



CHANDIGARH
POLICE

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Standard Operating Procedure (SOP) for CCTV System installed at
Police Stations/Police Posts.

CCTV cameras are installed in all the premises of Police Stations and Police Posts of Chandigarh Police. The main aim of the installation of CCTV Cameras is to ensure transparency in the working of Police Stations/Police Posts. It should be ensured that the CCTV systems are in proper working order round the clock (24X7). For the smooth functioning of these systems, the following guidelines to be followed:

DUTIES OF TECHNICAL WING:

1. Inspector Technical/Incharge Wireless Workshop is fully responsible for timely installation, and timely repair of all CCTV cameras in all the PSs & PPs.
2. Inspector Technical shall ensure that user ID/password of each DVR system is shared with concerned Incharge of units.
3. Inspector Technical will constitute a Technical team to visit in all units (PSs/PPs) randomly where CCTV cameras are installed to check it's working physically.
4. The Technical team will also brief the concerned staff of unit regarding the smooth functioning of CCTV camera and also lodge a DDR in this regard.
5. In case of demand of CCTV footage of Police stations/Police Posts under RTI or otherwise, the Technical team will visit the concerned unit and contact with the Incharge of units (SHOs/I/C-PPs) being custodian of such information and get prepare the same to provide the concerned SDPOs in case of RTI matter or any other Senior Officer in any other matters. In this regard a DDR shall be lodged in concerned units.
6. Inspector Technical will maintain proper record of all CCTV footage being provided under RTI or otherwise.

7. On receipt of complaint of defective CCTV system/equipment from PSS/PPs, Inspector Technical shall extend immediate response to rectify the fault.

DUTIES OF INCHARGE UNITS:

1. SHOs, I/C PPs and Incharge units shall be overall responsible for functioning/working of all CCTV Cameras installed in their premises. The monitor and DVR of CCTV system shall be kept in custody of Incharge units i.e. SHOs, I/C PPs and Incharge units.
2. The user ID/password of these systems should be kept secret by the Incharge of unit.
3. Incharge unit shall ensure that no unauthorized person is allowed to touch these CCTV Cameras systems.
4. Incharge units shall ensure that the working of these systems always remains "ON MODE".
5. MHCs of all units shall check daily working of all CCTV Cameras installed in their premises while assuming their duties and ensure that all CCTV cameras are in working order and lodged a DDR in their respective Roznamcha.
6. In case there is any defect in camera/DVR/Monitor/equipment, Incharge units/MHC shall lodge a DDR and complained with Inspector Technical, Wireless Workshop Sector-29 telephonically as well as through Wireless (Control Room).
7. In case PSS/PPs staff required knowledge of CCTV System, I/C units shall liaison with the Inspector Technical to send his team for briefing/training as and when required by the unit.

All concerned to ensure meticulous compliance accordingly.



(Kuldeep Singh Chahal, IPS)
Senior Superintendent of Police,
For Dy. Inspector General of Police,
UT, Chandigarh

No. 6062-6115/UT/HAC, dated, Chandigarh the: 23.11.20

A copy is forwarded to the following for ensuring strict compliance: -

1. DIGP/UT (for information)
2. SSP/UT
3. SP/Hqrs., City & W&CSU.
4. All SDPOs
5. All DSPs
6. All SHOs & I/C PPs
7. I/C Computer Section (to upload the same on the website of Chandigarh Police).

*He Sanjay
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I/C Computer Section
23/11/20*