

- ⊙ A Police Officer has a duty of recording FIR of any crime that comes to his knowledge or is reported to him by any person

What should be done if Police Officer does not record the FIR of the crime reported by any person?

- ⊙ Meet the senior officers of Police like the area Superintendent of Police with a request to record FIR based on your information
- ⊙ Alternatively, send your complaint in writing to the Superintendent of Police by registered post with "Acknowledgement Due" card. Keep the proof of such dak sent by you very safely

If the senior Police officers too do not order registrations of FIR in the Police Station

for investigations, you may file a written complaint with Magistrate of the area

- ⊙ Even if the Police Officer says that crime/incident falls within the area of



another Police Station in order to avoid recording it, tell him to record "Zero F.I.R.". Later on, "Zero FIR" is transferred to the relevant Police Station, as decided by senior Police Officers along with the records of investigation done upto the date of transfer of F.I.R

- ⊙ Status of the complaint/F.I.R. may be ascertained through SMS/Email as well
- ⊙ Never file a false complaint with Police, as you can be punished by the court for doing so
- ⊙ Do not exaggerate or distort facts while reporting to Police, as it will delay and mislead the Investigation by Police
- ⊙ The "Daily Diary Register" and "F.I.R" form are two different documents. On your exposure visit to a Police Station along with other Sakhis/Sahelis/ Kishoris see both documents
- ⊙ F.I.R. is a permanent record at the Police Station
- ⊙ A copy of the F.I.R. is to be given to the Complainant by the police station lodging F.I.R

REPORTING CRIME TO POLICE



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Reporting Crime to Police

To report a crime to Police, we can go to the nearest Police Post or Police Station or make a report of crime on the phone



Who can Report a Crime to Police?

- ⊙ Person against whom a crime is committed OR
- ⊙ Family member/ Friend/Neighbour/ Passer-by who has seen the crime happening
- ⊙ Anyone who comes to know about the crime having been committed, which includes common public and a police officer



What Happens when you Report the Crime to "Duty Officer" in Police Station?

- ⊙ The "Duty Officer" may only make a daily diary record of crimes that are not very serious
- ⊙ The Police shall record the "First Information Report" called "FIR" in cases of very serious crimes like murder, rape, theft, causing grievous hurt, abduction, kidnapping, dowry death, dowry demand, etc
- ⊙ FIR mentions the name and details of the person lodging the FIR
- ⊙ Even if police receives an anonymous call about any serious offence, it is required to register the complaint and investigate the facts to take action
- ⊙ In all such cases where FIR is registered in cases of reported crime, the Police is required to immediately begin investigation into the crime

You need not always go to a Police Station to report a crime. You can inform Police about the crime even on take phone for recording the FIR



Whenever you report a Crime to the Duty Officer in a Police Station and he writes down your report, demand that the information recorded be read out to you before you sign it. In case of any wrongly recorded information, get it corrected before you sign it

- ⊙ Always ask for a copy of the FIR. It is your right and it is the duty of the Police Officer to give you a copy of the FIR registered at your instance, free of cost



Essential Information to be Recorded in F.I.R:

- ⊙ Your name and address
- ⊙ Date, time and location of the crime reported by you
- ⊙ Clear and accurate narration of facts of the incident of reported crime
- ⊙ Names and details of other persons who had seen the incident
- ⊙ Names and other related details to identify persons involved in the incident to the extent you know. It does not matter if the identity of persons involved in the crime is not known to you as FIR can be recorded against unknown persons and Police will identify the individuals involved while investigating the crime/incident