



# CEYLON POLICE GAZETTE.

ISSUED ON TUESDAYS AND FRIDAYS.

## Part I.—Departmental Orders.

1.—All Departmental Orders will in future be published in Part I. of the *Ceylon Police Gazette*, which should be filed separately from Part II., which will consist of the old "Hue and Cry."

2.—The Inspector-General's Circular Guard File is abolished.

### 1.—Issue of Telegraph Message Form Books.

INSTRUCTIONS have been issued to Postmasters to supply Telegraph Message Form Books free of cost to Public Officers on their application for them in writing (Government Circular 54 of April 12, 1906).

### 2.—Instructions to Station House Officers.

THE following orders for the new stations are published for the information and guidance of Station House Officers:—

1. The Station House Officer is responsible to his Superintendent or Assistant Superintendent for the state of his station. It will be no excuse for him to plead absence on account of crime investigation, &c., for on his return he must go through the work done during his absence and if mistakes have been made set them right, and, if necessary, mention them in his Detail Diary.
2. The Station House Officer will hold the following parades:—
  - Monday afternoon.*—Kit Inspection.
  - Tuesday and Thursday afternoon, 5 to 6 p.m.*—Instruction in Catechism, Undetected Crime, Habitual Criminals, Local Knowledge, &c.
  - Wednesday and Friday afternoon, 5 to 6 p.m.*—Drill.
  - Saturday afternoon.*—Fatigue duty.
3. In the Station House Officer's absence the Senior Constable will hold these classes.
4. The Station House Officer will despatch every morning at 7 A.M. two beat constables on beats which will be pointed out to him by the Superintendent. He should each day, at 6.30 A.M., parade and inspect his beat men and read over their instructions to them.
5. The duties of these beat constables will be—
  - (1) To visit villages on their beats.
  - (2) To see the local Police Officers and ascertain anything of Police interest in the villages.
  - (3) To see, if possible, but if not to make inquiries regarding the doings and whereabouts of habitual criminals and such others as he may be directed to watch.
  - (4) To inquire from the Headmen and others about undetected crime.
  - (5) Where arranged to meet the beat constables of the adjoining station and communicate information.
  - (6) To enter any information they may gather in their note-books, which they should always take with them.
  - (7) To serve any summonses or execute any warrants entrusted to them by the Station House Officers. This duty can generally be done by beat constables.
6. The Station House Officer must be careful to read over to the beat men a list of the information regarding crimes, offences, &c., which he requires and which will be of service to the adjoining station, and to question the beat constables on their return to the Station to elicit all the information gained by them and to stimulate their observations.

NOTE.—Information regarding stolen property should state specially the marks by which it may be identified.

7. The Station House Officer should as frequently as possible himself go on one of the beats and gather information for himself as to the habits of the local bad characters &c.

8. The Station House Officer should not send the same constable on the same beat every day. In this way all men in the station will acquire an intimate knowledge of their station limits, the villages, roads, paths, bad characters, drink shops, &c., which it is absolutely necessary that every constable should have.

9. When necessary night patrols will be ordered and special orders given by the Superintendent. It is obvious that no fixed rules are possible or even desirable for night patrols.

10. The Station House Officer should detail each day at 6.30 A.M. a constable, who should ordinarily be the senior constable in the station, as Reserve Constable. Endeavours will be made to ensure that this constable can read and write English.

11. The duties of the reserve constable are subject to the general responsibility of the Station House Officer—

- (1) The maintenance of the Duty Roster, Process, Register, Lock-up Book, &c.
- (2) The maintenance, *in the absence of the Station House Officer only*, of the Information Book Charge Book, Village Crime Register, Detail Diary, and H. C. Book.
- (3) The charge of the station in the absence of the Station House Officer.
- (4) The patrolling of the village wherein the station is during the day time and at times during dark nights.

12. Finally, the S. H. O. should detail every day a waiting constable at 6.30 A.M.

13. The duties of the waiting constable are :—

- (1) To clean the arms and station furniture every morning.
- (2) To attend to the neatness and tidiness of the station and grounds every morning.
- (3) To accompany the Station House Officer to crime inquiries. It is intended to supply all stations with bicycles.

14. The reserve constables and one of the beat men of the day should patrol the village in which the station is during the night occasionally. They should be specially deputed to do so for at least an hour at odd times during dark nights when there is no moon. The Station House Officer should send them out at irregular and not at fixed times.

15. These rules are intended as a guide to Station House Officers, only to be relaxed in cases of real necessity. For instance, a grave murder case may require the attendance of the Station House Officer and two or even three constables, in which case beats should be stopped and the senior constable should himself be given a chance of going on beat and acquiring information about the station in which case another man (or the Station House Officer until called out by crime) should be posted as reserve constable. Such matters must be left to the Station House Officer's judgment, and he should report them in his Detail Diary for the perusal of the Inspector.

16. The following is a sample of the duties to be performed. The four men are called A, B, C, D, of whom A is an English-knowing constable :—

MONDAY : Beat i. B  
 " ii. C  
 Waiting D  
 Reserve A  
 5 P.M.—Kitt Inspection held by A as Station House Officer and D were away on Crime.

TUESDAY : Beat .. D  
 " ii. B  
 Waiting C  
 Reserve A  
 5 P.M.—Class held for all men by S. H. O.

WEDNESDAY : Beat i. C  
 " ii. Nil. (D sent out specially to execute an urgent warrant.)  
 Waiting B  
 Reserve A  
 5 P.M.—Drill held by A for C, S. H. O. and B being absent on crime.

THURSDAY : Beat i. {  
 " ii. { Nil  
 Waiting D  
 Reserve A No class, as S. H. O. and B, C, D went out to a murder case and did not return till 10 P.M.

FRIDAY : Beat i. D  
 " ii. A  
 Waiting C  
 Reserve B  
 5 P.M.—Drill held by S. H. O. for A, B, C, D.

SATURDAY : Beat i. C  
 " ii. B  
 Waiting B  
 Reserve A  
 5 P.M.—Fatigue for all men.

SUNDAY : Beat i. B  
 " ii. Nil (C gone to Court  
 Waiting D  
 Reserve A  
 Afternoon.—Nil.

Inspector-General's Office,  
 Colombo, April 24, 1906.

C. C. LONGDEN,  
 Inspector-General.