GUIDELINES FOR OPERATIONALIZING MAHILA POLICE VOLUNTEERS (MPVs) INITIATIVE

SECTION – 1: INTRODUCTION

- **1.1** Gender-Based Violence (GBV) faced by women both in public and private spaces, including domestic violence, sexual assault, rape, stalking etc are a major threat to women equality and empowerment. A gender responsive police service requires specific training, increased presence of female personnel within the police force and community outreach to integrate gender issues into policies, protocols and operational procedures.
- 1.2 In recent years, there has been enactment of various legislations by the Parliament which address the issue of GBV i.e. the Criminal Law Amendment Act, 2013, the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Protection of Women From Domestic Violence Act, 2005 and provided an opportunity to women facing violence to take the recourse to law. According to the latest National Crime Records Bureau data, during the year 2014, 3,37,922 incidences of crime against women were reported as against the 3,09,546 cases reported during 2013.

As observed by the Working Group on Women's Agency and Empowerment, these numbers have to be viewed keeping in mind that not all crimes against women are reported. The actual numbers may give even greater cause for concern.'

1.3 Role of Police is pivotal in safety and security of citizens in general and women in particular. To increase the visibility of women in the police force, Home Ministry has carried forward the initiative to give 33% reservation to women in police force by implementing it in UTs and propagating in the States. There has been an increasing emphasis on gender sensitivity of police force through training programmes, performance appraisal, women police stations to tackle crime against women. A recent advisory dated

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¹Report Of The Working Group On Women's Agency And Empowerment, 12th Five Year Plan

12th May, 2015 by the Home Ministry stresses on the need for sensitivity in handling women's issues.

- 1.4 However, it is a matter of common knowledge that women who are victims of violence or harassment may not find it easy to approach the police or other authorities for getting help or support. It would, therefore, be desirable to provide them an effective alternative for getting help and support.
- **1.5** In order to promote these objectives and increase focused community outreach, Government of India envisages engagement/ nomination of Mahila Police Volunteers (MPVs) in all States and UTs who will act as a link between police and community and facilitate women in distress. This will be done in a phased manner.

SECTION - 2

2.1 VISION

MPVs are envisaged as empowered, responsible, socially aware women for fostering leadership in local settings to facilitate police outreach on gender concerns. They will be an interface between the society and police.

2.2 OBJECTIVES

- 2.2.1 An MPV will serve as a public-police interface in order to fight crime against women. The broad mandate of MPVs is to report incidences of violence against women such as domestic violence, child marriage, dowry harassment and violence faced by women in public spaces. She will act as a role model for the community.
- 2.2.2 An MPV is an honorary position.

2.3 COVERAGE

The Scheme in the first phase will be implemented on pilot basis in all States and Union Territories (UTs). In the first phase, two districts from every State and one district from every UT shall be chosen on the basis of the following criteria:-

- i. Child Sex Ratio (CSR)
- ii. Crime against Women

The final selection of the district/districts would be the responsibility of the concerned State/UT.

2.4 FUNCTIONS OF MPVs

An MPV could be any woman who is socially committed towards empowerment of women and girls, willing to raise her voice against gender based violence and support the police in creating a gender just society free from violence.

The MPVs will be chosen by the Home Department of the concerned State/UT through the Superintendent of Police of the district. The MPV will directly report to the Circle Inspector in the Police Station.

A woman nominated as an MPV shall be entrusted with the task of acting as a link between the police and the society on gender concerns. MPVs will as act as a facilitating link between the citizens and the police.

During the course of her work, she shall undertake the following activities:

- Create awareness of the existing services available for women and children for example, One Stop Centers (OSC), Short Stay Homes, Shelters, Police Helpline 100, Women's Helpline 181, Childline 1098, Mobile Application for Emergency (*Himmat* App).
- ii. Inform the police personnel about any unpleasant behavior or untoward incidences against women and girls in the community.

- iii. Act as an additional intelligence collection unit of the area regarding all issues pertaining to women in that area--spotting of new and suspicious arrivals in the village; information about missing women or children of the area; substance abuse and deviant behavior among school children and college students.
- iv. Report incidences of missing children, violence against women such as domestic violence, child marriage, dowry harassment, trafficking and any other form of violence faced by women in both public and private spaces. Incase of missing children, or child abuse cases, MPV shall immediately call up 1098 and inform police.
- v. Mobilize and facilitate *Mahila aur Shishu Rakshak Dal* (MASRD) preferably of 10-12 members (similar to "Shaurya Dal" A community led initiative to curb violence against women and girls in Madhya Pradesh). *MASRDs* may comprise of local leader, Sarpanch/ward member/Resident Welfare Association member, Teacher, Social Worker, SHG member, Counsellor, Local Media representative, Frontline Workers (ASHA, AWW)/ Community /Youth volunteers to act as Community Watch Groups. The concept of MASRD and procedure for formation of these groups is given at **Annexure I**. In addition, the existing groups working in the community on women empowerment issues may be integrated with MASRDs.
- vi. Mandatory visit of the local Anganwadi Centre once in a week on the day when the ANMs and Asha workers also visit the Anganwadi. This will facilitate building partnerships and provide a platform to meet women.
- vii. Familiarize herself with the existing awareness generating websites/portals such as www.wcd.nic.in and resources related to informational/educational material for sensitizing women/girls and children.
- viii. Conduct one-to-one meetings, home visits, community meetings, Focus Group discussions to build confidence among women, families and peer groups to approach the Local Police, Women Helpline and One Stop Center in times of need.

- ix. Establish linkages with Protection Officers under "The Protection of Women from Domestic Violence Act, 2005" at district/ block level for convergence and coordination.
- x. Tie-up and be in constant touch with the other stakeholders on women's and children's issues--the police station concerned especially the women police personnel posted there, ANMs, ASHA workers, women homeguards, NSS, NCC, Mahila mandal workers, women's collectives, SHGs, Mahila Samakhya (wherever available).
- xi. Participate in meetings on Village Health Nutrition Day (VHND), Village Health Sanitation Nutrition Committee (VHSNC), Gram Sabhas, Special Gram Sabha, Mahila Gram Sabha on regular basis for better convergence and coordination on issues affecting women in these forums.
- xii. Engage and provide suggestions and feedback to the local administration and police about improving access to services and other related information.

2.5 ELIGIBILITY CRITERIA

- i. MPV should be a female.
- ii. She should not be less than 21 years of age.
- iii. The incumbent must possess at least 12th pass certificate.
- iv. She should be from the same geographical area, conversant with the local dialects.
- v. She must not have been convicted or imprisoned for the violation of any criminal law.
- vi. No criminal proceedings must have been instituted against her.
- vii. She should not be a member of any political party.

2.6 SELECTION PROCESS

An MPV shall be selected by the Superintendent of Police (SP) of the respective districts.

At least 1 MPV shall be engaged in each and every Panchayat/ Ward. Bigger villages can have more than 1 MPV depending upon the area/ requirement.

2.6.1 Suggestive Process of selection of MPVs

The process of selection of MPVs at district level should be done by the Senior Superintendant of Police in consultation with the Director General of Police of the State. The suggestive selection process is as follows:

- Issue of notice in Local Thana/Police Chowki/Panchayat Office/ Municipal Office, publicity through Tehsildar/ Block Development Officer/ AWWs/ANMs/ASHAs/PS/OP/DySP/SP Office/ DM Office.
- ii. Applications from suitable candidates shall be invited giving time of at least 1 month. A model application form is placed at **Annexure II**.
- iii. Applications shall be received by Superintendent of Police (SP) of the area. An appropriate mechanism shall be worked out at district level with the criterion for selection and rejection of candidates.
- iv. Short-listing of eligible candidates shall be done by a Screening Committee.
- v. After verification of the credentials of the shortlisted candidates, the incumbents can be called by the Senior Superintendent of Police heading committee for interview and selection.
- vi. SP will issue Appointment Orders to the selected candidates.

Members from the existing groups which are working at the grassroots for combating violence against women in different States may be encouraged to apply for MPV.

During the course of appointment, selected candidate will submit a "Self-Declaration" that she has no criminal proceeding against her and has no political affiliation.

2.6.2 Screening Committee and its composition

The Screening Committee shall be headed by District SP and shall have the following composition:

1. Deputy Superintendent of Police of : Member

Division

2. Circle Inspector : Member

3. District Panchayat Officer : Member

4. Program Officer, ICDS : Member

5. 1 member from Civil Society Organization : Co-opted

Member

At least one member should be a woman or a lady officer

2.7 TERM OF THE MPVs

The initial term of MPV will be for two years only and will be reviewed half yearly. The termination of MPV can be done any time based on the review of performance.

The reasons for termination would be duly communicated in writing to the MPV. Termination orders will be given only by SP.

Re-selection of MPV could be done from the pool of waitlisted candidates drawn at the time of selection by the Committee.

2.8 PERFORMANCE EVALUATION

Quarterly report will be submitted by Dy. SP to SP on the performance of MPV.

2.9 TERMINATION

The termination/removal of the MPV may be done by the SP concerned keeping in view the performance and misconduct, if any. The conditions in which the termination can happen:

- i. If the person so appointed is found to have concealed any criminal record either in past or present, or presented any forged or false document, she shall be terminated with immediate effect.
- ii. Conviction by the court of law.

However, MPVs can also tender resignation voluntarily for which at least 1 month notice should to be given. No prosecution or legal proceedings will be initiated against MPVS for any bonafide activity undertaken in good faith.

SECTION 3: IDENTITY CARDS TO MPVs

MPVs will be an honorary position comprising of trained cadre of women who shall be given an Identity Card to authenticate their identity, engagement with the public and the activities they undertake to ensure their mandate. A sample Identity Card and "Do's and Don'ts" related to it is placed at **Annexure III.**

SECTION 4: REWARD AND RECOGNITION

The Minutes of the Meeting and contribution of the MPVs is to be maintained and outstanding performers are to be rewarded at annual functions---both at the district as well as at the State level.

The three outstanding performers shall be chosen from all the MPVs in the district and would be given a cash reward of Rs. 10,000/-, Rs. 5,000/- and Rs. 3000/- respectively in the order of merit.

SECTION 5: ALLOWANCES TO BE PAID

A lumpsum amount of Rs. 500/- per month may be paid to MPV to cover her "out of pocket expenses" related to mobile phone and local transportation.

There will be provision for Monthly Allowance, Training, Reward and Recognition of MPVs and other ancillary expenses.

SECTION 6: REPORTING AND MONITORING

- i. A list of all the MPVs engaged in a particular district along with their contact details and verification status shall be maintained with the SP's Office.
- ii. The list of all the selected MPVs within the district shall be available at the office of District Superintendent of Police/ SDPO/ PS/ OPs, Program Officer (ICDS) and the office of Collector/ SDO/ BDO/ Tehsildar.

- iii. While working as MPVs, they will submit periodical reports on the issues of violence against women/ gender concerns within their local area. A Monitoring and reporting template is placed as **Annexure IV.**
- iv. It will also include summary of all cases reported by them to the local authorities, their outcomes and the challenges faced by them during case intervention.
- v. The Police Stations (SHOs Circle Officers) concerned must convene a monthly meeting which must be attended by these MPVs. If something emergent occurs she must definitely meet the police officers concerned immediately. The minutes of the meeting must be properly maintained.
- vi. No sub-judice matter or those under investigation is to be discussed in the meetings of MPVs.
- vii. In case the MPV is facing any difficulty in performing her duties, the SP should personally intervene to resolve the same.

SECTION 7: TRAINING AND CAPACITY BUILDING

- i. A Model Training Module will be prepared by Bureau of Police Research and Development (BPR&D) with support from Training Division. ADG, BPR&D will coordinate this process by constituting a committee which would include nominees from WCD and reputed Experts/NGOs.
- ii. A multi-layer model of training would be used to induct, orient and sensitize the MPVs in districts. The Master Trainers (five from each State, two from each UT) would be selected and trained by BPR&D, who will in turn go and train the MPVs in the districts.
- iii. Training programmes shall be organized by the Superintendent of Police to equip MPVs with adequate knowledge and capabilities to execute the responsibilities assigned to them.
- iv. A three day training capsule for MPVs would be developed comprising of classroom training/lectures/practical training on self defence and induction training, women related laws/legislations, police procedures and field visits to preventive authorities established to combat violence within the district i.e. Local Police Station/Prison,

- One Stop Center, Short Stay Homes/Swadhar Homes, AWC, PHC and other service delivery institutions at the grassroot level.
- v. The Induction training shall focus on making them aware about women related laws, police procedures, preventive authorities established to combat violence within the district i.e. police, Women Helpline, One Stop Center and other related subjects.
- vi. The State authorities will also organize periodical refresher trainings for MPVs to keep them in tune with latest development in policies and procedures.

SECTION 8: ADVOCACY, COMMUNITY MOBILIZATION & AWARENESS GENERATION

The Home Department at State/District level may widely publicize about the MPV initiative to inform the target group about presence of MPV in a given GP/Ward. All women from her geographical domain need to know that in times of crisis, they can reach out to the MPVs. This may be done through mass awareness efforts such as the following:

i. Informing women (target group of MPV) about deployment of Mahila Police Volunteers:

- Issue of notifications about MPVs with their contact details, phone numbers etc. and displaying the notice prominently in key public places/offices/locations where people congregate for work including local Police Stations, office of the Gram Panchayat/ Sarpanch, Anganwadi Centres, Municipal/Ward Offices, Govt. Hospitals, Local Courts, Offices of BDO, DC/DM, SP etc. This notification should to include Names, Phone numbers and GP/Municipal Ward details of all MPVs within a Sub-Division.
- Local AWWs and ASHAs may also be shared the list so that while working with local women they can further disseminate the information.
- Local Community Radio Stations to publicise their names, wherever possible.
- State Govt. could run a short but high intensity radio campaign to inform the target group of women about the MPV initiative and encourage them to take their help and support in times of need or crisis.

- The same campaign may be run through Social Media too without any cost.
- **ii. Staying Connected:** In order to make the MPVs effective it is important to keep them connected with each other and to the concerned Police officials.
 - MPVs may stay connected with each other to the local SHO through social networking applications.
 - Through such a group such as Whats App, photos, audio, video etc can be easily shared by the victims.
 - In case any MPV is faced with a threat/crisis, it may be shared in the group also so that others may become more alert and cautious and avert possible threats.

Formation of *Mahila aur Shishu Rakshak Dals* (MASRDs)-A Best Practice from Madhya Pradesh

Mahila aur Shishu Rakshak Dal (MASRD) is a socially conscious, highly empowered and motivated group of men and women who volunteer to curb violence against women/girls and children in their community. MASRD is preferably a group of 10-12 members, both men and women who are motivated, proactive and have a say over the community. MASRDs may comprise of local leader, Sarpanch/ Ward member/ Resident Welfare Association member, Teacher, Social Worker, SHG member, Counsellor, Local Media representative, Frontline Workers (ASHA, AWW)/ Community / Youth volunteers to act as Community Watch Groups.

Mahila Police Volunteer (MPV) will have the responsibility to motivate and mobilize individuals to form themselves into MASRDs. The MASRD will work in close coordination with the MPV to support women in distress.

MASRD will function on the principle of Community Partnership and Action and will act as Community Watch Groups to curb violence against women/girls and report any untoward incidence in the community. These groups will also work on the preventive aspects of sensitizing and educating the community about the existing laws, legislations, schemes and programmes for women and children. It will encourage community members to be responsible for creating safe environment for women/girls and children.





APPLICATION FORM FOR ENGAGEMENT AS AN MPV

1.	Name	:	Photograph of the Applicant
2.	Date of Birth	: DDMMYYYY	
3.	State/ UT	:	
4.	District	:	Signature of the Applicant
5.	Residential address	:	
			
6.	Nearest Police Station	:	
7.	Mobile No	:	
8.	Email Address	:	
9.	Aadhaar Card No/Any	other Govt. ID Proof:	
10	. Educational Qualifica	tion:	
11.	. Why do you want to b	become an MPV (not more than 100 words)?	

12. List your previous achievements, if any:
13. Please tell us about any background work or volunteering experience in school/college/community/NGO etc. where you have demonstrated leadership skills relevant to the role you are applying for:
14. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law? If yes, give details:
15. Are you a member of any political party?
16. Any other information:

I certify that the above particulars are true, complete and correct to the best of my knowledge and belief and no material has been concealed therefrom.

Signature of Applicant

Note: Mahila Police Volunteer is purely a volunteer position and a lumpsum amount of Rs. 500/- shall be paid to cover mobile and local transportation.

^{*}Please attach valid Identity Proof with this form

ANNEXURE III

Sample Identity Card

MPV Badge	Name of the Addres Telepho Email	Logo of State					
MAHILA POLICE VOLUNTEER							
Photograph (Passport size)	Date of Birth:	S.No.:					
	Valid from :	to					
Identity	Card No.:/						
	n of I-Card is mandatory	•					
· ·	Card is to be shown only	when asked.					
	3. This I-card is non-transferable.4. State Police force will not be liable or responsible for misuse of the I-Card.						
5. Report loss/theft of card immediately to the Police and lodge an FIR.6. This card must be returned when directed and surrendered on Termination of tenure.							
Date of Issue:		Stamp					

REPORTING FORMAT FOR MPV

Name of the MPVS	:		
Reporting Period	:		
State:	District:	Local Police Station:	
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1. Number of cases reported:

Age Group	Nature of crime	Referred to			
(in years)		Police	Helpline	OSC	Any other
	Domestic Violence				
	Rape				
	Sexual Offence/ Harassment (such as Rape, Stalking, Voyeurism etc.)				
	Acid attack				
	Child Sexual Abuse				
	Child Marriage				
	Missing/ Kidnapping				
	Dowry				
	Any other crime/ grievance (please specify):				
	Any Counselling done by MPVS – details be given				

- 2. No. of formation of Mahila aur Shishu Rakshak Dals facilitated:
- 3. No. of awareness generation/sensitization meetings held:
- 4. Initiatives taken on Women Empowerment:
- 5. Any other information:

(Signature of MPV)