

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

- Contact numbers of Electricity/PWD/Municipality/LAD
- Particulars of Cases reported in his beat limit and present status.
- Contact number of Bordering Police Station/Beat.
- Specific instruction to Women Beat Officers to control crime against women and children.
- Details of complaints pending in the beat. Monitoring of complaints relating to land grabbing, eve-teasing, mis-use of guest houses, drugs, etc.
- List of fundamental/radical groups/organizations.
- List of protectees residing/working in beat area.

Duties of a Beat Officer

Crime prevention

The beat officers should know about all the crime that is happening in their beats and the neighbouring beats. The daily crime brief should be a part of morning roll call discussion.

A list of the History sheeters, habitual offenders, known depredators, rowdies, ex-convicts, proclaimed offenders, absconders and suspects should be maintained. Constant surveillance should be done and record maintained in the beat books. Surveillance should include background details such as known associated, sureties, family background, source of income, house location, vehicle being used, marital status, etc.

A list of jail released convicts should be maintained and regular surveillance done.

The list of criminals should also have names of criminals who have committed crime in another Police Station limit but reside in the area of the beat officer.

The criminals who have been externed under Goondas Act, 144 CrPC or bound over under 107/116 should be checked by the beat staff. A list of all criminals who are fit case to book under 110 CrPC should also be made.

The details of property offences should be maintained by the beat officers and efforts made to identify the known property offenders and preventive action be initiated against them. The Beat Officers should know about trial cases, UI cases of their beats and next date of hearing of cases of criminals of their beats.

Area Monitoring

The beat officers must make a list of all the major streets, squares, institutions, landmarks, vital installations, etc.

List of all CCTV cameras in the beat areas must be maintained by the beat staff and flagged incase they are not in working condition. The dark spots and escape routes out of the beat areas should be identified and flagged to the SHO.

The areas where visibility is low due to tree cover, absence of streetlights, dark streets and alleys should be flagged immediately. The areas suspected of being used by criminals should be identified and checked regularly.

The permanently vacant houses and temporarily vacant houses should be checked to ensure they don't become hideout of criminal elements.

Morning Roll Call

The turn-out of the beat officers should be checked. The daily tasking of the beat officers should be done by the SHO. Emphasis should be on cleanliness of Police premises and buildings. Emphasis should be put on honesty, hard work and good polite behaviour with public. They should be asked to be sensitive to weaker/vulnerable/excluded/disadvantaged section of society. The public grievance petitions should be marked to them and handed out for enquiry. The summons, warrants and NBW notices should be given to them to serve to the people residing in the beat area.

The exchange of intelligence should be done in the roll call where different beat officers share the inputs relating to crime and criminals. Major crimes of the last 24 hours in the district should be briefed and strategies discussed to prevent such crimes.

Important GD entries of the past day should be discussed. One section of law and new methods of investigation should be briefed to the beat staff daily by the SHO. Senior officers instructions, standing orders, GOs, etc. should be briefed to the beat officers.

Evening Roll Call

The feedback of daily tasking should be taken in the evening from the beat officers. The problems faced by the beat officers in the field should be discussed and efforts made by the SHO to mitigate those problems. GD entries should be made of all relevant inputs from the beat officers.

The beat officers should be briefed about next day's major functions, VIP visits and demonstrations.

Any meeting or gathering in the beat area must be shared with the SHO.

Public Relations

The beat officers must take ownership of their beat areas. They should fix a time for public grievance redressal and during this time atleast one beat officer should be available to take petitions from the public. The beat officers must maintain a comprehensive beat book with all the details of the people living or working in their beats.

The beat officers must interact with the panchayats and other local bodies, anganwadis, youth clubs, senior citizen clubs, women groups, self help groups, NCC, NSS, private security guards, shopkeepers, etc. This will act as 'Eyes and Ears' and 'Friends of Police'.

The details of any new comer who has come to live or work in the beat area should be collected. Similarly, the details of any suspicious person sighted in the beat area should be collected.

Social Media Connectivity

The beat officers should make a list of respected members, senior citizens, street vendors, youth clubs, list of retired and serving army officers, private security guards, friends of police, women groups, resident welfare associations, community liasoning groups, market association, trade association and connect with them on social media platforms such as facebook, whatsapp, twitter. These platforms should be used for problem solving, intelligence sharing and communicating between the citizens and beat officers. Beat officers should have Whatsapp group consisting of respectable/active social persons of beats.

SHOs role

Morning briefing and the evening debriefing must be done by the SHO. The beats should be divided after taking into account in the crime statistics and demographics of the police station area. The daily tasking should be done and feedback be taken in the evening with proper record maintenance.

The beat books must be checked daily and it must be ensured that the data collected by the beat officers is being updated in the Police Station Registers.

Foot patrolling should be done by the SHOs and the beat staff daily for some time.

Exchange of information regarding crime, criminals, people in the police stations areas, workplaces etc. must be promoted by the SHO in the briefing and debriefing. SHO shall ensure that all the motor cycles/four wheelers shall be used in Beat Patrolling too. Group patrolling should also be carried out on regular basis.

Any good work done by the beat officers should be duly entered in the GD and proposal sent to senior officers for reward.

Gazetted Officers Role

The beat books must be checked by senior GOs during PS inspection. The daily tasks being given by SHOs should be monitored at the central level. The GOs must hold beat briefing during the morning rounds. Joint foot patrols should be done with the beat staff of multiple police stations as show of strength exercise. Monitoring of crime such as, land grabbing, crime against women, drugs.

smuggling, lottery, prostitution should be done beat-wise. SSP's must check and ensure updation once in a month of beat books of every PS. SP's must check and ensure updation once in a week at least of beat books of every PS. Emphasis must be on the continuous improvement and audit of the performance of Beat system. SSP's/SP's/CI's/SHOs shall have dynamic interface with the Beat Officers through daily briefing (Morning and evening roll call)/proposed e-Beat Apps/Social Media/Sampark Sabhas.

The beat system is at the heart of the policing in India and must be strengthened. The beat officers should not be changed without the concurrence of senior officers and only after giving a valid reason in writing. They must not be diverted from their beat areas without extraordinary circumstances and that too with GD entries made in this regard. The beat officer should be treated as SHO of his beat and be treated as a responsible and accountable member of the police force.

Mye-Lav
30/11/2019
(SURENDER SINGH YADAV, IPS)
INSPECTOR GENERAL OF POLICE
PUDUCHERRY

To

1. All SSPs.
2. All SDPOs in Puducherry/Karaikal/Mahe & Yanam
3. All CIs/SHOs in Puducherry/Karaikal/Mahe & Yanam

Copy to:

The Director General of Police, Puducherry - For kind information.