

Sandton Guardians Program

Sector One

MARK GIBB



ELIGIBILITY TO BE IN THE FORUM

All Sector Sub-Forum members in good standing, and not specifically excluded in terms of this Constitution, shall be eligible to be voted into the Forum and the Management Committee of the Forum.

The following persons shall not hold elected positions in the Forum:

- Serving employees of law enforcement agencies and the security services of the Republic listed at section 199 (1) of the Constitution of the Republic of South Africa, 1996, including, the SAPS, South African National Defence Force, the National Intelligence Agency, Metropolitan Police Departments, the Traffic Police Departments and the Department of Correctional Services.
- SAPS Reservists;
- Persons with a criminal record;
- Owners and employees of private security companies or service providers;
- Persons who are not citizens of the Republic of South Africa;
- Persons under the age of 18 years;
- Persons holding political positions and responsibilities in public office; and,
- Employees of the Provincial Secretariat for the Police Service who are responsible for police oversight.

CODE OF CONDUCT

- Members of the Forum and its structures shall not promote any party politics when dealing with Forum matters.
- Members must not use any abusive language or make sexist or racist remarks.
- No member shall utilise the Forum or SAPS logo or emblem for personal or private gain.
- Members of the SAPS working with the Forum shall behave and act in a manner that promotes community police relations and, if such members are expected to carry out duties which will enable the Forum to perform its function, do so without fail.
- Members of the Forum shall agree to have their fingerprints taken for the purpose of security clearance.
- Members of the Forum must declare any conflict of interest and not participate on matters where there is a conflict of interest.
- Members must behave in a diplomatic, professional, controlled and dignified manner when dealing with each other and with the general public.
- Forum members and members of the Service shall not be actively involved in Forum and CPF matters whilst under the influence of liquor, drugs and all other illegal intoxicating substances.
- Members of the Forum and Service shall not abuse their positions to bring the Forum and its sub structures into disrepute.
- Any member who contravenes the Code of Conduct and Forum Constitution shall be dealt with in accordance with the disciplinary process referred to in annexure C and may be suspended pending a disciplinary hearing.



Sandton Community Police Forum

Forum + Sub-Forums - Sector One

1. Surname/s (family name/s):			
2. First names (given names):			
3. Date of birth (year-month-day):		4. I.D. Number :	
5. Sex: Male Female		6. Marital status: Single Married Separated Widow/er Divorced Other_	
7. Contact Numbers: eMail: Mobile: Residential: Business:			
8. Current occupation:			
9. Employer's Name and physical address:			
10. Residential Address:			

- o No office bearer within a political party can be a member of any CPF EXCO.
- o All EXCO members must either work or reside within the relevant police precinct.
- o All persons serving on the CPF Forum or Sub-Forums must represent some section of the community.
- o A copy of IDENTITY DOCUMENT and PERSONAL FORM must be provided for CPF records.
- o Fingerprinting of persons working with SAPS must be undertaken - form SAPS 91(a) - and this is a requirement for all persons serving on the CPF Forum, Sub-Forums and Portfolio Committees.
- o SAPS INDEMNITY FORM must be signed, allowing screening of all parties working with SAPS.

Signature: _____

Date:

Sandton CPF Guardians Program - Volunteer Application

A volunteer application form assists the process of recruitment and screening of volunteers by gathering information about an individual's suitability for a given volunteer role.

Please print

First Name Last Name
Street Name Suburb
Mobile Number ID Number
Date of Birth Nationality

Personal Information (please circle correct response):

Gender: Male Female
Physical Limitations: No Yes (Please Explain)
Education (highest level completed – please circle relevant answer/s)
Matric Certificate Diploma Degree

Current occupation

List previous volunteer experience

Skills (List your skills/qualifications and indicate proficiency level)

>
>
>

Languages Fluent Read Write
1
2

Volunteer availability: (please circle all applicable)

Number of Days per week: 1 2 3 4 5 6 7
Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Morning Midday Afternoon Evening Midnight

Do you have your own transport (please circle correct response):

Yes. No

Emergency contact:

First Name Last Name

Mobile Number

Please tell us why do you want to volunteer with our organisation?

.....
.....
.....

Please tell us what you hope to gain from your experience with us?

.....
.....
.....

What hobbies, skills, special interests or qualities do you have that may be relevant to the volunteer role you are applying for?

.....
.....
.....

References: (please supply us with the names of two referees (non-relatives)):

Name:	Name:
Address:	Address:
Email:	Email:
Telephone:	Telephone:

Do you have any special needs or medical issues you would like to share with us?

.....
.....
.....

Are you physically fit (describe level if yes / advise why if no)?

Yes No

Do you have a firearm license ?

Yes No

Volunteers agree to serve any community member regardless of race, sex, creed, social status or national origin.

Volunteers agree that this is not an application for employment, and that no remuneration whatsoever in any form will be provided for the voluntary services rendered.

Volunteers also agree not to accept any remuneration, reward or gifts from anyone without the prior express written permission of the Guardian Commander or the Sandton CPF Chairman.

Volunteers agree to sign the relevant indemnity forms and understand that the Sandton CPF will not be held liable under any circumstances for any injury, damage or death to any person or property, whether being used in the voluntary role or not, from any cause howsoever caused.

.....
(Signature/Volunteer)

(Signature/CPF Proposer)

(Date)

Authorized by:

.....
(Signature/CPF Chairman)

(Signature/CPF Guardian Commander)

(Date)

MINIMUM REQUIREMENTS:

- ✓ 21 Years of Age and Older
- ✓ South African Citizen
- ✓ Medically Fit and Healthy
- ✓ Mentally Fit and Healthy

PLEASE ATTACH:

- 2 x Recent (within last month) Clear Color Passport Photo
- SAPS 91 (a) Fingerprint Form (completed)
- Copy of Driver's License
- Copy of ID Card
- Copy of Firearm License (if applicable)
- Copy of Latest Vehicle License Paper
- Copy of Vehicle Insurance Confirmation
- Copy of Matric Certificate
- Copy of Medical Aid Card

INDEMNITY

I, _____ (full name & surname)

ID number _____

Address _____

Hereby request the availability of my criminal record, if any in my own capacity.

I hereby authorize the South African Police Service to take / have my fingerprints; together with my name, surname and identity number and to make it available to the Criminal Record Centre of the South African Police Service for record tracing purposes.

Furthermore authorize the South African Police Service to furnish personal information regarding my criminal background, criminal history, previous convictions and / any other relevant information such as usually furnished by the Criminal Record Centre of the South African Police Service in this regard and to post it to the nearest Police Station in my vicinity or to send it by post to my postal address, where I shall take receipt of it.

I furthermore unconditionally indemnify the South African Police Service and all its members, employers as well as the Government of the Republic of South Africa against any liability which result or may result from furnishing information in this regard, including documents / or information in this regard, which may come to the attention of other persons or institutions by any other means.

Signed at : _____

On this : _____ (date)

WITNESS

1. _____

2. _____

(Signature of applicant / employee)

I, _____ (person / member
authorized by the South African Police Service to take fingerprints) certify that :

1. I have obtained and confirmed the personal particulars of the applicant;
2. I have explained the contents of this indemnity to the applicant and confirm that he / she understands the contents thereof.

Signature : _____

Office : _____

Place : _____

Date : _____

BASIC GUIDELINES FOR CPF PATROLLERS

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1. INTRODUCTION

Community Policing Forum (CPF) Neighbourhood Patrollers join the thin blue line of the South African Police Service (SAPS) and we conveyed policing's belief that is: "misunderstood, unappreciated, alone and lonely – stood between the forces of good and evil on the streets". George L Kelling 1990.

The request from the South African Police Service (SAPS) for the community to form a partnership in fighting crime must be viewed with the correct intention. SAPS are not implying that they are relinquishing their responsibility, but are rather inviting the community to exercise their right to combat crime. With this comes the need to accept the fact that crime is committed by members of the community.

By accepting the invitation and establishing a Community Policing Forum, the community declares this partnership with SAPS and other relevant role players, accepting that they are now effectively taking "charge" of their suburb / township / area / sector, to combat crime and ensure a safe environment for all.

2. OBJECTIVES

In partnership with SAPS and other relevant role-players, provide a supportive initiative to be the eyes, ears and voice of SAPS with the aim of crime prevention. As a patrol group it involves residents becoming more proactive and aware to the risk of crime and taking action to protect their own property and that of their neighbours. Dealing with Neighbourhood Watches one should not look at the name given to activity, but to the actual function and setup thereof. Such action may include reporting suspected activities and improving home security, which reduce opportunities for crime and increase the risk of detection.

3. REGULATORY FRAMEWORK

- * Community Policing Forums (CPF) / Boards in contemplated in Section 215 of the Constitution of the Republic of South Africa, Chapter 7 sec 18, 1996;
- * South African Police Service (SAPS) Act, (Sec 19 Act 68/1995) as amended by SAPS Amended Act (Act 41/1997) & (Act 83/1998);
- * Public Service Laws Amended Act (Act 47/1997);
- * Private Security Industry Regulation Act, 2001 (Act 56 / 1995);
- * Merchandise Marks Act, 1941 (Act 17 / 1941);
- * Heraldry Act, 1962 (Act 18 / 1962);

- * Defence Act, 2002, (Act 42 / 2002);
- * Disaster Management Act, 2002 (Act 57 / 2002);
- * Criminal Procedure Act, 1977 (Act 51 / 1977);
- * National Road Traffic Regulations, 2000, promulgated by GNR 225 OF 17 March 2000;
- * SAPS Interim Regulations for CPF's and Boards promulgated by GNR 384 OF 11 May 2001;
- * The promotion of Access of Information Act, 2000 (Act 2 / 2000);
- * Firearm Control Act, 2000 (Act 60 / 2000);
- * Institution of Legal Proceedings against certain Organs of State Act, 2002 (Act 40 / 2002);
- * White Paper on Safety and Security (Sept 1998);
- * The South African Service Amendment Bill no 39 / 1998: Municipal Policing;

4. INTEGRATION OF LOCAL SECTOR PLAYERS WITHIN SECTOR POLICING

Crime Prevention thus needs far broader participation by government and community members.

Objectives can be achieved by:

- * Preventative patrols;
- * Sector policing (also called neighbourhood policing);
- * High-density policing – which should be :
 - conducted pro-actively, vigorously and fairly;
 - based on clear instructions from police commanders to patrollers;
 - planned based on the outcome of crime analyses;
 - focused on specific problems within any area;
 - implemented based on specific frames;
 - developed in collaboration with other relevant role-players;

5. MANAGING SECTOR ROLE PLAYERS

5.1 Role of sector commander / Vispol commander:

- Must ensure that all crime prevention activities undertaken by the local sector policing role-player's structure are legal and within their constitutional mandate;
- Must inform the local policing role-players structure, via the Sub Community Police Forum of all crime threats and crime patterns and must gather relevant information so that effective and practical crime prevention strategies can be implemented;
- Must explain the limits of the individual's power in administering justice within the local sector policing role-players structure. Note: although a citizen's arrest is allowed in certain situations, the police are still the only designated persons with legal power to perform law enforcement;
- In carrying out a citizens arrest, the requirements as set out in Sections 42 and 47 of the Criminal Procedure Act, 1977 (Act 51 / 1977) must be complied with;

- Must inform the local sector community role-players structure that as members of the community, they must respect the human rights of everyone at all times in South Africa as set out in The Constitution of the Republic of South Africa, 1996;
- Must share his/her extensive knowledge of safeguarding the specific environment with the local sector policing role-players structure;
- The local policing role-players must be empowered with basic knowledge of the following laws:
 - The Constitution of the Republic of South Africa, 1996;
 - Criminal Procedure Act, 1977 (Act 51 / 1977);
 - SAPS Interim Regulations for Community Police Forums and Boards promulgated by GNR 384 OF 11 May 2001;
 - Crime Scene Management; and
 - The Promotion of Access of Information Act, 2000 (Act 2 / 2000).

5.2 Role of local sector policing role-players

- Act in a supportive role to crime prevention actions by the SAPS in the area where they operate;
- Support crime prevention awareness campaigns launched by Local sector role-players structure, Community Police Forum, SAPS, Department of Community Safety or other Government Departments;
- Establishment of community informer network as a proactive step to support the identification and expose of criminals and criminal activities in the country;
- Aims to create public awareness of security, crime prevention and the protection of the community and their property;
- To mobilize the community to participate in crime prevention initiatives and projects in the community;
- To foster a feeling of unity, commitment, and good neighbourliness among the community within the various areas;

5.3 Purpose of a patroller:

- Send a clear message to criminals that you don't tolerate crime in your sector;
- Maintain high visibility in your sector;
- Build a reputation as a trustworthy role- player;
- Promote a favourable and trusting image amongst community and other stakeholders;
- Be a competent witness;

6. LIMITATIONS ON POWERS ON SECTOR ROLE PLAYERS

- No political agendas should be promoted;
- No marketing or selling of security industry equipment or any other product or service;

- Not to use his/her membership to the local sector policing role players structure to get involved in crime;
- No registration or membership fees can be enforced;
- Not to wear or use the SAPS uniform, pieces thereof or insignia in any way;
- Not make use of any rotating/reflecting light of any colour on a private vehicle for the purpose of visibility during patrols. (Reg 176 of the National Road Traffic Act: use of amber, blue, green, red lamps emitting an intermittently-flashing light on unauthorized motor vehicle is prohibited by law);
- Perform a voluntary unpaid service with the risk associated with that task;

7. LIABILITY

- Local sector policing role player structure is not a legal entity and as such does not have legal competence to institute or defend a lawsuit;
- All individual members and any local sector policing role-players structure, are recognised and registered with the association and as a Community Police Sub-Forum, act in their own capacity, as individuals and will be liable in that capacity after signing the Code of Conduct;
- An acknowledgement to this effect shall be signed by all local sector policing role-players members, clearly indemnifying SAPS and CPF's from the unlawful and negligent acts of its members;

8. ACCOUNTABILITY

The local sector policing role-players structure is accountable to the Community Police Sub Forum in the service area of the specific police station.

9. GUIDELINES TO PATROLLERS

9.1 Do's:

- Become the eyes and ears of SAPS;
- Section 47 -
(1)(a) Every male inhabitant of the RSA of an age not below sixteen and not exceeding sixty years shall, when called upon by any police official to do so, assist such police official in arresting any person;
- (b) In detaining any person so arrested;
- Confirm issued instructions and info from SAPS, CPF Chairperson, Head of Patrollers or any other patroller/s;
- Check communications & all resources before departing on patrol;
- Report back as often as possible to enable the controller to know where you are and as a confirmation that you are still safe;
- Check list of suspicious persons & vehicles;
- Check list of residence where people are on leave or away for the weekend;

- Check list of police, other sector patrollers & security members on duty, emergency no of ambulance, fire brigade, electricity, water & sewerage and Disaster Management;
- Wear bulletproof vest/jacket (if available);
- Wear an approved reflected jacket as prescribed by the community police forum and in consultation with the sector commander to be identifiable as a member of a local sector policing role-player structure;
- Display approved decals (magnet plates on vehicle);
- Note all info of incidents, if reported to police note names, time & date to whom incidents are reported, keep pocket books for at least two years, in case court cases originate;
- No patroller should act or perform any duties or take any actions without the consent of the controlling body;
- Keep in contact with the Police Sector patrolling Vehicles if possible;
- Patrollers members first on a scene of accidents, fires (home or veld) as well as every crime scene take charge, secure and cordon off the scene while awaiting the arrival of SAPS, Metro Police or Paramedics;
- Stay calm at all times and do everything in a safe way;
- Stay in radio/cell contact at all times;
- Buddy system – at least two persons per vehicle (if possible)
- Note down all incidents, time, date, street name, descriptions of suspect & vehicles, clothing, colour, type of vehicle & reg nr;
- Keep a safe distance in a situation from suspects – until backup arrives;
- Pay attention to firearms displayed by suspects – long gun or handgun;
- Observe suspicious persons for a while before you request aid;
- Supply particulars of a suspicious vehicle registration nr, colour and description for clearance to police;
- Report any incident or any occurrence you regarded as important;
- Pay special attention to residence near building sites, open stands & open veld;
- Watch out for grass fastened at the top, stickers on fences or lamppost – possible markers for potential crime;
- Use spotlights according to own discretion, do not blind people and drivers of vehicles unnecessary – the use of spotlights comforts the community with the knowledge that patrols are active;
- Be on the look-out for: Vehicles parked in streets / on pavements, – Vehicles with open windows, Open gates, garage / house / security doors, Broken windows, Suspicious persons/vehicles, Junk mail (remove);
- Drive slowly to ensure effective observation (15-20kph);
- If you come across people arriving at home: Park nearby, Identify yourself as a patroller, Illuminate the vicinity, garden & front door, Wait until people enter the house & close the door;

- Introduce yourself to residents and enquire what their problem areas are –are they satisfied with the patrols?
- Report faulty streetlights, problems with roads, robots, vandalism of stop signs, street name signs, big holes on sidewalks or potholes in roads and tall grass on sidewalks that are impeding visibility;
- Book off duty when done with patrol and give a short report.

9.2 Don'ts:

- Exceed the speed limit applicable to the patroller area, under normal conditions;
- Patrol alone if circumstances allows;
- Patrol with children under eighteen years of age;
- Place yourself or your buddy in danger;
- Watch out for dead ends, you could be trapped;
- Confront a suspect or attempt to make an arrest unless you have been trained and have informed the controller;
- Try to be a hero;
- Enter a crime scene before you receive permission from the police / controller;
- Search, vacant buildings, long grass or veld without backup;
- Assault suspects on the scene after apprehension;
- Talk to the media (without consulting SAPS);
- Add tails to info and incidents;
- Try to follow the same routine route during patrol shifts, vary the route and if applicable stop and park and observe;
- Take photos or video material of any person or minor during patrols without the persons or parent's consent;
- Distribute crime scene photos or videos;

9.3 Radio Support Structure:

The whole concept of the CPF Patrollers revolves around two-way radios and the use thereof. The function is the cornerstone of the security. The usage should never be compromised.

- The Executive Committee of each sector shall prescribe valid frequencies and tones;
- It is the duty of each and every patroller to ensure total safety and security of his / her radio to prevent unauthorized use thereof;
- An exceptional rule will be to allow children to assist with logins to prepare them to get familiar with the use of radios (idea is for them to be able to handle the radio in an emergency, eg. father or mother alone an suffer from a stroke or heart attack);
- Your radio has two modes, standby or receive mode and transmit or send mode. On standby mode your radio can receive transmission from other radios on the same frequency (channel) as your radio. In transmit mode, when you press the PTT (push to talk) button, your receive

mode is disabled and you can talk into the microphone of your radio. Your transmission (sending of a message) can then be received by other radios on the same frequency (channel):

- Remember that you cannot receive transmission, while you are transmitting. The radio cannot perform both functions at the same time like a cell phone;
- Only one person can transmit at a time. Because the signal you transmit is a wave (electromagnetic) and look like this:- think of it as throwing a stone in a pond. The ripples that move from the stone are the same as radio waves except that radio waves move much faster;
- If you transmit the same time as someone else, it is like throwing two stones in the pond near each other at the same time. The ripples from the one stone meet up with the ripples from the other stone and they interfere with each other or cancel each other out. In simple terms this cause noise or complete breakdown of the message;
- Most CPF radios work in the UHF (Ultra High Frequency) band, between 410 – 600 UHF = your radio signal is a "line of sight" signal. UHF radio waves cannot bend around objects or reflect off the ground or atmosphere like lower frequency signals. It thus has a limited range. To improve reception and transmission, you can use an external antenna and place it high up if you need improved quality of signal;
- One big advantage of UHF is that is not affected much by change in weather conditions. Reception and transmission is not affected greatly by bad weather. However, factors such as temperature, humidity and time of day can have an impact on the quality of transmission and reception.

9.4 Radio usage:

- Once the radio network controller is available, his /her duty will be to control the radio channel unless radio control is required by someone on scene. Patrollers will then book on and off duty informing the controller what their call sign or name and those of their passenger/s, and what sector they will patrolling. Permission must then be obtained from the controller to speak to another person / call sign;
- If you urgently need to communicate with the controller while a conversation is in process on the radio, you just call "break break" indicating to the controller that you have a priority call to make;
- During an emergency or operation keep the radio frequency open and only respond when requested by controller, or when you have an urgent relevant contribution to offer;
- Keep transmission concise and relevant. If lengthy information has to be conveyed, do it in short bursts;
- Call signal /name come in (I want to communicate with you)'
- Do you read (do you receive me);
- I receive you read you;

- I receive you (number out of five – 5/5 4/5/ 3/5 2/5 1/5 (5 to 1- indicate clearness, 5 = best – and 1 = indistinct);
- Roger / affirmative / that is a positive (confirming that message was message received);
- Repeat /say again (message not receive clearly);
- Cancel (cancel message);
- Can some one relay that message (do not receive you very clearly);
- Numbers (eg 707 = seven zero seven – nil refer to as zero);
- I repeat / say again (sender will repeat message);
- Positive (agree);
- Negative (contradictory);
- Relay (send message through to other call signs / person/s and relay back);
- Send (permission to send your message);
- Wait out (I cannot react on your message now);
- Location? (Where are you);
- I am one mike / click from your location (indicate time in minutes);

9.5 Phonetic Alphabet:

A= ALFA	J= JULIET	S= SIERRA
B= BRAVO	K= KILO	T= TANGO
C= CHARLIE	L= LIMA	U= UNIFORM
D= DELTA	M= MIKE	V= VICTOR
E= ECHO	N= NOVEMBER	W= WHISKEY
F = FOXTROT	O= OSCAR	X= X-RAY
G= GOLF	P= PAPA	Y=YANKEE
H= HOTEL	Q= QUEBEC	Z= ZULU
I= INDIA	R= ROMEO	

The figure 0 is pronounced as zero

Numbers consisting of more than one digit are pronounced individually, e.g. the number 806 is pronounced as "eight, zero six" and not as "eight hundred and six".

9.6 Standby Bag:

You should always have with you: Drivers license, Emergency numbers, Cell phone, Appropriate clothing and shoes, Approved reflected jacket, Penlight torch, Spotlight, CPF magnet plates / decals, Jacket, Pocket book / electronic note book, Cool drink juice energy bar, Bulletproof vest, First aid bag, Fire extinguisher, Money, Sector Street map, GPS, Handcuffs (keys) / zip ties (knife / side cutter), Cordon off tape, Pepper gas.

9.7 Rendezvous:

After patrolling or an operation Patrollers get together and provide feedback on noteworthy incidents. This is very important. The aim is to discuss successes and failures, in order to see what can be learned. Compiling a list of best practices are always a good call to build capacity.

If a traumatic incident occurred a Trauma Councillor can be summoned to de-brief the patrollers involved and if necessary the whole group.

