



**ODISHA POLICE  
CRIME BRANCH  
CRIMINAL INVESTIGATION DEPARTMENT**

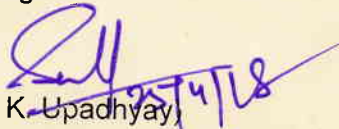
**CRIME BRANCH CIRCULAR NO-03/2018.**

**Sub: Patrolling on foot by Police Personnel.**

Visible presence of police personnel in sufficient numbers among the local population, especially in crowded areas needs to be enhanced such that awareness is generated among people and also on social media. Further, while patrolling on foot by Police officers and men, emphasis needs to be given on patrolling of areas like markets, religious places and other places of public importance. Ministry of Home Affairs has also emphasised on foot patrolling as effective tool of crime prevention and detection, vide letter No-IV/16011/23/2016-CSR.II (Part-1)/1 dated 2.4.2018.

2. Emphasis on foot patrolling has also been highlighted in Police Manual Rules 138 (a), 884(a) and Appendix-8, (Appendix-8 Annexed) as an efficient mechanism in Crime prevention and detection.
3. As per PMR -140(a) Officers go the rounds-Superintendents shall themselves go to rounds at night occasionally and depute their Assistant and Deputy Superintendent to do so frequently. This also a part of the regular duties of the Reserve Inspectors and Sargent (Chapter XIX) and the Superintendent shall lay down in the District order Book the number of times a month that each such officers is to go the rounds. All Inspectors and Sub-Inspectors stationed at or visiting district or sub divisional headquarters are liable for this duty Officers shall note in their tour diaries or personal diaries the date and hour of all such night rounds.
4. You are advised to implement this age-old and time- tested mechanism for crime control.

Receipt of the instruction may please be acknowledged.

  
(S. K. Upadhyay)  
Additional Director General of Police  
CID/Crime, Odisha

**Memo No 15895 /CID (Law)**

**Dt. 25 .04.2018**

Copy forwarded to;

- All District SsP including SsRP, Rourkela & Cuttack/ DCsP, Cuttack & Bhubaneswar
- Addl, DGP Railways, Odisha, Cuttack/Commissioner of Police, Bhubaneswar
- All Range IsGP/DIsGP

for information and necessary action.



(S.K.Upadhyay)

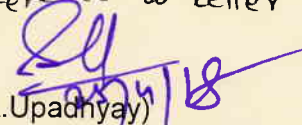
Additional Director General of Police  
CID/Crime, Odisha

**Memo No 15896 /CID (Law)**

**Dt. 25.04.2018**

Copy forwarded to;

- Shri Daniel E Richards Joint Secretary to the Govt. India Ministry of Home Affairs, New Delhi.
- I.G of Police (Hdqrs.), Odisha, Cuttack, with reference to letter No- 2392/lon dated 20.04.2018 .



(S.K.Upadhyay)

Additional Director General of Police  
CID/Crime, Odisha

## APPENDIX-8

## (RULE 138)

*A-TOWN PATROLS (THE "SWAIN" SYSTEM)*

1. The town patrol staff shall be separate from the investigating staff, and shall not be employed on investigation or other work.
2. In Town stations or outpost where there is only one havildar, one selected constable shall be appointed havildar for the performance of havildar's duties, so that there may be particularly two havildars for each station or out-post.
3. One-tenth of the force of each out-post shall be reserved for vacancies, sickness, etc. Two-third of the remainder shall be deputed for patrol duty each night, the remaining one-third being utilized for duty.
4. Town patrol duties shall, when practicable, be so arranged that each havildar and constable may get one night out of every three of duty, and that every constable may have at least six hours' rest between day and night duty.
5. Night duty shall be limited to six hours, and day duty to three. A table showing the incidence of day and night duty is appended.
6. The number of day posts shall be fixed with regard to the number of men available. Sentries over a police-station shall not be furnished by the town police staff.
7. Every two police-station or out-post area shall be divided into beats. In fixing the size of the beats regard shall be had to accessibility, population and incidence of crime. The total number of beats shall not exceed four-ninths of the total of town police constables.
8. In each beat suitable sites shall be selected and hooks driven into a wall on which beat constables going on rounds shall hang the rises referred to below. There shall not be more than eight such hooks in a beat.
9. There shall be one fixed post for every two adjoining beats, a point on the common border of two or more beats and abroad crossings being chosen, if possible, for the fixed post.
10. If variations in the incidence of crime require special attention to be given to a particular beat, it can be arranged in one of the following ways :-
  - (a) by moving a neighboring fixed post into the dangerous beat, this gives an extra man on fixed post duty always in the beat, while the two patrols attached to the fixed post have a tittle further to walk.

APPENDIX 8.—*Contd.*

- (b) by amalgamating two fixed posts and placing them in or on the borders of the dangerous beat, of the six men at the post five patrol; this gives an extra patrol in the dangerous beat;
- (c) by temporarily abolishing one beat, adding its area to two adjoining beats and moving a fixed post so as to give an extra patrol in the dangerous area;
- (d) by temporarily abolishing two beats, adding their area to two adjoining beats and moving the fixed post into the dangerous beat, thus giving an extra man on fixed post duty and two extra patrols in the dangerous beat.

11. Three constables shall be assigned to pair of beats every night, viz., one of the fixed post and two for patrol duty.

12. Beat constables shall be marched to their fixed posts at 10 P.M. by the havildar. Each party of three shall be given not more than 16 small tin discs with one circular hole punched in each, 16 with 2 holes and 16 with 3 holes.

Each party of three shall be detailed as follows :-

11 P.M. to 1 A.M. No. 1 shall stand fast at the fixed post, keeping in his possession the discs with 2 and 3 holes.

Nos. 2 and 3 shall go round their beats separately and hang their one-hole discs on the hooks. They shall return to the fixed post at 1 A.M.

1 A.M. to 3 A.M. No. 2 shall stand fast at the fixed post, retaining in his possession the three-hole discs and No. 1 and 3 shall go round, hang up the two-hole discs and return to the fixed post at 3 A.M.

3 A.M. to 5 A.M. No. 3 shall stand fast at the fixed post and Nos. 1 and 2 shall go round, hang up the three hole discs and return to the fixed post at 5 A.M.

All three shall then return together to the station or out-post.

13. When dangerous criminals are likely to be encountered the two constables may be ordered to patrol together, in which case they shall carry one set of not more than either discs.

14. Failure on the part of patrolling constables to return to their fixed posts within a reasonable time of the appointed hours shall be held to be inexcusable unless they can show that they were in pursuit of offenders or attending to some other important duty.

15. The constable at the fixed post shall on no account leave his post, except in actual pursuit of an offender, or an alarm of fire or other important duty.

## APPENDIX 8.—Contd.

16. The havildars on night duty shall be responsible that their men proceed on duty punctually. They shall visit every fixed post once in the night and at least one of the twice. They shall visit the hooks in at least two beats nightly and see that the beat constables have actually gone round and hung up the discs and shall themselves hang on the hooks they visit discs with one square hole punched in them.

They shall arrange to collect and bring to the police station or two out-posts every morning all the discs hung up the previous night by themselves and their men.

17. In addition to supervision by town havildars, patrols should be checked by round officers who should not endeavour to do much in one night. They shall be careful to vary the time of starting the check, sometimes before and sometimes after midnight. They shall go to a fixed post at about the time when the round Constables are due to return. They shall see that the Constable on duty at the fixed post is alert and has in his possession the necessary discs, that is to say, between 11 P.M. and 1 A.M. the two and three-hole discs and between 1 A.M. and 2 A.M. the three-hole discs.

They shall await the return of the round constables and see that they have not in their possession discs they ought to have hung on the hooks.

They shall see not only that they are not unreasonable late in returning but that they do not return unreasonably early. In this connection it must be remembered that the constables have to guess the time.

They shall then go out with the next pair of constables and see that the requisite discs have actually been hung on the hooks.

18. In the morning town havildars, round officer and patrol sub-inspectors, if any, shall submit round report to the officer in charge of the police-station, showing what beats they visited and any incident worthy of note, such as constables found asleep or negligent, constables improperly in possession of or without discs, and any other important facts relating to round work, crime or bad characters.

The Sub-Inspector shall take such action as is necessary and forward their reports, without delay to the inspector.

19. A Superintendent, Assistant or Deputy at headquarters shall detail all officer for round duty in turns, namely, Assistant and Deputy Superintendents, Inspectors, Court and reserve officers, and shall see that the circle inspector, his assistant Sub-Inspectors do a fair share of night work; it is reasonable to require an inspector to do two nights, a sub-inspector four nights, and assistant sub-inspector five nights a month on surveillance or patrol duty.