

**GOVERNMENT OF PUDUCHERRY  
POLICE DEPARTMENT**

No. 113 /SP(HQ)-OW/2023

Dated: 14.08.2023

**STANDARD OPERATING PROCEDURE**  
**FOR SECURITY OF LEGISLATIVE ASSEMBLY OF PUDUCHERRY**

**1. Objective :**

The objective of this 'Standard Operating Procedure (SOP)' is to establish a comprehensive security framework for the Legislative Assembly of Puducherry to ensure the safety and well-being of the legislators, staff, visitors and to protect the integrity and functioning of the democratic process.

**2. Access Control :**

- a) All individuals entering the Legislative Assembly premises must pass through designated security checkpoints after thorough frisking and checking by the Assembly Security Personnel (Watch & Wards. Additional manpower, if required, shall be deployed by SP (Security).
- b) Proper identification, such as, Government-issued photo ID cards must be presented by all individuals seeking access.
- c) Visitors' details including name, purpose of visit and contact information, etc., must be recorded in a visitor log, maintained by the staff of Assembly who shall issue Visitor Passes accordingly.
- d) Security unit shall use metal detectors and conduct physical searches of the premises for anti-sabotage measures whenever necessary as per the directions of SP (Security).
- e) Baggage and personal belongings of visitors must be subjected to X-ray screening.
- f) Only authorized vehicles shall be allowed to enter the premises of Assembly.
- g) Visitors will not be permitted to carry sticks, umbrellas, firearms, ammunitions, explosives, banners, placards, spears, swords, bricks smoking materials, inflammable objects, sharp objects or any such material, which is a threat from security perspective to the Assembly premises.

**3. Perimeter Security :**

- a) The perimeter Security is the primary responsibility of AC(IRBn) and assisted by Assembly Security Personnel.
- b) During the Assembly Session, a Police Officer above the rank of Sub-Inspector shall be present throughout the Session.
- c) Adequate lighting should be maintained along the perimeter.
- d) Local Police should conduct regular patrol along the perimeter to detect any breach on security or suspicious activities.
- e) The night rounds Officer of the day shall check the alertness of Assembly Guards. Entry in the duty register has to be made in this regard.

**4. Security Personnel :**

- a) Trained and competent security personnel should be deployed at all entrances, exits and other critical areas within the Legislative Assembly.
- b) Security personnel must wear designated uniforms / formal civvies / safari and carry visible Identity Cards of the Police Department.
- c) Security Personnel should receive periodic training on security procedures, emergency response and conflict resolution.
- d) No official will leave his place of duty without being properly relieved by a reliever or with the permission of the supervisory Officers.
- e) Their behaviour with public must be courteous and use of force must be resorted to only as provided by Law.

**5. Surveillance Systems :**

- a) Closed-Circuit Television (CCTV) Cameras should be strategically installed throughout the Legislative Assembly premises including entrances, corridors and assembly halls.
- b) CCTV cameras must cover all critical areas, such as, the main chamber, lobbies and control rooms.
- c) The CCTV system should be monitored continuously by trained personnel.
- d) All CCTV footages should be stored securely and retained according to legal requirements.