

ANNUAL POLICING PLAN FOR THE YEAR 2017-18



DISTRICT HAFIZABAD

**District Police Officer
Hafizabad**

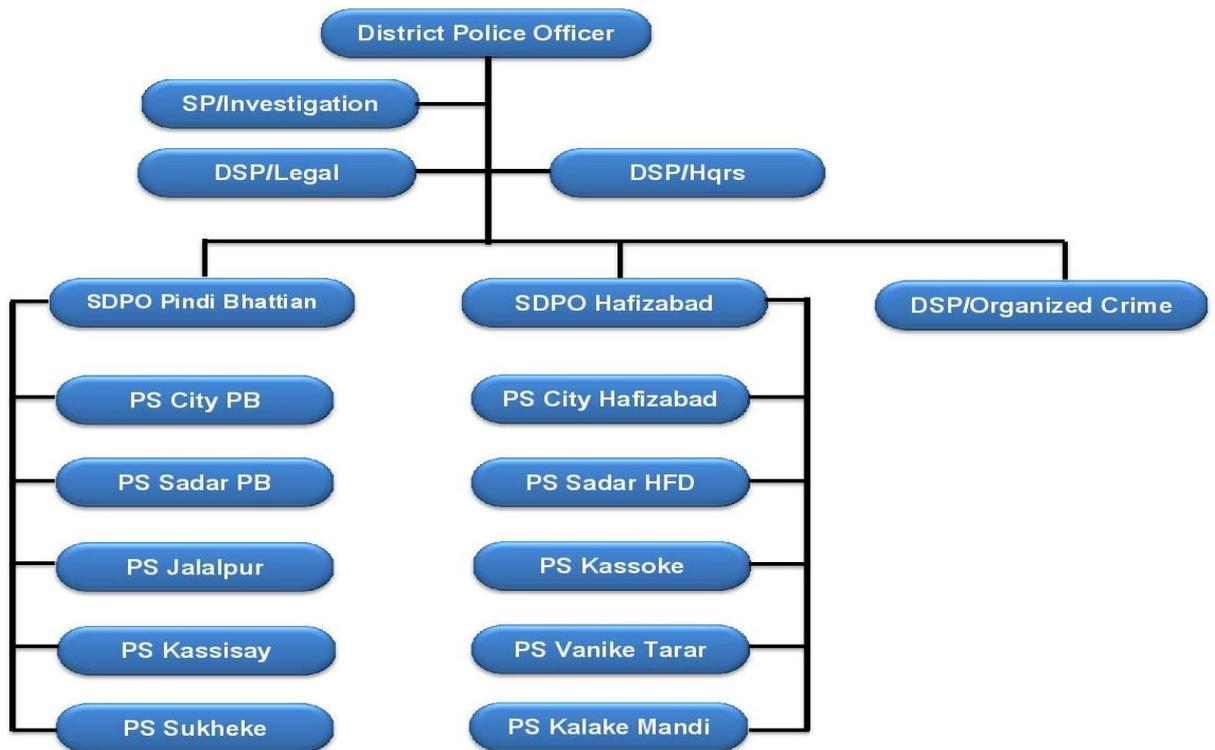


INTRODUCTION

Hafizabad police is administratively headed by the rank of District Police Officer (DPO). He is also assisted by an in the district who There are 10 police stations in the district, each headed by an officer of the rank of an Inspector/sub-inspector, who are further supervised by tow sub divisional police officers of the rank of Deputy Superintendents of Police. A complete list of the sub-divisions and police stations in Hafizabad is available Further, describes the Organogram of the district police.

There are two branches of the district police, those being watch & ward branch and the investigations branch. As the name implies, the former deals with the functions related to law and order while the later conducts criminal investigations. The watch & ward branch of the district police comprises of watch and ward officers posted in all police stations, who are supervised by their respective officers Incharge of the police stations and the sub divisional police officers However, the investigation officers posted in all police stations and work under the general control and direction of the officer Incharge of the police station and the District Police Officer respectively. The traffic branch is another important element in the district police which is also headed by the Deputy Superintendent of police, Traffic .The traffic officers are administratively controlled by DPO, Hafizabad. The Annual Policing Plan covers all these functional aspects of the district police in order to provide excellent services to the local community.

ORGANOGRAM



VISION

The Vision of the Punjab Police is to be professional, service-oriented and accountable.

MISSION

Our mission is to fight crime and win by providing dynamic and effective law enforcement.

Values

We understand that the way we work is as important as what we work .Therefore we have developed a set of following core values for the district police; which we want to achieve by working with citizens of the district, our colleagues and our partners;

Providing Public Safety:

We are committed to provide public safety to the residents of the district. We will also ensure that special initiatives are taken for crime prevention and similarly; improvement is brought into the sphere of criminal investigations; so that more

offenders are brought to justice and our villages and streets become a safer place to live a normal course of life.

Responsive Policing:

We are committed to ensure that when somebody approaches the district police; our response should be quick and effective. We will make certain that every contact made by any resident of our district, provides him with the best possible policing service. This will be ensured on the principle of equity; however we will specially focus on the poor and disadvantaged segments of the society. The customer satisfaction will remain our guiding principle.

Building Partnerships:

We believe that policing cannot be effective unless local community has a trust over the police and both work together to tackle crime. Restoring the trust of the community and to engage them in building long term partnerships will remain our cherished goal in order to bring improvement in our services.

Service to Community:

Being a public service department, we are committed to provide quality services to our community and we will ensure that the supply of policing remains within four corners of law; and the respect and dignity of every individual are not violated. We will also remain dedicated in selection of our policing priorities based upon the guidance of our local community.

Community Needs Assessment;

Community needs assessment is defined as a 'review of a community and its people, needs, and characteristics by the law enforcement agency so that strategies and resources can be used to solve local problems'. For this purpose, many methods are employed, that may range from a special survey or a social audit or formal/informal public consultations. In case of the district Hafizabad, community needs assessment was undertaken by holding public consultations from the month of September till December 2018; whereas help has also been sought from a previously held social audit on the delivery of public services, including police.

The most important function of the community assessment is to involve the community in identification of the problems and to seek its assistance in setting goals, objectives and strategies for the policing plan. Further, it also helps in establishing the base line data and results in identification of the crime problems and quality of life issues. It is also important to mention that the needs, demands and

expectations of the community must be assessed in the community assessment process. Furthermore, it must also highlight the problems and concerns; the demographics, economy, values, customs and the traditions of the local community.

The district Hafizabad is spread over an area of 2367 Sq KM and its population as per latest census 1156957 the community of the district shares the same traits as to that of any other local community of Pakistan. As it has been the case with the other parts of this country, there has been an enormous increase in demand for police services to respect human rights of the ordinary citizens and to elevate the status of individual from 'subject' to a 'dignified citizen'. However, the supply of policing is limited and even that doesn't commensurate with the demands of the local community. A common man does not see law enforcement as an end in itself, but as a means to an end and that end is the maintenance of an orderly society, that can only bring peace, prosperity and dignity for him.

Policing Priorities:

The Policing Plan, 2017-208 is aimed at bringing improvement in policing services and to reduce crime in Punjab. For this purpose the following four strategic goals have been set for police in the districts:

- **Improved police-community relationship:** Build partnerships to increase trust between the community and the police and to develop a participatory approach to crime prevention and detection;
- **Effective service delivery:** To make Punjab a safer place – by maximizing efficiency of policing operations and ensuring rule of law;
- **Effective administration:** Build effective systems, processes and facilities that enhance professionalism, efficiency, transparency and accountability. and;
- **Police welfare:** Provide opportunities and services to assist members of the police department in their personal and professional development / well being.

Article 32 of the Police Order 2002 stipulates that the Annual Policing plan should be consistent with the Provincial Policing Plan. Accordingly, the local policing priorities of the district Hafizabad have been identified to ensure that they are not inconsistent with the provincial policing plan.

Policing Priorities of the District Police Hafizabad:

Local policing priorities are based on crime trends, quality of criminal investigations, intensive consultations, needs assessment, achievements made and critical gaps in our performance. Accordingly, our objectives under each head of the strategic priorities are as under:

Strategic Priority 1: Citizen focused police service delivery:

- To improve the service delivery for victims of crime and detainees.
- To improve the service delivery for local communities in general.
- To improve the police image in public eyes through impartial and effective policing.

Strategic Priority 2: Reduction in overall crime of the district:

- To reduce overall crime of the district through efficient investigation.
- To reduce overall crime of the district through active prevention.

Strategic Priority 3: Development of police community partnerships:

- Building local partnerships.
- Increased involvement of community in policing through citizen's committees.
- To propagate and support the idea of community policing.

Strategic Priority 4 Tackling anti-social behaviour and concern of people about crime:

- To reduce concern of local communities about crime through result oriented performance.
- To reduce social disorder in local communities by suppressing anti-social elements.

Delivering Local Priorities:

As explained above, four key priority areas for the policing plan have been identified. These include; citizen-focused police service delivery, reduction in overall crime, development of police community relationships and tackling anti social behaviour and peoples concern about crime. With a view to ensure effective planning and monitoring, specific targets and monitoring indicators have been expressed against each activity. The indicators are both positive and negative and are expressed in quantifiable terms where possible. In addition the responsibility for undertaking each activity has also been indicated. The action plan therefore also lays down primary implementation arrangements.

Citizen focused police service delivery:

Strategic Priority To develop a citizen-focused police service delivery that responds to the needs of communities and individuals, especially victims and detainees.

This goal envisages that the focus of the policing should be the common man. Furthermore, police should also try to improve the service delivery for the community and its individuals. This approach of policing requires that the citizen priorities should come to the fore. It also entails that whosoever comes into interaction with the police, he should get the best services. There is a special focus on victims and detainees in this regard. The plan provides details of these activities which should go a long way in development of citizen-focused police service delivery.

	Objectives	Targets	Activities	Action By	Indicators
1	To improve the service delivery for victims of crime and detainees.	Improved respect for rights of victims of crime.	Training of police officers in victim rights at police lines school.	DPO	At least 15% of officers of all ranks posted in police stations receive training.
			Issuance of protocol for handling of victims of crime.	DIG/DPO	Protocol prepared.
			Implementation of protocol for handling of victims of crime.	DPO/SP Investigation SDPO's/ SHO's	Reduction in the number of complaints of victims of crime against police by 45% from the last year.
			Introduction of special procedure for providing support to victims of crime after investigation.	DIG/DPO	Special Procedure prepared.

	Objectives	Targets	Activities	Action By	Indicators
			Implementation of special procedure for providing support to victims of crime after investigation.	DPO	All victims of crime against property of registered cases in 2013-14, to be provided support by police.
		Improved handling of detainees	Improvement of physical conditions of the detention cells in police stations.	DIG/DPO	At least 50% of detention cells improved during 2013-14.
			Preparation of protocol for handling persons in custody	DIG/DPO	Protocol prepared.
			Implementation of protocol for handling persons in custody.	DIG, DPO/SP (Investigation)/SDPO's /SHO's.	At least 50% of detainees satisfied with level of treatment during detention
			Establishment of an effective mechanism for reducing illegal detention	DIG, DPO/SP (Investigation)	Mechanism prepared and guidelines issued.
			Implementation of mechanism for reducing illegal detention.	DPO, SP (Investigation)/ all SDPOs, and SHO's.	No. of cases of illegal detention.
			Eradication of culture of police torture in lock-up.	-do-	No. of cases of police torture.

	Objectives	Targets	Activities	Action By	Indicators
2	To improve the service delivery for local communities.	Mandatory registration of complaints.	Establishment of FIR registration Centres at SDPO offices.	DPO, all SDPOs, and SHO's.	Number of court complaint for non-registration of FIR in 2012-13, to be reduced by 50% in 2013-14.
			Action on filing of complaints under section 182 of the PPC.	DPO/SP Investigation all SDPOs, and SHO's.	Action under 182 PPC in all cases of deliberately filing of false information for registration of cases in 2013-14.
			Burking to be discouraged all together.	DPO / SDPOs.	Departmental Action in 100% of cases where the officer deliberately refused registration of FIR.
		Better complaint handling against police officers.	Preparation of complaint handing protocol against police officers.	DIG/DPO	Protocol Prepared.
			Implementation of complaint handing protocol	DPO/ SDPO's /SHO's.	Complaints against police officers in District Public Safety and Complaints Commission to be reduced to 50% of 2013.
			Introduction of a complaints register at each police station. This register will document record of each complaint from its inception till disposal.	DPO, SDPO's and SHOs	All police stations have complaint registers

	Objectives	Targets	Activities	Action By	Indicators
			Reorganization and capacity development of the Complaint Cell in DPO office	DPO, DSP/HQrs	Complaint Cell reorganized and demand initiated for its capacity building
			Establish inspection and vigilance cell at district to look into serious complaints and gross irregularities.	DPO, DSP/HQrs	Cell established
3	To improve the police image in public eyes through impartial and effective policing.	Higher levels of transparency in police working	Implementation of access to information policy of the Punjab Police.	DPO/SDPO's /SHO's	No. of cases of violation of access to information policy
Improve support to vulnerable and disadvantaged groups by providing and implementing special procedures		Implement human rights and gender sensitization policy for the police	DPO/SDPO's/SHO's.	No. of incidents in which the policy was not adhered to.	
		Preparation of special handling procedures for women, juveniles, mentally handicapped and children	DIG/SP Investigation.	Policy prepared and issued.	
		Implementation of special handling procedures for women, juveniles, mentally handicapped and children	DIG/DPO/SDPO's/SHO's	No. of incidents in which the policy was not adhered to.	
		Arrangements for the security of religious minorities	DPO/SDPO's /SHO's	Preparation of a special plan and number of case in which religious minorities were harmed to be reduced by at least 50% of the last year.	

	Objectives	Targets	Activities	Action By	Indicators
			Establishment of gender crime unit in district to introduce and implement special arrangements for control and investigation of gender related crime.	DPO/SP Investigation.	Establishment of gender crime unit.
		Improved public relations management	Establishment of a public relations cell in the district	DPO	Cell established, public meetings held.
			Media campaign to sensitize citizens about laws and procedures relating to police and seeking police assistance	DPO, PRO	Media campaign launched. Media briefings conducted.
			Regular maintenance of district police web site	PRO/Web master	Website launched.
		Eradication of traditional Thana Culture.	Training and counselling of police officials at PS level to improve their behaviour and attitude with public.	DPO,SDPOs and SHOs	50% decrease in complaints against male handling and misbehaviour by the police officials.
			Implementation of SOP for treatment of complainants at PS level.		
		Quick response to crime incidents.	Implementation of SOP for quick response to any crime occurrence.	DPO,SDPOs and SHOs	Punishment awarded to police officials for delayed response to crime occurrence.
			Fixation of responsibility for initial response to a crime occurrence, on a specific police mobile/officer.		

Reduction in overall crime of the district

Strategic To reduce crime in the district especially related to the robberies and

Priority burglaries and to arrest targeted offenders

The reduction of crime is one of the major goals of the policing plan. New initiatives to reduce crime will be employed in the district. However the effort in this regard will mainly focus on measures to be adopted in order to reduce robberies and burglaries. Similarly in order to achieve the optimal results and keeping in view the provincial priorities; the offenders, who have been arrested or convicted in heinous crimes during the last five years, will be specifically targeted.

	Objectives	Targets	Activities	Action By	Indicators
1	To reduce overall crime of the district through effective investigation.	Reduction in crime related to robberies.	Identification of hot spots and analysis of victim, offender and location according to Problem Analysis triangle in order to prepare a plan for reduction in robberies.	DPO	Plan prepared.
			Tactical plan implemented.	DPO/SDPO's/ SHO's.	Plan prepared.
		Reduction in crime related to burglaries	Identification of hot spots and analysis of victim, offender and location according to Problem Analysis Triangle in order to prepare a plan for reduction in burglaries.	DPO	Plan prepared.
			Tactical plan implemented.	DPO/SDPO's/ SHO's.	There was fractional increase in burglary as compared to 2012.
		Arrest of targeted offenders (T.O's).	Identification of targeted offenders who have been arrested or convicted in heinous crimes during the last five years and allocation of T.O's to all the officers of the district.	All SDPO's/ SHO's	60% of all T.O's and 80% of T.O's related to robberies and burglaries investigated.
		Improved	Competent and trained SIs & ASIs to be	DPO	Implementation of

	Objectives	Targets	Activities	Action By	Indicators	
		quality of Investigations.	posted as investigating officers.		separation strategy completed.	
			Training of police officers in investigation techniques	DPO	At least 50% of investigating officers trained.	
			Enhancing capacity to collect and use forensic evidence on scientific basis	DPO	No. of cases in which forensic evidence is collected increase by at least 20%	
			Effective utilization of investigation cost funds	DPO	Funds surrendered	
			Strict monitoring of investigations to ensure transparency	DPO	No cases in which action was taken against delinquent officers.	
2	To reduce overall crime of the district through active prevention.	Reduction in crime through better intelligence and launch of new initiatives.	Developing criminal intelligence through better coordination with other agencies	DPO	No of meetings held with other agencies.	
				Increasing visibility/police presence through effective deployment of resources.	DPO	Community Policing plan/Investigation strategy implemented.
			Improved preventive measures.	Preventive action under sections 107, 109, 110 CrPC.	All SDPO's/ SHO's	Preventive action should be double of the last year.
				Installation of CCTV cameras at selected places in urban areas.	DPO /all SDPO's/ SHO's	No of CCTV installed.
				Apprehension of proclaimed offenders and	All SDPO's/	No. of arrest increased by

	Objectives	Targets	Activities	Action By	Indicators
			court absconders	SHO's	at least 20% from last years' figures.
			Increased action u/s 88 Cr.PC.	All SDPO's/ SHO's	In all cases, where P.O's not arrested.
			Recovery of illicit weapons	All SDPO's/ SHO's	Recovery of illicit weapons to increase by at least 5% from the last year.
			Reorganization/rationalization of beat system and police patrols	DPO	Beat system and police patrols reorganized.
		Effective & comprehensive patrolling	Preparation & implementation of comprehensive patrolling plan involving all the Mobiles and Muhafiz Squad in the town areas.	DPO	Weekly progress by the Mobiles / Muhafiz Squad with regard to crime interception.

Development of police community relationships

Strategic Priority To develop and improve long standing relationship between police and community of the district.

In order to develop and improve relationship between police and community on a long term basis, community policing is to be adopted as an organizational philosophy so that it can provide the community with the voice in how it will be policed and a voice in setting law enforcement priorities. Similarly, it can also provide the police department to solicit community resources and a way to make police more responsive. In case of the individual officer associated with the community policing, the major

benefits include; self-satisfaction form solving problems, the opportunity to become familiar with the people and a positive change in how the community views him.

	Objectives	Targets	Activities	Action By	Indicators
1	Building local partnerships	Increased police-community dialogue	Effective liaison with Citizen Police Liaison Committee, District Public Safety and Police Complaints Commission and other local government institutions.	DPO/all SDPO's/ SHO's	No of cases in which lawful instructions of public oversight and local government institutions are compiled by the district police
			Increased dialogue with professional organizations and civil society	DPO/all SDPO's/ SHO's	At least 60% of prominent professional and civil society organizations satisfied with police working
			Holding of open <i>katcheries</i> .	DPO/all SDPO's	No. of meetings held
			Implementation of police station based ADR mechanism	DPO/all SDPO's/ SHO's	No. of cases referred and No. of cases resolved.
2	Increased involvement of community in policing through citizen communities.	Higher number of community policing initiatives	Implementation of community policing plan in district.	DPO/ all SDPO's/ SHO's.	Launch of community policing plan in the district.
			Implementation of procedures for promoting engagement with public in the development of local policing plan.	DPO	No of cases in which procedures were violated
			Establish neighbourhood/business watch in	DPO/ all	No. of running

	Objectives	Targets	Activities	Action By	Indicators
			urban areas	SDPO's/ SHO's.	neighbourhood/ business watch programmes
			Establish <i>theekri pehra</i> system in rural areas	DPO/ all SDPO's/ SHO's.	System implemented in minimum 50% villages
		Citizens perception analysis	Conduct of citizens perception survey on crime sensitivity and service delivery standards	DPO	Survey conducted quarterly.
	To propagate the idea of community policing.	Mandatory training and short course in the subject of community policing.	Mandatory courses for the police officials to educate them regarding community policing.	DPO	No. of courses & seminars conducted in the year & No. of total participants. 50% of the district police should get the training.
			Conduct of monthly seminars inviting prominent scholars & senior police officers on the subject of community policing.		

Tackling anti social behaviour and concern of people about crime:

Strategic To tackle crime and social disorder concerning local communities especially

Priority related to narcotics, gambling and illegal weapons.

Social disorder is a special category of crime that needs particular attention of police. It is important to deal with this crime effectively, because anti social behaviour increases the fear of crime among local communities; and, people involved in these activities often slip towards heinous crimes. However a two pronged strategy of enforcement and support is required in order to crack anti-social behaviour. Enforcement of law is done by the police and the support is provided by the local community. A similar framework comprising of following activities is designed to achieve this goal.

	Objectives	Targets	Activities	Action By	Indicators
1	To reduce crime concerning local communities.	Reduction in drug crime	Action under CNSA.	All SHO's.	No. of offenders arrested and quantity recovered under CNSA to be 25% more than of the last year.
			Action under Prohibition Act,1977	All SHO's.	No. of offenders arrested and quantity recovered to be 25% more than o the last year.
			To devise a multi agency approach in order to tackle drugs crime including ANF and Excise department.	DPO/SP Investigation	Plan prepared and Implemented.
			Program to attract juveniles in healthy activities.	DPO/All SDPO's /all SHO's.	No. of juveniles associated with program and number of activities undertaken.
		Increase in recovery of illegal weapons.	Action under Arms ordinance.	All SDPO's /all SHO's	No offenders arrested and quantity recovered to be 25% more than of the last year.
		Prevention of Gambling at public places.	Action under Prevention of Gambling Act,1977	All SDPO's /all SHO's	No of offenders arrested to be 25% more than of the last year.
		Restriction of Habitual offenders.	Action under Punjab Restriction of Habitual offenders Act(Act V of 1918)	All SDPO's /all SHO's	No of requests made for restrictions.
2	To reduce social disorder in	Prohibition on acts for prevention of	Action under Article 122 of Police Order.	DPO	No of notifications issued.
			Action under Article 123 of Police	All SDPO's	No of directions issued.

	Objectives	Targets	Activities	Action By	Indicators
	local communities.	disorder.	Order at places of amusement.	/all SHO's	
Action under Article 142 of Police Order to stop disorderly conduct.			All SDPO's /all SHO's	No of complaints made.	
Action under Article 147 of Police Order.			DPO/Community Policing coordinator	No of warnings issued.	
Action under Sec 18 of The Motion Pictures Ordinance (XLIII of 1979)			All SDPO's /all SHO's	No of FIR's registered.	
Action under Sec 13 of Lunacy Act, 1912.			All SDPO's /all SHO's	No of lunatics neglected or cruelly treated and reports forwarded to Magistrate. No of dangerous lunatics arrested.	
Action under Vagrancy Act			All SDPO's /all SHO's	No of vagrants arrested.	
Action under Rule XII of Poisons Act ,1919		All SDPO's /all SHO's	No of inspections made.		
Prevention of public nuisance		Action under Article 148 of Police Order	All SDPO's /all SHO's	No of people arrested.	
		Action under Article 139 of Police Order	All SDPO's /all SHO's	No of complaints made.	
		Action under Article 140 of Police Order	All SDPO's /all SHO's	No of complaints made.	

FINANCIAL RESOURCES

CODE / HEAD OF ACCOUNT	AVAILABLE
A01101-BASIC PAY	14,967,865
A01151-BASIC PAY	308,015,077
A01153-SPECIAL PAY	3,814,976
A01156-PAY OF CONTRACT STAFF	8,429,000
A01202-HOUSE RENT ALLOWANCE	18,318,216
A01203-CONVEYANCE ALLOWANCE	33,910,284
A01207-WASHING ALLOWANCE	1,615,800
A01208-DRESS ALLOWANCE	57,000
A0120D-INTEGRATED ALLOWANCE	80,300
A0120Q-FIXED DAILY ALLOWANCE	53,678,000
A01210-RISK ALLOWANCE	6,627,433
A01216-QUALIFICATION ALLOWANCE	45,000
A01217-MEDICAL ALLOWANCE	25,239,198
A0121V-SPECIAL ASSIGNMENT ALLOWANCE	280,000
A0122C-ADHOC RELIEF ALLOWANCE - 2015	7,213
A0122M-ADHOC RELIEF ALLOWANCE-2016	24,545,700
A0122Y-AD-HOC RELIEF ALLOWANCE 2017	31,942,300
A01239-SPECIAL ALLOWANCE	275,000
A0123A-POLICE LAW AND ORDER ALLOWANCE	57,817,401
A01260-RATION ALLOWANCE	18,344,400
A01261-CONSTABULARY ALLOWANCE	6,804,605
A01270-OTHER	887,720
A01274-MEDICAL CHARGES	880,100
A03201-POSTAGE AND TELEGRAPH	57,000
A03202-TELEPHONE AND TRUNK CALL	3,859,300
A03301-GAS	662,000
A03303-ELECTRICITY	4,599,000
A03304-HOT AND COLD WEATHER CHARGES	102,000
A03402-RENT FOR OFFICE BUILDING	240,000

A03407-RATES AND TAXES	170,000
A03805-TRAVELLING ALLOWANCE	3,174,000
A03807-P.O.L CHARGES A.PLANES H.COPTORS S.CAR	32,689,000
A03901-STATIONERY	2,362,000
A03902-PRINTING AND PUBLICATION	1,200,000
A03905-NEWSPAPERS PERIODICALS AND BOOKS	139,000
A03907-ADVERTISING AND PUBLICITY	300,000
A03914-SECRET SERVICE EXPENDITURE	500,000
A03917-LAW CHARGES	45,000
A03953-INVESTIGATION COST	3,385,000
A03970-OTHERS	3,958,000
A04114-SUPERANNUATION ENCASHMENT OF L.P.R	14,700,000
A06103-CASH AWARDS	184,000
A13001-TRANSPORT	4,819,000
A13101-R & M OF MACHINERY AND EQUIPMENT	918,000
A13201-FURNITURE AND FIXTURES	413,000

