

Khyber Pakhtunkhwa Police

Policy Guidelines & Operational Guidelines



Volume-1
2013-2014

**OFFICE OF THE
INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
PESHAWAR**



VISION

OF KHYBER PAKHTUNKHWA POLICE

“We shall strive to promote a society free from the fear of crime and the fear of injustice”.

MISSION

OF

KHYBER PAKHTUNKHWA POLICE

“We shall strive to protect the lives, properties and honour of the people; maintain public order and enforce the laws of the land, to the best of our ability and without any discrimination, through modern, pro-active policing and community participation”.

Foreword

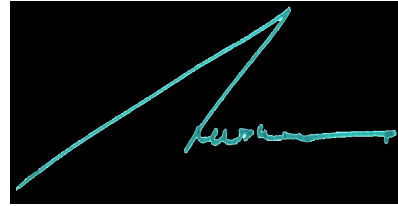
As the Police Chief of KP Police, I assumed command of a police force that is gifted with distinct courage, bravery and motivation. Officers of all ranks have played an un-paralleled role in fighting the menace of terrorism for the last many years. Hundreds of them have sacrificed their lives while protecting the lives of people. The force continues to stand as a bulwark in protecting towns and cities of the Province against the unabated terrorist onslaught. I found that due to continuous engagement in fighting terrorism, the conventional role of police could not receive proper attention. A number of policy and operational issues could not be properly attended, adversely affecting police governance and efficiency. These Policy Guidelines (PGs) and Operational Guidelines (OGs) were therefore issued from time to time to address such issues.

I believe that in line with the modern concepts of **‘problem-solving policing’** and **‘objective-oriented policing’**, it is one of the prime responsibilities of police leadership to identify policing issues, analyze them professionally and offer solutions. Since modern policing problems are quite complex in nature, more so in KPK due to the current security situation in the Province, mere passing of directions to the lower formations alone cannot bear good results. Police leadership therefore is required, not only to identify issues, but to guide staff as to **‘what to do’** and **‘how to do it’** to resolve the issues.

Based on these ideas, a large number of PGs and OGs were issued during the years 2013 and 2014 with a view to improve performance standards and service delivery. These guidelines were circulated from time to time and put to test on the ground. The results so far are encouraging. The PGs and OGs not only helped standardize operating procedures but also proved to be handy tools for supervisory officers. Along the way, the impact of each PG and OG was studied with a view to identify and remove lacunas. A number of PGs and OGs were thus revised and improved. This booklet presents a compilation of the revised PGs and OGs. Original diary numbers and dates of the PGs/OGs however have been retained for convenience.

More importantly, the PGs and OGs have become the basis of performance audit of operations and investigation staff. Key Performance Indicators (KPIs), based mainly on the Operational Guidelines, have been developed and attached in Part III of this booklet for the guidance of all. Performance auditors will assess the working of operations and investigations staff. Reports generated as a consequence of such performance audits will be used by Reporting Officers at the time of writing of PERs/ACRs of the field officers. As a first step, the performance audit of SDPOs is already under way.

I would take this opportunity to express my indebtedness to all officers who showed keen interest in the implementation of these PGs and OGs. I am particularly thankful to Mr. Mubarak Zeb, DIG Headquarters Khyber Pakhtunkhwa for his painstaking efforts in writing these guidelines and monitoring their implementation. The efforts of SP Sohaib Ashraf, and Muhammad Afzal PSOs, also deserve acknowledgment for his valuable contribution. In the end, I am hopeful that these guidelines will be of great benefit in raising performance standards, improve service delivery and ultimately ameliorate the conditions of the common man.



**Inspector General of Police
Khyber Pakhtunkhwa
Peshawar
31st December 2014**



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PART – I

POLICY GUIDELNES (PGs)

OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

Policy Guidelines: Posting of SHOs
PG-1/2013

1 Objective

A Station House Officer (SHO) holds a position of significant importance in the police hierarchy. The success or failure of the Police Department largely depends on the selection of suitable officers to be posted as SHOs. The selection of suitable officers as SHOs has become all the more critical due to the current precarious law and order and security situation in the Province. In order to ensure merit-based selection of the most suitable officers for the job, in a transparent manner, the following guidelines are hereby issued. All Heads of District Police are directed to follow these guidelines in letter and spirit.

2 Each District shall have a pool of eligible officers to be posted as SHOs.

2.1 Each Head of District Police shall create a pool of suitable officers, not below the rank of a Sub-Inspector, eligible for appointment as SHOs.

2.2 Only those officers who are once placed on the pool of eligible officers shall be posted as SHOs as and when required.

2.3 Any officer of the rank of Sub-Inspector or Inspector can apply to be placed on the pool of eligible officers.

2.4 Any gazetted officer of the concerned District recommend officers to be placed on the pool.

3 Selection Process through Selection Board:- Each Head of District Police shall constitute a Selection Board in his District for this purpose. The Selection Board shall select suitable officers to be placed on the pool.

3.1 A Selection Board in a District shall consist of the DPO as its Chairman and at least two officers not below the rank of DSP/ASP as its members.

3.2 In case of Peshawar, the SSP Operations shall be the Chairman of the Selection Board assisted by at least two SPs as members of the Selection Board.

3.3 The Selection Boards so constituted in each District shall be communicated to the AIG Establishment CPO through the respective RPOs.

4 Selection Criteria:- The Selection Board shall review the credentials of an officer and determine his eligibility for placement on the pool, according to the following criteria:

- a. The officer shall have proven record of professional competence;**

- b. The officer shall meet appropriate standards of integrity;**
- c. The officer shall have good skills in community relations and public dealing;**
- d. The officer shall have qualities like bravery, commitment, and resilience.**

4.1 The Selection Board shall interview the officer during the process of selection.

4.2 The Selection Board shall also review and determine, in accordance with the above criteria, the eligibility of the officers currently working as SHOs.

4.3 The Head of District Police shall circulate to all officers the procedure and criteria of eligibility for placement on the pool of officers to be posted as SHOs.

5 Removal of officers from the pool- The Head of District Police shall remove from the pool any officer who fails to maintain the required standards of performance and integrity.

5.1 An officer removed from the pool on the grounds of corruption shall not be placed on the pool in future whereas an officer removed on other grounds (e.g. cowardice, inefficiency, etc.) shall not be considered for placement on the pool for a minimum period of one year.

5.2 Removal of an officer from the pool on any ground whatsoever shall be deemed as reasonable ground for departmental proceedings against the officer so removed.

5.3 An aggrieved officer, on removal from the pool, can prefer an appeal to the Regional Police Officer (RPO).

6 RPOs and CCPO shall verify the names of officers placed on the pool.

6.1 The DPO, or SSP Operations Peshawar, as the case may be, shall send the names of officers placed on the pool to the respective Regional Police Officer (RPO), or Capital Police Officer (CCPO) Peshawar, as the case may be.

6.2 The RPOs, or the CCPO, as the case may be, shall satisfy himself regarding the selection of officers placed on the pool and may return to the respective DPOs, or SSP Operations, as the case may be, the name of any officer for reconsideration or removal from the pool.

6.3 The RPOs, or the CCPO, as the case may be, after duly verifying the names of officers placed on the pool, shall send the same to AIG Establishment CPO who will maintain record of such officers.

6.4 RPOs and CCPO shall also report to AIG Establishment Central Police Office (CPO) the removal of any officer from the pool.

7 General Instructions for posting of eligible officers as SHOs.

7.1 An officer shall not be posted as SHO in the Police Station of his permanent residence. Preferably, SHO shall be posted outside the Sub-division of his permanent residence, as already directed vide this office letter No. 15395-340/B-II, dated 28/06/2013.

7.2 The DPO after due deliberation shall post an SHO from the pool to a Police Station where the officer has no known political affiliations or differences with any political party or group and where the officer has no personal enmity.

7.3 An officer shall be posted as SHO from the pool to a Police Station where he can be more effective in view of his traits.

7.4 The term of office of an SHO shall be for a minimum period of one year. In case pre-mature transfer of an SHO is warranted due to inefficiency, misconduct or corruption, the officer shall be transferred with intimation to the RPO and the AIG Establishment CPO Peshawar.



Inspector General of Police

**Khyber Pakhtunkhwa
Peshawar**

No.2323-76/PPO Dated Peshawar 23rd October 2013.

Copy for information and necessary action to:-

1. All Heads of Police Offices in Khyber Pakhtunkhwa;
2. The Capital City Police Officer, Peshawar;
3. All Regional Police Officers in Khyber Pakhtunkhwa;
4. All District Police Officers in Khyber Pakhtunkhwa;
1. Director IT, CPO with the direction to email scanned copy to all concerned;
5. PSO to IGP.



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**OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar**

Policy Guidelines: Reference of CNIC in FIRs

PG-2/2013

1 Objective

In order to keep track of the complainants and accused persons in each case, the following guidelines are issued.

2 In all cases, while recording the FIRs, the CNIC number and the cell number of the complainant shall be incorporated in FIR Index Form.

3 In all cases, a copy of the CNIC of the accused shall be attached with Police File also. In case the accused person does not have a CNIC issued in his name, a copy of NADRA Form- B of his family shall be obtained and attached with case file. The reference number of NADRA Form-B shall be incorporated in the FIR Index Form.

4 In case the accused does not have CNIC, the Investigating Officer shall take the accused to NADRA and get his CNIC prepared. The Investigating Officer must request the court that the accused person may not be granted bail till the production of the CNIC.

5 In case of doubt, the CNIC shall be verified through (VERISYS).



**Inspector General of Police
Khyber Pakhtunkhwa
Peshawar**

No.2491-2551/PPO Dated Peshawar 25th October 2013

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. Addl: IG Investigations, Khyber Pakhtunkhwa, Peshawar;
3. The Capital City Police Officer Peshawar;
4. All Regional Police Officers in Khyber Pakhtunkhwa;
5. All DIGs Investigation in Khyber Pakhtunkhwa;

6. All DPOs in Khyber Pakhtunkhwa;
7. All SPs Investigations in Khyber Pakhtunkhwa;
2. Director IT CPO with the direction to email scanned copy to all concerned
8. PSO to IGP

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**OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar**

Policy Guidelines: Re-organization of Bomb Disposal Unit (BDU)
PG-3/2013

1 Objective

Terrorists indiscriminately use explosive devices of different kinds. In most cases, IEDs, VBIEDs, hand grenades and rockets have been the weapons of choice of terrorists in targeting innocent people and Law Enforcement Agencies. On the other hand, the Khyber Pakhtunkhwa Police have foiled a large number of attempts of terrorists by detecting and defusing different types of bombs and rockets.

Recognizing the valuable contribution of Bomb Disposal Unit in saving valuable lives, it is however necessary to streamline the affairs of BDU for raising its efficiency and effectiveness. For this purpose, these guidelines are hereby issued to be followed in letter and spirit.

2 The Role of the Addl: IG Special Branch:- The Bomb Disposal Unit (BDU) shall function under the overall supervision of Addl: IG Special Branch and shall be headed by the AIG BDU.

2.1 The Addl: IG Special Branch shall organize BDU in such a manner that at least two BD Teams are deployed in each District, except Peshawar District which shall have at least four BD Teams.

2.2 The Addl: IG Special Branch, in relation to the working of BDU, shall be responsible for the following:

- a) Overall supervision;
- b) Ensuring the sweeping and scanning of the lodgings, vehicles, route and venues use by the VVIP and VIP, and the building and surroundings of the Provincial Assembly;
- c) Development of SOPs for the efficient functioning;
- d) Development and capacity building;
- e) Training needs assessments (TNA);
- f) Inspections of BDU;

- g) Reporting to the Inspector General of Police on the performance of BDU;
- h) Advice to the Inspector General of Police on all matters related to BDU.

3 Functions of BDU:- The BDU shall perform the following functions and duties:

- a) Detect bombs, explosive devices and other military ordinance;
- b) Defuse bombs, explosive devices and other military ordinance;
- c) Sweep and scan, for the purpose of detecting and defusing explosive devices/material, the lodgings, vehicles, route and venues used by VVIP and VIP, and building and surroundings of the Provincial Assembly;
- d) Sweep and scan, for the purpose of detecting and defusing explosive devices/material, any public place when so required and places of religious congregations;
- e) When so requested, provide assistance to the District Police in the analysis of crime scene in a case where explosive material has been used;
- f) Assist the Technical Sweeping Wing of the Special Branch; and
- g) Perform any other task assigned to BDU by the AIG BDU.

4 Duties and Responsibility of the AIG BDU:- The AIG BDU shall be responsible to perform the following duties:

- a) General administration of BDU;
- b) Posting and transfer of BD staff up-to the rank of Sub-Inspector;
- c) Repair, maintenance and safekeeping of BD equipment and stores;
- d) Maintenance of stock register showing receipt and distribution of DBU stores and equipment;
- e) Training of BDU staff, including conducting regular refresher courses;
- f) Technical inspection of BDU stocks and equipment;
- g) Initiate departmental action against all officers working under his command and award major punishment to an officer upto the rank a Sub-Inspector;
- h) Recommend to the Addl: IG Special Branch the award of major punishment to an officer of the rank of Inspector and above;
- i) Grant earned leave to staff permissible under rules;
- j) Perform any other duty assigned to him by the IGP or by the Addl: IG Special Branch.

5 BD Teams in the Districts:- The BD Teams in the Districts shall be placed under the operational command of the Head of District Police.

5.1 The Head of District Police shall be responsible, in relation to the BDU Teams placed under his operational command, for the following:

- a) Deployment and tasking of BDU Teams;
- b) Maintenance of discipline and initiation of departmental action;
- c) Award of minor punishments to BDU staff under his operational command;
- d) Recommendation to Addl: IG Special Branch for major punishment to BDU staff under his operational command;
- e) Grant of casual leave.

5.2 The Head of District Police shall also be responsible for coordinating the operations of BD Teams deployed in the District for the purpose of security on the occasions of special duty, including VVIP and VIP duties.

5.3 The Head of District Police shall support the BD Teams, placed under his operational command, in the provision of transport, office and store for keeping BD equipment.

5.4 The District Police shall be responsible for the use and safekeeping of Metal Detectors and Walk-Through Gates already distributed to the District Police.

6 Inspections and Reporting:- The AIG BDU shall submit a monthly report on the performance of BDU to the Inspector General of Police through the Addl: IG Special Branch. The monthly report shall also include a statement on the status of equipment on the attached format.

6.1 The AIG BDU shall carry out Quarterly Inspections of BDU and submit a comprehensive inspection reports to the IGP through the Addl: IG Special Branch.

6.2 The Addl: IG Special Branch shall biannually conduct comprehensive performance audits and send reports to the Inspector General of Police. The biannual performance audit shall include the following details:

- a) Statement of overall performance of BDU during the period, supported with relevant data;
- b) Individual performance of BDU staff;
- c) Statement of rewards and punishments;
- d) State of BDU stocks and equipment;
- e) Statement of needs assessment in infrastructure, logistics, training and capacity enhancement;
- f) Proposal on future development of BDU;
- g) Any other important issue.




**Inspector General of Police
Khyber Pakhtunkhwa
Peshawar**

No.3378-3437/PPO Dated Peshawar 9th December 2013

Copy for information and necessary action to:-

3. All Heads of Police Offices;
4. Addl: IG Investigations, Khyber Pakhtunkhwa, Peshawar;
5. Addl: IG Special Branch, Khyber Pakhtunkhwa;
6. The Capital City Police Officer, Peshawar;
7. All Regional Police Officers in Khyber Pakhtunkhwa;
8. All District Police Officers in Khyber Pakhtunkhwa;
9. All SPs Investigation in Khyber Pakhtunkhwa;

10. Director IT, CPO with the direction to email scanned copy to all concerned;
11. PSO to IGP.


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BD Team District _____
Month of _____

MONTHLY BD EQUIPMENT INSPECTION REPORT

S. No	Name of Equipment	Total Available Stock	Number of Items in Working Order	Number of Faulty Items Serviceable	Number of Items Condemnable	Remarks

AIG Bomb Disposal Unit

**OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar**

**Policy Guidelines: Promotion of Constable on Superannuation
PG-4/2013**

1 Objective

It has been noted that some of the police constables fail to get promotion to the next rank till the age of superannuation. In order to acknowledge the good services of such constables, they shall be promoted as Head Constables before superannuation in accordance with the following procedure.

2 A Constable reaching superannuation shall be brought on Promotion List C-II on the day falling six months prior to his/her superannuation.

3 A Constable so brought on C-II List shall be promoted as Head Constable (C-II) on the day falling three months prior to his/her superannuation.

4 The District Head of Police or the other officer so authorized by the District Head of Police shall maintain in his office a list of all eligible constables for promotion under these guidelines.

5 These guidelines shall be widely circulated for the awareness of all constables so that they are able to make applications for promotion in accordance with these guidelines.



Inspector General of Police

**Khyber Pakhtunkhwa
Peshawar**

No.3325-75/PPO Dated Peshawar 5th December 2013.

Copy for information and necessary action to:-

1. All Heads of Police Offices in Khyber Pakhtunkhwa;

2. The Capital City Police Officer, Peshawar;
3. All Regional Police Officers in Khyber Pakhtunkhwa;
4. All District Police Officers in Khyber Pakhtunkhwa;
5. AIG Establishment with the direction to follow up the implementation of these guidelines;
6. Director IT CPO Peshawar with the direction to email copy to all concerned;
7. PSO to IGP.


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OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

Policy Guidelines: Transparency in Purchase and Procurement
PG-5/2013

1 Objective

The Central Police Office (CPO) of Khyber Pakhtunkhwa Police Department annually spends millions of rupees on purchase and procurement. It is highly important that the process of purchase and procurement is in accordance with the Rules and Regulations, transparent, credible and verifiable. To achieve these ends, it is deemed essential to integrate in the process the input of other government and semi-government institutions.

Therefore, in order to ensure that the principles of transparency and financial propriety are observed within the ambit of Rules and Regulations, the following guidelines are issued to be followed in letter and spirit.

2 In case of purchase and procurement involving an amount of more than Rs. 5 Millions, the Technical Committee as well the Purchase Committee of CPO shall be constituted in the manner mentioned below.

3 The Technical Committee:- In addition to the Police members, the Technical Committee shall include, as per the relevant expertise, representatives of the following government/ semi-government departments/institutions:

- a) Pakistan Army;
- b) Pakistan Air Force;
- c) Information Technology Department, Government of Khyber Pakhtunkhwa;
- d) Engineering University; and
- e) National Telecommunications Corporation.

4 The Purchase Committee:- In addition to the Police members, the Purchase Committee shall include, as per the relevant expertise, representatives of the following government/ semi-government departments/institutions:

- a) National Accountability Bureau;
- b) Finance Department, Government of Khyber Pakhtunkhwa;
- c) Home Department, Government of Khyber Pakhtunkhwa
- d) Office of the Accountant General, Khyber Pakhtunkhwa



Inspector General of Police

**Khyber Pakhtunkhwa
Peshawar**

No.3444-52/PPO, Dated Peshawar 12th December 2013

Copy for information and necessary action to:-

1. The Addl: Inspector General of Police HQs: CPO Peshawar;
2. The Deputy Inspector General of Police HQs: CPO Peshawar;
3. The AIG Finance CPO, Peshawar;
4. Budget Officer, CPO Peshawar;
5. Registrar, CPO Peshawar.
6. Director IT CPO Peshawar with the direction to email copy to all concerned;
7. PSO to IGP.



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OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

Policy Guidelines: Allotment of Government Weapons to Police GOs
PG-7/2013

1 Objective

It has been observed that Government weapons have been allotted to Police Officers without adopting proper SOP. In order to streamline the allotment of Government weapons to Police Officers, these Guidelines are issued to be followed in letter and spirit, without prejudice to Rules and Regulations on the subject for the time being in force.

2 Allotment of Weapon to Police Guzzetted Officers:-The SP/DSP Headquarter in a District and the Officer In-charge of a KOT in a Police Unit, not less than the rank of a DSP (i.e. Frontier Reserve Police, Elite Police Force, Special Branch, and DCT) shall authorize the allotment of weapons to Gazetted Officers (GO) of Police Department.

2.1 A weapon shall be allotted to a Gazetted Officer only from the KOT of a District or that of a Police Unit where the officer is posted.

2.2 A Gazetted Officer shall be allotted only one small arm (pistol or revolver) on his written request.

2.3 The Gazetted Officer shall personally sign the Weapon Acknowledgement Receipt (WAR) and return it to the KOT In-charge who shall place the same in record.

2.4 In case an officer wishes to allot more than one weapons in his name due to special circumstances, he shall submit an application to a committee to be constituted for this

purpose by the Addl: IG Headquarters. The committee shall submit its recommendations to the Inspector General of Police for allotment of the additional weapon(s).

3 Return of Weapon by the GO:- A Gazetted Officer who has been allotted a Government weapon shall return the weapon to his District/Unit prior to relinquishing charge in the event of his transfer or retirement. The officer shall furnish a Return of Official Weapon Certificate (ROWC) that shall be placed on record by the KOT In-charge.

3.1 The DSP In-charge of the KOT shall issue a clearance certificate following the return of the weapon.

3.2 If the officer does not return the weapon allotted to him prior to transfer or retirement, the SP/DSP In-charge of the KOT shall request him in writing for the return the weapon. A copy of such letter shall be sent to the concerned RPO, the CCPO or the Head of Unit, as the case may be.

3.3 In case the weapon is not returned by the Police Officer following a letter from the Officer In-charge of the KOT, the concerned RPO, the CCPO or the Unit Head, as the case may be, shall write to the Police Officer and ask him to return the weapon within a given time.

3.4 In case the Police Officer fails to return the weapon within the time given, the RPO, the CCPO or the Unit Head, as the case may be, shall report the matter to the Addl: IG HQrs who shall initiate departmental/legal action against the Police Officer.

4 Monitoring and Reporting:- The District Head of Police or the Head of Police Unit, as the case may be, shall send a monthly statement of all weapons allotted to Police Officers to the AIG Logistics on the 10th day of each month.

4.1 The AIG Logistics shall maintain District-wise and Unit-wise record of all weapons allocated to officers.

4.2 The AIG Logistics shall prepare and submit summaries of all such reports to the DIG Finance & Procurement by the 20th day of every month.

4.3 The DIG Finance & Procurement shall submit a quarterly summary to the Inspector General of Police of the reports so received.




Inspector General of Police

**Khyber Pakhtunkhwa
Peshawar**

No.3471-3521/PPO, Dated Peshawar 16thDecember 2013
Copy for information and necessary action to:-

1. All Heads of Police Office;
2. All Heads of Police Offices;
3. The Capital City Police Officer Peshawar;
4. All Regional Police Officers in Khyber Pakhtunkhwa;
5. All District Police Officers in Khyber Pakhtunkhwa;
6. Director IT CPO with the direction to email copies to all concerned; and
7. PSO to IGP.


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OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

Policy Guidelines: Working Paper on all New Projects/IGP's Initiatives
PG-8/2014

1 Objective

The Police Department has initiated a number of new projects for improving the working of the Police Department in a number of areas including, operations, investigations, training, and establishment. The task of completing these projects has been assigned to the respective DIGs at the CPO level. The Competent Authority has however taken a serious note of the slow pace of these projects. In order to streamline the process, the following instructions are issued to be followed in letter and spirit.

2. The concerned DIG/AIG at the CPO shall be Project Manager for the respective project.
3. The Project Manager shall, as a first step, formulate a "Working Paper" for each project shall have the following FIVE essential parts.

a) Part 1- Why is the project needed?

This part shall cover the following:

i. Justification;

- ii. **Aims and objectives;**
- iii. **Anticipated output.**

b) Part 2- What are the project components?

This part shall cover the following:

- iv. **Infrastructure** requirements;
- v. **Manpower** requirements;
- vi. **Equipment** requirements;
- vii. **Recurring** expenditure;
- viii. **Software** requirements;
- ix. **Consultancy** requirements, if any;
- x. **Source of funding;** or
- xi. Other requirements.

c) Part 3- Where is the project needed?

This part shall cover the following:

- xii. **Location** of the project;
- xiii. **Justification** of the location;
- xiv. **Availability** of land;
- xv. **Cost of land**, if applicable.

d) Part 4- How will the project be implemented/completed?

This part shall cover the following:

- xvi. **List of the Actions** that need to be performed;
- xvii. **Offices/Officers** responsible for carrying out the listed actions;
- xviii. **Supervision** and reporting mechanism of the project.

e) Part 5- When will the project start and when will it end?

This part shall cover the following:

- xix. **Start date** of the project;
- xx. **Completion** date;
- xxi. **Project cycle.**

f) Any other aspect.

4. The Project Manager shall hold periodic meetings with all stakeholders/actors; carry out regular reviews and inspections and remove bottlenecks.

5. The Project Manager shall report progress of the project to the Inspector General of Police every Monday.




Inspector General of Police

**Khyber Pakhtunkhwa
Peshawar**

No.1762-80/PPO, Dated Peshawar 5th March 2014.

Copy for information and necessary action to:-

1. All Heads of Police Units;
2. The Addl: IGPs of Headquarters, Investigations, Special Branch, Operations, FRP, and Elite Force;
3. The DIGs of Headquarters, Finance & Procurement, Training, Police Complaints and Internal Accountability and Operations;
4. The AIGs of Finance, Establishment, Logistics, and Legal;
5. Director IT with the directions to email copies to all concerned; and
6. PSO to IGP.



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**OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar**

Policy Guidelines:

**Provision of Police as Guards on Payment to Government Institutions/Private Bodies
PG-9/2014**

1 Objective

Different Districts and Police Units have provided a large number of police personnel for guard duties on payment to Government institutions, banks, corporate bodies, projects and private persons. Presently, police personnel have been provided to a number of Federal Government institutions including NHA, WAPDA, Pakistan Railways, OGDCL, SNGPL, PTV, Radio Pakistan, IB and private bodies/financial institutions including National Bank, State Bank of Pakistan, MOL, DESCON as well as private individuals.

In order to streamline this practice in accordance with Article 30(3) of Police Order 2002, Police Rules 2:11 and Police Rules 10:21 and 10:22, these guidelines are issued to be followed in letter and spirit.

2 Contract Agreement:- The Head of District Police or the Head of a Police Unit, as the case may be, shall sign an agreement with the hiring agency/person as per the specimen agreement given in **Annexure-I**. The agreement so signed shall be submitted for approval to the DIG Headquarters before implementation.

2.1 It shall be the responsibility of the District Head of Police or the Head of Police Unit, as the case may be, to ensure that the terms and conditions of the agreement as provided in the specimen are followed and observed by both parties.

2.2 Those Heads of District Police or the Heads of Police Units who have already provided police personnel on payment to any agency/private body/institution shall renew contract agreements with the hiring agencies in accordance with the specimen agreement given in **Annexure-I**.

3 Remitting the Costs Received from Hiring Agency in Treasury:- The Head of District Police or the Head of Police Unit, as the case may be, shall remit within one week, the costs received from the hiring party in accordance with the agreement, into the Government Treasury, under intimation to the DIG Finance.

3.2 The DIG Finance shall be responsible to maintain a separate register of accounts and submit consolidated quarterly reports to the Inspector General of Police on the state of provision of police as guards on payment and the costs received against such deployment.



Inspector General of Police


**Khyber Pakhtunkhwa
Peshawar**

No.11494-550/PPO, Dated Peshawar 12th June 2014

Copy for information and necessary action to:-

1. All Heads of Police Units in Khyber Pakhtunkhwa;
2. The Capital City Police Officer Peshawar;
3. All RPOs in Khyber Pakhtunkhwa;
4. The DIGs of Headquarters, Finance & Procurement, Training, Police Complaints and Internal Accountability and Operations;
5. All DPOs in Khyber Pakhtunkhwa;
6. The AIGs of Finance, Establishment, Logistics, and Legal;
7. Director IT, CPO with the direction to email scanned copy to all concerned;

8. PSO to IGP.


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Annexure-I

**SPECIMEN
CONTRACT AGREEMENT**

BETWEEN
DISTRICT HEAD OF POLICE (Name of District)/Head of Police Unit
AND
(Name of Head of Company/Institution Hiring Police on Payment)

(The name designation and address of head of office of the company, firm, institution, corporate body, private person hiring police on payment) hereinafter called **Party-One**;

And

The District Police Officer (Name of District) on behalf of Police Department hereinafter called **Party-Two**;

This agreement is reached between and signed in the presence of witnesses by both parties today on (Date) in pursuance of the request of Party-one for the Provision of police personnel against payment to be provided by Party-Two under the terms of Article 30(3) of Police Order 2002 read with Police Rules 2:11 and Police Rules 10:21 & 10:22.

Responsibilities of Party-One (The hiring agency)

Party-One shall be required and responsible to:

1. Request the Head of District Police/Head of Police Unit, in writing and requisition (details of police strength, rank-wise) for hiring as guards on payment for a period of _____ to _____.
2. Pay in advance an amount of Rs. _____ on account of the costs/fees of Pays and Allowances, contribution towards compensation in case of death or injury and ammunition charges of the above personnel for the period specified in section 1 above;
3. Pay in advance the costs of Pays and Allowances, contribution towards compensation in case of death or injury and ammunition charges of the police strength in case of extension, the request of which shall be submitted well in advance before the completion of the initial period;
4. Provide adequate lodging to the requisitioned police personnel, and provide transport, POL and logistics to the requisitioned police personnel for operational/security duties;
5. Clearly specify and intimate to Party Two in writing its operational area, which shall in no case fall outside the boundaries of Khyber Pakhtunkhwa;
6. Seek prior approval of Party Two in case police strength is required to be deployed by Party One outside the specified operational area;
7. Deploy police personnel, in consultation with Party-Two, to guard the installations and assets belonging to Party-One and to provide security to the staff of Party-One during the performance of duty.

Responsibilities of Party-Two (District Head of Police/Head of Police Unit)

Party-Two will be responsible to:

8. Provide to Party-One the police strength so requisitioned for the period specified;

9. Provide the requisite arms and ammunition, uniform and communication equipment needed for the effective performance of duty;
10. Issue SOP for the performance of duties by the police strength so provided;
11. Provide replacement of personnel who proceed on long leave or are recalled on disciplinary or administrative grounds.

General Terms and Condition

12. Party-One will pay to Party-Two the amount so worked out at least one month in advance of the deployment of police strength;
13. Party-Two will deposit, without and delay, the amount received from Party-One in the Government Treasury in the relevant account under intimation to the DIG Finance & Procurement;
14. Party-Two will withdraw the police strength without notice in case Party-One fails to deposit in advance the amount due on account of extension of police deployment;
15. In case any party to this agreement intends to terminate the agreement, one-month notice to the same effect shall be served on the other party.

This agreement is signed in the presence of witnesses on _____ (date).

Party One
(Name, Designation and address
of the hiring agency)

Witness

Name: _____
CNIC: _____

Party Two
Head of District Police
(Name of District)

Witness

Name: _____
CNIC: _____

Approved by

DIG Headquarters
Khyber Pakhtunkhwa Police

OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

Policy Guidelines: Appointment of Addl SHO(Security) in all Urban Police Stations
PG-10/2014

1 Objective:

The recent attack by militants on APS Peshawar is a manifestation of the change in tactics of terrorists, now attacking soft targets with the objective of achieving maximum civilian casualties. The present circumstances warrant a strong emphasis on security aspect for thwarting the evil designs of terrorists.

In order to achieve the above said goals, Provincial Government has enacted the following laws on the request of KP Police:

- i. Khyber Pakhtunkhwa Restriction of Rented Building (Security) Act 2014
- ii. Khyber Pakhtunkhwa Hotels Restriction of (Security) Act 2014
- iii. Khyber Pakhtunkhwa Sensitive and Vulnerable Establishments and Places (Security) Ordinance 2014

Given the present security situation and the passage of these laws, it is imperative to have a dedicated responsible officer in each police station with the mandate of ensuring the implementation of these laws and any other directions issued from time to time.

2 Posting of Addl: SHO (Security):- All Heads of District Police shall ensure the appointment of an officer not below the rank of Sub Inspector as Addl: SHO (Security) in each urban police station.

3 Support Staff for Addl: SHO (Security):- All Addl: SHOs (Security) shall be provided with sufficient number of literate support staff to assist them in the performance of their duties. Similarly, as far as possible, Addl SHOs (Security) shall be provided with a separate desk/room/hall within the police station for their smooth functioning.

4 Duties of Addl SHO (Security):- Addl SHO (Security), under the direct supervision of the SHO and SDPO concerned shall be responsible for the performance of following tasks:

- i. Ensure the implementation of the three said laws
- ii. Follow up of the directions issued in consequence of threat alerts and
- iii. Comply with any other directions related to security issues issued from time to time

iii.1 Specific details of the tasks to be performed are as under:

4.2 Khyber Pakhtunkhwa Restriction of Rented Buildings (Security) Act 2014:

- a) Identification of rental properties not yet registered under the new laws;
- b) On-ground verification of tenants as per the declarations made in Tenant Information Form (TIF);
- c) Identification of suspects and their verification from the tenant record;
- d) Maintenance of tenant record.

d).2 Khyber Pakhtunkhwa Hotels Restriction (Security) Act 2014:

- a) Ensure that all hotels, **sarais**, motels and rest houses located in the jurisdiction of the police station are registered and issued Hotel Acknowledgement Receipt (HAR) after completion of the prescribed procedure
- b) Ensure the Maintenance of a separate folder for every Hotel registered with the police. The folder so maintained shall contain:
 - c) Application for Hotel Acknowledgement Receipt
 - d) Hotel Acknowledgement Receipt
 - e) List of guests and their particulars residing in the hotel on a daily basis
 - f) Examine the guest list furnished by hotels on daily basis, identify the suspects and advise SHO for their checking
 - g) Carry out regular inspections of the hotels to ensure that the guests are allowed to stay only after the fulfillment of following four requirements as per law:
 - h) Verification of the guests through NADRA VERISYS system
 - i) Checking of guests luggage
 - j) Recording and maintaining the particulars and photographs of the guests as per the requirements of Guest Registration Form (GRF)
 - k) Undertaking legal action under Khyber Pakhtunkhwa Hotels Restriction (Security) Act 2014 against the hotels failing to comply with the directions.

k).3 Khyber Pakhtunkhwa Sensitive and Vulnerable Establishments and Places (Security) Ordinance 2014:

- a) Maintenance of SVEP register as directed in OG-19/201
- b) Ensure the inspection of sensitive and vulnerable places personally and by beat officers and SHOs as per the directions issued vide OG-19/2014 and OG-24/2014
- c) Compilation of observations made by inspection officers after inspecting the sensitive and vulnerable establishments and places
- d) Personally undertaking or ensuring that the inspecting officers undertake legal action against the establishments and places failing to make appropriate security arrangements as per the provisions of law

d).4 Follow Up of Directions Issued in Consequence of Threat Alerts:

- a) Categorize every threat alert in one the following categories:
 - Threat against Person
 - Threat against Place/Establishment
 - Threat against Event
 - General Threat

4.6 Maintenance of dedicated register to monitor the implementation and follow up of directions issued in OG-4/2014 for dealing with a threat alert. The dedicated register shall be further divided into four sections each pertaining to one the above-mentioned four categories.

4.7 A separate page in the relevant section of the register shall be earmarked for each threat alert. On the earmarked page, the original threat shall be attached along with the entry of directions issued and fortnightly implementation status of the directions

4.8 In addition to the specific directions issued vide OG-4/2014 for governing police response in case of a threat alert; the following actions shall also be undertaken whenever a threat alert is received:

4.9 Against Person:

- a) Written recommendation by DPO for issuance of arms license to person under threat
- b) Written recommendation by DPO for issuance of arms retainer permit to person under threat
- c) Written permission by DPO for allowing the person under threat to use three to four different registration numbers for his/her vehicle. The permission shall be issued only with the signatures of DPO
- d) Advise the threatened person to avoid un-necessary movement
- e) Advise the threatened person to use different routes

4.10 Addl SHO (Security) shall be responsible to ensure that the recommendations from DPO office are issued and placed in the Threat Alerts Register. Furthermore, Addl SHO (Security) shall also ensure that the threatened person is advised about the above mentioned advisories by the SHO and himself.

4.11 Threat Against Place/Establishment:

- a) Inspect the security arrangements made by the place/establishment
- b) Issue security advisory to the management of the place/establishment if the security arrangements are not satisfactory
- c) Re-inspect the place within seven days to ensure implementation of the directions issued in security advisory
- d) Undertake legal action under Khyber Pakhtunkhwa Sensitive and Vulnerable Establishments and Places (Security) against the management of the threatened establishment/place if the directions issued in the security advisory are not complied with
- e) Local police to plan and undertake search operation in the vicinity of the place under threat

4.11 Addl SHO (Security) shall ensure that the inspection, issuance of security advisory in case of insufficient security arrangements and re-inspection is carried out both by him and the SHO concerned. He shall also advise the SHO to undertake search operation in the vicinity of the place under threat.

4.12 Monitor the progress of local police for each threat alert and advise SHO in instances where the Operational staff is failing to comply with the directions issued here and in in OG-4/2014.

4.13 Fortnightly review of every threat alert and the action taken thereof by the local police as per the directions issued during the fortnight

5. Supervision:- The Addl SHO (Security) shall work under the direct supervision of the SHO and SDPO concerned. The concerned SHO and SDPO shall be responsible to undertake periodic review of the work done by Addl SHO (Security) to ensure implementation of the above-mentioned directions.

6. Monitoring and Reporting:- A monthly progress report of action taken by police under KP Restriction of Rented Building (Security) Act 2014; KP Hotels Restriction (Security) Act 2014; KP Security of Sensitive and Vulnerable Establishments and Places (Security) Ordinance 2014 and a fortnightly progress report of actions taken by police for every threat alert shall be sent by all Head of District Police to Addl IG OPS in accordance with the Proformas attached as Annexure-A.

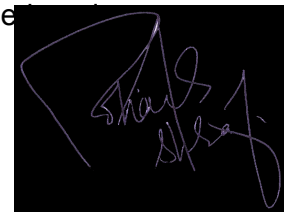


Inspector General of Police
Khyber Pakhtunkhwa
Peshawar

No.20167-21210/PPO, Dated Peshawar 31st December 2014

Copy for information and necessary action to:

1. All Heads of Police Offices;
2. The Addl IG Operations Khyber Pakhtunkhwa;
3. The Addl IG Special Branch Khyber Pakhtunkhwa;
4. The Capital City Police Officer;
5. All Regional Police Officers in Khyber Pakhtunkhwa;
6. All District Police Officers in Khyber Pakhtunkhwa;
7. Director IT with the direction to email copies to all concerned;
8. PSO to IGP



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PSO to IGP
Khyber Pakhtunkhwa
Peshawar

PART – II

OPERATIONAL GUIDELNES (OGs)

**OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar**

**Operational Guidelines: Security Inspections of Police Establishments
OG-1/2013**

1 Objective

The recent pattern of attacks as well as intelligence reports indicate that police officers and police establishments are presently the prime targets of terrorist attacks. It is therefore important that all District Police Officers shall have detailed SOP in place to deal with the threat. In this regard, these guidelines are issued.

2 Formulation of SOPs for the security of Police Establishments:- Each District shall have two SOPs for the security of police establishments. One SOP shall be formulated for the prevention of attacks on police establishments. The second SOP shall deal with the situation in the event of attack. Both the SOPs shall clearly spell out the actions and responsibilities in each situation.

2.1 A Sub-divisional Police Officer (SDPO), in consultation with the concerned SHOs, shall formulate both the SOPs covering all police establishments, including Police Stations, Police Lines, SDPO, DPO and RPO Offices and Police Posts.

2.2 The SOPs shall be issued after approval of the Head of District Police. Copies of the SOPs shall be sent to Add: IG Operations through the respective RPOs.

2.3 Any laxity found in the security measures shall be the responsibility the concerned SHO, SDPO and DPO and the same will be reflected in their Dossiers for the purpose of PERs (performance Evaluation Reports).

3 Monthly Rehearsal in accordance with SOPs:- Each SDPO shall conduct of a monthly rehearsal of security measures in accordance with the SOP. The SDPO's monthly rehearsal shall cover each establishment under his command separately. The SDPO shall report to DPO the progress of these rehearsals regularly.

3.1 Each DPO, SSP Operations in case of Peshawar, shall conduct a quarterly review of the SOPs. The DPO reviews shall be scheduled in such a way that the SOPs and security measures adopted for each police establishment is covered at least once in three months.

3.2 During the process of the review, the DPO, SSP Operations in case of Peshawar, shall also personally witness the rehearsals conducted in accordance with the SOPs.

3.3 The Regional Police Officers, CCPO in case of Peshawar, shall carry out periodic surprise inspections to review the implementation of the SOPs.

4 Reporting:- Each Head of District Police shall send a **Monthly Security Inspection Report** to the Addl: IG Operations by the 7th day of each month.

4.1 The Monthly Security Inspections Reports shall be sent to C.P.O. on the enclosed format.



**Inspector General of Police
Khyber Pakhtunkhwa
Peshawar**

No.2436-90/PPO, Dated Peshawar 25th October 2013

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. The Capital City Police Officer, Peshawar;
3. All Regional Police Officers in Khyber Pakhtunkhwa;
4. All District Police Officers;
5. Director IT with the direction of to email copies to all concerned; and
6. PSO to IGP.



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District _____
For the Month of _____

Monthly Report

SECURITY INSPECTION OF POLICE ESTABLISHMENTS

S . No	Name of Police Establishmen t	Date of Inspection by the SDPO with comments	Date of Inspection by the DPO with comments	Surprise Inspection by the RPO with comments	Short-comings/R emarks

District Police Officer

**OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar**

Operational Guidelines: Forensic Examination of Mobile Data
OG-2/2013

1 Objective

Forensic analysis of mobile phones used by criminals is significantly important for crime prevention and detection. For this purpose, the following guidelines are issued.

2 In order to get information about their associates, the mobile phones of the criminals apprehended by police shall be taken into custody for forensic analysis through proper legal procedure.

3 The details of the Phone Book, Call Log (Dialled Numbers, Received Calls and Missed Calls) and Contact List of the mobile phone shall be promptly recorded manually and kept on the case file.


4 During interrogation, the accused person shall be confronted and examined about his contacts/connections stored in his mobile set.

5 The Investigating Officer shall verify if the mobile number in possession of the accused is also registered in his own name or not. The Investigating Officer can do this verification by sending the CNIC number of the accused through a text message (SMS) on **668** from any mobile phone.

6 In case of serious cases, the mobile phone's Call Data Record (CDR) shall be obtained through the Regional Police Officer or IB.

7 The Head of District Police shall establish a small set up in his office, staffed by computer literate officers, for assisting the Investigating Officers in the collection and analysis of phone data.


8 The District Police Officer shall arrange a one-day workshop for the training of all Investigating Officers in handling the mobile phone data.


**Inspector General of Police
Khyber Pakhtunkhwa
Peshawar**

No.2552-2610/PPO, Dated Peshawar 25th October 2013

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. Addl: IG Investigations Khyber Pakhtunkhwa, Peshawar;
3. The Capital City Police Officer, Peshawar;
4. All Regional Police Officers in Khyber Pakhtunkhwa;
5. All DIGs Investigations in Khyber Pakhtunkhwa;
6. All District Police Officers;
7. All SPs Investigations in Khyber Pakhtunkhwa;
8. Director IT with the direction to email copies to all concerned;
9. PSO to IGP.


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OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

Operational Guidelines: Security of Police Check-posts
OG-3/2013

1 Objective

Khyber Pakhtunkhwa Police have rendered matchless sacrifices in their fight against terrorists. Hundreds of police officers have laid down their lives in protecting the lives of the people of Khyber Pakhtunkhwa. In some cases however, police sustained losses that could have been averted with better preparedness. The current security challenges warrant extreme care and vigilance; strict application of SOPs issued for the protection of the force from time to time and constant supervision by the supervisory officers.

It has been noted with great concern that police officers, particularly those deployed on check-posts, are extremely vulnerable to terrorist attacks. Since the protection of police personnel deployed on duty is a matter of paramount importance, these guidelines are hereby issued to be followed in letter and spirit.

2 Personal protection gear, which must include bullet proof vest and bullet proof helmet, shall be part of standard field uniform for all field duties which must include

2.1 Field duties for the purpose of these guidelines shall include duties on check-posts, mobile patrolling, police raids, guard duties..

9.2 The Muharrar of the concerned Police Station, Police Lines or Police Post, as the case may be, shall ensure that complete personal protection gear is provided to all police officers dispatched for the field duties. Muharrar shall inspect the gear of each officer before dispatching him/her for duty. A report to the same effect shall be entered in daily diary.

3 Establishment of standard pickets for the protection of police personnel:- Each Police Post and permanent check-posts shall have a picket properly secured with brick walls, HESCO bags and/or sand bags. The pickets erected on roadside shall use all or a combination of these materials to provide maximum cover to police personnel in case of attacks with explosives.

3.1 A permanent check-post shall consist of 1-6 personnel at the minimum. The strength shall be divided into a stopping party, a search party and a covering party.

3.2 The picket-point shall also have a mobile/rider party to intercept and pursue violators or attackers. Police Station mobiles/QRF units shall immediately respond to calls for help from these Picket-points. Police control room shall maintain a log mentioning the response time of support units.

3.3 The picket shall also have a roof cover or umbrella. Picket-points shall be provided with water-coolers and torchlights. Preferably, the area of and around the picket-point shall be well lit.

3.4 Each picket point shall be provided with sufficient number of barriers; boards and hand-held racket with stop signs; speed breakers, etc. for slowing down or stopping traffic for checking.

3.5 Each check-post and picket-point shall have wireless connectivity.

4 Supervisory officers shall be responsible for the proper functioning of the police check-posts and picket-points.

4.1 **SDPO and SHO concerned shall be held responsible for failure to implement these instructions. Particularly, failure to implement the instructions related to the use of bulletproof vests and helmets, leading to loss of life or injury to police personnel, shall not be tolerated.**

4.2 The Head of District Police shall be responsible to design and set-up picket-points in the light of these instructions.

5 General Instructions

5.1 Personal protection gear shall not be removed at anytime while on field duty.

5.2 No officer shall carry or use mobile phone while deployed on duties mentioned above. Each Police officer shall deposit his mobile phones with the Muharrar before leaving his Police Station, Police Lines or Police Post, as the case may be, for duty.

5.3 The concerned Muharrar shall make suitable arrangements, with the approval of officer in-charge of the concerned establishment, for the collection and safekeeping of mobile phones of police officers deployed on duties mentioned above.

5.4 Police officers deployed on check-posts shall not gather openly for meals while they are on duty. Also, at least two policemen shall stand on guard during meal breaks.




(NABIN KHAN DOKHAN)
Inspector General of Police
Khyber Pakhtunkhwa
Peshawar

No.2611-66/PPO, Dated Peshawar 28th October 2013

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. The Capital City Police Officer, Peshawar;
3. All Regional Police Officers in Khyber Pakhtunkhwa;
4. All District Police Officers.
5. Director IT, CPO Peshawar with the direction to email scanned copy to all concerned;
6. PSO to IGP.


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**OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar**

Operational Guidelines: SOP in Case of Threat Alerts
OG-4/2013

1. Objective

A large number of threat alerts are issued by different agencies from time to time, mentioning terrorists' threats to persons, buildings, public places and events. In order to adopt appropriate measures in this regard, the following guidelines are issued to be followed in letter and spirit.

2. Procedure in case of threat to a building.

2.1 On receiving a threat to a building, the SDPO and SHO concerned shall immediately inform the owner/management of the building about the threat received.

2.2 The SDPO and SHO shall visit the building and review the security measures adopted by the owner/management of the building.

2.3 The SDPO and SHO shall issue in writing a security advisory to the owner/management of the building.

2.4 The security advisory shall clearly spell out the actions required to be taken by the owner/management of the building.

2.5 The SDPO and SHO shall adopt appropriate measures to support the security arrangements put in place by the owners/management of the building.

2.6 A report to the same effect shall be entered by the SDPO and SHO in Daily Diary and a copy thereof shall be sent to the Head of District Police.

3. Procedure in case of threat to a person.

3.1 On receiving a threat to a person, the SDPO and SHO concerned shall immediately inform and sensitize the person about the threat.

3.2 The SDPO and SHO shall advise the person to restrict his/her un-necessary movements and keep his/her movement plan confidential.

3.3 The SDPO and SHO shall advise the person to adopt reasonable security measures, including target hardening of his/her premises and arrangement of security guards with licensed weapons in accordance with law and rules.

3.4 The SDPO and SHO shall, keeping in view the level of threat, take appropriate measures to support the security arrangements adopted by the person concerned.

3.5 A report to the same effect shall be entered by the SHO in Daily Diary and a copy thereof shall be sent to the Head of District Police.

4. Procedure in case of threat to an event or public place.

4.1 On receiving a threat alert to a public event or place, the threat shall be circulated to all concerned through police wireless control along with the particulars of the likely attackers, if known

4.2 The SHO concerned shall visit the spot and review the security arrangements.

4.3 The Head of District Police shall adopt appropriate security measures, including deployment of sufficient number of police personnel, for the protection of the place or event.

4.4 The Head of District Police shall issue orders in writing to all SDPOs and SHOs to carry out search operation against the likely attackers in the general area, including the following:

- a. Hotels and **saraïs**;
- b. Rented buildings;
- c. All entry and exit points of the District;
- d. All entry and exit points of cities/towns;
- e. Public transport;
- f. Bus stands; and
- g. Other relevant places/premises, etc.

4.5 Particular attention shall be paid to the checking of Masajid and Madaris.

4.6 A report to the same effect shall be entered by the SHO in Daily Diary and a copy thereof be sent to the Head of District Police.

5. The District Police Officer, SSP Operations in case of Peshawar, shall maintain a register of all advisories issued in pursuance of these guidelines.

6. The District Police Officer shall send a report in respect of each threat alert, mentioning all the steps taken in pursuance of these guidelines, to the DIG Operations through the respective RPO.

7. The Capital City Police Officer Peshawar and the Regional Police Officers shall send a consolidated monthly report on the measures adopted in pursuance of these guidelines to the Addl: IG Operations C.P.O. Peshawar, on every 5th day of the month.

8. The DIG Operations shall compile a summary of all reports so received from the RPOs and submit the same, along with his observations and recommendations, to the Inspector General of Police on the 10th day of every month.




Inspector General of Police

**Khyber Pakhtunkhwa
Peshawar**

No.2792-2852/PPO, Dated Peshawar 30th October 2013

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. The Capital City Police Officer, Peshawar;
3. All Regional Police Officers in Khyber Pakhtunkhwa;
4. All District Police Officers.
5. Director IT CPO with the direction to email scanned copy to all concerned,
6. PSO to IGP.


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**OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar**

**Operational Guidelines: Surprise Visits of Police Stations
OG-5/2013**

1. Objective

It has been observed with great concern that supervisory officers do not maintain a strict watch on the affairs of Police Stations and Police Posts. Basic performance and discipline standards are being flouted routinely. Recently, the undersigned conducted a surprise visit of a Police Post located very close to the boundary of Tribal Area and found 18 policemen absent from duty for more than 2 months. This is something that needs immediate attention of Heads of District Police and SDPOs.

Surprise visits by the supervisory officers are a useful tool to improve performance of Police Stations and Police Posts. The following guidelines are issued in this regard to be followed in letter and spirit.

2. Surprise Visits of Police Stations shall be carried out by supervisory officers as per the following schedule.

2.1 The Sub-divisional Police Officer (SDPO) shall carry out Surprise Visits in such a manner that each Police Station and Police Post under his command is visited at least twice every month.

2.2 The District Police Officer, SSP Operations in case of Peshawar, shall carry out Surprise Visits in such a manner that each Police Station and Police Post in his District is visited at least once every three months.

2.3 The Capital City Police Officer Peshawar, or a Regional Police officer, as the case may be, shall carry out Surprise Visits of at least two Police Stations in the area of his jurisdiction every month.

3. The visiting officer shall inspect the following aspects during Surprise Visits.

- a) Security arrangements of the premises;
- b) Parade state (attendance of staff/availability on duty) of the strength placed at the disposal of Police Station/Police Post;
- c) Tidiness/cleanliness of the building and appearance of the on-duty staff;
- d) State of lock up, ensuring that all the inmates of the lock up are accounted for;

- e) Case property vehicles (including un-claimed vehicles) parked on the premises of Police Station, ensuring that all such vehicles are accounted for and duly mentioned in register No. 19.

4. The visiting officers shall brief the Police Station/Police Post staff on the guidelines and orders issued by the IGP from time to time and issue directions for the implementation of the same.

5. Reporting of the Surprise Visits.

5.1 Each Surprise Visit shall be entered in the Daily Diary by the visiting officer himself and a copy thereof shall be sent to the Head District of Police.

5.2 The Head of District Police shall take action on the observations/ recommendations made the SDPO.

5.3 The Head of District Police shall send a monthly report, in case of DPOs through the respective RPO, to the Addl: IG Operations C.P.O. Peshawar by 7th day of each month on the attached format.

5.4 The DIG Operations shall compile a summary of all Surprise Visit Reports (SVRs) received from the CCPO/RPOs and submit the same, along with his observations and recommendations, to the Inspector General of Police on 15th day of every month.



**Inspector General of Police
Khyber Pakhtunkhwa
Peshawar**

No.2731-2791/PPO, Dated Peshawar 30th October 2013

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. The Capital City Police Officer, Peshawar;
3. All Regional Police Officers in Khyber Pakhtunkhwa;
4. All District Police Officers.
5. Director IT, C.P.O. Peshawar with the direction to email scanned copy to all concerned.



(MUE
DIG H
Khyber
Peshawar

District _____
For the Month of _____

Monthly Report

SURPRISE VISITS OF POLICE STATIONS/POLICE POSTS

S . No	Name of Police Station/ Police Post	Date of Visit by the SDPO with DD No.	Date of Visit by the DPO with DD No.	Observations/ Recommendation s made by the Visiting Officer	Action Taken by the DPO

District Police Officer

OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

Operational Guidelines: Informal Inspections of Police Stations
OG-6/2013

1. Objective

Informal Inspections are a requirement that must be fulfilled by the supervisory officers regularly. Informal Inspections conducted on regular basis can help a great deal in improving efficiency and effectiveness of police. The following guidelines are issued in this regard to be followed in letter and spirit.

2. Informal Inspections of Police Stations shall be carried out by the supervisory officers as per the following schedule.

2.1 The Sub-divisional Police Officer (SDPO) shall carry out Informal Inspections in such a manner that he inspects each Police Station under his command at least once every month.

2.2 The District Police Officer, SSP Operations in case of Peshawar, shall carry out one Informal Inspection in such a manner that he inspects each Police Station in the District at least once every three months.

2.3 The CCPO, or an RPO, as the case may be, shall carry out Informal Inspections of at least two Police Stations in his area of jurisdiction every month.

3. The following aspects shall be inspected during the Informal Inspections.

3.1 Security of Premises:- The officer shall review the security arrangements of the premises.

3.2 Follow-Up:- The officer shall review the follow-up action taken in the light of last Informal Inspection as well as the last Surprise Visit.

3.3 Parade State, Tidiness and Appearance:- The officer shall check the parade state of the staff, the tidiness/cleanliness of the building and the appearance of the on-duty staff.

3.4 State of Lock Up:- The officer shall inspect the lock up and shall ensure that all the inmates of the lock up are accounted for.

3.5 FIR Index:- The officer shall check the completion of FIR Index Form of all cases registered during the last three months. The officer shall ensure that the required entries are made and references of all relevant registers are mentioned in the FIR Index Form.

3.6 Incomplete Challan:- The officer shall check all such cases of which challans have not been submitted within 14 days. The officer shall also scrutinize all incomplete challans and find out reasons of delay.

3.7 Register No. 5:- The officer shall check Register 5 (Register of Correspondence) and scrutinize action taken on complaints received from different quarters. A list of pending applications shall be prepared with the names of Enquiry Officers/IOs dealing with those pending cases.

3.8 Register No. 4:- The officer shall check Register 4 (Register of Absconders and Deserters) and see if the names of all Proclaimed Offenders are duly entered. The officer shall also scrutinize history sheets and ensure the same are updated and completed in all respects.

3.9 Register No. 9:- The officer shall check Register No. 9 (The Village Crime Register) and scrutinize entries made in Part III (information sheets of persons of doubtful character) and Part V (Register of Convicted Persons).

3.10 Register No. 19:- The officer shall inspect Malkhana and ensure that all the case properties are accounted for and duly entered into Register No. 19 (Register of the Store Room). In case of presence of explosive material in Malkhana, the officer shall also ensure that appropriate measures have been put in place for the safekeeping and security of explosive material.

3.11 Register No. 16:- The officer shall also inspect KOT and stores and ensure that all weapons/ ammunition and other stores are duly accounted for in accordance with Register 16 (Register of Government Property), well maintained and secure.

3.12 Register No. 3:- The officer shall inspect Register No. 3 (Folder of Standing Orders, Circular Orders, etc.) and ensure that all Standing Orders, Circular Orders, Policy Guidelines and Operational Guidelines of IGP are placed on the Folder. The officer shall brief the Police Station staff on all orders placed on this Folder.

4. The officer shall brief the Police Station/Police Post staff on the guidelines and orders issued from the IGP office from time to time and issue directions for their implementation.


5. Reporting of the Informal Inspections.

5.1 Each Informal Inspection shall be entered in the Daily Diary and Register No. 13 (Minute Book for Gazetted Officers) by the officer himself and a copy thereof shall be sent to the Head of District Police.

5.2 The Head of District Police shall take action on the observations/ recommendations made by the Inspecting Officers.

5.3 The Head of District Police shall send a monthly report, through the respective RPO in case of DPOs, to the Addl: IG Operations C.P.O. Peshawar by 7th day of each. The reports shall contain observations on each point contained in Section 3 above.

5.4 The DIG Operations shall compile a summary of all Informal Inspections Reports (IIRs) so received from RPOs and submit the summary, along with his observations and recommendations, to the Inspector General of Police on the 21st day of every month.




**Inspector General of Police
Khyber Pakhtunkhwa
Peshawar**

No.2677-2739/PPO, Dated Peshawar 30th October 2013

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. The Capital City Police Officer, Peshawar;
3. All Regional Police Officers in Khyber Pakhtunkhwa;
4. All District Police Officers.
5. Director IT, CPO with the direction to email scanned copy to all concerned,
6. PSO to IGP.



**(MUBAR
DIG Head
Khyber P**

OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

Operational Guidelines: Recovery of Arms and Explosives
OG-7/2013

1. Objective

KP Police seize illegal arms and explosives in large quantity every year and arrest carriers. It has been noted with concern however that in almost all such cases, investigating officers do not follow the trail to reach the logical conclusion and find the source and destination. Such illegal arms and explosives generally end up in the hands of terrorist who use them in targeting Police, other LEAs and the general public.

In order to take cases of illegal arms and explosives to logical conclusion, the following guidelines are issued to be followed in letter and spirit.

2. In case of seizure of 3 or more arms/weapons, or explosives in any quantity, the investigating officer shall seek and record the following information.

- a. Purpose of keeping or carrying illegal arms/weapons or explosives;
- b. Where and from whom were the arms/explosives acquired/purchased;
- c. To whom were the arms/explosives meant to be delivered/transported.

3. The personal details of the accused person(s) shall be recorded including his/her CNIC number and cell phone number.

4. The accused person(s) cell phone data, including the dialed, received and missed calls, SMS data, and contact lists, etc. shall be analyzed by the investigating officer for possible clues and links with the source and destination of illegal arms/explosives. Call Data Record (CDR) shall also be obtained and analyzed if needed.

5. The investigating officer shall find out if the accused person(s) has any linkage with any proscribed/militant organization or terrorist group.

6. The SP Investigation shall ensure that the investigating officer dealing with case shall from court the physical custody of the accused person(s) for ascertaining the requisite information.

7. The information so gathered in each case shall be sent to the Addl: IG Investigations on the enclosed format within three days of the registration of the case.

8. The Addl: IG Investigations shall submit a weekly summary in this regard to the Inspector General of Police every Tuesday. The summary shall mention the following details:

- a. Cases where an exercise has been carried out in accordance with these guidelines;
- b. Cases where the exercise has successfully led to the identification of the source and/or destination of arms/weapons or explosives with follow up action; and
- c. Cases where the exercise has not been carried out.



**Inspector General of Police
Khyber Pakhtunkhwa
Peshawar**

No.3016-78/PPO, Dated Peshawar 7th November 2013

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. Addl: IG Investigations, Khyber Pakhtunkhwa, Peshawar;
3. The Capital City Police Officer, Peshawar;
4. All Regional Police Officers in Khyber Pakhtunkhwa;
5. All DIGs Investigations in Khyber Pakhtunkhwa;
6. All District Police Officers;
7. All SPs Investigations in Khyber Pakhtunkhwa;
8. Director IT CPO with the direction to email scanned copy to all concerned,
9. PSO to IGP.



**(MUBAF
DIG Hea
Khyber F**

Summary Interrogation Report

Recovery of Arms and Explosives

District: _____ Police Station: _____
FIR No: _____ Under/section: _____
Date: _____
Detail of recovery: _____

Name of Accused: _____ Father Name: _____
CNIC No: _____ Cell No. _____

Purpose of carrying/acquiring arms and/or explosives?

--

Where and from whom were the arms and/or explosives purchased/acquired ?

--

To whom and where were the arms/explosives meant to be delivered/transported?

--

List of contacts saved on the phonebook of the accused on the following format:

Contact Name	Contact Number	Relationship with the Accused	Verification of contact Yes/No

Details of the accused phonebook data:

Phonebook entry	N. of contacted persons	Name and address	Relationship with the Accused	Purpose of contact
D i a l l e d Numbers				

Received Calls				
Missed Calls				
S M S M e s s a g e s Sent				
S M S Messages Received				

Analysis of Phonebook data:

--

Remarks of SP Investigation/Follow up Action:-

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**SP Investigation
District**

OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

Operational Guidelines: SOP for Handling Protests
OG-9/2013

1. Objective

Following the acts of violence in Rawalpindi on 15th November 2013 (10th Muharram), it is highly likely that the people of Khyber Pakhtunkhwa will resort to protests. There are clear indications that miscreants and anti-state elements will use this charged atmosphere as an opportunity to excite violence, stimulate loot and arson, and carry out sabotage activities. Similarly, protests may also be sparked by other factor like power outages, political developments, government policies, events of religious and sectarian sensitivity, or drone attacks.

In order to protect lives and property of the people and prevent sabotage in the event of any protest, the following guidelines are issued be followed in letter and spirit.

2. Constitution of Public Liaison Committees- The Head of District Police shall constitute public liaison committees on the level of each sub-division.

2.1 These committees shall consist of religious scholars, community elders, traders, members of National and Provincial Assemblies and other people of good reputation.

2.2 The committees so constituted shall be engaged for the purpose of negotiation and communication with the protesters for keeping the protests peaceful.

2.3 The committees shall be alerted in advance in case of any likely protest. The Head of District Police shall facilitate the committee members in such a way as to ensure their availability and presence at the scene on the occasion of protest.

2.4 The Head of District Police shall maintain the list of the committee members along with their contact numbers. Copies of the lists shall be circulated to all concerned, including police control room, all SDPOs and SHOs.

3. Police Deployment:- For the purpose of security of the protesters and the public at large as well as for the protection of property, the Sub-divisional Police Officer (SDPO) and the SHO shall personally attend to all protests in their area of jurisdiction.

3.1 The Head of District Police shall ensure that sufficient police strength is made available to the SDPO and SHO for keeping order on the occasion of protests.

3.2 The police strength shall be divided in the following categories:

- a. **Anti-riot squad**, fully equipped with anti-riot gear;
- b. **Tear-gas squad**, equipped with sufficient amount of gas guns and gas shells, properly checked and verified for use by the Reserve Inspector or Muharrar;
- c. **Armed squads**, to be deployed at suitable points under the command of the SDPO and SHO;
- d. **Special squads** of un-armed men for the purpose of identifying and apprehending miscreants;
- e. **Plain-clothes personnel** spread widely to identify and point out violent protesters, miscreants and saboteurs.

3.3 The police strength shall be deployed in such formations that maximum numbers of anti-riot squads are deployed close to the protesters for better control.

3.4 Armed police squads shall be deployed only under the direct command of the SDPO and the SHO.

4. Protection of Vulnerable Places:- The SHO shall identify vulnerable places falling in the route of the protest procession and deploy sufficient police strength for their protection. Such places may include **Imamlbargas**, Mosques and Madrassas, Police Stations and Police Offices, government buildings, petrol stations, banks, shopping centres, key installations, and residences of prominent persons.

5. Video Recording and Surveillance:- The SHO shall arrange video-recording, preferably through professional cameramen, of the entire protest procession.

5.1 The video recording shall focus on the faces of people who are leading the protests.

5.2 The faces of protesters who involve themselves in looting, arson or sabotage activities shall be properly zoomed for the purpose of identification.

6. Use of Force:-In case of peaceful protests and peaceful road-blocks, police shall exercise maximum restraint and shall avoid the use of force.

6.1 When it is required to use force as per law, **its application shall be of minimum essential standard.**

6.2 **The SDPO or the SHO present at the scene shall determine the type and quantum of force to be used, including the use of lethal force.**

6.3 Lethal force when required as per law, including warning shots and firing shots for the protection of lives, shall be ordered only by the SDPO or SHO present at the scene after due determination of the situation.

7. Briefings and Rehearsals:- Each SDPO shall conduct regular briefings and carry out rehearsals in accordance with these guidelines at least once a month.

7.1 The rehearsals shall be carried out in Police Stations located in cities and major towns.

7.2 The Head of District Police shall monitor at least one rehearsal in a month.

7.3 The RPOs shall personally monitor at least one rehearsal in a District each month

8. Reporting:- The RPOs and Heads of Police shall submit a report of the briefings and rehearsals conducted in accordance with these guidelines to the Addl: IG Operations on the 12th day of every month.

8.1 The Additional IG Operations shall submit a summary of such reports to the IGP on the 15th day of every month.


9. General Instruction

9.1 The SDPO and SHO shall make all possible efforts to work out modalities of the protest, including the route, timing, start and end point, etc. with the leaders of protest processions.

9.2 Police officers dealing with the protest processions shall maintain sufficient security strength for their personal security.

9.3 If possible, police vehicles may be removed and kept at sufficient distance from the protesters in order to avoid damage to them, without affecting the mobility and effectiveness of police force dealing with the situation.

9.4 The SHO shall alert, through police control, all other emergency public service departments, including hospitals, fire brigades, municipal department, gas and telephone departments, etc. to respond in case of emergency.



**Inspector General of Police
Khyber Pakhtunkhwa
Peshawar**

No.3125-84/PPO, Dated Peshawar 18th November 2013

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. The Capital City Police Officer, Peshawar;
3. All Regional Police Officers in Khyber Pakhtunkhwa;
4. All District Police Officers;

5. Director IT CPO with the direction to email copies to all concerned;
6. PSO to IGP.

A handwritten signature in black ink, appearing to be 'Mubarak', written over a horizontal line.

(MUBARAK)
DIG Head
Khyber Pakhtunkhwa

Resnawar

OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA

Central Police Office, Peshawar

Operational Guidelines: The Arrest of Proclaimed Offenders (POs)

OG-10/2013

1 Objective

It has been noted that the arrest of Proclaimed Offenders (POs) is an area that need urgent attention. A huge number of POs, most of whom are involved in heinous crimes, are at large. Similarly, a large number of accused that have not been arrested by Police are roaming freely but these criminals have not been declared as POs in accordance with the procedure.

Therefore, in order to streamline the record keeping of POs and in order to improve the arrest ratio, these guidelines are issued to be followed in letter and spirit.

2 The SHO of each Police Station shall open a History Sheet for each PO in accordance with the procedure. The following information shall be attached with the History Sheet:

- a) Photograph of the PO;
- b) ID Card of the PO;
- c) Form-B of the family of the PO;
- d) Revenue record of the immovable property of the PO;
- e) List of the family members of the PO, mentioning their ages;
- f) List of close relatives and friends;
- g) Mobile phone number of the PO along with its CDR;
- h) Mobile phone numbers of family members, close relatives and friends;
- i) Application submitted by the applicant for the arrest of the PO;

3 Duties of the SHO:- The SHO shall be responsible to take the following measures:

- a) The SHO shall assign the task of arrest of the PO to a subordinate officer by name;
- b) The SHO shall personally interview the complainant and other members of the victim family once every three months and exchange information to ascertain the whereabouts of the PO;**
- c) The SHO shall make efforts to trace the whereabouts of the PO through the help of Call Data Records (CDRs) of the PO, his family members, his close relatives and friends;
- d) In case the PO belongs to the Tribal Area or in case it is determined that the PO is hiding in the Tribal Area, the SHO shall send a letter to the concerned Political Agent through the Head of District Police, requesting him to arrest the PO and hand him over to Police. A copy of such correspondence with the Political Agent shall be sent to the respective Commissioner;

- e) In case it is determined that the PO has moved to a foreign country, the SHO shall seek a Red Warrant in accordance with legal procedure to be sent to the Interpol through the FIA;
- f) In case it is determined on the basis of information so collected that any person is harbouring a PO, the SHO shall register a case under section 216 PPC and other applicable laws against such person;
- g) The SHO shall conduct regular raids on the abodes on the PO on the basis of information received.

4 The following entries/observations shall be made in the Activity Sheet of the History Sheet.

- a) Name of the officer tasked for the arrest of the PO;
- b) References of the meetings and interview of complainant/members of victim family;
- c) References of cell numbers and CDRs attached to the History Sheet;
- d) Any leads obtained about the whereabouts of the PO through interviews of the complainant/victim family or through the analysis of CDRs;
- e) References of letters written to Political Agent, FIA or Interpol, if any;
- f) Date-wise reference of raids conducted for the arrest of the PO;
- g) Any other matter of importance.

5 Duties of the District Head of Police and the SDPO:- During Informal Inspections, the Head of District Police shall randomly select and check History Sheets of POs to ensure that the History Sheets are maintained in accordance with these guidelines. The Head of District Police shall make notes and issue directions to the SHO in the History Sheets.

5.1 The SDPO shall check at least one third of the total History Sheets of a Police Station under his jurisdiction during each Informal Inspection. The SDPO shall make comments and pass necessary orders on each History Sheet in his own handwriting.

5.2 The SDPO shall specifically make comments on the count whether these guidelines have been strictly followed by the SHO or not.

5.3 The SDPO shall initiate departmental proceedings against the SHO who has failed to follow these guidelines.

6 Monitoring and Reporting:- The Head of District Police shall maintain a check-list for each History Sheet, preferably on Excel Sheet, in order to monitor point-wise compliance of these guidelines.

6.1 The Head of District Police shall send a report every month in compliance with these guidelines to the Addl: IG Operations. Such report shall reach the CPO on the 10th day of every month. Such report shall be called Monthly Statement of Proclaimed Offenders (MSPO).

g).3 The Addl: IG Operations shall submit a summary of such reports to the IGP on the 15th day of every month.



(NABIN KHAN DOKKANI)
Inspector General of Police

Khyber Pakhtunkhwa
Peshawar

No.3576-3625/PPO, Dated Peshawar 18thDecember 2013

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. The Capital City Police Officer, Peshawar;
3. All Regional Police Officers in Khyber Pakhtunkhwa;
4. All District Police Officers in Khyber Pakhtunkhwa;
5. All SPs Investigations in Khyber Pakhtunkhwa;
6. Director IT CPO with the direction to email copies to all concerned;
7. PSO to IGP.



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**OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA**

Central Police Office, Peshawar

Operational Guidelines: Quarterly Inspections of Government weapons

OG-11/2013

1 Objective

The protection and safekeeping of Government property, particularly arms and ammunitions, at the disposal Police Department are among our primary obligations. It has been observed that there is a lack of proper inspection protocols in this regard.

In order to ensure that the arms and ammunition placed at the disposal of Districts and other Police Units (e.g. FRP, Elite Police or Special Branch) are properly maintained, these guidelines are issued to be followed in letter and spirit.

2 Quarterly Inspection of Arms and Ammunition:- Each Head of District Police and each Head of Police Unit (Special Branch, Elite Police Force, FRP, CTD, etc.) shall carry out a quarterly inspection of arms and ammunition placed at the disposal of the District or Unit. The following aspects shall be covered in these inspections:

- a) Maintenance standard of KOT;
- b) Statement of lost and/or misplaced arms and ammunition;
- c) List of arms and ammunition issued to Gazetted Officers (GOs) along with the current posting of the GO;
- d) List of officers who have not returned arms and ammunition after relinquishing charge in the District or Unit;
- e) Statement of damaged arms along with the cause of damage;
- f) List of doubtful, suspicious or replaced arms and ammunition;
- g) Remedial action proposed in case of shortcomings found;
- h) Any other matter of importance.

2.1 During each inspection, the Armourer of the Police Station, Police Lines or Police Unit shall furnish a certificate to the effect that each arm/weapon so inspected has not been replaced or otherwise tampered with. Similarly, the Armourer shall also furnish a certificate to the same effect in respect of ammunition randomly selected for the purpose of inspection.

3 Quarterly Inspections in a Police Station:- The SDPO shall inspect arms and ammunition in each Police Station under his jurisdiction once in three months. The SDPO shall submit a Quarterly Inspection Report to the concerned Head of District Police in accordance with the following schedule:

Quarterly Inspection Report of SDPO	Date of Submission
1 st Quarterly Inspection Report (Jan-March)	15 th April
2 nd Quarterly Inspection Report (April-June)	15 th July
3 rd Quarterly Inspection Report (July-Sept)	15 th October

4 th Quarterly Inspection Report (Oct-Dec)	15 th January
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4 Quarterly Inspection in a District Police Lines or in a Police Unit:- The District Police Officer, SP Headquarters in case of Peshawar, shall quarterly inspect the arms and ammunition in a Police Lines.

4.1 An officer not below the rank of an SP shall quarterly inspect arms and ammunition in a Police Unit (Special Branch, Elite Police Force, FRP, CTD, etc.).

5 Annual Inspections of Arms and Ammunition:- The Capital City Police Officer, or a Regional Police Officer, as the case may be, shall conduct an Annual Inspection of Arms and Ammunition of each District through a committee comprising of the DPO, SSP Operations in case of Peshawar, and two other officers not below the rank of DSP.

5.1 The Head of each Police Unit that has been allocated arms and ammunition shall conduct an Annual Inspection of Arms and Ammunition of the Unit through a committee comprising of at least two officers of the rank of SP.

6 Monitoring and Reporting:- The Head of District Police or the Head of a Police Unit, as the case may be, shall send a consolidated Quarterly Inspection Report to the AIG Logistics as per the following schedule.

Quarterly Inspection Report of a District or Unit	Date of Submission
1 st Quarterly Inspection Report (Jan-March)	25 th April
2 nd Quarterly Inspection Report (April-June)	25 th July
3 rd Quarterly Inspection Report (July-Sept)	25 th October
4 th Quarterly Inspection Report (Oct-Dec)	25 th January

6.1 The AIG Logistics shall prepare and submit a summary for the perusal of the IGP on the last day of the month in which the report has been received from the Districts and the Police Units.

6.2 Report of the Annual Inspection shall be sent by the CCPO/RPO/Head of Police Unit to the AIG Logistics on the 15th day of February each year who shall prepare and submit a summary of these reports for the perusal of the IGP on the 20th d




Inspector General of Police

**Khyber Pakhtunkhwa
Peshawar**

No.3525-75/PPO, Dated Peshawar 18thDecember 2013

Copy for information and necessary action to:-

1. The Addl: IG Headquarters;
2. The Addl: IG Investigations;
3. The Addl: IG/Commandant Elite Police;
4. The Addl: IG Operations;
5. The Addl: IG/Commandant FRP;
6. All Heads of Police Offices;
7. The Capital City Police Officer Peshawar;
8. All Regional Police Officers in Khyber Pakhtunkhwa;
9. All District Police Officers in Khyber Pakhtunkhwa;
10. Director IT CPO with the direction to email copies to all concerned;
11. PSO to IGP.


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Peshawar

OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

Operational Guidelines: Role of Mobile Forensic Lab in Crime Scene Processing
OG-13/2014

1 Objective

It has been noted with concern that the investigation officers who respond to crime scenes are usually found deficient in the requisite skills of professionally processing the scene of crime. Important evidence either gets lost or is compromised; consequently leading to weak investigation and lesser chances of conviction in the court.

The scenes of crime, particularly in cases of terrorism and other heinous crimes, need to be thoroughly photographed; critical pieces of evidence need to be carefully collected and packaged, and fingerprints of suspects need to be promptly lifted and secured. In order to support and reinforce the investigation staff in proper processing of such scenes of crime for the collection of quality evidence, the following guidelines are issued to be followed in letter and spirit.

2 Responsibility of Mobile Forensic Lab:- Mobile Forensic Labs available with the Forensic Science Laboratory (FSL) Peshawar shall be promptly dispatched to a scene of crime in the following cases occurring within the jurisdiction of CCPO Peshawar:

- a) Terrorism,
- b) Murder,
- c) Decoity and robbery occurring in bank, house or business establishment.

2.1 In any of the above-listed cases, the concerned SHO shall call the Mobile Forensic Lab through Peshawar Wireless Control. The Wireless Control shall inform the Director FSL to dispatch the Mobile Forensic Lab to the scene of crime. The Wireless Control shall maintain a log of such calls, detailing the call and response time.

2.2 The Director FSL Peshawar shall designate a Team of FSL Experts, with one officer as In-charge of the team, to operate the Mobile Forensic Labs.

2.3 It shall be the responsibility of the Director FSL to ensure that the Mobile Forensic Lab along with the Team of FSL Experts reaches the scene of crime well in time.

3 Role of the Mobile Forensic Labs:- While at the scene of crime, the Mobile Forensic Lab shall work under the supervision of the Investigation Officer present at the scene of crime.

3.1 The Mobile Forensic Lab shall assist the Investigation Officer in processing the scene of crime, particularly in the following tasks:

- a) Photography of the crime scene;

- b) Geo-tagging of the scene of crime through Android phone;
- c) Collection of physical of evidence;
- d) Packaging of physical evidence; and
- e) Lifting of fingerprints.

3.2 The Director IT CPO shall train the staff of Mobile Forensic Lab in the application of Geo-tagging through Android phones.

4 Reporting:- The Director FSL shall send a daily report on the performance of Mobile Forensic Labs to the Inspector General of Police through the DIC Operations.




Inspector General of Police

**Khyber Pakhtunkhwa
Peshawar**

No.55-100/PPO, Dated Peshawar 6th January 2014

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. Addl: IG Investigations Khyber Pakhtunkhwa, CPO Peshawar;
3. Addl: IG Special Branch Khyber Pakhtunkhwa;
4. The Capital City Police Officer Peshawar;
5. All Regional Police Officers in Khyber Pakhtunkhwa;
6. All District Police Officers in Khyber Pakhtunkhwa;
7. The AIG BDU;
8. Director Forensic Science Laboratory (FSL), Peshawar;
9. Director IT CPO with the direction to email copies to all concerned;
10. PSO to IGP.



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DIG H
Khyber

**OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar**

**Operational Guidelines: Geo-Tagging of Crime Scene in Heinous Cases
OG-14/2014**

1 Objective

It has been observed that crime scenes of heinous cases are not properly photographed. In order to better preserve the scene of crime in heinous cases and in order to afford investigators and supervisory officers technical support for the post incident analysis of the crime scene, these guidelines are issued to be followed in letter and spirit.

2 In the following heinous cases, the Investigation Officer shall take at least three photographs of the crime scene through Android Phone provided to Sub-divisions:

- a) Terrorism (Suicidal);
- b) Terrorism (Through other means);
- c) Murder; and
- d) Robbery & Dacoity in house, bank, shop or office.

3 The Heads of District Police shall be responsible to ensure that the photographs taken at the scene of crime are properly tagged to the Google map.

4 All SPs Investigation shall send daily reports to the Addl: IG Investigation. The daily reports shall mention the number of incidents and number of photographs taken and tagged on Google map.

5 The Addl: IG Investigation shall submit a weekly summary of such reports to the Inspector General of Police on every Wednesday.



**Inspector General of Police
Khyber Pakhtunkhwa
Peshawar**

No.340-400/PPO, Dated Peshawar 15th January 2014

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. Addl: IG Investigation, Khyber Pakhtunkhwa, CPO;
3. The Capital City Police Officer Peshawar;
4. All Regional Police Officers in Khyber Pakhtunkhwa;

5. All District Police Officers in Khyber Pakhtunkhwa;
6. All SSPs/SPs Investigation in Khyber Pakhtunkhwa;
7. Director IT CPO with the direction to email copies to all concerned
8. PSO to IGP.

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**OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar**

**Operational Guidelines: Joint Visit of Crime Scene for Preliminary Investigation
OG-15/2014**

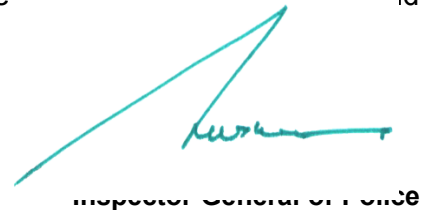
1 Objective

It has been observed that crime scenes of heinous cases are not properly processed for the collection of evidence. Consequently, useful evidence gets lost. In order to address to this problem, these guidelines are issued to be followed in letter and spirit.

- 2** Each SHO or his subordinate officer shall take the Investigation Officer of his Police station along to the scene of crime in the following cases:
- a) Terrorism;
 - b) Murder;
 - c) Robbery & dacoity in house, bank, shop and office; and
 - d) Rape.

3 Both the officers shall jointly visit the scene of crime for the purpose of preliminary investigation and necessary coordination.

4 Both the officers shall also coordinate efforts for the protection of crime scene and proper collection of evidence.



Inspector General of Police

**Khyber Pakhtunkhwa
Peshawar**

No.401-60/PPO, Dated Peshawar 15th January 2014

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. The Addl: IG Operations, Khyber Pakhtunkhwa, CPO Peshawar;
3. Addl: IG Investigation Khyber Pakhtunkhwa, CPO, Peshawar;
4. The Capital City Police Officer Peshawar;
5. All Regional Police Officers in Khyber Pakhtunkhwa;

6. All District Police Officers in Khyber Pakhtunkhwa;
7. All SSPs/SPs Investigation in Khyber Pakhtunkhwa;
8. Director IT CPO with the direction to email copies to all concerned
9. PSO to IGP.

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OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar
Operational Guidelines: Protection against IED Attacks
OG-16/2014

1 Objective

For its leading role in fighting terrorism, police have been the prime target of terrorists. Explosive devices of different kinds have proven to be the weapons of choice for the terrorists in their dastardly attacks on police. On numerous occasions, police vehicles have been hit by IEDs hidden on roadside, claiming lives of brave police officers.

Undeterred by eminent threat to their lives, the courageous police officers continue to do their job against heavy odds. It is however necessary to adopt all possible precautionary measures for preventing harm to the lives of the police force. In view of the above and in continuation earlier directions in this regard, these guidelines are hereby issue to be followed in letter and spirit.

2 Instructions for drivers and patrolling officers:- Police drivers shall drive their vehicles away from the shoulders of the road and stay as close to the middle of the road as possible.

2.1 The police officer sitting on the passenger seat shall stay alert and continuously scan the road in front and on the sides. He shall advise the driver on precautionary measures in case he observes anything suspicious.

2.2 The patrolling officer shall instruct the driver to continuously change routes during routine patrolling in such a manner that a predictable pattern of patrolling could not easily emerge.

2.3 Halts by patrolling officers at known resting areas is a routine phenomenon everywhere. This makes a police mobile an easy target. Such halts at fixed areas or spots should be avoided as much as possible.

2.4 Every police officer shall wear a bulletproof jacket and helmet during movement.

3 Dissemination of Instructions: DIG Telecommunications shall be responsible to air these guidelines through Police Wireless Control in every Police Station at least 5 times a day. DIG Telecommunications shall submit weekly compliance reports.

4 Armour Plating of Patrol Vehicles:-DIG Telecommunication shall make arrangements for armour-plating of patrol vehicles for better protection.

5 Supervision: The SHO shall ensure that all police officers wear bulletproof jackets and helmets during movement.

5.1 The SHO shall further ensure that these instructions are widely disseminated through wireless and through announcements during morning roll call.

5.2 The SDPO shall regularly brief his staff on the precautionary measures against IED attacks.

5.3 The Head of District Police shall be responsible for the implementation of these guidelines.



**Inspector General of Police
Khyber Pakhtunkhwa
Peshawar**

No.1417-67/PPO, Dated Peshawar 18th February 2014

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. The Capital City Police Officer, Peshawar;
3. All Regional Police Officers in Khyber Pakhtunkhwa;
4. All District Police Officers;
5. Director IT CPO with the direction to email copies to all concerned;
6. PSO to IGP.



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OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

Operational Guidelines: Protection of BD Teams against IED Attacks
OG-17/2014

1 Objective

For its leading role in fighting terrorism, Khyber Pakhtunkhwa police have been the prime target of terrorists. And IEDs of various kinds have proven to be the weapons of choice for the terrorists in their dastardly attacks on police. On numerous occasions, police vehicles have been hit by IEDs hidden on roadside claiming numerous precious lives of brave police officers.

Although undeterred by the eminent threat to their lives the courageous police officers continue to do their job against heavy odds, it is necessary to adopt all possible precautionary measures for preventing harm to the precious lives of the police force. In view of the above and in continuation earlier directions in this regard, these guidelines are hereby issue to be followed in letter and spirit.

2 Instructions for BD Teams:- In view of the modus operandi of terrorists in attacking BD teams, maximum caution is required.

2.1 On receiving information about the presence of explosive devices, the Incharge of the concerned BD Team shall dispatch an unmarked advance pilot, preferably on motorcycle, to inspect the route for the presence of any suspect persons or suspicious material. The BD Team should proceed to the spot on receiving clearance from the advance pilot.

2.2 The BD Team shall park their vehicle at least 500 meters away from the spot and walk to the spot on foot. The BD staff shall keep sufficient distance from each other.

2.3 The staff of BD Team shall wear safety kits on all occasions while moving for disposing explosive devices.

2.4 The BD Teams shall move to the scene along with armed protection party.

3 Dissemination of Instructions: DIG Telecommunications shall be responsible to air these guidelines through Police Wireless Control in every Police Station at least 5 times every day. DIG Telecommunications shall submit weekly compliance reports.

4 Supervision: The Incharge BD Team shall ensure that all police officers wear bulletproof jackets and helmets during movement.

4.1 The Incharge BD Team shall further ensure that these instructions are widely disseminated through wireless and through announcements during morning roll call.

4.2 The AIG BDU shall regularly brief his staff on the precautionary measures against IED attack. The AIG BDU shall be responsible for the implementation of these guidelines.



Inspector General of Police
Khyber Pakhtunkhwa
Peshawar

No.1467-1517/PPO, Dated Peshawar 18th February 2014

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. The Capital City Police Officer, Peshawar;
3. All Regional Police Officers in Khyber Pakhtunkhwa;
4. All District Police Officers;
5. AIG BDU;
6. Director IT CPO with the direction to email copies to all concerned;
7. PSO to IGP.



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OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

Operational Guidelines:
Roles and Responsibilities of BDU and FSL at the Crime Scene
OG-18/2014

1 Objective

In cases of terrorism, professional handling and careful processing of the crime scene plays a vital role in subsequent investigation. Due to the use of explosives devices in terrorist attacks, the crime scene investigation in such cases has turned out to be a pretty complex process. In addition to the rescue workers, a number of police units including operations staff, investigators, forensic experts and bomb disposal personnel respond and attend to such scenes of crime.

With so many actors at play at the same time, it is critically important that roles and responsibilities of every unit are clearly known. This is important for two reasons: one, the personal safety and security of police staff and others has to be ensured; and two, all pieces of evidence have to be properly collected, packaged, secured and preserved. These guidelines are therefore issued to be followed in letter and spirit.

2 Role of the Operations Staff- The SHO and SDPO shall be responsible to cordon off the scene of crime so that access is only allowed, in an organized manner, to rescue workers, investigators, BDU staff and FSL Team.

2.1 The SHO and his team shall ensure that injured persons, if any, are attended to promptly and are dispatched to the nearest hospital/trauma centres for medical attention.

2.2 The SHO shall ensure that vehicular traffic and pedestrians are diverted to alternate routes for the safety and convenience of the public.

2.4 The SDPO shall establish a media-briefing corner at a safe distance and shall personally attend to the inquiries of media persons.

3 Role of Bomb Disposal Squad:- In coordination with the concerned SHO, the BD staff shall first and foremost scan the scene of crime and its surroundings for other explosive devices.

3.1 The BD staff shall detect explosive material at the venue, secure them and defuse the same in safe environment.

3.2 The BD staff shall initially create sufficient but secure space for the investigators to take photographs prior to further processing of the scene of crime.

3.3 The In-charge of BD Team shall clear the scene of crime of any explosive devices, secure them and hand it over to the Investigation Officer for further processing.

3.4 The In-charge BD Team shall prepare a report to be called "Explosive Analysis and Impact Report" (EAIR). Copies of the report shall be handed over to the Investigation Officer as well as the In-charge of FSL Team. The BDU explosive analysis and impact report shall subsequently help the FSL in formulating expert opinion on the type and quantum of explosives and associated material used in the terrorist attack.

4 Role of Mobile Forensic Lab:- Working under the supervision of the Investigation Officer, the Mobile Forensic Lab team shall assist in processing the scene of crime in the following tasks:

- a) Photography of the crime scene;
- b) Geo-tagging of the crime scene through Android phone;
- c) Collection of physical evidence particularly explosive residue; and
- d) Packaging of the evidence.

4.1 The FSL team shall properly mark and index all pieces of evidence, particularly unexploded ordinance, defused devices, remnants of explosive devices, and other items/pieces containing explosive residue.

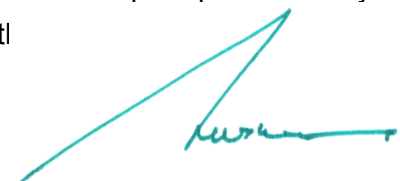
4.2 The In-charge of FSL Team shall hand over all evidence to the Investigation Officer who shall take the same on recovery memo.

4.3 The In-charge of FSL Team shall prepare a crime scene analysis report that he shall submit to the Director FSL. This report shall help in subsequent expert opinion. A copy of the report shall also be provided to the Investigations Officer.

5 The Investigation Officer shall submit to the FSL for analysis and expert opinion all pieces of evidence collected from the scene of crime.

6 The AIG BDU shall submit a monthly report to the Additional IG Operations on all such cases handled by BDU teams. The Additional IG Operations shall put up a summary to the Inspector General of Police on the 10th day of every month.

7 The Director shall submit a monthly report to the Additional IG Investigation on all such cases handled by FSL teams. The Additional IG Investigation shall put up a summary to the Inspector General of Police on the 10th day of every month.



Inspector General of Police

**Khyber Pakhtunkhwa
Peshawar**

No.1907-57/PPO, Dated Peshawar 10th March 2014

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. The Addl: IG Investigations Khyber Pakhtunkhwa, CPO Peshawar;
3. The Addl: IG Special Branch Khyber Pakhtunkhwa;
4. The Capital City Police Officer Peshawar;
5. All Regional Police Officers in Khyber Pakhtunkhwa;
6. All District Police Officers in Khyber Pakhtunkhwa;
7. The AIG BDU;
8. Director Forensic Science Laboratory (FSL), Peshawar;
9. Director IT CPO with the direction to email copies to all concerned;
10. PSO to IGP.


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OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

Operational Guidelines:
Security of Sensitive and Vulnerable Establishments and Places (SVEP)
OG-19/2014

1 Objective

For the protection of sensitive and vulnerable establishments and places (SVEP) against terrorist threats and sabotage, the Government of Khyber Pakhtunkhwa has recently promulgated a law, i.e. Sensitive and Vulnerable Establishments and Place (Security) Ordinance 2014. According to this new law, the owners/management of vulnerable and sensitive establishments and places (SVEPs) have been made responsible for making appropriate arrangements for the security of such establishments and places. Police has been authorized to take legal action against such owners/management who fails to comply with the provision of the new law.

In order to give effect to the provision of the Sensitive and Vulnerable Establishments and Places (Security) Ordinance 2014, these guidelines are hereby issued to be followed in letter and spirit.

2 Identification of Sensitive and Vulnerable Establishments and Places (SVEP):-
The SHO of a Police Station shall carry out detailed survey and identify all such SVEPs within the jurisdiction of his Police Station that have been defined as sensitive or vulnerable in the above mentioned law.

2.1 The SHO shall maintain a Register to be known as SVEP Register and list therein the names of such establishments and places along with addresses, landline telephone numbers, name(s) of owners/lessees/management and a detailed description of the locality.

2.2 Sufficient number of pages shall be allocated in the SVEP Register to each establishment/place for recording the subsequent procedure to be adopted in accordance with the new Law.

2.3 The SDPO concerned shall be responsible to check the SVEP Register during each surprise visit or informal/formal inspection of the Police Station and make a note to this effect in the Daily Diary in his own writing. The SDPO is expected to be well conversant with the provisions of the new law and hence shall give appropriate directions to the SHO for their implementation.

3 Inspection of SVEPs:- The SHO shall submit the list of all such establishments and places, through the SDPO concerned, to the Security Advisory Committee constituted under the new law to categorize, inspect and issue security advisory to the listed establishments and places. A copy of the list so placed before the Committee shall also be submitted to the Head of District Police.

3.1 The security advisory so issued to any of the listed SVEP shall include a synopsis of the security environment of the identified establishment/place, including the size and location of the establishment/place; mention the categorization of vulnerability/sensitivity; and advise security measures that need to be adopted by the owner/management including the deployment of security guards, erection of boundary walls with fencing and gates, installation of CCTV cameras, bio-metric system, walk-through gates, alarm system and/or other security measures.

3.2 The SDPO concerned shall ensure that the Security Advisory Committee shall hold regular meetings to finalize the procedure well in time.

3.3 The SHO shall regularly inspect the listed SVEPs and review the security arrangements in accordance with the advice issued by the Security Advisory Committee.

3.4 The SHO shall enter into Daily Dairy and in the SVEP Register the details of all such inspections made in pursuance of the provisions of the law.

3.5 The SHO shall inspect all SVEPs once a month, except financial institutions and profit earning establishments, which the SHO shall inspect once in a fortnight. Entries of such inspection shall be duly recorded in the Daily Dairy and SVEP Register.

3.6 The SDPO shall inspect all SVEPs in his jurisdiction once in a month.

3.7 The SDPO concerned shall hold periodical meetings with the associations/representatives of SVEPs and brief them on the requirements of the law and issue them appropriate guidelines on the security measures.

3.8 The SDPO and SHO shall specifically brief the owners/management of establishments like education institutions, cinema halls, bus terminals and banks on the security measures in accordance with guidelines attached with OG24/2014.

4 Violations of the Provisions of the SVEP Ordinance:- The SHO shall take action against the sensitive or vulnerable establishments and places identified by the Security Advisory Committee for violations of the provisions of the SVEP Ordinance.

4.1 The SVEP who has been issued a security advisory is required to implement such advisory within 30 days. In case of failure, the SHO concerned shall issue a warning in writing to the owner/management asking him to implement the advisory within 15 days. Such warning shall be entered into both the Daily Diary and the SVEP Register.

4.2 In case of non-compliance after the issuance of warning, the SHO shall take action under the provision of the law for the suspension of operations of the concerned establishment or place and legal action against the owner/management in accordance with the law.

4.3 In case the owner/management of SVEP has failed to comply with the provisions of the law and subsequently an offense takes place or sabotage activity is carried out on the

same establishment, such owner/management shall be challaned in the same case for criminal negligence and violation of the law.

4.4 In case any offense is committed or sabotage activity carried out on the premises of SVEP that has not been already inspected by the SHO and SDPO, the concerned officers will be placed under suspension and departmental action shall be initiated against him.

5 Monitoring and Reporting:- The Head of District Police shall establish an SVEP Security Monitoring Unit in his office under his personal supervision.

5.1 The Head of District Police shall be responsible to maintain a Police Station-wise list of all sensitive and vulnerable establishments and places. The list shall be regularly reviewed and updated.

5.2 The Head of District Police shall maintain a record of all security advisory issued in pursuance of the provisions of the law.

5.3 The Head of District Police shall ensure that the meetings of the Security Advisory Committee are regularly convened for giving effect to the provisions of the SVEP Ordinance 2014.

5.4 The Head of District Police shall send a fortnightly report to the Addl: IGP Operations in respect of each security advice issued; security measures adopted by each SVEP in pursuance of the advice; and the penal action taken against owners/management in cases of violation.

5.5 The Addl: IGP Operations shall compile a summary of all reports so received from the District Heads of Police and submit the same, along with his observations and recommendations to the Inspector General of Police on the 10th day of every month.



Inspector General of Police

**Khyber Pakhtunkhwa
Peshawar**

No.2558-98/PPO, Dated Peshawar 8th April 2014

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. The Capital City Police Officer, Peshawar;
3. All Regional Police Officers in Khyber Pakhtunkhwa;
4. All District Police Officers.

5. Director IT CPO with the direction to email scanned copy to all concerned.
6. PSO to IGP.

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OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

Operational Guidelines: Identification Process of Un-Identified Dead Bodies
OG-20/2014

1 Objective

It has been noted with grave concern that whenever an un-identified dead body is recovered, the Investigation Officer (IO) responding to the crime scene is usually unaware or deficient in the skills required to ascertain the dead body's identity through finger prints.

In order to enable the IO to promptly identify the un-identified dead body through fingerprints, the following guidelines are issued to be followed in letter and spirit.

2 Establishment of Biometrics and Finger Print Units in SP Investigation Office- Additional IG Investigation should ensure the establishment of dedicated biometrics and Finger Print Unit (FPU), in the office of every district's SP Investigation. The unit shall be equipped with a laptop and finger print reader. The unit shall remain available round the clock and shall respond whenever their services are requisitioned by the concerned SDPO.

3 Training:- Director IT, CPO will be responsible to train the members of every district's BFPU in using the finger print reader and other allied equipment.

4 Responsibility of Finger Print Unit:- On the receipt of information about un-identified dead body, the concerned SDPO & SHO shall call the Finger Print Unit (FPU) through the District's Wireless Control. The Wireless Control shall inform the SP Investigation to dispatch the finger print unit to the scene of crime. The Wireless Control shall maintain a log of all such calls, detailing the call and response time.

4.1 It shall be the responsibility of the SP investigation to ensure that the Finger Print Unit (FPU) reaches the scene of crime well in time.

5. Lifting of Finger Print:- The Finger Print Unit shall take pictures of the dead body and lift all ten fingerprints of the dead body through the following three modes:

- a) Automated Finger Print Reader by FPU:- The FPU shall lift all ten finger prints through the automated finger print reader and save the same in their laptop.
- b) Manual Finger Print Lifting by FPU:- The FPU shall also lift all ten finger prints manually on paper or finger print lifting tape.

5.1 After lifting of finger prints through the above said modes, the FPU shall send the lifted finger prints forthwith to FSL, Peshawar, Director IT CPO and NADRA.

5.3 While at the crime scene, the Finger Print Unit shall work under the supervision of the SHO and Investigation Officer present at the crime scene.

6 Role of Investigation Officer:- The concerned Investigation Officer shall be responsible to follow up the identification progress from Finger Print Unit and will be responsible to ensure the identification within 48 hours.

7 Reporting:- Every district's SP Investigation shall send a monthly report, through the respective RPO, to the Addl IG Investigation CPO Peshawar by 7th day of each month as per the attached format.

8. Addl IG Investigation shall compile the monthly progress of every district and submit the same to the Inspector General of Police on 15th day of every month



Inspector General of Police

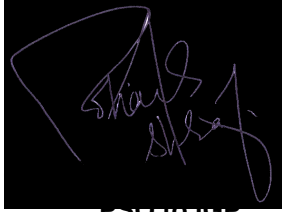
Khyber Pakhtunkhwa
Peshawar

No.18064-19014/PPO, Dated Peshawar 31th December 2014

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. The Addl: IG Investigations Khyber Pakhtunkhwa, CPO Peshawar;
3. The Addl: IG Special Branch Khyber Pakhtunkhwa;
4. The Capital City Police Officer Peshawar;
5. All Regional Police Officers in Khyber Pakhtunkhwa;
6. All District Police Officers in Khyber Pakhtunkhwa;
7. The AIG BDU;
8. Director Forensic Science Laboratory (FSL), Peshawar;
9. Director IT CPO with the direction to email copies to all concerned;

10. PSO to IGP.


PSP

PSO to IGP
Khyber Pakhtunkhwa
Peshawar

District _____
For the Month of _____

Monthly Report

Identification of Un-Identified Dead Bodies OG-20/2014

S #	Place Where Dear Body was found	Name of Police Station/Police Post	Gender of Dead Body	Approx. age of dead body	FIR /Daily Diary No	Date & Time of Wireles Call by SHO for FPU	Date & Time of FPU's arrival at Scene of Crime	Total Time Taken to identify the dead body	Name of Identified Deceased	Status of Identification from NADRA

OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

Operational Guidelines: Verification of CNICs
OG-21/2014

1. Objective

CNIC verification is an extremely important function that needs to be undertaken with due diligence. Cases of doubtful identity are referred to the Special Branch for verification. Due to the absence of a proper SOP for verification, complaints of malpractices surface frequently.

In order to streamline the process, the following guidelines are issued which should be followed invariably besides other measures.

2. Collection of Information from Applicant:- The applicant desirous of getting their CNIC verified should be made to fill the **form # KPPolice/SB/Ver/2014-A** attached as **Annexure-A**. The information so provided shall be deemed to have been provided under oath and a declaration to this effect shall also be reflected in the Affidavit. False declaration of information shall entail legal action.

3. Verification of Information by Special Branch:- Once the applicants provide their information by filling the form attached as **Annexure-A**, it shall be the responsibility of Special Branch to verify the information and based on their findings the Special Branch should then complete the verification process.



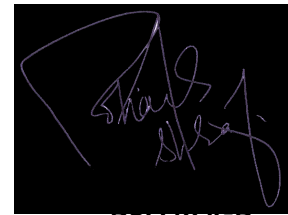
Inspector General of Police

**Khyber Pakhtunkhwa
Peshawar**

No.205-45/PPO, Dated Peshawar 7th January 2015

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. The Addl: IG Investigations Khyber Pakhtunkhwa, CPO Peshawar;
3. The Addl: IG Special Branch Khyber Pakhtunkhwa;
4. The Capital City Police Officer Peshawar;
5. All Regional Police Officers in Khyber Pakhtunkhwa;
6. All District Police Officers in Khyber Pakhtunkhwa;
7. The AIG BDU;
8. Director Forensic Science Laboratory (FSL), Peshawar;
9. PSO to IGP.



PSP

PSO to IGP

**Khyber Pakhtunkhwa
Peshawar**

"ویئرٹیکیشن فارم برائے شناختی کارڈ"

1. نام: _____ تاریخ پیدائش: _____ مقام پیدائش: _____
 ڈومیسائل: _____ ذات / قومیت: _____ مقامی پولیس سٹیشن: _____
 موجودہ رہائش: _____ مستقل پتہ: _____ (کب سے)
 شناختی کارڈ نمبر: _____ پاسپورٹ نمبر: _____
 تعلیم / اسکول: _____ موبائل نمبر: _____
2. والد کا نام: _____ والد کی ولدیت: _____
 شناختی کارڈ نمبر: _____ تاریخ پیدائش: _____
 جائے پیدائش: _____
3. والدہ کا نام: _____ والدہ کی ولدیت: _____
 شناختی کارڈ نمبر: _____ تاریخ پیدائش: _____
 جائے پیدائش: _____
4. بہن بھائیوں کے کوائف: _____
- i. نام: _____ جائے پیدائش: _____ تاریخ پیدائش: _____
 شناختی کارڈ نمبر: _____
- ii. نام: _____ جائے پیدائش: _____ تاریخ پیدائش: _____
 شناختی کارڈ نمبر: _____
- iii. نام: _____ جائے پیدائش: _____ تاریخ پیدائش: _____
 شناختی کارڈ نمبر: _____
- iv. نام: _____ جائے پیدائش: _____ تاریخ پیدائش: _____
 شناختی کارڈ نمبر: _____

5. چچا/ماموں گان کے کوائف:

- i. نام: _____ جائے پیدائش: _____
تاریخ پیدائش: _____ شناختی کارڈ نمبر: _____
- ii. نام: _____ جائے پیدائش: _____
تاریخ پیدائش: _____ شناختی کارڈ نمبر: _____
- iii. نام: _____ جائے پیدائش: _____
تاریخ پیدائش: _____ شناختی کارڈ نمبر: _____
- iv. نام: _____ جائے پیدائش: _____
تاریخ پیدائش: _____ شناختی کارڈ نمبر: _____

6. اپنی اور والدین کے جائیداد کی تفصیل:-

- ۱- پتہ: _____ ۲- تاریخ خرید: _____
- ۱- پتہ: _____ ۲- تاریخ خرید: _____
- ۱- پتہ: _____ ۲- تاریخ خرید: _____

7. کوئی قریبی رشتہ دار جو افغانستان میں رہائش پذیر ہو۔

- ۱- نام: _____ ولدیت: _____ رشتہ داری: _____ پتہ: _____
- ۲- نام: _____ ولدیت: _____ رشتہ داری: _____ پتہ: _____

8. والدین کبھی افغانستان میں رہ چکے ہیں؟

اگر ہاں تو کب سے کب تک: _____

9. تفصیل بابت رہائش:- میں اور میرے والدین سال 1970 سے لے کر اب تک ذیل جگہوں میں رہائش پذیر رہ چکے ہیں۔

- a. 1970 تا 1975 _____
- b. 1975 تا 1980 _____
- c. 1980 تا 1990 _____
- d. 1990 تا 2000 _____
- e. 2001 تا حال _____
10. فارم خود پُر کیا یا کسی اور نے _____ اگر کسی اور نے پُر کیا تو نام _____ ولدیت _____

شناختی کارڈ نمبر _____ دستخط یا نشان انگشت _____

فارم نمبر _____ دستخط _____ page:(2)

11. حلفیہ بیان :- میں حلفاً کہتا ہوں کہ میں پاکستانی شہری ہوں اور جملہ معلومات لہذا جو کہ میں نے اس فارم میں پُر کئے ہیں میرے علم کے مطابق صحیح اور درست ہیں۔ جس کے بابت میرا ایک حلفیہ بیان بھی لف ہے۔ اگر میں نے کسی قسم کی غلط بیانی سے کام لیا ہو تو میرے خلاف قانونی کارروائی کی جائے:-

12. درخواست کنندہ کا دستخط: _____ نشان انگشت: _____

13. تصدیق سرٹیفکیٹ دو گزٹڈ افسران خود پُر کریں گے۔ (نوٹ: افسر تصدیق کنندہ گان کی NIC فوٹو کاپی بمعہ فون نمبر لف کریں)

i. تصدیق نامہ مخائب گزٹڈ افسر تصدیق کی جاتی ہے کہ
 مسمیٰ / مسماة _____ ولد / دختر / زوجہ _____ ساکن _____
 محلہ / گاؤں / شہر _____ صوبہ _____ کا / کی پیدائش
 اور مستقل رہائش بائشہ ہے اور میں ذاتی طور پر جانتا ہوں کہ اس کے والدین / شوہر بھی علاقہ مذکورہ کے پیدائشی باشندگان ہیں اور پاکستانی شہری ہیں۔
 تصدیق کنندہ کا نام _____ دستخط _____ مہر _____
 موبائل نمبر: _____

ii. تصدیق نامہ مخائب گزٹڈ افسر تصدیق کی جاتی ہے کہ
 مسمیٰ / مسماة _____ ولد / دختر / زوجہ _____ ساکن _____
 محلہ / گاؤں / شہر _____ صوبہ _____ کا / کی پیدائش
 اور مستقل رہائش بائشہ ہے اور میں ذاتی طور پر جانتا ہوں کہ اس کے والدین / شوہر بھی علاقہ مذکورہ کے پیدائشی باشندگان ہیں اور پاکستانی شہری ہیں۔
 تصدیق کنندہ کا نام _____ دستخط _____ مہر _____
 موبائل نمبر: _____

14. ذیل کو لف تصدیق شدہ ہم لف کریں۔

۱۔ سکول سرٹیفکیٹ ۲۔ شناختی کارڈ فوٹو کاپی ۳۔ ڈومیسائل فوٹو کاپی
 ۴۔ والد کا شناختی کارڈ / ڈومیسائل ۵۔ والدہ کا شناختی کارڈ / ڈومیسائل ۶۔ جائیداد کے متعلق کاغذات کے نقول وغیرہ

۷۔ بیان حلفی (جس میں یہ تصدیق کی گئی ہو کہ درخواست کنندہ پاکستانی ہے بمعہ 1970 سے لے کر اپنی اور اپنے والدین کی رہائش بمعہ تاحال بیان کرے)

page: (3) فارم نمبر _____ دستخط _____

**OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar**

Operational Guidelines:

Placement of Innocent Accused in Column No. 2 of Challan Form

OG-22/2014

1 Objective:

In order to ensure fair and just investigations, the following procedure must be followed in true letter and spirit whenever an accused is declared innocent and placed in column#2 of Challan Form:

- a) Circle In-charge Investigation/SDPO shall personally verify the investigation and furnish a proper case diary to that effect.
- b) Consequent to the verification of investigation and submission of case diary by the SDPO, the concerned SP Investigation shall also personally verify the investigation and its findings. The verification should be done by the SP Investigation in the presence of both parties and the Investigation Officer. Upon verifying the investigation findings, the SP Investigation shall also give a case diary to that effect.



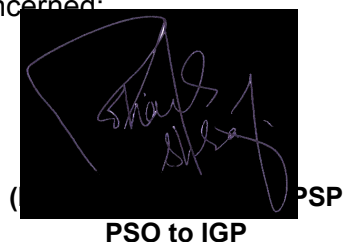
Inspector General of Police

**Khyber Pakhtunkhwa
Peshawar**

No.19065-2015/PPO, Dated Peshawar 31th December 2014

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. The Addl: IG Investigations Khyber Pakhtunkhwa, CPO Peshawar;
3. The Addl: IG Special Branch Khyber Pakhtunkhwa;
4. The Capital City Police Officer Peshawar;
5. All Regional Police Officers in Khyber Pakhtunkhwa;
6. All District Police Officers in Khyber Pakhtunkhwa;
7. The AIG BDU;
8. Director Forensic Science Laboratory (FSL), Peshawar;
9. Director IT CPO with the direction to email copies to all concerned;
10. PSO to IGP.



PSO to IGP

OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

Operational Guidelines: Capacity Building of SP Investigation Office
OG-23/2014

2 Objective:

In order to enable investigation staff of Khyber Pakhtunkhwa Police to conduct the investigations on modern scientific lines it is essential to enhance the capacity of investigation wing in all districts across the province by equipping them with modern scientific investigative tools.

For the said purpose, the following specialized scientific units shall be established in the office of every SP Investigation in the province on priority basis.

3. Establishment of Specialized Units in SP Investigation Office.

- a) **Finger Print Unit:-** A dedicated Finger Print Unit (FPU) shall be established in the office of every SP Investigation. The unit shall be equipped with laptop computer, finger print reader device and manual finger print lifting kit.
- b) **Cellular Forensic Unit:-** A dedicated Cellular Forensic Unit comprising of well trained staff and requisite hardware and software shall be established in the offices of SP Investigations across the province.
- c) **Crime Scene Photography Monitoring Unit:-** Every SP Investigation must have a Crime Scene Photography Monitoring (CSPM) unit in his office. The unit shall submit the crime scene photography for all heinous cases taken through dedicated geo tagging teams to the SP Investigation for his perusal on daily basis. SP investigations must closely monitor the quality of crime scene photographs and convey any shortcoming/observation to the concerned IOs through memo (Parwana).
- d) **Vehicle Verification System (VVS) Unit:-** There shall be dedicated VVS unit in the office of every SP Investigation for ascertaining the status and ownership of suspicious vehicles.
- e) **Criminal Record Verification System (CRVS) Unit:-** Every SP Investigation shall have a CRVS unit in his office for verifying and cross-referencing the previous criminal record of accused.

- f) **Identification Verification System (IVS) Unit:-** Every SP Investigation shall have the IVS unit in his office for verifying the CNIC and identity of accused.

3 Budget for Establishment of Specialized Units:- Additional IG Investigation will be responsible to arrange the requisite equipments and establish the above said units from the existing budget of investigation wing.



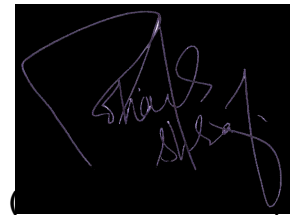
Inspector General of Police

**Khyber Pakhtunkhwa
Peshawar**

No.19015-64/PPO Dated Peshawar 31th December 2014

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. The Addl: IG Investigations Khyber Pakhtunkhwa, CPO Peshawar;
3. The Addl: IG Special Branch Khyber Pakhtunkhwa;
4. The Capital City Police Officer Peshawar;
5. All Regional Police Officers in Khyber Pakhtunkhwa;
6. All District Police Officers in Khyber Pakhtunkhwa;
7. The AIG BDU;
8. Director Forensic Science Laboratory (FSL), Peshawar;
9. PSO to IGP.



PSP

**PSO to IGP
Khyber Pakhtunkhwa
Peshawar**

OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

Operational Guidelines:
Security Guidelines for Educational Institutions, Public Transport, Bus Stands,
Cinemas & Banks
OG-24/2014

1. Objective

These guidelines, issued in continuation of the earlier guidelines issued in OG-19/2014 titled Security of Sensitive and Vulnerable Establishments and Places (SVEP), spell out the security guidelines to be followed in letter and spirit by the owners/managements of educational institutions, public transport/bus stands, cinemas and banks.

With the passage of Khyber Pakhtunkhwa Sensitive and Vulnerable Establishments and Places (Security) Ordinance 2014, the instructions issued in OG-19/2014 and OG-24/2014 shall be complied with forthwith to ensure speedy implementation of the law and its monitoring.

2. Security Guidelines:- The security guidelines for the titled places/establishments are attached herewith as per the following format:

Sr.No	Establishment/Place	Security Guideline Number
1	Educational Institutions	KP-OG24/SG(I)/2014
2	Public Transport/Bus Stands	KP-OG24/SG(II)/2014
3	Cinemas	KP-OG24/SG(III)/2014
4	Banks	KP-OG24/SG(IV)/2014

3. Issuance of Security Guidelines to Managements/Owners:- The enclosed security guidelines shall be communicated in writing to the owners/management of all educational institutions, public transport/bus stands, cinemas and banks by the concerned SDPO along with a covering letter bearing his signatures and date of issuance of these guidelines.

3.1 A copy of the issued guideline along with the respective covering letter of SDPO shall be attached in the pages allotted to the particular establishment/place in the SVEP register required to be maintained in each police station as per the guidelines issued vide OG-19/2014.

4. Briefing of Owners/Management of Educational Institutions, Public Transport/Bus Stands, Cinemas & Banks:- The SDPOs and SHOs shall specifically brief the owners/managements of titled establishments about the instructions issued in the respective guidelines and the provisions of Khyber Pakhtunkhwa Sensitive and Vulnerable Establishments and Places (Security) Ordinance 2014.

5. Inspection by SHO and SDPO:-In pursuance of the directions issued vide OG-19/2014; all SHOs and SDPOs shall inspect the said establishments/places in such a manner that each establishment/place is inspected by them as per the following schedule:

Place/Establishment	SHO	SDPO
Educational Institutions	Once a week	Once in a fortnight
Public Transport/Bus Stands	Once in a fortnight	Once in a month
Cinemas	Once in a month	Once in a month
Banks	Once in a fortnight	Once in a month

5.1 The SHOs shall also task the beat officers to visit and inspect all sensitive establishments and places including the said places/establishments during their daily patrolling.

5.2 The inspecting officer i.e SDPOs, SHOs and beat officers must log in his activities relating to inspection with district Wireless Control.

5.3 Consequent to each inspection, the inspecting officer shall prepare a proper inspection report and paste it in the section allotted to the inspected SVEP in the SVEP Register maintained in each police station and send a copy to the office of the concerned SDPO.

5.4 The SDPO of each sub-division shall be responsible for maintaining the record of all such inspections and preparing a consolidated report of all inspections of SVEPs carried out in his sub-division on weekly basis by the beat officers, SHOs and himself which shall then be forwarded to office of DPO regularly.

6. Action against Owners/Managements Failing to Comply with Security Guidelines:- The inspecting officer shall check as to whether the directions issued in the security guidelines are implemented or not. The inspecting officers shall undertake legal action under Khyber Pakhtunkhwa Sensitive and Vulnerable Establishments and Places (Security) Ordinance 2014 against the owners/managements of the said establishments/places who fail to comply with the attached guidelines.

6.1 A report of the legal action so taken shall be sent to Operations Branch, CPO for information.

7. Supervision:-SDPOs and SHOs shall personally supervise the inspections as per the given schedule and undertaking legal action against those failing to comply with the guidelines.

7.1 SDPOs, SHOs and Addl SHO (Security) shall be personally responsible to ensure that they or their staff do not abuse the powers vested in police under the Khyber Pakhtunkhwa Sensitive and Vulnerable Establishments and Places (Security) Ordinance 2014.

8. Monitoring and Reporting:- Details of inspection and legal action undertaken in consequence of the aforementioned directions shall be sent to Addl IG OPS by respective DPOs as per the attached Performa on monthly basis. The reports shall reach the office of Addl IG OPS no later than 14th of each month.



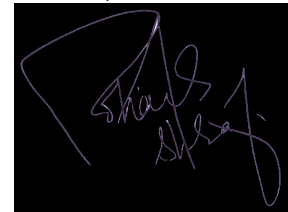
Inspector General of Police

Khyber Pakhtunkhwa
Peshawar

No 20116-66/PPO Dated Peshawar 31th December 2014

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. The Addl: IG Investigations Khyber Pakhtunkhwa, CPO Peshawar;
3. The Addl: IG Special Branch Khyber Pakhtunkhwa;
4. The Capital City Police Officer Peshawar;
5. All Regional Police Officers in Khyber Pakhtunkhwa;
6. All District Police Officers in Khyber Pakhtunkhwa;
7. The AIG BDU;
8. Director Forensic Science Laboratory (FSL), Peshawar;
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10. PSO to IGP.



PSP

PSO to IGP

Khyber Pakhtunkhwa
Peshawar

سیکیورٹی ہدایات

محکمہ پولیس خیر بخت خواہ

KP-OG24/SG(I)/2014

برائے تعلیمی ادارے اسکول، کالج اور یونیورسٹیز

- تعلیمی اداروں کے طلباء/طالبات اور عملہ کی تحفظ کے لئے ذیل ہدایات جاری کی جارہی ہیں۔ ان پر عملدرآمد کو یقینی بنایا جائے:-
- (۱) ہر ادارے کی مجموعی سیکیورٹی کے لئے ایک شخص نامزد کیا جائے جس کے زیر انتظام مناسب تعداد میں ادارے کی ایک ٹیم ہوئی چاہیے۔
- (۲) اگر مستقل بنیادوں پر ایسا صلاحیت شخص ملنا سر دست ممکن نہ ہو تو کسی بھی استاد/پروفیسر کو مرحلہ وار ذمہ داری سونپی جائے اور اُسے ToD (ٹیچر آن ڈیوٹی) / PoD (پروفیسر آن ڈیوٹی) کہا جائے اور اسکے ساتھ معاون شاف بھی مقرر کیا جائے۔
- اس سیکیورٹی ٹیم کی مندرجہ ذیل ذمہ داریاں ہوں گی:-
- (i) تعلیمی ادارہ کے داخلی اور خارجی دروازوں کی نگرانی کرنا۔
- (ii) سکول کے آغاز سے پہلے سکول کے احاطہ کی مکمل چھان بین کرنا تاکہ کسی مشتبہ شے یا شخص کی موجودگی کو چیک کیا جاسکے۔
- (iii) کسی بھی مشتبہ شے یا شخص کے نظر آنے کی صورت میں فوراً پولیس کنٹرول روم کو مطلع کرنا۔ اس مقصد کیلئے سیکیورٹی ٹیم کے پاس پولیس کنٹرول اور تمام ایمرجنسی سروسز کے فون نمبر ہونے چاہئیں۔
- (iv) ٹیم کے ممبران کو اس طرح ذمہ داری سونپی جائے کہ سکول کے تمام دیواریں ان کی نظروں کے سامنے ہوں تاکہ کوئی بھی دیواروں پر چڑھ کر اندر آنے کی کوشش نہ کریں۔
- (v) ٹیم اس بات کو یقینی بنائے کہ ادارے کی دیواروں کے نزدیک کوئی گاڑی پارک نہ کی جائے۔
- (vi) کسی بھی پھیری لگا کر سامان بیچنے والے یا ہتھ گاڑی / گدھا گاڑی کو ادارے کی عمارت کے قریب نہ آنے دیا جائے۔
- (۳) ادارے کی دیواروں کی اونچائی اتنی ہونی چاہئے کہ کوئی شخص ان پر چڑھ کر احاطہ کی حدود میں داخل نہ ہو سکے۔
- (۴) احاطہ کی دیواروں کے اوپر شیشے / لوہے کے ٹکڑے کو ضرور لگائے جائیں۔
- (۵) جرسی (سینٹ) کے پیریٹرز کو داخلی اور خارجی دروازوں پر (Zig-Zag) کی شکل میں لگائیں تاکہ زبردستی آنے والوں کو روکا جاسکے۔
- (۶) ادارے کی چھت پر مناسب جگہ پر چھوٹا سامور چھ بنایا جائے جس کے چاروں طرف ریت کے تھیلے رکھے ہوں اور ایک شخص کو اس میں تعینات کیا جائے تاکہ وہ ادارے کے اطراف میں ہونے والی تمام سرگرمیوں پر نظر رکھ سکے۔
- (۷) دو سیکیورٹی گارڈز (ترجیمہ ریٹائرڈ فوجی) کو تعینات کیا جائے جو ہندو وقت 12 بجے سے مسلح ہو۔ ان گارڈز کی تربیت مقامی پولیس سے کروائی جاسکتی ہے۔
- (۸) ایمرجنسی میں لوگوں کو بچھاؤ باہر نکالنے کیلئے پولیس کے ساتھ ملکر ایک ایمرجنسی / سیکیورٹی پلان بنایا جائے اور وقتاً فوقتاً اس کی ریہرسل کی جائے۔
- (۹) تعلیمی ادارے اپنے آپ کو پولیس ڈیپارٹمنٹ کیساتھ رجسٹر کریں تاکہ وہ اپنے آپ کو پولیس کی SOS سروس (موبائل فون کے ذریعے الارٹ کرنے کا نظام) کے ساتھ منسلک ہو جائیں۔
- (۱۰) کسی بھی اجنبی شخص کو کسی بھی وقت ادارے کے اندر داخل نہ ہونے دیا جائے۔
- (۱۱) سیکیورٹی ٹیم کے ممبران کو باہمی رابطے کیلئے واک ٹو کی / موبائل فون فراہم کئے جائیں۔
- (۱۲) ایمرجنسی کی صورت میں سب کو مطلع کرنے کیلئے ادارے کے پاس الرم سسٹم ہونا چاہئے۔ اس کام کیلئے سائرن - سیٹی یا بگل کا انتظام کیا جائے۔
- (۱۳) رات کے وقت ادارے کی عمارت کو روشن رکھنے کیلئے روشنی کے مناسب انتظامات کئے جائیں۔
- (۱۴) ادارے میں رات کے وقت چوکیدار کی موجودگی یقینی بنایا جائے۔

خیبر پختونخوا پولیس کا سیورٹی گارڈز کا تربیت دینا۔
خیبر پختونخوا پولیس تعلیمی اداروں کی سیورٹی گارڈز کو اسلحہ آتشیں کے استعمال کی تربیت دے گی۔
خیبر پختونخوا پولیس کا تکنیکی معاونت فراہم کرنا۔
پولیس آفسران اور پولیس موبائل تعلیمی اداروں کی سیورٹی کے انتظامات کو وقفہ فوجی قیام / معائنہ کرے گی۔ کسی بھی مسئلہ کی صورت میں تعلیمی ادارے پولیس سے تکنیکی معاونت لے سکتے ہیں۔

اجراء کنندہ

آپریشن برانچ، سنٹرل پولیس آفس، خیبر پختونخوا پولیس
رابطہ نمبرات :- 091-9214090-9210457

سیکورٹی ہدایات برائے بس ٹرمینل / بس اڈہ جاتاڈہ سیکورٹی ٹیم

تمام اڈہ منیجران اپنے اڈوں کی سیکورٹی کیلئے ایک مخصوص سیکورٹی آفس مقرر کریں گے جس کے ساتھ مناسب تعداد میں سیکورٹی سٹاف بھی تعینات کیا جائیگا۔ سیکورٹی ٹیم کی منفرد شناخت کیلئے اڈہ منیجران ان کو مخصوص یونیفارم فراہم کریں گے۔ اس ٹیم کیساتھ ایک باقاعدہ روزنامہ چھپوگا اور یہ بس اڈے، بسوں اور مسافروں کی مجموعی سیکورٹی کے ذمہ دار ہوں گے۔

اڈہ کی چیکنگ

اڈہ سیکورٹی آفس اور اس کی ٹیم کی ذمہ داری ہوگی کہ وہ اڈہ کے داخلی اور خارجی راستوں پر اندر آنے والے ہر شخص اور سامان کی مکمل چیکنگ کریں۔ اس طرح اڈہ سیکورٹی ٹیم اڈہ میں موجود ہر مشکوک شخص یا چیز پر بھی کڑی نظر رکھیں گے اور خطرہ کی صورت میں پولیس کو فوری اطلاع دیں گے۔

بس / گاڑی کی چیکنگ برائے اسلحہ اور بارودی مواد

۱۔ مسافروں کے بس میں داخل ہونے سے پہلے اڈہ سیکورٹی ٹیم اس بات کو یقینی بنائیں گی کہ بس یا گاڑی کے کسی حصے میں کوئی مشکوک چیز، اسلحہ یا بارودی مواد موجود نہ ہو۔

مسافروں، مسافروں کے ذاتی سامان اور کار کو سامان کی چیکنگ برائے اسلحہ اور بارودی مواد

- ۱۔ مذکورہ سیکورٹی ٹیم کی ذمہ داری ہوگی کہ وہ سفر کرنے والے تمام مسافروں، ان کے ذاتی سامان اور کار کو سامان کی چیکنگ اسلحہ اور بارودی نقطہ نگاہ سے بذریعہ ٹرمینل ڈیٹیکٹر کریں۔
- ۲۔ اپنی بس میں بغیر مسافر کے کوئی سامان مت رکھیں۔
- ۳۔ کار کو سامان چک کرنے سے پہلے ہر اڈہ منیجر کی ذمہ داری ہوگی کہ وہ کار کو سامان کی اسلحہ اور بارودی نقطہ نگاہ سے تلاشی لیں، کار کو کمرانے والے شخص کا شناختی کارڈ نادرا کے verisys system سے تصدیق کر کے اپنے متعلقہ ریکارڈ میں اندراج کرے۔
- ۴۔ بس یا گاڑی کے اڈے سے نکلنے وقت اڈہ سیکورٹی ٹیم تمام مسافروں کی ویڈیو یا اس طرح سے بنائے کہ ان کی شکلیں اور بس / گاڑی کی روانگی کی تاریخ اور نام واضح طور پر ریکارڈ ہو۔

سیکورٹی کلیمیرنس چٹ

اڈہ سیکورٹی ٹیم کے انچارج کی ذمہ داری ہوگی کہ وہ ہر بس / گاڑی کے اڈے سے روانگی سے قبل مندرجہ بالا ہدایات پر عمل درآ کر یقینی بنائیں اور ان تمام ہدایات پر عمل کرنے کے بعد بس / گاڑی کے ڈرائیور کو سیکورٹی کلیمیرنس چٹ (SCC) دیں۔ اس سیکورٹی کلیمیرنس کی ایک کاپی اڈے کے ریکارڈ میں بھی رکھی جائے۔

ہدایات برائے ڈرائیوران

- ۱۔ بس ڈرائیور ان کسی سواری کو منظور شدہ اڈے سے سیکورٹی کلیمیرنس کے بغیر اپنی بس میں سوار نہیں ہونے دیں گے۔
- ۲۔ کوئی بھی پولیس آفیسر کسی بھی بس کو روک کر سیکورٹی کلیمیرنس چٹ چیک کر سکتا ہے، تمام بس ڈرائیوران پر لازم ہوگا کہ وہ پولیس آفسران کو مطالبہ کی صورت میں سیکورٹی کلیمیرنس چٹ دکھائیں۔

نوٹ: (Khyber Pakhtunkhwa Sensitive & Vulnerable Establishments and Places (Security) Ordinance 2014)

کے تحت مندرجہ بالا ہدایات پر عمل درآمد کرنا تمام اڈہ منیجران پر قانوناً لازم ہے، ان ہدایات پر عمل نہ کرنے کی صورت میں ایک سال تک قید اور بس کی بندش عمل میں لائی جاسکتی ہیں۔

(1) سینما سیکورٹی میم

تمام سینما مالکان / منیجران اپنے سینما جات کی سیکورٹی کیلئے ایک مخصوص سیکورٹی آفیسر مقرر کریں گے جس کے ساتھ مناسب تعداد میں سیکورٹی سٹاف بھی تعینات کیا جائیگا۔ سیکورٹی ٹیم کی منفرد شناخت کیلئے سینما منیجران ان کو مخصوص یونیفارم فراہم کریں گے۔ سیکورٹی کیلئے متعین کئے گئے تمام اہلکاران اور سیکورٹی آفیسر کی متعلقہ پولیس سے سیکورٹی کلیرنس کروانا لازمی ہوگا۔

مندرجہ بالا سیکورٹی آفیسر کی ذمہ داریاں درج ذیل ہیں:-

- i - سیکورٹی گارڈ کی نگرانی اور ان کی الرٹنس اینڈ پریپرنیس (Alertness & Preparedness) کو چیک کرنا اور اس امر کو یقینی بنانا کہ وہ سیکورٹی کے علاوہ اور کوئی کام نہ کرے۔
- ii - سیکورٹی کے تمام آلات بشمول CCTV کیمرہ، میٹیل ڈیٹیکٹر، وغیرہ باقاعدگی سے چیک کرنا۔
- iii - کوئی بھی شو شرع ہونے سے پہلے پورے علاقے کو اسلحہ اور بارود کی نگاہ سے چیک کرے۔
- iv - کوئی بھی شخص بغیر ٹکٹ کے سینما ہال میں داخل نہ ہو۔
- v - سیکورٹی کے بارے میں تمام SOPs پر عمل درآمد کو یقینی بنانا۔

(2) ایکسس کنٹرول سسٹم Access control system برائے سینما عمارت / احاطہ

سینما عمارت / احاطہ میں انٹری کیلئے کم سے کم گٹس رکھے جائیں سینما عمارت / احاطہ میں اندر داخل ہونے والے اشخاص کیلئے ایسا طریقہ واضح کیا جائے کہ:-

- i - ایک وقت میں ایک آدمی سے زائد لوگ اندر داخل نہ ہو سکیں۔
- ii - اندر داخل ہونے والے ہر شخص کی اسلحہ اور بارود کی نقطہ نظر سے میٹل ڈیٹیکٹر سے تلاشی لی جائے۔
- iii - سینما عمارت کے گیٹ پر CCTV کیمرہ اس طرح سے نصب کئے جائے کہ اندر آنے والے ہر شخص کا چہرہ اور سیکورٹی سٹاف کی جانب سے متذکرہ بالا تلاشی کے عمل کو واضح طور پر دیکھا جاسکے۔

(3) ایکسس کنٹرول سسٹم Access control system برائے سینما ہال

سینما ہال میں داخل ہونے کیلئے صرف ایک دروازہ استعمال کیا جائے، سینما ہال میں داخل ہونے کیلئے ایسا طریقہ واضح کیا جائے کہ:-

- i - ایک وقت میں ایک آدمی سے زائد لوگ اندر داخل نہ ہو سکیں۔
- ii - اندر داخل ہونے والے ہر شخص کی اسلحہ اور بارود کی نقطہ نظر سے میٹل ڈیٹیکٹر سے تلاشی لی جائے۔
- iii - سینما ہال کے دروازے پر CCTV کیمرہ اس طرح سے نصب کئے جائے کہ اندر آنے والے ہر شخص کا چہرہ اور سیکورٹی سٹاف کی جانب سے متذکرہ بالا تلاشی کے عمل کو واضح طور پر دیکھا جاسکے۔

(4) C.C.T.Vs Cameras

سینما مالکان / منیجران سینما کے داخلی گٹس، سینما ہال کے داخلی دروازوں اور سینما عمارت کے اطراف میں CCTV کیمرے ایسے مقامات پر نصب کئے جائے جس سے:-

- i - سینما عمارت اور سینما ہال میں داخل ہونے والے ہر شخص کے چہرے اور تلاشی کے عمل کو واضح طور پر دیکھا جاسکے۔
- ii - سینما عمارت کے باہر بھی تمام اطراف میں کیمرے اس طرح سے نصب کئے جائیں کہ سینما عمارت / احاطہ سے باہر ہونے والی موومنٹ اور واردات کی صورت میں واردات کر کے فرار ہونے والے ملزمان کی گاڑی / موٹر سائیکل کو واضح طور پر دیکھا جاسکے۔

سیکورٹی ہدایات برائے بینکس

تمام بینک منیجران اپنے بینکوں کی سیکورٹی کیلئے اپنے موجودہ سٹاف میں سے کسی ایک آفیسر کو سیکورٹی امور کا انچارج تعینات کریں گے۔ یہ سیکورٹی آفیسر سیکورٹی کے تمام معاملات کی نگرانی کرے گا۔ مخصوص سیکورٹی آفیسر کی تعیناتی نہ ہونے کی صورت میں متعلقہ بینک منیجر کو سیکورٹی آفیسر تصور کیا جائیگا۔ سیکورٹی کیلئے متعین کئے گئے تمام اہلکاران اور سیکورٹی آفیسر کی متعلقہ پولیس سے سیکورٹی کلیئرنس کروانا لازمی ہوگا۔

مندرجہ بالا سیکورٹی آفیسر کی ذمہ داریاں درج ذیل ہیں۔

- I- سیکورٹی گارڈ کی نگرانی اور ان کی الرٹنس اینڈ پریپریڈنس (Alertness & Preparedness) کو چیک کرنا اور اس امر کو یقینی بنانا کہ وہ سیکورٹی کے علاوہ اور کوئی کام نہ کرے۔
- II- سیکورٹی کے تمام آلات بشمول CCTV کیمرہ، آلارم، وغیرہ باقاعدگی سے چیک کرنا۔
- III- سیکورٹی کے بارے میں تمام SOPs پر عمل درآمد کو یقینی بنانا۔

(1) Placing of Security Guards

بینک میں موجود سیکورٹی گارڈز کو ایسی جگہ پر متعین کیا جائے جہاں سے وہ محفوظ رہتے ہوئے کسی بھی حملے یا واردات کی صورت میں ملزمان کو ہٹا نہ سکیں۔

(2) Access control system

- I- بینک میں اندر داخل ہونے کیلئے ایسا فریقہ واضح کیا جائے کہ:-
- II- ایک وقت میں ایک آدمی سے زائد لوگ اندر داخل نہ ہو سکیں۔
- III- سنے یا اجنبی لوگ جو کہ بینک کے مستقل clients نہ ہوں ان کی اسلحے کی نقطہ نظر سے تلاشی لی جائے۔
- III- بلوں کی ادائیگی کیلئے بینک کے اندر آنا نہ پڑے اور باہر سے ہی بلوں کی وصول کی جائے۔

(3) کیش کاؤنٹر اور کیشئر

کیش کاؤنٹر اور کیشئر کو اس طریقے سے محفوظ کیا جائے کہ کسی بھی شخص کا کیش پر بیٹھے ہوئے عملے کے ساتھ (Direct Physical Contact) نہ ہو۔ اس سلسلے میں آئرن گرلز یا بلٹ پروف شیشہ استعمال کئے جائیں۔

(4) C.C.T.Vs Cameras

- I- CCTV کیمرے بینک میں اسے مقامات پر نصب کئے جائے کہ جہاں سے تمام لوگوں کی موومنت Movement خاص طور پر بینک میں داخل ہونے والے لوگوں کے چہرے اور حرکات واضح فور پر دیکھی جاسکتی ہو۔
- II- بینک عمارت کے باہر بھی تمام اطراف میں کیمرے اس طرح سے نصب کئے جائیں کہ بینک سے باہر ہونے والی موومنت اور واردات کی صورت میں واردات کر کے فرار ہونے والے ملزمان کی گاڑی / موٹر سائیکل کو واضح طور پر دیکھا جاسکے۔
- III- CCTV کیمروں کے DVRs کو بینک کی عمارت کے علاوہ ایسی جگہ پر بھی رکھا جائے کہ جس سے اگر ملزمان بینک میں موجود DVR System لے بھی جائیں تب بھی ان کی فلم یا ریکارڈنگ محفوظ ہو۔

(5) Alarm System (آلارم سسٹم)

بینک کا آلارم سسٹم ایسا ہونا چاہیے کہ اس کے (Alarm Activation Button) بینک میں مختلف جگہوں پر موجود ہو۔ یہ آلارم متعلقہ پولیس سٹیشن اور قریبی عمارتوں سے بھی منسلک ہونا چاہیے۔

(6) Strong Room کی سیکورٹی

Strong Room/Locker Room کی سیکورٹی کیلئے ہائیڈ میٹرک اور Digital Passawar سسٹم لگایا جائے۔

OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

OPERATIONAL GUIDELINES:
ROLE OF CIRCLE INVESTIGATION OFFICER (CIO) AS INCHARGE INVESTIGATION
IN HEINOUS CASES
OG-25/2014

1. Introduction:

It has been observed with grave concern that the quality of investigation in heinous cases is not up to the mark. In order to improve the quality of investigation in heinous cases the following guidelines are issued for information and further necessary action.

2. Objective:- To enhance the level and quality of supervision of investigation in heinous cases by CIO.

3. Heinous Cases:-Heinous cases include all cases of murder, dacoity, highway robbery/harraba, rape, extortion and kidnapping for ransom.

4. Responsibilities of CIO:- The CIO shall have the following responsibilities.

- a) The CIO must visit the crime scene immediately and give the first case diary after crime scene inspection. In addition to all the requisite components of the first case diary, the case diary shall include the description of crime scene, statement of the complainant(s) and statement of the witnesses.
- b) The CIO must supervise the subsequent investigation closely and write case diaries on weekly basis.
- c) On the arrest of an accused involved in a heinous case, the CIO must verify the involvement of arrested accused personally and submit a special case diary.
- d) In all of the abovementioned heinous cases, the CIO shall give his final ***tasdeeqi zimni*** before the case is challaned to the court. The CIO shall write the ***tasdeeqi zimni*** after perusing the case file, examining the Investigating Officer and listening to both the complainant(s) and accused(s).

5. Supervision:

It will be the responsibility of the concerned SP Investigation to ensure that the CIOs comply with these directions in true letter and spirit.

6. Monitoring & Reporting:

All Heads of Investigation will be responsible to send progress reports in light of the guidelines to the Addl IG Investigation on fortnightly basis as per the following format.

Note: In cases where SDPOs are working as CIOs, the SDPOs will be responsible for implementation of these guidelines within their jurisdictions.




**Inspector General of Police
Khyber Pakhtunkhwa
Peshawar**

No.21261-213/PPO Dated Peshawar 31th December 2014

Copy for information and necessary action to:

1. All heads of Police Offices;
2. The Addl IG Operations Khyber Pakhtunkhwa;
3. The Addl IG Investigation Khyber Pakhtunkhwa;
4. The Capital City Police Officer;
5. All Regional Police Officers in Khyber Pakhtunkhwa;
6. All District Police Officers in Khyber Pakhtunkhwa;
7. All SSPs/SPs Investigation in Khyber Pakhtunkhwa;
8. Director IT CPO with the direction to email copies to all concerned;
9. PSO to IGP



() PSP

**PSO to IGP
Khyber Pakhtunkhwa
Peshawar**

Annexure-A

No of heinous cases registered during fortnight	No of cases in which the first case diary was written by CIO

No of heinous cases under investigation during fortnight	No of cases in which weekly case diary was written by CIO

No of heinous cases accused arrested during fortnight	No of cases in which case diary was written by CIO on arrest of an accused

No of heinous cases challaned to court during fortnight	No of cases in which tasdeeqi zimni was given by CIO

OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

OPERATIONAL GUIDELINES:
SECURITY CLEARANCE OF POLICE PERSONNEL
OG-26/2014

1. Objective

In view of the current security situation, the security clearance of police personnel is of paramount importance. For this purpose, it is essential to carry out security clearance of all KP Police Personnel from BS-1 to BS-17 (both executive and ministerial). These guidelines are therefore issued to be followed in letter and spirit.

2. Procedure of Filling Security Clearance Form:- Each Police Officer and Official serving in KP Police shall personally fill Part-I of the Police Security Clearance (PSC) Form attached herewith and submit the same to his supervisory officer for verification.

2.1 In Part II of the Form, the Supervisory Officers (not less than BS-17) shall verify the credentials of the police officer/official under his command.

9.2 Each Security Clearance Form, duly filled and verified by the supervisory officer, shall be sent by the supervisory officer through the concerned DPO/RPO/CCPO/Unit Head to the Addl: IG Special Branch for further verification.

9.3 The Addl IG Special Branch shall verify all entries in Part I and Part II of the Security Clearance Form who shall return the Forms along with his report to the concerned DPO/RPO/CCPO/Unit Head. Special Branch report shall be incorporated in Part III of the Form.

9.4 All RPOs/CCPO/Unit Heads shall send to DIG Headquarters a weekly report on the security clearance of KP Police Personnel on the proforma enclosed with these guidelines.

9.5 Adverse reports by the supervisory officer or Special Branch, if any, shall be entered in red ink into the personal file of the officer/official. Such entry shall be signed by an officer of BS-17 or above.

9.6 The Security Clearance Form shall be kept in the personal file of the concerned officer/official for further reference.

9.7 Filled and verified Security Clearance Forms shall be entered into the main database developed for this purpose.

3. Departmental/legal action in case of adverse report. On return of the Form from Special Branch, the concerned SP/DPO/RPO/CCPO/Unit Head shall take legal/departamental action in case any official is found involved or suspected to be involved in criminal activity or militancy. The following SOP shall be followed in this regard.

9.1 An officer/official found involved in a criminal case of moral turpitude shall be immediately placed under suspension and in addition to criminal proceedings, departmental action shall be initiated against him.


9.2 An officer/official found involved in a criminal case other than moral turpitude shall be departmentally proceeded against if challenged in the subject case.

9.3 An officer/official found involved in militancy shall be immediately placed under suspension and legal as well as departmental action shall be initiated against him. If found guilty either in the departmental proceedings or in the criminal case, such officer/official shall be dismissed from service. Moreover, criminal cases of such officers/officials shall be investigated and finalized.

9.4 An officer/official whose family members are found involved in militancy shall not be posted on positions where they can have access to critical information. CTD and Special Branch may keep such officer/official and his other family members under surveillance. In addition, the following steps shall also be taken:

- a. Cell phone numbers of such officer/official and his family members may be obtained from time to time and analysed to ascertain whether he is in contact with his family members suspected of involvement in militancy.
- b. In case any contact of such police officer/official with militants is established, both criminal and departmental action shall be initiated against such officer/official.

4. Adverse reports of the Special Branch not covered in the above categories shall be referred to the concerned SP/DPO/RPO/CCPO or Unit Head for further departmental action.



Inspector General of Police

**Khyber Pakhtunkhwa
Peshawar**

No. 21311-370/PPO Dated Peshawar 31-12-2014

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. The Capital City Police Officer Peshawar;
3. All Regional Police Officers in Khyber Pakhtunkhwa;
4. All District Police Officers in Khyber Pakhtunkhwa;
5. DIG CTD, Peshawar;
6. All SPs Investigation in Khyber Pakhtunkhwa;

7. The AIG BDU;
8. Director Forensic Science Laboratory (FSL), Peshawar;
9. Director IT with the direction to email copies to all concerned;
10. PSO to IGP.

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DIG
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SECURITY CLEARANCE OF KP POLICE

WEEKLY PROGRESS DIARY TO BE SENT TO DIG HQ

Region/Unit _____

Dated: _____

1	2	3	4	5	6
Total Number of employees in District/Region/ Unit (Rank wise)	Number of forms filled by individual officers/officials	Number of forms verified by supervisory officers	Number of forms sent to Special Branch for verification	Number of forms received from Special Branch duly verified	No of forms with negative/ adverse remarks as per details below

Details of Legal/Departmental Action

- A- List of officials/officers involved in criminal cases and details of action initiated by SP/DPO/RPO/CPO/Unit Head.
- B- List of officers/officials involved in cases of militancy and details of action initiated by SP/DPO/RPO/CCPO/Unit Head.
- C- List of officers/officials whose family members (with names) are suspected of involvement in militancy and details of action initiated by SP/DPO/RPO/CCPO/Unit Head.
- D- List of officers/officials receiving adverse remarks from Special Branch not covered by any of the above categories and details of action initiated by SP/DPO/RPO/CCPO/Unit Head.



سیکیورٹی کلیئرنس فارم برائے پولیس ملازمان

حصہ اول

(To be filled in by officer personally)

- 1- نام: _____
- 2- عہدہ: _____
- 3- ولدیت: _____
- 4- ذات: _____
- 5- مذہب: _____
- 6- مسلک: _____
- 7- موجودہ مستقل ایڈریس: _____
- 8- تھانہ: _____
- 9- شناختی کارڈ نمبر: _____
- 10- پاسپورٹ نمبر: _____
- 11- موبائل نمبر: _____
- 12- تاریخ پیدائش: _____
- 13- تاریخ ترقی: _____
- 14- بحرقی ضلع: _____
- 15- موجودہ شعبہ / برانچ: _____
- 16- تاریخ تعیناتی: _____
- 17- Elite(a) کی ٹریننگ حاصل کی ہے۔ ہاں / نہیں
- (b) ATS کی ٹریننگ حاصل کی ہے۔ ہاں / نہیں
- (c) سال تربیت / ٹریننگ و ادارہ _____
- (d) عرصہ ATS/Elite ڈیوٹی _____
- 18- کچھلی پانچ تعیناتیاں: _____

نمبر شمار	تعیناتی	سال
1		
2		
3		
4		
5		

تفصیل تعلیم:

نمبر شمار	نام سکول / کالج / یونیورسٹی / مدرسہ	سال

تمام بڑی محکمانہ سزائیں (بمجرم سزائیں، بشمول برخانگی، جبری ریٹائرڈ، متزلی، جنٹی سروں، سٹاپ انکریمینٹ)

نمبر شمار	تاریخ	سزا	مجازا تھارٹی	نتیجہ اپیل
1				
2				
3				
4				

21۔

اگر کوئی مقدمہ درج ہوا ہے تو اس کی تفصیل:

نمبر شمار	مقدمہ نمبر اور تاریخ	جرم	تھانہ	نتیجہ تفتیش	نتیجہ عدالت
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

22۔

ذیلی تفصیل:

نمبر شمار	نام رشتہ دار	رشتہ (والد، بھائی، بیٹے، سائل، بہنوئی)	پیشہ	عمر تقریباً	ایڈریس
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

23۔ عسکری ارجہادی ٹریننگ میں کبھی حصہ لیا ہو: _____ ہاں _____ نہیں _____

_____ ہاں کی صورت میں کب (سال): _____ (کہاں سے): _____

24۔ کالعدم مذہبی تنظیم سے وابستگی (موجودہ/سابقہ) _____

ماضی میں اگر کسی مذہبی تنظیم سے وابستگی رہی ہو تو تنظیم کا نام: _____

عہدہ ہونے کی صورت میں عہدہ کا نام: _____ سال: _____

25۔ فیملی اکالہ نمبر 22 کے کسی فرد کی کالعدم مذہبی تنظیم سے وابستگی: _____

ماضی میں اگر کسی مذہبی تنظیم کا نام: _____

عہدہ ہونے کی صورت میں عہدہ کا نام: _____ سال: _____

اقرارنامہ

میں حلفاً اقرار کرتا ہوں کہ درج بالا کوائف صحیح دیے گئے ہیں اور اس سلسلہ میں کوئی پوشیدہ نہیں رکھی گئی ہے مگر کوئی حقائق میں غلط بیانی سے کام لیا ہو تو میرے خلاف قانونی اور محکمہ کارروائی کی جائے۔

نام _____ دستخط _____

عہدہ _____ مورخہ _____

حصہ دوم

(To be filled by parent Unit/Department)

26۔ تصدیق نامہ: _____

تصدیق کی جاتی ہے کہ مذکورہ بالا پولیس ملازم _____ کے کوائف 1 تا 22 حصہ اول میں پولیس ریکارڈ کے مطابق درست ہیں۔ مزید برآں

فوجی مشل اور سروس رول میں کوئی اندراج سلسلہ سزائی یا تعیناتی درج نہ ہیں اور پر بیان نہ کیا گیا ہو (اگر تعیناتیوں کے سلسلہ میں کوئی اندراج حکم نامہ ہو تو اس کا واضح طور پر

اندراج کیا جائے گا)۔

تصدیق کنندہ: _____ ASP/DSP HQRs:

نام _____ دستخط _____

عہدہ _____ مورخہ _____

27۔ گزنڈ سپروائزری آفیسر رپورٹ: _____ (حلقہ آفسر DSP/SDPO/DSP/Supervisory Officer)

جس کے ماتحت ملازم نے سروس کی ہوگی وہ اپنی ملازم کے مذہبی رجحانات، سیاسی رجحانات، جذباتی کیفیت، عمومی شہرت سلسلہ کردار اور ذمہ داری کے بارے میں تحریر کرے گا۔

نام _____ دستخط _____ عہدہ _____ مورخہ _____

28۔ رپورٹ ایس پی انچارج: _____

ایس پی ڈیویشن یا ایس پی ہیڈ کوارٹر یا ایس پی انچارج جس کے نتیجے میں ملازم / آفیسر سروس کر رہا ہے وہ آفیسر انچارج کے بعد اس کی Pen picture تحریر کریں گے اور اس کی Strength اور Weaknesses کا ذکر کریں گے مزید برآں اس کی حساس ڈیوٹی پر موصیعت کے بارے میں بھی تحریر کریں گے۔

نام _____ دستخط _____ عہدہ _____ مورخہ _____

حصہ سوم

(To be filled by Special Branch)

دستخط -----

نام -----

مورخہ -----

عہدہ -----

**OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar**

**OPERATIONAL GUIDELINES:
SECURITY CLEARNACE AND VERIFICATION OF EMPLOYEES
OF POLICE DEPARTMENT AT INITIAL APPOINTMENT
OG-27/2014**

1. Objective

Hundreds of new employees are annually appointed in Police Department as Constables, Ministerial and IT staff and ASIs. In view of the current security situation, the security clearance of personnel at the stage of initial appointment is of paramount importance. For this purpose, it is essential to carry out security clearance and verification of all personnel at initial appointment. These guidelines are therefore issued to be followed in letter and spirit.

2. All candidates shall, at the stage of initial appointment, personally fill and sign the Security Clearance and Verification (SCV) Form attached herewith.

3. The concerned Head of District Police shall distribute the SCV Forms to the candidates selected for appointment. The candidates shall submit the SCV Forms within stipulated time as determined by the Head of District Police.

4. The selected candidates shall submit the SCV Form to the concerned Head of District Police who shall verify the details/credentials mentioned in the Form through the Police Station of permanent residence of the candidate as well as from all such Police Stations where the candidate has resided for more than 6 months during 10 years preceding his/her appointment.

5. After verification from the Police Stations, the Head of District Police shall send the forms to the Addl IG Special Branch for further verification, which shall return the verified forms within 15 days.

6. No candidate shall be recruited in Police Department without completing the process of security clearance and verification in the above-prescribed manner. Other terms and conditions of recruitment shall apply as per rules.

7. Any candidate who wilfully or deliberately concealed facts shall forfeit his/her right to be recruited and he/she shall be liable to be proceeded against in accordance with law and rules.



(NASIR KHAN DURRANI)
Inspector General of Police

Khyber Pakhtunkhwa
Peshawar

No. 21371-430/PPO Dated Peshawar 31-12-2014

Copy for information and necessary action to:-

1. All Heads of Police Offices;
2. The Addl: IG Investigations Khyber Pakhtunkhwa, CPO Peshawar;
3. The Addl: IG Special Branch Khyber Pakhtunkhwa;
4. The Capital City Police Officer Peshawar;
5. All Regional Police Officers in Khyber Pakhtunkhwa;
6. All District Police Officers in Khyber Pakhtunkhwa;
7. The AIG BDU;
8. Director Forensic Science Laboratory (FSL), Peshawar;
9. Director IT CPO with the direction to email copies to all concerned;
10. PSO to IGP.



Khyber Pakhtunkhwa,
Peshawar.

KP-OG-27/SCV/2014

CONFIDENTIAL

Security Clearance and Verification Form
for initial Appointment Khyber Pakhtunkhwa Police Department

Photograph

(To be filled in by the Candidate personally)

1. Name _____ 2. Father's Name _____
3. Father Profession. _____ 4. Caste _____
5. Religion _____ 6. Sect _____
7. Date of Birth/Age _____ 8. District of Domicile _____

9. Present Address _____

10. Permanent Address _____

11. Police Station _____ 12. Mobile No. _____

13. NIC No. _____ 14. Passport No. _____

(Please attach copy)

(Please attach copy)

15. Previous Exper _____ (Army/Police/Civil) _____

16. (a) Post Held with Grade _____

16. (b) Date of Leaving Govt. Service _____

16. (c) Reasons for leaving Govt. Service _____

(Please attach copy)

17. Educational Qualification:-

Certificate/Degree	Name of Institution	Year
--------------------	---------------------	------

18. Family Detail

S No.	Name of Relative	Relation (father/Brother/Son/Br. In Law)	Occupation	Age (Approximate)	Address

19. Previous Job Experience

S.No	Previous Experience	Period	Name & Address of Employer	Year
1.				
2.				
3.				

20. Office Bearer of any Union in Past/Present

S.No	Name of the Union	Post Held	Year
1.			
2.			
3.			
4.			

21. Whether arrested, prosecuted or convicted in any case terrorism or otherwise and restricted or exhorted, if so, full particulars including dates should be furnished.

22. Detail of Registered Criminal Cases (if any)

S.No	Case No. &	Office/Under	Police Station /	Result of	Court

	Date	Section	District	Investigation	Decision
1.					
2.					
3.					

23. Three Reference with Their Names & Address

S.No	Name & Parentage	Designation/Business	Address	Phone No.
1.				
2.				
3.				

24. Detail of Military/Jihadi Training (if received)

Yes.

No.

If yes: Year _____ Place _____

25. Affiliation with Defunct Religious Organization (Present/Previous) _____

Post held _____ Year _____

26. Affiliation of any family member (as indicated in Column No. 18) with any defunct organization

Position Held _____ Year _____

27. Any family member (as included in Column No. 18) arrest, prosecuted, as in any case, terrorism or otherwise and restricted or exhausted, if so full particulars including dates should be furnished.

28. Declaration:

- (i) I solemnly affirm and declare that all the information given above is correct to the best of knowledge and I have not concealed any fact.

- (ii) I further undertake that neither me nor any of my family members is involved in any suspicious criminal activity and no case is registered against me except as given in column No. 22 I may be prosecuted if I have concealed any facts or have given wrong information.

Name_____s/o _____

Thumb Impression

Signature_____

Date: _____

Note:-Attach certified copies of the following documents:-

- 1. CNIC**
- 2. Photograph**
- 3. Discharge Certificate (If ex-employee)**

PART – III

PERFORMANCE AUDIT

Designed and prepared by

Mr. Mazharul Haq Kakakhel
DIG Investigation

PERFORMANCE AUDIT POLICE DEPARTEMT KPK

CONCEPT:

Performance Audit is a simple concept of overall assessment of subordinate staff against given performance indicators. Performance Audit is not a new concept. However, the concept has been introduced in the Police Department for the first time.

The KP Police Performance Audit is primarily driven by policy and strategies formulated at the Central Police Office. The Inspector General of Police Khyber Pakhtunkhwa has issued a number of policy as well as operational guidelines during 2013 and 2014. These guidelines cover a number of challenge areas, including operations, investigations and supervision and intend to improve performance standards in the target areas. Officers are provided with detailed SOPs and are encouraged to make the best possible use of the available resources for achieving the desired results.

Based on these guidelines, Key Performance Indicators (KPIs) have been developed and circulated to field staff. The idea is to assess the performance of field officers, starting from SDPOs, against the KPIs.

PURPOSE:

In the first step, the performance of SDPOs will be audited/assessed. Selected officers, including SPs and DSPs will be sent to the field performance auditors. The performance auditors have been trained in the exercise and are tasked to assess the quality delivery of SDPOs and the impact of the guidelines.

The reports generated by the performance auditors will be submitted to the Inspector General of Police and will be available to be considered at the time of writing ACRs of the concerned SDPOs. Also, departmental action against individual officers in case of poor showing will be initiated.

GENERAL GUIDELINES FOR PERFORMANCE AUDITORS

The performance auditors shall observe the following guidelines

- i. The exercise shall be carried out with impartiality, without bias and professionally.
- ii. Similar standards shall be applied across the board.
- iii. Each activity has been given separate set of marks. The auditors shall not use any discretion in awarding marks.
- iv. Some activities that are considered most important have negative marking in case they have not been accomplished.
- v. The audit officer shall read the respective OGs one by one and in detail and then compare the Inspection Proforma designed especially for that particular OG.
- vi. Since Each Proforma is designed and quantified for that particular OG, comparing one with another might be misleading and confusing. It is most desirable to take one OG and one Proforma hand in hand.

- vii. All audit officers are required to keep the papers on which they do the markings and also important documents on which they base their marking so that in case the field formations contest any point the same could be verified from original record.
- viii. The marking of the audit officers shall be final unless challenged by the concerned SDPO on the basis of evidence.
- ix. Feedback from field is important. Audit officer must record feedback on each OG separately. This will form the recommendation for future changes and policy-making.

Performance Audit**Inspection Performa for OG-1/2013**
Security Inspection of Police Establishments

1	2	3	4	5	6
No Police Establishments Inspected in District (15 for each)	Is SOPs for Prevention of Attacks on this Police Establishments available in it (2 for each)	Availability of SOPs in DPO Office, concerned Police Station (2 each)	Quality of SOPs vis a vis instructions issued in the OG (the inspecting officer must collect all SOPs and comment after evaluating each SOP) (0 Or 2)	Rehearsal Reports Received in DPO office from concerned SDPOs for this inspected establishment (4 for each)	Follow up action ordered by DPO 5 each

(1) SOPs for Prevention of Attacks on Police Establishments (A)

Comments of inspection officer: _____

Feed back: based on input from police officials who faced difficulties in this task

Total Marks	Marks obtained
Column 1	2+3+4+5+6

Performance Audit

1	2	3	4	5	6
No of Police Establishments inspected in District (25 for each)	Availability of SOPs for Response in case of Attacks on the concerned Police Establishments (5 for each)	Availability of SOPs in DPO Office, concerned Police Station (Yes/No = 5 / -2)	Quality of SOPs vis a vis instructions issued in the OG 0 or 5	No of monthly Rehearsal Reports Received in DPO office from concerned SDPOs for each establishment (5 for each)	Follow up action ordered by DPO (5 each)

Comments of inspection officer: _____

Feed back: based on input from police officials who faced difficulties in this task

Total Marks	Marks obtained
Column 1	2+3+4+5

Performance Audit

Forensic Examination of Mobile Data

1	2	3	4	5	6
Total No of Cases/Case Files Inspected	Number of cases in which the mobile phone possessed by the accused(s) was taken into custody through legal procedure i.e "fardmaqboozgi"	Number of cases in which the I.O made list of the numbers in phone book contacts and call log (dialed, received & missed calls) and placed the lists in case file	Number of cases in which the I.O confronted the accused(s) for verification of relation of accused with numbers in phone book contacts and call log (dialed, received & missed calls) along with reputation of those possessing these numbers	No of Cases in which SIM phone ownership of the accused was verified	No of cases in which C of the accused(s) num was obtained by the I.
10 for each	(2 for each)	(2 for each)	(2 for each)	(2 for each)	(2 for each)

Comments of inspection officer: _____

Feed back: based on input from police officials who faced difficulties in this task

Total Marks	Marks obtained
Column 1	2+3+4+5+6

Instructions for Inspection Officer:

- The inspection shall be undertaken in the office of the SP Investigation.
- The inspection officer should peruse at least 10 case files each for every heinous offence including extortion, kidnapping for ransom, terrorism, murder, dacoity, robbery and offences registered under Anti-Terrorism Act.
- The inspection officer must visit the cellular forensic cell that is supposed to be established in every district and evaluate their staff's understanding of cellular forensics and the directions issued in the O.G.
- The inspection officer must interview atleast 10 I.Os in the district and evaluate their understanding of cellular forensics in light of the directions issued in the O.G.

Performance Audit

Inspection Performa for OG-3/2013

Security of Police Personnel & Police Check-Posts

(1) Use of Protective Gear by Police Personnel

1	2	3
No of guard duties, mobile patrols and check posts etc inspected (10 for each)	All personnel on duty found wearing bullet proof jackets & helmets. (10 for each)	If one personnel found to be not wearing bullet proof jackets & helmets (-1 for each)

(2) Security Arrangements at Police Posts and Check Posts/Naka Bandi Point

4	5
---	---

No of police posts and check posts/nakabandi points inspected (10 for each)	Police posts and check posts/nakabandi points found to be with proper brick walls or HESCO bag/sand bag/wires/entry etc (10 for secured premises) (-1 for each shortcoming)

Comments of inspection officer: _____

Feed back: based on input from police officials who faced difficulties in this task	
Total Marks	Marks obtained
Column 1	2+3+5

- Key:** 1. A Nakabandi or guard inspected shall be marked 1 only when all of them as a whole are wearing the protective gear
2. In case some are wearing and some are not it be marked zero. In case no one is wearing the gear it be marked -5.

Performance Audit					
1	2	3	4	5	6
No of Check Posts/Naka Bandi points inspected (10 for each)	No of Check Posts/Naka Bandi points having the minimum strength of 1 – 6 (2 for each)	No of Check Posts/Naka Bandi points with mobile vehicle or rider motorcycle (2 for each)	No of Check Posts/Naka Bandi points with roof/umbrella cover, water cooler & torch lights et (2 for each)	No of Check Posts/Naka Bandi points with traffic regulation furniture like barriers, boards & stop signs etc (2for each)	No of Check Posts/Naka Bandi points With wireless connectivity (2 for each)

--	--	--	--	--	--

Comments of inspection officer: _____

Feed back: based on input from police officials who faced difficulties in this task	
Total Marks	Marks obtained
Column 1	2+3+4+5+6

Instructions for Inspection Officer:

- For the purposes of inspecting the use of protective gear by police personnel, the inspection officer must inspect atleast 10 guard duties, mobile patrols and check posts etc in such a manner that the inspecting officer inspects atleast 2 points in each sub-division
- For the purpose of inspecting security arrangements and provision of other facilities at check points/Nakabandi points and police posts, the inspecting officer must inspect atleast 10 police posts/check posts/ Nakabandi points in such a manner that the inspecting officer inspects atleast 2 points in each sub-division

Key: Officer must inspect at least 2 Nakabandi points in each sub division.

Performance Audit

Inspection Performa for OG-4/2013
SOP in Case of Threat Alerts

(1) Threat to a Building

1	2	3	4	5	6	7
Total No of threats	Was the owner/	Was any security	Quality of security	Was the action taken	Was the advisory	Any follow up

to building received in district (20 for each)	management informed in the case (2 for each)	advisories was issued in writing to owner/management (3 for each)	advisories issued in against threat received (0 or 2)	entered by SHO & SDPO in daily diary & sent to DPO (3 for each entry)	entered in special register maintained in DPO office (5 for each)	action was ordered by DPO on advisory (5 each)

(2) Threat to a Person

8	9	10	11	12	13
Total No of threats to person received in district (15 for each)	No of cases in which the person was sensitized (2 for each)	No of cases in which security advisories were given to the person under threat (3 for each)	Quality of security advisories issued (0 or 2)	No of threats in which action taken was entered by SHO & SDPO in daily diary & sent to DPO (3 for each)	Advisories entered by DPO in special register maintained in DPO office. Follow up action ordered? (5 for each)

Comments of inspection officer: _____

Feed back: based on input from police officials who faced difficulties in this task	
Total Marks	Marks obtained
Column 1	2+3+4+5+6+8+9+10+11+12

(3) Threat to an event or public place

1	2	3	4	5	6	7
Total No of threats to events	No of cases in which the threat	No of cases in which security arrangement	No of cases in which search	No of threats in which action taken	No of advisories entered by DPO	Follow up action by DPO

received in the district (15 for each)	was circulated to all concerned through wireless (2 each)	were inspected by SDPO and additional arrangements were made by DPO (2 each)	operations were conducted in consequence of the threat (2 each)	was entered by SHO & SDPO in daily diary & sent to DPO (2 each)	in special register maintained in DPO office (2 each)	Entered as instructions on the advisory (5 each)

Comments of inspection officer: _____

Feed back: based on input from police officials who faced difficulties in this task	
Total Marks	Marks obtained
Column 1	2+3+4+5=6

Instructions for Inspection Officer:

- The inspection officer must peruse the consolidated monthly report highlighting the measures taken in response to each threat which is sent by the DPO to CPO through DIG operations
 - The inspection officer must inspect the reports sent by SDPOs to DPO and highlighting the measures taken in response to each threat
 - The inspection officer must inspect the daily diary entries made by the SDPOs highlighting the measures taken in response to each threat.
- Key:**
 - Column 2: Check wireless log.
 - Column 3: Check entry of such checking in DD or official correspondence

Performance Audit**Surprise Visit of Police Stations & Police Posts****(1) Surprise Visit by SDPOs**

1	2	3	4
Total No of Police Stations & Police Posts in the Subdivision under Inspection 10 for each	Was a surprise visits made by SDPOs to inspected PS or PP (4for each)	Was the SDPOs surprise visit reports received in DPO office 4 for each	Was the Surprise Visit entries made in daily diary by SDPOs 2 for each

(2) Surprise Visit by DPOs

5	6	7	8
Total No of Police Stations & Police Posts in the District under inspection (10 for each)	Surprise visits made by DPO to the under inspection PS or PP. (4 for each)	Was the DPO surprise visit reports received in RPO office. (4for each)	Was Surprise Visit entries made in daily diary by DPO (2 for each)

(3) Comments on Compliance of Instructions passed by SDPOs and DPOs during surprise visits

Comments of inspection officer: _____

Feed back: based on input from police officials who faced difficulties in this task

Total Marks	Marks obtained
1+5	(2+3+4+6+7+8)

Instructions for Inspection Officer: The inspection officer must personally peruse and verify the surprise visit reports and daily diary entries made by SDPOs and DPO after every surprise visit

Performance Audit**Informal Inspection of Police Stations****(1) Surprise Visit by SDPOs**

1	2	3	4	5
Total No of Police Stations in Subdivision (10 for each)	Was informal inspections made by SDPOs of the inspected PS or PP (1 each. Max 4)	Was SDPOs informal inspection reports entered in Register #13 (1 each)	Was informal inspection entries made in daily diary by SDPOs (2 each)	Were SDPO informal inspection report received in DPO office (4 for each)

(2) Surprise Visit by DPOs

6	7	8	9	10
Total No of Police Stations in District (10 for each)	No of informal inspections made by DPO of the Inspected PS or PP (1 each. Max 4)	No of DPO informal inspection reports entered in Register #13 (1 for each)	No of informal inspection entries made in daily diary by DPO (2 each)	No of DPO informal inspection reports received in RPO office (4 each)

(3) Comments on Compliance of Instructions passed by SDPOs and DPOs during informal inspection

Comments of inspection officer: _____

Feed back: based on input from police officials who faced difficulties in this task

Instructions for Inspection Officer:

Total Marks	Marks obtained
(1+6)	(2+3+4+5+7+8+9+10)

- The inspection officer must personally peruse and verify the informal inspection reports, Register # 13 entries and daily diary entries made by SDPOs and DPO after every surprise visit.

Performance Audit**Recovery of Arms & Explosives**

1	2	3	4	5	6	7
Total No of Cases in which police have seized 3 or more arms/weapons & explosives (20 for each case)	No of cases in which the accused was ask to explain the reason for carrying the weapons (2 each)	No of cases in which the source of weapons was ascertained (2 each)	No of cases in which the destination of weapons was ascertained (2 each)	No of cases in which the personal details of the accused including CNIC and mobile number were recorded (4 each)	No of cases in which I.O undertook cellular forensics of accused(s) cell (5 each)	No of cases in which the linkage of accused with proscribed/militant organizations was ascertained (5 each)

Comments of inspection officer: _____

Feed back: based on input from police officials who faced difficulties in this task

Total Marks	Marks obtained
Column 1	(2+3+4+5+6+7)

Instructions for Inspection Officer:

- The inspection officer should inspect the case files for every case in which the police have seized three or more arms/weapons or explosives

Performance Audit**SOP for Handling Protest**

1	2	3	4	5	6
No of sub-divisions in district Inspected (20 for each)	No of Public Liaison Committees in District (5 for each in each subdivision)	Are the committees constituted as per the guidelines (3 for each)	Is the list of committee members, & their contact details available in concerned PS (2 for each)	No of Law & Order rehearsals and briefings conducted by SDPO (5 each)	No of Law & Order rehearsals and briefings conducted by DPO (5 each)

Comments of inspection officer:_____

Feed back: based on input from police officials who faced difficulties in this task

Total Marks	Marks obtained
(Column 2)	(3+4+5+6)

Performance Audit**Arrest of Proclaimed Offenders (POs)**

1	2	3	4	5	6
No of History Sheets Inspected by Inspection Officer (15 each)	Was the Inspected HS available in consolidated HS checklist in MS Excel maintained in DPO Office (3 each)	No of History Sheets found fit in terms of information directed to be attached vide para 2 of OG-10/2013 (2 for each fit) (-1 for each unfit)	No of History Sheets found fit in terms of Activity Sheet directed to be maintained vide para 4 of OG-10/2013 (2 for each fit) (-1 for each unfit)	No of History Sheets Inspected by SDPOs regularly (3 for each)	No of History Sheets Inspected by DPO randomly & instruction given were found recorded (5 each)

Total Marks	Marks obtained
(Column 1)	(2+3+4+5+6)

Instructions for Inspection Officer:

- The inspection officer must inspect at least 20% of the total history sheets opened in each district

Performance Audit

Quarterly Inspection of Government Arms

(1) Police Lines

1	2	3
No of Inspections conducted by DPO/SP/DSP HQRs (5 for each report)	No of Discrepancies Highlighted in all Inspection Reports (2for each)	No of Discrepancies Removed (3 for each one removed &-2 for each one not removed)

(2) Police Stations

4	5	6
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No of Inspection Reports Submitted by SDPOs (5 for each)	No of Discrepancies Highlighted in all Inspection Reports (2 for each)	No of Discrepancies Removed (3 for each one removed & -2 for each one not removed)

Comments of inspection officer: _____

Feed back: based on input from police officials who faced difficulties in this task

Total Marks	Marks obtained
1+4	(2+3+5+6)

Performance Audit

Inspection Performance for UG-13/2013 Role of Mobile Forensic Lab in Crime Scene Processing

1	2	3
Total No of Heinous cases: Terrorism, Murder, Dacoity & Robbery cases registered in District in the year (10 each)	Availability of FSL mobile and Standard Crime Scene Kit to each Unit (5 each)	No of Cases covered by FSL mobile (5 each covered & -2 for not covered)

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Comments of inspection officer: _____

Feed back: based on input from police officials who faced difficulties in this task

Total Marks	Marks obtained
1	2+3

Instructions for Inspection Officer:

- A crime scene will be deemed to be covered by FSL mobile if the scene is preserved as per the prescribed procedure, the scene is photographed and the photographs are placed on the case file

Performance Audit

Inspection Performance for OG-14/2013
Geo-Tagging of Crime Scene in Heinous Cases

1	2	3	4	5	6
No of Cases warranting	Was an Android Phone available in district for	A Geo tagging trained personnel in district	Was the Cases/ crime scene	Quality of geo-tagging	No of Cases where crime scene pictures are

geo-tagging as detailed in OG 14 (15 each)	the purpose to cover this case (1 each)	was deputed on this case (1 each)	geo-tagged (6 each.) (-1 for missing)	0 or 2	placed in case files (5for placing) (-1 for missing)

Comments of inspection officer:_____

Feed back: based on input from police officials who faced difficulties in this task

Total Marks	Marks obtained
Column 1	2+3+4+5+6

Instructions for Inspection Officer:

- According to OG-14/2013, the DPO shall ensure that atleast three photographs of the following crime scenes are taken through Android phone for geo-tagging and placement on case file:
 - Terrorism (All cases where Anti-Terrorism Act is applied)
 - Murder
 - Kidnapping for Ransom
 - Robbery & Dacoity

Performance Audit

Joint visit of crime scene for preliminary investigation

1	2	3	4
No of Cases Inspected in light of OG 15 (10 each)	Did both the SHO and I/C inv coord and visit the crime scene (4 each)	Both the officials made effort to preserve crime scene (2each)	Was useful evidence gained based on this coordination (4 each)

Comments of inspection officer: _____

Feed back: based on input from police officials who faced difficulties in this task

Total Marks	Marks obtained
Column 1	2+3+4

Performance Audit**Inspection Performance for OG-16/2013****Protection against IED Attacks**

1	2	3
No of drivers & personnel of Police Mobiles interviewed about instructions (10 each)	No of drivers & personnel of Police Mobiles found to be aware of the instructions (5 each for fully aware team)	Methodology of Briefing of the personnel (SHO/SDPO = 5)or(Through wireless = 2)

Comments of inspection officer: _____

Feed back: based on input from police officials who faced difficulties in this task

Total Marks	Marks obtained
1	2+3

Instructions for Inspection Officer:

- The inspection officer should randomly interview the drivers and personnel deployed for mobile patrolling and ask them about the directions issued vide para # 2 of OG-16/2013. The inspection officer must interview the personnel/driver of at least 10 police mobiles.

Performance Audit**Inspection Performance for OG-17/2014**
Protection of BD Teams against IED attacks

1	2	3
No of BD staff& personnel interviewed about instructions given in OG 16 for safety (10 each)	No of BD staff& personnel found fully aware (5 each for fully aware team)	Methodology of Briefing of the personnel (AIG BDU/ incharge BDU = 5)or(Through wireless = 2)

Comments of inspection officer: _____

Feed back: based on input from police officials who faced difficulties in this task

Total Marks	Marks obtained
1	2+3

Performance Audit**Inspection Performance for OG-18/2014****Roles and responsibilities of BDU and FSL at the crime Scene.**

1	2	3
No of BDU & FSL related cases inspected. (10 each)	No of BD staff& personnel/ teams found fully aware (5 each for fully aware team)	EAIR report. An “explosive and analysis impact report’ (5 each)

Comments of inspection officer: _____

Feed back: based on input from police officials who faced difficulties in this task

Total Marks	Marks obtained
1	2+3

Performance Audit**Security of Sensitive and vulnerable Establishments and Places (SVEP)****(1) Police Stations**

1	2	3	4
Total No of SVEPs in Police Stations or District (15 each)	Was SVEP Register maintained in every P.S as per Para 2.2 of OG-9/2014 & entries made in SVEP register (2 for each entry)	Are the inspection entries by SHOs in SVEP register of P.Ss (2 each)	Any Daily Diary entries by SHOs to record monthly inspection of SVEPs (1 each)

(2) Police Sub-Divisions

5	6	7
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Total No of SVEPs identified in the Inspected district or Subdivision (15 each)	Entries made by SDPO in SVEPs registers in P.Ss (Every SDPO is supposed to inspect the SVEP register during every surprise visit and informal inspection of a P.S) (5 each Irrespective of repeat)	No of Entries made in Daily Diaries by SDPOs after inspecting SVEPs (Every SDPO is supposed to inspect every SVEP in his jurisdiction once a month and make entry into concerned D.D to that effect) (5 each for entry in DD)

Performance Audit

Is the SVEP Monitoring Unit Established in DPO Office	Is the monitoring Unit giving instruction	Is the Police Station wise List of SVEPs maintained in DPO Office as per the directions vide para 5.2 of OG-19/2014
Yes + 5 & No -5	5 each	(Yes +5/ No. -5)

Comments of inspection officer: _____

Feed back: based on input from police officials who faced difficulties in this task

Total Marks	Marks obtained
Column 1+5	2+3+4+5+7+8+9

Performance Audit

Identification of Un-identified Dead bodies

(1) Finger print Unit in SP Investigation office

1	2	3	5
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No of un-identified dead bodies in year of inspection (5 for each)	How many referred to FPU (1 each)	Has the staff of FPU properly applied bio metrics in the case (l each)	How many cases have the FPU been involved and how many successful (3 for each case)

Comments of inspection officer: _____

Feed back: based on input from police officials who faced difficulties in this task

Total Marks	Marks obtained
Column 1	2+3+4+5

SUMMARY
Performance audit report for the year 2014

OG	KPIs/ SUBJECT	SCORE/ MARKS			Category
		Total	Obtained	Percentage	

1/2013	Security Inspections of Police Establishments (SIPE)				
2/2013	Forensic Examination of Mobile Data				
3/2013	Security of Police Check-posts				
4/2013	SOP in case of Threat Alert				
5/2013	Surprise Visits of Police Stations				
6/2013	Informal Inspections of Police Stations				
7/2013	Recovery of Arms and Explosives				
9/2013	SOP for Handling Protests				
10/2013	The Arrest of Proclaimed Offenders (POs)				
11/2013	Quarterly Inspections of Government Weapons				
13/2014	Role of Mobile Forensic Lab in Crime Scene Processing				
14/2014	Geo-Tagging of Crime Scene in Heinous Cases				
15/2014	Joint Visit of Crime scene for preliminary Inv				
16/2014	Protection against IED Attacks				
17/2014	Protection of BD teams against IED attacks				
18/2014	Roles and Resp: of BDU & FSL at crime scene				
19/2014	Security of Sensitive and Vulnerable Establishments and Places (SVEP)				
20/2014	Identification of Un-Identified Dead Bodies				
	TOTAL: 18 KPIs				

OVERAL SCORE: ---- /-----.

OVERALL ----- %

Pen picture of the Sub division based on Audit:

Name of Inspecting Officers:

Name 1: _____ Name 2: _____ Name 3: _____