

NO VOTER TO BE LEFT BEHIND

Welcome to the Learning Module for SP

Session 1: Roles and responsibilities of
SP as well as Sub Divisional Police
Officers

Overview of the Session

Sr. No	Learning Objectives	Sr. No	Sub Learning Objectives
1	To be able to explain the roles of SP during elections	1.1	To be able to explain the roles and responsibilities of SP
		1.2	To be able to prepare and implement the District Security Deployment Plan
		1.3	To be able to explain the role of CPF during elections
		1.4	To be able to enlist the roles and responsibilities of District Nodal and Sub-Nodal Officer and SHO
		1.5	To be able to explain the role of Police during the day of the Poll
		1.6	To be able to explain the role of Police during the Post Poll Arrangements

Pre-Poll

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Sub Learning Objective 1

To be able to explain the roles and responsibilities of SP

Role of Police Personnel at various levels

Levels	Role
DGP	Overall State Responsibility
IG/DIG	Supervision in his range
CP/SP	Overall Planning & In-charge of district/City
JCP/Add. CP	Supervision
DCP	Overall in-charge of respective zone
DySP/ACP	Supervision & Execution
PI/PSI	Execution & Patrolling
ASI/HC/PC/IBD	Local Duties

Preventive Actions (Illustrative ONLY)

Special drives launched from date of announcement

- To compile list of persons indulged in electoral offences during past two elections
- Updating list of history sheeters, declared absconders, fugitive criminals
- To give affect the service of pending warrants/challans and updating list of pending warrants
- To expedite the investigation/prosecution of pending electoral offences
- Unearthing of illicit liquor factories
- Seizure of illegal arms and ammunition

SP should fortnightly update the information on such drives AC wise and report to DEO

Contd...



Prohibitory orders u/s 144 of CrPC banning carrying of licensed arm - 100% scrutiny of arms licenses

Order relating to the use of loudspeakers

Immediately after the announcement of election –review of license holders (physical verification of arms)

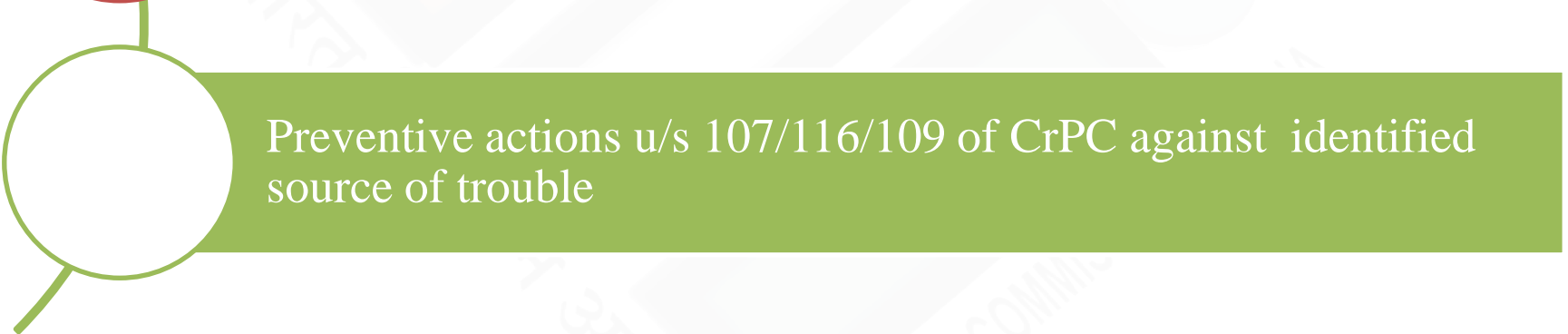
Depositing of arms and ban on issuing of new arms license after announcement of elections (ECI Directions)

Contd...

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Strict checking of vehicles



Preventive actions u/s 107/116/109 of CrPC against identified source of trouble

Contd...

Daily Law and Order Report for each district in format (LOR Form-1) and transmission of the same to CEO.

Daily report from announcement of elections till the completion of elections.

LOR-Form 1 to be sent SP/SSP to DEO and copy to Home Department

Form LOR - FORM I

**Election Commission of India Daily
Law & Order Report for Districts for Electoral Events
Election ID: STATE ELECTIONS, 2004**

Report for a day should cover a period of 24 hours from 6.00 AM of that day to 6.00 AM of next day)

To	
1) District Election Officer 2) District Magistrate	
Copy to	
1) Home Secretary 2) Director General of Police 3) Chief Electoral Officer	

Start Date for these Reports (1) :Date		Month		Year				
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Report for.....day (2) :Date		Month		Year				
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Name of State:

Name of Police District :

Police Range (of IG/DIG):

Part I : Summary

Sl. No.	Item	Reporting Day	Cumulative from Start Date upto and including Reporting day
1.	No. of Unlicensed Arms/Explosive seized a)Arms/Weapons		
2.	b)Cartridges/Explosives(Quantity/Numbers) No. of illicit arms manufacturing centres raided and seizures made		
3.	Licensed Arms deposited/impounded/cancelled		
4.	No. of persons bound down U/S 107/116 CrPC etc.		
5.	Execution of non-bailable warrants a) Executed		
	b) Pending		
6.	No. of incidents of violence related to poll campaign, political rivalry etc.		
	a) No. of incidents		
	b) Total killed		
	c) Total injured		
	d) Damage to property (in Rs. Lakhs)		

Signature of SP/SSP:	Name of SP/SSP:
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Daily Law & Order Report for Districts for Electoral Events

Election ID : STATE ELECTIONS, 2004

(Report for a day should cover a period of 24 hours from 6.00 AM of that day to 6.00 AM of next day)

Report for..... day (2) Date | | | Month | | | Year | | | | |

Name of State:

Name of Police District:

Part II : Details of Incidents of Violence

(Use a separate sheet for each incident of violence covered in item 6 of part I)

A. General Information

1.	Incident No.:	Time :	
2.	Place/Location:		
3.	Brief Narrative Summary of incident of violence :		
4.	Political/Communal Affiliation of the Groups/People involved in the incident, if any :		
5.	Police Action taken, if any :		
6.	Break-up of persons killed and injured in the incident:	Killed	Injured
	a) Political workers/Activists		
	b) Poll Officials		
	c) Policemen/Security Staff on Duty		
	d) Onlookers		
	e) Others		
	Total		
7.	Details of Damage to Property, if any :		

**Signature
of SP/SSP:**

**Name of
SP/SSP:**

Form LOR – FORM I (Page No.....)

Daily Law & Order Report for Districts for Electoral Events

Election ID: STATE ELECTIONS, 2004

(Report for a day should cover a period of 24 hours from 6.00 AM of that day to 6.00 AM of next day)

Report for..... day (2) Date			Month			Year			
Name of State:									
Name of Police District:									

Part IIB : Names & Particulars of Persons killed/injured

(Use a separate sheet for each incident of violence covered in item 6 of Part I)

Incident No.:

[illegible]

(3) **Approximate age.**

(4) Political worker or activist/Poll official/Police man or security staff on duty/Onlooker/Others.

Pre-Poll

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Sub Learning Objective 2

To be able to prepare and implement the
District Security Deployment Plan

Purpose of Security and Force Deployment Plan

- Ensure that all polling stations are covered with adequate static duty reinforced by necessary mobile patrolling including QRTs (Quick Response Teams) at the level of “zones” and “sectors”.

What does it include?



Requirements
and availability
of resources i.e
Manpower,
vehicles,
weapons,
wireless sets etc

Patrolling
plan – Route
map,
number of
patrolling
vans and
manpower

Communication
Plan – Contact
Details of Police
officials,
election
officials, para-
military etc.

Roles &
Responsibilit
-ies at
different
levels

What does communication plan include?

Preparing Communication Plan

Write personal mobile number of each police personnel in the scheme with name

Prepare a directory of officials with name, designation and contact number

Include names of officers who come from outside in directory

Include name and contact details of key officials of paramilitary force

Bandobast scheme – Force Deployment

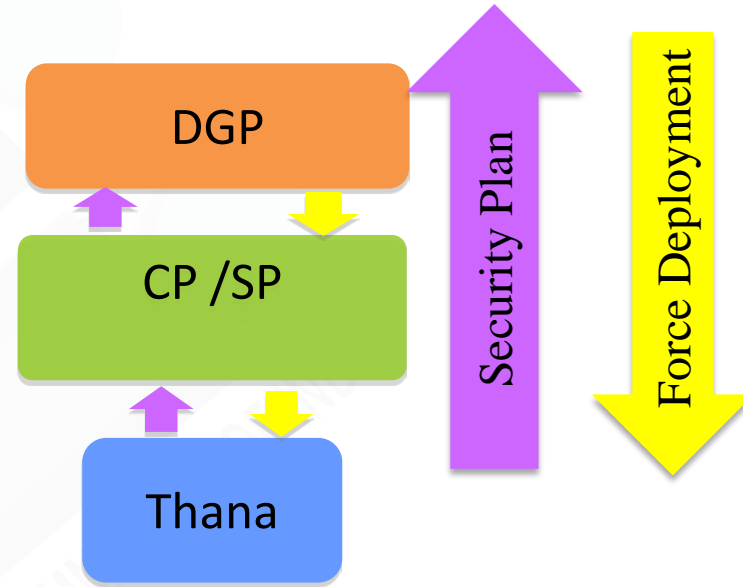
Overall planning

Over all Process of Planning & Deployment

Prepare State deployment plan taking into account the available forces of the state government/ CPF

Prepare *Bandobast* scheme for District deployment –submit to State – Demand for manpower if inadequate

Prepare the *Bandobast* scheme and route map – submit to District – demand for manpower if inadequate



Process at Thana Level

Prepare the *Bandobast* Scheme for the areas covered under Thana and demand for resources from district, if inadequate

Submit the *Bandobast* Scheme to CP/SP

See what the Thana has and how much it needs from outside

Based on that, assess the Thana's requirements of manpower, weapons, vehicles, wireless sets and any other equipments

Do the assessment of the Polling stations in the Thana areas (hyper sensitive/ sensitive/normal)

Process of Planning of Bandobast at District/City Level (SP/CP level)

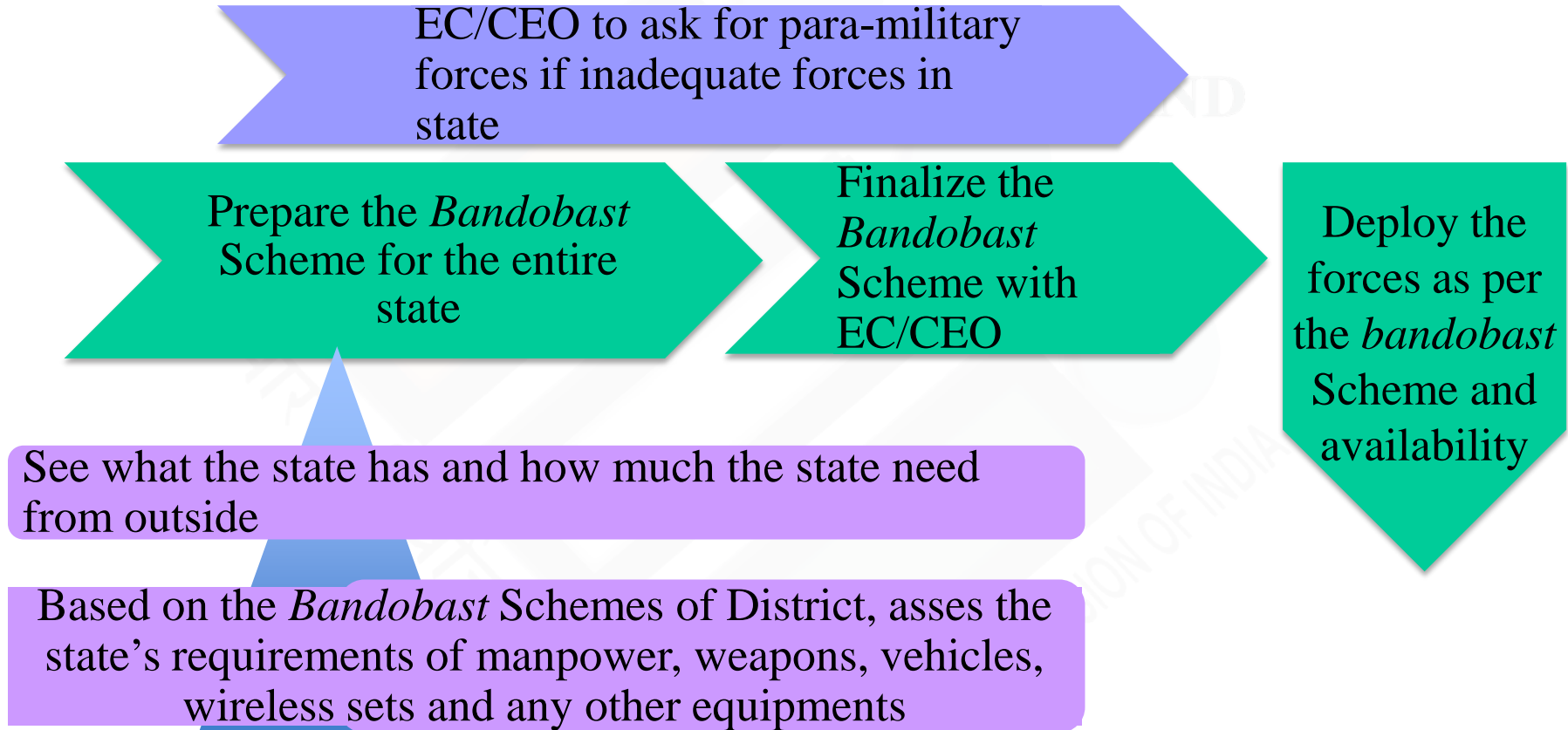
Prepare the *Bandobast* Scheme for the District /City and demand for resources from state, if inadequate

Submit the *Bandobast* Scheme to State / DGP

See what the district has and how much it needs from outside

Based on the *Bandobast* Schemes from Thana's, assess the District's requirements of manpower, weapons, vehicles, wireless sets and any other equipments

Process of Planning & Deployment at State level /DGP



Execution of Bandobast scheme-SP

Execution of
Bandobast
Scheme



SP/ CP
Is responsible for

General supervision of
Bandobast Scheme

Execution of Bandobast - DySP

Execution of
Bandobast Scheme

DySP
is responsible for

Managing and monitoring the officers
working under him, weapons, vehicles
and any other equipments

Ensuring proper execution of *Bandobast*
Scheme in his area



Execution of Bandobast – PI/PSI

Execution of *Bandobast* Scheme



Thana In-charge/ PI

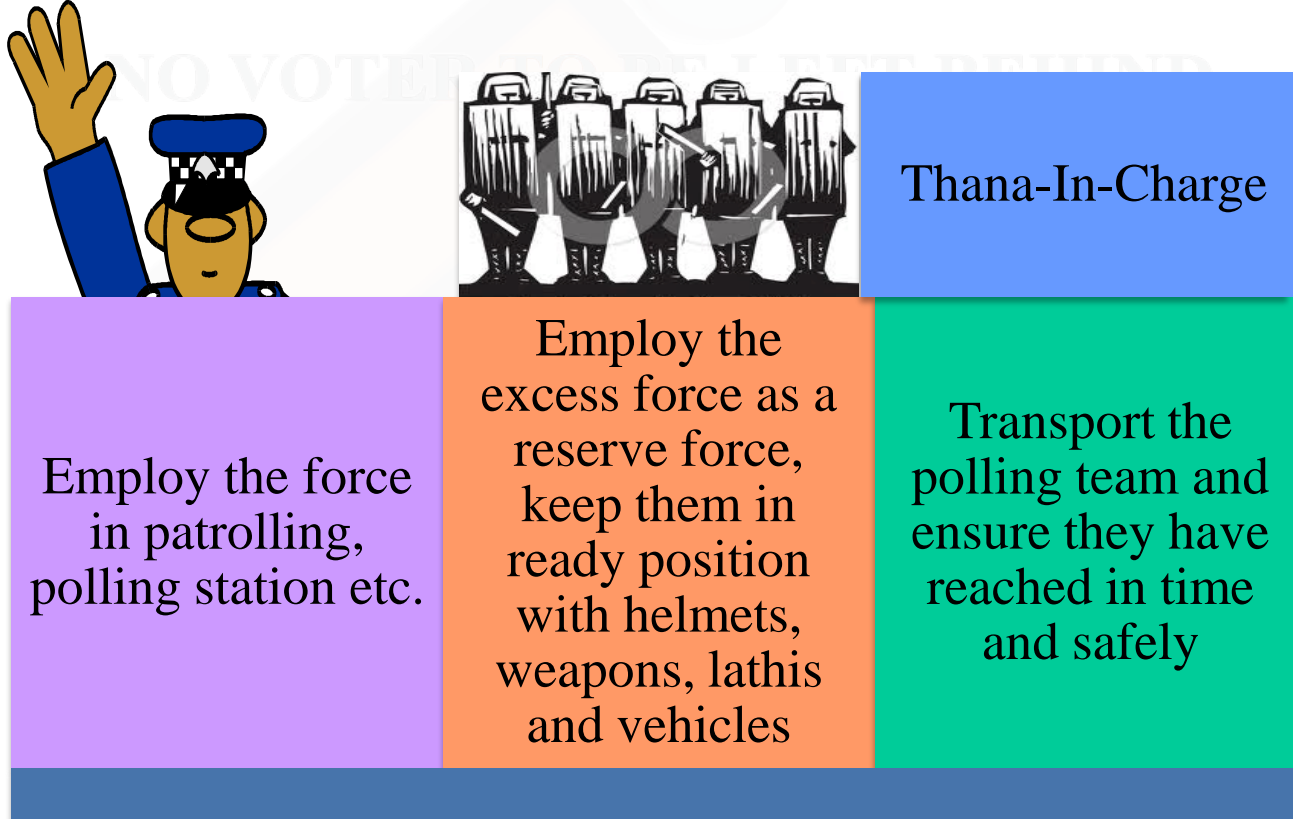
Ensure execution of Bandobast Scheme without any error under the supervision of DySP

Take preventive measures to ensure law and order

Get all the information personally, do not depend /trust the writers and Admin staff

Ensure that you have name and contact details of Zonal Officer, Route In-charge, Polling Station In-charges, Head constable/ Police Constable

Role and responsibility of Thana In-charge



Contd...

Thana-In-Charge

Yeah, it
does
work..



Issue necessary
instructions to the
Police guarding
polling station

Ensure the
gasmask & gas
gun are in ready
position

Get security check
updates of store
room, done by
ARO

Control Room In-Charge

Execution of
Bandobast
Scheme

Control Room
In-charge



Study the overall
bandobast
scheme, find out
who is where,
how many
mobiles, who are
the officers, what
are the call signs

Keep track of
CPF, Home
Guard, their
deployment and
movements

Report to CP/SP
about their
movements

PSI (Motor Transport)

Police Sub-Inspector Motor Transport (PSIMT)



Report to the control room In-charge about the number of vehicles

Ensure that the mechanics are ready so that none of the patrolling vehicles stay off the road

Other Considerations for preparation and implementation of District security and force deployment plan

District deployment plan to be prepared under the chairmanship of DM/CEO and approved by the Observers.

To ensure that there is no deviation without express prior approval of the Observer.

Observers to be given draft force deployment plan on their arrival.

The plan should have sketch map of each sector and identify vulnerable pockets and critical PSs.

Sealing of inter-stat/district borders well in advance

Training and briefing of 100 % personnel

Ensure that CPF personnel are provided with requisite amenities

Pre-poll, Poll & Post Poll (only CPF)

Sub Learning Objective 3

To be able to explain the role of CPF
during elections

Why CPF is deployed?

- To ensure that the entire electoral process takes place in a free, fair, smooth and safe manner.
- To protect electoral stake holders, viz, voters, candidates, poll personnel, party workers, Media, Observers etc. and building a general atmosphere of confidence in the processes.
- To ensure safety of the poll material, polling stations, counting centers, transportation routes, etc.
- To ensure that overall law and order situation is conducive for a level playing field during political campaigning

During the course of deployment in election, State and Central forces come under direct superintendence, direction and control of ECI for all purposes.

In case of non-availability of CPF

- The local State armed police can also get deployed at polling stations when enough CPF is not available under the specific instructions of the ECI through its Observers. However, in such cases, the local police shall not stand at the entrance door of the polling stations.

Briefing of CPF

- CPF personnel should be properly briefed by the concerned officer in charge regarding-
 - List of vulnerable pockets
 - Terrain & Weather conditions of district
 - List of PS and their locations
 - Communication Plan of the district
 - Do's & Don'ts for CPF
 - Deployment Plan
 - Vulnerability Mapping & Criticality Assessment of PSs
 - Contact information of RO/SO/DEO/SP/ARO/Observer/Micro Observer
- If the deployment is in a Police Station, the Station House Officer shall brief.
- If it is in a district, the DM and SP will do so with respect to the challenges in the area, the appropriate responses, the do's and don'ts etc.

Pre-Poll day deployment of CPF

CPF arrives in advance for area domination

- Arrival in advance also helps them establish a better network with local police.

- Also used for additional deployment on check posts for preventing illegal movement of cash, liquor, drugs, and unaccounted election material by political parties/candidates.

Takes out flag marches, point patrolling, sanitation particularly of Left Wing Extremism (LWE) areas, and other confidence building activities

They are provided with area-wise list of anti-social elements to undertake spot verification

- They also interact with local population with a view to enhance the public confidence.

Pre-Poll Area Domination

Pre-Poll Area Domination by CPF usually takes place 3-5 days before the Poll

The Commanders/Asst. Commanders of CPF to be given the list of vulnerable locations by DEO

When CPF arrives in advance for area domination, special attention to be given to vulnerable areas

CPF to conduct point patrolling, Marches and other Confidence Building Measures (CBM) in such vulnerable pockets

In case of any obstructions, CPF to inform RO/DEO/SP and keep a note of the time of their intimation

Such flag marches by CPF should be more on foot

Pre-Poll day area domination by CPF (during Flag Marches)

CPF to be provided with the list of anti-social elements area-wise so that CPF, during the flag marches can undertake a verification.

Such flag marches by CPF should be more on foot

CPF should have some interaction with local population to enhance the public confidence

Guarding the PS by CPF

Guarding of PS

The CPF shall take positions in the assigned polling stations on the poll-eve (day prior to the poll).

The CPF shall be primarily responsible for protecting the polling stations and regulating the entry inside the polling stations.

In such cases one Jawan of the CPF shall position himself at the door of the polling station (either in static or oscillating mode) in order to observe the proceedings that are going on inside the polling station.

Other Considerations

- In case of PS guarded by CPF, one Local Unarmed State Police Personnel also to be assigned to the PS.
- Where CPF is on oscillating guard duty, it is advised that 2 unarmed local state police be posted at each PS location as contingency
- When there is a shortage of CPF personnel, CPF and SAPF may be mixed in a ratio of 1:1 to maximize static coverage of the PS by CPF.

In case the CPF assigned to static duty has not reached the assigned PS location for any reason, the Poll shall NOT commence

Contd...

Any officer of the local state police with or without contingent shall not position at such polling station and cannot exercise any supervision and control over the CPF at such polling stations. However, one or two unarmed local police personnel can be posted in such polling station premises so that reinforcements of local police can be called, if required.

The local state police shall remain responsible for maintenance of general law and order in catchment area of the PS, as well as inside and outside of the Polling Station Location.

Information that CPF should know

- List of vulnerable pockets
- Terrain & Weather conditions of district
- List of PS and their locations
- Communication Plan of the district
- Do's & Don'ts for CPF
- Plan for pre-poll deployment
- Vulnerability Mapping of the District
- Contact information of RO/SO/DEO/SP/ARO/Observer/Micro Observer

NO information regarding Vulnerability Mapping and Deployment of Security Forces can be given to public/media

Post Poll duties of CPF

- Escort of Polled EVM to receiving centre
- Escort of Polled EVM from receiving centre to strong room
- Guarding of EVM strong room
- Secure and guard the counting centre premises and its catchment area

Pre-Poll

NO VOTER TO BE LEFT BEHIND

Sub Learning Objective 4

To be able to enlist the roles and responsibilities of District Nodal and Sub-Nodal Officer and SHO

Specific Poll related duties of Sub Divisional Police Officer

Finalisation of list of critical polling stations, in consultation with SDM and submitting it to SP.

Finalisation of list of vulnerable polling stations/hamlets in consultation with SDM and submitting it to SP

Assessment of security forces to be deployed at :

- Polling stations
- Patrol/mobile duty
- Maintenance of general law and order
- And submitting it to the SP

Contd...



Making logistical arrangements for forces coming from outside the District/State.

Establishing a fully equipped control room at the sub Division level.

Enforcement of the Model Code of Conduct.

Along with SDM, briefing all officers at subdivision level about the model code of conduct and electoral offences.

Training of police personnel and SPOs at thana level.

Contd...



Finalise the routes of polling parties to polling stations, with the SDM and secure them.

Prepare the sub division level plan for patrolling/fixed Pickets/check points.

Gathering intelligence in LWE areas.

Seek approval from SP for operational plan for LWE areas.

Review security arrangements for candidates and take steps to provide security, if required, under intimation to the SP.

Contd...

Coordinate with SDM, to provide necessary clearances for plying of vehicles/rallies and processions and use of loudspeakers at the subdivision level through the single window mechanism.

Make necessary security arrangements for regulating crowds and maintaining law and order during visits of star campaigners.

Ensure allocation of SPOs to polling parties, at dispatch centres.

Prepare security plan for strong rooms, in consultation with SDM.

Contd...

NO VOTER TO BE LEFT BEHIND

Prepare security plan for counting centres, if any in consultation with the SDM.

Intensive checking and patrolling throughout the subdivision, 48 hours before the poll, to check against electoral malpractices.

Ensure sealing of borders

Specific poll related duties of SHO

Identify critical polling stations and submit to SP.

Identify list of vulnerable polling stations/hamlets and submit to SP.

Give inputs to SP for assessing the requirement of security forces to be deployed at:

- Polling stations
- Patrol/mobile duty
- Maintenance of general law and order

Contd...

NO VOTER TO BE LEFT BEHIND

Arrange local logistics for forces coming from outside the District/State.

Ensure enforcement of the Model Code of Conduct.

Ensure that no police personnel at thana level is left out from training.

Arrange for physical verification of all polling stations

Finalize the routes of polling parties to polling stations, with the SDM and secure them.

Coordinate with SDM, to provide necessary clearances for plying of vehicles/rallies and processions and use of loudspeakers at the subdivision level through the single window mechanism.

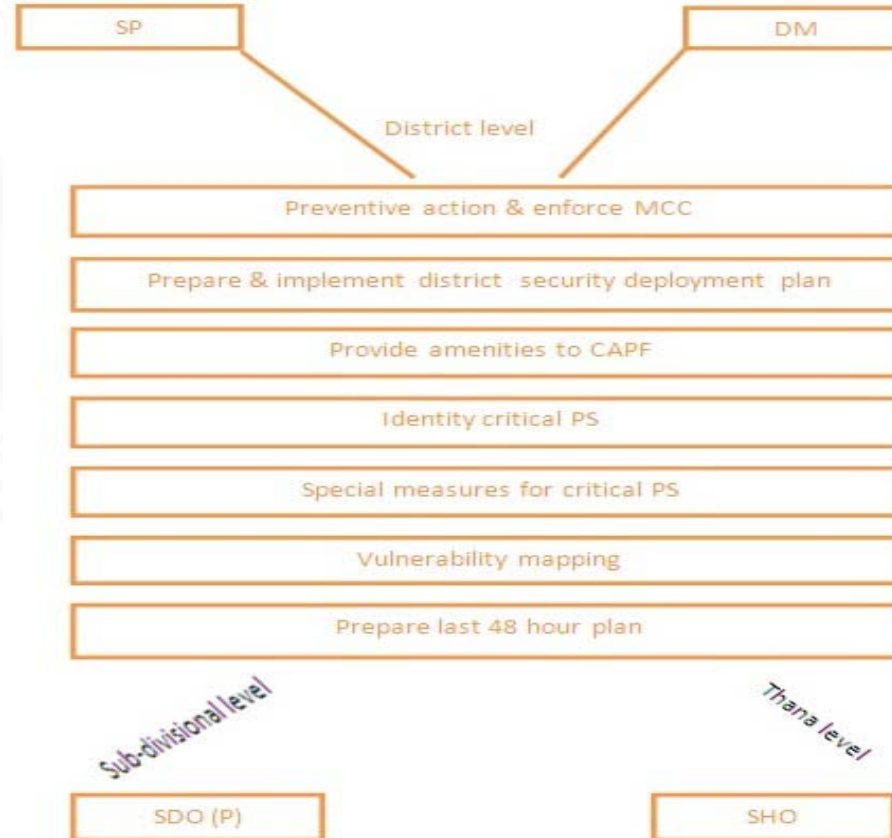
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Make necessary security arrangements for regulating crowds and maintaining law and order during visits of star campaigners.

Ensure allocation of SPOs to polling parties, at dispatch centres.

Intensive checking and patrolling throughout the sub-division, 48 hours before the poll, to check against electoral malpractices.

Role Responsibility Matrix



Restriction on number of vehicles and people at the time of nominations



Maximum of 3 vehicles allowed in a 100m perimeter of RO/ARO office



Maximum of 5 persons allowed in office of RO/ARO, including candidate, at any point in time on days fixed for filing nominations



Police Officer to be appointed to ensure adherence to these arrangements



Serious action will be taken against anyone violating these instructions, be it RO/ARO, DEO or candidate or his/her responsible party

Role of Police Personnel during Nominations

- Sensitizing the area of RO's premises
- Checking if the candidate has sought prior permissions for processions, vehicles and loudspeaker
- Providing Bandobast to processions as well
- Ensuring that no large processions accompany a candidate while going to Returning Officer

Poll Day

NO VOTER TO BE LEFT BEHIND

Sub Learning Objective 5

To be able to explain the role of Police
during the day of the Poll

Role of Police during Poll day

- No party booth to be allowed within 200 m.
- Not more than two chairs and a table at the party booths
- No posters and crowding allowed at these booths
- Queuing at the booth.
- Polling agents to sit properly and behave.
- Rooftop armed duties on sensitive booths
- Frisking of voters.

Other roles during Poll Day

- All men on bandobast duty at polling stations should know where the nearest police station, telephone, telegraph and wireless station are located and also the location of the nearest striking force, QRTs and headquarters of mobile party.
- As soon as any trouble starts at any place requiring additional help, prompt intimation should be sent by the quickest available means to the appropriate authority
- Restrictions on movement of vehicles as per ECI guidelines, viz. Only vehicles having permit are allowed to ply.
- Stoppage of misuse of vehicle permit. The election agent and one more person with him, who had no criminal background, would be allowed to move in the vehicles. The photographs of these two persons with authorization should be displayed on the vehicle windscreen to avoid ferrying of goondas and people.
- No ferrying of voters allowed.

Duties of Mobile Parties during the Poll Day

To escort polling material, polling personnel and police persons provided for stationary bandobast.

To move on the route allotted to familiarize the route and gather advance information

To move briskly on the Election Day touching all the booths on the minimum time.

To rush to any area where trouble erupts and pass on the information to the police Station

To Position itself in the last village at the time of completion of poll and escort back the polling persons and ballot boxes from all the polling stations en-route

@ Election Control Room

To monitor the progress of the poll

To monitor acts of violence and booth capturing.

To send reinforcements wherever required after seeking permission of the concerned officer.

To send SITREPS (Situation Reports) to all concerned.

To receive complaints from any political party or candidate on the day of poll, document it and have it verified.

Contd...

To keep in touch with the media to receive information about trouble and send reinforcements. Also to provide them with information.

To keep stock of reserves.

To monitor receipt of EVMs after the poll.

Post Poll

NO VOTER TO BE LEFT BEHIND

Sub Learning Objective 6

To be able to explain the role of Police
during the Post Poll Arrangements

During Counting of Votes

- The venue of counting should be carefully chosen from the security point of view.
- Anti sabotage check of the venue.
- Fire and short circuit check of the venue
- Security at outer and inner cordon
- Make an isolation cordon where only authorized persons are allowed.
- Separate lanes for bringing ballot boxes under escort
- Adequate barricading and meshing of counting area
- Barricading to provide lanes for separate assembly segment.

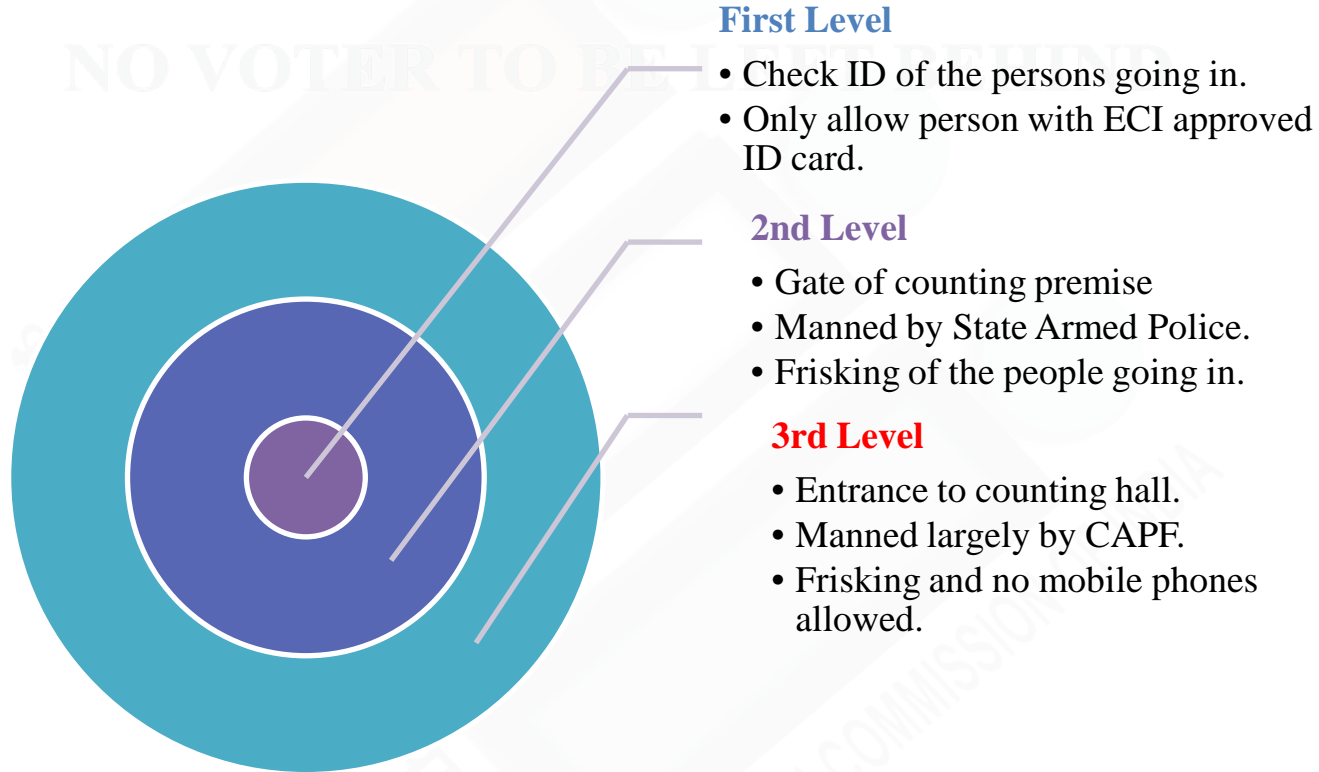
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- Search lights & watch towers to be tactically provisioned
- Deployment is done in a fashion that restricts entry of pass Holder and officials only. Entry should be based on positive identification. Frisking of every person entering the premises is ensured.
- Food and tea for the force at the appropriate time should be also ensured.

Security Arrangement at Counting Centre

- A 100 m periphery around counting premise to be demarcated by police as a 'pedestrian zone'.
- No vehicles allowed within this perimeter.
- Proper barricading of this perimeter and alighting point to be made clear.
- Proper traffic diversion plan to be prepared if required.
- 3-tier cordoning system to be set up in all counting centers.

3-tier cordoning of the counting centre



Post Declaration of Result

- Victory procession, post the declaration of results can be restricted/regulated. Normally liaising with the winning candidate helps. Strong arrangements have to be made to ensure that people of varying factions don't clash.
- The Police should complete the investigation of all election related cases expeditiously and file the police report in the concerned jurisdiction court immediately after the election process is over.

Thank You

NO VOTER TO BE LEFT BEHIND