



**OFFICE OF THE
INSPECTOR GENERAL OF POLICE
PUNJAB**

STANDING ORDER NO. 06 /2024

REGARDING JOB DESCRIPTION OF SUB DIVISIONAL POLICE OFFICER (SDPO)

INTRODUCTION:

The job description of Sub Divisional Police Officer (SDPO) is not available in any statute of law, therefore, it is deemed necessary to devise a comprehensive job description, for better public service delivery and smooth official business. The undersigned in exercise of powers conferred under Article 10(3) of Police Order 2002 issue the Standing Order to regulate job description of SDPO:-

SDPO WHILE WORKING AGAINST ANY OF THE POSITION OF OPERATIONS AND INVESTIGATION SHALL BE RESPONSIBLE FOR:-

(1) Supervision and Management:

- a. Supervise SHOs, Investigation Officers, and all subordinates within the jurisdiction;
- b. Oversee and monitor the investigations of all cases.;
- c. Ensure the work of subordinates aligns with the instructions from the IGP and other authorities;
- d. Ensure the welfare, discipline, and logistics management of personnel, including court-related matters;
- e. Supervise and monitor the operations of the Police Khidmat Markaz within the jurisdiction;
- f. Monitor the initiation and progress of extradition cases for Proclaimed Offenders and ensure the execution of INTERPOL arrest warrants;
- g. Ensure that the District Crime Scene Unit and PFSA teams visit crime scenes as required.

(2) Investigations and Reporting:

- a. Ensure the timely and accurate registration of, FIRs and the submission of reports u/s 173 CrPC;
- b. Oversee the prompt dispatch of samples to the PFSA and follow up on the reports;
- c. Review and verify reports generated under Section 174 CrPC;
- d. Ensure the correct application of legal sections during FIR registration;
- e. Forward reports to Magistrates in the proper format and within the required timeframe;
- f. Ensure the investigation of Schedule-II offences under the Anti-Rape (Investigation & Trial) Act 2021;

- g. Ensure the completion of history sheets and the arrest of Proclaimed Offenders (POs) and Court Absconders (CAs);
- h. Initiate proceedings under Sections 87/88 CrPC against Proclaimed Offenders;
- i. Verify cancellation reports and investigations promptly;
- j. Visit the crime scene of every heinous case without delay.

(3) Documentation and Record Keeping:

- a. Complete all relevant entries in police station registers, especially Register No. 19 and 21;
- b. Ensure timely issuance and collection of road certificates in Register 21;
- c. Maintain entries in the Crime Register of the SDPO office;
- d. Review and provide directions on daily diaries and other registered cases.

(4) Crime and Public Order Management:

- a. Develop and implement patrolling plans for each police station;
- b. Ensure effective crime prevention, detection, and maintenance of public order within the Area of Responsibility (AOR);
- c. Oversee efficient patrolling during routine and special assignments;
- d. Improve the immediate redressal of public complaints and the resolution of societal issues and conflicts;
- e. Manage media relations effectively;
- f. Initiate preventive actions between belligerent groups in the AOR;
- g. Take action against criminal gangs operating in the AOR.

(5) Security Oversight:

- a. Inspect security deployments at court premises, Bakshi Khana, jails, and respective police stations and lockups;
- b. Monitor the proceedings of the Security Advisory Committee (SAC) under the Security of Vulnerable Establishment Act 2015;
- c. Ensure the security of banks, financial institutions, and judicial lockups.

(6) Coordination and Compliance:

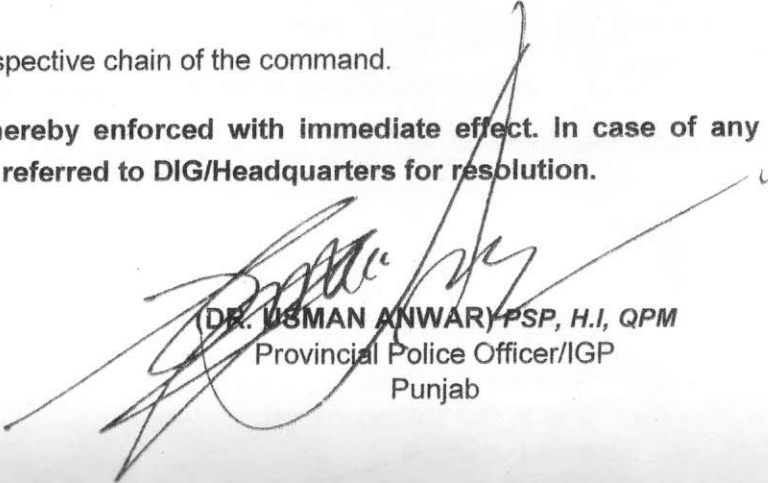
- a. Coordinate with the Prosecution Branch to ensure the timely submission of final reports to the Trial Courts;
- b. Implement and ensure compliance with all summons, warrants, and notices issued by the courts;
- c. Adhere to Standing Orders, SOPs, and instructions from higher authorities;
- d. Ensure the timely initiation and completion of Performance Evaluation Reports (PERs) for subordinates.

(7) Inspection and General Duties:

- a. Conduct formal and informal inspections efficiently;
- b. Assist the SP in official matters and undertake additional duties as assigned by superior officers;
- c. Ensure the prompt and fair resolution of inquiries and complaints;
- d. Improve discipline and accountability;

- e. Maintain a check-and-balance system over the performance and conduct of police officers and officials;
 - f. Work towards the elimination of torture, illegal confinement, and abuse of official powers
- (8) **Court and Trial Management:**
- a. Monitor trial proceedings, including the production of police witnesses and case properties before Trial Courts;
 - b. Brief and cross-check case files and IOs for their appearance before higher judiciary in advance.
- (9) Any other duty assigned by the respective chain of the command.

This Standing Order is hereby enforced with immediate effect. In case of any anomaly or difficulty the matter may be referred to DIG/Headquarters for resolution.



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