



**GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
DIRECTORATE OF COORDINATION
POLICE WIRELESS**

**STANDARD OPERATING PROCEDURE (SOP)
FOR
HANDLING THE ISSUES RELATED TO
LOSS/DAMAGE/THEFT OF ALREADY
PROGRAMMED HF/VHF/UHF FREQUENCY
RADIO SETS**

No. H-17011/1/2019-CDN-I

INTRODUCTION

State / UT Police and CAPFs largely rely on two-way radio systems for communication and their operational requirements. HF/VHF/UHF (High Frequency/ Very High Frequency/Ultra High Frequency) two-way radios are especially popular, due to their robustness, reliability, and affordability.

Currently, in case of loss / damage / theft of these VHF/UHF Radios, there is no formal Standard Operating Procedure (SOP) for handling these issues, hence a need was felt to devise an SOP for these Radio Sets programmed with allotted VHF/UHF frequencies.

Accordingly, a draft SOP along with Flow chart was prepared and circulated to all States / UTs Police, CAPFs / CPOs for their valuable inputs/comments/suggestions. The relevant inputs/comments/suggestions were incorporated and a final SOP duly approved by Ministry of Home Affairs has been prepared.



**SOP for handling the issues related to loss / damage / theft of already
programmed HF / VHF / UHF frequencies radio sets**

by

States/UTs Police/CPOs/CAPFs.

1. The control room shall immediately kill the lost / theft wireless set remotely to avoid any unauthorized use of the sets if facility of remote killing of sets is available. The necessary details (required to kill) of all such wireless equipment may be in possession of authorised personnel.
2. If there is provision of encryption in the lost/theft set, the encryption key programmed in the lost/theft set in use in all wireless set shall be changed immediately.
3. The States / UTs police / CPOs / CAPFs shall register a Theft / Lost case FIR to the nearest police station mentioning the details of the lost Wireless Equipment. FIR for the loss of the radio set is also to be recorded in CCTNS portal.
4. All the agencies namely States / UTs police / CPOs / CAPFs need to be immediately informed through SIGNAL about loss with details of the frequency, location of loss etc. with request for monitoring of RF activity of the lost set(s). A nodal officer from all the agencies needs to be nominated for this purpose.
5. The responsibility may be fixed to ensure as to who is handling the particular set at a particular time and if found guilty, suitable disciplinary action against the personnel responsible for the theft / lost / damage of wireless equipment may be taken. A register / record is to be maintained in this regard at every office.
6. In case of damaged wireless set, the existing guidelines (of respective organisations) in force for Disposal of Wireless equipment, which are Non-repairable/outlived its codal life may be followed. Subsequently, WPC may be approached under intimation to DCPW for permission to purchase new radios with the same technical parameters if required or to surrender the damage equipment.
7. For a licensed network for which frequency carrier(s) have been assigned by WPC and if one or more radios covered under such network are found to be lost / theft, in that case, a request may be sent by the Authorized signatory officer of the respective States / UTs police / CPO / CAPFs to WPC, under intimation to DCPW for the following actions depending upon following cases.

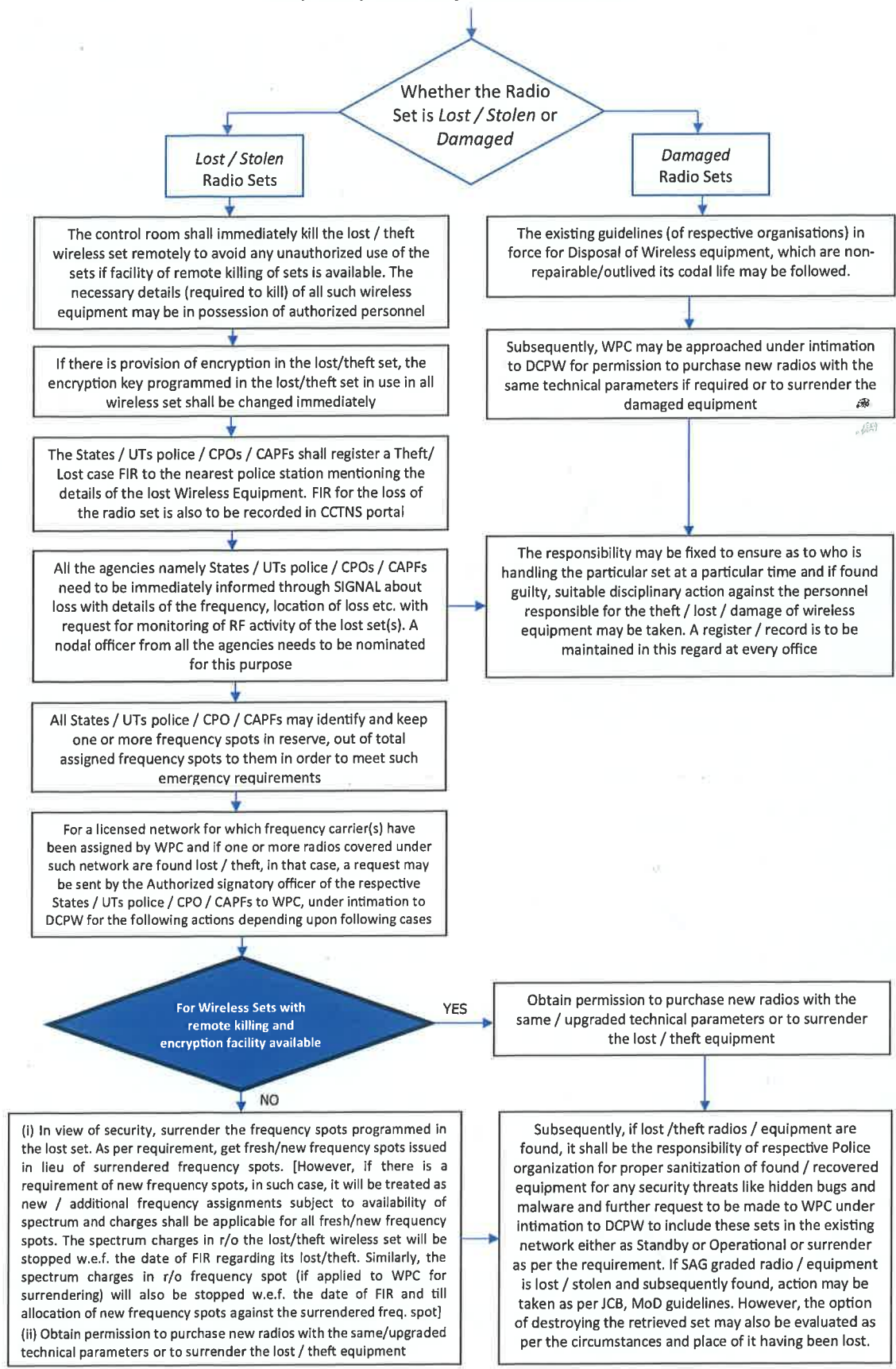
Case I :- For Wireless set with remote killing and encryption facility available.

- Obtain permission to purchase new radios with the same/ upgraded technical parameters or to surrender the theft / lost equipment.

Case II :- For Wireless set **without** remote killing and encryption facility available.

- In view of security, surrender the frequency spots programmed in the lost set. As per requirement, get fresh/new frequency spots issued in lieu of surrendered frequency spots. [*However, if there is a requirement of new frequency spots, in such case, it will be treated as new / additional frequency assignments subject to availability of spectrum and charges shall be applicable for all fresh/new frequency spots. The spectrum charges in r/o the lost/theft wireless set will be stopped w.e.f. the date of FIR regarding its lost/theft. Similarly, the spectrum charges in r/o frequency spot (if applied to WPC for surrendering) will also be stopped w.e.f. the date of FIR and till allocation of new frequency spots against the surrendered frequency spot.*]
 - Obtain permission to purchase new radios with the same/upgraded technical parameters or to surrender the lost / theft equipment.
8. All States / UTs police / CPO / CAPFs may identify and keep one or more frequency spots in reserve, out of total assigned frequency spots to them in order to meet such emergency requirements.
9. Subsequently, if lost /theft radios / equipment are found, it shall be the responsibility of respective Police organization for proper sanitization of found / recovered equipment for any security threats like hidden bugs and malware and further request to be made to WPC under intimation to DCPW to include these sets in the existing network either as Standby or Operational or surrender as per the requirement. If SAG graded radio / equipment is lost / stolen and subsequently found, action may be taken as per JCB, MoD guidelines. However, the option of destroying the retrieved set may also be evaluated as per the circumstances and place of it having been lost.
10. Based on the above, a flow chart depicting the procedure to be followed for handling the issues related to loss / damage / theft of already programmed HF / VHF / UHF frequencies radio sets by States/UTs Police/CPOs/CAPFs is also enclosed for reference.

Proposed Procedure for Handling issues related to loss / damage / theft of already programmed HF / VHF / UHF frequencies Radio Sets



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For any query / clarification

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