

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

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CIRCULAR

Sub: Duties of Beat Officers – Instructions – Issued.

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The 'Beat Officer' system has been introduced at Police Station level as a mechanism for the prevention of crime and maintenance of law and order within their respective beats by improving day-to-day contact with the people. 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. The constable on beat is more than a mere symbol of the Police in action. He is actually in day-to-day contact with the people, be it on the pavement, or street-crossing of a busy city, or the quiet reaches of a far off rural area. It is he, who can make or mar the reputation of the force and no officer must ever be unmindful of this crucial role which the beat constable plays in establishing and maintaining good public relations. He is also one of the most important links between Police and public.

In order to streamline the 'Beat Officer' system, the following instructions are issued.

COMPOSITION OF A BEAT

The area of a Police Station is divided into a number of beats depending upon its size and area to be covered. Generally, a Police Station of this territory is divided into two or more beats. A beat area is generally looked after by a Police Constable, designated as the Beat Officer. His functions are monitored by the SHO concerned under the supervision of the Circle Inspector of Police and the Superintendent of Police of the sub division.

FUNCTIONS

The Beat officers are required to perform multifarious tasks including the onerous duties and responsibilities of prevention of crime and maintenance of law and order within their respective beats. Their duties also include collection of intelligence of general nature, keeping in contact with senior citizens, enquiry into certain types of complaints, verification, ensuring smooth flow of traffic, implementing community policing schemes, fostering communal harmony, etc.

BEAT BOOK

A beat officer should maintain a beat book. It should contain information regarding the beat area with a beat map, population, vital installations, government offices/buildings, religious places/structures, schools/colleges, important fairs, weekly bazaars, etc. It should contain particulars of other places requiring special attention which include liquor/drug shops, lodging houses, shopping malls, vital installations etc. It should have also the names and addresses of respectable persons with their telephone numbers so as to contact such persons whenever required. The beat book also should contain the following particulars:

- (a). List of respectable persons and those who can provide help to the Police.
- (b). List of persons, who have involved in offences under Indian Penal Code mentioned in chapter XVI (offences against the human body), chapter XVII (offences involving property), chapter XVIII (offences relating to documents and property marks) and chapter XXII (criminal intimidation) and also of budding criminals against whom History Sheets are maintained.
- (c). List of persons who are involved in disputes amongst neighbours or such other persons, which require Police intervention
- (d). List of senior citizens living in the beat area.
- (e). List of mobile numbers of highway Police patrolling teams of Tamil Nadu connecting Cuddalore, Villupuram, Nagapattinam, Thanjavur and Kanchipuram districts.

DUTIES

The success of a beat officer largely depends upon the time he spends in his beat. He should perform patrolling in the area and keep open eyes at all activities in the area and report important information noticed or brought to his knowledge, to his supervisory officers. The following are the some of the duties attributed to the beat officer:

- (1). Service of process & information sheets and conduct of various types of verifications including tenants, property dealers, cyber cafe, etc.
- (2). Developing information and knowledge about the incidents of crime occurring in his area, modus operandi adopted in the commission of crime, descriptions of stolen properties, descriptions of suspects of the crime, developing criminal intelligence, etc.
- (3). Surveillance over Bad Characters. He should also look out for proclaimed offenders/absconders who are residents of the beat area and make efforts to arrest them.
- (4). Keeping track of the activities of ruffians, budding criminals, novice, jail release, school dropouts, dismissed Police personnel, criminals who are not the residents of the area but operate in the area.
- (5). Verifying about the Bad Characters including ex-convicts and ruffians residing in the area to find out as to whether they have ostensible means of livelihood or else their activities need to be watched closely.
- (6). Visiting the homesteads of senior citizens frequently and educate them on security aspects with a view to protect their life and property.
- (7). Visit to every nook and corner of the beat area including door to door visits to acquaint himself with the residents and the locality.
- (8). Contact with local panchayatars and respectables persons for obtaining information about the activities of criminals and bad characters and matters relating to criminal intelligence and also

sensitizing them about the Dos and Don'ts to be followed for prevention of crime and maintenance of public peace and order.

- (9). Meeting caretakers of taxi stands, bus stands and railway station, taxi, auto & bus drivers, owners of hotels and guesthouses, owners of auto-workshops, managers/employees of liquor shops, petrol bunks, cinema theatres, internet centres, travel agents, local goldsmiths, market people, etc. and collection of intelligence and sensitizing them about the Dos and Don'ts to be followed for the prevention of crime and maintenance of public peace and order.
- (10). Collecting information about the activities of criminal gangs and offences such as pick pocketing, bag lifting, gambling, drug pedaling, prostitution, etc.
- (11). Collect intelligence on criminal;/suspected terrorist activities in the beat and inform the SHO.
- (12). Collection of particulars relating to the complaints pending and disposal thereof and assessment about the probable source of dispute or quarrel among neighbors, different communities and religious groups.
- (13). Knowledge about the peak hours of traffic in his area, about the opening and closing time of banks, Govt. offices, educational institutions and keep a close watch at those places so as to prevent eve-teasing of women and activities of goonda and anti-social elements.
- (14). Reporting to the SHO about the encroachments on government land and the activities of persons dealing in real estate business.
- (15). Deal with any fight, assault or affray including the use of obscene or abusive language, wordy quarrels near public water taps, market places, etc.
- (16). Take into custody any person who may be drunk and disorderly, or otherwise incapable of looking after himself.
- (17). Receive any report or make a note of any crime committed, direct the complainant to proceed or send word of its occurrence to the Police Station and take such action to guard the scene and arrest the offender, if known and give such immediate help as may be called for.
- (18). Clear the road or pavement of obstructions caused by crowds, vendors or vehicles.
- (19). Attend to any traffic accident, clear the scene of on-lookers and maintain it intact, send word to the Police Station, render first-aid if necessary and take particulars of the parties and vehicles involved and of any eye-witnesses available and report them to his superiors.
- (20). Keep a lookout, especially at night, for new unusual lights, noises or other suspicious signs like tampered locks or broken window panes in the buildings and premises on his beat and take such action as may be called for.
- (21.) Prevent the commission of mischief, nuisance or other crime on his beat.

- (22). Report the occurrence of such hazards as fires, burst mains, fallen electric wires, trees and buildings and wells or any apprehended danger or any manhole in accessible area, take steps to keep the area clear, divert traffic and render such help as is necessary.
- (23). Take charge of stray children or abandoned property, and report their discovery to the Police Station as early as possible and impound stray cattle.
- (24). Conduct the aged, the blind and children through busy traffic (especially at the time of schools open and close, in the case of children).
- (25). Keep an eye on brothels and report on trafficking, on the houses of suspected or known receivers of stolen property and on the dwellings of thieves, gamblers and other bad characters, noting those who enter such places.
- (26). Clear his beat of beggars and touts and question all suspicious characters and deal with them suitably.
- (27). Visiting vacant houses or premises or those temporarily left unoccupied to ensure their safety.

GENERAL INSTRUCTIONS

The Station House Officers will daily brief the beat staff during roll call every morning and debrief them during roll call every evening. The SHOs will make it a point to seek information on any unusual/criminal/terrorist related activity noticed by them. They should monitor the performance of beat officers on day to day basis. The Circle Inspectors and Superintendent of Police concerned shall also brief the beat staff and supervise their activities closely. The beat officers shall be rotated from amongst the available staff of the Police station. No tenure should be fixed for the beat staff and continuation on such duties should be based on their performance. Those who do not perform satisfactorily should be assigned to other general duties in the Police station. He should carry walkie-talkie for maintaining communication with the Police Station and a lathi. During night, he should also carry a torch light. He shall wear proper and neat working dress with an arm band on his left hand indicating his duty as Beat Officer.

The service of the best Beat Officer will, as and when necessary, be recognized by way of awarding suitable rewards.

This supersedes all the instructions issued earlier on the subject.

(ALOK KUMAR VERMA, IPS)
DIRECTOR GENERAL OF POLICE
PUDUCHERRY

To

- 1) The Deputy Inspector General of Police, Puducherry.
- 2) The Senior Supdts. of Police, KKL/C&I/L&O, Puducherry.
- 3) All SDPOs/SP(Traffic)/CIs/SHOs/Incharge of OPs.