables, he will function as station house officer, take steps for registration and investigation of cases reported under his charge. He may also be employed
by Station House Officer to go on night rounds and may occasionally be kept in charge of beat area. He is also responsible to watch the arrested persons kept in police station and proper reception to persons visiting police station and also for answering telephone calls when Station House Officer, Sub-Inspector or Assistant Sub-Inspector are not present in police station.

4.2.8 Constable

A constable is one who has maximum interface with public. As the most accessible person for public he is expected to protect the needy, rescue people from danger, apprehend offenders and assist in securing prompt help and justice. Some of the important roles assigned to him are organizing and securing community participation, activating himself in prevention and detection of crime and maintenance of law and order. Another main role of the Constable is, performance of all tasks connected with beat area and there by help in prevention of offences and breach of peace. The constable on traffic function has the task of regulating traffic.

Powers and Functions of Constables

The main functions of civil constables are:

A. To perform functions in beats, patrols and pickets.

B. Surveillance over history sheeted and other potential criminals as per orders.

C. Collection of information and intelligence relating to crimes and criminals, subversive, terrorist and anti social elements in their areas primarily and communication of the same to the authorized superiors.

D. Convey information relating to persons and events that cause or likely to cause law and order situation or wide spread disturbance.

E. Keep in touch with local disputes, caste/ communal overtones and inform Station House Officer.
F. Assistance to investigation officers in the matter of arrests, recoveries, searches, identification and securing of witnesses or verification of information.

G. Execute warrants and serve summons promptly.

H. Escort prisoners, arrested persons.

I. Escort injured or dead to the hospital

J. Guard of prisoners in custody and all stations property.

K. Help and assist in dealing with Floods, Earthquakes, Fires, Accidents, Epidemics etc. and put in responsible efforts to save lives and property.

L. To perform allotted functions in Fairs, Festivals, Bundhs, Agitations, Riots, Large Assemblies, Elections, Bandobust and security duties.

4.3 An Overview

In this chapter, structure and functions of Police Administration is dealt with at the State, District, Sub-division, circle and Police station levels in as much detail as possible. Various maps and charts have been presented for analytical purposes.
References