

ELECTION COMMISSION OF BHUTAN



Standard Operating Procedures for “Election Security Duty”

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Publisher : **Election Commission of Bhutan,**
Post Box 2008,
Thimphu: Bhutan.

E-mail : cec@ecb.bt

Visit us at : www.ecb.bt

Phone : (00975) 2 334 851/2

Fax : (00975) 2 334763

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STANDARD OPERATING PROCEDURE FOR ELECTION SECURITY DUTY

1. General

The Royal Bhutan Police (RBP) has been identified under the Election Act of the Kingdom of Bhutan as the sole agency responsible for providing security during the historic Parliamentary Elections. However, given the small size of the police force as against the requirement for manning thousands of polling booths, the Commission has requisitioned the services of the Royal Bhutan Army for additional personnel during the conduct of elections. Therefore, the election security personnel shall be placed under the command and control of the respective RBA and RBP Election Security Officers. The two agencies will work closely for the smooth functioning and proper coordination of elections security matters.

2. Objective

The objective of deploying the election security personnel is to create and ensure a conducive atmosphere for a free, fair and safe election.

ELECTION SECURITY RESPONSIBILITIES

3. Election Security Liaison

An officer from the Royal Bhutan Police is nominated as the Election Security Liaison to liaise with Army Headquarters (AHQ), the Election Commission and the Divisional Superintendents of police in the Dzongkhags. His main role is as follows:

- 3.1 Liaison between AHQ, RBP and the Election Commission;

- 3.2 Coordinate manpower, communication and equipment of the divisions of the RBP in the Dzongkhags;
- 3.3 Disseminate security related information to all concerned in keeping with the Standard Operating Procedures (SOP) for election security;
- 3.4 Inform and update the Election Commission on all aspects of security measures during election; and
- 3.5 Ensure that every personnel deployed for election security is adequately trained in personal security and elections security.

4. Chief Election Security Coordinators

Two senior officers from the RBA and RBP nominated by the Chief of Army and the Chief of Police will function as Chief Election Security Coordinators for the respective Security personnel of

the two forces. They are also tasked to work out the manpower requirements for the election security and accordingly coordinate between the two forces.

5. Election Security Officers

The Superintendents of Police in the Dzongkhags and RBA Commanders deployed for election security shall be termed as the Election Security Officers and all the uniformed personnel on election duty and equipments shall be subject to their command and control in the respective Dzongkhags. The responsibilities of the Election Security Officers are as given below:

- 5.1 Plan logistic requirements in advance;
- 5.2 Command and control of all uniformed personnel placed under his command;
- 5.3 Coordinate and plan with Returning officers for deployment of security personnel in any given area;

- 5.4 Provide transport and logistic support for personnel deployed on election security duties;
- 5.5 Share intelligence reports with the Chief Election Security Coordinator for timely dissemination to the concerned;
- 5.6 Conduct sensitivity and threat analysis of a polling station with the Election security officer;
- 5.7 Liaison with political parties and the Chief Election Coordinators (Dzongdags) in the dzongkhag;
- 5.8 Briefing and debriefing of all the officers and men under his command on election security;
- 5.9 Submit daily situation report (SITREP) to the Chief Election Security Coordinators on the current law and order situation in a constituency including existence of hostile groups, intensification of political rivalries and other circumstances that may affect the

conduct of elections. Enforcement of Firearms Act in particular regards to carrying, bearing and transporting of firearms may be included as well.

6. Assistant Election Security Officer

All the Officers In-Charge of police stations and the officer detailed from the RBA/RBP to assist the Election Security Officers for election duty shall be termed as Assistant Election Security Officers in that particular area of responsibility. Their roles and responsibility are as follows:

- 6.1 Consult the Dzongkhag Election Security Officer(DES0) for manpower and logistic requirements;
- 6.2 Command and control of all uniformed personnel placed under his command;

- 6.3 Liaison with the Dzongdags, the Chief Election Coordinators and political parties in the Dzongkhags;
- 6.4 Conduct sensitivity and threat analysis of a polling station with the Chief Election Security Officer;
- 6.5 Brief the Election Security Officer on the law and order situation in his area of responsibility;
- 6.6 Share intelligence reports with the Election Security Officer for timely dissemination to the concerned;
- 6.7 Deployment of security duties in the constituencies;
- 6.8 Briefing and debriefing of the security duties;
and
- 6.9 Ensure that the personnel on election security duty are appropriately armed and equipped.

SECURITY INSTRUCTIONS

7. General Instructions

It shall be the duty of the Royal Bhutan Army and the Royal Bhutan Police to provide for security and safety during elections by ensuring that:

- 7.1 The security personnel are adequately trained and the system and procedures are safe and secure for efficient and effective organization of elections in the country;
- 7.2 The atmosphere for all political campaigns by the political parties are free, fair and safe;
- 7.3 Voters or other candidates are not intimidated or threatened by other parties;
- 7.4 The lives and property of the people during campaign and polling are safe and secure;
- 7.5 Security cover is provided to electoral officials including polling personnel during election;

- 7.6 Security of candidates as specified by the Election Commission is provided;
- 7.7 Maintenance of Peace and law and order in and around the polling stations and counting centers are maintained; and
- 7.8 The safety and security of election materials from theft, destruction or fraud at polling stations, counting centers and during their transportation.
- 7.9 Section 42 of the Police Act 2009 also specifies the duty of the police during election as follows:
- ✓ Maintenance of law and order before, during and after the elections;
 - ✓ Maintenance of order at the polling stations;
 - ✓ Guarding of polling stations and ballot boxes;
 - ✓ Escorting of Electronic Voting Machines (EVM) and ballot boxes from the polling centers to the collection centers and

guarding them at the collection and counting centers;

- ✓ provide security to the election officials at the polling stations;
- ✓ Ensure that the voters exercise their franchise without being intimidated, harassed or subjected to coercion and that the polling is held in a peaceful, orderly, fair and free manner;
- ✓ The security personnel deployed for an election duty shall remain totally apolitical;
- ✓ No personnel belonging to their own Dzongkhag shall be deployed for election duty in the same Dzongkhag;
- ✓ All personnel deployed for election duty shall observe strict discipline and shall not, under any circumstances, do anything that would affect the image of the organization; and

- ✓ Provide security at the times of counting of votes and announcements of results;
- ✓ Any other responsibilities laid down under the Election Security Rules;
- ✓ Any violation of the electoral rules by security personnel shall be punishable under the Police and Army Acts and the Election Act of the Kingdom of Bhutan.

8. Pre-Poll Preventive Security Measures

For a smooth incident free election throughout the country, the Royal Bhutan Army and the Royal Bhutan Police deployed on election security duty shall:

- 8.1 Where necessary, stage flag march or conduct large scale patrolling in sensitive towns and villages as a confidence building measures to reassure the voters and the public that they can cast their votes without fear and also to warn

the trouble creators that there are adequate security arrangements for dealing with any situation.

- 8.2 At the onset of election, based on information available, grade the security risk level of an areas as sensitive or normal and accordingly deploy security personnel.
- 8.3 Not allow pasting of posters, banners or other propaganda materials on any public or private property except at places specified by the Election Commission.
- 8.4 Ensure that the political parties and candidates concerned remove the banners, posters and stickers put during the campaign in the name of their candidates at the end of the election (post poll)
- 8.5 Ensure that no unauthorized election campaign posters are distributed or pasted.
- 8.6 Allow conduct of political meetings or rallies by political parties or candidates only on

production of written approval of the Returning Officer and at place so specified by the concerned Election Security Officers.

Regulations of public assemblies procession and permits (Permits particular to election assembly.

Nature of permission is different. Source of permission should be different).

Section 75 of Police Act 2009.

The Superintendent of Police may, as occasion requires, direct the conduct of all assemblies and processions on the public roads or in the public streets or through fares, and prescribe the routes by which, and the time at which, such processions may pass.

Section 76 of Police Act 2009.

On being satisfied that it is intended by any person or class of persons to convene or collect an assembly in any such road, street or throughfare, or

to form a procession which would in the judgment of the Superintendent of Police, if uncontrolled, be likely to cause a breach of peace, require by general or special notice that the person convening, or collecting such assembly or directing or promoting such procession shall apply for a permit.

Section 77 of Police Act 2009.

On such application being made, the superintendent of Police may issue a permit, defining the conditions, on which such assembly or procession is to be permitted or to take place.

8.7 Make the political parties and candidates responsible to ensure that the time and venue of the meeting and routes through which the rally is to proceed is intimated to the concerned Election Security Officers at least 24 hours before the event.

- 8.8 Ensure that the restrictive orders in force at the designated places for holding meetings are strictly complied with.
- 8.9 Ensure that no person carries any weapon in public places during the period of elections. Any person caught or found carrying firearms, except the security personnel on election duty, shall be detained and the firearms shall be confiscated and the person shall be charge sheeted to the court of law.
- 8.10 Ensure that all forms of campaigning stop 48 hours before the day of poll.
- 8.11 Ensure that the order of the Election Commission prescribing the use of loud speakers, whether fitted on vehicles or otherwise, is fully adhered to by the political parties, candidates and their workers.
- 8.12 Ensure that the polling personnel, election materials and all those participating at the

polls are protected if an election boycott is called by nay party.

8.13 The Election Security Officer, in the event of a ban called by a hostile/anti national group shall treat the area as “disturbed” and immediately inform the Chief Election Security Coordinators and the Dzongdag.

8.14 Notify the Returning Officer of any violation of the Election Code of Conduct by any political parties.

8.15 Have the full authority to take immediate measures if and when the situation requires prompt action. However, all such actions taken must be informed to the Returning Officer immediately.

9. Security on the Polling Day

The Chief Election Security Officer must direct all the Election Security Officers and Assistant Election

Security officers to deploy election security personnel not later than 24 hours before the day of poll. The responsibilities of the security personnel are as follows:

- 9.1 Sensitizing against any form of sabotage at the polling stations before the commencement of the poll.
- 9.2 Maintenance of law and order.
- 9.3 Securing polling stations during the period of poll.
- 9.4 Providing adequate security during the transportation of the EVMs and election materials.
- 9.5 Installing walk through metal detectors where necessary or frisking for sabotage materials including weapons at the entrance to the polling station.
- 9.6 Assisting the polling officials in the maintaining orderly queue of the voters.

- 9.7 Prohibiting the polling representatives from taking election materials outside the polling booths and stations.
- 9.8 Ensure that no canvassing or campaign takes place at the polling stations or centers.
- 9.9 Evacuating and protecting men and materials when there is danger.
- 9.10 Ensuring the safety of the voters and voting stations.
- 9.11 Reporting to the Presiding Officer against any polling officials who are found guilty of breaching the code of conduct.
- 9.12 Execution of all lawful orders passed on by the presiding officer.
- 9.13 Removal of aggressive, intoxicated and unauthorized persons from the polling stations who had refused to move on the request of the polling officials.

- 9.14 Sealing of the borders where the elections are held in constituencies sharing borders with another country.
- 9.15 Ensuring safe passage for voters, officials and candidates on their way to the polling stations.
- 9.16 Assisting in the maintenance of effective polling station entrance and exit controls during elections.
- 9.17 The Election Security Officers shall direct the local Traffic police to enforce the following restrictions on the day of poll:
- ✓ The candidate, election representatives and any other person authorized by the party or candidate shall be allowed to move in a vehicle permitted for use by the political party or candidates on the production of permit issued by the respective Returning Officers in the Dzongkhags.

- ✓ Ensure that only those vehicles authorized by the Returning Officer can display party logos, symbols, posters and flags.
- ✓ Ensure that all roads leading to the polling stations are free of any blockades.
- ✓ Inform that Election Security Officer of any other problems pertaining to traffic blocks.

10. Post Poll Measures

After the poll, the Election Security Officers shall deploy security personnel for the post poll victory celebrations of the winning party and also attend to the problems and troubles that may arise from other quarters. The main responsibilities after the poll will be:

- 10.1 Regulation of the victory procession after the declaration of the results.

10.2 Maintenance of law and order during such events.

10.3 Ensure that the losing party does not interfere or create problems during the victory procession.

10.4 All routes and locations must be secured.

10.5 Application of Chapter twelve of Police Act 2009 in case of disruption of law and order. The Chapter is reproduced below for reference.

Use of Force

Section 79 of Police Act 2009.

The use of force by the security person is regulated entirely by the provision of the law. The objective of the use of force is to quell a disturbance of the peace or to disperse an unlawful assembly which threatens such disturbance and has either refused to disperse or

shows a determination not to disperse. The degree of force employed shall be regulated according to the circumstances of each case.

Section 80 of Police Act 2009.

All attempts to disperse a crowd by warnings or exhortation shall be made before it is declared an unlawful assembly. Once an order to disperse has been defied, or when the attitude of a crowd is obviously defiant, force shall be use. The degree and duration of the use of force shall be limited as much as possible and the least deadly weapons like water cannon, tear smoke, riot batons and rubber pellets which the circumstances permit, shall be use.

Use of Reasonable and Deadly Force in phases

Section 81 of Police Act 2009.

To protect and save lives and property and to ensure minimum damage, the Police shall adopt actions in phases starting from the use of verbal persuasion and non-lethal weapons to lethal weapons as the circumstance may demand as follows:

(a) Phase 1-Preventive arrest

In the interest of public peace and tranquility, a police officers can make preventive arrest of person who may otherwise create problems or instigate the crowd to resort to violence and take all reasonable measures to terminate the confinement as soon as it is safe to do so as laid down under Section 99 of the Penal Code of Bhutan 2004.

(b) Phase 2-Breach of public order and tranquility

When a crowd commits the offence of breach of public order and tranquility and purposely fails to abide by the orders of the Royal Government issued in the interest of the public safety, public order and tranquility, thereby violating curfew orders or engaged in unlawful assembly in a designated area prohibited under Section 488 of the Penal Code of Bhutan, any Officer Commanding of a Police Station or police officer of higher rank shall:

- i. Declare the assembly unlawful;
- ii. Warm through microphone and order the crowd to disperse; or
- iii. Report to show of force if the crowd still refuses disperse.

(c) Phase 3-Unlawful Assembly

When the declared unlawful crowd defies the actions taken by the Police in Phase-2 and the

crowd is preparing to engage in violent conduct deleterious to the public order and tranquility under Section 450 and 454 of the Penal Code of Bhutan, the senior most Police Officer in the District shall inform the concerned Dzongdag of a District or a Dungpa in the case of a Dungkhang to be physically present on the spot non-lethal weapons to contain their actions:

- I. Water Cannons;
- II. Tear Smoke;
- III. Riot Batons;
- IV. Rubber Pellets.

(d) Phase 4-Rioting and use of firearms.

When less extreme means are insufficient to achieve the objectives in the above phases and the riot control police are in danger of being overrun by the violent mob elements, the riot control force shall resort to the use of firearms. Prior to the use of firearm, the Superintendent

of Police or police officer of higher rank with the approval of the Chief of Police shall inform that concerned Dzongdag of a District or a Dungpa in the case of a Dungkhang to be physically present on the spot to authorize in writing the use of lethal weapons on the violent crowd to contain their actions as per the format in Appendix-36. The riot control force shall use firearms only under following circumstances:

- i. When the performance and security of the riot force is threatened by gunfire from mob elements, returning fire should be ordered when targets can be identified and when it is impossible to effectively defend oneself from the assailant other than by the use of a weapon;
- ii. In self defence or in defence of others against the imminent threat of death or serious injury from fire – bombers,

saboteurs with explosives, arsonists and looters;

- iii. The firing is intended to hit the assailant alone and in doing so the law enforcement officials must respect and preserve life and minimize injury and damage;
- iv. Firearms may be used against the people, as a last resort after appropriate warnings are given including firing in the air.

Section 82 of Police Act 2009.

On the occasions, when firearms have been used against a violent crowd, it shall be the duty of the Dzongdag/Dungpa, in consultation with the police officer, to make adequate arrangements for the care of the wounded persons and for their evacuation to hospital.

Section 83 of Police Act 2009.

Notwithstanding the above provisions, the police shall arrest any such person and charge under relevant sections of the Penal Code of Bhutan 2004.

Section 84 of Police Act 2009.

The procedures on the mode and use of force by the police are laid down in the Royal Bhutan Police Service Rules and Regulations.

Use of Force/Hand Cuff during arrest

Section 85 of Police Act 2009.

A police officer must not, while arresting or attempting to arrest a person for an offence use more force, or subject the person to greater indignity than is reasonably necessary. Hand cuffs and other means of restraint may be used while arresting the person, but old and infirm persons,

women and children shall not be handcuffed unless they pose risk to self or to others.

11. Security during transportation of EVMs and other elections materials

The Election Security Officer must provide security personnel with arms at the time of transportation of the EVMs and other elections materials and equipments. The security personnel must be briefed thoroughly on the importance of these equipments and their contents. The following procedures must be followed while escorting the equipments:

11.1 Ensure that only authorized election officials accompany the equipments.

11.2 No one touches or tampers the equipment till it is safely deposited at the counting centers or polling stations.

11.3 Do not allow any unauthorized person whether known or unknown to accompany the equipments or take lifts in the secured vehicle.

11.4 Never leave the EVMs unguarded.

11.5 A minimum of two armed security personnel must be sent along with the EVMs.

11.6 Once the election officials seal the equipments in the presence of the representatives of the parties for transport, even they cannot tamper or open the equipments on the way till it is safely deposited at the counting centers.

12. Registry of election offences by the election security personnel

The security officers on election duty should maintain a separate Registry wherein he shall record all complaints relating to election offences. Such offences must be handed over to the local Royal Bhutan Police for investigating and charge sheet to

the court of law. The Election Security Officer shall furnish the statement of fact to the Election Commission of Bhutan.

DEPLOYMENT AND RESERVES

13. Election security Cell

The Chief Election Security Officers shall, for effective management of election security, set up an Election Security Cell to coordinate and regulate the ground forces in every constituency. The primary function of the Election Security Cell is:

- 13.1 Compile a list of sensitive polling stations under its jurisdiction;
- 13.2 Make deployment plans according to the sensitivity of the polling area and station;

- 13.3 Give detailed briefings to the officers and men on election security regarding their duties and deployment;
- 13.4 Serve as a control room on the polling day;
- 13.5 Monitor progress of the poll;
- 13.6 Monitor acts of violence and electoral malpractices;
- 13.7 Monitor the actions of the security personnel and coordinate deployment of additional reinforcements wherever necessary

14. Security Risk of Polling Stations

The Chief Election Security Officer and the Election Security Officers will, based on the intelligence reports, grade the security risk of the polling stations or the area and accordingly deploy the security personnel during elections. The grading of the polling stations shall be based on the following factors:

14.1 Prevailing law and order and security situation
in that particular area.

14.2 Political rivalries.

14.3 Nature of contest between the parties.

14.4 Proximity to the International borders.

15. Security at Counting Centers

The counting centers are very important installations at the time of elections and must be guarded round the clock by armed security personnel. There are possibilities of the counting centers being stormed by political party supporters or people hired by them to destroy or damage the ballot papers or the EVMs. Considering the importance of this center, the security personnel must follow proper security procedures and conduct themselves professionally.

15.1 The counting centers are the store rooms for keeping all the ballot papers, EVMs and other important election materials. Such rooms

should be located and secured with both outer and inner security cordons.

15.2 The personnel deployed to guard such counting centers must be adequately armed and alert at all times. They should also be provided with walkie-talkie sets to maintain proper communication.

15.3 The Election Commission must provide adequate perimeter lighting.

15.4 A stand off point should be maintained at 100 meters from the counting center.

15.5 No one should be allowed to approach within that stand off point.

15.6 All political parties, candidates shall be allowed to gather only at specific places so designated by the concerned Superintendent of Police on production of the written approval of the Returning Officer.

15.7 The counting center must have adequate fire safety measures in place.

15.8 The room must be opened in the presence of the security personnel on duty.

15.9 The security personnel on duty shall maintain a log book mentioning the date and time of its opening and closing.

15.10 No security personnel on election duty shall be allowed to enter into the room unless situation so demands.

15.11 Entry into the campus where EVMs are stored shall be allowed only on production of satisfactory identity cards or permits issued by the Returning Officer.

16. Randomization of personnel

To avoid incidences of conflict of interest, the Chief Election Security Officers and Election Security Officers shall not deploy any security personnel in the polling station located in their respective Dzongkhags. The officer concerned must

accordingly plan and work out to ensure that no security personnel are sent on election security duty in their own Dzongkhags.

17. Security deployment at the international borders during poll day

To ensure safe, fair and free elections, the security forces must provide adequate security to all the election officials as well as to the people who come to cast their votes. Polling stations located near the international border could face threats and disruptions from across the border by the people with vested interest and intentions to disrupt polling and damage the polling stations. This could pose a major challenge to the security personnel. Considering the risk involved, the security forces should take all preventive measure and precautions to minimize or stop the occurrence and emergence of

such problems during the poll day. The following security procedures must be adopted:

17.1 All routes leading to the international borders must be mapped well in advance by the Election Security Officers.

17.2 All the security personnel must be familiarized with the terrain and the routes.

17.3 The neighborhood of the polling station and its political stability across the borders must be carefully studied and scrutinized.

17.4 Collection of intelligence from across the border regarding the presence of hostile people or people with vested interests and disseminated to the concerned authority.

17.5 Prior information to inform the citizens from across the border not to enter our territory on the day of poll must be sent to their local authorities by the Dzongdags.

- 17.6 Patrolling along the border should be conducted to build confidence in our voters.
- 17.7 Maximum security should be provided to the polling stations located at the borders.
- 17.8 All movements to and fro at the borders must be stopped during the polling day.
- 17.9 Request the local authorities across the border to provide for security at their location to help contain any problem arising at the borders.
- 17.10 During the poll day maximum security duties must be deployed for border control and patrolling at the borders.
- 17.11 All entry and exit routes must be sealed and guarded where possible.
- 17.12 Considering the sensitivity at the borders, the security duties must be thoroughly briefed not to do things or act in a manner to intimidate or threaten the people from across the borders.

- 17.13 The security personnel must be alert and courteous in their approach while dealing with people from across the borders.
- 17.14 If any known criminal or hostile people with vested interests sneaks into or is caught inside our territory, they shall be arrested and detained. Such arrest or detention must be intimated to the chief Election Security Officers.
- 17.15 The security personnel should be equipped with walkie-talkie sets to maintain proper communication.
- 17.16 Any suspicious incidents noticed across the borders must be reported immediately to the senior security officer.
- 17.17 Communication with control room should be maintained at all times.

18. Quick Reaction Team

To be able to contain any situation in the area of jurisdiction and also to ensure a smooth poll, the respective Chief Election Security Officers must maintain an adequate force as reserves with vehicles and communication sets at the control room for immediate deployment as mentioned herein under:

18.1 reinforce the personnel on election duties in times of emergencies.

18.2 Deployment to areas where trouble erupts.

18.3 Conduct mobile patrolling of the area from time to time.

18.4 Attend to any other calls or request received from the election security personnel.

18.5 The reserves must be fully equipped to combat any law and order situation. They must be provided all the necessary crowd control gears and equipments.

MISCELLANEOUS

19. Code of Conduct for Election Security Personnel

The security personnel on election duty must conduct themselves professionally and shall not deviate from any instructions passed by their superior. They shall abide by and follow the standards laid down in their respective rules and regulations.

19.1 All the officers and security personnel deployed for Election Security Duty wear their respective service uniform.

19.2 The security personnel shall abide by the rules, guidelines and instructions issued to them and laws of the country.

19.3 The security personnel shall refrain from indulging in intimidation or tacitly allowing electoral offences to be committed.

- 19.4 The security personnel shall be alert, professional, impartial and courteous while discharging their responsibilities.
- 19.5 Minimum use of force as may be required shall be resorted to.
- 19.6 The security personnel shall wear the election duty identification cards issued by the Election Commission while on duty.
- 19.7 The security personnel shall discharge their duties without fear and favour.
- 19.8 The security personnel shall not indulge in any campaigning, or electioneering activities on behalf of any candidates or political party.
- 19.9 The security personnel shall perform their duty in a manner that inspires confidence in the voters.
- 19.10 The security personnel shall refrain from indulging in intimidation or tacitly allowing electoral offences to be committed.

- 19.11 The security personnel shall fulfill the duty imposed upon them by law, by serving the community and protect all persons in their posts against illegal acts.
- 19.12 The security personnel shall perform their duties with consistency and with the high degree of responsibility required by their profession.
- 19.13 The use of firearms is considered an extreme measure. Every effort shall be made to exclude the use of firearms, especially against women and children.
- 19.14 The security personnel shall not commit any act of corruption. They shall rigorously oppose and combat all such acts.
- 19.15 The security personnel shall not imbibe alcohol and be found under its influence. The poll day has been declared as dry day by the Election Commission. It is therefore, even more relevant and important for disciplined

force like RBA and RBP to strictly prohibit consumption of alcohol by the personnel deployed on election security duty. Any officer or soldier violating this order shall be dealt with as per the Army and Police Acts.

19.16 The security personnel are not permitted to indulge in any misconduct or bad behavior.

19.17 The security personnel shall respect and carry out all the instructions passed by superiors.

19.18 The arms and ammunition will be issued as per the scale laid down:

- ✓ The safety and custody of the arms and ammunitions shall be the responsibility of the Officer, the senior NCO In-charge and the soldier issued with the weapon.
- ✓ The weapon shall be chained on person with safety ON.
- ✓ No individual shall be in possession of arms and ammunition except on duty.

- ✓ Use of arms shall be authorized only on the orders of the officers.
- ✓ Periodical physical checks of arms and ammunition shall be carried out by the Officer and senior NCO In-charge.

19.19 The respective election security officers shall ensure that proper communication is established between the polling booths and the Control Room.

19.20 All moves shall be under the control of the respective officers who will ensure:

- ✓ Security during move and halt.
- ✓ Security of arms and ammunitions during move and halt.
- ✓ Control of speed of vehicles.
- ✓ Maintenance of convoy procedure.

19.21 The respective election security officers shall ensure that the required administrative and logistic backup for the troops deployed are adequate.

- 19.22 Every individual deployed anywhere for election security duty shall project the proper image of the Armed Forces. Thus, to maintain the image of the organization, it is imperative for everyone to put in the best conduct during the election period. All security personnel must be courteous but, firm in dealing with the people while on election security duty.
- 19.23 Discipline is the bedrock of the organization. Therefore, everyone shall maintain the highest standard of discipline and ensure that no in-disciplinary incident take place.
- 19.24 Officers and soldiers are not permitted to chew *Doma* in uniform and on duty.
- 19.25 No personnel deployed on election duty shall fraternize with locals. Appropriate action shall be taken against any person violating this rule.

- 19.26 All the villages and house are placed “Out of Bound” for all ranks during Election Security Duty.
- 19.27 Molestation or rape is a crime and anyone found guilty of this act shall be dealt with as per the Army and Police Acts and the criminal Procedure Code of Bhutan.
- 19.28 No one is permitted to accept any kind of gift or *changey* while on Election Security Duty.
- 19.29 The personnel deployed on election security duty are strictly prohibited from indulging in any form of hunting or fishing in the area of duty and while on the move to and from their area on duty.
- 19.30 The respective Election Security officer shall ensure all polling stations have a First Aid Kit. All security personnel shall observe precautionary measures against Malaria.

- 19.31 No officers and soldiers are permitted to comment or air views about the election process, political parties and candidates or participate in any celebrations by the political parties or candidates.
- 19.32 Any officer or soldier found lacking in performance of duty or found disobeying lawful orders during election security duty shall be liable for severe punishment under the Army and Police Acts.
- 19.33 Any officer or soldier either knowingly or unknowingly making any political remarks on issues raised by political parties or the ECB shall be *dismissed from the service*.
- 19.34 Probability of infighting between the party workers during the Election cannot be ruled out. Therefore, *intelligent intervening* shall be the responsibility of the Focal Officer/Officer In-charge/ NCO In-charge of the location.

20. Penalties

20.1 Any security personnel found guilty of violation of duty or willful breach or neglect of duties or disregard to lawful orders shall be dealt with the Army and Police Acts and other relevant laws of the country.