



HANDBOOK – PRISON WARDERS



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New Delhi – 110 037



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I. INTRODUCTION

Approach and resourcefulness of the Handbook

Prison is a vast and complex institution. Yet there are two basic components common to every correctional institution. One is prisoners' welfare/reformation, while the other is prison management. As of now, prisons have given primacy to prison management/security at the cost of prisoners' reformation. By and large, such a situation emerges from possible conflicts between reformatory tasks and prison management tasks. For instance, during an emergency, it becomes inevitable. However, it need not be contradictory to all aspects pertaining to running of the prison. Reformation and welfare of prisoners can be as important as prison management. How we manage a conflict pragmatically is a challenge for prison leadership.

This handbook, which is meant for prison warders, who are the first and omnipresent contact with prisoners, dwells on the importance of a humanistic management of prisoners, which ought to take precedence over all other aspects of prison management. The humane approach that this handbook brings about makes it different, and more comprehensive, from the outdated and mundane prison manuals.

In keeping with this, we have arranged the duties of warders based on the approach that needs to be adopted towards prisoners. The managerial duties of warders should go hand in hand with their correctional initiatives. Accordingly, the contents are presented in such a way that they provide ample suggestions on the way a warder can handle inmates from the time of admission to the individual's release. Even as we wish that this approach should emerge as the benchmark, we would like to reassure that we will keep updating and incorporate practically relevant ways and means as they evolve in the subsequent revised editions.



This handbook also includes a detailed insight into the Technical roles handled by the Warders such as Control room/computer operation, electrical work, plumbing, industrial instruction, etc. It also involves the non-executive roles taken up by them such as Drivers, Store keeper, canteen etc. This handbook is intended to avoid untoward incidents in the prisons, which requires that the warder staff always behave as a disciplinary force which follows their uniform code and sense of duty.

II. GUARDING STAFF:

The warders as the cutting edge personnel come into contact with the prisoner most of the time. They play very important role in ensuring the discipline and smooth functioning of the prison which guarantees the correctional and security measures. The guarding personnel shall consist of Chief Warder, Head Warder and Warders. Specific duties of each member of the guarding staff on various sections/points shall be assigned by the Superintendent on a rotation basis in keeping with his/her status within the cadre in the following areas:

- 1) Security, custody, discipline
- 2) Searches and counting of prisoners
- 3) Opening and locking-up the prison
- 4) Reporting defects, shortcomings and vulnerabilities in prison buildings, walls, locks, lighting arrangements; initiating immediate remedial measures and taking care of the custody of locks and keys, handcuffs and other security equipment
- 5) Care and welfare of prisoners
- 6) Maintenance of discipline inside institutional premises, gates, quarantine, barracks, dormitories, cells, work-sheds, punishment yards, segregation yards, hospital, kitchen, farm and every other section of the institution
- 7) Sanitation and hygiene in areas under his charge
- 8) Guarding and sentry duties
- 9) Escorting prisoners to work, supervision of their work, care and custody of tools, property, equipment, dead stock and livestock
- 10) Supervision of distribution of food, canteen articles and inmate equipment
- 11) Helping the technical personnel in work-sheds, management, discipline and assisting agricultural personnel in all related matters



- 12) Discipline in areas where educational, cultural and recreational activities are conducted
- 13) Reporting to appropriate officers about violations of discipline for immediate action as per rules
- 14) Minutely observing the habits and behavioural patterns of inmates and reporting these to the authorities concerned, and helping inmates improve or make amends, as the case may be
- 15) Taking preventive and timely control measures in emergency situations
- 16) Maintaining discipline across staff quarters
- 17) P.T., drill parades and emergency practices

III. GENERAL RULES FOR SUBORDINATES / CODE OF CONDUCT:

Prison Service staff are expected to meet high standards of professional and personal conduct in order to deliver the Prison Service Vision. All staff is personally responsible for their conduct. Misconduct will not be tolerated and failure to comply with these standards can lead to disciplinary action. This handbook clarifies the key standards of personal conduct expected of all staff.

Do's:

1. Every Warder shall make himself fully acquainted with the rules and regulations relating to his/her office.
2. The rules prescribed by the Government regulating the conduct of public officers are applicable to all Warders.
3. Staff must carry out their duties loyally, conscientiously, honestly and with integrity.
4. Every warder shall extend prompt and strict compliance with all orders of the superior officers.
5. Every Warder shall treat all superior officers with respect at all times.



6. All Warders shall be neat in appearance and be impeccably dressed and those for whom a uniform is prescribed shall at all times wear it while on duty.
7. Shall further conform to such regulations concerning their personal appearance as may be established by authority.
8. Every Warder of a jail for whom residential quarters are provided, shall reside therein.
9. Any disagreement between warders relating to their duties shall be referred to the Jailor or the Superintendent, as the case may be.
10. All jail officers shall treat prisoners with human dignity, humility and strict impartiality and listen patiently, and without irritation to any complaint or grievance, maintaining at the same time strict discipline while enforcing all rules and regulations.
11. Every Warder should exert utmost vigilance to prevent any possible escape. He should refrain from giving prohibited articles to any prisoner. Prevent any communication between prisoners and outsiders, except as permitted by rule.
12. Deal fairly, openly and humanely with prisoners and all others who come into contact with them.
13. Encourage prisoners to avoid offending behaviour and respect others.
14. Promote equality of opportunity for all and combat discrimination wherever it occurs.
15. Work constructively with criminal justice agencies and other organisations.
16. Staff must be courteous, reasonable and fair in their dealings with all prisoners, colleagues and members of the public. They must treat people with decency and respect.
17. All staff must comply with Service policies and procedures.
18. Staff must protect any information which they have obtained through their work in the Service.

**DON'TS:**

1. No plea of ignorance will be accepted as an excuse for neglect.
2. Do not come to work under the influence of alcohol/narcotic substances.
3. Do not smoke while on duty.
4. Do not chew gum or tobacco while on duty.
5. Do not sleep on duty.
6. Do not engage in unnecessary conversations while on duty.
7. Do not take leave without permission.
8. Do not argue with or shout at seniors.
9. Don't be busy in secondary matters while on duty.
10. Do not indulge in rumour-mongering.
11. Do not use government property for personal gain.
12. Do not entertain friends/relatives at the guard-post.
13. Do not listen to music while on duty.
14. Do not bring mobiles/laptop/electronic devices to the work place.
15. No Warder shall be absent during the hours fixed for his/her attendance without the permission of the Superintendent / Jailor.
16. No Warder shall receive any private visitors within the jail, except with the permission of the Superintendent.
17. A Warder shall not, except with the written permission of the Superintendent, allow any person other than his/her parents, wife or children to reside with him/her, either temporarily or permanently, in his/her quarters in the jail premises.
18. Do not make frivolous or false complaints.



19. No subordinate officer shall absent himself from the jail premises either in the day or night or from duty during the hours fixed for his attendance, without the permission of the Superintendent or Jailor.
20. Prevent to the best of his powers the introduction of unauthorised articles into the jail.
21. Staff must not harass others through behaviour, language and other unnecessary and uninvited actions.
22. Except as elsewhere provided, no Warder shall enter a ward or cell at night unless accompanied by another authorised officer and that too only with regard to sickness or other such emergency.
23. No Warder shall be deemed to be free of responsibility for the charge of a gang of prisoners until he is relieved by another warder detailed for the purpose, in the presence and under the signature made at the time of relief, of the warder whose duty it is to conduct such relief.
24. No Warder entrusted with jail keys shall remove them from the jail, leave them lying around or lend them to any person on any pretence, whatsoever, but shall, when leaving the jail or on off-duty, deliver them to such officer/warder as may be authorised to receive them.
25. No Warder shall, under any circumstances, punish any prisoner except under the Superintendent's order or threaten any prisoner with punishment or use violent means, abusive or insulting language on any prisoner.
26. No Warder shall, under any pretext, strike a prisoner physically except in self-defence or in the repression of disturbance, and even then no more force shall be used than is absolutely necessary.
27. No Warder shall either through a favour or a mistaken notion of kindness, fail to make an immediate report to his superior officer of any misconduct or show wilful disobedience of the jail regulations that he comes across.
28. No Warder shall unnecessarily converse with a prisoner or treat him with familiarity or allow any familiarity between a prisoner and any other officer of



the jail. Nor shall he discuss matters of discipline or jail duties or arrangements with or within the hearing of prisoners.

29. No Warder shall lend money to, borrow from, or incur any obligation in favour of any other jail official or any prisoner, or correspond with, or hold any inter-communication with friends or relatives of any prisoner or have any unauthorised communication with any prisoner or any person regarding matters concerning the jail.
30. No Warder or any other person in any way connected with the jail shall receive or use any article belonging to a person who either is, or has been, confined in jail.
31. No Warder shall correspond with or hold any links with any discharged prisoner or with friends or relatives of such a prisoner.
32. No Warder can allow any such prisoner, friend or relative, to visit or remain in his/her quarters, except with the special permission of the Superintendent.
33. No Warder, directly or indirectly, should be concerned with any contract or agreement for the supply of any article to the jail, nor receive, directly or indirectly any free gratuity, gift or loan, from any contractor or person tendering for any contract with the jail, or from any prisoner, prisoner's friend or any person visiting the jail.
34. No Warder, either directly or indirectly, can be engaged in any trade, business or employment other than his/her legitimate jail duties.
35. No jail subordinate shall smoke, drink, sing or talk loudly while on duty, or in any way or at any time conduct in an unbecoming or disorderly manner, or allow liquor, tobacco or any drug into the jail.
36. No officer of a jail or person trustfully employed by him shall have any interest, direct or indirect, in any contract for the supply of any jail articles; nor shall he derive any benefit directly or indirectly, from the sale or purchase of any article on behalf of the jail or belonging to a prisoner:



37. No subordinate officer shall have unauthorised communication with any person whatsoever concerning the jail or its administrative matters; nor shall he allow any discharged prisoner to visit or remain in his quarters, except with the special permission of the Superintendent.
38. No subordinate officer shall converse unnecessarily with any prisoner, or treat him with familiarity, or discuss matters connected with discipline or regulations of the jail with him or within his hearing.
39. No jail officer shall employ any prisoner for his private works.
40. No jail officer shall punish any prisoner except under the Superintendent's order or threaten any prisoner with punishment, or use violent means, abusive, insulting or provocative language against any prisoner.
41. No officer shall, under any account, enter a ward or a prisoner's cell at night, unless accompanied by another officer and, that too, in case of a sickness or other such emergency.
42. Staff must conduct their financial affairs in a proper and responsible way.
43. Staff must not discriminate unlawfully against individuals or groups of individuals because of their gender, racial group, sexual orientation, disability, religion, age or any other irrelevant factor.

IV. DUTIES AND RESPONSIBILITIES OF PRISON WARDER/ CORRECTIONAL STAFF

Each Warder shall have a particular specific duty assigned to him by the Superintendent or Jailor. The posts and duties of warders shall frequently be interchanged, such as:

(A) DUTIES:

1. Guarding of prisoners inside or outside the jail.
2. Searching of personnel, articles and vehicles.
3. Gate operation



4. Charge of a particular ward or set of wards
5. Sentry at main gate
6. Particular workshop or set of workshops
7. Sentry at the tower post
8. Store-keeper
9. Kitchen Warder
10. Canteen Warder
11. Technical person i.e., electrician/driver/plumber/instructor etc.,
12. Personal security officer to senior officers

(B) RESPONSIBILITIES:

1. Guarding prisoners
2. Care and custody of prisoners
3. Correcting prisoners and aid in their rehabilitation
4. Counselling offenders
5. Preventing and facing incidents/emergencies like outbreaks, riots, fire, accidents, escapes and violence inside prisons
6. Maintenance of premises of prison
7. Protecting prison and government property
8. Escorting/providing security to prison officers
9. Enforcing rules and maintaining order within jails or prisons
10. Supervise activities of inmates
11. Ensure the discipline of prisoners
12. Supervising prison industries by way of monitoring
13. Inspect facilities to ensure that they meet security and safety standards.
14. Search inmates for contraband items.
15. Report on inmate conduct to senior officers.
16. Supervision of extramural gang.



V. DUTIES OF WARDER – GENERAL DISCIPLINE AND DAILY ROUTINE

All convicts, under-trials and detenue prisoners must abide by prison discipline and it is the responsibility of all prison personnel to ensure that such a discipline is in place. Prison discipline is the collective responsibility of all prison personnel, who are actually supposed to reform offenders.

The endeavour of rehabilitation is to handle with a tender heart. All Warders/officers shall treat prisoners with good temper and humanity and listen to their complaint patiently so that the grievances can be redressed to appropriate levels. However, there should never be a compromise on discipline and rules and regulations.

VI. DAY DUTY WARDER AT PRISONER'S ACCOMMODATION:

As a matter of principle, Warder per se must be classified into Warder Guard and Reserve Guard. The former shall supervise internal administration that is handling care and custody of Prisoners while the reserve guard will take care of sentry at main gate, tower guards, escorting prisoners and emergency reserve party.

Warderguard shall consist of the entire warder establishment except the reserve guard. To it is entrusted the duty of carrying on internal management, prison discipline, supervision of convicts during labour and guarding at other times.

The day duties of the warder guard may be divided into full time and part-time. Full time is from unlocking to lock-up. Warders, employed on full time day duties, shall, as far as possible, be relieved from night duty. However, warders with part-time duties can be deployed for night duty.

**The day duty warder responsibilities are:****(A) DURING UNLOCKING OF CELLS /BARRACKS**

The day duty Warder shall be present at the opening of the wards and muster of prisoners every morning. The barracks / cells shall be unlocked only at day break throughout the year.

The following procedure should be ensured by day duty warder at the time of unlocking:

1. Both night and day duty warders shall be present at the opening of barracks and cells every morning.
2. Early morning preparation for opening: The night duty warder shall awaken the in-charge convict warder/watchmen on duty, who will wake up everyone else
3. Unlocking according to conditions of visibility (as instructed by the Superintendent) after inspecting the premises of the barracks/ cells, day toilets/ bathrooms etc.
4. Counting of the prisoners in a file after they are seated
5. Night duty warder and day duty warder shall sign in the charge register and day duty warder must be satisfied with the report
6. Searching the barrack/ cells.
7. Keep the prisoners ready for marching out in files along with their bedding. As soon as the barracks and cells are unlocked, each prisoner shall shake his bedding well
8. Later, the prisoner shall fold it (except on rainy days) and leave it outside in the air for some time.

(B) DAILY ROUTINE & DISCIPLINE

1. After counting of the prisoners, barracks shall be unlocked and all the inmates allowed to use toilets/ washroom
2. Conducting of P.T., drill, individual and group exercises, like yogasana, prayers and meditation in a group.



3. Supervise the morning light meal and tea distribution
4. Preparation for educational classes/ vocational training.
5. The day duty warder is responsible for the cleanliness of prisoners and the premises of the barracks/ cells
6. Every prisoner sentenced to RI for periods in excess of one month shall, on final confirmation of the sentence have a haircut or get it trimmed.
7. The beard and moustache of all such prisoners shall either be shaved or clipped closely and the beard of Muslims should be left 2.5cm in length.
8. Sikhs shall not have their hair cut or removed in any way except on purely medical grounds and on written orders of the Medical Officer
9. Any prisoner abusing this concession or whose conduct is unsatisfactory shall be reported to the in-charge officer.
10. He shall ensure that all the prisoners maintain discipline.
11. During meal time all prisoners shall maintain high discipline.

(C) MEAL TIME:

DOs

1. The day duty warder ensures that there are adequate arrangements for serving food
2. He shall ensure that inmates, who are serving food, wash their hands with soap and water before they begin the task
3. Day duty warder should ensure that food is served under hygienic conditions
4. Every prisoner shall be entitled to receive food at the prescribed time and in accordance with the scale that has been laid down, every day
5. Ensure that food serving prisoners wear clean uniforms before they are allowed to serve food
6. Manual handling of food is undesirable and must be avoided
7. Inmates must be in queue while taking food
8. Food shall only be eaten in the prescribed area and during prescribed hours



9. All prisoners should carry cleaned plates that are provided to them by the prison
10. Ensure that all prisoners are served food; it is the duty of day duty warder to ensure that all prisoners consume their meals
11. During the distribution of food ensure that all prisoners are served food.
12. Ensure that all sick prisoners are provided medical diet as prescribed by the Medical Officer
13. Female Prison: Ensure that special diet or extra diet is provided for a specific period of time to woman prisoners, or her child as prescribed by the Medical Officer
14. Specific medical advice for expectant and nursing mothers, and infants and children, shall be scrupulously observed
15. While serving non-vegetarian food, special precaution shall be taken for vegetarians

DON'TS:

1. No prisoner is allowed to take food inside the barrack or preserve it
2. No arguments or indiscipline during distribution of food
3. No containers/ hot boxes are allowed to keep food.
4. No prisoner should be denied in taking food.
5. Wastage of food shall not be allowed.
6. Serving the food manually is not allowed.

(D) LOCK-UP TIME:**DOS**

1. Every convict shall be thoroughly searched and counted before being locked up at night
2. Every cell and ward shall be searched
3. The duty Warder making the search shall ensure that all bolts, bars and fastenings are in order



4. Ensuring that if any damages are found on bars, windows and locks, it is reported to the officer immediately
5. Day duty Warder and night duty Warder shall be present while locking up and ensure that every prisoner is present
6. Prisoners who are sick and in need of medical treatment shall be sent to a hospital
7. After lock-up, the keys of the wards and cells shall be collected and deposited at the main gate to the in-charge officer
8. Ensure that all lighting arrangements are made to appropriate levels inside and in the premises of barracks/ cells
9. Ensure sufficient water facilities inside the barracks for drinking and in the toilet
10. Ensure the allotment of duties for night duty convict watchman/warder inside the barrack
11. Day duty warder shall handover articles to night duty warder such as search lights/ torch, walkie-talkie, and charge book etc.,
12. Ensure that all cells, including those that are empty, are locked properly and provided lighting facility

DON'TS:

1. Ensure that no contraband article or article likely to facilitate escape is left with any prisoner or in any ward or cell
2. Until the tallying, the total prison lock-up day duty warders shall not leave the respective block/cells
3. Empty cells/ barracks shall not be left without locks.
4. No prisoner is left outside
5. No prisoner is permitted to assist in locking
6. Ensure that there are no articles like ropes, ladders, high chairs and any working tools in the premises of barracks/cells
7. After the lock-up, never keep keys with the night duty warder



8. Duty Warder shall not leave the post unless reliever takes charge

The Day Duty Warder shall be responsible for:

1. All clothing, bedding, workshops, wards and cells to be thoroughly searched
2. During the day, she/he shall have custody of the keys of wards, cells, barracks and yards in which prisoners are confined
3. He/she shall see that the wards are thoroughly cleaned as soon as the prisoners turn out in the morning, at which time latrines, bathing places and all other parts of the prison shall be swept and cleaned
4. He/she shall see that the prisoners are clean in their person and that they only have the prescribed amount of clothing and no more
5. All prisoners shall pay strict attention to cleanliness of their person and dress; and those for whom a uniform is prescribed, the convict prisoners, shall at all times wear it
6. Duty Warder shall be responsible for the execution of all orders of the jailor/officer regarding the labour of prisoners, and see that the prescribed tasks are performed
7. To bring to the officer's notice, any wilful self-harm or threatening/injuring a co-prisoner
8. To bring to the officer's notice, any wilful damage to clothing, bedding or any other prison property
9. To keep all keys entrusted to them on their person, and not leave them lying abandoned.
10. To report any plots/conspiracies against prison authorities for the purpose of escaping, assault or outbreak, or for obtaining forbidden articles and to report every breach of rules
11. A warder relieved by another warder shall explain to his successor his duties and any special orders that may have been given to him by his superior officers
12. All duty warders shall see that all ladders, ropes, bamboos, privy vessels and other articles which may facilitate escape are not left in any place from which they may be taken by a prisoner



13. He shall be responsible for proper maintenance of the prison buildings, premises
14. No private cloths are permitted with convict prisoners.

FEMALE WARDER:

1. The female warder, wherever there is one, is the Matron's immediate subordinate and assistant.
2. She shall take the Matron's place and perform her duties when she is absent.
3. If there is only a female warder and no Matron, she shall discharge all the duties required of matrons by the rules.
4. The female Warder Hall will have the care and superintendence of the entire female prisoners.
5. Female warders have the same duties in respect of the female prisoners as male warders with male prisoners.
6. The female Warder shall search all female prisoners on admission into the jail and remove all prohibited articles found on them.
7. She shall also examine such prisoners for any wounds or marks on the person.
8. The search or examination of a female shall be made only in the presence of females.
9. The Matron/female warder shall be present at the opening of the wards and muster of female prisoners every morning.
10. She shall likewise be present at the time of locking up at night, and shall see that every prisoner is present.
11. The female Warder shall report to the Jailor/officer all unusual occurrences in the female ward.
12. She shall see that the wards are thoroughly cleaned as soon as the prisoners turn out in the morning, during which time latrines, bathing places, cells, work sheds, and all other parts of the female jail shall be swept and cleaned
13. The Matron shall see that the task of each is duly performed and report any convict who does not perform her task



14. The female Warder shall see that the female prisoners are clean in their person and clothes; that they have the prescribed amount of clothing; that clothing not in use and bedding are properly aired and folded and arranged in the place assigned to each prisoner
15. Female Warders shall regularly search and inspect persons, clothes and bedding of female prisoners.
16. The on duty female warder shall supervise distribution of food to the prisoners
17. The on duty female warder shall take care that no male prisoner enters the female wards unless accompanied by an authorised jail officer.

NIGHT DUTY WARDER

Night duty warders are responsible from lock-up to unlocking and till the charge is handed over to the day duty warder. Their responsibilities:

DO's:

1. All locks and bars and other fastenings must be regularly checked by the night duty warder
2. Duty Warder must be aware of the number of prisoners locked up in blocks/barracks/cells
3. Search wards/barracks bedding and clothing soon as the prisoners turn up for the morning regimen, and report any prohibited articles found during the searches
4. All the block keys when not in use must be kept in an almirah (cupboard) or the key box at the gate or at the tower in the custody of the gate keeper
5. The barracks, bedding and clothing of known dangerous inmates should be checked thoroughly every day
6. Shall carry emergency light/ torch
7. While on night duty, shall make rounds from time to time and see if the inmates are sleeping or not
8. In case of any medical emergency, shall inform the duty officer/ patrol party/ control watch



9. All instances of indiscipline and volatile behaviour shall be reported to the duty officer/patrol party
10. If anyone is planning an escape or any major violence inside the barrack, he shall immediately alert the entire night duty staff and officer by blowing whistle and relay the same through wireless set
11. Duty warder should inform to in-charge officer about all the cases in which he may have found it necessary to use restraint on any prisoner
12. At night, after locking up, keys shall be delivered at the gate
13. To bring at once to the notice of the jailor any signs of sickness or when any prisoner complains of sickness
14. To bring to the officer notice if any willful self-harm /threatening or injure co-prisoner
15. To bring to the officer's notice if there has been any willful damage to clothing, bedding or any other prison property
16. To treat prisoners with humility and bring their complaints and grievances to the notice of their immediate superior with as little delay as possible
17. A warder relieved by another warder shall explain to his successor his duties and any special orders that may have been given to him earlier by his superior officers
18. The relieving officer shall satisfy himself that the property and number of prisoners is correct.
19. During the night duty officer, officers on surprise rounds – the duty warder shall report.

DON'TS:

1. No keys should be left behind unaccounted for and no prisoner will have any access to the prison keys
2. See that there are no prohibited articles hidden away or anything that can facilitate escape thereby implying that constant efforts must be made to ensure that all security measures across blocks, yards and workshops are effectively functional



3. Ensure that there is no indiscipline and unseemly behaviour among prisoners, whatsoever
4. To see that no prisoner leaves his own enclosure or communicates in anyway with any prisoner in a different enclosure or with any person outside the jail
5. To see that there is no dirt or litter in any part of the jail blocks of which they are in charge, and that the drains are kept clean
6. Report any defect in locks, bolts or bars and tampering of articles or keys
7. Should not suppress any individual who comes with any complaint or grievance
8. Under no circumstances any warder shall leave his post till properly relieved, and his responsibility shall continue till so relieved
9. Should not sit or sleep during duty hours
10. No prisoner is allowed to wake up or move around in the night except the night watchman/ convict warder on duty
11. Whatever the circumstances, barracks/cells shall not be opened during nights. If it is absolutely necessary, he shall open with the permission and in the presence of the night duty officer and additional staff
12. Empty cells/barracks shall not be kept unlocked
13. Prisoners are not allowed to wake up or any movement during night
14. There should be no recreational activities inside the premises after 8pm

VII. (A) DURING ADMISSION- WARDER DUTIES:

A Warder may be appointed to assist the in-charge officer. He shall work under the supervision of the admission in-charge officer. In minimum security jails, such as Sub-jails, in-charge warder shall work under the supervision of the superintendent.

DOs:

1. While on admission of the prisoner, the required documents shall be examined such as warrant, medical examination, and submit them to the Jailor/ in-charge officer.
2. A separate warrant shall be required for every convict, even though two or more prisoners have been jointly charged and convicted.



3. After receiving the documents, the admission in-charge warder shall bring to the notice of the assistant jailor/ deputy jailor/in-charge officer for further examination.
4. He shall examine the warrant and by questioning the prisoner as to his name and other particulars shall satisfy himself that he is the person referred to in the warrant. He should get confirmation through the following required information:
 - a. Full Name,
 - b. Father's Name,
 - c. Age, (if proof is provided, then examine documents like Aadhar, ID proof etc.,)
 - d. Moles/ Tattoo marks (Minimum two required)
 - e. Profession
 - f. Educational qualifications
 - g. Address
 - h. Mobile Numbers (family contact details)
 - i. Name of the police station, details of crime
 - j. Details of the Court where he/she will be produced
 - k. Medical Officer's fitness certificate in case of injuries and whether they are entered in the warrant and fitness certificate.
 - l. Authentic Office round seal.
5. He shall then take the prisoner to the Asst/Dy/Jailor for compliance.
6. If a warrant is incorrect or incomplete, and it seems likely that the error or omission is due to a clerical mistake, it may be brought to the notice of the Asst. Jailor/Dy. Jailor/ Officer.
7. While examining the prisoner on admission, the in-charge warder will assist the in-charge officer, the officer should satisfy himself with all that have been provided for searching.
8. Search every article, whether clothing, bedding jewellery, money, documents or otherwise, before they are taken away from the convict prisoner
9. Jewellery or other valuable property and cash found on the person of prisoners at the time of their admission



10. All the entries shall be read over to the prisoner and the entries and articles are acknowledged to be correct by the in-charge officer
11. Under-trial prisoners, money and any property other than clothes, bedding, papers and letter shall be taken
12. Ensure that all articles are removed from a prisoner
13. An acknowledgement should be given to prisoner
14. Prisoners shall be carefully searched.
15. Searches of prisoners should be conducted with due regard to decency and with reasonable privacy.
16. Female prisoners shall be searched and the washing conducted only in the female yard.
17. He should ensure that on admission to jail, every prisoner shall be required to wash his person and his clothing thoroughly.
18. If an epidemic disease exists in the neighbourhood from which he comes, his clothing shall also be disinfected in a solution of corrosive sublimate or by being boiled water – in such cases special care shall also be taken to cleanse the prisoner's person, especially his hair
19. If prisoners of A class and B class (if mentioned in the court order) shall wash and be searched in their respective cells/barracks not in the presence of other prisoners
20. The following traditional things/articles may be allowed:
 - a) The threads of Brahmins or other thread-wearing castes and mangalsutra or wedding rings shall in no case be removed;
 - b) Lingayat prisoner shall be permitted to wear suspended wrappe in a piece of cloth or kept in a silver box suspended round his neck (the same being opened to free examination by officials whenever required);
 - c) Sandals, soap, toothpaste and brush, hair oil may be allowed;
 - d) Roman Catholic convicts may be allowed to wear scapulars;
 - e) Sikh prisoners may be allowed to wear the comb, iron bangle and kirpan(miniature) 3.8 cm in length.



21. On admission, he shall be sent to quarantine and be provided jail clothing and bedding in accordance with the rules.
22. Immediately bring to the notice of the officer, if a prisoner on admission is suffering from any infectious or contagious disease or if it is mentioned in the medical certificate
23. If excess clothing is not possible, then return the same to the relatives of the prisoner
24. Sufficient clothes shall be retained to enable him live in prison blocks.

DON'TS:

1. No prisoner shall be admitted in jail except on a warrant signed by the competent authority.
2. No prohibited articles such as obscene pictures or literature, snuff, opium, ganja or any other drug or liquor, *beedi*, cigarette and tobacco that are prohibited in prisons.
3. No perishable articles are permitted, if found not fit by the MO, for consumption.
4. If the clothing of a prisoner is badly damaged or filthy and not worth keeping, then it should not be permitted.
5. Entries regarding the prisoner's property like jewellery, cash or any valuable things and their acknowledgement should be done by the in-charge officer, not by the warder.
6. Personal items like sandals, soap, toothpaste and brush and hair oil need not be rejected.

VI. (B) SEARCHING OF PERSONNEL, ARTICLES AND VEHICLES:

It is the duty and responsibility of the in-charge officer/ warden who is detailed for duty for searching between gates. He shall work under the guidance/supervision of the gate-keeper and executive jailor. The searching party/warder has huge responsibilities, thereof

**DOs:**

1. All prisoners shall be thoroughly searched on their admission into prison, on return from court or hospital
2. Female prisoners shall be searched by female staff and their washing will be conducted in the female yard.
3. Searches of prisoners will be made, with due regard to decency and with reasonable privacy.
4. He may suspect anyone/anything passing through gate.
5. All personnel, except officers of the Prison, shall be searched while entry and exit the gates, if it is necessary searching will be done by the Jailor.
6. During the search, every article, whether clothing, bedding, jewelry, money documents or otherwise, will be taken away from the prisoners
7. Every article will be taken away from prisoners, except personal clothing.
8. Every prisoner shall be carefully searched before and after an interview
9. All vehicles during their entry and exit shall be searched thoroughly with torch lights, using vehicle searching mirrors
10. Vehicles which are carrying store material from prisons have to be searched thoroughly, including every article, and must satisfy that there is no prisoner
11. All vehicles carrying wastage from prison shall be searched with a sharp-edged instrument
12. Vehicles on entry into the gates shall be searched thoroughly and ensure that there are no prohibited articles
13. All private vehicle drivers shall be given tag/ stamp for their identity
14. Should be aware of the boards of visitors, officio and ex-officio visitors and their details
15. All prohibited articles shall be restricted from being inside the prison and away from prison personnel, visitors and inmates
16. The out-gang shall be searched thoroughly during their exit and return

**DON'TS:**

1. Prisoners will not be searched in public or in the presence of other prisoners.
2. Official, Non-official, ex-officio visitors will not be searched.
3. Prison officers will not be searched. However, if deemed necessary, the searching will be done by the Jailor.
4. Electronic gadgets like mobile phones, music system, cameras are restricted. No prohibited articles shall be allowed inside.

VII. (C) AT MULAQATH / TELEPHONE/ VIDEO MULAQATH:

All those who are employed to take care of or to assist the in-charge officer for physical; telephone or video *mulaqath* should follow all instructions.

DOS:

1. The Warder who is employed for the *mulaqath* section should be aware of all rules related to prisoners' *mulaqath*
2. Every interview to a convicted prisoner shall take place in the presence of a prison officer/warder
3. Interview may be permitted to family members, friends, relatives and advocates
4. The female warder shall be present at interviews of female prisoners
5. Every convict/UT prisoner shall be carefully searched before and after an interview
6. In-charge warder shall talk decently with all visitors
7. After an interview is approved, the concerned prisoner shall be duly informed
8. Visitors' details should be recorded in the register and all identity documents must be obtained from them
9. The visitors shall be informed after the approval of the interview by the competent authority
10. Telephone facility is provided to only those contact numbers that have been verified. Such numbers shall be taken at the time of admission.



11. He shall ensure that the entire telephonic conversation must be recorded properly.
12. He shall ensure that all prisoners maintain discipline
13. He shall prevent entry of prohibited articles
14. He should ensure that the entire prohibited articles list should be placed at the entrance of the interview room.
15. Wherever video *mulaqath* facilities are provided to prisoners, he must be updated about technology and its usage.
16. All the video *mulaqaths* should have prior approval and they should be intimated to the inmate.
17. He should be ready to prevent /face all untoward incidents.
18. The in-charge warder shall observe all movements.

DON'TS:

1. The warder, who should ensure that there is no irregularity, and who shall be so placed as to be able to see and hear what passes through, should prevent possibilities of articles being passed from one another.
2. Any individual's interview may be terminated at any moment by an officer and the in-charge warder shall not permit anything beyond that
3. The time allowed for an interview shall not ordinarily exceed allotted time
4. Unauthorised persons will not be allowed
5. The number of visitors allowed for an interview shall not exceed the prescribed limit
6. Visitors are not permitted to carry mobile phones or any other electronic gadgets into the *mulaqath* room
7. Visitors are forbidden from recording conversations
8. Smoking is strictly prohibited in the premises of the interview room
9. No prisoner is compelled to attend *mulaqath* against his/her wish

VII. (D) DUTIES OF KITCHEN WARDER:

**DOS**

1. Kitchen in-charge warder shall assist the in-charge officer in the day to day functioning
2. The in-charge warder is responsible for cleaning of the kitchen and entire premises of the kitchen block
3. The kitchen, godown/ store room shall always be clean and tidy.
4. All the articles should be organised in a systematic way.
5. The inmates engaged in cooking should be regularly examined to make sure that they are not carriers of any infections
6. Ensure that there should be adequate arrangements for cooks to wash their hands with soap and water before they begin the cooking process
7. Ensure that cooks should change over to clean uniforms overall before they are permitted to cook or serve food.
8. He should ensure:
 - i. Kitchen must always be clean and tidy
 - ii. Periodical medical examination of cooks
 - iii. Proper illumination and ventilation inside the kitchen
 - iv. Proper cleaning of cooking vessels
 - v. Proper distribution of food in all blocks
 - vi. Perishable items should be utilised on time
 - vii. Meat shall be certified by the Medical Officer and senior officer
 - viii. Appropriate weighing of articles
 - ix. Adequate supply of pure water which will be used for both cooking and washing purposes
 - x. The water will be collected from taps inside the kitchen
 - xi. The numbers of prisoners who are recommended for medical diet
 - xii. Keep ready working fire extinguishers and timely refilling
9. Thoroughly checking gas pipeline
10. If any prisoner falls sick, immediately shift the person to the hospital block
11. In case of a smoke or fire emergency, activate the nearest fire alarm pull station and all those in the vicinity



12. Educate all prisoners working in kitchen about the location of fire extinguishers and fire alarm
13. Learn to use fire extinguishers
14. Before locking the kitchen he/she should ensure that all gas regulators are properly put-off

DON'TS:

1. Manual handling of food is undesirable and must be avoided
2. Select prisoners only allowed inside the kitchen, He shall not allow inmates without prior approval of the officers
3. No habitual prisoners should be allowed to work in the kitchen
4. He shall ensure that there is no wastage of ration items
5. No damaged gas-pipes
6. Sick prisoners are not allowed to work in the kitchen
7. No one is permitted private cooking
8. Ensure that there are no insects/fly inside the kitchen.
9. Do not leave candles, incense, barbecue grills or other open flames unattended.
10. Do not leave cooking appliances unattended.

VII. (E) CANTEEN:

1. In every prison a separate wet and dry canteen facility may be provided for the welfare of prisoners. Only approved articles will be sold. An officer/warder will be appointed to maintain systematic orderliness. The duties of the canteen in-charge warder are:
2. The Canteen Warder is responsible for the efficient and professional operation of Prison Canteen
3. Providing quality, healthy food to inmates in a professional manner
4. All the items shall be as approved
5. Ensuring that everyone complies with all worker-relevant policies and procedures as outlined by the officers



6. Convicts and under-trial prisoners may be allowed to purchase from the prison canteen
7. Helping inmates to improve their life skills, especially in interacting with co-prisoners in a safe environment
8. Ensuring suitable inductions covering hygiene
9. Money/Tokens handling policies and recording of sales & expenses
10. Opening and closing of canteen at the allocated work times
11. Preparing and selling items as per the canteen menu
12. Ensure all changes are communicated by senior officers
13. Ensuring health and hygiene practices and procedures, including keeping the canteen clean

Responsibilities and duties:

1. Management of canteen staff & volunteers
2. Canteen operation
3. Effective communication
4. Follow the policies and procedures of institution/department
5. Financial management and record keeping
6. Stock management
7. Ensuring canteen security
8. Stock management - effective ordering to meet demand where possible
9. Locking up at the end of the working day and switching off applicable appliances
10. Ensuring that only authorised personnel enter the canteen
11. Reporting any concerns or damage to the canteen
12. Weekly washing of canteen laundry
13. Adhere to and assist the implementation of safe-work practices and procedures in accordance with the prison canteen
14. Miscellaneous duties

**VII. (F) AT HOSPITAL:**

In every prison there will be separate hospitals with the necessary number of beds for inpatient treatment with separate wards for men and women. All central and district prisons will provide hospital accommodation. A duty warder is employed to take custody of the prisoners, who are kept in prison hospital. He has to take care of the safe custody of prisoners.

DO'S:

1. All the duty warders should be aware of:
 - i. Number of prisoners admitted in the prison wards
 - ii. Number of hardcore/S1 category prisoners who have been admitted
 - iii. Number of prisoners who attempted suicide earlier
 - iv. Number of abnormal prisoners
 - v. Number of various blocks like psychiatric, mentally-disordered block, old-age, and contaminated diseases block
2. Duty warder shall be present during medical examination of the prisoners and his routine rounds in barracks
3. He shall ensure that at the opening of the wards, the medical subordinate shall at once attend to see any prisoner complaining of ailment
4. He shall visit all prisoners confined in cells every day and report to the medical officer of any complaints that may have been made to him
5. Ensure the safe keeping and cleanliness of clothing, bedding, blankets, etc., issued for use in the hospital
6. He shall be responsible for the maintenance of cleanliness, order and discipline in the hospital
7. When any prisoner is so seriously ill that he needs services of a special sick-attendant, he should immediately intimate it the medical subordinate and the concerned officer/ night duty officer
8. He shall be present at the Superintendent's inspection



9. When the Medical Officer visits the wards, the duty warder shall accompany him on his rounds
10. He shall give protection to the Medical Officer
11. He shall inspect all latrines and urinals, and see that they are kept clean every day
12. Duty warder – shall supervise the distribution of medical diet
13. He/she shall see that hospital wards/barracks and premises are cleaned as soon as the prisoners turn out in the morning, at which time also the latrines, bathing places and all other parts of the prison shall be swept and cleaned
14. He shall ensure that prisoners' who are kept in isolation wards, shall not mingle with other inmates
15. He shall make frequent rounds to sick prisoners wards/ barracks and washrooms
16. The wards, bedding and clothing of known dangerous, abnormal/psychiatric/previously escaped inmates should be checked every day
17. Duty Warder must know about the number of prisoners admitted, discharged and undergoing treatment in the hospital
18. He shall make more frequent rounds where there are prisoners who previously attempted suicide, alcohol withdrawal symptoms and those advised by the medical officer
19. All Warders shall have awareness about first aid, CPR
20. He shall carry a communication set (walkie-talkie) always
21. He shall report to the duty medical officer and jailor, in case of any emergency
22. All the wards/barracks keys shall be kept safely
23. He shall bring to the notice of the jailor/ in-charge officer, if any untoward incidents, any escape attempt/plan/ conspiracy come to his knowledge

DON'TS:

1. The duty warder, himself shall not suggest or give any medicines to prisoners
2. He shall not reject or deny anyone, who comes for treatment or OP



3. He shall not move away from his work area
4. No sick prisoner is left alone in the barracks
5. He shall ensure that no prisoner will threaten or harm the medical officer
6. He shall ensure that no prisoner will possess medicines in quantities in excess to the dosage prescribed by the medical officer

VII. (G) PRISON INDUSTRIES/WORKPLACE:

Prison Industries have been established in all the Central Prisons, the goals of prison industries that have emerged in the current era may be focused on elements of rehabilitation or preparation for reintegration into society, industries can assist in reducing idleness and sustaining institutional order by providing vocational training to improve their skills in interested field. To supervise the inmates who are provided opportunity to work in prison industries, prison officers and staff shall be employed, to monitor day to day and time to time assignments and control over the men Warder shall be appointed. The duty warder role and responsibilities are very important.

DO'S:

1. Opening and closing of prison industries from time to time
2. Attendance of inmates of prison industries
3. Inspect and patrol premises inside the industries regularly
4. Monitor properly entrance of the industries and searching of inmates at the entry and exit of the industry
5. Ensuring authorized entrance of people, inmates and vehicles
6. Report to immediate senior officer of any suspicious behaviour and happenings
7. Supervise and secure all exits, doors and windows
8. Ensure that CCTV cameras are functioning properly
9. Submit reports to immediate senior officer/ in-charge officer of daily activities
10. Monitor security threats, gather information and report suspicious activities
11. Ensure whether prisoners are wearing proper uniform and safety equipment like helmet and gloves



12. Oversee all facets of the daily operations of the unit and ensuring compliance with the prison rules
13. Supervision of their work allotment as per the instruction given by the concerned officer
14. Before closing the industries for the day, all tools and material should be ensured by the in-charge warder
15. Maintain a list of skilled, semi-skilled and unskilled prisoners
16. Maintenance of attendance for calculating wages
17. Must be aware of hiding places in vehicle, industries, stores which have to be checked
18. Report any breaches of security to the superior immediately
19. Make sure the first-aid box is always available
20. Ensure that all safety precautions like electricity, fire-fighting equipment, extinguishers and alarm are in place
21. Ensure that proper lighting is provided
22. Personally inspect the vehicle before loading the manufactured goods and also take stock when unloading raw material
23. Keep a proper record of all materials/goods.
24. Perform miscellaneous job-related duties as assigned.

DON'TS:

1. Do not leave the post unless permitted by the superior or reliever
2. No habitual prisoners are allowed inside industries
3. Tools and material are not permitted to be carried out side by inmates
4. Do not allow entry to any unauthorized person into the premises without prior permission
5. Do not come to work under the influence of liquor/narcotic substances
6. Ensure that there is no wastage of any kind



7. Duty of warders in charge of work-shed.—Warders in charge of work sheds shall see that all tools and property kept in them are carefully put away or stored on cessation of labour. Ensure that no ropes, bamboos, ladders or other things likely to facilitate escape are left about.

VII. (H) IN-CHARGE OF EXTRAMURAL GANGS:

Services of semi-open jail prisoners/open jail prisoners are utilized for the purpose of maintenance of prison premises and developing prison farms. The selected prisoners, good conduct prisoners, will be given permission to work outside the prison premises and in the prison farms as part of their reformation. For the supervision of the extramural gangs/out gang prisoners there shall be an in-charge warder.

DOs

He will work under the supervision of the jailor/ in-charge officer. When prisoners have to be passed out of or into the jail the following procedures shall invariably be followed:

- a. The gate-keeper shall first let them in through the inner gate, and having done so he shall lock it
- b. He shall then write in full in the gate register the name of every prisoner of a gang leaving the jail, the name of the warder, who is in-charge, and the name of the convict overseer who is assisting him and shall obtain under these entries the signature of the warder concerned
- c. After these entries are carefully made, he shall open the outer gate and count the prisoners one by one in order to see that there is no mistake in the total number entered in his register
- d. The list of the gang having once been made in the gate register need not be re-written on each occasion of the passage of these prisoners through the main gate, but every change in the gang must be noted
- e. On their return, he shall open the outer gate, the inner one being carefully locked first, and admit them to the passage between the gates.



- f. He shall then lock the outer gate, and call out the name of each prisoner, the convict overseer, and the warder
- g. Having been found correct, he shall open the inner gate and allow each man into the jail one by one, to see that there is no mistake in the overall number
- h. Whence a party shall be detached to enter the ward and control the disturbances, the remaining force remains at the yard gate
- i. Gangs, which are outside the prison when the alarm is sounded, shall at once collect and halted under charge of their escort until the disturbance is over.
- j. The convicts being made to sit down close together.
- k. If situation permits, these gangs should be taken in and locked up in a ward
- l. All the permitted inmates shall be:
 - 1. To see to the cleanliness of the persons and clothes of the prisoners in their gangs; that the prisoners bathe as often and at such hours as may be ordered; and that the bedding and clothing are suitably aired
 - 2. To bring at once to the notice of the jailor any signs of sickness or any prisoner complaining of sickness in barracks
 - 3. To prevent any breaking up of the gang of prisoners entrusted to their special charge, except when necessary;
 - 4. To make over to a convict officer any prisoner desiring to go to the latrine and to see that he/she is not too long away from his work and is not permitted to go to any place hidden from view whence he may escape.
 - 5. To report any case of wilful damage to clothing, materials or other government property
 - 6. To prepare the prisoners for morning and evening muster; to report at once to that officer any prisoner who may be absent, to see that each prisoner comes to his proper place in proper order, and behaves well and stays silent during meals
 - 7. To search all prisoners of their gangs at the time they are made over to them, and likewise before they give their charge to any other person, and at such other



times during their watch as may be necessary, and to report the discovery of any forbidden articles upon any of the prisoners in their charge or on their beat

8. To prevent the use of or possession by prisoners of any articles not permitted by rules: to see that prisoners in the prison garden do not steal vegetables or fruit, and that they drink no water except that set apart for their use

VII. (I) CONTROL ROOM/ CCTV'S/ BMC OPERATOR:

The headquarters of Central Prisons has control and command rooms to monitor by way of surveillance of the day to day activities and to prevent untoward incidents inside prisons. To maintain it properly and effectively, the control room warrants a lot of efficiency and patience; individuals manning them have to attend and respond to all calls from units, other organizations and besides the general public. This implies that experienced and qualified persons are required to work in control rooms.

1. A control room operator should put emphasis on ethical behavior as best as he can to enhance performance.
2. The main task of a detention facility control room operator is to control the movement of prisoners and guards in different parts of the prison
3. Control room operators shall also monitor the goings-on in various parts of the facility through closed circuit TV, radios and audio monitors
4. In some prisons, phone calls are also routed through the control room facility and it is the control room operators' responsibility to transfer the calls to the right location.
5. Control rooms are manned round-the-clock every day and staffed in morning, afternoon and overnight shifts
6. The security control room operator should have the necessary skills for responding to incidents
7. Monitors and operates specialized equipment such as the audio-visual electronic control console and touch-screen control system, and enters into the computer database system inmate movement within and outside the jail



8. Directs high security and segregated inmate movement via an intercom system to accommodate their constitutionally guaranteed rights such as day toilets, wash area, recreation, and access to legal counsel.
9. Maintains detailed records to verify inmates were granted these rights.
10. Addresses inmate rule violations via an intercom system or radio set.
11. Monitors and manages use of all doors, gates, video surveillance monitors and intercom systems using 'eye-hand' coordination.
12. Oversees inmate visits with the public by controlling and coordinating them with physical and electronic control systems, including schedules, intercoms, telephones and computers.
13. Communicates directly with floor deputies via radio/intercom to assist in performing housing area responsibilities.
14. Coordinates monitors and operates base radio system and fire alarm system.
15. Answers the telephone and provides information on inmates and jail-related policies and procedures to law enforcement staff, court officials and the general public or transfers calls to the appropriate authority
16. Identifies and reports existing and potential safety hazards and security threats, disturbances and irregularities to the shift supervisor
17. Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees

CCTV's monitoring procedure:

1. One of the duties of the security operator is to monitor the CCTV (Closed Circuit Television) network
2. The daily system checks;
 - a) The camera is 100% functional
 - b) Resolution of the video is good
 - c) CCTV operating system is working (controllers and software)
 - d) Recording and retrieval system is working
 - e) Keep a record on the daily system; check the logbook



1. **Live video monitoring;**

Video monitoring is the primary duty of the CCTV operator, it is important that he should monitor all video feeds from the available cameras every five minutes. This is to ensure a systematic monitoring of certain areas in the prison. They cover:

- a) Vulnerable or critical areas
- b) Remote and low-activity areas
- c) Areas not covered by foot patrols/ guards.
- d) Prison industries/ work sheds
- e) High security blocks
- f) Towers

2. **Live incident tracking;**

When the incident is detected by the operators, they should track the other elements that are also involved. He should also monitor the surrounding cameras to get additional details about the incidents.

While tracking the live incident, one should do the following things;

- a. Track the available camera feeds to monitor the location and activities of the party involved in it
- b. Report the incident location and identity of the persons (if established) to the communication operators or directly to the supervisor
- c. Report the activities that have been going on at the spot to the supervisor or the communication operator
- d. Be vigilant and watch out for possible security threats during the ongoing incident
- e. Effective communication during live incident tracking is an important part of response
- f. Retrieving recorded images
- g. If the incident requires further investigation, the CCTV operator may need to retrieve the recorded footage from the backup



- h. Every prison has a security policy in place and a set procedure to handle concerns regarding security and safety of the organization

Body-Worn Cameras (BWCs):

Body-worn cameras can help improve the high-quality service expected of prison officers and promote the perceived legitimacy and sense of procedural justice that communities have about their prisons and correctional departments. Furthermore, departments that are already deploying body-worn cameras prove that the presence of cameras often improves the performance of correctional staff as well as the conduct of the inmates who are recorded.

- Basic camera usage, including who will be assigned to wear the cameras and where on the body the cameras are authorized to be placed
- The designated staff member(s) responsible for ensuring cameras are charged and in proper working order, for reporting and documenting problems with cameras, and for reissuing working cameras to avert malfunction claims if critical footage is not captured
- Recording protocols, including when to activate the camera, when to turn it off, and the types of circumstances in which recording is required, allowed, or prohibited
- The process for downloading recorded data from the camera, including who is responsible for downloading, when data must be downloaded, where data will be stored, and how to safeguard against data tampering or deletion

DON'T's:

1. He shall not leave the control room
2. He shall not forget to turn off the camera while using the restroom
3. He shall not turn off the camera while on duty.

VII (J) CORRECTIONAL OFFICER/STAFF SKILLS:

The correctional officer plays a vital role in the functioning of prison administration. Officers exist within the prison system to enforce order, as well as complete a myriad



of other tasks. Regulating security, guiding prisoner conduct, ensuring inmates, proper physical and mental health check-ups are responsibilities of the correctional officer. Prisons with officers who perform these tasks function more efficiently and are better suited to rehabilitate the inmates. Rehabilitation is a key element in prison society, which is a task all correctional officers should be actively involved in order to produce inmates who are able to function in society upon release.¹

Correctional staff need to maintain and enhance correctional skills to achieve the targeted goals i.e., reform the prisoners with their exemplary service. Not only reformation of the prisoners, the correctional skills help when you handle/ manage the aggressive, mentally-ill and suicide-prone prisoners to prevent untoward incidents. Hence, every correctional staff shall possess and update their correctional skills. The Correctional skills include:

Excellent Communication Skills: Learn how to communicate effectively and learn to write reports that are clear and concise. Documentation of them in an easy-to-understand appropriate manner. Communicate with your peers, whether good or bad in nature, and do so directly but diplomatically.

Teamwork Promoter: Working together and supporting co-workers will always go further in achieving success rather than working independently.

Possess Practical Problem-solving Techniques: Good correctional staff is compelled to evaluate what is happening, assess the situation and determine the correct strategy towards a viable resolution.

Decisiveness: Successful correctional officer/staff need to have the ability to handle uncertainty, the ability to process information quickly, the ability to weigh evidence with intuition and take action in a timely manner.

Resilience: Learn from mistakes, setbacks or failure and use them as a stepping stone to learn and improvise. The ability to effectively cope through losing or failing only

¹[The Correctional Officer-Inmate Relationship Evaluating Job Func \(1\).pdf](#)



strengthens a leader and allows them to bounce back more efficiently, over a period of time.

Selflessness: Put the needs and interests of others before your own self-interests. Do not be a leader to egoistically use your power or authority but instead successfully manage your environment. When a leader asks someone to do something, that person knows that what is being asked is for the overall good.

Practice Open-mindedness: Correctional officers need to have a flexible and fluid mindset that can adapt to changes and new challenges. This is fostered by being open to new perspectives and ways of doing things. We have to adapt almost every day to address new situations.

Be Dedicated: By proving your commitment to your role, you will not only earn the respect of your team, but will also instill that same hardworking energy among your co-workers to be leaders. Work hard every day to halt inmates' criminal behaviour, keep the facility and staff safe and leave at the end of your shift knowing you did the best you could.

In addition, correctional officers/staff also participate in the rehabilitation efforts by scheduling work assignments, counseling, and educational opportunities²

VII. (K) DRIVER

DO's:

1. He will work under the order of the MTO/in-charge prison officer and will be assisted in his duties
2. He will ensure timely execution of all running/minor repairs
3. He will supervise the handing/taking over of the vehicle from one driver to the other
4. He will ensure that no one drives the vehicle without a valid driving license
5. Each driver will be in charge of a vehicle allotted to him by the MTO for its maintenance and driving

²[Correctional Officer Duties & Responsibilities | CorrectionalOfficer.org](https://www.correctionalofficer.org/CorrectionalOfficerDuties&Responsibilities)



6. He will not permit the allotted vehicles under his charge to be driven by any unauthorized persons
7. He will keep with him the following documents:
 - a. Car diary
 - b. Driving license and
 - c. Vehicle RC
8. He will drive the vehicle only while on duty and use the proper route
9. He will strictly comply with the provisions of MT running rules
10. He must be in proper uniform while driving a government vehicle
11. The senior most in the vehicle or in his absence the driver of the vehicle will immediately report to the nearest police station any motor accident in which life and property are involved or if a member of the force is seriously injured
12. He will inform the MTO/ in-charge prison officer of the details of any motor accident
13. It must be ensured that preference is given to provide medical aid to the injured persons
14. The vehicle involved in the accident should not be moved from the scene of the accident before its inspection by the State police
15. He will carry out daily, weekly and monthly maintenance tasks and get his vehicle inspected at the workshop
16. Any defect noticed by the driver during duty will be brought to the notice of the in-charge prison officer
17. All general rules of maintenance of vehicles and their driving will be followed as per instructions issued from time to time by the officers
18. Before taking out his vehicle on duty, he will ensure that:
 - (a) The radiator is full of water/coolant and there is no leakage
 - (b) There is sufficient engine oil and in good condition as indicated by the oil pressure gauge
 - (c) Fuel system is functioning properly and there is sufficient fuel in the tank
 - (d) Tyre pressure, including that of the spare wheel, is correct



- (e) The electrical system, including light, horn, wiper and self-starter is functioning properly
- (f) The electrolyte level of battery is correct
- (g) Hand and foot brakes are functioning properly
- (h) Transmission system, including steering, is functioning properly

DON'TS:

- a. He will ensure that the vehicle under his charge is not taken out of the vehicle yard (MT Park) except under specific instructions duly endorsed by the MTO/in-charge prison officer
- b. He will under no circumstances exceed the speed limit fixed for different areas
- c. He is not permitted to smoke in the vehicle, especially when carrying troops.
- d. The vehicle is not overloaded at any time
- e. Passengers are not seated in the manner that hampers his driving.
- f. He will ensure that no unauthorized person travels in the vehicle
- g. He will carry out any other duty assigned to him by the MTO/in-charge officer

VII (L) TECHNICAL PERSONNEL ELECTRICIAN/ PLUMBER/ INDUSTRIES INSTRUCTOR

The superintendent may designate the services of qualified technical warders whenever required or when spotting any deficiency in technical posts to handle emergencies/important services such as electrician, plumber, and industrial instructors.

DOs

- 1. The technical staff will have to ensure proper maintenance of the prison infrastructure
- 2. All the technical staff must update their skills
- 3. The electrician shall ensure proper lighting in barracks, jail premises
- 4. He shall check frequently functioning of the livewire
- 5. Plumber shall monitor the supply of water



6. He shall ensure quality of the drinking water
7. Those employed in prison industries as instructors shall be responsible for the prisoners who are working under him
8. He shall ensure all necessary safety precautions
9. He shall be responsible for teaching and enhancing skills of learners
10. He shall ensure that all the material is put to proper use
11. He shall report to the concerned officer of any indiscipline among prisoners or any conspiracy or any intentional damage of material by prisoners

DON'TS:

1. Prisoners are not allowed to touch or handle livewire on the high wall
2. All the junction boxes shall be protected properly and should be ensured that there are no naked cables that are dangling
3. Ensure that the supply of electricity is regular
4. He shall ensure that there is no wastage of water

VII (M) STORE KEEPER - CARE AND CUSTODY OF PROPERTY AND TOOLS:

In every prison there will be various stores. In Central Prisons there are stores for industry raw materials, manufactured materials and articles like working tools, ladders, electric items, ropes, clothing and bedding while miscellaneous stores will include general articles, phenyl, bleaching powder, brooms, oils, etc., and ration stores to cater to kitchen requirements.

For each store there shall be an in-charge officer/warder who will maintain it properly and every district jail, special sub-jails stores will have miscellaneous articles and clothing and bedding.

1. Knowledge about objectives, importance, functions and essentials of good store-keeping
2. Maintain receipts, records, and withdrawals from the stockroom
3. Ensure cleanliness of all areas, keeping storage areas clean and tidy and in strict compliance with hygiene regulations



4. Ensure adequate record-keeping and manage all documentation to confirm proper stock levels and maintain inventory control
5. Knowledge about issuing procedure of prisoners' clothing, bedding and other materials
6. Identify and classify various materials received and stocked
7. Placing items in proper location once they are received
8. Knowledge of proper bookkeeping and inventory management
9. Familiarity with standard concepts and best practices in a stockroom or warehouse environment
10. Excellent written and verbal communication skills
11. Competency in data entry, and basics of MS Office
12. Follow all standards for issuing and receiving stock
13. Receive and forward all types of goods and deliveries-distribution.
14. Maintain clear and organized records to ensure all reports and invoices are filed and stored properly
15. Verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received
16. Ensure all store requisitions are signed by the concerned officer
17. Ensure that the quantity that has been requested and the quantity issued tally
18. Speak with others, visitors/ inmates using clear and professional language
19. Count, weigh and measures goods received or issued
20. He should have knowledge about:
 - a. Safety precautions
 - b. Electrical safety
 - c. About causes of fire in the store, and precautions against fire, types of fire extinguishers and firefighting equipment
 - d. Environmental Hazards: Safety precautions related to chemicals and other petroleum products while storing them

DON'TS:

1. Without an entry of the name of the staff member and the item in the register, he should not give any article such as ladder, high chairs, working tools



2. Articles like ladders, high chairs, working tools, and ropes should not be left out.
3. All stores are invariably 'no-smoking' zones.
4. He shall not leave the store without closing the doors.
5. Inflammable articles are not permitted to be kept in the premises of stores.
6. Damaged/Non-functioning wires or cables shall not be left without repair/replace.
7. No electrical equipment should be operated or even switched in case of contact with water.

VII (N) PERSONAL SECURITY OFFICER

Warders who are employed as a Personal Security Officer (PSO) to senior officers have to maintain professionalism and unique skills.

Every PSO shall possess the following skills:

1. He should be physically, psychologically and socially fit.
2. He shall be fit at medically-good hearing, sense, vision.
3. He is an expert in handling firearms, especially weapons like pistol, revolver and practice firearms regularly
4. He shall be smartly dressed in his uniform.
5. He shall possess physical combat and defense skills.
6. His judgment should be appropriate stemming from sound decision-making abilities.
7. Approach with common sense.
8. He shall possess ability to work alone and with a team.
9. He must possess driving skills.
10. He shall able to operate electronic gadgets like metal detectors, radio sets, GPS etc.,
11. The ability to maintain a professional relationship with his senior officer.
12. He shall possess good communication skills and be polite with every visitor and other officers.



13. He shall possess knowledge on vernacular language as well as Hindi/English language.
14. He shall possess optimal endurance levels and patience.
15. He shall have well-rounded experience in personal protection as well as intelligence, intuition and quick-thinking

Responsibilities of PSO:

1. PSO must know the ins and outs of the officers' schedule.
2. Maintain high discipline and punctuality.
3. Securing public/prison locations before an officer attends events such as prison inspections, conferences or other public appearances.
4. Performing background checks for new employees, staff or visitors.
5. Escorting the officer in public/prison settings; managing large crowds.
6. Identifying suspicious behaviors or unauthorized people.
7. Driving the officer and safely fleeing from the scene during a security threat.
8. Checking for vulnerabilities at office, home and public venues.
9. He shall know the officer's interests/ likes and dislikes.
10. He shall know the officer's health condition.
11. He shall possess knowledge of life-saving skills like using first-aid, swimming, firefighting etc.,
12. He shall be polite with everyone.

DON'TS:

1. He shall not allow anyone to the officer's chamber or near the officer without permission.
2. He shall not be absent without prior permission.
3. He shall not discuss confidential or official matters with others.
4. He shall not misuse or take advantage of his position.
5. He shall not carry any files or luggage; avoid engaging in carrying the articles and be always ready to face any untoward incidents.
6. He shall not enter the officer's vehicle before the officer takes seat and get down before the officer gets down from the vehicle on reaching the destination.



7. He shall not conceal anything about any untoward incidents or problems.

VII.(O) DUTIES OF SENTRY:

DO'S:

1. He will remain present at the duty place as directed by guard in-charge, at all times.
2. He will ensure that no Arms/Ammunition and explosive items are carried by the person entering inside the residence of the protectee.
3. In case of any doubt, he will inform his guard in-charge.
4. He will keep information about the protected person and other family members for whom the guard has been deployed and other officers visiting the protectee.
5. He will keep information about the protected person and other family members for whom the guard has been deployed and other officers visiting the protectee.
6. In case of any doubt, he will inform his guard in-charge
7. He will keep information about the protected person and other family members for whom the guard has been deployed and other officers visiting the protectee.
8. In case of any emergency, he will alert the guard, will take action as per situation/drill and inform the guard in-charge immediately.
9. He will keep a watch on each and every person visiting his area.
10. However, he will effectively patrol the area under his responsibility.
11. Sentry will perform his duty only with the weapon and ammunition allotted to him. He must carry two fully loaded magazines-one in the weapon and one in pouch. In case, any weapon or ammunition is handed over and received by guard members, proper entry with names, belt number, signature and dates to this effect shall be made in the roznamcha as well as the kote/bell of arms register.,
12. He will keep a close watch on the person, after ascertaining his proper identity, who is waiting and wants to meet the protected person till he returns.



13. He will also watch out on the domestic helper(s) working at the protected person's residence.
14. He will ensure that his fire arm is loaded and locked safely with the help of chain with belt
15. All members of guard will be responsible for cleaning of their arms
16. He will keep a watch on all visitors in his area and inform to the guard in-charge in chase of any suspicion
17. At the time of Guard *Hoshiar*, all guard members will take their position at their tactical posts as per the drill
18. He should be well trained in controlling fire situations
19. He will be responsible for cleanliness of the post
20. He will wear proper and clean uniform and shoes as per season and pattern
21. He will pay proper respect to the officers as per their rank.

Don'ts:

1. He will not allow the entry of any unauthorized person in his area
2. He will not consume liquor or any intoxication items nor would violate any rules, laws or orders.
3. He will not sit, read newspapers/books or talk on mobile phone unnecessarily, etc., during the time he is mounted on active sentry duty.
4. He will not take any edible items from strangers/unknown persons
5. He will not leave place of duty without proper relieving by concerned officers/other sentry
6. Do not sleep or sit on duty.
7. Do not engage in unnecessary conversations while on duty
8. Do not listen to music while on duty.
9. Do not bring your mobiles/laptop/electronic devices to the work place

TOWER GUARD/ SENTRY AT WATCH TOWER**DO's**

1. Guard shall watch the area in and outside of the perimeter wall.
2. Guard shall watch the prisoner's movement inside the prisons
3. Guard must prevent any criminal activities



4. Guard should know the usage of modern communication devices, gadgets i.e., Walkie- talkie, binocular, NVD's, etc.
5. Guard should ensure that Arms, Ammunition, proper lighting, tower security, Walkie- talkies battery, alarm system/whistle, long range search light etc.,
6. Guard shall convey situation report to the control room every hour/half an hour about his area.
7. Guard shall explain about articles charge to reliever
8. He shall report to control room about untoward incidents inside prisons.

DONT'S

1. Guard should not leave post without proper reliever.
2. He shall not allow anyone near the perimeter wall/tower.
3. He shall not keep/allow ladders/ ropes/ high stands etc.,
4. He shall not permit prisoners movement near the perimeter wall/towers/restricted area.

VIII. TRAINING:

a. INSTRUCTOR:

The Instructor plays a very significant role in the early stages of training and hence, he/she should be able to generate a lasting impression on a trainee. The first and most essential requirement of a good Instructor is that he should have adequate professional knowledge and experience of the subject, which he has to teach with enthusiasm. He has to deal with the most sensitive material in existence, namely human personality. For the young and the impressionable trainees, the instructor's devotion to duty, enthusiasm should be worthy of emulation. A good teacher must have a well-balanced personality and an even disposition. His bearing and appearance should display abundant self-confidence and vitality. Only then will he have the force of character sufficient to mould the trainees.



Prisons and Correctional Administrations have state-level training institutions. Central Prisons are also having training wings to enhance skills among service personnel and to provide induction training to newcomers. In training institutions and training wings at the unit-level, the role of training staff/instructors especially for outdoor training is crucial. That is why senior warders work as physical training (PT) instructors, weapons and tactics (WT) instructors, and drill instructors and unarmed combat trainers (UCT).

In uniform services, prisons/Correctional Administration duties are hugely challenging because they have to live and manage different kinds of people like hardcore inmates, habitual offenders, mentally abnormal and drug/substance addicts. In order to face them, the prison staff must possess suitable knowledge and good training skills as they have to teach and develop endurance among prison personnel/newcomers into the department.

b. QUALITIES OF THE INSTRUCTORS:

The skills and competence of an Instructor should broadly cover the following areas:

- (a) Imparting of necessary knowledge and skills
- (b) Creation of right attitudes
- (c) Inculcating decision-making abilities
- (d) Stimulation of critical and innovative thinking

A trainer's role in the present day context is not merely that of an instructional agent. He is very much involved in organizational development and contributes research on training programmes, their methodology and effects. Hence, it would be necessary to identify the following characteristics:

The essential qualities that would be necessary for being selected as instructor (drill, PT and weapons) in a training institute and Central prisons should be:

- Good, pleasant and smart personality
- Physical fitness



- Always wear neat and clean dress
- Sound professional knowledge in their respective field i.e. PT/W&T/Drill/UAC etc.,
- Good power of communication/presentation
- Sociability
- Positive attitude
- Will be accepted as a role-model by the trainees
- Computer awareness will be a welcome additional qualification
- Field experience.

All Instructors must be qualified with specialized training in their respective subjects such as:

- PT instructor – Physical Training Course,
- Drill Instructor – Drill Course,
- Weapon training instructor - W&T course and
- Respectively UAC, Yoga specialized training courses.

(Note: instructors must secure good marks in respective training)

- Applying theory to practice
- Ingenuity of ideas supported by logical analysis, though contrary to normal line of thinking
- Instructors should have lots of patience and listening skills
- The instructor shall wear proper full uniform while at drill and during weapon training
- The instructor shall be ready for any task given by the higher authority
- He/she should hone patriotism into trainees
- The instructor should narrate inspirational success stories/ case studies

DON'TS:

- a. He/she shall not tolerate indiscipline
- b. Instructor shall not show any partiality towards anyone by being impartial and unbiased
- c. He/she shall not use unparliamentarily language
- d. He shall not beat or scold anyone making mistakes



- e. He shall not be aggressive when trainees are unable to understand; he should be ready to give several demonstrations to clear such doubts
- f. Female trainees shall be trained by women instructors
- g. The instructor shall not appear in civvies at the parade ground
- h. Unqualified trainer shall not be posted for such training sessions
- i. He shall not teach about any bad practices happening in prisons
- j. The instructor shall not teach or discuss against the department's policies and administration
- k. The instructor shall not punish without orders from the officer

c. THE ROLE OF THE TRAINER (WARDER):

Quality in training is generally associated with rigour, hard work, excellence and such other notions that are valued by the society. It will have to be acknowledged that competent professionals are the best judges of how to exercise their specialized skills

Good training like good practice in other professions comes from a fruitful blend of training, knowledge and personal qualities and not through rigid application of externally imposed formulas. There are, of course, other things that have to be considered. It is pertinent that trainers, like other professionals, are accountable and it is important that standards are maintained.

d. TRAINEES' DUTY/ RESPONSIBILITIES:

It is the responsibility of all warders to acquaint themselves with relevant knowledge and maintain fitness. All the warders must undergo training when they are detailed for training at training institutes or while undergoing institutional-level training.

- Irrespective of their seniority, all staff must obey the instructor's command
- All Warders shall maintain physical fitness
- All staff shall attend regular drill practice
- All warders shall perform well in arms drill and drill without arms
- They shall keep the rifle allotted to them always clean
- Regular cleaning and maintenance of rifles is every warden's responsibility
- They must be updated about new weapons
- They shall participate in firing practice and also secure good marks.



IX. OPEN PRISONS / PRISONERS AGRICULTURAL COLONY

The paradigm of reformative punishments does not support the traditional inhuman jails with bars but is more liberal and supports the concept of the open prisons, which is a trust-based prison with minimum security. This open prison helps the prisoner to gradually connect with the society before the release. Open prisons involve the prisoners in activities like farming, animal husbandry etc.,

The Superintendent of such a prison will allot duties to the guarding staff as per the requirement in barracks, kitchen and fields. Though it is an open prison with minimum security, all the prisoners will live in the barracks. They will be unlocked and locked every day. Hence, the following are the duties of the guarding staff in an open prison.

1. Maintaining discipline in barracks, gardens and fields
2. Searching and counting of prisoners while they are unlocking and in lock-up
3. Escorting prisoners while they are working in the fields
4. Ensuring that all the inmates who are allotted works in the fields are working within the prescribed time
5. Ensuring that when prisoners are doing farm activities like ploughing and sowing, prison property like seeds, fuel in the machines, manure, pesticides and fungicides should be utilized in a proper way and without any wastage
6. Supervision of other farm activities done by inmates, especially weeding, soil work in the horticulture gardens and the likes
7. Securing the farm produce after harvesting the crops and safely dispatch them to godowns and report compliance to the concerned officers
8. Maintaining livestock like cows, buffalos and sheep with the help of inmates
9. The health of the livestock shall be monitored regularly. If any illness is found, then they must immediately inform the officers concerned and ensure that the animals are given immediate treatment



10. The produce from livestock like milk shall be collected and counted in a proper way before sending them to the market and report compliance to concerned officers
11. Safeguarding prison property like vegetables, fruits and other produce from thieves

DON'TS:

1. He shall not leave the prisoners' working place.
2. He shall not allow any visitors to meet prisoners at the working place.
3. Prisoners are not allowed to move around as they wish.
4. Prisoners shall not possess contraband articles.
5. Prisoners shall not cook personally.
6. Prisoners shall not conceal any illness.
7. Prisoners shall not use farm products.

X. PRISON EMERGENCIES

It is the responsibility of every prison personnel to handle and take sufficient measures to prevent and control emergency situations. Each and every warder should be present during any such emergency and they should put maximum efforts to contain the situation.

The following situations shall be handled as emergencies:		
1. Escape from prison 2. An attempt to escape 3. Outbreak 4. Assault	1. Strikes 2. Hunger strikes 3. Suicide 4. Riot 5. Health Emergencies 6. Epidemic	1. Accidents 2. Fire 3. Food poisoning 4. Failure of water supply, electric and other prison services. 5. Earthquake 6. Flood 7. Terrorist attack 8. Non-supply of raw materials of ration

**Roles and responsibilities:**

Understanding individual roles and responsibilities during an incident is the first step towards the development of robust and effective response plans. There should be plans for the basic day-to-day responses and for the management of more significant and critical incidents. During an incident, there are a number of roles:

- The person who first identifies that there is an incident
- The individual who first arrives at the scene of an incident
- The staff that deployed to respond to an incident to deal with it or its consequences
- The officer who directly controls the prison's resources at the incident scene
- The commander at the prison who acts as the tactical commander managing the action needed to resolve the incident

PRISON ESCAPE:

—Upon coming to know of an escape plan, the Warder on duty shall:

1. Inform the Officer at the main gate. The signal that assistance is urgently needed owing to an escape or an attempt to escape, shall be the blowing of a whistle, repeatedly, which has to be followed by striking the alarm gong.
2. If the alarm gong is not originally sounded at the main gate, it shall be repeated there.
3. If it is during day time, all the day duty warders shall do fall-in of all prisoners and lock them up in barracks/wards/cells
4. Gates shall be closed.
5. All the concerned duty warders shall count the prisoners and ensure that the actual number of prisoners are present
6. All the possible exits, doors, gates shall be protected by guards
7. The warder in charge of an outside gang, soon after the 'alarm is sounded, shall gather all his convicts and march them to the main gate.
8. All the activities shall be closed, including movement of prisoners from one barrack to other barracks, hospitals, factory or garden
9. On the alarm being sounded because of an occurrence outside the jail, all the warders who are on duty and off duty shall report at the main gate



10. The officer on duty shall prepare small groups of as many warders as he can spare to the assistance of the escort giving the signal
11. The remaining wardens on assembling shall act as directed by the senior officer present on the occasion
12. Dispatch (warders) party of sufficient strength to search the locality in which the escape occurred
13. The searching party shall collect sufficient information regarding identification of prisoners. If possible their photos
14. Searching party shall carry communication gadgets/ equipment like mobile phones/radio sets

FUNCTIONS OF RESERVE GUARD:-

on receiving of the alarm sound – all the reserve guard and guards shall be present at the main gate with arms

DO'S

1. All guard personnel shall be ready with magazine loaded arms
2. The reserve guard shall protect the main gate. Without the officer's order no person shall be allowed inside or outside
3. Duty warder inside the prison and searching party warder shall carry sufficient lighting equipment like torch, focus lights.
4. All the technical staff like electrician, plumbers, drivers and para-medical staff shall be present when the alarm is sounded
5. All the tower guards shall be alerted for extra vigilance
6. Special searches shall be conducted on attempts to escape – where the attempt is made and all the remaining blocks
7. If any articles that could be useful in executing the escape are found, they shall be removed from the barracks and sent to the main gate
8. All the members who are leaving the prison after their duty shall be searched thoroughly and the officer should be satisfied with their identification in order to prevent possible escapes/attempts

**DON'T's:**

1. Ensure that there are no movements of prisoners from the barracks.
2. No works to be undertaken at factory sheds
3. Warder shall not be absent
4. Warders and the searching party shall not move on other than instructions from the officer

OUTBREAKS, RIOTS, DISTURBANCE WITHIN WARDS - REHEARSAL OF ALARM AND DEFENSE OF MAIN GATE –**DO'S**

1. Upon the alarm being given, the reserve guard shall stand outside the prison in readiness with rifles loaded with ball ammunition and fixed bayonet
2. The main gate sentry, with three other warders, shall be posted between gates and unless the prisoners are actually threatening the main gate, the rest of the force available shall, enter the prison armed with batons and proceed at double-speed to the scene of the disturbance.
3. If the prisoners are threatening the main gates it must be defended until the guard is strong enough to enter and drive the prisoners back
4. Every duty warder should ensure that – every convict and UT immediately upon the alarm being given, runs at once to previously selected places of security
5. All inmates, shall, as far as possible, be locked in by the warders inside the prison
6. Warning: prisoners should be warned that neglect of this rule will render them liable to be treated as participants in the outbreak and to be fired on
7. Guarding staff – the guard shall proceed to control it by means of baton charge
8. If tear gas is available, disturbance should be controlled by using tear-smoke
9. As per the instructions of the senior officer – isolate the rioters from other convicts
10. It is the duty of the guard to rescue any prison officer/staff in danger



11. If the disturbance is accompanied by violent attack on any prison official – the officer in command should warn the prisoners that they will be fired upon (in local language too).
12. If they do not submit and if circumstances permit this warning should be given repeatedly. Even then if the prisoners do not submit or the disturbance cannot be controlled by the warning, the officer in command may summon the reserve guard and open fire on the refractory prisoners. However, they should stop firing as soon as inmates cease resistance or submit
13. The main gate sentry and the additional warders posted between gates shall defend the main gate
14. If the disturbance occurs within the wards, as at night, the available force shall enter the prison armed with batons and shall proceed at double speed to the yard gate.
15. Whence a party shall be detached to enter the ward and control the disturbances, the remaining force remains at the yard gate
16. Gangs which are outside the prison when the alarm is sounded shall at once collect and be halted under the charge of their escort until the disturbance is over
17. The convicts made to sit down close together
18. If situation permits, these gangs should be taken in and locked up in a ward.
19. Each person / warder should be aware in precise terms what he has to do, and to achieve this object organise an alarm parade.

DON'TS:

1. The armed reserve guard shall not enter the prison or arrive at the scene of the disturbance until specially sent for by the officer in-charge
2. No arms shall be taken inside the prison during practice alarm parades
3. Prison authorities should not attempt to disperse a mob outside the premises of their prison unless the prison itself is threatened
- 4.



XI. CUSTODY OF ARMS & USE OF WEAPONS AGAINST PRISONERS

1. Every man will inspect his weapon at the time of taking it from the Kote/ Bell of Arms and returning it thereto and see that no screws, etc., are loose.
2. Any defects noticed will be reported to the Kote /Bell of Arms Head Constable.
3. Oil 'A' (Rifle Oil) only will be used for cleaning the arms.
4. All Staff shall maintain high discipline at Kote /Bell of Arms.
5. Any Officer or member of the guarding staff, of a prison may use bayonet, or any other authorized weapon, against any prisoner when he is found to be:
 1. Escaping or attempting to escape if the officer or member of the guarding staff has reasonable ground to believe that he cannot otherwise prevent the escape
 2. Engaged in any outbreak or attempt to force or break open the outer gate or enclosure wall of the prison individually or collectively, provided that he may use the weapon only if such an outbreak or attempt continues.
 3. Using violence against officers of the prison or other persons, provided that there is reasonable ground to believe that the officer of the prison or any other person is in danger of loss of life or limb or that serious injury is likely to be caused to such officer/person
 4. Before using firearms against prisoner, the officer, or the member of the guarding staff, will give a loud and clear warning to the prisoner that he is about to fire at him.
 5. In all cases requiring the use of force only minimum force, in the given circumstance, shall be used.
 6. It is the duty of Bell of Arms in-charge and the Warder shall ensure whether the rifle is unloaded or not.

DON'TS:

1. For rifle cleaning - The use of abrasive substances such as emery paper and emery cloth is forbidden.
2. All ranks are strictly forbidden to tamper with the mechanism of their weapons in anyway.
3. Gauzes will not be used except by armourers.



4. No officer of the prison will use arms of any sort against a prisoner in the presence of his superior officer, except under the orders of such a superior officer or if it is in self-defense.
5. No guard should make unnecessary movements with rifles like loading the rifle etc.,
6. Without entry in the concerned registers, weapons are not taken /issued.
7. Without proper inspection, weapons shall not be deposited.
8. Loaded magazines/rifles shall not be deposited or kept in bell of arms.

XII. COMMUNICATION OVER WALKIE-TALKIE/TELEPHONE - COMMUNICATION WITH OFFICERS/PRISONERS/GENERAL PUBLIC - DOS AND DON'TS

Operating a two-way radio is an art in which personality plays an important part. Proper voice procedure training will provide radio operators with the basic knowledge of how to improve their skills in the use of two-way radio communication.



TRANSMITTING TECHNIQUES:

1. The necessity for clear speech on two-way radio cannot be over-emphasised.
2. Therefore the RSVPC mnemonic provides a simple guide for communications and should be used to enhance voice procedure and technique.

R –RHYTHM

S- SPEED

V -VOLUME

P- PITCH

C –CONTENT

Rhythm- Maintain the natural rhythm used in conversation to help make the message intelligible. Avoid saying ‘er’ or ‘um’

SPEED- Speak steadily and at medium **speed** so as to avoid an unintelligible jumble of words from speaking too quickly or losing rhythm when too slow. When it is known that the recipient will write down an element of the message, leave much larger spaces (pause) between short phases. To get an idea how long is required try writing down your own message. Experienced operators will often transmit phases twice when the receiving operator is writing.

VOLUME -Speak at a constant ordinary conversational level to avoid distortion with the mike-to-**mouth** distance. Without sacrificing rhythm, every word should be clearly spoken and the voice must not fade away in the last part of the phase.



PITCH- Use a pitch that is a little higher than usual to aid reception, especially in poor conditions. Maintain an even pitch, being especially conscious of the last syllable, where the natural tendency is to lower the pitch.

CONTENT –

1. Think about what is going to be said and how it can be said before pressing the transmit button.
2. A good maxim is ‘Select brain before engaging mouth’
3. The radio is for communicating but during busy incidents, consider whether the message is really necessary;
4. Unimportant messages can wait until later.
5. Nevertheless, during exercises and at other times Radio Voice procedure practice is essential and operators should be at ease when using radio.

There are two basic considerations when talking on air.

WHAT TO SAY - Voice procedure
HOW TO SAY IT - Voice Technique

WHAT IS VOICE PROCEDURE?

Voice procedure is a set of rules designed to provide

- SECURITY
- ACCURACY and
- DISCIPLINE when speaking on the radio.
- SECURITY
- Think before you speak.
- Use correct procedure
- Be brief

ACCURACY

The necessity for clear speech on two-way radio need not be over-emphasised. Therefore it is important to have the correct RSVP system. The use of Standard Reports and Code words enhance the accuracy of information.



DISCIPLINE

Radio discipline is the responsibility of every operator, and it should adhere to the following: Listen before you speak.

1. Use correct voice procedure.
2. Maintain constant radio watch.
3. Answer all calls promptly.
4. Keep the airways free of unnecessary talk.
5. Be brief and to the point.

BASIC RADIO TELEPHONY (R/T) PROCEDURE

The following has been formulated from best practice and is intended to promote standardised R/T within prison.

- Call Signs
- Team Call Signs
- We may use standard call signs for each officer/staff/post
- Control room may be – CR or Control or control room
- Towers – Tower1 / Tower2/Tower 3 etc., or T1/ T2/T3

Identification of Specific Stations General call sign for all teams is “All Stations” -

Call signs should respond in order

“Hello All stations this is Control, over”

“Tower1 OK, over”,

“Tower 2 OK, over”

*- If a call sign did not respond the first time – Control should call them again.

- First the respondent’s call sign or name.
- Then caller
- Example: If a control room operator wants to alert Tower 1
- Tower 1 calling control room.....over.

DON'TS:

1. Do not use for personal reasons.
2. Do not use unparliamentarily language.



3. Confidential matters shall not be discussed.
4. Do not keep it in switch-off mode.
5. Do not give it to unauthorized persons or prisoners.

XIII. UNIFORM CODE

1. The crisp uniform of the police officer conveys power and authority.
2. When an officer puts on his or her uniform, the officer is perceived in a very different way by the public. He or she is viewed as embodying each person's stereotypes about all police officers.
3. Research has suggested that clothing has a powerful impact on how people are perceived and this goes for every police officer.
4. The uniform of an officer has been found to have a profound psychological impact on those who view it. Research has also suggested that even slight alterations to the style of the uniform will change how citizens will perceive the officer.
5. While in uniform, all personnel are expected to maintain a very high standard of smartness and discipline.
6. An officer has to smartly turn-out, be well-disciplined and conduct himself.
7. It is most essential that all officers should learn and practice good turn-out and correct manner of paying and receiving compliments while in uniform.

a. TURN-OUT

1. Good turn-out, while in uniform, is the essence of discipline.
2. Turn-out reflects one's personality.
3. All officers should take pride in good turn-out of their own while in uniform at all times.
4. Uniform of the correct regulation pattern should be worn properly and at no time should the officers appear outside their rooms/quarters partially dressed in uniform and partially in civilian clothes.
5. Every clothing item that is worn must be absolutely clean and perfectly ironed.

b. HEAD DRESS:

1. It should be of the regulation pattern and should be of correct fitting;



2. In case of beret, it should be drawn well to the right side and should cover up to half of the right ear.
3. It should be clean and free from sweat and hair grease.
4. It should be worn properly.
5. The hair should be cut short and to moderate length.
6. Must be clean shaven; should shave every day:
7. Sikh officers should keep their beard and moustaches well-groomed.

PEAK CAP

The specifications of Peak Cap are given below: -

1. Crowns:
2. Chin Strap:
3. Peak:
4. Headband bevel:



- (a) Peak Cap/Barrette Cap/Ceremonial Turban should not be loose.
- (b) In case it is loose, sufficient packing should be given so that it fits correctly on the head.
- (c) There should be no stains. It should have a fresh look.
- (d) All leather and metal parts should be properly polished.
- (e) The badge should be fitted properly in the center of the cap/ turban.

DON'TS:

- 1. No back ground material will be used under the Cap Badge

c. SHIRTS

1. The Shirt to be worn on parade should be properly cleaned and of appropriate khaki shade.





2. The folding of the shirt sleeves should be approximately equal to four fingers held together.
3. The length of the sleeves should be adjusted in such a way that when one folds his arms there is no folding on the folded sleeves.
4. All buttons in the shirt should be new and the upper edge of the sign four fingers below the shoulder stitching.
5. The formation sign should be fixed in such a manner that the upper edge of the sign is four fingers below the shoulder stitching.
6. The shoulder insignia should be between the shoulder stitching and the upper edge of the formation sign and the outer edges should be in the same line as the formation sign.
7. The outer edge of the shirt stitching, the right hand edge of the belt buckle and inner edge of the fly flap of the trousers should be in one straight line.
8. All metals worn on the shirt should be properly polished. It should be ensured that stains of polish should not come on the shirt.
9. Should be of good fitting and properly tucked in, with all gathers at the sides.

d. NAME PLATE: The name plate should be over the upper portion of the pocket stitching and in the center of the right hand pocket of the shirt.



- a) The design, material, size of lettering and attaching
- b) System of name tabs will be as under: -
- c) Colour - Black background with white letters inscribed in script
- d) Material - Laminated sheet of plastic material in block letters and capital letters.
- e) Attaching- They will be affixed to the garment using system press buttons, Velcro or a metal bar with hook running through small button holes.

DONT'S:

- Only initials and surnames without rank will be engraved.
- There will be no full stops between the initials and the surname in name tabs.

**e. WHISTLE CORD:**

Lanyard should not be faded and as far as possible should be new. Must always have a quality whistle. Whistle cord wearing pattern should be as mentioned in pic. No 3It should be easy to open and use with a single hand, No different format for different cadres.



Lanyard and the whistle should be worn properly

f. SHOULDER WEAR

- a) Embroidered/steel shoulder titles will have the letters as specified in orders,
- b) Shoulder Title - half inch in height and shall be worn at the base of the shoulder strap.

g. NECK WEAR – SCARFS:

- c) Scarfs should be of the pattern approved by the competent authority and be worn with the dress.

h. WAIST WEAR - BELT

1. Should be of tight-fitting.
2. The buckle should be central to the front and in line with the clothing buttons. In case of web belts, the brass loops should be at a distance of one inch from the buckle on either side.
3. The brass/silver fittings in the belt should be well polished.
4. If wearing web belt, the back loop of the trousers should be centrally located between the two hooks of the belt.
5. Web belts should be properly polished and the leather belts polished neatly.
6. Leather Belt - Correctional Officers: - A leather belt with the Unit Crested buckle will be worn by all officers with the dress

DON'TS: Plastic coating/cover will not be used with these belts.

1. Web Belt: Web belt will be worn while on field service or during training.
2. Bayonet Frog – while on sentry duty;
3. By troops, when authorized to wear black leather belt. Leather bayonet frogs will also be black in colour.
4. Bayonet Frog Web: When wearing belts web during field service and training.



i. TROUSERS

1. Should be of regulation pattern and well-fitting specially at the waist. The bottom should neither be too tight nor too loose.
2. Should be cleaned meticulously and ironed.
3. Loops for the belts should be of proper size
4. Fastened by buttons with the belt through the same.
5. The length of the trousers should be slightly longer so that when standing at attention the laces of the boots should not be visible.
6. The bottom of the pants should measure 16 to 18 inches

j. SOCKS

- i. Should be pulled up fully.
- ii. If elastic tops are not provided in the socks or if the elastic gives way, elastic suspender may be used.
- iii. Under no circumstances should torn socks be worn.
- iv. Khaki socks should be worn.

k. SHOES

1. These should be of regulation pattern and in a good state. Laces should be strong and not twisted or knotted. These should be done up tight so as to close lace-holes and flap.
2. The shoes should be properly polished.
3. The soles should be in good repair.
4. Laces should be new and not twisted.



a) Color : Design : Black/Brown

b) Type : Oxford Type/ Plain Toe



GENERAL

- (i) Everybody should have a proper haircut. They should be properly shaved and their mustache trimmed.
- (ii) No photo chromatic glasses or dark glasses will be allowed on parade.



- (iii) No wrist watch should be worn on parade and unnecessary items of jewellery avoided.
- (iv) Lanyard should not be faded and as far as possible should be new.

DRESS REGULATIONS:

1. All ranks must ensure that they are conversant with the instructions on the dresses/uniforms given as follows and they comply with dress regulations:
2. Officers/warder will ensure that they are in possession of good uniforms.
3. While in uniform, no un-authorised ornament or emblem is to be worn.
4. Personnel, who are to have beard, are not permitted to tie thatha on their beards when in uniform while on duty or when appearing in public.
5. Personnel on leave must be in possession of all uniform articles, permitted for carrying with them while proceeding on leave to meet the necessity arising for them to do the same for official purposes.

OCCASIONS WHEN UNIFORM IS REQUIRED TO BE WORN:

1. While on duty
2. While travelling in service transport
3. When on courier or escort duties
4. While travelling with troops
5. While attending ceremonial functions
6. When in uniform, the head gear will be worn except in mess, conferences, classrooms or while attending meetings.

DON'Ts

1. Any form of uniform other than the prescribed uniform will not be worn.
2. When dancing in a restaurant, hotel or other public places (except when attending Regimental/Official/Social functions), civil or clubs, uniform will not be worn.
3. Walking/Going out for shopping in uniform should invariably be avoided and discouraged except when individual / group is going for official purposes.
4. Ceremonial dress will be worn during State ceremonial occasions or Investitures, Independence Day ceremonies, Republic Day Parade, Beating of



the Retreat Army/CPO/CPMF Parades, visit to President/ Governor's house or any occasions specifically notified as such.

5. Serving officers will not wear miniature medals when in civilian dress.
6. Specifications of major items of dress

COMPLIMENTS AND SALUTES

1. Each and every officer must understand the importance of salute.
2. It is a method of greeting a superior and not a servile act.
3. It is an outward sign of the inward spirit of discipline and respect for superiors.
4. The general tone and feeling in a force/ department is indicated as much by the manner in which the men salute and the officers return the salute as by any other action.
5. That a salute is given when a subordinate meets a superior officer is a basic matter of discipline. That the salute is properly and smartly given is a matter of training.
6. That the salute is promptly and properly returned is a matter of duty.
7. Failure to salute or to return a salute shows disrespect and a low standard of discipline.
8. Failure by the officer in uniform to insist on being saluted is also a breach of discipline.



SALUTES SHOULD BE GIVEN IN THE FOLLOWING MANNER:- WITH HEAD DRESS ON:

1. White reporting to a senior officer: While reporting to a senior officer for some verbal communication, march to the officer smartly, halt at a distance of two paces from the officer and salute. After the communication, salute again, turnabout and march off.



2. If reporting to a superior officer for handing over or taking over something, take a step forward after the salute and hand over/ take over the thing, after which take a step back, salute, turnabout and march off.
3. While passing a superior officer: While passing a superior officer, salute should be given to the flank.
4. Salute should begin from a distance of about three paces from the officer. The head should be turned to the officer while saluting.
5. When approached by a superior officer: When a superior officer approaches, one should come to attention facing the officer and salute. If a group of officers in some disciplined formation are present in one place, the senior-most will face the senior officer and call the whole to attention and he alone will salute.

SALUTING WHEN WITHOUT HEAD-DRESS AND WHEN IN PLAIN CLOTHES

1. When reporting to an officer, march to the officer and halt smartly in attention position only. Should not rise heels and hands should not move
2. When passing a superior officer, turn the head and eyes to the flank. Do no salute by hand.
3. When spoken to by a senior officer, stand to attention.
4. When passed by an officer, stand to attention. If two or more persons are present in a disciplined formation in one place, the senior-most will call the whole to attention.
5. When in plain clothes, if wearing a western head dress, remove the same off the head and come to attention facing the officer.

GENERAL

2. When reporting to a senior officer for the first time in his official room, do not go without head dress. Report to the superior officer with the head dress on and salute as indicated above. For the second or subsequent time the head dress may not be used inside the office.
3. When going out of any building, do not go without the head dress on.



4. When inside the office room of a superior officer if asked to sit down, remove the head dress and then sit down, especially when using a peak cap. After removing the cap do not keep it on the desk of the superior officer. Keep it on the lap or on a chair etc., available nearby. Before taking leave, put on the cap, salute and take leave.
5. When entering the Mess lounge or dining room remove the head dress and hang it on the rack provided at the entrance.
6. While sitting in one's own office or anywhere the head dress should be removed.
7. Officers will receive and return a salute with the courtesy it deserves. When two or more officers are present the senior will return the salute.
8. When riding a horse with both hands on the reins, show respect with the right or left eye without moving the hands. When holding the reins with only one hand, give a salute with the right hand.
9. When driving a vehicle (including while riding a motor-cycle), do not salute but when the vehicle is stationary, salute the superior officer in the manner while at the wheel.
10. When in uniform, the ladies are to be greeted in the usual manner or paying compliment i.e., if wearing a head dress by saluting and not doing 'namaste' and if not, by coming to attention.
11. When a salute with the right hand is impossible because of physical incapacity, the salute will be given with the left hand.

GUIDELINES FOR SALUTING:

1. It is observed that the general standard of saluting in almost all branches of the police force is far from satisfactory.
2. There appears to be a great deal of confusion and misunderstanding in the minds of all officer trainees in regard to the correct method of saluting and paying compliments.



3. With a view to eradicate this confusion and enforce a uniform standard of saluting, the under mentioned instructions are issued for the information of all concerned.
4. All officers are urged to ensure that these instructions are strictly complied with and the mistakes committed by their subordinates are rectified as soon as possible. They are requested to maintain a strict check on this aspect so that the standard of saluting is brought up to its highest pitch.

GENERAL

It is to be impressed upon all ranks that salute is a military and police method of greeting superiors and not a servile act. It is an outward sign of the inward spirit of discipline and respect for superiors. The unity and discipline of a Force is indicated as much by the manner the men salute and officers return the salute as by any other action.

1. The extreme importance of returning the salute with precision and courtesy cannot be over-emphasized. It is bad discipline and bad manners to acknowledge salute by raising a stick, by a negligent gesture of the hand or to return the salute with disengaged hand in the trousers pocket. Officers returning the salutes of the subordinates must not regard this as manner of condescension of their part but as a bounded duty.
2. Failure to salute shows disrespect, idleness and a low standard of discipline. Failure by an officer in uniform to insist on being saluted is a breach of discipline.

MISCELLANEOUS

1. The Salute will be given with the right hand. In case where, from physical incapacity a right hand salute is impossible, the salute will be given with the left hand.
2. Officers will be saluted at all time/whether in uniform or plain clothes.
3. When two or more officers are together, only the senior, whether in uniform or not, will return salutes.



4. Officers or men passing troops with uncased standard or colors will salute the standard etc., except when carried by units forming part of the escort at a military/police funeral.
5. Officers, men and colors passing a military/police funeral will salute the bier.
6. The rider of a bicycle (pedal or motor) or driver of mechanized vehicle will salute by straightening the hands when the vehicle is in motion, but shall not turn the head owing to the danger when eyes are taken off the road.
7. When the vehicle is stationary he will salute by turning his head smartly towards an Officer passing him but not while in motion.
8. When two or more officers are standing as a group or in a line, the senior-most of them will salute by calling others to attention.
9. If two or more officers or men are placed in the Orderly room or otherwise brought before a senior officer, the senior-most of them will place himself on the right, call the party to attention and salute.
10. If a party as above is placed before a senior officer within the Orderly Room or otherwise by an officer other than the party members, the whole party will be called to attention and ordered to salute. All, including the officer in-charge will salute. If, however, there is no sufficient space in the Orderly Room to facilitate all members of the party to salute, only the officer in-charge will call the party to attention and he alone will salute.
11. All officers and men should be conversant with the various kinds of flags flown on vehicles of different tanks of high police officials and ministers as also the car badges or ranks displayed on their cars. It should be borne in mind that the flying of such flags or the display of the appropriate badge of rank indicates that officers', whose rank is thus indicated, is actually traveling by vehicles. It follows, therefore, that officers and men must salute a car which passes them and which is displaying the flag and insignia of rank even though the occupant or occupants may not be visible.
12. When appearing in a conference or assembly of superior officers, only the senior-most officer will be saluted. It is incorrect to salute in turn the other officers.



13. An officer in uniform wearing a hat and appearing in an office or orderly room before a senior officer will salute, retain his hat on his head and stand to attention unless and until he is asked to sit down. On being asked to sit down, he should remove his hat and place it on his lap or in some convenient, out of the way, place. It is highly improper to place the hat on the table of the superior officer or to retain it on one's head while sitting.

METHODS OF SALUTING

1. **In Uniform** - All Officers and men will smartly salute as laid down in the drill manual. Officers and men will not salute without a head-dress. They will only come to attention smartly and will not bow in this position to greet a superior.
2. **In P.T. or Games Dress** - An individual will smartly come to attention. He will on no account rise on the balls of the feet. This is a common mistake often committed by most men.
3. **In Indian Style civilian dress** - Officers and men will greet in the national style (i.e., Namaste, Jai Hind, Aadab, etc.) on all occasions. They are not required to remove their head-gear at anyplace.
4. A person when coming up to a senior to deliver a message will halt at a distance of two paces, pause, salute, deliver the message, salute again, turnabout and march off in quick time.
5. When a person is already at the position of "attention", he will not click his heels on saluting.
When a person is carrying a cane, or short lathi, he will place it under the left arm-pit before saluting. (g) When passing a person to be saluted, the individual saluting is required to do so three paces before reaching him and to lower the hand three paces after passing him.
6. (h) When carrying a cane, or a short lathi, and saluting on the move, it is necessary to place the cane, or short lathi, under the left arm-pit in two motions, each on the left foot starting six paces from the person in order to come up to the salute when three paces from him.
7. While saluting to the left or to the right, the head and eyes will be turned in the required direction smartly and simultaneously with the hand.



8. The salute with the rifle is carried out at the 'slope'. The salute requires the same action of the hand for the salute to the front as to the flank, if the salute is to be given to one side or the other.

GENERAL INSTRUCTIONS AND COMPLIMENTS TO BE GIVEN BY GUARDS AND SENTRIES GENERAL

1. Sentries always march with sloped arms and bayonets fixed, and always turn outwards by making two distinct turns left or right, as the case may be, i.e., never face the sentry post.
2. Bayonets will always remain fixed in the guard room.
3. Every relief will be inspected by the Guard Commander on going out and returning.
4. Compliments will not be paid to unarmed parties.
5. Compliments by Guards (Between Reveille and Retreat).
6. (a) The President and Governors, the latter within states, with the bugler sounding the national salute.
(b) The Prime Minister, Union Ministers and State Ministers within their jurisdictions with the bugler sounding the General Salute. For the Prime Minister, National Salute can be played with the special permission of the State Government.

Police Officers of and above the rank of Dy. Inspector General of Police and officers of and above the rank of Major General in the Army or equivalent ranks in the Navy and the Air Force will have bugler sounding the General Salute.

The District Superintendent of Police on his first visit to the guard each day.

Grand Rounds.

All armed parties numerically superior to the strength of the guard.

At the commencement of Reveille and Tattoo sounding.



To any other police officer of and above the rank of Sub-Inspector, the guard will turn out once a day when he is detailed as Orderly/ Duty Officer and the guard commander, only will give Butt Salute.

Guards and sentries will necessarily salute to the persons mentioned in column (1) of the table below in the manner mentioned in column (2) thereof:-

TABLE

Person	Manner of salute
The Inspector General, the Deputy Inspector General of Prisons, Official and the Superintendent, Additional Superintendent	By presenting arms
All other Gazetted officers, Official Visitors and Deputy Superintendent	By sloping arms and placing the right hand smartly on the butt, fingers extended
Assistant Superintendent, Social Workers, Welfare Officer Ministerial staff	By coming to in attention with ordered arms.
Explanation: The Guard Officer will always bring it to the notice of the Dy. Supt., any failure on the part of the sentry to comply with this rule.	
As a rule the guard will not be turned out under arms for saluting purposes after sunset.	

NOTE:

1. It is necessary to pay compliments while guards are actually being mounted or changed over, the senior officer or N.C.O. giving the command.
2. The above orders regarding compliments do not apply to Special Guards mounted at the residences or camps of Presidents, Union Ministers, Governors and State Ministers. Such guards will not pay compliments to persons of lesser rank or status. When visited by police officers on duty, they will turn out at the slope.
3. Night (Between Retreat and Reveille) : Guards will not turn out after Retreat, or before Reveille, except at Tattoo, on the approach of an armed party, in cases of an alarm, or to receive Grand and Visiting Rounds, nor will they during this



period pay any compliment except to Grand Rounds to whom they will present Arms.

Compliments by Sentries (DAY)

1. **A sentry will Present Arms**, to Prison/Police Officers wearing the State Emblem or badges of higher rank and to officers of the Indian Army, Navy and Air Force of equivalent ranks
2. Before paying a compliment, a sentry will always halt and turn to his front. If standing in a Sentry Box, he will salute by coming to attention
3. A sentry will Present Arms to armed parties and will salute unarmed parties.
4. A sentry will give Butt Salute to police officers of and above the rank of Sub-Inspectors who are not entitled to Present Arms.
5. A sentry will not Present Arms to any armed party after dark.
6. As long as a sentry can discern an officer, he will halt and turn to his front on his approach and will pay the correct compliments as for day.

XIV. HUMAN RIGHTS IN PRISONS:

Human beings are born equal in dignity and rights. Such moral articulations are formulated in what are now considerably known as human rights. Human rights are popularly understood as inalienable fundamental rights to which every person has an inherent right simply because he or she is born as a human being. India is diverse in its multicultural, multi-ethnic and multi-religious population. The phenomenon of human rights is related not only for the protection of individuals from the excesses of the state, but also to the structuring of social conditions by the state in which individuals can develop to their maximum.³

DO's

- All human beings are born free and equal in dignity and rights
- Human rights derive from the inherent dignity of the human person
- Prisoners shall be treated with inherent dignity and valued as human beings.

³file:///C:/Users/Adhoc_User/Downloads/RightsOfPrisonersFromHumanRightsPerspectivesaSelectStudyOfWomenPrisonersInIndia.pdf.



- Respect the religious beliefs and cultural precepts of the group to which the prisoners belong.
- All persons deprived of their liberty shall be treated at all times with humanity and with respect for the inherent dignity of the human person.
- All law enforcement officials shall be fully informed and educated about the prohibition of torture and ill-treatment
- Law enforcement officials may use force only when it is strictly necessary
- All persons deprived of their liberty shall have the right to an adequate standard of living, including adequate food, drinking water, accommodation, clothing and bedding.
- Prisoners required to share sleeping accommodation shall be carefully selected and supervised at night.
- Adequate food and drinking water are human rights.
- Clothing as a component of the right to an adequate standard of living is a human right.
- All prisoners not allowed to wear their own clothing shall be provided with suitable clothing.
- There shall be facilities for keeping clothing clean and in proper condition.
- There must be facilities to wash and dry clothing and bedding regularly.
- The enjoyment of the highest attainable standard of physical and mental health is a human right.
- Use of force, including use of firearms, to prevent escape should only be applied when less extreme means are insufficient to prevent the escape.
- All prisoners shall have the right to communicate with the outside world, especially with their families.
- Every prisoner shall have the right to make a complaint regarding his or her treatment.
- A prisoner who does not adequately understand or speak the language used by the authorities is entitled to receive relevant information promptly in a language which he understands.



DON'TS

- No discrimination on the grounds of race, sex colour, language, religion, political, national, social origin, property, birth, or other status.
- No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment. There are no exceptions.
- No prisoner shall be subjected, even with his or her consent, to any medical or scientific experimentation which may be detrimental to health.
- No one in a prison should fear for his or her physical safety.
- Discipline and order shall be maintained with firmness, but with no more restriction than is necessary for safe custody and well-ordered community life.
- No prisoner shall be punished before being informed of the alleged offence and having the opportunity to present a proper defense.
- All cruel, inhuman or degrading punishments are completely prohibited, including corporal punishment or placing in a dark cell
- No one shall be subjected to arbitrary interference with his or her privacy, family, home or correspondence
- **Women in prison:** Women prisoners have several rights. They cannot be denied from their basic human rights and freedoms guaranteed by the Constitution of India.
- Women are entitled to the equal enjoyment and protection of all human rights in the political, economic, social, cultural, civil and all other fields.
- Women prisoners shall not suffer discrimination and shall be protected from all forms of violence or exploitation.
- Women prisoners shall be detained separately from male prisoners.
- Women prisoners shall be supervised and searched only by female officers and staff.
- Pregnant women and nursing mothers who are in prison shall be provided with the special facilities which they need for their condition.
- The essential aim of the treatment of prisoners shall be their reformation and social rehabilitation



- Treatment shall be such as to encourage long-term prisoners' self-respect and to develop their sense of responsibility.⁴

XV. DUTIES OF PRISONERS

At the time of admission, prisoners should be exhorted to obey all established rules and their duties shall be explained to them as below:

- (i) Obey the orders of all officers of prison (including clerks, medical and technical staff) and convict officers
- (ii) Remain strictly with their groups and within the part of the prison in which they are confined, unless ordered by proper authority to leave it.
- (iii) Abstain from talking when in a file at unlocking or at latrine and bathing or other parades, or at any time when ordered by an officer of the prison to desist; abstain from abusing, singing, quarrelling, laughing loudly, talking loudly and indecent behaviour at any time
- (iv) Not hold any communication with outsiders, women, civil or under-trial prisoners or prisoners of a class different from their own, or with the guards, beyond what is absolutely necessary
- (v) Not receive or possess ganja or other contraband, money or jewellery, or any article of food or clothing prohibited by rules, books, papers, writing materials of any description, rope, knife, or other implement (except during working hours and when the implement is required for work). When they find any of these articles in the prison or know of any other prisoner having possession of any such articles, they shall report the matter to the Deputy Superintendent or Warder
- (vi) Report any plot or conspiracy, and any attempt to escape, or any planned attack on any prisoner or officer of the prison
- (vii) Help the officers of prison in the event of any attack upon them
- (viii) Keep their clothes, blankets, beddings, and utensils clean and in proper order
- (ix) Keep their persons clean

⁴A Pocketbook of International Human Rights Standards for Prison Officials.



- (x) Perform their assigned tasks willingly and carefully and take proper care of any property of government entrusted to them for any purpose
- (xi) Be orderly in their behaviour; march when moving about the prison; when addressing or being addressed by an officer of the prison or visitor stand at attention with their hands down; and salute when ordered
- (xii) Not to remove provisions from the kitchen or food servicing platforms without authority, or conceal any article of food in the wards or cells
- (xiii) Not to remove any unconsumed food from the place where the meal is taken
- (xiv) Stick to the bed, ward, yard, and the seat assigned to them while at meals or at work
- (xv) Not to loiter about the yards, or in the wards, after the doors have been opened, or bathe or visit the latrine beyond the specified hours
- (xvi) Not commit any nuisance or urinate in any part of the prison which has not been assigned for that purpose, or spoil any part of the prison or any article in the prison in any way
- (xvii) Show respect to all officers. Not to strike, assault or threaten any officer or prisoner
- (xviii) Not to gamble or barter or play any game (unless specially permitted by the Superintendent) within the prison; nor keep animals, birds or other pets;
- (xix) Wear the clothing given to them and not to exchange clothing or any part of their prison kit, with any other prisoner.

XVI. PRISON OFFENCES AND PRISON DISCIPLINE

(A) PRISON DISCIPLINE:

Prison discipline is the collective responsibility of all the prison personnel who are actually supposed to usher in reformation to the offender. Prison discipline is the prime mover of a dynamic and interactive human mechanism called the correctional process, which an offender undergoes to get reformed into a law-abiding and dignified citizen, who can become self-reliant after his/ her release and earn a rightful place in the mainstream of society.



Prison discipline should not be retributive but reformative not repressive but curative; and should be carried on with a view to foster the basic values and virtues of life and humanity.

Prison discipline should also ensure impeccable security in the prison so that the safe custody and well-being of the prisoners is not in jeopardy.

Prison discipline shall also envisage a tidy ambience in the premises, which is conducive to creative work, especially in the field of culture, literature and vocational training.

Prison discipline shall be supported and given a human face by:

- a. Sympathetic and patient understanding of the predicaments of the inmates with follow-up guidance and counselling, which will act as an emotional support base to them. Counselling will also act as a preventive measure against mental despondency.
- b. Introducing a system of incentives and rewards which will be accorded to the deserving inmates making rapid progress on the path of correction.
- c. Exemplary conduct on the part of the Superintendent, Deputy Superintendent and other prison personnel will go a long way to encourage prisoners to return to the society and make it a better place for posterity.

Prison discipline shall cover all aspects of institutional life such as:

- i) Discipline of good health
- ii) Discipline towards work
- iii) Discipline of proper behaviour
- iv) Discipline of education and learning
- v) Discipline of interest in finer aspects of life

(B) PRISON OFFENCES

Following acts of the prisoners shall constitute prison offences:



- (i) Endangering the security of the prison in any way, by a willful or negligent act and shall include tampering in any way with prison walls, building, bars, locks and keys, lamps or lights or with any other security and custody measure
- (ii) Doing any act calculated to create unnecessary fear in the minds of other prisoners
- (iii) Doing or omitting to do any act with intent to cause to oneself any illness, injury or disability
- (iv) Omitting to report the commission of any prison offence
- (v) Breaking law and order and prison discipline
- (vi) Planning, instigating and abetting, directly or indirectly, the commission of any prison offence
- (vii) Refusing, omitting to abide by standards of behaviour, rules and regulations and lawful instructions and orders
- (viii) Failing to assist in the maintenance of prison discipline
- (ix) Failing to give assistance to a prison official when called to do so
- (x) Making false, malicious and groundless, written or verbal, complaints against prison officials
- (xi) Committing nuisance or mischief of any sort
- (xii) Quarrelling with other prisoners
- (xiii) Smoking at places, or at times, other than earmarked places
- (xiv) Attacking, assaulting and causing injuries to others
- (xv) Participating in a riot or mutiny, and abetting another prisoner to do the same
- (xvi) Escaping or attempting to escape from prison or legal custody or failing to report to prison officials about attempted escapes
- (xvii) Possessing, hiding, smuggling, attempting to smuggle, obtaining, giving or receiving and bartering contraband articles
- (xviii) Failing to report to prison officials about presence of contraband articles
Stealing/damaging/destroying/disfiguring/misappropriating any government property or another prisoners' articles and property
- (xix) Failing to report at once any loss, breakage or injury, which the prisoner may accidentally have caused to prison property or implements



- (xx) Tampering with or defacing identity cards, records or documents
- (xxi) Breach of the conditions of leave and emergency release
- (xxii) Refusing to eat food or going on a hunger-strike
- (xxiii) Eating or apportioning any food not assigned to him or taking from or adding to the portions assigned to another prisoner
- (xxiv) Willfully or negligently destroying or spoiling food or throwing it away without orders
- (xxv) Adding to food or drink anything likely to render it unpalatable, unwholesome or dangerous for human consumption
- (xxvi) Cooking unauthorisedly
- (xxvii) Violating rules and regulations framed for the systematic running of the canteen
- (xxviii) Bartering canteen articles
- (xxix) Being idle, careless or negligent at work, refusing to work, disturbing other prisoners at work or in barracks.
- (xxx) Manufacturing any article without the knowledge or permission of a prison officer
- (xxxi) Performing any portion of the task allotted to another prisoner or obtaining unauthorised assistance of another prisoner in the performance of one's own task
- (xxxii) Apportioning to any prisoner any part of the task to be performed by him/her
- (xxxiii) Mixing or adding a foreign substance to the materials issued for work
- (xxxiv) Willfully disabling oneself from labour
- (xxxv) Converting or attempting to convert a prisoner to a different religious faith
- (xxxvi) Willfully hurting other's religious feelings, beliefs and faiths
- (xxxvii) Agitating or acting on the basis of caste or religious prejudices
- (xxxviii) Having any communication, in writing, orally or by gestures without permission with any outsider like an under-trial prisoner, detenue, civil prisoners, and approvers.
- (xxxix) Sending messages surreptitiously in writing or verbally



- (xl) Participating in, or organising, unauthorised activities like gambling and betting
- (xli) Using indecent, abusive, insolent, threatening or improper language; being disrespectful, making indecent or vulgar acts or gestures
- (xlii) Soiling or befouling any place or article
- (xliii) Loitering or lingering, leaving the appointed area or workgroup without permission
- (xliv) Failing to assist, or preventing another person from assisting, prison officials in suppressing violence, assault, riot, mutiny, attack, gross personal violence or any other emergencies

XVII. PUNISHMENTS:

The Superintendent may award punishment as noted below, provided that no solitary confinement, no hard labour, no dietary change as a painful additive, no other punishment or denial of privileges and amenities, or no transfer to other prisons with penal consequences, shall be imposed on a prisoner without judicial appraisal of the Sessions Judge.

Where such intimation, on account of emergency is difficult, such information shall be given within two days of taking such action.

Punishments may be classified into minor and major punishment as follows:

MINOR PUNISHMENTS

1. Formal warning
2. Loss of privileges given to prisoners in detention for a maximum of one month
3. Forfeiture of up to three days of wages once in a month
4. Forfeiture of earned remission of up to ten days
5. Fatigue drill/work for a period not exceeding one hour a day up to seven days subject to the prisoner's physical fitness levels as certified by the Medical Officer



MAJOR PUNISHMENTS

1. Loss of privileges given to the prisoners in detention from one month to three months
2. Forfeiture of wages up to earnings of four to seven days in a month
3. Transfer to greater security prisons and consequent loss of privileges
4. Not counting period of leave towards sentence in case of breach of conditions of leave
5. Forfeiture of earned remission beyond 10 days
6. Postponement of privileges of leave for a period not exceeding one year starting from the date of the inmate's next eligibility for release on leave
7. Solitary confinement of up to 30 days⁵

⁵ Model Prison Manual-2016, BPRD