

OFFICE OF THE INSPECTOR GENERAL OF POLICE
PUDUCHERRY

No:165/OW/IGP/2019

Dated: 30.11.2019

STANDARD OPERATING PROCEDURE FOR POLICE BEATS

Police beats are the basic unit of the field policing. Beat officer is in-charge of prevention and detection of crime, maintenance of law & order and community policing in his/her area. The beat system holds the beat officer accountable for the events in his/her beat.

Composition of a beat

The posted strength of the police station must be divided into different beats. The ideal strength of each beat should consist of adequate number of ASI/HC/PC with an objective to ensure 24x7 presence of Beat Officer in Beat. The beat officers must spend maximum time in the beats. If any beat officer has to be engaged in non-beat work then it should be done on the instructions of the SHO with GD entry made in this regard. The beats should be a mix of male and female beat officers.

Beat Book

The beat book should have the following details:

- Details of the population
- Important places within beat
- Details of population
- Govt. Institutions
- Places of worship
- Arms licenses
- Dark spots, hidden escape routes
- Vital installations
- List of CCTV cameras in the beat.
- Banks/Jewellery/Pawn Broker shops
- Hospitals/Ambulance service
- Hotels/eateries
- Wine shops
- College/institutions
- Petrol pumps
- People aiding criminals
- Bad characters, rowdies, KD, Budding criminals
- Senior citizens
- Tourist places
- Private security guards
- Street vendors
- Homeless people/beggars
- Auto/cab agencies
- Particulars of Political persons/higher official residing
- List of Serving Police/Army officials with phone no.
- List of Ex-Police/Ex-Army officials with phone no.
- List of Friends of Police