CHAPTER-V

Organization of Police Administration in Chittoor District
The Police organization structure in Chittoor District is like any other District of the State of Andhra Pradesh. It is proposed to highlight the various components and units which form an integral part of the Police Administration and also those which are the ancillary agencies which assist in completion of the police work.

The Chittoor District Police headquarters is located at the Chittoor town. The overall incharge of the Police Administration of the whole District is under the charge of the Superintendent of Police, who is the Chief of District Police. He is assisted by two Additional Superintendents of Police, One Additional Superintendent of Police in charge of the District Police Office Chittoor, and another Additional Superintendent of Police at Tirupathi.

The Superintendent of Police of the Chittoor District is accountable to the Range Deputy Inspector General of Police, Anantapur. There is one Range Deputy Inspector General of Police for two Districts viz., Anantapur District and its adjacent District Chittoor. However, his office is located in the Anantapur town itself. The Superintendent of Police, in addition to his accountability to the Range Deputy Inspector General of police, also receives commands and orders promulgated from the State Police Headquarters, Hyderabad.

The Superintendent of Police is supported by Additional Superintendents of Police, Deputy Superintendents of Police, Circle Inspectors, Sub-Inspectors, Head Constables and Police Constables.

The District Police Administration works on two wings viz., (1) District Police Office (2) Field Executive Organization. The former is administrative and the latter is executive in nature. In addition to this, there are Eleven District Technical Field establishments. The organization structure of Chittoor District Police is given in the Chart-1.
5.1 The District Police Office

The District Police Office of the Chittoor District Police Administration is located at its District headquarters. It is a seat of Superintendent of Police and Additional Superintendent of Police. The District Police Office complies with the administrative functioning, preparation of salary bills, leave record, and implementation of government order from time to time. The District police office has seven administrative wings viz., Accounts section, Audit section, Crime and Statistics section, District Crime Records Bureau section, Equipment and Stores section, Fair copy section, and General section whose functions are as follows:

1. Accounts Section

Headed by one Accountant and Twelve units. It deals with establishment, District order, leave, punishment, rolls, pension and increment, records, pay work, bills, advances and general fund.

2. Audit Section

Headed by one Accountant under the Control of Office Manager, eight sub units. The section deals with the subject like cash, payments, travelling allowances, buildings, budget, motor transport, insurance, rewards and accountant general's audit objections.

3. Crime and Statistics Section

Three sub-units headed by Service Register Assistant, who is under the control of Office Manager. The section deals with a record of crime etc., in the form of statistics.

4. District Crime Records Bureau Section

Placed under the control of Sub-Inspector - maintenance of records reality to crime and criminals and issue of Advisory memos.

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5. Equipment and Stores Section

Headed by accountant under the control of office manager. The section supervises three to four functional sub-units which deal with stores and equipment and the distribution and maintenance of records.

6. Fair copy Section

Headed by Senior Assistant under the control of office manager - Record keeping, record maintenance, Dispatch, inward-out ward, tappals etc.

7. General Section

Consists of 4 functional sub-units with Senior and Junior Assistants under office manager to deal with the matter of general interest.

5.2 The District Field Executive

The District Field Executive Organization is one of the major wings of the District Police Administration. The District as a unit of administration has a hierarchy of establishments which formulate and function with certain criterion. The various field police organizations in the District are classified as (1) Police Sub-divisions, (2) Police Circles, (3) Police Stations.

The Field Executive - Chittoor District

Chittoor Police Field Executive is divided into 6 sub divisions, 27 circles and 88 police stations (both urban and rural). The total Field Executive Staff at Chittoor comprises one Superintendent of Police, 2 Additional Superintendents of Police, 6 Deputy Superintendents of Police, 30 Inspectors, 114 Sub-Inspectors including 4 women Sub-Inspectors, Assistant Sub-Inspectors 101 and 270 Head Constables including Women Head Constables, Police Constables in the whole of the District include women Police Constables are 1739.
The District has in all two police control rooms located one each at Chittoor and Tirupati. All over the District there are three Traffic Police Stations and three Central Crime Stations situated at Chittoor, Tirupati and Tirumala.

The Chittoor District Headquarters is a nucleus of Police activities of the entire District. The policy matters, administrative and executive messages are communicated to the State Headquarters from here. The various supporting field establishments which are technical in nature, and which support the regular staff in emergencies are all placed under the control of Superintendent of Police. Almost all of them are located within the Chittoor Town.

5.2.1 Sub-Divisional Police Office

The first unit immediately followed after the District Police Office is the Sub-Divisional Police Office. All over the Chittoor District there are six Sub-Divisional Police Offices in number located at big towns viz., Chittoor, Tirupati, Tirumala, Srikalahasti, Palamaner, Madanapalli. The officer incharge of the Sub-divisional Police Office is called a Deputy Superintendent of Police belonging to the State Police Service. In Chittoor District all the Sub-Divisional Police Officers are manned by the Deputy Superintendents of Police.

The overall picture of the six sub-divisional Police Offices in Chittoor District is given in Chart-2, while the individual sub-divisional police offices at Chittoor, Tirupati, Tirumala, Srikalahasti, Palamaner, Madanapalli are given in Chart-3, 4, 5, 6, 7, 8, and 9.

Each office of the Police Sub-Division in Chittoor District comprises one camp clerk, one typist and two or three orderlies. The staff need to maintain all correspondence, records, reports and returns.
CHART-2: SUB-DIVISIONAL POLICE OFFICES OF THE CHITTOOR DISTRICT

CHITTOOR SUB-DIVISION

- CHITTOOR URBAN CIRCLE
- CHITTOOR RURAL EAST CIRCLE
- CHITTOOR CENTRAL CRIME STATION CIRCLE
- CHITTOOR PAKALA CIRCLE
- PUTTUR K. NAGAR CIRCLE
- NAGARI CIRCLE

TIRUPATI SUB-DIVISION

- TIRUPATI URBAN CIRCLE
- TIRUPATI TRAFFIC CIRCLE
- TIRUPATI CENTRAL CRIME STATION CIRCLE
- TIRUPATI CHANDRAGIRI CIRCLE

TIRUMALA SUB-DIVISION

- TIRUMALA CIRCLE
- TIRUMALA CENTRAL CRIME STATION CIRCLE

SRIKALAHASTI SUB-DIVISION

- SRIKALAHASTI URBAN CIRCLE
- SRIKALAHASTI RURAL CIRCLE
- RENIGUNTA SATHYAVEDU CIRCLE

PALAMANER SUB-DIVISION

- PALAMANER CIRCLE
- PUNGANUR CIRCLE
- KUPPAM CIRCLE

MADANAPALLI SUB-DIVISION

- MADANAPALLI URBAN CIRCLE
- MADANAPALLI RURAL CIRCLE
- PILER CIRCLE
- VOYALPAD CIRCLE
- MULAKALA CHERUVU CIRCLE
Source: District Police office, Chittoor District
Source: District Police Office, Chittoor District
CHART 5: TIRUMALA SUB-DIVISION

TIRUMALA CIRCLE

TIRUMALA I TOWN POLICE STATION
TIRUMALA II TOWN POLICE STATION
TIRUMALA TRAFFIC POLICE STATION

TIRUMALA CENTRAL CRIME STATION CIRCLE

Source: District Police office, Chittoor District
CHART- 6: SRI KALAHASTI SUB-DIVISION

SRI KALAHASTI URBAN CIRCLE
  ↓
SRI KALAHASTI RURAL CIRCLE
  ↓
SRI KALAHASTI URBAN POLICE STATION
  ↓
YERPUDU POLICE STATION (PALLAM OUTPOST)
  ↓
SRI KALAHASTI RURAL POLICE STATION
  ↓
THOTTAMBUDU B.N. KANDRIGA K.V.B. PURAM POLICE STATION
  ↓
GAJULA MANDYAM POLICE STATION
  ↓
RENGUNTA AIRPORT POLICE STATION

SRI KALAHASTI RURAL CIRCLE
  ↓
RENGUNTA CIRCLE
  ↓
SATHIVAYDU CIRCLE
  ↓
SATHIVAYDU POLICE STATION
  ↓
VARAIPALEM NAGALAPURAM POLICE STATION
  ↓
PITCHATU POLICE STATION

Source: District Police office, Chittoor District
Source: District Police office, Chittoor District
Source: District Police office, Chittoor District
The important records maintained under the office of the Sub-Divisional Police Offices of Chittoor District are monthly reports, check register of monthly reports, grave crime reports and their progress reports. Police Station and Circle Inspection reports, manuscript register of duplicate keys of the officers, confidential almirahs and boxes, crime digest, personal files of the subordinate officers, crime charts and circular files, and government property register. The Sub-Divisional Police Offices hold a Gazetted officers Rank in the State of Andhra Pradesh.

5.2.2 Police Circles


The Circles are created to serve one Sub-Division Police Office at the top and three to four police stations at the bottom. This is the third in the level of field executive organization. The jurisdiction of the circle or even that of the sub-division does not have a rigid basis. These are carved and drawn based on a number of criteria discussed and planned at the higher levels. Generally there exists no conformity between the circle and taluk jurisdiction. In fact a circle is created based on the crime rate, population, area, and topography.

The circle police station is comprises one Inspector, four Sub-Inspectors, four Assistant Sub-Inspectors, four Head Constables, thirty Police Constables, one driver and one typist. The Inspector is provided
with one Jeep, two VHF sets one Telephone one type writer and one computer.

Each Police Circle in Chittoor District is under the control of a Circle Inspector. He is the Chief, who has the responsibility of maintaining effective law and order, crime control and discipline among his subordinates and in jurisdiction. He is a morale booster of the Sub-Inspectors.

The Circle Inspector is assisted in his office by a "Writer", who maintains correspondence communications, typing and records. The following are some of the important records with the circle inspectors office in Chittoor District. Ammunition Account Register, Case Diary, Statements of Witnesses and Dochet, casual leave Register, Circle Information Book and Circle Remarks Books. The Annual review of crime and occurrence sheet files criminal intelligence gazette file, crime register, distribution list of arms, index book, a list of articles returned to the store, a list of persons suitable for enrolment as special police officers, measurement book, memo form book, monthly itinerary report, note books, notes of station visiting book of Sub-Division Police Officers, personal files of the subordinate officers, police gazette file, register of stationery and printed farms, report of arrival and departure, special and immediate reports, station inspection report to sub-division police office, Tappal Book, target practice register, village roster visiting book of Gazetted Officers and weekly dairy.

The circle office is headed by a Circle Inspector in Chittoor District. This office is overburdened and shouldered by the Inspector alone. It enables him to manipulate and distort certain crucial and confidential information. Hence, this aspect makes the Police Administration inefficient. The Circle Inspector on the other hand can prove his efficiency if he is less burdened and made either a law and order or crime expert or can serve any other useful position.
5.2.3 Police Stations

The Police Station is the lowest of the police executive wing in the hierarchy of the organizational structure. It is a point signifying the police power, function, a centre of police public contact, and a complaint registration point, where petty quarrel cases are disposed off. Public and personal security is provided and temporary detention is ordered. It is a place to store arms, and ammunition. The Police Station functions round the clock.

The Chittoor District has 88 police stations, both urban and rural spread all over the District. Presently, there are two women police stations in this District, one is in Chittoor and the other is in Tirupati.

The Police station is manned by Sub-Inspector, Assistant Sub-Inspectors, Head Constables and Constables. There are two types of major police functions law and order and crime. Usually two different Sub-Inspectors shoulder these two tasks, of course they mutually cooperate and coordinate, without one sections assistance the other section cannot function. One is complementary to the other.

The Police Constables and the Head Constables of the Police Stations are very well informed of all the K.D's subject and receivers of their jurisdiction. They procure very useful intelligence information which is normally communicated to the higher-ups. Based on their information the top brass take vital and significant decisions and orders the lower hierarchies to react in retaliation.

'Police Station' signifies any post or place declared generally and specially by the State Government to be a police station and includes any local area specified by the State Government in this behalf.

Police Stations are the foundation of Police Administration. Practical and field work in the laboratory of its jurisdiction is promulgated by the police personnel of the police station. The rules and orders issued
by the top management of the government are translated into action. It is a centre to prevent crime, protect life, provide security and liberty of people.

The Chittoor District Police Stations are classified into seven types 1) District Head Quarters Urban Police Station, 2) Women Police Stations, 3) Law and Order Police Stations, 4) Traffic Police Stations, 5) Central Crime Stations, 6) Town Police Stations, 7) Rural Police Stations.

1. District Headquarters Urban Police Stations

The urban character of any society tends to be of different varieties of crimes. The law and order requirements of the urban areas are exclusively different from that of the rural ones. The operational and organizational character of the urban police station is different from that of its counterpart in the rural police station.

The Chittoor District Headquarters Urban Police Stations are located at Chittoor Town. Urban police stations consists of one Sub Inspector, one Assistant Sub Inspector, one Head Constable, ten Police Constables. They separate themselves according to functions viz., Crime, law and order, women and traffic. Further they are also classified according to their jurisdictions viz., I Town and II Town. The Crime Police Stations are called the Central Crime Stations located at Chittoor, Tirupati and Tirumala towns also have police control rooms to ensure speedy communication of messages and orders in the District.

2. Women Police Stations

In the state of Andhra Pradesh, the women police are recruited at the urban centres. In Chittoor District women police stations are located at Chittoor and Tirupati towns. Women police station consists of one women Sub-Inspector, one women Head Constable, twenty women police constables.
The women police stations are opened with a view to pay special attention to crime against women and more particularly harassment and cruelty against women. They are also intended to inspire confidence and provide free communication by the women victims. The other functions include assistance to police in search, arrest, custody, escort and interrogation of women prisoners or suspects. Contingents of women police are provided in other police stations also with a view to perform the above functions.

The records, management and functions of the women police stations shall be the same as prescribed for law and order police stations. The women police stations shall be part of a law and order police sub-division and shall be under the supervision of the sub-divisional police officer of law and order police station. The station house officer of the women police station shall have all the functions, duties and responsibilities as station house officer of an law and order police station. The station house officer shall maintain close liaison and coordination with the officials of the women. All equipment and facilities including communication etc, as are provided for law and order police station are provided to the women police stations. The preventive duties in respect of offences against women shall rest with the women police in so far as it relates to its jurisdiction. Particular attention should be paid in collecting information and taking security action against persons who indulge in organized trafficking in women and children and those who are likely to commit offences of kidnapping, abduction, child marriage and demand and acceptance of dowry.

3. Law and Order Police Stations

The law and order police stations are spread all over the Chittoor District. These Police Stations play a pivotal role to maintain peace and tranquillity. The number and the location of such police stations is decided based upon the intensity of crime and population.
Following strictly Indian Penal Code, Criminal Procedure Code and other special and local laws, these police stations deal with simple property offences, riotings, arrest of bad characters and check the movement of the local criminals and suspects.

In Chittoor District, each law and order Police Station consists of one Sub-Inspector and one Assistant Sub-Inspector with around two Head Constables, and 20 to 30 Police Constables. They function under the control of Circle Inspector directly.

The entire police force of each law and order police station is divided into detachments like general, beats and standby. The general detachments take up investigation work, case study, court duty, bandobust duty, surveillance, process service, escort duty and tappal duties. This is catered to by one Assistant Sub-Inspector of Police / Head Constable, a few police constables, a station writer, and one Assistant Station Writer. Further, they are divided into ABC and D Groups to carry out different tasks. The day is divided into three reliefs and attended by the staff on a rotation basis.

The beat detachment is assigned their duties by the Sub-Inspector. Generally, four to five beats are formed and each beat has distinctive functions.

The standing detachment is retained at the police station for emergency and their services are called under grave situations. The crime detachment in collaboration with the law and order detachment deals with criminal offenders and offences against property and professional offences against persons.

4. Traffic Police Stations

Basically traffic police stations perform the duties of traffic regulation all over the town. They also fine the rash drivers, and those who violate the traffic rules and do not possess proper road documents, license, tax and R.C. Book.
In Chittoor District, there are three traffic police stations located at Chittoor, Tirupati and Tirumala. The Police personnel strength of each Traffic Police Station comprises one Inspector, Two Sub-Inspectors Police, Two Assistant Sub-Inspectors of Police, Six Head Constables, Thirty Police Constables and One driver and One station writer. It has One jeep with address system and Four motor cycles with VAF sets.

Generally, the traffic Police work 6 to 7 hours a day, they begin their duties at 8.00 AM to 12.00 noon. Later they regulate traffic from 4.00 PM to 9.00 PM. They concentrate all their work at the traffic X roads.

5. Central Crime Stations

Central Crime Stations are located at Chittoor, Tirupati and Tirumala. Each Crime Station is manned by one Circle Inspector and Five Sub-Inspectors, Two Assistant Sub-Inspectors and Four Head Constables and Sixty Police Constables. They are under the District supervision of the Circle inspector to carry out all crucial cases under their jurisdiction. The Circle Police Inspectors help and support the Sub-Inspector by way of guidance, direction and information by collaborating intra and inter police stations and circle police stations. The Central Crime Station staff is responsible to check and prevent the local criminals from misdoings. The police in (plain clothes) are like watch and ward staff who are attentive and sensitive to crime. They constantly move in public places and other sensitive spots. They take immediate action with the assistance of law and order police to prevent crime.

6. Town Police Stations

In the Chittoor District there are 4 town police stations located at Chittoor, Tirupati, Tirumala and Madanapalli. The town police station is an exclusive unit unlike the Rural Police Station or District Headquarters town police station. This unit is headed by a Sub-Inspector of Police and an Assistant Sub-Inspector / Head Constable and about 30
to 40 Constables. These are divided into six detachments (1) Beat (2) General (3) Crime (4) Traffic, (5) Standy, (6) Sub-Jail / Sub-Treasury and guard duty.

1. Beat Detachment

The whole section is divided into four groups ABC and D. Each has one Head Constable and four Constables. Each day is divided into three reliefs viz., of six hours, eight hours and ten hours following a rotation cycle. The night beat has double the number of police of the day beat.

The beat duty staff generally is well conversant with the jurisdictional topography, knowledge of the telephone booths, lanes, roads, residence of doctors, nurses and five stations. They have the "Point Books" provided by the station House Office, wherever one beat duty staff meets another they sign in their point books.

The beat duty staff pay special attention towards the noisy and lonely places. They keep themselves vigilant in respect of any person, situation, buildings, offices, industries, bustles, brothels, gambling dens, and vehicle packings. If their suspicion is substantiated with additional information they immediately inform the police station and their higher ups for further action.

2. The General Detachment

The General detachment assists the station hours officer in maintaining the administration of the police stations and complies with the correspondence. They also assist the inspectors of law and order. They perform various general functions court, bandobust, and procession duty.

3. Crime Detachment

The crime detachment performs a regular crime detection and prevention duties. They constantly improve their information and its
development. They sneak into the internal designers of the regular and organized anti-social elements and procure relevant information and attempt to suppress any foreseeable danger with the help of other policemen.

4. **The Traffic Detachment**

The Traffic Detachment Police can be drawn from the civil police reserve police and District armed reserve (DAR). They are generally supervised by a Sub-Inspector. The Traffic Police is placed at "fixed points" and "moving points".

The Traffic Police in addition to regulating the traffic also deals with traffic offences and fines the erratic drivers and riders.

5. **Standing Detachment**

A static police force is kept as a standby. The police under this detachment are divided into four sections. The staff of two sections attend the first and second relief duty. The remaining two sections attend the third relief duty. There are no section heads over this police. The Assistant Sub-Inspector inter change their functions.

6. **Sub-Jail and Treasury Guard**

To guard the Sub-Jails and sub treasuries, the concerned police station has to draft a few policemen to discharge guard duties at the sub-jails and District treasuries. As a general practice the staff is kept for a month on such duties before making a change. The day is divided into three reliefs - viz., the first relief of six hours, the second relief of eight hours and the third relief of ten hours (as detailed below).
7. Rural Police Stations

In the past, there was one police station for each revenue taluk. However, due to increase in population and crime, the number and jurisdiction of the police station is modified. The rural police station jurisdiction and that of the revenue jurisdiction now do not coincide. These police stations comprise a group of villages and hamlets ranging between 25 and 100, with an average area covered around 20 to 80 KMS. The rural police stations of the Chittoor District is so placed that they has a certain centrality of location, it may be mandal headquarters or a big village.

Each Rural Police Station in Chittoor District is headed by a Sub-Inspector of Police. In addition to his own staff assisting him, the village secretary/village sarpanch, who is the head of the village, also helps the Sub-Inspector.

The staff pattern changes from area to area. The geographical conditions, the volume of crime is considered as a basis of jurisdiction of delineation and number of police personnel required. There may be 25 police constables in general and they may be increased to 40 if so required.

The duties of the Rural Police Station are to maintain law and order traffic, prevention and investigation of crime, patrolling, surveillance, detection, guards, escorts, bandobast, and process service.

<table>
<thead>
<tr>
<th>Relief Duties</th>
<th>Working Hours</th>
<th>1st Day</th>
<th>2nd Day</th>
<th>3rd Day</th>
<th>4th Day</th>
</tr>
</thead>
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<td>First Relief Duty</td>
<td>7.00 AM - 13.00 PM</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
</tr>
<tr>
<td>Second Relief Duty</td>
<td>13.00 PM - 21.00 PM</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>A</td>
</tr>
<tr>
<td>Third Relief Duty</td>
<td>21.00 PM - 7.00 AM</td>
<td>CD</td>
<td>DA</td>
<td>AB</td>
<td>BC</td>
</tr>
</tbody>
</table>

Source: District Police office, Chittoor District.
The regular duties are (1) General duties (2) Station writer duty (3) Beat duty (4) Miscellaneous duty. The various duties assigned are detailed in the "duty roster".

1. General Duty

This includes the routine job of law and order maintenance, crime detection, prevention, court duties, and other allied duties. They generally combine law and order and crime into one while discharging their duties.

The rural police functions are like those of common police men. However, there is a difference of degree in the crime magnitude, type, area covered, and intensity of crime changed. The Sub-Inspector who is also station house officer adopts all the Indian Penal Codes and Criminal Procedure Codes in cases of arrest, and filling of cases. Generally, the Sub-Inspector of the rural police station has sufficient knowledge of the criminals, suspects types of crimes and sensitive areas. He operates intelligently based on his knowledge.

2. Station Writer Duty

One policeman, generally a Head Constable performs the job of a station writer. He has to maintain records, file cases, write First Information Report, prepare reports, take care of the arms, telephone calls and VHF transmitting.

3. Beat Duty

The beat duty of the rural police station is almost in accordance with that of other beat duties performed elsewhere. It has multipurpose causes. It is a mobile police squad. It observes analysis, detects, and prevents the crime. Beat duty is intensive in villages dominated by one section of caste of people or villages which are often prone to crime.
4. **Miscellaneous Duty**

In addition to the general duties, there are miscellaneous jobs like highway patrolling, guarding sub-jails, sub treasuries, pickets, escorts, maintenance of schools and colleges, carrying the dead bodies for autopsy, protocol and tappal.

The records available with the Rural Police Station includes registers documents, files, reports, returns and other statements or documents.

5.2.4 **Police Outposts**

The Police outposts supplement the heavy burden of the town police stations. In Chittoor District there are 10 police outposts each outpost staff consist of 1 Head Constable and 4 Police Constables. These are located at Chigurugunta in Palamaner Circle, Kanipakam in Chittoor, RTC Bustand in Chittoor Urban Circle, Pallam in Srikalahasti Urban Circle, Yellamanda and Piler Cross Road Out Post in Piler Circle, Alipiri, Ruia Hospital and Managalam in Tirupati rural Circle. Central Bus Stand in Tirupati Urban Circle
d.

5.2.5 **Police Control Rooms**

In Chittoor District, there are Two Police Control Rooms located at Chittoor and Tirupati. Each Police Control Room consists three Police Constables. The Headquarters Police Control Room receives messages and instruct the District Armed Reserve to strike at sensitive crime spots.

The Police Control Room functions round the clock and is equipped with one static VHF wireless set. Two mobile VHF sets are installed in patrol vehicles. The effective functioning of the police control room normalises the eruptive crucial situation. As they receive message immediately they swing into action with the standy police force to avert the bad situation.
5.3 District Technical Field Establishments

There are Eleven Technical Field establishments which are placed at the District headquarters. They assist the Police Administration under the District control of the Superintendent of Police. These units are exceptional, technical adjuncts which are devised to assist whenever required. They have their own set of organizational structure, staff and functions. They are headed by one of their superior staff who is accountable to the District Superintendent of Police. Some of these units are static and some other are mobile. They may be always located at the District headquarters or temporarily placed anywhere in the District to serve as emergency squads.

The following are the 11 Eleven technical units established at District headquarters of Chittoor viz., (1) District Armed Reserve & Motor Transport Section, 2) District Grey Hounds, 3) The Home guards, 4) District Special Branch 5) District Crime Records Bureau 6) District Finger Print Unit 7) Mobile Scientific Investigating Units – Clues Team, 8) District Regional Forensic Science Laboratory, 9) District Police Radio Communications Office, 10) Police Dog Squad and 11) Bomb Disposal Team.

1. District Armed Reserve and Motor Transport Section

The District Armed Reserve is maintained at District headquarters in addition to the regular Civil Police at Police Station. This is under the executive control of the Superintendent of Police. The main function of this unit is to maintain law and order during grave and emergency situations in the District.

The duties of the District Armed Reserve is "fixed" and "general". Functions like transport, tailors, armoury staff, police band duty, orderlies and other staff miscellaneous is "fixed". The "general" duties
include the guards, escorts, bandobast, maintenance of peace and other emergency duty.

The Reserve Inspectors are armed and trained in theory. The armed Reserves are taught first aid, fire fighting, escorts, general duty, field signals, mob operations, law and order and bandobast, discipline, public relations and other excerpts of law. This is in addition to drill, sports, ceremonial parade field exercise and route march.

The District Armed Reserve of Chittoor District Consists of 10 platoons each platoon consist of 28 Armed Reserve Police Constables in addition to the Superintendent of Police, the Superior boss, one Deputy Superintendent of Police, Six Reserved Inspectors, 20 Reserved Sub-Inspectors 18 Assistant Reserved Sub-Inspectors, Head Constables and about 280 police constables.

2. District Grey Hounds

District Grey hounds is maintained at District headquarters. This is under the executive control of the Superintendent of Police. The District Grey hounds Staff gets the training at the Grey Hounds regional training centre, Premavatipet for a period of three months. They are paid an additional 15% agency allowance, in addition to their salary.

There are 10 Grey hounds sections in Chittoor District. They are situated at Tirupati, Piler, Madanapalli, Palamaner, Mulakalacheruvu, Nimmanapalli, Peddamandyam, Voyalpadu, Srikalahasti, Yerravaripalem. The total strength of Grey hounds sections is 150 in Chittoor District.

Each Grey hounds section is controlled by a Reserve Sub-Inspector and consists of 15 Armed Reserve Police Constables. Their main function is to either and the naxalite prone areas in the District either to capture or to kill them.
3. The Home Guards

The home guards are a contingent of police who are replaced by the regular police and who in emergency are posted anywhere. Generally, this is a voluntary organization of the young men and women, ambitious to help the police in distress. The recruits selected are imported with normal training and are required to serve for a minimum period of 5 years.

The Home Guards are 4 units of Chittoor District each unit consist of 44 Home Guards. The Home Guards units in Chittoor District viz., Tirupati, Tirumala, Chittoor and Madanapalli Home Guards Units. All the Home Guards are trained in physical training squad drill, lathi drill, under functional units and in fire-fighting, rescue operations, first-aid and water works, under specialised units. The services of Home Guards are also utilised for main festivals in the District at Tirumala, Tirupati, Tiruchanur and Srikalahasti.

In Chittoor District, the Home Guards are associated with the District Armed Reserve and are kept under the charge of a Deputy Superintendent of Police. They also receive their training in the same component for a period of two months at the initial stage.

The Home Guards are normally assigned the following duties:

(a) to help the community in any kind of emergency caused by every air raids, or a fire, or floods or epidemic diseases:

(b) to run the functional units of essential services such as motor transport, pioneer and engineer groups, fire brigades, nursing and first aid, operation of water and power supplies in times of emergency.

(c) to man any civil defence services in emergency.

(d) to guard the sensitive and vital installations, electricity board, forest, agriculture.
to serve as auxiliary wing to the police, generally help the police in maintaining internal security.

The District Home Guards of Chittoor District consists of One Deputy Superintendent of Police three Reserve Inspectors Seven Reserve Sub-Inspectors Eight Assistant Reserve Sub-Inspectors and Eighty Seven Head Constables. The total strength of the Home Guards in the Chittoor District is Four Hundred Forty including Women Home Guards 21.

4. District Special Branch

District Special Branch Chittoor is manned by one Inspector, Four Sub-Inspectors and fifteen head constables. This branch provides all that information which is secret in nature. The swiftness and correctness by which it works accelerates the Police Administration and improves its efficiency 22.

The main function of the District Special Branch is to collect and promulgate when required the intelligence information on politics, security and public tranquillity of the State. It also elicits intelligence on agitations planned by the students, labour and others.

The responsibilities of the District Special Branch are as follows:

(a) to deal with the cases of verification of character and antecedents of the candidates seeking employment in all Government Agencies.

(b) to collect intelligence regarding the factors, rioting and activities causing law and order problems in the District and elsewhere and alert the administration to avert such happenings.

(c) to look into the maintenance of subject files or personal files and party files of political parties and subversive groups, labour, students and other allied organizations.
(d) to maintain the 'Special Branch Manual' 'Political who is who' the booklet of security suspects, weekly police abstract of intelligence monthly, quarterly, half yearly and annual returns on various subjects and A, B and C list of suspects.

(e) to scrutinize the applications and declarations for running and printing of newspapers, periodicals and printing presses.

(f) to verify the antecedents of large number of applicants seeking passports to go abroad.

(g) to see the control room works round the clock.

5. District Crime Records Bureau

The statistical branch manned by One Senior Assistant and Two Junior Assistants work under the direct supervision of the Inspector of Police, who is in charge of District Crime Records Bureau. The statistical section is attached to District Crime Records Bureau as the work turned out by the section pertains to crime only and in fact the supervision by the Inspector over the work turned out in crime section is very useful.

The following types of information are received by the Bureau:

(a) Crime Card: The station House office in all property offences prepares a crime card containing the Modus operandi and other crime particulars. The Investigation Officers procure the same for their use.

(b) Weekly station Crime Report.

This contains the weekly reported cases of offenders and suspects for record.

(c) Report on Release of Prisoners from Jail.

The details of the prisoners released from jail are informed for the purpose of record.
(d) **Report of Arrest of Stangers under Suspicious Circumstances.**

The station House Office informs the Bureau of the arrest of strangers "history sheeted" who are moving under suspicious circumstances.

(e) **Conviction Report.**

The station House Office sends the finger prints to the Bureau immediately after conviction.

(f) **Quarterly Current doings Report.**

A quarterly Report of the Dossier Criminals is sent to the Bureau every quarterly for record.


6. **District Finger Print Unit**

The finger print of one individual does not coin code with that of another. This technique is well used by the police to nab the offenders. The criminals when they commit an offence leave finger prints behind. This is analysed and compared with the recorded and suspicious criminals. This expedites the process of investigation.
The single digit fingerprint unit at the District Police Office of the Chittoor District is under the direct control of the Director, fingerprint bureau and it functions under the Superintendent of Police of the District.

The District Fingerprint Unit is headed by one Superintendent who supervises the work of a Fingerprint expert (belongs to Inspector Cadre) and Fingerprint searchers. (One Sub-Inspector and One Assistant Sub-Inspector). The experts reach the crime spot and draw the chance prints of the criminals. They maintain certain palm prints of the criminals for record24. The searchers are responsible for maintaining the necessary records.

7. **Mobile Scientific Investigating Unit - Clues Team**

Mobile scientific Investigating Unit briefly named as “CLUES” team. CLUES means Crime Laboratory Ultimate Evizence System. In Andhra Pradesh, all the Districts are not provided with this facility. However, in the first phase it was provided to the following Districts viz., Hyderabad, Warangal, Vijayawada, Kurnool and Visakhapatnam District. In the second phase, it was accorded for Nizamabad, Khammam, Kakinada, Nellore, Kadapa and Chittoor District. Scientific Assistant borne on the Strength of Andhra Pradesh Forensic Science Laboratory heads these teams. They will report to the Director, Andhra Pradesh Forensic Science Laboratory in all scientific and technical matters, who in turn will constantly and regularly monitor, review and supervise their work regarding their technical functioning. However, they will work under the functional and operational control of the Superintendent of Police of the respective District for operational efficiency and convenience and the superintendent of police will inspect the CLUES team annually and initiate their annual confidential reports. The scientific assistant will be assisted by a photographer cum videographer and one foot print Head Constable borne on the strength of Andhra Pradesh Forensic Science Laboratory. A fingerprint Expert of the rank of Circle Inspector borne on
the strength of Foot print Bureau will be attached to the CLUES team. The Director Andhra Pradesh Forensic science Laboratory will provide a vehicle.

The Superintendent of Police of the Chittoor District will provide the following infrastructure

A. Suitable accommodation in superintendent of police office (size 5MX6M) with provision for dark room with necessary power and water supplies.

B. Two police Constable drivers for the Mobile vehicle to operate round the clock and one home guard for assisting the staff in crime scene processing.

C. Fuel for the vehicle and its maintenance.

D. Consumables such as films, video cassettes, floppy drives, batteries, camera cells, colour photorolls, packing material, stationery etc., for day to day operation payment of repair charges for minor repair of cameras, video camera etc.,

E. Budget for colour photograph printing, minor repairs of the equipment.

F. Wireless set for fixing to CLUES team vehicle for communication.

G. Extension telephone from Chittoor District police exchange for office and residence of scientific assistant and Finger print Inspector.

The duties of mobile CLUES team are as follows :

A. Video recording of the crime scenes along with the surroundings

B. Photograph the vital clues from all perspectives using 35 mm camera and digital camera.

C. Sketch the crime scene covering the place of occurrence and clues therein.
D. Systematic search for physical evidence other than what is visible and obvious.

E. Collection of all visible physical evidence by appropriate tools and techniques.

F. Preliminary analysis of clues such as blood stains, semen, paint, glass, hair, fibre and other routinely occurring evidence materials like stains, marks etc., so as to give leads to the investigating officers in the matter of proper collection of right samples for analysis.

G. Preliminary examination of tool marks on heavy vehicles such as buses, lorries, tractors, or light vehicles, cars, scooters etc., and other objects such as weapons, household articles, furniture, fixtures, machinery, and other non movable heavy articles.

8. **District Regional Forensic Science Laboratory**

In Chittoor District Regional Forensic Science Laboratory located at Tirupati, the then Chief Minister N. Chandrababu Naidu inaugurated the Regional forensic science laboratory at Tirupati - Muthyala Reddy Palli Police Quarters on 1st October 2003. In Andhra Pradesh three Regional Forensic Science Laboratories have already been established at Visakhapatnam, Vijayawada and Anantapur.

The Forensic Science Laboratories are headed by assistant Directors. The assistant Directors of Regional Forensic Science Laboratory will report to Director Andhra Pradesh Forensic Science Laboratory. They are responsible for the technical and administrative supervision of the regional forensic science laboratory and for their effective and smooth functioning. One Assistant Director, Two Scientific Officers, Two scientific assistants and other technical staff assist them. However, they will work under the functional operational control of the Superintendent of Police Chittoor35.
Regional Forensic Science Laboratories are established to provide scientific analysis facilities to the investigating officers in their vicinity thereby avoiding transportation of physical evidence of certain types all the way to Hyderabad Headquarters from Chittoor District. Further the Investigating officers can save lot of time in transmitting and taking back the case property-only such scientific sections receiving large number of cases and physical evidence, which is perishable in nature, requiring limited analytical facilities have been created in Regional Forensic Science Laboratories. The Science Laboratory is Toxicology, Serology, Biology and chemistry.

All cases referred to Regional Forensic Science Laboratory will be reported within 30 days of occurrence of crime. Sensational and complicated cases will be referred to the concerned sections of Forensic Science Laboratory Headquarters for analysis.

9. District Police Radio Communication

This is a technical station which receives and transmits (via radio) communication messages on crime prevention, detection and maintenance of law and order. It also controls the city traffic system.

The staff of the District Police Communication in Chittoor District comprise one Inspector, Two Radio Supervisors, Three Radio technicians, Three operators of Grade I & II and other technical staff. The messages are classified as “Crash” “most immediate” and “ordinary”.

The District units have sub-control status at District headquarters. They are fixed at certain police stations and circle levels. There is one mobile station for the use of the superintendent of police.

The following records are maintained in Chittoor District Police Radio Station.
10. Police Dog Squad

The only police dog squad in Chittoor District is located at police headquarters Chittoor is headed by a Head Constable, four Police Constable handlers, one dog boy and four dogs. The Dog Squad in addition to the finger prints is yet another source for the police to investigate and search the culprits and the offenders who are at large after committing the crime.

11. Bomb Disposal Team

In Chittoor District the Bomb disposal team is located at District police headquarters Chittoor. The Bomb disposal team is headed by a Sub-Inspector of Police, that acts at the team officer, and rest of the team consists of one head constable and six police constables. This team is controlled by Superintendent of Police.

The main responsibilities of this team are:

1. When the request is received about placement of bombs by antisocial elements that may endanger the lives of people or constructions, this team shall proceed to the location to verify, identify and to diffuse the bombs there by ensuring safety to the social life.

2. When the VIP & VVIPs are to visit the holy places of Chittoor District viz., Tirumala, Tiruchanur, Sri Kalahasti, Kanipakam, to
ensure that there is no danger to their lives due to bombs by verifying the routes of their travel in advance.

3. Checking out the locations of political leaders meetings prior to the meeting time to ensure that there will be no danger due to bombs.

5.4 An Overview

In this chapter deals with the organization of Police Administration in Chittoor District. The structure and functions of Police personnel, assisting departments and special branches of police department are discussed. Various maps and charts have been presented for analytical purposes.
References


