

CEYLON POLICE

DEPARTMENTAL ORDERS

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POLICE DEPARTMENTAL ORDERS No. A. 3

DUTIES OF OFFICERS-IN-CHARGE OF STATIONS

Part I - Preamble

1. You were selected for the post you hold, not because of any particular cleverness, smartness, or goodness on your part, but purely because you had the good fortune to be brought up in such a way that if you strive your utmost you should be able to fill that post efficiently. You have been fed and looked after physically and have been educated and looked after mentally, and must thank those who have given you these advantages and not yourself for the position you now hold.

2. You are now in a position in which you are responsible for the efficient carrying on of their duties by all under you. You are responsible for their health, for their recreation, and comfort and for their good behaviour and discipline. Finally, and not least, you are responsible for maintaining the honour of the Police Service, and for doing all you can to ensure the safety of person and property of everyone who lives in, passes through, or has property in your division or area.

3. To bear all these responsibilities you must have knowledge. You must know what to do and how to do it, and must be able to use your men in the best way possible which you will not be able to do if you are ignorant of your work and your profession.

Secondly, you must have character that is, resolution, self-confidence, self-sacrifice in order to inspire your men by your example and willingness to turn out at all times and to do extra duty when required of you, cheerfully and without complaint.

4. Now as regards the first – knowledge - remember two things.

- (i) Knowledge is not a heaven-sent gift, it is the outcome of study, hard work, experience, and thought. The harder you work the more quickly you gain experience, and the more you think the more good you get from that experience.
- (ii) Knowledge is an absolute necessity to you. Without it you cannot get self confidence. You must know your job, for if you do not, you can have no confidence in yourself and it is certain that your men will have no confidence in you. The men must feel that you know your job, that you yourself are willing to work hard and that you will never expect them to do what you would have neither the courage nor the energy to do yourself.

Men will follow your example and slackness on your part will quickly be followed by slackness on the part of your men.

5. Now as regards the second requirement character.....Your character will be the foundation of the discipline of your men. Men must be led and controlled by men.

No men ever possessed any discipline worth possessing who were commanded by old women.

Old women here does not mean aged members of the female sex but members of the male sex who by their weakness, slowness, and unwillingness to take responsibility or act when necessary without orders or advice, are unfit to be called men.

Stand on your own legs and do not be an old woman.

6. Discipline. The creation and maintenance of discipline are among your most important duties. You must insist that your orders and the orders of those empowered to make orders are obeyed immediately without argument or hesitation and with cheerfulness and energy.

Never pass any lapse from duty, however trivial, without taking notice of it.

Drop hard on slackness, disobedience, and slovenliness.

Never stand any rot or nonsense and insist always on alertness, quickness, cleanliness, cheerfulness, and above all absolute honesty.

You must not think you are expected to curse and damn your men and treat them like menials. A word of encouragement, a smile when pointing out a fault and a patient listening to an explanation, will often do much more good than any amount of ill-tempered abuse or any number of black marks.

You must remember that every man in the Police Service is a member of the Police team and you must treat the other members as you would desire to be treated had you committed the same fault.

You cannot be too insistent an honesty and obedience and your example in both these will have more effect than any number of punishments.

"By obedience we learn to command" and one might add "By being honest we make our men honest".

7. Your Looking Glass. Remember that your men are your looking glass.

If they do not know their job and are slack and slovenly, it means that you do not know your job, that you are slack, and that you are slovenly.

If your men are not keen and do not try, it means that you are not keen and that you did not try.

One can always pick out a good or bad officer and a good or bad Inspector or Sub-Inspector by looking at the men under him during their work whether he is present or not. The way they do their job is the way he is doing his job.

8. Instruction. In your position you will have constantly to instruct your men in their duties.

The key words of successful instructions are-

- (i) Preparation - Never go on parade or to an Instruction Class unprepared or ignorant of what you are going to do or say.
- (ii) Explanation - If men do not know why they do things they get little good from what they do, nor do they do it well. Explain everything.
 - (1) Why fixed point men do not salute.
 - (2) Why we patrol, &c.
- (iii) Demonstration - However carefully anything is explained, there is always one man who does not understand. Demonstrate and be able to demonstrate.
- (iv) Imitation - Make the men carry out what has been explained and demonstrated.
- (v) Repetition - The only way to make actions automatic or to teach orders is by repetition, e.g. Good Traffic Signals and the Firing Orders.

Remember these Points and act on them learning by your mistakes and finding fault with yourself even in your successes, and you will not let down those who were responsible for your training, nor let down the good name of the Ceylon Police.

Part II-General

1. The Officer-in-Charge of a Police Station is responsible to the Superintendent and the Assistant Superintendent of Police for the proper investigation of crime, maintenance of law and order and effective preventive action against crime in his station area. He is also responsible to them for the proper instruction of men under him and the maintenance of good discipline.

2. He will during each week arrange for the following: -

- (i) Parade (Squad, riots, arms drill) and P. T. and instruction in self defence
- (ii) Instruction Classes.
- (iii) First Aid Classes.
- (iv) Games with his men at least twice a week.

In the absence of the Inspector or Sub-Inspector the Officer next senior in rank will hold the above.

3. He will daily inspect his Station Lockup, Barracks, Recreation Room, etc., etc., and make an entry in the Information Book of such inspections and any matters for attention.

4. He will daily read the Information Book and Telephone Register and make orders where necessary.

5. In Stations graded 'A', 'B', & 'C' *only*, the Officer-in-Charge is permitted to have an Office Sergeant or Office Constable. In all stations graded 'D' & 'E' Office work should be attended to either by the Officer-in-Charge himself or by the Reserve Constable.

6. He will in addition to the above-

- (i) Visit villages in the area.
- (ii) Keep contact with local Justices of the Peace, Government Officials, prominent Members of the Public, Rural Volunteers, Divisional Revenue Officers, Village Headmen and others interested in the prevention of crime and the maintenance of law and order.
- (iii) Arrange for the proper supervision of criminals.
- (iv) Have proper inquiries made for absconders and undetected crime.
- (v) Arrange for effective patrolling of the area by day and night.
- (vi) Supervise the serving of processes and execution of warrants, etc.
- (vii) Co-ordinate the collection and communication of intelligence.
- (viii) Make physical checks on the work and reports of his subordinates.

Part III - Charge Room and Guard Room-Maintenance of Order in

The Police Station Charge Room or Guard Room is an Office to which the public have access at all times by day or night, for the transaction of official business.

The following instructions in regard to a Charge Room or Guard Room will be observed : -

- (i) It will be kept clean and tidy at all times.
- (ii) No noise or disturbance will be permitted in or near it.
- (iii) Off duty men having no particular business will not be allowed in or near it.
- (iv) Members of the public coming in with any complaint, information or other business will be provided sitting accommodation and their complaints or information attended to as expeditiously as possible.

Part IV-Night Duty at Police Stations

- 1. All Police Stations Grade 'A' and 'B' should be kept open at night.
- 2. 'C', 'D' and 'E' Grade Stations may be closed at night provided that there are no prisoners in custody and no cattle in the pound. The Superintendent of the Province or Division should, with the concurrence of his Deputy Inspector-General of Police, decide on the Stations that should be closed at night.

Note - Where the Superintendent has specifically ordered after consulting his D. I. G. that a Station should be closed at night the Reserve or Night Waiting Constable will lock up the Station Charge Room at 9 p.m. and sleep inside within hearing of the Telephone.

- (i) Police Stations in close proximity to main roads should be lit throughout the night. In other Stations the lamp may be turned down but must be kept

burning so that it can be turned up immediately someone comes to the Station or a telephone call is received.

- (ii) The Reserve or Night Waiting Constable will not be permitted to change into any civil clothes.

The grading of Police Stations is given in the Allocation List which is published annually.

Part V - Night Roll-Call

All off duty Sergeants and Constables living in Barracks will attend the evening Roll-Call at 9.00 p.m. and will not thereafter leave barracks except -

- (a) On duty,
- (b) In an emergency after informing the Reserve Sergeant or Constable on duty and making an entry in the Information Book giving reasons for leaving Barracks.
- (c) With the prior permission of the officer-in-charge of the Station.

Part VI - Off Duty Register

All Sergeants and Constables living in barracks will make an entry when leaving barracks while off duty indicating where they are going and the approximate time of return. In the case of stations graded 'C', 'D' and 'E', these entries should be made in the Current Information Book. In stations graded 'A' and 'B' where single men barracks are situated at a distance from the station, a separate Off Duty Information Book may be kept at each barrack for such entries to be made.

Part VII-Police Call for Assistance

1. The signal for assistance is the blowing of a Police whistle three times in quick succession.
2. Whenever the call for Police assistance is heard it is the duty of every Police Officer, whether he is on duty on the streets or off duty in plain clothes or in uniform, to double immediately to the scene and render any assistance that may be required.
3. When however there is a considerable number of men available as is the case when a request for assistance is sent to a Police Station or the call is heard by off duty men in barracks men will not delay to put on uniform but will at once assemble at the charge room, where the Reserve Sergeant will quickly note down the number of each man and will pick out the senior man to take charge of each batch before it leaves the station.
4. The Reserve Sergeant need not detain the men until he has made a formal entry in the Information Book. The Reserve Sergeant will take down on a piece of paper the number of each man as he reports, and will then pick out the man who is to be in charge. He will later make the detailed entry in the Information Book.

5. Men working as individuals without orders or instructions cannot be expected to do as well as a disciplined body acting under proper control. It is important, therefore, that off duty men should not double straight to the scene from their quarters but that they should know for what purpose they are going out and have some idea of what has happened. Whenever Policemen move as a body either in plain clothes or in uniform, they will act under the command of the senior Police Officer among them.

POLICE DEPARTMENTAL ORDERS No. A 14

INSPECTIONS AND VISITS OF POLICE STATIONS AND INSPECTION OF POLICE OFFICES BY GAZETTED OFFICERS

Part 1-Inspections and Visits of Stations by Officers-in-Charge of Districts

Every Police Station will be fully inspected once a month by the Officer-in-Charge of the District. In addition to this inspection he will visit each station in the District at least twice during the month, unless specially exempted by the Range Deputy Inspector-General from such inspections or visits.

An inspection should cover the following items: -

- (i) Parade, street firing and turn-out;
- (ii) Kits and equipment;
- (iii) Station buildings, gardens and premises;
- (iv) All government and rented buildings and quarters;
- (v) Government vehicles including bicycles and boats, where provided;
- (vi) Arms, automatic weapons and ammunition;
- (vii) All government property;
- (viii) Instruction Class;
- (ix) Books and Files, etc.

Note.-Of the above items, the inspection of kits and rented married quarters far away from the station may be done once in 3 months while all the other items should be inspected monthly

2. Where it is not possible for an Inspecting Officer to complete his inspection on one occasion, the inspection may be continued on a subsequent day in the course of the month.

3. As a general rule, inspections should be completed within the first two weeks of the month. That is the most desirable arrangement, because an officer inspecting a station as soon as possible after the end of any month, would be in a position to have a clear picture of the development of crime and Police work at that station, month by month, and would then on his subsequent visits for the month be able to follow up points noted at his inspection.

4. On no occasion should more than two inspections be done on any one day. Morning inspections should start at 6.30 a.m. and the officer should leave his quarters early enough for that purpose in very cold climates morning inspections may be fixed a little later, but in no case should an officer leave his residence later than 6:30 a.m. Inspections and visits should not be rushed; sufficient time should be taken on them. The Headquarter Inspector should be asked to attend to correspondence in the office and to the telephone if there is anything urgent. Office work should not be an excuse for rushing through essential duties, such as visits, inspections, Special Crime Report inquiries, etc.

5. It may not be possible to inspect a Headquarter or Colombo Station on the lines as an outstation. At such stations the Inspecting Officer will select different items for inspection on different dates and complete the inspection of the station within two or three days.

6. At Headquarter Stations it is necessary to inspect each month all the sub-stations and also other establishments such as Co-operative Stores, Canteens, &c.

7. Visits to stations should be carefully planned and not done in a hurry. The visiting officer will scrutinise the Information Books. Check up investigation into crime and make his orders' and comments on the Crime Progress Files, in addition to any other matters he looks into at these visits. Wherever possible such visits should be a surprise to the station staff. Points noted for attention at previous visits and inspections must be followed up at subsequent visits.

8. Gazetted Officers should occasionally at inspections or visits make physical checks, e.g., they should personally check up on a patrol done or an inquiry into a case or a report of a subordinate, in order to ensure accuracy of reports and standard of work. In rural areas it is important that Gazetted Officers should visit villages in the station area as often as possible. Such visits will give a true appreciation of the state of crime and of the work done.

9. Officers-in-Charge of Districts need not inspect a station which has been 'inspected by during that month by the Superintendent Deputy Inspector-General or the Inspector-General.

Part II - Inspections and Visits of Stations by Officers-in-Charge of Provinces and Divisions

The Officer-in-Charge of a Province or Division shall as early as possible in each half year carry out a full inspection of every Police Station in his Province or Division irrespective of whether the station had been inspected in that period by the Inspector-General or the Deputy Inspector-General. Each District should be inspected as a unit and completed within a short period. The practice of inspecting a few stations of one district

and then a few of the next and returning to the first District to complete the inspection is undesirable.

2. The inspection in the first half year is intended as a review of work and progress throughout the previous year and a comparison with the years before, while inspection during the second half year is a study of the progress in the first half year compared with the previous periods. It is for this reason that inspections should be done, as early as possible. Half yearly inspections of any station in the Province or Division should cover all the items in Part I, para 1 of this order, and observations will be recorded in the Officers' Visiting Book of each Station or Sub-station. He shall also inspect the District Office and hold an Instruction Class for Officers-in-Charge of Stations in the District.

3. The Headquarter Station ceremonial parade, the office inspection and the instruction class to Officers-in-Charge of Stations should be on the last date of the inspection of the District. The Instruction Class to Officers-in-Charge of stations should be the last item at which all special points noted at inspection of stations and the office will be made the subjects of instruction.

4. Reports of such inspections of the respective Districts will be sent to the Range Deputy Inspector-General within 10 days of the completion of the inspection. Lengthy reports are not necessary, and all that is required is a pen picture of how things are progressing in each station area and how the Officer-in-Charge is shaping. A final paragraph in greater detail outlining the state of the District as a whole, and the nature of the work and activities of the Officer-in-Charge of the District should complete the report. Special attention must always be made of any useful innovations or constructive items which are met with during an inspection. It must be remembered that a half-yearly inspection enables an officer to get a clear over-all picture of the various aspects of Police work in a District which it is not possible to acquire by surprise visits only. Further, such inspections give an opportunity to test drill; P. T.; men with promotion and health files; recruits and those enjoying privilege transfers; inspect kits, buildings and married quarters; meet officials; members of the public, headmen, etc. such contacts are very useful and necessary. For these and other obvious reasons it must be realised that regular and detailed inspections of their Districts form the most important part of their duties. They have been relieved of direct supervision over stations for the express purpose of carrying out these inspections.

5. The Inspecting Officer's report to the Range Deputy Inspector-General will include information under the following heads:-

- (i) Strength;
- (ii) Parade, street firing and turn-out;
- (iii) Rifles and automatic weapons;
- (iv) Kits and Equipment;
- (v) Instructions;
- (vi) Discipline;

- (vii). Training of Recruits;
- (viii) Health, Welfare (S. M. Mess, cost of living), water, lighting (electric), etc.;
- (ix) Recreation;
- (x) Crime, patrolling, preventive action, investigation, court work, , disposal of cases, etc.;
- (xi) Re-convicted criminals (classification, supervision, history sheets);
- (xii) Absconders;
- (xiii) Traffic and Accidents;
- (xiv) Relations with Village Headmen and the Public;
- (xv) Buildings and gardens; housing of staff;
- (xvi) Transport including pedal cycles and boats, where provided;
- (xvii) Office;
- (xviii) Stations;
- (xix) Comments on Officers-in-Charge of Stations and each supernumerary Inspector or Sub-Inspector;
- (xx) Officer-in-Charge of the District;
- (xxi) General comments on the policing of the district, additional duty, (effect on strength), new stations needed, unpoliced areas, development schemes, etc.

6. Visits to Stations. The Officer-in-Charge of a Province or Division shall visit each station in the Province or Division at least once for the half year. This will be in addition to the half yearly inspection.

7. Buildings. Superintendents and Assistant Superintendents should at their inspections and visits of stations, which are government buildings, arrange to meet the local Public Works Department officers and with them go into the question of maintenance, repairs, additions and improvements. Such reports should be sent to, the Headquarter Superintendent through the Provincial or Divisional Superintendent for necessary action. This inspection of government buildings with Public Works Department will be done at least half yearly. They should also meet landlords when necessary and get everything possible done not only in respect of the Police Station but also rented married quarters. Police Station but also rented married quarters.

8. Deputy Inspectors-General will inspect every station in their Range once a year and submit their report to the Inspector-General.

Part III - Police Office - Inspection

1. Police offices will be inspected by the Officer-in-Charge of the District once in 3 months and by the Officer-in-Charge of the Province or Division once every half year. In the case of Provincial Offices, the Officer-in-Charge of the Province will detail a Gazetted Officer at his Headquarters to do the quarterly inspection of his office.

2. Notes of these inspections must be made on the prescribed form as given below. A sufficient stock of roneoed typed forms will be kept in every office.

3. When all action thereon is over, the inspection notes will be filed carefully in a card index file so as to be available for inspection by the Provincial Superintendent, Deputy Inspector-General of Police or an Officer from Police Headquarters.

4. In making the Annual Confidential Reports on Clerks, the Gazetted Officer-in-Charge of the Office will base his reports in respect of each clerk on the record of work as shown in the various Inspection Reports referred to above.

5. Provincial and Divisional Superintendents should include in the programme of the half yearly inspection, the inspection of the respective Provincial and District Police Offices and submit notes of inspection of these offices to their respective Deputy Inspectors-General.

6. It should be, realised that what is required is a detailed report on the working of each branch of the office. It will not be necessary, however, for the Superintendent to make a report on each clerk on the prescribed form given below, but he should see these reports at his inspection and comment as to whether or not the work of the clerks has been reported on as required.

7. One copy of the notes of these half yearly inspections should be sent within 10 days to the. Headquarter Superintendent who will put up to the Deputy Inspector-General concerned any matters of importance.

Form referred to:-

Inspection Report - Office of the Superintendent,
Assistant Superintendent of Police

Branch:
Name of Officer:
Class and Grade:

Code letter:

1. Action Papers

- (a) Number of action papers at time of inspection.
- (b) Are any papers more than three days old and, if so, how many and how long are they delayed?
- (c) What is the officer's explanation for the arrears?

2. Pending Papers

- (a) Are papers arranged in chronological order of dates, pages numbered, and call-up dates noted in office papers? Test six cases and give numbers.
- (b) Are cases booked in call-up diary?
- (c) Has the call-up diary been checked regularly and action taken to call attention to over-due replies? If not, how many days' entries remain unchecked?

3. Closed Cases

- (a) Is there an accumulation of closed cases instead of being sent to be filed?
- (b) What is the officer's explanation for delay in filing closed cases?

4. Case Registers

- (a) Are all cases entered in this register and maintained neatly and properly?
- (b) Are call-up dates entered in either column 2 or 5 of the register?
- (c) Are papers sent for disposal marked " N. R. " in column 2 of the register?
- (d) Are file numbers and date of filing marked in column 2 of this register against the respective closed case numbers?

5. Other Registers, Cards and Returns

- (a) Are the Registers; Ledgers, Cards, &c., which are kept as per list of duties by this officer, maintained neatly and properly? Annex a list of registers &c. inspected.
- (b) Has a list of returns with dates on which they are due to be sent been maintained?
- (c) Have the returns due for last month been sent on the due dates?

6. Statements recorded in the course of an inquiry into a case of grave crime by a Superintendent or Assistant Superintendent or by any Police Officer who is not in charge of the station in the area of which the offence was committed, will be copied into the Information Book of the station in the area of which the case occurred. Such statements will be attached to any extracts from the Information Book that may be called for by a competent Court.

7. Issue of Notebooks to Special Police Reservists. Officers-in-charge of Provinces, Divisions and Districts, are authorised to issue Police Notebooks to Special Police Reservists for their official use. The issue of Notebooks to these Officers should be made through the respective Officers-in-Charge of Police Stations who must keep a record of the issue and the return in a separate register to be maintained for this purpose. Notebooks should be carried by these officers when on duty and should be returned to the Officer-in-Charge of the Station when their services are temporarily relinquished or when they finally leave the Service.

8. A cover with one re-fill is issued to each officer. Re-fills are consecutively numbered. It is of vital importance that a careful check should be kept on the issue of re-fills.

A register of re-fills issued will be kept in every Police Station in the form prescribed below. The name of every Officer to whom a re-fill is issued must be placed on record stating the number of the re-fill. When a re-fill is nearing completion there is

no objection to the issue of a second re-fill for use when necessary, provided that such issue is place on record in this register.

..... Station.

**REGISTER OF NOTEBOOK REFILLS
ISSUED AND RETURNED**

Page 1 of Register

Date of Receipt of Refills :

Date of Receipt	Serial Numbers	Date of Receipt	Serial Numbers

Page 2 of Register

Index :

Rank	Numbers	Name	Page

Page 3 and of Register

Names and Particulars of Police Officers to whom issued

Serial No. of Refill	Date of Issue	Signature of Officer receiving new Refill	Signature of Officer taking charge of completed Refill

Note, - (1) From page 3 onward allot ONE PAGE for each man.

(2) Register to be checked and initialled by Superintendents and Assistant Superintendents at all Inspections.

DEPARTMENTAL ORDER No. A. 17

INFORMATION BOOK - RULES REGARDING

Part I-General

1. The Information Book is the station record in which all matters that come under the notice of the Officer-in-Charge of the Station or the Reserve Sergeant or Constable in the absence of such Officer shall be entered. It will be kept on Police Form No. 1.

2. It is not left to the Officer-in-Charge of the Station to decide what matters are of sufficient importance to require an entry in the Station Record. All Police matters and

reports, information, messages, contents of telegrams, letters received and statements are to be entered in the Information Book, as they occur, or are conveyed to or come under the notice of the Recording Officer. It must be a complete record of all occurrences at a station including the visits of all persons, Police Officers, or others for any purpose whatever.

3. The Officer-in-Charge shall enter in the Information Book the hour and the minute of his arrival at and departure from the Station on each and every occasion on which he attends the station. The Information Books shall be read by the Officer-in-Charge as often as possible when he visits station and in any case at least once a day. An entry merely stating "I. B. Read" will not be sufficient. He should after reading and checking the Information Book specifically state from what paragraph to what paragraph he has read and set out matters for attention on any such paragraphs.

All orders made in the Information Book must be made in the main, body of the page. No order shall be made in the margin. The marginal space is reserved solely for the time of the entry and the paragraph number-for references which have to be quoted either to previous or subsequent I. B. paragraph number or to appropriate entries in other books e.g. G. C. R., M. O. R. numbers, or to paragraphs in any other Information Book, e.g., Routine, Accident, Crime etc.

The reading of the Information books and taking necessary action thereon is the responsibility of the Officer-in-Charge of the Station. The Officer-in-Charge of the District or Division should satisfy himself that proper action has been taken by carrying out a few test checks at each of his visits and make a record of this fact in the Officer's Visiting Book.

4. All rounds by the Officer-in-Charge of the Station and or other Inspectors and Sub-Inspectors attached to the Station, whether by day or night, shall commence and close with an entry at the Station in the Information Book. Entries on going on rounds should contain details of his movements so that all urgent messages can be sent to the place where he may be. On return to the Station the entry shall contain details of the places visited and the books checked or signed or other work done.

5. All entries in the Information Book shall be neat, clear, and legible and in good dark ink. The date shall be written with the day of the week at the head of each page. The date, time, number of each paragraph shall be entered at the time each entry is made. No entry shall be made in pencil, except when the original notes of inquiry from a duplicate note book written in indelible pencil are pasted in the Information Book.

6. The Information Book shall be written in successive paragraphs. Each paragraph shall be numbered consecutively beginning with number one at mid night on the first day of each month. When a partial, inquiry has been made and all matter available at the time has been recorded, the original paragraph shall be quoted by number and date if a further reference to the subject becomes necessary. A note of the number of

the subsequent paragraph shall be made in the margin of the original entry to facilitate reference.

7. All entries in the station record shall be made at once then and there. The making of such records shall not be postponed for further inquiry or for the purpose of obtaining more facts or till some further arrests are made or on any other ground or pretence whatever, provided that when a person comes to the station to make a complaint &c., while the officer in charge is recording statements in some other case, which will take some time to complete he shall not keep the person waiting for an indefinite period but shall break off in the statements he is recording and make an entry thus :-

“At this stagecame to the station and complained thatHe was referred to Court.” (or whatever the answer to the complaint may be). The record of the original case will then be continued.

8. If various charges, reports, or the like arrive in rapid succession and faster than the records can be made, each record shall be entered up in its turn and in the order in which it arrived at the station, save and except that every cognizable offence shall have preference over every non-cognizable offence, and shall receive attention first.

9. All statements entered in the station record shall be in the first person and in narrative form and not in the third person.

10. There shall be no interlineations, scorings, or erasures of any kind whatsoever in the Information Book. If any matter has been overlooked in making an entry, that entry shall in no wise be altered or tampered with, but a paragraph showing the time shall be entered in its proper turn in the Information Book explaining the circumstances.

No blank space whatsoever shall be left by any recording officer in the station record for the purpose of making a subsequent record therein at his convenience. Where a breach of this rule occurs, it will be regarded as having been committed with intent to deceive or for some dishonest purpose.

11. Every record made in the Information Book by an Officer other than a Reserve Sergeant or Constable on duty shall be signed by such officer. The Reserve Sergeant or Constable shall sign the Information Book at the close of his tour of duty. When a signature is affixed to an entry, it shall be affixed close to the last word of the paragraph, or if there is no room, it shall be affixed in the adjoining line on the extreme left hand side of the line and the remaining portion of the line shall be scored off by means of a wavy line thus:-

In case no signature is affixed to a paragraph the remaining portion of the line, from the last word of the paragraph to the edge of the page, shall be scored out as described above.

12. Every record made in the Information Book shall ordinarily be made in English. Where a Police Officer is unable to read and write English the record will be made in Sinhalese or Tamil, as the case may be, provided that the Officer-in-Charge of the Station shall at the earliest opportunity cause the said entries to be translated into English and recorded in the Information Book.

If a person speaking Sinhalese or Tamil makes a statement in either of these languages, the Officer on duty shall record the statement in Sinhalese or Tamil, as the case may be, if he is conversant with the language.

13. Number of Information Books at each Police Station. The following standardized procedure as regards the number and types of Information Books at the respective Stations will be observed.

- (i) "A" and "B" Stations.- The Superintendent or Assistant Superintendent-in-Charge of the District or Division will exercise his discretion as to the number and types to be maintained.
- (ii) "G" Stations.- One R. I. B. and one C. I. B. as a rule, but a grave crime I. B. and/or a Traffic Information Book may also be maintained at the discretion of the Superintendent or Assistant Superintendent.
- (iii) "D" and "E" Stations.- Only one Information Book will be maintained. However, if necessary, at the discretion of the Superintendent or Assistant Superintendent another may be maintained, but in no case shall more than two Information books be maintained at these Stations.

Part II-Rules relating to complaints, charges, &c.

When an arrest has been made there shall be clearly recorded at once and at the time the prisoner is brought in and in his presence the following, viz.: -

- (a) The paragraph number,
- (b) The time,
- (c) The number and name of the Constable bringing in the prisoner, and such Constable's statement in full with the name and address of the prisoner,
- (d) The charge or statement of the complainant, if there be a complainant besides the Constable,
- (e) The condition of the prisoner, as to whether he is drunk or sober and the situation or nature of any wounds or injuries on his person,
- (j) Particulars of the property or articles in the prisoner's possession.

2. When an accused person is detained information of the fact, stating the name of the prisoner, the nature of the charge upon which he is arrested and any extra ordinary circumstances, shall at once be recorded in the Information Book and reported to the Officer-in-Charge of the Station Complaints made by prisoners shall be recorded and promptly reported to a superior officer.

3 No accused person or prisoner shall be questioned in such a way as to lead him to incriminate himself, but if he desires to make a voluntary statement it shall be recorded at once and reported to a superior officer.

4. Where any witnesses are produced, their statements shall be recorded having noted their names and addresses, No Oath or Affirmation shall be administered. The taking of signatures of witnesses to their statements is prohibited by law. Only the persons giving the first information of a cognizable offence shall be requested to sign statements.

5. In all charges of a grave nature, i.e., in all charges not triable by a Magistrate's Court, the complainant if he is not a Police, Officer, may be bound over to appear as a prosecutor or witness in the case.

Witnesses may be similarly bound over. Records in full of all such transactions shall be made in the Information Book, and all bonds shall be certified by the Officer-in-Charge of the Station under his hand.

6. All the money and property which is not required in evidence, which is not the subject of dispute, or which is not lawfully detainable on other grounds, shall be returned to the prisoners from whom it was taken when they are sent before the Court, and a proper record shall be made in the Information Book of the property so returned to each prisoner. The property and money shall be returned in the presence of all the prisoners then at the station and in the presence of the Police officer who removes the prisoners to the Court. The number and name of the Police Officer who takes charge of the productions shall be recorded.

7. When any complainant, or any other person who is apparently intoxicated comes to or is brought to the Police Station, the recording officer shall, enter the fact and the reasons on which his belief is based in the Information Book.

8. When any complainant or any other person who states that he has been assaulted comes to or is brought to the Police Station, the situation and apparent nature of any wounds or any injuries upon his person shall be recorded. Marks and blood stains found on the person of a prisoner shall be recorded in detail.

9. In the case of a complaint or information in which no action is taken by the Police, the reasons for not taking action shall be recorded.

10. After the full record has been made regarding the complaint, the accused shall, if he is detained, be searched before being locked up. There shall be entered in continuation of the record a list of property, money &c., or instruments or the like, found upon him, or her, or which are produced in connection with the charge. The searcher's name shall be recorded.

If the offence is one in which the accused person is entitled to bail and the officer in charge sees reasons for refusing bail, he shall forthwith record in the Information Book his reasons for refusing bail.

11. All productions shall be labeled, and the label shall bear the number of the paragraph and date thereof in the Information Book referring to the case, and shall briefly indicate how each article came into the possession of the Police, so that it can be identified where there is more than one such article in the same case.

Part 111-Rules as regards Routine Entries

1. Whenever a Constable is sent out on duty particulars of any special orders or instructions given to him will be entered in the Information Book.

2. (a) Whenever a Constable returns from duty to his station he shall, before being discharged, be questioned thus:-

Have you any report to make?

Did anything special occur while you were on duty?

Did you receive any information?

Did you see any re-convicted criminals or suspicious persons while you were on duty? If all the replies are in the negative, this shall be recorded. Any answer in the affirmative requires a full report.

(b) The Police Officer or Reserve Sergeant or Constable-in-Charge shall also examine and initial the notebook of every Constable relieved from beat, patrol or other duty. If there is an entry in the note book requiring action the Officer-in-Charge of the Information Book will take all necessary action and place the matter on record in the Information Book. If there is no entry in the note book the latter will none the less be initialled to show that there was no entry.

3. When a relieving officer, whether an Inspector, Sergeant or Constable, takes charge of a station at the close of the last officer's tour of duty there shall be a full entry in the Information Book by the new officer, showing -

(a) Condition of lock ups;

(b) Number of prisoners;

(c) Whether any complaints are made by any prisoners, and if so, what complaints;

(d) The number of cattle or other animals in Police custody;

(e) The condition and cleanliness of the station and the furniture therein;

(d) The correct receipt of all property in Strong Box A of prisoners as in the Information Book and of productions in cases brought during the period of duty of the officer relieved;

(g) Cash in Strong Box A;

(h.) Arms and ammunition taken over;

(i) Condition of Telephone or Telephones;

Note – The contents of both Strong Boxes "A" and "B" should be periodically checked by the Officer-in-Charge of the station. The Officer-in-Charge of the District or Division will lay down as a Station Standing Order the periods between such checks.

4. No officer so relieved shall quit the Police Station until the foregoing entries, temporarily divesting him of responsibility have been made and signed both by him and by the relieving officer.

5. Whenever any written communication whatsoever is received at a Police Station by a Special messenger as distinct from the regular daily routine papers, the number, date, and subject of the communication and the name and address of the writer shall be recorded in the Information Book. If the special messenger is a Police Officer, his rank, number, and name shall be recorded.

In the case of every communication whatsoever despatched from the station by special messenger as distinct from the regular daily despatches, the rank, number and name of the Police Officer, who is a special messenger shall be entered, and the orders given to him shall be fully and clearly recorded.

6. Whenever a Police Officer is despatched from a Station with any special order, his rank, number, and name shall be entered, and the order given to him will be fully and clearly recorded.

7. When original notes of inquiry are entered in the Information Book from a duplicate note book, the officer who made the entries must himself paste them into the Information Book and will record before doing so, to what they refer, and after entering them, add a certificate signed by him that they are the original entries from his duplicate note book.

8. The Information Book shall not be removed from the Station, except by the order of the Officer-in-Charge of the Station. When it is removed an entry shall be made showing why and when it was removed. No unauthorized person shall be allowed access to the Information Book. No copies shall be taken of any entry except on the orders of the Officer-in-Charge of the district or the Officer-in-Charge of the Station.

9. Whenever hand.-cuffs are issued from a Police Station, the Officer-in-Charge will enter in the Information Book-

- (a) Time of issue,
- (b) To whom issued,
- (c) For what purpose,

and when they have been returned.

- (a) The time,

- (b) By whom returned,
- (c) Whether used and if so, for what reason.

Part IV-Safe custody of completed Information Books

1. Whenever any Information Book or Telephone register is complete, the Officer-in-Charge of the Reserve at the time will make an entry, in the Routine Information Book, to the effect that the particular Information Book or Telephone Register has been completed. If the Information Book that is completed is a Routine Information Book, the entry of completion will be made as the first entry in the new Routine Information Book put into use. The completed Information Book will then be kept in the Strong Box to be handed over to the Officer responsible for completed 'Information Books ' as soon as convenient; but within 24 hours.

2. (a) All completed Information Books and Telephone Registers will be preserved in a properly secured room, cupboard or box (depending on the size of the Station). The key to this room, &c., shall always remain in the safe custody of the "Officer responsible for completed Information Books";

(b) They will be stored neatly in bundles of 5 or 10 as the case may be (Information Books and Telephone Registers being kept separately) and each bundle will be labeled with –

- (i) a list of all the Information Books or Telephone Registers in the bundle, showing the dates of opening and closing of each book, and,
- (ii) a list of all pending cases (quoting the M. O. R, and G. C. R. Numbers) regarding which there are entries in the Books. These bundles of 5 to 10 Information Books or Telephone Registers, as the case may be, will be securely. tied up with string, and sealed with the private seal of the "Officer responsible for completed Information Books."

3. "The Officer responsible for completed Information Books " at each Station will maintain in the front half of a bound ruled book, a "Register of completed Information Books and Telephone Registers" starting from the front; and in the second half of the same volume a "Register of the Movements of Completed Information Books and Telephone Registers," starting from the rear of the book (The Volume being turned upside down).

He will make an entry in the "Register of completed Information Books and Telephone Registers" immediately on receipt of such a book. These entries will be in 'chronological order, under the following columns: - .

- (1) Date of receipt.
- (2) Nature of Information Book or Telephone Register (Local or Trunk calls).
- (3) Period covered by- Information Book of Telephone Register.

(4) R.I.B. page and paragraph of entry relating to completion of Information Book or Telephone Register

(5) G.C.R. and M.O.R. Numbers of pending cases in the Book

(6) Date of completion of last pending case.

(7) Date on which book may be destroyed.

(8) Date of destruction.

(9) Initials of Inspecting Officer.

Columns 6-8 will be entered when known.

Whenever a duly authorized Officer is handed a completed Information Book or Telephone Register for reference –

(i) That Officer will make an entry in the R. I. B. referring to his taking charge of the completed Information Book or Telephone Register and will sign the "movements of I. B. Register; and

(ii) The Officer responsible for completed Information Books will make an entry (vide details below) in the Register of movements of completed Information Books or Telephone Registers and will obtain the signature in that Register of the Officer to whom the completed Information Book or Telephone Register was handed for reference. One such entry will be made in respect of each Book.

When this completed Information Book or Telephone Register is returned to the Officer responsible for Information Books, he will complete and sign the entry in the Register. These entries will be made in chronological order under the following columns:-

(1) Date

(2) Nature of Information Book or Telephone Register.

(8) Period covered by Information Book removed.

(4). By whom removed and purpose.

(5) Signature of Officer removing I. B. or T. R.

(6) R. I. B. reference page and para.

(7) Date of return.

(8) R. I. B. reference-page and para.

(9) Signature of Officer responsible for completed I. B. B.

(10) Initial of Inspecting Officer.

4. The "Officer responsible for completed Information Books" will be -

(i) In the case of Stations classified as (D) and (E) - the Permanent Officer-in-Charge of the Station; and

(ii) In the case of Stations classified (C). (B) or (A)-one of the Inspectors or Sub-Inspectors at the Station so deputed by the Officer-in-Charge of the station.

In every case where the "Officer responsible for completed Information Books " goes on leave or is transferred, this Register and all the completed Information Books and Telephone Registers in his custody will be checked and properly handed over to the relieving Officer.

Part V - Information Book Extracts, issue of

1 There is no provision of law which confers on the public a right to inspect statements recorded in the Information Book. This applies to both "first information" and statements recorded in the course of an investigations under Chapter 12 of the Criminal Procedure Code. The distinction should be noted.

2. If a person who has given the first information of an offence makes an application for a certified copy of his statement such a certified copy should be issued to that person on payment of the usual fees.

An accuse person however, is not entitled to an extract of the first information of a complaint made against him (58 N. L. R. Page 8).

3. The record made, after examination of witnesses by a Police Officer as contemplated in Section 122 of the Criminal Procedure Code has been held in the case of Rex Vs. Jinadasa (51 N. L. R., Page 529) to be only a record made by a Police Officer of statements made orally to him by persons examined by him. There are no "Written Statements of Witnesses brought into existence by such a record made by a Police Officer.

4 Neither a Criminal nor a Civil Court has authority to order the issue of certified copies of notes made by police officers or statements made to them by persons examined by them in the manner indicated in para (3) above. Courts sometimes in fact order the issue of such certified copies and the proctor for the party makes application to the Police producing such order of Court in support. As the Attorney General has advised that a Court has no legal authority to order issue of such certified copies, the Police should inform the Proctor or other persons so applying that it is regretted that a certified copy of a note or an extract of such a note made by a Police Officer in terms of Section 122 of the Criminal Procedure Code cannot be issued.

5. If a Police Officer is summoned to produce the record of any statements made to him and noted by him in terms of Section 122 of the Criminal Procedure Code, the summons or a copy thereof should be referred to the Crown Counsel advising the Police so that question of claiming privilege may be considered.

This action should be taken without delay to ensure that early advice is obtained. The fullest possible particulars of the history of the case must be given to enable a proper decision to be taken on the question of privilege.

6. No Information Book Extracts; inquiry notes or crime files should be forwarded to another Department until the inquiry or case has been concluded and then only with the sanction of the Officer-in-Charge of the Province, Division or District.

7. In all cases committed to the Supreme Court two copies of Information Book Extracts should be sent by the Police through Court to the Attorney-General. One of these will be handed to the presiding Judge by the Crown Counsel for the purpose of the trial. This copy will be returned to the Crown Counsel after the trial.

Information Book Extracts supplied for the use of the Supreme Court Judge should contain an index showing the page on which the statement of a witness appears. The statement of each witness should start in a fresh paragraph with the name of the witness underlined.

The Original Information Book should be flagged and be made available for the use of the presiding Judge the evening before the trial.

8. All Information Book Extracts must be exact copies of the original entries in the Information Book and will be certified as such by the Officer-in-Charge of the Station. No corrections will be made either in the Information Book or in the copy of the original entry which is certified.

DEPARTMENTAL ORDER No A. 20

RULES WITH REGARD TO PERSONS IN CUSTODY OF THE POLICE

The Duties of the Police and the rights of those in custody

It must be remembered by all Police Officers that a person under arrest is not in the position of a convicted prisoner, and he should be shown every consideration consistent with safe custody. If a person under arrest were to ask for special facilities such as meals, bedding, &c., the request must be very carefully considered and instructions must be invited from the Officer-in-Charge, who will accord these facilities provided they would not, endanger safe custody.

2. Arrests. (a) Arrests will be made as far as possible without violence. Where force has to be used in order to bring a violent person under control before or after he has been arrested, only such force as is absolutely essential will be used.

(i) A person arrested without a warrant if he has not been bailed out shall without unnecessary delay be sent before the Magistrate having jurisdiction.

(ii) No person arrested without a warrant shall be detained for a longer period than is reasonable and in no case shall such period exceed 24 hours exclusive of the time necessary for the journey from the place of arrest to the Magistrate.

(iii) No person who has been arrested shall be discharged except on his own bond or on bail or under the special order in writing of a Magistrate. Where personal or surety bail is considered unnecessary, the specific orders of the Officer-in-Charge should be obtained.

(iv) The arrest and/or release of every person arrested and/or released without a warrant shall be reported by the Officer-in-Charge to the Magistrate having jurisdiction.

3. Handcuffing. (a) The handcuffing of persons under arrest will be left to the discretion of the Senior Police Officer present. Every precaution will be taken to prevent escape without unnecessarily humiliating the person in custody.

(b) Where a Police Officer handcuffs a person under arrest at any stage he will make an entry in his Note Book or the Information Book recording the reasons for so doing,

4. Search. (a) All persons arrested will be searched immediately after they have been arrested. On arrival at a Police Station the person will be re-searched. Appropriate entries will be made in the Note Book and in the Information Book accordingly. Before being placed in the lock-up, a note of any injury will be made in the Information Book. The person under arrest should be asked whether he desires to see a Medical Officer or to make a statement relating to any injury he has on his person. If he desires to see a Medical Officer or to make a statement, arrangements should be made at once to get a Medical Officer or record his statement as the case may be.

(b) Female persons under arrest must be searched only by a trustworthy female with strict regard to decency.

(c) When searching a person under arrest, the mouth, the hair, and any other part of the body where he is likely to conceal any article should be thoroughly examined.

(d) Search by Court Officer. When there is reasonable ground for suspecting that a person surrendering at Court may have concealed on him some weapon or other dangerous article, which he may use to the prejudice of himself or others, the Court Officer will, subject to any instructions from the Judge or Magistrate, have the prisoner searched before he is placed in the dock.

5. Detention. (a) A person under arrest on being brought to a Police Station will be received by the Sergeant or Constable on Reserve Duty, who will thereafter be responsible for his custody. When the person detained is a female, a relative or a trustworthy matron should be in attendance.

(b) Every person in Police custody is at liberty to communicate with a friend and necessary facilities will be afforded upon a request being made to the Police Officer on duty.

(c) Persons under arrest will, when possible, be placed in separate lock-ups. When this cannot be done, more than two will be placed in the same lock-up where possible.

(d) Children and young persons under arrest will on no account be placed in the same cell or be allowed to associate in any way with adult persons under detention.

(e) Persons in the lock-up will be visited at least once in every two hours by the Police Officer on Reserve Duty. In the case of lunatic or drunkard persons they will be visited by this Officer once every half hour.

(d) Every person in the lock-up will be supplied with a clean mat so that he need not sleep or lie on the bare floor either by day or night.

(g) When a person is produced at a Police Station in an insensible condition, the Officer on duty will summon a Medical Officer to examine such person or will arrange to have such person taken immediately before a Medical Officer for examination. In every case where insensibility is on account of injury, the person must be taken to a hospital.

6. Property of Persons under Arrest. (a) All property, including jewelry that is worn on the person, such as rings, earrings, &c., and such articles of clothing as may be dangerous, such as a long neck tie, braces a belt and shawl, &c., on a man or a frock belt or long head handkerchief on a woman will be taken away from a person under arrest.

(b) Full particulars of property removed will be entered by the Officer on Reserve Duty in the Information Book and in the Property Receipt Book. The property will be made into a compact bundle, labeled and placed in the Station Strong Box.

(c) Where a person desires to retain his coat for wear in the cell, he may be permitted to do so after the pockets, lining &c., have been carefully searched and articles found have been removed.

7. Diet to persons under arrest. (a) The Officer on Reserve Duty will be responsible for ensuring that persons under arrest are properly fed. An entry with regard to the quantity and quality of each meal given to such persons and the fact that it has been carefully examined will be made in the Information Book.

(b) Persons under arrest may be fed by their relations or friends at the discretion of the Officer – in - Charge of the Police Station, and each meal so handed to the person will be carefully examined for concealed weapons, or any harmful substance. An entry will be made to this effect in the Information Book also indicating who provided the meals.

8. Escort of persons under arrest. (a) When a person under arrest makes a request to be taken to the latrine; he will be taken under proper escort who will not allow such person to get out of sight.

(b) Care will be taken to send sufficiently strong escort to accompany a person who is likely to escape or become violent.

(c) A troublesome or violent person will not be handcuffed to any other person.

(d) Children and young persons will not be sent to Court along with adult male offenders.

(e) Escorts in charge of persons under arrest will never allow them to move beyond immediate control, or to lag behind or get out of sight in any way.

(f) When escorting persons by train, especially if the journey is a long one, the escort should consist of more than one officer to permit one at a time to sleep.

(g) Special care is required at Railway platforms and in trains. The person being escorted should not be allowed to put his head out of a carriage window.

(h) In alighting from a railway carriage or other vehicle the Police Officer should arrange for some persons to remain behind the person being escorted while the escort alights first.

(i) A person in Police custody will not be sent out for further inquiry from the Station except for some very good reason and then only under an escort sufficient to ensure his safe custody.

(j). When escorting a female person such person should be accompanied by a relative or a trustworthy matron.

9. Dangerous persons - producing of before Court. When producing dangerous persons before the Court Officer in writing, that special precautions in regard to custody of such persons are necessary. Court Officer will similarly warn, in writing, the Senior Escorting Officer to take particular care of the persons concerned. Confirmation of this warning on Police Form 188 suitably amended will be forwarded by the Officer-in-Charge of Police Station to the Officer-in-Charge of the Province or District for transmission to the appropriate Superintendent of Prisons as soon as possible.

Police escorts for such dangerous types of persons should be provided on application by the fiscal, Deputy Fiscal or Superintendent of Prisons to any Officer-in-Charge of a Police Station.

10. Bail in a bailable offence. (a) The Officer-in-charge of the Police Station will on bail persons in custody, who are charged with bailable offenses as soon as possible. If the permanent Officer-in-Charge is absent, the Officer on Reserve Duty will obtain instructions from the next Senior Officer

(b) In refusing bail the Officer-in-Charge will immediately record in the Information in the Information Book his reasons. In case of doubt he should immediately consult his immediate superior officer.

(11). Prisoner's produced at Police Stations by Officers of other Departments. Whenever officers of the Railway, Food Control, Excise, Municipalities or other Departments produce accused in their cases at Police Stations they should be bailed out as soon as possible. If, however, surety bail is forthcoming Police will produce such persons in Court. While such persons are in Police custody they should be fed by the Police and the expenses so incurred will be met from Police Votes.

DEPARTMENTAL ORDER No. B 6

REVOLVERS

Issue. (a) On appointment every Officer and Sub-Inspector will be issued with a service revolver of either .380 calibre or .450 calibre, for the safe custody, good order and cleanliness of which, he will be personally responsible throughout his service.

(b) Revolvers will be taken on transfer and will only be returned to the Inspector-General's Store, when the Officers to whom they have been issued, leave the Service.

(c) Revolvers will be attached to a khaki lanyard and will be worn on the outer left side. The lanyard will be slipped on to the left side of the belt. Pouches will be worn on the right.

2. Safe-keeping. (a) When not in use, revolvers will be kept under lock and key in the armoury or in the Station Strong Box. The key will be in the personal custody of the Officer to whom the revolver has been issued and he will be personally responsible for regular cleaning and oiling of his revolver. Gazetted Officers may, however, keep their revolvers in their personal custody along with 96 rounds of ammunition.

(b) Whenever a revolver is removed from the Armoury or Station Strong Box for any purpose whatever, an entry stating the reason will be made in the Information Book and a second entry will be made when the revolver is returned.

(c) The Office to whom a revolver has been issued is personally responsible for seeing that it, is unloaded and cleaned before it is returned to the Armoury or Strong Box.

3. Ammunition. Ninety-six rounds are issued for each revolver and will be kept in the Station Strong Box. This ammunition will be removed by an Officer on transfer to his next Station. In the case of Gazetted Officers, para (2) (a) above applies.

4. Care and Cleaning. (a) Monthly attention. Once a month, the revolver should be examined to see that its parts are covered with a film of oil and that there is no sign of dryness or rust on the external parts, in the cylinders or inside the barrel.

(b) *After firing.* - (i) The barrel should be cleaned thoroughly with a dry rag and cleaning rod.

(ii) When all superficial fouling has been removed, the barrel should be cleaned with a tightly fitting oil rag.

(iii) A clean dry rag should then be passed through the barrel until all dirt is removed.

(iv) The barrel and cylinders should be oiled with a clean rag.

Note.-This cleaning should be carried out daily for at least three days after firing.

5. Use of Revolvers. (a) On no occasion will an Inspector or Sub-Inspector carry a revolver without the sanction of a Superintendent or Assistant Superintendent, unless he is suddenly called upon to do some duty for which it is absolutely necessary that he should be armed and when he cannot, obtain sanction without causing a delay which would, in the circumstances, be injurious to the maintaining of law and order. On his leaving the station and on his return from the duty for which he had been called out, he will record full details in the Information Book. Generally speaking, no Officer will draw or use a revolver unless his assailant is armed with a dangerous weapon and unless such action is essential for the protection of life.

(b) The carrying or use of a revolver by a Sergeant or Constable is forbidden.

(c) A Sergeant sent as a relief to take charge of a Station is forbidden to use any revolver which may be kept at this Station. If the need to carry firearms arises he will use a rifle.

6. Any Police officer entitled to the use of a revolver, leaving the Island for some time on duty or leave, will see that his revolver is safely deposited in the Station Strong Box, Provincial, District or Inspector-General's Stores along with the necessary Information Book entries regarding its safe keeping.

7. Training, Half-Yearly Practices and Range Drill, ~or instru9tions regarding the system of training, half-yearly practices and range drill on Revolver Shooting please see pages 57 to 72 of the Ceylon Police Manual of Musketry and Revolver Shooting.

DEPARTMENTAL ORDER No. C. 1
CRIME INYESTIGATION, PROSECUTION OF OFFENDERS, REPORTS ON
ACCUSED PERSONS, ETC.

The 15 heads of crime which are classified as "reportable" are the following

	Ceylon Penal Code
1 Abduction	Sections 354-360 inclusive
2 Arson	Section 419
3 Burglary	Sections 440-446 inclusive
4 Cattle stealing	Sections 368 and 397
5 Exposure of children and concealment of birth	Sections 308 and 309
6 Grievous hurt	Sections 316, 317 and 324
7 Homicide	Sections 296 and 297
8 Attempted homicide	Sections 300 and 301
9 Hurt by knife, etc	Sections 315 and 317
10 Rape	Sections 364 and 364A
11 Unnatural Offences	Sections 365 and 365A
12 Riot	Sections 140.149
13 Robbery	Sections 380-384
14 Theft of property and receiving stolen property over Rs. 20 in value (excluding bicycles)	Sections 367. 368 (praedial products only), 369-371 and 394-396
15 Theft of bicycles and retaining stolen bicycles	Sections 367, 369-371, 394-396(bicycles only)

Every case under these heads will be carefully investigated, the true facts discovered and placed before Court.

In all reportable crime cases the Officer-in-Charge of the Police Station shall, within 3 days of the report of such crime, send to the Officer-in-Charge of the District the Crime File giving -

- (a) a brief history of the case,
- (b) action taken by the Police,
- (c) précis of evidence,
- (d) observations and progress of case.

The Officer-in-Charge of the District must carefully study every Crime File sent to him and personally give the necessary instructions to the Officer-in-Charge of the Station.

2. All cases of -
- (1) Murder,
 - (2) Culpable homicide,
 - (3) Serious gang or highway robbery,
 - (4) Serious riot,
 - (5) Burglary over Rs. 1,000,
 - (6) Theft over Rs. 2,000.

and other very grave cases will be communicated at once to the Inspector-General by radio telegram or telephone. The Officer-in-Charge of a Province, District or Division will visit the scene of every such offence and personally direct the investigation. As soon as the preliminary investigation has been completed a report on Police Form 53 will be sent through the Superintendent-in-Charge of the Province, to the Deputy Inspector-General within 10 days, with an explanation if the Officer has failed to personally direct the investigation. The Deputy Inspector-General will inform the Inspector-General of anything noteworthy in these reports. Once the report on Form 53 has been sent to the Deputy Inspector-General, thereafter a further report should be sent only if called for. At the conclusion of the case the result and lettering will be reported.

3. The main points in dealing with crime are -

- (a) Investigation,
- (b) Report to Court,
- (c) Prosecution of offenders,
- (d) Proceedings in Court.

Investigation

(i) The investigation will be conducted in accordance with the provisions of Chapter XII of the Criminal Procedure Code.

(ii) The Officer-in-Charge of the Station shall whenever possible go in person to the scene in the first instance. Where this is not possible he will visit the scene at the earliest opportunity and thereafter direct the investigations.

(iii) The minutest detail can be of importance.

(iv). In reporting facts to Court, the expression of an "opinion" is prohibited.

(v) If the inquiry cannot be completed at the first visit, a report will be made to Court of the facts that have been elicited, with a statement that the investigation is

proceeding and further report will follow. Reports to Court will continue until the facts have been elicited.

Report to Court

The Police will use 4 forms -

(i) *Form 'A' (Police 54).*.-This form will be used for informing the Magistrate that a dead body or lost property has been found, a person has been arrested and released, and other routine matters.

(ii) *Form 'B' (Police 55).*-For reporting cognizable offences in accordance with Sections 121 (2), 126A or 131 of the Criminal Procedure Code.

Note.- A confession or statement made by a suspected person should. not be included in the report to Court.

(iii) A report under Section 126 (1) of the Criminal Procedure Code should be in the following form : -

To the Magistrate :

I,.....ofhaving acted upon information given byto the effect thathereby report to Court that the investigation cannot be completed within 24 hours and move that the suspect(s)who is produced in Court, be remanded to the Fiscal's custody for a period ofdays .

I send herewith under confidential cover a summary of the statements of the witnesses so far examined.

(*Note.-*In this connection attention is drawn to the judgment in 50 N.L.R. page 202.)

Police should not expect accused to be kept on remand for more than a maximum of two weeks. Whenever a suspect is remanded by a Magistrate pending completion of inquiries and Police inquiries are completed before such date on which the prisoner is to be next produced and further detention becomes unnecessary, a report should be made to Court immediately so that an order may be made for the immediate release of the prisoner.

(iv) Form 148 (i) (b) (Police 3) for filing plaint in both Magistrate's Court and Rural Court.

Police Officers should not delay Court action. In any case where the papers have been referred to the Attorney-General to approve the charge or charges and there is delay in the receipt of the approved plaint, the prosecuting officer or his Superintendent or Assistant Superintendent may use their discretion and file a plaint which they can draft and which may, if necessary, be amended on the next Court date after the instructions of the Attorney-General have been received. The prosecuting officer should not in Court

blame the Attorney General for any delay, except where the Attorney-General has specifically directed that the Court be informed that he wants further time to consider the plaint.

Prosecution of Offenders

(i) The law requires every investigation to be completed without delay (Section 131) and as the whole object of a criminal investigation is to elicit the truth and place the truth before Court, the sooner the, evidence of the complainant and his witnesses is recorded by the Magistrate the better. If their evidence is promptly recorded there is far less chance of the parties compounding the case or of the witnesses going back on their original statements to the Police owing to the influence of interested parties.

(ii) Police Officers and inquirers are empowered under Section 121 (3) to require persons who appear to be acquainted with the facts of a case to attend their investigation. Officers-in-Charge Police Stations and inquirers are also empowered under Section 127 (1) to require the complainant and his witnesses to execute a bond to appear before the Court.

(iii) In all cases under the 15 heads of crime, the headman or the Police Officer-in-Charge of the case will make sure that the complainant and his witnesses are in Court on the day the case is reported to Court.

(iv) Court Officers will record in the remarks column of the Court report whether the complainant was examined or not and will account for any failure as regards his presence or examination. Superintendents and Assistant Superintendents will look into any case in which the complainant and his witnesses, though present, were not examined

Proceedings in Court

(i) Cases reported to Court may be of the "non summary" or of the "summary" type. "Summary" means a case triable by a Magistrate's Court. "Non-summary" means a case triable by the District or Supreme Court. When an accused is produced before Court the Magistrate is required to examine on oath all persons present in Court able to speak to the facts of the case, even though the accused's witnesses may not be present. The headmen and the Police should, therefore, see that not only the accused, but the complainant and witnesses able to speak to the facts of the case are present in Court on the day the case is reported to Court. In this connection attention is drawn to the last paragraph of Section 188 (2) of the Code.

(ii) When the complainant and the witnesses for the prosecution are being examined, the prosecuting Officer will request the Magistrate to cause the accused or his counsel to cross examine them then and there, instead of postponing the case or reserving the cross-examination for another date.

(iii) Postponements will be objected to. Witnesses should be examined and cross examined on the first date, and the Magistrate should be asked if he will require their further attendance. Postponements tend to penalize the complainant, who has often to travel a great distance to come to Court. The law requires that an injured person should seek his remedy in Court instead of taking the law into his own hands. Unless a case is promptly investigated and promptly disposed of, contempt for the law and its procedure

is bred and the preservation of law and order adversely affected. It will be observed that the law clearly discourages postponements, both in summary and in non-summary cases, vide Section 289 (5) of the Criminal Procedure Code. If in accordance with the provisions of Sections 188 (2) (b) and 289 (5), a postponement is inevitable, the Police will ask the Magistrate to fix a short date, and when it is possible, a special time for the conclusion of the inquiry or trial, e.g., a fixed hour 2 days hence.

(iv) Bail in Non-bailable offences (Section 395. Criminal Procedure Code).- Bail is not to be withheld merely as a punishment. The requirement as to bail is to secure the attendance of the accused at the trial. The following would be very cogent grounds for objecting to bail:

- (a) the character of the sureties,
- (b) the behaviour of the accused, and
- (c) any allegation that the accused is tampering or attempting to tamper with witnesses and thereby obstructing the course of justice.

(v) In order to assist Magistrates to deal with summary cases in an expeditious manner, the headman and the Police will secure the prompt attendance of all parties before Court, and thus obtain the speedy disposal of the case. This is the only method by which order can be preserved and respect for the law encouraged. The maintenance of law and order is the main duty imposed upon Magistrates, Headmen and the Police.

(vi) In Magistrates' Courts where the Officer-in-Charge of a Station is not allowed to prosecute in a summary case on the ground that he is a witness, he will get into the witness box first and then obtain the Magistrate's permission to conduct the prosecution. However, where the Prosecuting Officer is a material witness and the interests of justice are likely to suffer by reason of his prosecuting, arrangements will be made for another Police Officer or the Court Officer to conduct the prosecution.

(Note.-Attention is drawn to the judgment reported in 59 N. L. R. page 430.)

It must be remembered that evidence which is called in corroboration under Section 157 of the Evidence Ordinance, should not be called before the evidence, which it is intended to corroborate

(vii) No rules for universal application can be laid down for the guidance of prosecuting officers who should exercise their discretion as to the evidence which should be led in each case. Generally speaking, prosecuting officers should adopt the following procedure in presenting evidence before a Court:-

(1) In cases triable summarily they should lead only the evidence of witnesses whose testimony is necessary to support the facts of the case on which the prosecution has been instituted. Prosecuting officers are not called upon to lead in such cases the evidence of any witnesses whose version of the facts does not support the prosecution. If a material or a formal fact cannot be provided without causing a witness whose evidence is otherwise adverse to the prosecution, such a witness should be called by the prosecution and questioned only with regard to such material or formal fact

(2) In non-summary cases, as the ultimate decision for committing the cases for trial rests with the Magistrate and the Attorney-General, prosecuting Officers should not refrain from calling any witness who is in a position to give material or otherwise relevant evidence which would assist the Magistrate and the Attorney-General in their decision regarding the committal of the accused. In all non-summary cases copies of all entries in the Information Book relating to the Police investigation should be supplied to the Magistrate, checked and certified by the Officer-in-Charge of the Station.

(viii) The law on the subject of the conduct of prosecutions is as follows:-

(1) Under Section 72 of the Police Ordinance (Chapter 43) it shall be lawful for any Police Officer to lay any information before any Magistrate, having jurisdiction in the case, with regard to an offence against any law or enactment, and to prosecute offenders up to final judgment.

(2) Under Section 199 of the Criminal Procedure Code any officer of any Government Department may appear in person to prosecute in any case in which such officer in his official capacity or the Government Department is interested.

(3) Under Section 392 (2) of the Criminal Procedure Code the Magistrate may avail himself, if he considers it desirable, of the assistance of any public Officer (e.g. a Police Officer) in the conduct of any inquiry. Should the Magistrate decide to avail himself of a lawyer's assistance, the Police Officer in charge of the case would still be entitled to bring to the notice of the Magistrate any material facts.

(4) Summary cases.- It has been decided in S. O. Application 538, M. O. Kanadulla case No. 2,415 reported in 51 N. L. R., page 409, that any Police Officer has the right to appear and conduct the prosecution in a Summary Case instituted by a Police Officer under Section 148 (i) (b) of the Criminal Procedure Code. In accordance with this inherent right the Police will not permit members of the unofficial Bar to conduct the prosecution in such cases. There is no objection, however, to lawyers assisting the Police, who should unless for any special reasons, readily welcome such assistance.

(5) Non-Summary Cases.-Except where Crown Counsel appears the Police will lead the evidence for the prosecution in cases instituted by them. Should, however, a lawyer be retained by the aggrieved party, the Magistrate will decide whether he will seek the assistance of the lawyer in addition to that of the Police Officer. If the Court so decides the Police Officer should in no circumstances withdraw from the case. He will assist the lawyer to the best of his ability. But he should make application to the Court to record the fact that the evidence was not led by him but by the lawyer.

POLICE REPORT ON ACCUSED PERSONS

After conviction of an accused person by Judge or Jury, the Judge may examine the Police Officer in charge of the case on :-

- (a) The accused person's character, nature of employment and general reputation;
- (b) his previous convictions (if any);

(c) the probable motive for the crime (when such motive is not disclosed in the evidence led in the case);

(d) the antecedents of the accused and all other circumstances which may be material to or aid in assessing the punishment to be imposed.

(ii) Police Officers should be ready with all relevant material on above matters and if necessary get into the witness box and on oath give evidence relating to such matters.

(iii) The following dictum by a well known Chief Justice of England should serve as a guide:

"When a Police Officer is called to give evidence about a prisoner who has been convicted he should in general limit himself to such matters as the previous convictions, if any, and the antecedents of the prisoner, including anything which has been ascertained about his home and upbringing in cases where the age of the prisoner makes this information material. It is his duty to inform the Court also of any matters, whether or not the subject of charges which are to be taken into consideration, which he believes are not disputed by the prisoner and ought to be known by the Court. Police Officers should inform the Court of anything in the prisoner's favour which is known to the Police, such as periods of employment and good conduct."

(iv) In the case of District and Supreme Court trials, the Police Officer should furnish such information to the Crown Counsel at the commencement of the trial. The Officer-in-Charge of the case will also furnish Crown Counsel with particulars as regards each of the witnesses for the Defence e.g., occupation, financial position, relationship to the accused or to any other witnesses, previous history and any other facts that in his opinion are likely to prove useful for the purpose of cross-examination.

(v) As soon as a person charged with murder or a capital offence is committed to the Supreme Court, a copy of the Police Form 280 will be completed by the Officer-in-Charge of the Police Station in which the murder had occurred and then sent to the Officer-in-Charge of the District who will check it and forward it to the Deputy Inspector-General concerned with a copy of the Birth Certificate of the accused person. If the Birth Certificate is not available, a report should be obtained from the Village Headman as to the approximate age of the accused. If the accused person is a foreign national or if a V.H.'s report cannot be obtained, the Medical Officer of the Remand Prison in which the accused person is kept in custody should be requested to examine him and to give a report as to his approximate age. Copies of these antecedent reports and report of age should be kept in the relevant Crime Files.

(vi) All information should be carefully checked as it will be understood that the punishment may depend on the completeness and accuracy of the Police report.

General

(1) **Withdrawal of Cases.** Prosecuting Officers will not withdraw a case or withdraw the charges contained in the Complaint, except with the sanction of the Assistant Superintendent of the District or Division. If in the opinion of a Magistrate the evidence

is contradictory or inadequate to proceed further, it is open to him to discharge the accused.

(2) **Prosecutions in Rural Courts.** Cases which can be filed in Rural Courts should be filed there and not in the Magistrate's Court. Rural Courts were set up to relieve congestion in Magistrates' Courts and for the convenience of litigants in minor offences. A case may be taken to the Magistrate's Court only if it appears in the circumstances of the case that the offender cannot be adequately punished by any penalty which the Rural Court is authorised by law to impose.

(3) **Evidence in the Vernacular.** Sergeants and Constables should give evidence in Court in their mother tongue if they feel that their knowledge of English is too meagre to face cross examination.

(4) Documents other than in English as evidence in Court. Police should attach certified translation of all documents in any language other than in English, which are to be produced in evidence.

(5) **Engagement of Veterinary Surgeons.** When a Magistrate orders the summoning of a Veterinary Surgeon, the prosecuting Police Officer should make it a point to request that the Government Veterinary Surgeon be summoned, if one is attached to the area in question. The services of the Government Veterinary Surgeon are free of charge.

(6) **Evidence by Government Radiologist.** In all judicial cases, the Government Radiologist or any other officer taking sciagraphs in outstation hospitals for judicial purposes, forwards to the Judicial Medical Officer or the District Medical Officer the sciagraph together with his report. The Medical Officer who gives evidence as to the nature of the injuries, produces in Court this sciagraph and report when giving evidence. As it is always necessary to prove to the satisfaction of the Court the identity of the person sciagraphed, the technician who took the sciagraph will be a material witness and should be summoned to give evidence. This is required by the Proviso to Section 406, Sub-Section 3 of the Criminal Procedure Code, and in view of the judgement in S. C. 47/IVI. C. Colombo case No. 42,583 reported in 52 N. L. R., page 456. This reduces to a minimum the necessity for the Government Radiologist to give evidence in Court.

7. Confessions to Police Officers not to be included in reports to Court. It is a grave error to include confessions made to Police Officers in reports to Court, which must necessarily prejudice the minds of the Judges. Police Officers should exercise great care to avoid giving in evidence which might lead to the inference or even a suggestion that an accused had made a confession to the Police, or that he had made a statement to Police implicating a co-accused.

(Note.-Attention is drawn to judgments in 54 N. L. R. page 32 and 59 N. L. R. page 185.)

(8) **Dead bodies found in public places.** Where a Magisterial Inquiry becomes necessary on a dead body which is lying in a place and posture which may be considered disrespectful to the dead, the Police should communicate immediately with the Magistrate and move for an immediate inquiry on the grounds that

(a) representations have been made by the relations of the deceased that the body is lying in a particular place unattended and they are anxious to take over the body so that it could be given a respectful burial, or

(b) that it is lying in a place and in surroundings which might be considered to be disrespectful to the dead

The Police should also on their own initiative show that in the circumstances of each case every possible effort is made to prevent a charge of neglect of or disrespect to the dead. If the relations themselves are not there to 'take charge of the corpse, it would be the duty of the Police to see that it is concealed from the public gaze and that every effort is made to provide a suitable covering for the corps. In the meantime, information should be sent to the relations and once they arrive at the scene, they should be accorded all facilities to look after the body pending its burial or cremation.

(9) **Interpreters, Police Officers acting as.** Police Officers of all ranks should refrain from acting as interpreters at any Magisterial inquiry, judicial proceedings, recording of dying depositions, applications for Search Warrants, etc. Whenever an interpreter is required the Police will give every assistance to obtain the services of an intelligent, competent and disinterested person.

DEPARTMENTAL ORDER No C. 4

CRIMINAL INVESTIGATION DEPARTMENT, SET-UP OF AND INVESTIGATION IN PROVINCES BY

Part I

The Criminal Investigation Department consists of two main divisions, each under a Superintendent of Police, responsible to the Deputy Inspector-General of Police, C. I. D. These two divisions are -

- (a) The Special Branch Division.
- (b) The Investigation Division.

2. The Sections allocated to each of these Divisions are as follows in broad outline :-

A. THE SPECIAL BRANCH DIVISION

- (i) Political Section;
- (ii) Travel Control Section;
- (iii) Aliens Section;
- (iv) Registry;
- (v) Protective Security Section.

B . THE INVESTIGATION BRANCH DIVISION

- (i) The Investigation Section;
- (ii) The 'X ' Branch Section (Anti-Bribery Work);

- (.iii) Immigration and Emigration Section;
- (iv) The Administration Section;
- (v) The Technical Branches - which consists of:

- (a) The Finger-Print Bureau;
- (b) The Photo Bureau;
- (c) The Criminal Record Office.

3. The Criminal Investigation Department may be required by the Provincial Police to assist in the investigation of any case. The Department may also be required to re-investigate a case on the orders of the Attorney General.

4. When the assistance of the Criminal Investigation Department is required, Deputy Inspector-General in charge of the Range will apply direct to the Deputy Inspector-General, Criminal Investigation Department.

5. The Deputy Inspector-General, C. I. D., will thereafter make arrangements to send C. I. D. Officers to assist in the investigation. He will inform the Officer-in-Charge of the Province when the C. I. D. Officers will report to him.

6. Whenever possible, two officers of the Criminal Investigation Department will be sent, if only one officer is available he will carry a letter from the Superintendent, Criminal Investigation Department, instructing the local officer to lend the assistance of a Sergeant or Constable. In no circumstances whatever will any officer of the Criminal Investigation Department investigate a case in the Provinces by himself.

7. On completion of the investigation, officers of the Criminal Investigation Department will report verbally to the Officer-in-Charge of the Province or District. On return to Colombo, they will submit a written report in triplicate to the Superintendent, Criminal Investigation Department, who will submit the report to the Deputy Inspector-General, Criminal Investigation Department. The Deputy Inspector-General will, after adding his remarks, dispose of the three copies as follows:-

- (a) One copy to the Deputy Inspector-General of the Range concerned.
- (b) One copy to the Superintendent or Assistant Superintendent in charge of the Province or District concerned.
- (c) One copy for file.

8. If Officers of the Criminal Investigation Department, after enquiry, find it necessary to criticise the enquiry held by the local Police, they will do so when making their verbal report to the Officer-in-Charge of the Province or District concerned and will embody such criticism in their written reports to the Superintendent, Criminal Investigation Department.

9. When lent to assist the Provincial Police, Officers of the Criminal Investigation Department will be entirely under the direction and control of the Officer-in-Charge of

the Province or District concerned and work under his instructions until their return to Colombo. The Officer-in-Charge of the Province or District can utilize the Officers of the Criminal Investigation Department in any way he thinks best in regard to the investigation for which they have been sent. The Officer-in-Charge of the Province or District will personally supervise and direct enquiries by the Officers of the Criminal Investigation Department and will not depute this 'responsibility to any subordinate Officer.

10. If Officers of the Criminal Investigation Department are instructed to make enquiries independently of the local Police, they will report the result of their enquiries personally to the Officer-in-Charge of the Province or District and not to the Officer-in-Charge of the local Station. If on the other hand, they are directed by the Officer-in-Charge of the Province or District to cooperate with the local Police in an investigation, then they will keep the Officer-in-Charge of the local Station informed of the result of their enquiries from day to day.

11. In all cases in which officers of the Criminal Investigation Department are sent to re-investigate a case on the orders of the Attorney-General, they will be under the direct and sole control and direction of the Deputy Inspector-General of Police, Criminal Investigation Department. They will make no report to the Officer-in-Charge of the Province or District unless so directed by the Deputy Inspector-General, Criminal Investigation Department.

Part II

1. In order to assist the Special Branch Division of the Criminal Investigation Department to fulfill its tasks in respect of the Provinces, Assistant Superintendents in charge of Districts will operate in each Headquarters a special staff to be called the District Intelligence Bureau.

2. A Standing Order has been approved by and issued under the authority of the Inspector-General to lay down and regulate the duties, functions and responsibilities of the Bureau. The staff allotted to them will be used exclusively for the purpose set out in that Standing Order and in the manner specified.

3. The Standing Order regulating the functions and duties of the District Intelligence Bureau will not be entered in the Station Standing Order Book, but will be entered in a separate book (D. I. 13. Register No. 4) and kept on permanent record in each Bureau.

DEPARTMENTAL ORDER No. C. 5

FINGER PRINT BUREAU

Part I-Finger, Palm, and Footprints, Method of taking

1. There will be one Finger Print Identification Office in Colombo for the identification criminals throughout the Island. The Officer-in-Charge of the Finger Print Identification office is appointed 'Registrar of Finger Prints' in terms of the Rules made under Section 17 of Chapter 18, Prevention of Crimes Ordinance.

2. The system of personal identification by finger, palm and foot prints is universally adopted as the safest method to establish identity because of its infallibility.

3. The following general instructions are laid down for the guidance and instruction of all Police Officers and for the efficient administration of the Bureau:-

(i) Every officer, of whatever rank he may be, must be able to take finger, palm and foot prints and is required to be able to judge whether an impression is sufficiently clear and contains the details needed for purpose of identification.

(ii) The success of the system depends upon the clearness of the impressions. It is essential that "deltas" and "cores" and "ridges" should be distinct and free from blur, because in finger prints of the "Whorl" and "composite" types, the ridge which proceeds from one delta to the other is traced for the purpose of sub-secondary classification. Obviously, unless the print is free from blur, ridge counting and ridge tracing cannot be satisfactorily done.

(iii) Impressions must be so taken on the finger print slip that the flexure of the end joint shall be immediately above the black line on the printed form, marked "fold". If the impression of any digit be defective, a second print may be taken in the vacant space above it, or the impression must be re-taken on a new form. When a digit is missing or is deformed and yields a bad print, or is so injured that the impression cannot be obtained, the nature of the injury should be noted in the space provided for that digit and "healed" and "unhealed" specified.

(iv) Care should be taken not only to take the finger prints clearly in the allotted space on Police Form No, 113A for each digit, but also to see that the description of the criminal and the particulars of all convictions are written in a legible hand correctly and briefly on the back of the form.

(v) To avoid confusing the records, no accused or prisoner other than the one whose record is being taken may be present while the record is being made. Each set of impressions must be completed in a single operation, and the required particulars inserted at once. The practice of making a number of records and then having the particulars filled in is strictly forbidden. The same procedure should be followed when the palm and

foot prints are taken as there is no prescribed form for palm and foot prints. The operator should certify the name of the person, date and place where the impression was taken and should write his rank, regimental number and his name in block letters below his signature.

(vi) In every Police Station and Magistrate's Court there shall be kept a stock of Finger Print Forms, a slab and a roller, and also a supply of printer's ink or finger printing ink tubes, and turpentine.

3. Finger Prints, Taking of, General Instructions. (a) The height of the table or stand on which finger prints are taken should be about 4 feet. The top must be smooth and the front edge cut square (not rounded).

(b) It is difficult to obtain satisfactory, prints on an ordinary office table, such a table being too low and the edges generally rounded off.

(c) When a table of the required height is not available, a portable stand may be used sufficiently high to raise it to a level of 4 feet.

(d) Before taking finger prints, it is necessary to remove all traces of perspiration and dirt, which if allowed to remain on the fingers, would prevent the ridges taking the ink properly. To clean a finger thoroughly, put a drop or two of turpentine on it and wipe it with a duster.

(e) Use as little ink as possible on the slab, and thoroughly roll it until an even film of ink is spread over the whole surface of the slab.

(f) A film of ink of such thickness is needed, that when the fingers are lightly rolled over the. slab, prints with black, sharp lines without blur are obtained. If there is too much ink on the slab, some of it can be taken off by placing a sheet of paper on the slab and passing the roller over it.

(g) The slab and the roller should be thoroughly cleaned with turpentine immediately after use, and kept under a wooden cover. All implements and materials must be kept on a rack. Dirty apparatus is fatal to satisfactory work.

(h) Fold the finger print slip at the first line marked "fold". Place the upper part on the table, allowing the lower part to hang, so that the crease is right up to the edge of the table. The slip can be kept in position by a pin or small weight.

(i) The operator should stand at the end of the table, the subject facing this table. Each of the subject's digits, which should be quite passive, must be taken in turn (from the thumb) between the operator's left thumb and forefinger and held by the operator's right thumb and forefinger on either side (not front and back), just below the flexure of the end joint. The grip must be fairly tight.

(j) The digit should now be placed on its side on the inked slab with the bulb facing the operator so that the side of the nail touches the slab. The flexure of the end joint should be just above the edge of the slab, and the subject's arm at right angles to it. The operator's right forefinger should be lightly laid on the tip of the digit.

(k) The subject's finger should now be slightly rolled towards the operator until the opposite side of the nail touches the slab.

(l) If the rolling is not complete, the resulting impression may not include the necessary "delta" or "deltas". Care should be taken to see that the finger is properly inked before an impression is taken on the finger print slip. The operation of rolling is then repeated on the finger print slip. With hard and dry hands it is sometimes necessary to

roll the finger twice on the inked slab before taking an impression. No digit should be twice rolled over the same part of the slab without the slab having been re-inked.

(m) If an impression is blurred or smudged, clean the finger first before taking another impression.

(n) After an impression has been taken, examine it carefully in a good light to see that every line is clear and well defined. If the impression is not clear, clean the finger and try again until a clear impression is obtained. It is impossible to classify a blurred Print. Fingers should be properly rolled.

(o) After the prints of the right digits have been taken, the slip should be folded at the second line marked "Fold", and the upper part of the slip placed on the table.

(p) After the prints of the left digits have been obtained the whole finger print slip is placed on the table ready for the "Plain" impressions on the lower part.

(q) The method of obtaining "Plain" impressions is to take each hand in turn and place the bulbs of the required fingers simultaneously on the inked slab. The fingers should then be gently pressed with the flattened right hand of the operator. This operation is repeated on the finger print slip. The subject's hand must not be arched, but should be quite flat. No regard need be paid to "deltas", but the details must be clearly defined.

(r) Good impressions can sometimes be obtained from contracted fingers by first inking the digit with the roller and then rolling the finger print form (stiffened by a piece of card folded within it) around the bulb of the finger.

(s) Impressions of the fingers of dead persons can be obtained in a similar manner.

4. Palm Prints. There are two standard methods of taking palm prints and these methods are described below: -

(a) The commonest method is to ink the roller evenly as described earlier and pass the roller lightly over the palm and the fingers of the hand. The palms should then be placed flat on a sheet of paper with the fingers outstretched and spread out and pressure applied with the fingers of the opposite hand over the area between the base of the fingers and also the back of the palm above the middle area. This will ensure that the entire palm area is correctly reproduced.

(b) The other method is to have a copper-covered cylinder of about a foot long and six inches in diameter fixed firmly on a stand. This cylinder is then inked evenly with the aid of a roller and the subject should be asked to grasp the cylinder so that the surface of the palm gets a coating of printer's ink. The hands should then be placed on a sheet of white paper affixed to a similar roller and the palm print thus obtained. From experience it has been found that the first method is more practicable and gives better results and is strongly recommended.

In both these methods care should be taken to see that the palms are clean and dry.

5. Taking Foot Prints. In taking foot impressions also, two methods are generally adopted as follows :-

(i) By placing a clean foot on a large inked slab which has been evenly rolled with printer's ink and then placing the same foot on a sheet of white paper

firmly placed on the floor or some smooth hard surface so that the impression is clearly obtained on the paper.

(ii) By inking the sole of the foot with the help of a roller and then placing that foot on paper thereby obtaining the print of that foot.

In both these methods, care should be taken to see that the soles are clean and dry before being inked. In all cases the ink used is printer's ink or a standard make of finger print ink such as Reeves. The officer who takes the palm and foot prints should certify in the same manner that the respective prints had been taken by him. He should also furnish the full particulars, viz., name of person, date and place when prints were taken.

FOOT-PRINTS, METHOD OF REMOVING OR TAKING AN IMPRESSION OF

(a) When prints of bare feet or of boots or shoes are found in a scene of crime, all access to the spot will be prohibited until the prints have been removed or photographed. If the prints are in the open air they should be covered with a large open vessel or an empty box. If there is any chance of rain, the box or the vessel should be covered with some waterproof material.

(b) PHOTOGRAPHING FOOT-PRINTS

If ridges are visible or if the footprint is on a smooth surface, the finger print expert should be summoned to visit the scene before photographing. It should be photographed with a foot ruler or a measuring tape placed alongside. In other cases where impressions of bare or booted feet are found, usually embedded on earth or sand, the inquiring officer should take a plaster cast himself by following the methods described herein. In difficult cases the services of the Technical Assistant attached to the Technical Branches, may be summoned through the Assistant Superintendent of Police, Technical Branches.

(c) FOOT-PRINTS IN EARTH

Any water collected in the impression should first be gently removed with a rag or a piece of blotting paper. A wooden or a metal frame or a yard long strip of roofing lead or zinc cut to a width of 2 inches should be placed around the print. If the impression is in very muddy earth, French Chalk should be sprinkled on it before taking a cast. A mixture of plaster of Paris should be prepared by putting the water into a bucket or bowl, and then adding the powder handful by handful. The mixture should be well stirred by hand and there should be no lumps. When the mixture is of sufficient consistency, e.g., the consistency of castor oil, it should be gently poured on to the print. When the ground is covered with a layer of mixture about 1 inch thick pieces of straw or string well soaked in water should be put on and then more plaster added so as to make a reinforced layer of plaster. The initials of the officer taking the impression and the date should be scratched on top and the cast left to harden. For at least half an hour, until the cast has become noticeably warm, no attempt should be made to lift it. All extraneous matter can be washed off after it has hardened. The cast is then ready to be transported.

(d) FOOT-PRINTS IN SAND

When the print is in sand or sandy soil, the walls of the print must be strengthened before a cast is made. This can be done by spraying the print with a solution of shellac in methylated spirits. This solution is prepared by dissolving one ounce of shellac in a pint of methylated spirits. A simple spray such as that employed for spraying "Flit" should be used. The gentle spray of the shellac solution does not disturb the walls of the impression. When sufficient solution had been sprayed on, the impression is left for a short time for all the methylated spirit to evaporate. The impression may then be oiled and a plaster of Paris cast made as explained in paragraph (c) above.

(e) FOOT-PRINTS ON CEMENT

When a blood stained footprint is found on a surface such as cement or a soft or mud floor, a foot ruler or measuring tape should be placed alongside it and both the foot ruler or measuring tape and the footprint should be photographed together. After photographing the footprint, the block of cement or portion of mud-floor should be cut and removed for production in Court by the officer who removed it from the place where it was found. Every precaution should be taken to protect the footprint from damage.

(f) TYRE MARKS ON EARTH AND ON SAND

These marks should in the first instance be photographed and a plaster cast then made according to the method explained earlier, for taking the cast of footprints.

Part II-Finger Print Examinations and Allowances

1. Government has sanctioned the following special allowances for the staff employed in the Finger Print Bureau :-

The Officer-in-Charge of the Bureau Rs. 100 per month.
Certificates as Experts-Inspectors Rs. 60 per month.
Certificates as Experts-Sub-Inspectors Rs. 40 per month.
Certificates as Experts-P. SS, and P. CO. Rs. 3 a per month.
Elementary Grade Certificate Holders Rs. 15 per month.

2. Such certificates are granted by the Inspector-General after the candidates have qualified in a theoretical, practical and oral test.

3. The following is the syllabus of the examinations prescribed :-

SYLLABUS

1. **Qualification of Candidates.** The examination is open to the staff of the Finger Print Bureau who have undergone training in finger print work and are declared by the Officer-in-Charge of the Bureau to be fit for examination.

2. **Grades.** There will be two grades of examinations, the Elementary Grade and the Advanced Grade. The Elementary Grade is for officers who have put in not less than 2 years' service in the Bureau and are declared by the Officer-in-Charge of the Bureau to be qualified to classify, file, search and do other routine work in the Finger Print Bureau.

The Advanced Grade is for officers who have put in not less than 4 years' service in the Bureau and have obtained the Elementary Certificate. In addition they should be able to give expert evidence regarding identity of finger prints, palm prints and foot prints in a Court of law, and do all work connected with the Finger Print Bureau.

3. (a) **The Text Books for the Elementary Grade**

- (i) Classification and uses of finger prints by Henry.
- (ii) The Prevention of Crimes Ordinance (Chapter 18), Rules made under this Ordinance, and all Departmental Orders and Police Gazette, Part 11; Notifications regarding work in the Bureau.

(b) Text Books for the Advanced Grade. In addition to what has been prescribed for the Elementary Grade, the following books will be read:-

- (i) Finger Printing by Charles Edward Chapel.
- (ii) Practical Finger Printing by Bridges.
- (iii) Circumstantial Evidence by Wills.
- (iv) Personal Identification by Wilder and Wentworth.
- (v) The Expert Witness by G. C. A. Mitchell.
- (vi) Finger Print, Palms and Soles by Harold Cummins and Charles Midlo.
- (vii) Single Finger Prints by Battley.

4. **Examinations.** (a) In the Elementary Grade there will be 2 tests :-

- (i) Theoretical.
- (ii) Practical.

The Theoretical Test will consist of a question paper containing questions from Henry's book on finger prints and Departmental Orders.

The practical test will test the candidate's knowledge of the following : -

- (i) The taking of finger prints.
 - (ii) The cleaning and care of instruments.
 - (iii) The classification of finger prints.
 - (iv) Searches.
 - (v) The drawing of diagrams explanatory of different types of finger prints.
- (b) In the Advanced Grade there will be three tests:-

- (i) Theoretical.
- (ii) Practical.
- (iii) Oral.

The Theoretical Test will consist of a question paper containing questions from the Text Books mentioned in paragraph (3) above.

The Practical Tests.-(i) The candidate will be required to compare chance print with a series of Finger Prints, palm and: foot prints and express his opinion giving reasons.

(ii) He will be required to classify a chance print and identify it in the Breakers Collection.

The Oral Test.-An Oral Examination will be held to test the candidate's knowledge of the science of finger prints, palm and foot prints and his knowledge of the important legal decisions on the subject, and the law of evidence pertaining to finger, palm and foot prints.

5. Certificates. Candidate who succeed in. obtaining 75 per cent of the marks in each of the tests will be declared to have passed the tests and will be granted certificates.

Candidates who succeed in passing the Elementary examination will be granted certificates of efficiency. Those who pass the Advanced Test will be granted certificates of higher efficiency.

6. Allowances can be suspended and Certificates withdrawn should these certificate holders prove inefficient at any stage of their stay in the Bureau. Such suspensions and withdrawals will be reported to the Inspector-General.

DEPARTMENTAL ORDER No. E 7

LUNATICS IN POLICE CUSTODY

The care of lunatics in Police custody is a matter of utmost importance. They are not responsible for their actions, and are not on any account to be assaulted or treated with unnecessary violence. Police of all ranks, however much they may be abused, annoyed, or disturbed, must train and accustom themselves to treat insane persons with patience and forbearance.

2. Lunatics frequently act in an obscene, disgusting, noisy, abusive and annoying manner, but this will not be accepted as an excuse for any ill-treatment while in Police custody. Lunatics are not responsible for their actions, and this fact will always be remembered by Police officers who will make every allowance for a lunatic's actions however annoying they may be.

3. When a lunatic is produced at a Police Station the Reserve Sergeant will carefully examine him for any signs of injury. Should any signs of injury or illness be detected on administration to the Police Station or at any other time while in Police custody, the Reserve Sergeant will inform the Officer-in-Charge, and will take immediate steps to have the lunatic examined by a Medical Officer.

4. The Reserve Sergeant is personally responsible for lunatics in Police custody while he is on duty and the Officer-in-Charge of the Station will satisfy himself, by frequent visits, that they are being treated in a humane manner.

5. All ranks will realize that if a lunatic is improperly treated while in Police custody and it is found later that he is injured, the injury even if due to another cause will be attributed to the Police, unless the contrary can be proved satisfactorily.

6. All ranks will further understand that if there is any ill-treatment of a lunatic by Police or others while in Police custody, *the Police officer responsible for his custody will be severely dealt with.*

7. Meals should be served to lunatics in custody in a plantain leaf or on paper and without cutlery. In the case of prisoners who ordinarily use plates and a knife, fork and spoon, plates made of enamel or of aluminium and two spoons in place of the knife and fork should, if possible, be supplied.

8. Insane persons are sometimes charged criminally when the correct procedure would be to produce them before a District Judge to be dealt with under the Lunacy Ordinance (Chapter 177). Such cases as a wandering lunatic found on the railway line, or in a building and unable to give an account of himself or sleeping on the verandah of a private bungalow, or behaving in a disorderly manner in the public streets, &c , should, after inquiry by the Police, be sent before the District Judge and a remand obtained for observation; if the person is found to be insane, he can then be committed in the usual way to the Mental Hospital without criminal proceedings being taken.

9. Any Police officer having reason to believe that a person is of unsound mind may apply to the District Judge under Section 2 of Chapter 177 of the Legislative Enactments of Ceylon to have the state of mind of that person inquired into. When so doing. Police will furnish the name and complete addresses of relatives of the patients to the respective Court to enable the Court to fill in page 9 of Form Medical 319.

10. It is not intended that the Police should interfere with a lunatic who is the safe charge of his relatives or friends, unless such lunatic is a source of danger to the public or is being ill treated. *Except in cases where the suspect is obviously of unsound mind, the Police officer should not take charge of the suspect unless the person handing him over agrees to attend court to give evidence.*

11. Before entering a formal order adjudicating a suspect to be of unsound mind the District Judge is required to ascertain by inquiry-

- (a) Particulars concerning the suspect as laid down in Form Medical 319 (E*); and
- (b) Whether there is any fit relative or friend who is prepared to undertake to enter into sufficient security for the proper custody, care, and maintenance of the suspect.

12 In order to assist the District Judge in the enquiry, the Police officer who produces a suspected lunatic will make a preliminary enquiry and endeavour to produce one or two of the closest relatives who could give full particulars in regard to the suspect and as to any property which the suspect possesses, as well as any person who is willing to contribute towards the maintenance of the lunatic if committed to the Mental Hospital

13 If such persons cannot be found immediately every endeavour will be made to do so during the period of remand of the suspect for observation and such persons as can give the necessary evidence will be produced before the District Judge on the day when the suspect is produced after observation for the final order of the District Judge

14. Persons of unsound mind and of no fixed abode who are produced before Court in terms of the Lunacy Ordinance should be finger printed (induplicate)

DEPARTMENTAL ORDER No. E. 21

WEEKLY REPORTS OF SUPERINTENDENTS AND ASSISTANT SUPERINTENDENTS

All Superintendents and Assistant Superintendents including Probationers and Acting Officers must send up weekly reports unless exempted by the Inspector-General. Weekly reports are intended to keep the Inspector-General and the Deputy Inspectors-General in touch with the work and other activities of Officers and to give them a general idea of what is occurring in their respective areas. It should be remembered that these reports are of a confidential nature and a medium through which any subject of a personal or official nature could be brought to notice. Criticisms and comments on matters of public interest, provided they are brief and to the point, will be welcome. These reports are not intended to take the place of official correspondence but to convey confidential matters and to supplement and explain official letters. For convenience, an Officer should note in his report whether he has written officially or not on the subject to which he is making reference. These reports should be made interesting and should reflect the personality of the Officer. His recreational pursuits and hobbies are of interest and a joke or a humorous comment would not be out of place. They should not be merely a tabulated record of the Officer's daily activities.

2. When stations are inspected or visited, brief comments should be made in the weekly report on the state of crime, general condition of the station, any particular good or bad work, etc. Where an Officer has inquired into a complaint, whether criminal or disciplinary, brief facts of the complaint should be given with his observations. Visits to Officials and members of the public, anti-crime activities undertaken, matters of security

interest, the organization and playing of games and any other matters of general importance or interest would be subjects to be mentioned with appropriate comments.

3. Weekly reports must be written out day by day. They should be posted to reach the Superintendent of the Province or Division the latest on Tuesday of the week following. All reports should be collected by the Superintendent who will make his comments, if any, on them and forward them with his own weekly report under personal cover to reach the Deputy Inspector-General by Wednesday. Weekly reports should be written up to cover periods of leave as well and reports for these periods will be forwarded as soon as the Officer returns to duty.

4. Weekly reports will be returned under confidential cover by name and should be promptly returned with replies to any query raised. They will eventually be filed confidentially in the personal custody of the Officer who wrote them and he will ensure that such reports are retained by him for a period of 5 years. There is no objection to the Officer retaining these reports for a longer period if he wishes to do so.

5. It is expected of Superintendents and Assistant Superintendents in charge of Districts that they will visit their Headquarter Station as often as is necessary but not less than 3 times a week. They should also attend at least one parade a week and, in addition to the Instruction Class held at the monthly inspection, hold at least one other Instruction Class at their Headquarter Station every month. This Instruction Class may be confined to one or more of the substations. The Superintendent of the Province or Division should attend at least 2 parades during the month and visit his Headquarter Station at least once a week. All Superintendents and Assistant Superintendents should organize or take part in games regularly with the men.

DEPARTMENTAL ORDER No. E. 4

UNDUE INTERFERENCE IN MATTERS CONCERNING PROMOTIONS, TRANSFERS AND INTERNAL POLICE DISCIPLINE

It must be clearly understood that undue interference through influential persons, politicians, relatives and other members of the public in matters concerning promotions, transfers and internal Police discipline are against the spirit of A.R. 204 which reads as follows: -

"Canvassing by officers for appointments, promotions or transfers in the Public Service, whether done directly or indirectly, will be regarded as an act of misconduct and the officer will be liable to disciplinary action."

Any attempt to influence Administrative Police officers through such representations will be considered as a serious breach of discipline.

2. It is appreciated that officers in charge of Stations, Districts, Divisions and Provinces might occasionally find themselves in embarrassing positions when overtures of this type are made to them, particularly if the person concerned wields considerable influence. It is, nevertheless, the duty of all Police Officers of all ranks to resist strongly, but politely and tactfully, any such attempts. The following procedure will, therefore, be observed.

(a) Oral Representations.- If such requests or suggestions are made orally, the Police Officer will request the person politely to make the representation to the Inspector-General of Police or the O. I. C. Province/Division. The Police officer should at the same time bring any such incident to the notice of his immediate superior officer. Officers in charge of Stations will make an entry in the Information Book giving a very brief précis of the incident; Gazetted Officers will make a similar entry in their Weekly Reports.

(b) Written Representations.-The communication should be forwarded to the O. I. C. Province. Division or District for action and the writer informed accordingly.

It is to be borne in mind that this order contemplates only instances where undue influence is being brought to bear on the Police. If the representations be a bona fide attempt at either (a) assisting the Police in any aspect of their duties, or (b) bringing to light some misconduct, error of judgment, &c., by a Police Officer, the representation should be entertained and normal Police action initiated immediately.

Representations on behalf of Police Officers from parents, relatives and others interested in matters regarding transfers, &c., will not be entertained. The reply to such representation will be that they cannot be considered and that the officer concerned is at liberty to make his own representations through the normal channels.