STANDING ORDER NO. L&O/15/2022

DUTIES TO BE PERFORMED BY DUTY OFFICERS AT POLICE STATIONS

CONTENTS

I INTRODUCTION:

In accordance with rule 22.10(3) of Punjab Police Rules, ordinarily there should be a police officer at police station, who will be available and ready in proper uniform to receive information and complaints and to offer necessary and lawful assistance. For this purpose, SHOs shall detail three selected and well educated subordinates preferably upper subordinates reputed for good behaviour to work as duty officers in 8 hourly shifts. The Districts DCsP will hold a short duration interaction to impress upon all policemen working under them about the need for good behaviour.

II DUTIES AND RESPONSIBILITIES OF DUTY OFFICERS AT POLICE STATIONS:

The main duties/responsibilities of duty officers at police stations shall be as under:-

i) To supervise the working of lockup situated in the police station, to check its physical suitability, cleanliness etc.

ii) To ensure that the arrested persons are lodged in lock-up, properly fed and looked after.

iii) To remain present when the arrested persons are taken out from the lock-ups or admitted therein. When he is, unable to do so himself, the duty officer shall ensure the presence of concerned I.O.

iv) To search or ask his Assistant to search the arrested persons to be lodged in lock up.

v) To listen to complainants sympathetically.

vi) To attend telephone calls and to maintain proper record thereof with the assistance of D.D. writer.

vii) To be available at all times during his duty to his officers, subordinates and members of public.

viii) To keep himself posted with latest developments in his police station.

ix) FIRs of all cases shall be recorded by the duty officers.

x) Ensure timely departure of staff deployed in the area of police station for day and night after proper briefing and ensure that all police lower subordinates proceeding on duty, are smartly dressed up and well turned out and carry proper equipment like arms, torches, raincoats, e-beat books etc.

xi) Proper cleanliness of the reporting room, the lock-ups and the police station premises.

xii) Be responsible for best turn out and alertness of sentry on lock-up duty & at PS entrance.

xiii) Be responsible to report important information or telephonic calls or cases immediately to the SHO, in case of his absence, to the Inspector/Law & Order or Inspector Investigation.

xiv) Ensure that electric fans, lights and water taps are not kept on unnecessarily.

xv) Prevent unfair use of Govt. telephone, internet connection, wifi, CCTV cameras and internet Cyber High Way.

xvi) Ensure quick despatch of force in case of an emergency call.

xvii) Ensure maintenance and proper updation of relevant details/information including names of JWOs, D.K. Basu guidelines and daily arrested persons on various notice boards of police station.

xviii) Surprise check the staff on duty inside police station including night reserve staff and to report for taking action against absentees from the Police Station.

xix) Inform District Police Control Room, and Central Police Command Room about the receipt of any important report.

xx) Register cases promptly whenever any report regarding a cognizable offence is made.

xxi) Duty officer shall promptly direct enquiry officer to the scene of incident.

xxii) To send the injured person to hospitals - immediately.

xxiii) Duty officer shall be responsible for the maintenance of MLC register.

xxiv) In case of fire/drowning etc. to convey immediate information to fire control, ambulance vans etc.

xxv) He should be very polite and courteous while dealing with complainants in reporting room.

xxvi) Proper maintenance of MLC register, arrest register, PCR Calls registers and Missing persons register.

xxvii) Monitoring of PCR Calls kept pending and details thereof be informed by predecessor at the time of handing over the charge and carry forward the data in the form of goswara.

xxviii) Linking of arrival DD entry with the PCR Calls on CCTNS.

III SUPERSESSION CLAUSE

This Standing Order supersedes the previous Standing Order No.33/1988 issued vide No. 37486-586/C&T (AC-V) dated 09.12.1988 and corrigendum No. XXII/71/89/34625-825/C&T (AC-I) dated 29.05.1989.

IV DISCLAIMER

It is made clear that this Standing Order is exclusively for internal smooth functioning of Police Department.

Rakesh Asthana

(RAKESH ASTHANA)
COMMISSIONER OF POLICE:
DELHI. 11.03.2022

No. 9251-9400 /Record Branch/PHQ dated Delhi, the 11/3/2022

Copy forwarded to:-

1. All Special Commissioners of Police, Delhi.
2. All Joint Commissioners of Police, Delhi including Jt. Director, Delhi Police Academy, Delhi/New Delhi.
3. All Additional Commissioners of Police, Delhi.
4. OSD to C.P., Delhi.
5. All Deputy Commissioners of Police, Districts/Units including PHQ, C.P. Sectt., FRRO and Deputy Director/Delhi Police Academy, Delhi/New Delhi.
6. DCP/HQ(IV)/PHQ with the direction to upload the Standing Order on Intra-DP.
7. LA to CP and FA to C.P., Delhi.
8. All ACsP/Insprs./PHQ.
9. PS/Reader to C.P., Delhi.
10. HAR/PHQ.
11. Librarian/PHQ.