

CHANDIGARH POLICE

STANDING ORDER NO. 17.

Subject: JUDICIAL LOCK-UP:

1. OBJECT:

To ensure the safe transportation of prisoners/under-trials from Distt. Jail Burail to different courts and then take back to Burail Jail and also to implement the order of Hon<sup>o</sup>ble Courts/Govt.

2. STRENGTH:

The force will be taken from Police Lines as per the requirement to escort the prisoners/under-trials including lady police.

3. UNIFORM:

All the rank shall be in proper uniform alongwith their name plates displayed on their chest and with photo identity cards.

4. RECORD/REGISTER:

The following record/registers shall be maintained:-

(a) DAILY DIARY AT JUDICIAL LOCK-UP:

A Daily Diary Register shall be maintained in form 22.48(1) in duplicate by carbon copy process. The staff while taking over the duties will sign the enteries made in the daily diary regarding the same. There will be a complete record of the duties and movements of prisoners/under-trials from judicial-lock-up to different courts under proper signatures of the Escort party. The Inspector lock-up or in his absence Senior NGO will ensure that correct and up-to-date enteries are made in the Daily Diary and it is neatly and legibly maintained. The carbon copy shall be submitted to the DSP/Lines, after it is closed for the day, after producing all the prisoners/under-trials in the court and despatching/moving for the Distt. Jail Burail.

(b) STANDING ORDER FILE:

A file shall be maintained, in which, orders and instructions received from Senior Officers shall be filed/maintained.

(c) RECEIPT AND DESPATCH REGISTER:

A register in the prescribed form of Police Station

register shall be maintained for the entry of despatch and receipt of all kinds of orders, complaints, instructions and miscellaneous etc.

(d) DAK BOOK:

A Dak Book shall be maintained, which shall contain entries about the dak despatch from the office of Insp. lock-up and the signatures of the persons shall be obtained in the dak book.

(5) VEHICLES:

A Motor-Cycle with driver shall be provided to the Inspector lock-up and prisoners van/bus as per requirement will be provided by R.I. Lines/ I/C MT. Section in perfect working road-worthy condition as per the requirement of prisoner's van.

(6) ARMS & AMMUNITION:

NGO-1, HC-1 and Constables-8 should be armed and 1 Arms Rack will be kept in the MHC room of the judicial lock-up complex situated in the Distt. Courts Sector-17, Chandigarh, for the safety of Arms and ammunition, which are not in use. Out of 1-1-8, at least 1 HC with revolver and one Constable with rifle/SIR will be on guard duty/sentry duty at the entry gate of judicial lock-up in 3 hourly shift for the protection of prisoners and to thwart their escape.

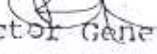
(7) FUNCTION:

- (1) Inspector lock-up will check up the peshi reports received from Distt. Jail, Chandigarh and other jails in the evening and will project/put-up his demand of force along with prison vans required to R.I. Lines, I/C M.T. Section, in the same evening.
- (2) In the morning, he will take the force as per requirement and shall brief, debrief and rebrief their duties and responsibilities to escort the prisoners/under-trials.
- (3) At 8.30 AM Inspector lock-up will move alongwith his force in the motor-vehicle/prison vans for Distt. Jail Burali to take charge of the prisoners after visual anti-sabotage check of

- all the prisoners/vehicles.
- (4) Inspector lock-up will present/produce the peshi reports/production orders to the Jail authorities and accordingly will receive the prisoners after thorough frisking and checking, ensuring that no un-authorized articles are in the possession of such prisoners/under-trials.
  - (5) Inspector lock-up will lodge them in the Prisoner's van and alongwith the escort party and arms and ammunition will escort them to the Distt. Courts by shortest route, after counting each and every prisoner/under-trial as per list, after obtaining the production warrants of all the prisoners/under-trials for producing them in the court or in some cases to present them before the Doctor for medical treatment.
  - (6) After reaching in Distt. Courts under proper escort, I/c lock-up will lodge them in the judicial lock-up and Mount IC-1 and Const-1 duly armed as sentry/Guard for their proper safety. A report in this regard will be written in the DDR maintained there including lodging of prisoners/under-trials after frisking and physically counting them to ensure that no un-authorized article has been taken by them in the judicial lock-up. He will also make the checking/visual Anti-sabotage check of the judicial lock-up.
  - (7) No prisoner shall be hand-cuffed until and unless ordered to do so, by the court.
  - (8) Duties for escort of prisoners from judicial lock-up to different courts and then back to judicial lock-up shall be assigned ( by name) by Inspector lock-up and report to this effect shall be entered in the daily diary of judicial lock-up.
  - (9) During producing in the courts, the escort party shall ensure that no person is allowed meeting <sup>with any person/family member</sup> and nor any article/eatable/drinks are allowed to serve <sup>to</sup> the prisoners/undertrials, without the specific order of the Hon'ble Court.

- (10) After the production in various courts, the prisoners/under-trials shall again be lodged in the judicial lock-up after recording a D.D.R. and after proper frisking/personal search of the prisoners/under-trials till the departure for Distt. Jail Burail.
- (11) No police official in escort duty shall accept any gift, eatables, drinks etc. from any prisoner/under-trial or from their relatives/friends under any pretext.
- (12) The Inspector lock-up shall ensure that no police official/officer is drunk or have taken intoxicants/drinks, while on duty.
- (13) The driver of prison van ( bus ) shall be directed to conduct a thorough search of the bus ( anti-sabotage check ) daily in the morning while taking charge of the duty under supervision of a responsible NGO and again, when the prisoners/under-trials are being taken to Burail Jail in the after-noon after their production in Courts.
- (14) Under no circumstances, the prison van/bus shall be left un-attended. The driver of the bus must keep on sitting in the bus or if he is to go out due to un-avoidable circumstances, a sentry must be deployed to guard the vehicle.
- (15) No policeman on duty shall mis-behave with any prisoner/under-trial or mal-treat him/her.
- (16) No prisoner/under-trial shall be brought to Distt. Courts or taken back to jail in a private vehicle, under any pretext until and unless ordered to do so by the court.
- (17) No prisoner shall be taken to the chamber of any Advocate, without the permission of Hon<sup>ble</sup> Court.
- (18) In case Inspector lock-up is on leave or sick or has been detailed for some other important duty, R.I. Lines shall detail/depute a spare Inspector if available or a Senior Sub-

- of Inspector lock-up after proper briefing.
- (18) When any prisoner/under-trial is taken out-station for producing in the court, he shall not be taken in a private vehicle or shall be allowed to stay at a private place/hotel or allowed to take food in a private house.
- (20) When any prisoner/under-trial is taken to hospital for medical treatment/tests etc. special briefing will be made by Inspector lock-up to take special precautions.
- (21) MHC judicial lock-up shall ensure the writing of proper DDR's regarding loding and departure of prisoners/under-trials as well as to deploy the duties like Armed guards/sentries and escort parties to produce them in the Courts and back. He will also maintain a separate Duty Register.
- (22) Inspector, NGO will also make surprise checks in the courts/court premises to ensure that the above instructions are properly complied with and the whole escort party should remain present & alert.
- (23) Judicial warrants for production will be given by the Naib-Courts, of the concerned court, to the escort party in the court and in no case, the escort party shall leave the prisoners/under-trials alone/without guard to avoid his escape.

  
Inspector General of Police,  
U.T. Chandigarh.

No. 4/52-95/ IUT/E-6 Dated Chandigarh, the 13/02/2003.

A copy is forwarded for information and necessary action to

the:-

1. SSP/Chandigarh.
2. SSP(HQ)Chandigarh
3. SSP(Sec. & Traffic)
4. SP/Operations
5. SP/City & Hqrs.
6. All DSPs (7) All SHOs.
8. All Inspector I/C, Unit.