

**OFFICE OF THE DIRECTOR GENERAL OF POLICE
PUDUCHERRY**

No. 07/SP(HQ)/OW/2020-224

Dated: 08.07.2020

STANDING ORDER No. 05 OF 2020

Sub: 'Standard Operating Procedure' for SHOs/Beat Officers on CQAS

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In view of the COVID-19 Pandemic, Beat Officers play a key role since they are at the cutting edge level. They are involved in multiple jobs to ensure that the spread is contained. Also, a "COVID Quarantine Alert System (CQAS)" has been implemented in Puducherry to watch the movement of persons under Home Quarantine. The phone numbers of quarantined persons have been obtained from Health Department and communicated to DoT for marking their location and geo-fencing. Whenever the Home Quarantine persons breach geo-fencing (approx. 500 meters), an email/SMS will be sent to the concerned SHOs by the DoT. In this regard, the following 'Standard Operating Procedure' is issued for the SHOs/Beat Officers.

2. *The duties and responsibilities of SHOs/Beat Officers are as follows :*

- a) The Beat Officers must patrol in their respective areas and ensure that there are no violations in 4S protocol, i.e., ensuring Safety, Sanitation, Social Distancing and promotion of Setu app.
- b) The Beat Officers, who are eligible as per the LAD Notification, should challan them whenever they see such violation.
- c) The Beat Officers should brief public at large, using Loud Speakers, PA System or any other way, about the methods on how to keep ourselves safe.
- d) The Beat Officers/SHOs shall wear face mask, maintain social distancing and proper sanitization protocol to be followed.
- e) The Beat Officers to coordinate with other line department officials in case they get to know any information which is relevant to other line departments. This should be informed to the SHO. The SHO should follow it up so that the action is taken.

- f) The Beat Officers must have an updated list of people in quarantine and should check them on daily basis.
- g) The Beat Officers must visit Containment Zones in their respective areas thrice a day.
- h) The SHOs shall also get a feedback from their men on the previous day activities.
- i) Both the SHOs and Beat Officers shall arrange to co-ordinate with the local community, i.e., Community Liaisoning Groups, Resident Welfare Associations, etc., and make awareness on 4 S protocol.
- j) The Beat Officers shall use PA system and also put banners/placards near the Containment Zones displaying Do's and Don'ts.
- k) The Beat Officers shall visit the senior citizens as they are in the vulnerable group and provide assistance as per health protocol.

COVID Quarantine Alert System (CQAS) :

- a) Whenever, an alert was received by the SHOs on violation of HQ persons, the SHO shall segregate the list of persons by Beat area wise and inform to the concerned Beat Officers.
- b) The Beat Officer in turn, make entry in the Beat Book and visit to the address of HQ and conduct enquiry whether the HQ person is using the mobile number or any other person using it, whether any change of phone number/address; if any change of address, the concerned Police Station limit, etc., to be identified and the Beat Officer shall inform the details to the SHOs.
- c) If a false alert is received by the SHO, owing to wrong mobile number, etc., the same may be immediately brought to the notice of the Medical Officer concerned for updation of correct mobile number of the person in the quarantined person's database.
- d) The SHOs shall inform the PHC concerned to conduct enquiry on the HQ violation.

- e) After verification by PHC, if the person is found to have violated the quarantine condition for the first time, he or she shall be penalised with a fine alongwith a strict warning, and a sticker indicating the violation be affixed at the person's place by the PHC officials.
- f) If the said person, violates the quarantine condition subsequently, a complaint will be lodged by the Incident Commander/any designated person and based on it, case will be registered against him/her under the provisions of Disaster Management Act and the Epidemic Diseases Act and he/she shall be placed in an Institutional Quarantine Centre.
- g) If the person violates the quarantine condition, even for the first time, by wantonly leaving the mobile at his place, he/she shall be immediately placed under Institutional Quarantine alongwith fine.
- h) The way of geo-fencing method used to track the HQ persons shall not be disclosed to them.
- i) All SHOs shall daily brief their Beat Officers and men on the COVID-19 positive cases, their source of infection, hot spots and data received from United Services Whatsapp Group, etc.
- j) The SHOs shall send daily report on the CQAS to the SDPOs.

// By order //


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Distribution :
All concerned