FOREWORD

A guideline to trainers is prepared with a view to communicate to the trainers about how to become a good trainer. He is given a few tips on how to conduct himself during the training period. The purpose is to equip the trainer properly so that efficient, disciplined and dedicated Police Constables would be churned out by them. Please always keep in mind and go through the instructions given. I wish all the trainers an extremely satisfying and rewarding career as a trainer.

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Recruit Police Constable Training

Guidelines to Trainers

The following guidelines are hereby issued for the use of trainers of police constable training 2009. All training staff should follow the guidelines. All trainers should have a positive attitude towards training and they should endeavor to achieve the best results and produce the most well trained batch of constables.

I. Morale

a) All trainers will keep in mind that his basic duty is to train the recruit constable in such a manner that he will be equipped to become a physically fit and mentally alert member of the Kerala Police, who is capable of performing his duties in an efficient manner.

b) A trainer will be a friend, a philosopher and a guide to the recruit Police Constable. Trainer should be a role model for them.

c) In the parade ground a trainer should be a strict teacher and in the barracks a trainer should be a good mentor to them.

d) A recruit should be trained in a manner which will not affect his self esteem and ultimately
he should become a good human being with compassion towards fellow human beings and at the same time he should be a dutiful Police Officer.

II. **Physical Training**

a) All trainers should correct their own body stature and salute before they teach the same to the recruits.

b) All trainers should carry themselves in the most exemplary manner. They should always appear in neat and properly fitting uniform.

c) The trainer should assess the physical capacity of the recruits and his aim should be to gradually improve the physical efficiency to 'two star' level by the end of 70th working day. If trainer fails to do so, it will be considered as a failure of the trainer. The aim of the trainer should be to gradually stretch the physical endurance of the trainee, without creating any fear psychosis.

d) Trainer should keep the progress record of trainees which should be got noted by the trainees.

III. **Preparation for classes**

a) All Trainers will go to take classes only after sufficient home work.

b) Refer PSO's, Teaching pamphlets, drill manual and other reference books regularly.

c) Take a recap of the previous classes on every day.

d) Encourage trainees to do systematic study by giving them tips on how to remember etc.

IV. **Health & Hygiene**

a) All trainees should get medical care whenever required.

b) Counseling facilities should be utilized whenever required.

c) Recruits will be asked to use mosquito nets and also to keep the barracks always clean.

d) Those who are affected with contagious diseases will be immediately isolated and the same will be brought to the notice of the superiors immediately.

e) The message of keeping the area plastic free will be given to the recruits.
f) Keeping waste bins, keeping the mess, latrines etc. clean will be properly taken care of.

V. Grooming of recruits

a) Table manners, how to use a common toilet etc. should be taught by the trainers.

b) Good manners, speaking over telephone etc should be explained to the trainees.

c) Good behaviour towards women, children and weaker sections of the society should be explained to the trainees.

d) Trainees will be encouraged to keep personal diaries and accounts and they may be encouraged to save some money.

VI. Communication and reading

a) Trainees should develop communication skills to express their points properly, orally. They may be encouraged to read newspapers and books and listen to BBC World News, radio, Dhoordarsan Hindi News etc. Their communicative English and Hindi should also improve.

b) Trainees should be encouraged to express their views during 'sabhas'.

c) Arrange debate, extempore etc competitions.

VII. Training films & Entertainment

a) Trainees will be encouraged to watch training films using the LCD projector.

b) They should be encouraged to watch other films also on Saturdays/Sundays.

VIII. Appreciation of Art, Culture

a) Trainees should get chance for appreciation of art and culture. This will refine them.

b) Competitions between sections/platoons can be organized on such items.

IX. Code of Conduct towards trainees

a) The recruits should not be subjected to cruel punishments of methods of punishments involving mental humiliation and degradation.

b) None should not be individually asked to perform any prolonged strenuous physical activity except as part of a regularly prescribed activity, which finds mention in the published time table of the manual of training.
c) No person should be asked to run on the parade ground with rifle held above his head of with any load on his back except as part of a duly prescribed training activity.

d) No trainee should be asked to run merely as a punishment. Running as a corrective step should not be ordered except on the ground that the ability to run has been found to be below the prescribed standard. Running as a training activity should not be ordered except as part of the published training activity or except on the ground that running is necessary for the due performance of the assigned duty or the assigned training activity.

e) No instructor should be permitted to utter bad words or scold the trainees in a style of language unbecoming of an officer of the law.

f) No punishment whatsoever or any delinquency or deficiency should be awarded to a trainee except after recording the same in a book under the signature of an officer not below the rank of an Assistant Commandant.

g) No trainee should be subjected to any prolonged night training between 11.00 pm and 05.00 am on any date on which he is to attend physical exercises early in the morning.

h) No trainee should be utilized for any physically strenuous in the training establishment except work of and academic of scriptory nature [S correspond as per syllabus as a group activity is permissible]. In particular trainees shall not be used for any domestic work or any personal work relating to any member of the training establishment.

i) No trainee shall be asked to perform any work relating to cleaning except at places where they normally reside or where they normally attend classes or do parade, [that is places which they themselves use].

j) Punishments such as frog jumping, imitation of washing clothes, imitation or shaving or cutting hair, imitation of carrying water etc should not be awarded under any circumstances.

k) No trainee shall be asked to come for any activity other than swimming unless he is given proper foot wear and proper clothing to cover his body. Bare-chested recruits should not be used for any task on the parade ground or on the campus.

l) No trainee should be asked to perform repeatedly and continuously a large number of repeated acts within a specified time is required under the prescribed manual of training or the curriculum.
m) No trainee should be asked to carry any load except of articles used by the trainees (either individually or as a group). However, they can be part of any “sramadhan” activity in which every official present in the camp participates without any difference of demarcation based on rank.

n) No collection of whatever nature should be made from among the recruit trainees. There should not be any reason for corruption.

o) There should not be any attempt to sell insurance policy, “rasayanam” etc in the camp.