

OFFICE OF THE INSPECTOR GENERAL OF POLICE
PUDUCHERRY

No. 122/OW/IGP/25

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STANDARD OPERATING PROCEDURE
Security Framework for Courts in Puducherry, Karaikal,
Mahe and Yanam

1. INTRODUCTION

The Union Territory of Puducherry comprises four regions and in each region there is a Judicial establishment, (1) Integrated Court Complex in Puducherry, (2) District Court in Karaikal, (3) Sub-Courts in Mahe and Yanam.

This 'Standard Operating Procedure (SOP)' aims to establish a comprehensive security framework for the Integrated Court Complex, Puducherry, District Court, Karaikal and the Sub Courts at Mahe and Yanam.

2. OBJECTIVE

- I. To provide fool proof security to all Court Complexes.
- II. Thorough searching and frisking arrangements.
- III. Round the clock security in all the Court premises.
- IV. Actionable intelligence and effective preventive action.
- V. Strict Law & Order arrangements in and around Courts.

3. THREAT PERCEPTION

Courts are an important pillar of democracy. The functioning of the Courts shall be without any security threat and any Law and Order disturbances. In these Courts, a large number of serious and heinous cases are tried where dreaded criminals, organized gangs, etc., are produced. Further, prevailing terror scenario in the Country and various advisories received from MHA/IB have indicated that the Courts required heightened security arrangements.

4. MEASURES

The following measures should be taken at the Entry & Exit gates of the Integrated Court Complex, Puducherry, District Court, Karaikal and Sub-Courts of Mahe & Yanam:

- a) Sufficient number of security personnel should be deployed at all Court complexes.
- b) Efficient Searching & frisking shall be made with the suitable numbers of DFMDs, HHMDs, Baggage Scanners, etc.,

- c) Q-managers should be put at required places so that there should not be any hindrance in searching & frisking. A separate queue shall also be made for women litigants & Advocates.
- d) Police personnel, monitoring the baggage scanner should always be alert and no incriminating object should be passed. In case of any suspicious person or object is found, it should be checked thoroughly through HHMD and Metal detector. It shall also be ensured that entire procedure of searching & frisking should be easy and smooth and as per established procedures.
- e) Adequate Women Police Personnel shall be deployed for frisking with curtains and HHMD facilities at the access point. In case of any suspicious women visitors, Women Police personnel should search & frisk her thoroughly.
- f) SP (SB) shall periodically assess the threats to the Judges, Advocates, Prisoners & Witnesses and the assessment shall be disseminated to the SSP (L&O), Puducherry and Karaikal for alerting the Police Personnel on duty. SP (SB) should also ensure intelligence gathering regarding any future threats, taking inputs from SIB, Chennai and IB.
- g) Further, concerned SDPOs shall depute their Crime Police Personnel to the Court premises whenever any sensitive case is coming up for trial.
- h) Proper liaison should be done by the concerned SHOs with the In-charge of IRBn Unit for ensuring a flawless security arrangement inside & outside the Court premises.

5. ACCESS CONTROL

- a) All individuals entering the Court premises must pass through designated security checkpoints after thorough frisking and checking by the Security Police Personnel, who shall be deployed by CMT (IRBN)/(PAP)/SDPOs. In this regard, DFMDs shall be placed at the entrance and the security personnel shall use HHMD as well for frisking.
- b) Proper identification, such as, Government-issued photo ID cards must be presented by all individuals seeking access.
- c) Visitor's details including name, purpose of visit and contact information, etc., must be recorded in a visitor log and maintained by the Court staff, who shall issue Visitor Passes accordingly at the entry points.
- d) The Security Police Personnel shall use metal detectors and conduct physical searches of the premises for anti-sabotage measures whenever necessary as per the directions of the Officers concerned.

- e) Baggage and personal belongings of visitors must be subjected to X-ray screening.
- f) Only authorized vehicles shall be allowed to enter the Court premises. Under vehicle search mirrors shall be used to search vehicles in addition to visual search.
- 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 Court premises.

6. PERIMETER SECURITY

- a) All the Court premises shall have designated entry and exit gates. The entry shall be allowed only for Judges, Lawyers and Government Officials with their vehicles. Their vehicles shall be parked in the designated Parking Lots.
- b) In all the Court premises, entry is allowed only for prisoners, witnesses and litigants and not for their vehicles. Boom barriers shall be installed for regulation of vehicles.
- c) The perimeter security and access control shall be ensured by the Inspector/SI (PAP/IRBn), assisted by the Security Police Personnel and Static Armed Guard Personnel.
- d) Adequate lighting should be maintained along the perimeter.
- e) Local Police should conduct regular patrol along the perimeter to detect any breach on security or suspicious activities.
- f) The night rounds Officer of the day shall check the alertness of Court Guards. Entry in the duty register has to be made in this regard.

7. SECURITY POLICE PERSONNEL

- a) Trained and competent Security Police Personnel should be deployed at the entry and exit gates of the all Court premises for frisking duty with DFMD/HHMD.
- b) The Security Police Personnel must wear designated uniforms / formal civvies / safari and carry visible Identity Cards of the Police Department.
- c) The Security Police 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 behavior with public must be courteous.

8. SURVEILLANCE SYSTEMS

- a) Closed-Circuit Television (CCTV) Cameras with video analytics should be strategically installed throughout all the Court premises covering all important points, including important entry and exit points.
- b) The CCTV system should be monitored continuously by the trained Court staff.
- c) All CCTV footages should be stored securely and retained according to legal requirements.
- d) There has to be software's for CCTV footage analytics which shall include Facial recognition, unattended baggage alert among others.

9. EMERGENCY PREPAREDNESS

- a) A comprehensive emergency response plan should be developed encompassing various scenarios, such as, fire, natural disasters and security threats in all the Courts.
- b) Emergency evacuation routes and assembly points must be clearly marked in all the Courts and communicated to the occupants of the Courts.
- c) Regular security drills and exercises should be conducted in all the Courts to familiarize occupants with emergency procedures.
- d) Adequate fire detection and suppression systems must be installed and regularly maintained.
- e) All stakeholders who are responsible for implementing this SOP shall have the respective contingency plans with roles and responsibilities of respective officials.

10. DUTIES AND RESPONSIBILITIES OF THE ARMED GUARD PERSONNEL

- a) Static Armed Guards from PAP/IRBn shall be posted at all the designated entry and exit gates in all the Court premises, round-the-clock with required scale of Arms and Ammunitions.

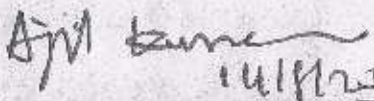
- b) The purpose of the Armed Guards is to provide security with adequate fire power to meet out any contingency at all times.
- c) Proper compliments shall be paid as per scale to the Judges and also the visiting Officials.
- d) The Police Personnel posted in the Armed Guards shall be rotated every fortnight; so that, there should not be any slackness on their part while on duty.
- e) The Police Personnel shall be regularly briefed by the Commandant (PAP/IRBn).
- f) Foot Patrol by 2 Men of PAP/IRBn shall be posted, round-the-clock by the Commandant (PAP/IRBn) and those Police Personnel shall cover the areas inside the Court premises.

11. DUTIES AND RESPONSIBILITIES OF THE SECURITY POLICE PERSONNEL

- a) The Security Police Personnel shall conduct searching and frisking of all the persons who are gaining access to the Court premises using Door Framed Metal Detectors (DFMD) and Hand-Held Metal Detectors (HHMD).
- b) Baggage and personal belongings of visitors must be subjected to X-ray screening. Monitoring of Baggage Scanners is an important duty and needs alertness and diligence.
- c) The Security Police Personnel shall ensure that the persons who are gaining access are properly identified with the Govt. issued photo ID cards.
- d) Visitor Passes shall be issued to the visitors with the seal and signature of the Court staff by entering the relevant details including name, purpose of visit and contact information, etc. Further, a visitor log should be maintained by the Court staff accordingly.
- e) Visitors shall 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 Court premises.
- f) Only the vehicles of Judges, Lawyers and Government Officials shall be allowed to enter the Court premises through the designated gate.
- g) Smart turn out of the staff should be ensured.
- h) Mobile phone should not be used at the time of duty.
- i) In the night, except authorized staff, no one should be allowed to stay.

12. INTEGRATED COMMAND AND CONTROL

- a) Commandant (PAP/IRBn) shall deploy an Officer of the rank of Inspector/SI, round-the-clock to supervise the access control, perimeter security, anti-sabotage measures and crowd management, etc., of the Court premises.
- b) The Police Personnel posted on duty for access control, perimeter security, anti-sabotage measures or any other purpose related to security shall report to the Inspector/SI.
- c) The Inspector/SI shall be responsible for ensuring proper deployment, alertness of staff, discharge of duties, protection of all individuals and the safety and security of overall premises of the Court.
- d) The Inspector/SI shall report to the SDPOs concerned in case of any event / incident.
- e) All acts of indiscipline by staff shall be brought to the knowledge of concerned disciplinary authority, i.e., SSP (C&I) / CMT (IRBn) / (PAP) / SDPOs concerned.
- f) The CMT (IRBn/PAP)/SDPOs concerned shall regularly brief all Armed and Unarmed staff about their roles and responsibilities to be exercised during routine/ contingency.
- g) Concerned SDPO / SHO shall be responsible for security both inside and outside of all the Court premises.


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To

1. The Senior Supdt. of Police (C&I), Puducherry.
2. The Superintendent of Police (Security), Puducherry.

Copy to

1. The Director General of Police, Puducherry.
2. The Dy. Inspector General of Police (L&O)/ (AP&T), Puducherry.
3. All SSsP, Puducherry.
4. In-charge Record Section.
5. The Web Officer, Police Department, Puducherry.