Write-up on West Jaintia Hills District Executive Force

The Superintendent of Police is empowered to take all sorts of preventive measures, if there is breach of peace in the district. To avoid any untoward incidents, he may advice the collector to issue prohibitory orders and declare curfew U/S 144 CrPC, if the situation so warrants. In the event of actual breach of peace, he is expected to make adequate police arrangements to cope with the situation.

He controls the incidence of crime in the district through:

(a) Effective patrolling and intelligence collection by his fleet;

(b) Investigation of grave crimes which may lead to breakdown of law and order, receiving and making special reports about these cases; and

(c) Administrative supervision over his subordinates to keep constant vigilance against trouble mongers and take preventive measures, as well as maintain up-to-date records of criminals in the district.

These functions entail a number of subsidiary duties. The SP has to call for reports, supervise in person and visit crime scenes soon after their occurrence. This is a major traditional function and the victims involved in these crimes often go to the SP as aggrieved parties to appeal and report against crimes committed against them.

The functions of the SP further include various kinds of organisational and personnel responsibilities at the district level. He has to maintain an adequate supply of vehicles, arms, communications, equipment and other accessories like uniforms, etc., in good shape. He inspects police stations within the jurisdictional limits of his district and provides for necessary physical fitness and condition to keep his men working in a satisfactory state of good morale and motivation.

As the captain of his team, the Superintendent of Police has a critical say in the policies pertaining to recruitment, promotion, training programmes and disciplinary matters. He evaluates the performance of his administrative subordinates and takes disciplinary actions as and when needed. To effect discipline in the force he attends parades, gives personal interviews and recommends cases for promotion, punishment and transfers to his seniors.

He organizes sports, tournaments, annual get-together and special meets to keep his district force in high spirits. He undertakes police welfare projects and provides incentives to his juniors for better performance. As head of the office, he is personally responsible for accountability of cash and store accounts of his department.
He maintains financial propriety by observing rules and is expected to effect measures conducive to internal economy for the organisation. He supervises the office work of his civilian officials, who handle the inflows and outflows of all kinds of communications, horizontally as well as vertically.

Thus, the functions and duties of the SP in a district are fairly wide, varied and far-reaching. They make him a central person in the district administration. Sitting in the office of the district police chief, the SP deals with his juniors, seniors, non-colleagues, people, political parties and an endless variety of political and quasi-political pressure groups.

His main functions are certainly preservation of peace and prevention of crime but the ancillary roles that grow around these major functions like collection of intelligence, traffic control, inculcation of healthy public relations, make him a really powerful district officer who occupies a pivotal position in district administration.

In the Superintendent of Police’s office, the branches are categorized as follows:-

1. Accounts Branch

   The Accounts Branch in the O/o the Superintendent of Police West Jaintia Hills District, Jowai functions as follows:-
   i) Budget preparation
   ii) Preparing of Bills
   iii) Miscellaneous work (salary etc.)

   The Accounts Branch is headed by the Head Accountant (H.A) which deals with maintaining Cashbook, Bill Registers, Writing all R/C’s & PC’s to and from different units and also to maintain all files relating to it. He/She also supervises preparation of TA bills of all GO’s and Non-GO’s etc.

   Under the Accountant, there are 3 (three) Lower Division Assistants who assist the Head Accountant in dealing with other functions in the branch like preparing the contingency bills, POL/DOL,M.V bills, OE/Wages/Clothing/rent/rate and taxes etc., Medical Reimbursement and SRE claims.

2. General Branch

   The General Branch is headed by the Head Assistant (H.A) which deals with handling cash of the office, help the Accountant issue like Pay/Receipt cheques to and from different units of all the District. He/She also maintain the Service Books, E/L, Leave Accounts, Increment, Files, Records of Rewards. Under the Head Assistant, there are 1 (one) UDA and 3 (three) LDA’s that assist the Head Assistant indeling with other functions in the branch like maintaining land and building records of all police lands and building of the District Police and all files relating to correspondences of acquisition of land etc. for Police, making entries in the Service Books of Ministerial Staffs relating to
leave/leave account and increments. Correspondence relating to stationeries, process all certificates and payment order of all OE/Misc/bills/clothing/ration bills etc.

3. Village Defence Party (VDP) Branch
   The branch deals with all the correspondences relating to frequent supervision and guidance regards to the duties, responsibilities and activities of the VDPs and keeps in close touch with the Thana Village Defence Officer (VDO) and Sub Divisional Village Defence Officer of his circle. The VDO checks the Government properties issued to the Village Defence parties and also the account of remuneration given to the registered Village Defence parties.

   The VDO is also responsible for attending the meeting arranged by the Secretary/President of VDPs. He maintains close co-operation with VDPs Secretary/President. All the VDPs in his circle are subject to his supervision. He is responsible for encouraging the old VDPs and explores possibilities of forming new ones.

4. Crime Branch
   Crime Branch is headed by the Reader Sub-Inspector of Police (RSI) and assisted by a Head Moharer (HM). The main function of the branch are as follows:

I) Crime Data of all the Police Stations in West Jaintia Hills District.
II) Insurance Claim.
III) Sending of Examination and Opinion of Exhibits.
IV) Data collections and Analysis relating to Crimes and Criminals.

5. District Special Branch (DSB)
   The District Special Branch (DSB) is administratively under the Special Branch Headquarter but operationally under the respective Superintendent of Police of the district. The DSB is very important branch in the structure of the District Police Organisation.

   This branch deals with verification of Character, Passport, Service, PRC, Domicile, NOC etc and gives recommendation for issuing of various licenses like Gun license, Bars, Wineshop etc.

6. District Crime Record Bureau (DCRB)
   The District Crime Record Bureau (DCRB) is headed by the Sub-Inspector (SI) of Police. The main functions of the branch are as follows:-
   i) Crime Records.
   ii) Missing/Recovered Person.
   iii) Stolen/Recovered Vehicles.
   iv) Cyber Crime related cases.
   v) Records relating to CCTNS project.
   vi) District Training Centre (DTC).
7. Police Reserve.

The Police Reserve office is a branch of the Superintendent’s office, dealing mainly with the equipments, discipline and general management of the whole force of the district and it is headed by the Reserve Inspector (RI). The below noted are the branches under Police Reserve

1. **General Branch**– It looks after the maintaining of records of the police force in the district i.e. Service Sheets, Leaves, training, posting & transfer of the officers and personnel of the district and other related works as and when endorsed.

2. **MT Branch** – It looks after the vehicles of the district.

3. **Q Branch** – Deals with the materials and equipments pertaining to the police force.

4. **Armed Branch** – It looks after the duty roster of the AB personnel of the district and other related works.
List of initiatives and progress of initiatives alongwith brief write up

1. Awareness Program on Crime Against Women and Children

   Awareness Programmes on Crime against Women and Children was conducted with the other Govt. Departments, NGOs to create awareness on the issue and how it can be prevented. The programme also imparted awareness on different laws, rules and regulations related to Sexual Harassment. Awareness Programmes on the same have also been conducted in different villages around the district by the Anti Human Trafficking Unit (AHTU) of West Jaintia Hills – District Executive Force to educate and inform the masses about impact and consequences of sexual harassment both on the victim and the perpetrator. These programmes are also conducted to ensure that parents can learn to safeguard their children and near and dear ones from such heinous acts can be reported back to the police for further action.
2. **Awareness Programs on Drug Abuse.**

Awareness Programs on Drug Abuse was conducted with the other Govt. Departments, NGOs, Headman’s/Secretary of Localities, Media Persons, Private Hostels Warden/Owners, Hotels Owners/Managers, schools and colleges students of the District to sensitize on matters pertinent to drug abuse and drug trafficking.
3. Friendship Through Football Programme

Friendship Through Football is one of the initiatives organized involving members of the Village Defence Party of the District, with a motive to engage people who may otherwise be difficult to reach and where community members and police discuss local problems where local residents can share their views. The objective was to build a strong relationship and serve as a major means towards improvement of the Police-Community relationship.