

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

No 04/DGP/SECY/2016-115,

Dated, the 21 October, 2016

**OFFICE OF THE
SUPDT. OF POLICE (EAST)**
No. 4423/SPE/GR/16
Dated: 22/10/16

STANDING ORDER NO. 01./2016

Sub: Morning Roll call briefing by Senior Officers.

MUTHIALPET CIRCLE
No. 1576/M.P./CR/16
Date: 28/10/16

The Morning Roll call will be held at all the Police Stations in the UT of Puducherry at 08.00 hrs to ensure proper functioning and communication among police personnel posted at the Police Stations. All the Police Station staff except those deployed on field duty shall attend the Roll call. The staff will be personally briefed by SHO every day on day-to-day incidents and their duties. The Circle Inspectors, SPs and SSPs shall also visit every day in uniform, any one of the Police Station, in his Circle / Sub-Division / District and should brief the staff during morning Roll call on following points, on all days.

- 1) Briefing of cases (both cognizable and non-cognizable) reported on the previous day.
- 2) Complaints received in the Police Stations including through 'online' and on 'Toll-Free' Numbers, 100, 1031.
- 3) Reading of wireless messages received, references and circulars and conveying of instructions issued by the senior officers, Govt., and LG office.
- 4) Law & Order bandobust duties and VIP visits during the day.
- 5) Newspaper reports, T.V and F.M radio reports of law & order, crime and other important events.
- 6) Intelligence & information shared by the Beat Officers and other police personnel.
- 7) Details of Absconding/Wanted accused persons.
- 8) Points to be covered by mobile patrol, cycle patrol and foot patrol.
- 9) Details of unsolved property offences and other undetected crimes.
- 10) Checking of Bad Characters, History-Sheeters and verification of their activities, associates and their source of livelihood.
- 11) Checking of Arrack Shops, Wine Shops and Bars.
- 12) Sharing of information received from other Police Stations.
- 13) Collection of details of ruffians, jail release convicts, budding criminals and School drop-outs.
- 14) Visit to educational institutes to prevent eve-teasing and create awareness among the School children.
- 15) Regulation of traffic at important intersections, educational institutes during peak hours.
- 16) Mounting of surveillance on locked and vacant houses or premises or those temporarily left unoccupied, to ensure their safety.

Forwarded for Necessary action
Mut. PS / Kai. PS / O.P.

San 26/10/16
INSPECTOR OF POLICE
MUTHIALPET CIRCLE
PUDUCHERRY

*AKS/OS/cf. muthialpet
Shri. Anand*

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SUPDT. OF POLICE (EAST)
PUDUCHERRY

- 17) Collection of intelligence on criminals and unlawful activities.
- 18) Checking of encroachments on government land.
- 19) Clearing of beggars, touts, stray dogs and cattle from public places.
- 20) Taking charge of stray children or abandoned property and report the recovery to the Police Station
- 21) Verification of tenants/servants/strangers living in the area.
- 22) Identification of crime-prone and trouble-prone areas.
- 23) To create awareness among the Traders to install CCTV Cameras.
- 24) Sensitization about Laws, recent Court judgments, directions from MHA, etc.
- 25) During monsoon season, identification of low-lying areas and alerting the general public about the 'warning' of Meteorological Department.
- 26) Instructions to update and maintain the list of senior citizens, respectables of each village, Gun License holders, Explosive License holders, Bad characters, Witnesses and Sureties residing in the area.
- 27) Instructions to the Writer PC for updation and maintenance of Station records.
- 28) Instructions to the Court PC to follow-up the cases, coming for trial on the day.
- 29) Service of Summons, Notices, Intimations and execution of Warrants.
- 30) Instructions to the Woman Police Personnel of 'Mahila Desk' and importance of their polite & courteous behavior while dealing with the complaints of women & children.
- 31) Instructions regarding cleanliness of the Police Station premises, Armoury, etc.
- 32) Instructions to maintain discipline, morale and decorum including good behavior towards the general public and tourists.
- 33) Instructions to staff to wear helmets while riding motor-cycle and to be a role-model for the citizens.
- 34) Feed-back from the Police Personnel on day-to-day basis.
- 35) SHOs to personally attend to the grievances and petitions from the public, and call both the parties within 24 hrs. and resolve the issues within 24 hrs.
- 36) Visit senior citizens and French nationals and do the security audit of their houses and advise them to engage Security Guards, external CCTV surveillance cameras, better locks and to insure the house.

- 37) Meetings with Security Guards, transgenders, students, Ex-serviceman, taxi drivers, auto drivers, owners of auto-workshops, owners of lodges, Guest houses, liquor shops, petrol bunks etc. to sensitise them about security aspects and for collection of intelligence.
- 38) Check the knowledge of Beat officers whether they know Ex-convicts, receivers of stolen property, criminals living in their beats, important installations all the roads and by-lanes and check whether they have day-to-day contacts with the people.
- 39) Check the Beat Book showing the daily activities and daily transactions with respect to the beat. The contacts with senior citizens, enquiry into complaints, verifications, implementing community policing schemes, fostering communal harmony etc. The Beat Book should contain beat map, population, vital installations, Govt. offices, religious places, schools, colleges, important fares, weekly bazaars etc.
- 40) The Beat Book should also have particulars of other places requiring special attention which includes liquor shops, lodgings, markets, vital installation etc. It should have the names and addresses of respectable persons with their telephone numbers so as to contact such persons whenever their help is required. The Beat Book should contain the lists of History sheeters, Known Depredator, Rowdies, Trouble mangers, persons involved in body offences and property offences and also budding criminals.

The success of the 'Beat Officer' system largely depends upon discipline, devotion, intelligence and hard work by the Beat officers and the amount of supervision exercised by the Supervisory Officers. Thus for preventive and pro active policing, the daily briefing of Police Station staff by Senior Officers during morning Roll Call at 8 AM and debriefing during the evening Roll call at 8 PM is mandatory.

The visit of CIs/SPs/SSPs to the Police Stations at 8 AM on all days shall ensure that proper briefing takes place in the Police Stations. The SSPs, SPs and CIs shall send the details of their 8 AM visits in the Whatsapp group every day by 09.00 hrs.



(S. K. GAUTAM, IPS)
DIRECTOR GENERAL OF POLICE,
PUDUCHERRY

To

All concerned.