

GOVERNMENT OF ODIHSA
HOME DEPARTMENT

No. 12664 /D&A, Bhubaneswar, dated the ^{26th march} 2013
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From

Sri U.N. Behera, IAS
Principal Secretary to Govt.

To

All Superintendent of Police/
Deputy Commissioner of Police.

**Sub: 'Ama Police' - Community Policing Project of Odisha Police -
Guidelines for Successful implementation**

Sir/Madam,

I am directed to say that Government after careful consideration have been pleased to approve the Community Policing Project of Odisha Police under the nomenclature "Ama Police" with the following Guidelines for its successful implementation.

2. Community policing revolves round the principle of pro-active policing through people friendly policing practices, community participation and problem solving leading to crime prevention and maintenance of order. Community policing allows the law enforcement to get back to the principles upon which it was founded, to integrate itself into the fabric of the community so that the people and the police collaborate even before a serious problem arises. It is a philosophy based on the concept that Police Officers and private citizen work together in a creative way to help solve contemporary community problems related to crime, fear of crime, disorder and neighbourhood decay. It fosters to develop a new relationship with law abiding people in the community, allowing them a greater say in setting local policing priorities, and involving them in efforts to improve overall quality of life in their neighbourhood. The Beat Police Officer is in face-to-face daily contact with people in the area so that the officer owns the Beat areas, develops rapport with the people and earns their trust. Here the

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police serve as a catalyst and the people accept their share of responsibility for solving local problems related to crime, disorder and security.

3. The essence of Community Policing is to minimize the gap between policemen and citizens to such an extent that the policemen become an integrated part of the community they serve. In other words the individual policeman should know each member of the community and he should, in turn, be known by them. That is to say that the anonymity between them is replaced with harmony and trust.

4. So the basic unit of Community Policing' should be geographically, and demographically, compact enough to enable a foot-patrolman to know all and everyone within a reasonable span of time and in turn be himself known in the community. The policing and security needs of a compact geographical area can be easily identified and attended to by employing local resources. Such knowledge will also have its impact on local anti-social behavior, apart from keeping the outsiders at bay.

5. **"Ama Police"** Project is the Community Policing Programme to be introduced by the Odisha Police. It will be a three tier structure, 'Ama Police Beat' at the bottom, 'Ama Police Samiti' at the middle and District Advisory Committee at the apex.

6. The project aims to achieve the following objectives.

- (a) Prevention of Crimes.
- (b) Furthering co-operation and mutual understanding between Police and the Community.
- (c) Furthering Security-related mutual co-operation among Citizenry.

The scheme will be introduced in a phased manner in all the police stations of the State. SP/DCP may identify one or two Police Stations in his/her jurisdiction as pilot and gradually scale up the project.

7. **'Ama Police Beat':**

Each Police Station should be divided into several contiguous Beats basing on the population, homogeneity or other common characteristics. Each 'Ama Police Beat' will be under the charge of an Assistant Sub-Inspector or a Head Constable / Constable. The Beat officers will be selected strictly on criteria of **personality, integrity, voluntary attitude, clean service record, good conduct, non-addictive habits** etc. The selection may not necessarily be from among the personnel of the concerned police station. The DCP/SP may select Beat officers from among the manpower under his/her command. The Beat Officers, IIC/OIC and the SDPO/ ACP should undergo suitable **orientation training** before their engagement under 'Ama Police Project'.

8. Within three months of taking charge, every Beat Officer should personally know at least one member of every household in his beat by **house visits**. Every road, lane and by-lane in the beat should be well known to the Beat Officer. The Beat Officer should know not only the houses but also all other establishments in the beat area. The Beat Officer should also keep a rough map marking the major junctions, buildings etc. of the area. He should also keep a diary containing the phone numbers and address of all important establishments and persons. A copy of the map and the diary should be kept in the Police Station. The details of such public contact received etc. may be entered in the **Beat Diary** by the beat officer, who may get it countersigned by the OIC/IIC.

9. The name and identity of the Beat Officer may be exhibited at important places in the Beat area. This will help the public to know their Beat Officer.

10. The Beat Officer should gain the confidence of the public in his area in such a manner that every common citizen should feel free to approach him and talk to him without any fear and with confidence in a comfortable manner. The Beat Officer should be a role model as far as his manners, etiquette and conduct are concerned.

11. Activities to be undertaken by a Beat Officer

- (a) The Beat Officer should get himself acquainted with the local residents under his Beat within the first six months of the appointment and keep detailed notes of the inmates. Beat Officer may share his mobile phone number with the residents under his beat (mobile phone charges to be borne by the department up to a limit).
- (b) From the knowledge gained through experience and contacts, the Beat Officer may find out appropriate project for his beat area and such projects may be presented in the Samiti Meeting by him. Beat Officer may also take the lead in implementing such projects.
- (c) Whenever there is some natural calamity, outbreak of contagious diseases etc. in his beat area, the Beat Officer may immediately inform the same to the concerned authorities and also give leadership in taking remedial actions.
- (d) In case the Beat Officer gets any intelligence regarding communal tensions, social unrest etc. in the beat, Beat Officer may immediately inform the same to the concerned authorities and also pass such information to the OIC/IIC.
- (e) In case any information is received with regard to development of problems in connection with festivals, 'melas' etc. the same may be informed to the OIC/IIC.
- (f) The Beat Officer may inform the I.I.C/O.I.C about any type of crime or illegal activities taking place within his beat area
- (g) The Beat Officer may visit internet cafes, phone booths, parallel educational institutions, cinema theatres, video shops and other places where students and youngsters may gather and Beat Officer may keep a friendly watch to prevent any wrong tendencies in such places.
- (h) When taxi drivers go for trips especially at night along with strangers the drivers may be advised to record the name, address and signature of such persons in the taxi stand to ensure the safety of the drivers.
- (i) The name and address of all the strangers who come and stay in the area for doing construction work may be collected with the help of the contractors who bring them. Such information can be handed over to the OIC/IIC.
- (j) The name and permanent address of persons who come and stay as household help etc. from outside the locality may be collected and kept.
- (k) The names and addresses of the senior citizens/couples staying alone in the beat should be collected during the house visits and recorded in

the Beat Diary separately. The frequency of visits to such houses and interaction with such persons may be more than the normal to instill better sense of security among them.

12. **What should not be done by a Beat Officer**

- (a) Beat Officer should not discuss or pass on information, publicly or privately about any case under investigation or trial in the Police Station/Court
- (b) Beat Officer should not pass on any information about any person to be arrested by the police / to be included in the array of accused/ anti-social list etc.
- (c) Secret information or personal information regarding any person should not be collected or discussed.
- (d) The Beat Officer's opinion about any of the individuals or organizations in the locality should not be discussed either publicly or privately by the Beat Officer.
- (e) Under no circumstance should a Male Beat Officer visit a house in the absence of the male members.
- (f) The Beat Officer should not try to negotiate and settle any issue connected with a criminal case registered already. However in case an accused in a criminal case again troubles the victim, the Beat Officer should take immediate remedial measures to help the I.I.C/O.I.C in preventing the same.
- (g) The Beat Officer should not make public the names of any person who gives him secret information. Beat Officer should never share such information with the public even during private conversations.
- (h) Regarding investigation of crime cases, political issues etc. the Beat Officer should not share his views with members of the public.
- (i) In case an individual in the area violates any traffic rule or indulges in any criminal activity, Beat Officer should never try to help such persons escape from the clutches of law.
- (j) The Beat Officer may receive petitions from the public; Beat Officer should enter the same in the beat register and hand over the same to the I.I.C/O.I.C. on the same day itself. Under no circumstances should the Beat Officer show the petition to the counter petitioner or keep to himself.

- (k) On the petitions asked to be enquired, by the OIC/IIC, the Beat Officer should, conduct enquiries about the matter from the petitioner, counter petitioner, and the local people. But the petition should not be shown to anybody other than that petitioner. Beat Officer should not speak to the petitioner or counter petitioner in a threatening manner. It is the duty of the Beat Officer to assist the I.I.C/O.I.C. to dispose the petition at the Station. The Beat Officer should not discuss or dispose these matters in the presence of others at the meeting place or so.
- (l) If persons in the Beat come to the Police Station, they should be able to contact the Beat Officer. They may contact any other Police Officials also. They should not be required to obtain permission from the Beat Officer to see the OIC/IIC or the other Officials.
- (m) The Beat Officer should win the confidence of the people in such a manner that any ordinary citizen can approach and speak to him freely without any fear. The Beat officer should be a role model to every citizen in character and behavior.

13. **Ama Police Samiti:**

In every Police Station where the 'Ama Police' Project is being implemented an 'Ama Police Samiti' should be formed.

With the help of the Officer-in Charge /Inspector-in-Charge, the Sub Divisional Police Officer (SDPO) or Assistant Commissioner of Police (ACP), as the case may be, will suggest the names of members to be included in the Samiti. The Superintendent of Police (SP) or the Deputy Commissioner of Police (DCP), as the case may be, will examine such names and constitute the Samiti.

14. The Samiti should have proportionate representation from among women and the Schedules Castes and Tribes. Respectable citizens from locality who are active in the educational and cultural field should be included in the committee. High School/ Headmasters/College Principals, Teachers, Retired Officers, Ex-servicemen, Merchants, NGOs, Workers' representatives, Residents' Association representatives, Puja Committees representatives etc. may be included in the Committee. Preference may be given to include office bearers of Residential Associations and Puja Committees. The representatives of the local bodies residing under the Police Station limit may join the Samiti as special invitees.

15. The structure of the Samiti should be in such a way that, ordinary citizens with civic sense and sense of social responsibility get an opportunity to utilize their talents for the greater safety of society at the local level. The process of constitution of the Samiti should be above board, and the members should be persons who command the respect of the community.

16. The Samiti should have 10 to 25 members. The meetings of the Samiti will be chaired by a person about whom a consensus is reached. This can be decided by Samiti members in each meeting. A Sub Inspector or an Assistant Sub Inspector from the Police Station may be designated as the **Community Relations Officer (CRO)** by the IIC/OIC. The OIC/IIC shall be a member of the Samiti and the CRO will officiate as **Secretary**. The Community Relations Officer should dedicate himself to the cause of implementation of the 'Ama Police Project' and oversee the duties of the community police officers.

17. The Samiti may be reconstituted every two years. The DCP/ SP may remove any member, who involves himself in any crime or acts involving moral turpitude.

18. **Meetings of the Ama Police Samiti:**

The Samiti should meet at least once in a month, at a pre-announced date and place. The public residing in the Beat of that area can attend and give their suggestions. The participation of maximum number of people from the local Beat may be ensured.

19. The minutes of such meetings should be prepared by the CRO (Secretary) and a copy of the minutes should be sent to ACP/SDPO and the DCP/SP. Supervisory Officers should examine the minutes, assess the quality of meeting, and in case it is felt necessary provide advice to the OIC/IIC. The senior supervisory officers may attend the meetings. The Samiti may hold such other meetings as and when need arises.

20. **Subject for Discussion in Samiti Meetings:**

The following matters may be discussed:-

- (a) Any matter concerned with security of the area- problems like theft, robbery, bootlegging, traffic offences etc. and the remedial measures.
- (b) Introducing patrolling with a view to preventing crime, traffic warden system etc.
- (c) Organizing awareness programmes to educate the public about reducing crime and about security measures to be introduced.
- (d) Information regarding organised crime in the area

21. **Subjects which shall not be discussed in Samiti Meeting:**

- (a) No discussion should be done about cases which are under investigation or trial or about the accused in such cases.
- (b) Any private dispute between individuals and remedial measures for such disputes should not be discussed.
- (c) No discussion, accusing any individual or organization, should be held about any petition/crime which is already registered/given to the Police Station.
- (d) The behavior, conduct or working of any individual should not be discussed.
- (e) The deeds of any political/social organization should not be criticized.
- (f) Under no circumstances, the Samiti Meeting should function like an unofficial Court. Hence, no effort should be made to resolve the problem relating to criminal activities of any person during the Committee meeting.

22. Decisions which are generally acceptable and which are lawful may be taken up for implementation. As far as possible, implementation should be through consensus. As the Samiti does not have any statutory authority and is only meant to facilitate better policing, the method of putting matters to vote

should not be resorted to. Matters may be decided in a friendly atmosphere and divisive and partisan discussions may be avoided. In case undesirably heated discussions occur in a meeting, the next meeting may be presided over by the Sub-Divisional Police Officer.

23. Activities of the 'Ama Police Samiti':

Different projects, chosen as per need, may be implemented after discussion and decision in the Samiti meetings. As per local needs, the following type of special projects, inter alia, may be implemented

- a) Night patrolling with public co-operation
- b) Coordinating with private security guards
- c) Knowing new residents and strangers
- d) Fitting Burglar Alarm and security systems
- e) Helping senior citizens and physically challenged citizens
- f) Protection of women and children
- g) Awareness programmes
- h) Traffic warden system
- i) Monitoring maintenance of street lights, traffic lights etc.
- j) Implementation of projects encouraging blood donation
- k) Organizing self defense courses.
- l) School based safety and vigilance programmes.
- m) Monitoring illegal financial institutions.
- n) Disaster Management and Mitigation
- o) Trauma, Rescue and First Aid Projects
- p) Coordination with Fire, Hospital and other emergency services.

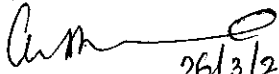
24. If it is so required, sub-committees may be appointed for a particular area or for particular project. Formation of such sub-committees can be done during the same meetings and such Sub Committees can include persons appropriate to the intended task.

25. **District Advisory Committee:**

At the District level, an Advisory Committee headed by the DCP/ Superintendent of Police should be formed to ensure proper supervision regarding the functioning of "Ama Police" Project Members of Parliament, Members of Legislative Assembly, Municipal Chairman/Mayor as well as other important members of public may be invited to the meetings of the Committee. The committee may consist of 10 to 20 members. This committee may convene a meeting once in every three months and review the working of Ama Police Samiti of the concerned District and give necessary suggestions instructions etc. for improvement of their performances.

26. It is requested to take necessary steps to launch the pilot scheme on 1st April, 2013, the day of Utkal Dibas and also Odisha Police Formation Day.


By order of the Governor


26/3/2013
Principal Secretary to Government


Memo No. 12665 Dated 26.3.13
Copy forwarded to the D.G. & I.G. of Police, Odisha, Cuttack/
Commissioner of Police, Bhubaneswar-Cuttack/All Range IG of Police/DIG of
Police for information and necessary action.


Joint Secretary to Government

Memo No. 12666 Dated 26.3.13
Copy forwarded to the Law Department for information and
necessary action.


Joint Secretary to Government

Memo No. 12667 Dated 26.3.13
Copy forwarded to all Departments / all Police Sections of Home
Department/ Md. Khan, Scientist-D, NIC Co-ordinator of Home Department for
information and necessary action.


Joint Secretary to Government