

## APPENDIX XXIII

### (Regulation 334)

#### **Memorandum of points to be looked into during inspection of police-stations by inspecting officers.**

(1) Previous inspections. —The inspecting officer should see that all orders given on previous inspections have been duly carried out and that inspections of subordinate officers have been regular and to the point. Errors detected in the current inspection should, as far as possible, be rectified during the inspection.

(2) Crown lands and property. —He will see that the boundaries of land occupied by the police are correct and clearly defined, that the buildings are clean and in good repair, that construction, and repair works, if any, have been properly done and accounts and muster rolls correctly kept that the lock-up and malkhana are secure and that the former is of sufficient size, that bunks furniture, etc., are in accordance with the scale and are in good order, that the kits of the officers are clean and serviceable.

(3) Arms and ammunition. —An inspecting officer shall carefully inspect the arms, etc. to see how they are kept and note in the inspection register their conditions, having regard to the instructions in regulation 237. He shall also satisfy himself that station officers are acquainted with the use of the arms and arms and with the instructions for riot drill.

(4) Office sherista generally. —This should be examined to see that all entries are regularly and promptly made in the various registers. A Simple and speedy method of testing this is to read through the entries in the general diary for any fortnight and to trace out carefully all the connected entries in the general diary for any fortnight and to trace out carefully all the connected entries required by rule to be made concurrently in other registers. The work of Assistant Sub-Inspectors should be particularly scrutinized in this connection.

He shall observe the discipline maintained at the police-station and the measure of control exercised by the Officer in charge over his subordinates.

(5) Crime and work connected therewith. —The following points should be looked into:

(a) Crime map. —Whether entries have been correctly made and up to date and whether the Sub-Inspector understands how the map should be utilized in checking crime, and whether a comparison with maps of previous years reveals any marked features of interest.

(b) First information's. —Whether the senior officer takes up important and difficult cases himself, and whether the provisions of section 157(b) Code of Criminal Procedure, are being used reasonably and beneficially.

(c) Charge-sheets. —Whether all convicted persons have been correctly entered in the Village Crime Note-Book, II, whether the orders of the Superintendent as to surveillance have been complied with, whether necessary action has been taken with regard to absconders shown in the charge-sheet and whether the necessary certificates have been given on the reverse. In cases which have ended in acquittal the reasons there for



should be examined and where the investigation is at fault, advice and instruction should be given.

(d) Final reports. —Whether cases are promptly disposed of, whether the investigating officer is at fault in failing to detect the case or worked on wrong lines, and whether undetected cases of a serious nature are still kept in view.

NOTE. —For both (c) and (d) above, the dockets of case diaries should be examined.

(e) Property register. —Whether entries are properly made and classified, and receipts duly given or taken and whether suspicious property, when recovered, is compared against items of stolen property shown in the register.

(f) Absconders' register. —Whether action under sections 87,88 and 512 code of Criminal Procedure, has been taken promptly, and whether intelligent and regular enquiries are made, and whether simultaneous searches are made. These searches should not be a simultaneous search for all absconders on one night but a simultaneous search on one night of all the possible places where one absconder may be. This may necessitate preparation of plans with Sub-Inspectors of other police-stations.

The file of unexecuted warrants should be checked against this register. Superintendent should compare the entries in their office register with those in the police-station register.

(g) Village Crime Note-Book I. —That only offences named in the schedule are entered, that modus operandi is stated as definitely as possible, that suspects names are reasonably entered, and that comparisons are made when cases with a similar modus operandi occur.

(h) Village Crime Note –Book II. —This only the names of persons residing in the village who have been convicted of offences in the schedule or bound down under sections 109 and 110, Code of Criminal Procedure, and entered, and that columns 5,6 and 7 are duly entered up.

(i) Village Crime Note –Book III. —Whether the entries in this part are usefully and intelligently made so as to be of use to a new officer taking over charge of a police-station.

(j) Village Crime Note-Book IV A. —That the difference between Parts IV and IVA is comprehended, the latter being a record of enquiries only, the results elicited, when of importance, being entered in Part IV together with any other facts of interest regarding criminality however obtained, whether date of release of convicts in jail is correctly calculate, and steps taken to take up the watch over surveilles the moment they are released, whether the number of surveilles is workable by the police-station staff, whether enquiries are intelligently made (e.g., it is waste of time and energy to look up a pickpocket at night), whether constables are acquainted with the personal appearance and haunts of the more important criminals, whether any surveilles may safely be removed from surveillance.



(k) C.T. Act work. —Whether the registers are properly maintained, personal rolls and attendance records duly kept up, whether domiciliary visits are regularly made and whether the registrations of members has been attended by a decrease of crime.

(l) Chaukidar. —Whether the registers are information is obtained from chaukidar and dafadar whether chaukidars and dafadars are suitable form recommended for reward and punishment The inspecting officer should, whenever possible, preside at a chaukidari parade.

(m) Case diaries. —These should be examined, where necessary, in connection with (c) and (d) above, and generally to see that investigations are made on the right lines, that clues are sought for and duly followed up, that matter which strictly speaking falls under section 162, Code of Criminal Procedure, is not included in the diary and that the diaries are written according to the sample given in Appendix XVI.

(n) station statistics and khatian. —Whether entries are accurately recorded, whether any unusual fluctuation of crime, or improvement or falling off in police work has occurred (if so, the reasons should be sought for and examined), whether any special preventive measures have been taken or are desirable, passing definite orders if the latter be the case.

The Circle Inspector shall note in the last column of the Khatian register the period for which the record of each particular case is to be preserved.

(o) Patrols. —Whether patrols are properly utilized in crime areas, whether the patrols are of sufficient strength and suitably officered, whether they have been effective or not. To doing this the file of command certificates and mufassil diaries should be examined.

(p) Cash account. —Whether sums received have been promptly and properly disposed of and whether the accounts are in order or not.

(q) Police and Criminal Intelligence Gazettes. —Whether these are carefully studied and understood, special attention being given to Police Orders, and whether the Police Regulations are promptly corrected from the gazette.

(r) Records. —Whether old records have been destroyed according to rules, whether records and registers are properly looked after, whether there is an unnecessary accumulation of blank registers and forms.

(s) Summary. —Every inspection note shall end up with a summary of the points which require action or alteration, or as an alternative, every such point may be numbered with red ink in the body of the inspection note. Inspection notes shall be written upon the spot, and the inspection register shall not be taken away from the police-station.