

## POLICE CIRCULAR ORDER No. 14

The question of defining more clearly the duties to be performed by Subdivisional Police Officers was discussed at the last conference of Deputy Inspector-General when it was generally agreed that more extensive rules are necessary. Pursuant to that decision the following instructions are issued.

### Discipline

1. The S.D.P.O. responsible to the Superintendent for the discipline of all ranks in his subdivision.

2. S.D.P.Os. are not themselves to pass punishment orders but in passing cases to the Superintendent for his orders they shall make recommendations as to the punishment they consider appropriate.

3. The Circle Inspector shall report to the S.D.P.O. immediately any complaints against the Police (other than those laid before a Magistrate) or any instance of indiscipline reported in the station diaries of Police-stations or from any other source. On receipt of such a report the S.D.P.O. shall immediately inform the Superintendent and shall, except for good reason, proceed to inquire into the complaint without delay and as soon as possible shall submit a report to the Superintendent.

4. The Court Sub-Inspector shall forward to the S.D.P.O. copies of any complaints against the Police laid before a Magistrate. Without waiting for orders from the Superintendent, the S.D.P.O. shall attend all Judicial enquiries concerning Sub-Inspectors and Inspectors and all important enquiries against officers below the rank of Sub-Inspector.

### Leave

5. The S.D.P.O. is empowered to grant casual leave to officers of and below the rank of S.I. He shall report to the Superintendent weekly the grant of any such leave.

### Reports

6. Circle Inspectors shall submit their daily reports to the S.D.P.O. who shall forward them to the S.D.O. and then to the Superintendent.

7. The daily under-trial case report shall be submitted to the S.D.P.O. who shall forward it to the Superintendent.

8. Inspector's supervision notes and progress report shall be sent to the S.D.P.O. who shall forward to the Superintendent only those which :—

- (a) concern important cases or special report cases;
- (b) require the orders of the Superintendent;
- (c) concern the discipline of the force;
- (d) affect the general administration;
- (e) are of interest otherwise and which the S.D.P.O. considers the Superintendent should see.

### Investigations and Supervision

9. The supervision of investigations and the prosecution of important cases is the primary duty of an S.D.P.O. and he is expected to supervise cases without waiting for orders.

10. Diaries should continue to be sent through the S.D.P.O. as at present.

11. The S.D.P.O. will draft all special reports, except the first, and send them promptly to the Superintendent.

12. Inspectors shall send to the S.D.P.O. a copy of their monthly crime reports.

13. The S.D.P.O. will attend the Inspector's monthly meetings but Inspectors should write their own crime notes. The S.D.P.O. need not compile a quarterly crime report.

#### Inspection

14. The S.D.P.O. shall inspect all police posts in his jurisdiction once a year. This inspection shall deal mainly with crime and connected items e.g., surveillance; absconders, picketing, recognition of bad characters, maintenance of the crime directory, etc. He shall also check that the destruction of papers ordered by the Inspector has been carried out.

NOTE—Inspectors shall make a detailed inspection of all registers at least once a year, but are expected to inspect and check a few registers and compliance notes whenever they visit a police station.

#### Confidential Matters

15. Without prejudice to the present practice regarding Inspectors' confidential diaries, the S.D.P.O. should send his own confidential diary to the Superintendent.

NOTE—In this regard it is accepted that there may be occasions when information of a particularly secret nature has to be conveyed. Anything of this nature may form an enclosure to the Inspector's confidential diary which need not be attached to the copy for the S.D.O.

Manual Reference

Rule 53

(Previous Police Circular Order No. 2 of 1946)