



# **SINOVILLE COMMUNITY POLICE FORUM**

## **SECTOR 1 CONSTITUTION**

**26 AUGUST 2019**

## **PREAMBLE**

*In terms of Sections 18 to 23 of the South African Police Act 68 of 1995 (as amended from time to time), and the South African Police Service Interim Regulations of Community Police Forums and Boards 2001, provision is made for the establishment of a Community Policing Forum as well as sub-Forums to serve the community of the Sinoville Policing area.*

*Sector 1 is a non-profit, non-sectarian, non-sexist, non-racial, apolitical community-based, statutory entity and established in terms of sections 18 and 23 of the South African Police Services Act 68 of 1995 read with the South African Police Service Interim Regulations for Community Police Forums and Boards as published in Regulation No. R.384 of 2001 in Government Gazette, Vol. 431, No. 22273, on 11 May 2000, Regulation Gazette, No. 7062.*

### *References:*

- 1. Constitution of the Republic of South Africa, Section 33*
- 2. South African Police Services Act, Act 68 of 1995*
- 3. South African Police Service Interim Regulations for Community Police Forums and Boards as published in Regulation No. R.384 of 2001 in Government Gazette, Vol. 431, No. 22273, on 11 May 2000, Regulation Gazette, No. 7062.*
- 4. Promotion of Administrative Justice Act, Act 3 of 2000, as amended*
- 5. Trust Property Control Act, no. 57 of 1988 as amended*

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## DEFINITIONS

Word	Description:
“Act”	will mean the South African Police Services Act, Act 68 of 1995.
"Affiliated Neighbourhood Watch"	will mean a neighbourhood watch duly constituted and represented by a management of its own and functioning within the area of jurisdiction of Sector 1 and in terms of the Affiliation Policy contained in Annexure 10.
“AGM”	will mean <i>Annual General Meeting</i> .
“Accounting Officer”	will mean a person or firm that inspects and verifies the validity and reliability of an organisation’s financial records and who is registered with an accredited accounting body.
“Area of Jurisdiction”	will mean the geographical areas and boundaries of operation as determined by the Sinoville Community Policy Forum in consultation with the Sinoville SAPS from time to time.
“Asset of the Trust”	will mean a resource with economic value that the Forum owns with the expectation that it will provide future benefit.
“Business Member”	will mean a business owner whose business premises is situated within the jurisdiction of Sector 1, but who is not a resident within the Area of Jurisdiction of Sector 1.
"Control 1"	will mean duly trained members of Sector 1 who, on a daily basis, is in control of the operational activities, including radio communications of Sector 1.
“CPF”	will mean the <i>Community Police Forum</i> .
“CMR”	Shall mean the <i>Christelike Maatskaplike Raad</i> .
“Community”	will mean the residents within the area of jurisdiction of the Sinoville SAPS.
“Day”	will mean a calendar day.
“Election Meeting”	will mean a meeting to elect members of the Management Committee.
“Electoral Officer”	for purposes of Election meetings will mean the Station Commander of the SAPS Sinoville and/or a representative of the Department of Community Safety, or a person designated by him/her or a person chosen by the eligible voters at an Election meeting to be the Electoral Officer for such meeting.
“The Forum”	will mean the <i>Sinoville Community Police Forum</i> .
“EXCO”	will mean the <i>Executive Committee</i> of the Forum.
“GAAP”	Shall mean <i>Generally Acceptable Accounting Principles</i> .

Word	Description:
"ICASA"	will mean the <i>Independent Communications Authority of South Africa</i> .
"Interim Regulations"	will mean the "South African Police Service Interim Regulations for Community Police Forums and Boards" as per Regulation No. R.384 of 2001 published in Government Gazette No. 22273, on 11 May 2001.
"IPID"	Shall mean <i>Independent Police Investigative Directorate</i> .
"Joint Operations Centre ("JOC")"	will mean a centralised facility equipped with maps of the area of jurisdiction of the Forum and a CPF radio used by both the CPF and the SAPS, when required.
"Management Committee"	will mean the Management Committee of Sector 1 as elected by the members of Sector 1 from time to time.
"Media"	will have its ordinary meaning, but also include printed, electronic, radio and social media.
"MMS"	will mean <i>Multimedia Messaging Service</i> , it is a standard way to send messages that include multimedia content to and from a mobile phone over a cellular network.
Non-Profit Company (NPC)"	According to Section 1 of the Companies Act, Act 71 of 2008, " <b>non-profit company</b> " means a company— (a) incorporated for a public benefit or other object as required by item 1(1) of Schedule 1; and (b) the income and property of which are not distributable to its incorporators, members, directors, officers or persons related to any of them except to the extent permitted by item 1(3) of Schedule 1;
"SAPS"	<i>Sinoville South African Police Services</i> .
"Serious offence"	will mean any offence whereby a person has been sentenced to imprisonment for a period of longer than one year without the option of a fine.
"Sector 1"	will mean a sub-Forum of the Forum, as established in terms of Regulation 3 of the Interim Regulations within the area of jurisdiction of the Forum.
"Sector 1 member"	will mean a person whose request for membership of Sector 1 has been accepted by the Management Committee of Sector 1 and whose membership has not been cancelled or revoked.
"SGM"	will mean <i>Special General Meeting</i> .
"SCC"	will mean the <i>Sinoville Crisis Centre</i> .
"Term of office"	will mean the period as set out in Section 13.

Word	Description:
"TMPD"	<i>Tshwane Metropolitan Police Department, Region 2</i>
"The Trust"	will mean a trust to be formed for the purposes as provided for in this Constitution.

## **1. NAME, AREA OF JURISDICTION AND LEGAL PERSONA**

### **1.1 NAME**

The name of the sub-Forum will be “**SINOVILLE CPF SECTOR 1**” (hereinafter referred to as “Sector 1”).

### **1.2 AREA OF JURISDICTION**

1.2.1 The area of jurisdiction of Sector 1 will be the geographical areas and boundaries of operation as determined by the Forum in consultation with the SAPS from time to time and is contained in **Annexure 1** to this Constitution.

### **1.3 LEGAL PERSONA**

1.3.1 Sector 1 is a legal persona and has the capacity to act in its own name and to institute and defend legal actions.

1.3.2 Sector 1 is represented by its Management Committee and is granted the powers, duties and functions as set out in Section 11.

1.3.3 Sector 1 exists independent from its members and has perpetual succession.

1.3.4 Any liabilities incurred by Sector 1 vests in Sector 1 and no member or Management Committee of Sector 1 will be liable for the debts, claims of whatever nature, obligations or any form of encumbrance of Sector 1 in their respective personal capacities.

## **2. OBJECTIVES**

The objectives of Sector 1 are to:

2.1 Establish and maintain partnerships between SAPS, the Forum, other Sub-Forums of the Forum, Sector 1 members, Affiliated Neighbourhood Watches, and the community;

2.2 Promote communication between the SAPS, the Forum, other Sub-Forums of the Forum, Sector 1 members, Affiliated Neighbourhood Watches, and the community;

2.3 Promote co-operation between the SAPS, the Forum, other Sub-Forums, Sector 1 members, Affiliated Neighbourhood Watches and the community in fulfilling the needs of the community regarding policing;

2.4 Improve the rendering of police services to the community;

2.5 Improve transparency in the SAPS and accountability of the SAPS to the community;

2.6 Promote joint problem identification and problem-solving by the SAPS and the community;

2.7 Provide guidance and promote co-operation between Sector 1 and Affiliated Neighbourhood Watches operating within the area of jurisdiction of Sector 1; and



- 2.8 Act as a facilitator to:
  - 2.8.1 identify common crime patterns; and
  - 2.8.2 identify problems or areas of concerns within the area of jurisdiction of Sector 1 and act accordingly.

**3. ASSETS OF SECTOR 1**

- 3.1 All assets of Sector 1 of whatever nature will be applied solely towards the objectives of Sector 1, and no portion thereof will be paid or transferred, directly or indirectly, by way of dividend or bonus to any member of the Management Committee of Sector 1 or to any other beneficiary of the Trust referred to hereinafter.
- 3.2 All assets of Sector 1 will be kept in a Trust specifically formed for that purpose.
- 3.3 The Trustees of the Trust will be the following members from Sector 1, as elected from time to time:
  - 3.3.1 Chairperson;
  - 3.3.2 Deputy Chairperson; and
  - 3.3.3 The Treasurer.
- 3.4 The beneficiaries of the Trust will be the members of Sector 1 and/or any other public benefit organisation or non-profit organisation within the area of jurisdiction of Sector 1, as identified by the Management Committee from time to time.
- 3.5 The Trust will, at all relevant times, be subject to the provisions of the Trust Property Control Act, no. 57 of 1988, as amended from time to time.

**4. STATUS OF SECTOR 1 WITHIN THE FORUM'S STRUCTURES**

- 4.1 Sector 1, as a sub-Forum of the Forum, is sub-ordinate to the Forum and as such, its Constitution must be aligned with the Forum's Constitution and may not be in conflict with the Forum's Constitution. In the event of a conflict between the Constitution of the Forum and the Constitution of Sector 1, the Constitution of the Forum will have preference over the Constitution of Sector 1.
- 4.2 The Constitution of affiliated neighbourhood watches within the area of jurisdiction of Sector 1, may not be in conflict with the Constitution of Sector 1.
- 4.3 Should the Constitution and/or Annexures of Sector 1 be amended, such amendments will be conveyed to its members, including Affiliated Neighbourhood Watches, and such changes will become effective on a date to be determined by the Management Committee.
- 4.4 Rights of the Forum in respect of Sector 1:
  - 4.4.1 The Forum has, in addition to any other rights conferred upon it by the Constitution, the following rights:
    - 4.4.1.1 To attend any meeting of Sector 1;

- 4.4.1.2 To inspect any record, including the financial records of Sector 1 to ensure compliance with this Constitution and the Forum's Constitution; and
- 4.4.1.3 Dissolve the Management Committee as per this Constitution and that of the Forum.

**5. THE CODE OF CONDUCT OF SECTOR 1**

- 5.1 Sector 1's Code of Conduct is contained in **Annexure 2** to this Constitution and, although contained in an Annexure, will be deemed to form part of this Constitution, with the provision that Section 29 of this Constitution does not apply to the Code of Conduct.
- 5.2 Any amendment to the Code of Conduct can be made by the Management Committee at a Management Committee meeting or Special Management Committee Meeting, as provided for in this Constitution.
- 5.3 Any amendment made to the Code of Conduct by the Management Committee and the date such changes will become effective, will be conveyed to the members via the website and/or via MMS.

**6. MEMBERS OF SECTOR 1**

- 6.1 Members of Sector 1 can either be Sector 1 members or business members as defined.
  - 6.1.1 The body Corporate or Managing Agent of complexes, blocks of flats, retirement homes and villages and other residential areas, having more than one housing unit on its premises, may not apply to become members of Sector 1.
  - 6.1.2 The residents of the individual living units within the complexes, blocks of flats, retirement homes and villages and other residential area having more than one housing unit on the premises, must apply individually to become members of Sector 1.
  - 6.1.3 Members who conduct their business from their residential addresses, will be deemed to be Sector 1 business members.

**7. APPLICATION AND CRITERIA FOR MEMBERSHIP, EXCLUSION OF MEMBERSHIP**

- 7.1 Any person desirous of becoming a member of Sector 1, will complete the necessary application forms (**as contained in Annexure 7**) that are available on the website of Sector 1 or from the Administration Officer: Customer Care and Database Maintenance.
- 7.2 Any person that applies for membership, may be requested to have his/her fingerprints taken for vetting by the SAPS. The Management Committee may also conduct a background assessment on the applicant.
- 7.3 An application to become a member, does not necessarily mean that such application will be successful, and the Management Committee reserves the right to refuse a person membership of Sector 1, provided that, if such membership is refused, the Management Committee will provide reasons for such refusal.

7.4 Acceptance of membership does not automatically entitle a member to be issued with a radio utilising the Forum's radio frequency and each application will be treated on its own merits.

## 7.5 CRITERIA FOR MEMBERSHIP

7.5.1 Subject to paragraph 7.6, the following persons may apply for and will be considered, for membership of Sector 1:

7.5.1.1 Any *bona fide* resident over the age of 18 years residing in the area of jurisdiction of Sector 1 who can provide proof of such residence, subject to paragraphs 6 and 7.1 to 7.4 above; and

7.5.1.2 Any *bona fide* business owner over the age of 18 years whose business is situated within the area of jurisdiction of Sector 1 and who can provide proof of such ownership, subject to paragraph 7.1 to 7.4 above.

## 7.6 EXCLUSION OF MEMBERSHIP

7.6.1 The following persons will be excluded from becoming or remaining members of Sector 1:

7.6.1.1 Persons who are no longer *bona fide* residents and/or business owners within the area of jurisdiction of Sector 1, as defined in its Constitution;

7.6.1.2 Persons who are not citizens of the Republic of South Africa;

7.6.1.3 Political office bearers;

7.6.1.4 Persons under the age of 18 years;

7.6.1.5 Persons that have made false declarations on his/her application form for membership;

7.6.1.6 Persons that have submitted falsified documents in respect of his/her application for membership;

7.6.1.7 Persons that have been convicted of a serious offence;

7.6.1.8 SAPS reservists;

7.6.1.9 Serving employees of the South African Police Service, as regulated in the South African Police Service Act as amended, Metropolitan Police Departments, the National and Provincial Secretariats for Police Services and the Independent Police Investigative Department;

7.6.1.10 A person who ceased to be a registered member of Sector 1 for whatever reason; and

7.6.1.11 Owners and employees of private security companies that provide security services, including guarding, reaction, whether armed or not, and monitoring or having a vested business interest within Sector 1's area of jurisdiction.

## 7.7 APPLICATION TO AFFILIATE AS A NEIGHBOURHOOD WATCH

7.7.1 A Neighbourhood Watch established within the area of jurisdiction of Sector 1 will apply as an affiliated member of Sector 1. The Affiliation Policy, as described in **Annexure 10** to this Constitution, will apply.

7.7.2 The policy regarding affiliation, are described in **Annexure 10** to the Constitution and, although contained in an annexure, will be deemed to form part of this Constitution and may only be amended in terms of Section 29 of this Constitution.

## **8. RIGHTS AND OBLIGATIONS OF SECTOR 1 STRUCTURES**

8.1 This Constitution, and all proposed amendments to this Constitution, will be submitted to the EXCO for confirmation before such Constitution or changes to the Constitution will be presented for approval to the members of Sector 1 at an AGM or SGM, for it to become effective.

8.2 The Chairperson, Deputy Chairperson or their designated representative of the Management Committee, will have the right to attend any meeting of an Affiliated Neighbourhood Watch within the area of jurisdiction of Sector 1.

8.3 The Management Committee will have the right to inspect any record, including the financial records of any affiliated neighbourhood watch within the area of jurisdiction of Sector 1, to ensure compliance with this Constitution and to the Forum's Constitution.

## **9. COMPOSITION OF THE MANAGEMENT COMMITTEE**

### **9.1 THE MANAGEMENT COMMITTEE WILL CONSIST OF THE FOLLOWING POSITIONS:**

9.1.1 Chairperson;

9.1.2 Deputy-Chairperson;

9.1.3 Treasurer;

9.1.4 Control 1 Co-ordinator;

9.1.5 Crime Prevention Officer;

9.1.6 Training Co-ordinator;

9.1.7 Public Relations Officer

9.1.8 Secretary;

9.1.9 Administration Officer: Customer Care and Database Maintenance;

9.1.10 Administration Officer: Radio Communication and Training;

9.1.11 Youth and Schools Safety Co-ordinator; and

9.1.12 The Chairpersons of the affiliated neighborhood watch as defined in paragraph 2.2 of **Annexure 10**.

9.2 All persons referred to in paragraphs 9.1.1 to 9.1.12 will have voting rights on the Management Committee.

### **9.3 The following persons will be ex-officio members of the Management Committee:**

9.3.1 The SAPS member appointed as Manager of Sector 1.

9.4 All persons referred to in paragraph 9.3 will have no voting rights.

- 9.5 In the event that the Chairperson of Sector 1 is unable to attend any EXCO meeting, such Chairperson is entitled to be represented by the Deputy-Chairperson or any other designated member of the Management Committee.
- 9.6 Any changes to the composition of the Management Committee can only be made by amending the Constitution, as prescribed.

**10. ROLES, DUTIES AND FUNCTIONS OF MEMBERS OF THE MANAGEMENT COMMITTEE**

- 10.1 The roles, duties and functions of the Members of the Management Committee is contained in **Annexure 9** to this Constitution and, although contained in an Annexure, will be deemed to form part of this Constitution, with the provision that Section 29 of this Constitution does not apply to the roles, duties and functions of the members of the Management Committee.
- 10.2 Any amendment to the roles, duties and functions of the members of the Management Committee, can be made by the Management Committee at any Management Committee meeting or Special Management Committee meeting, as provided for in this Constitution.
- 10.3 Any amendment made to the roles, duties and functions of the members of the Management Committee, will be conveyed to its members and the date such changes will become effective via the website and/or MMS.

**11. THE POWERS, DUTIES AND FUNCTIONS OF THE MANAGEMENT COMMITTEE**

The Constitution confers, amongst others, the following powers, duties and functions on the Management Committee:

**11.1 THE POWER TO:**

- 11.1.1 Institute and conduct, defend, compound or abandon any legal proceedings by or against Sector 1, as the case may be;
- 11.1.2 Delegate any duty or power to any person or organ of Sector 1 in the interest of Sector 1;
- 11.1.3 Utilise the assets of Sector 1 for the objectives of Sector 1;
- 11.1.4 Appoint at its own discretion, sub-committees and direct matters and allocate tasks to these committees, and co-opt any person to serve on these committees;
- 11.1.5 Maintain and supervise efficient control over members and the administration of Sector 1;
- 11.1.6 Make urgent rulings as may be necessary, from time to time;
- 11.1.7 Make available such resources or render such services to the SAPS, whether on request of the latter or out of own accord, on such terms and conditions as Sector 1 deems necessary;
- 11.1.8 Make donations in any form to the SAPS to assist the SAPS in preventing crime;
- 11.1.9 Initiate community-based crime-prevention projects, subject to the approval of the Management Committee;
- 11.1.10 Acquire, hold, lease, hire and / or alienate property, whether immovable or movable;

- 11.1.11 Enter into written contracts with suppliers;
- 11.1.12 Appoint one or more persons to assist the Treasurer to take charge of and administer funds specifically earmarked for a project of Sector 1;
- 11.1.13 Open, operate or close bank accounts in the name of Sector 1;
- 11.1.14 Utilise any income derived in its own discretion, provided that such expenditure will, at all times, be in the interest of Sector 1 or in the furtherance of its objectives;
- 11.1.15 Apply its surplus income in promoting its objectives and will not, at any time, make any distribution or pay any dividend or surplus to any of its members;
- 11.1.16 Invest, re invest and deal with any monies of Sector 1 not immediately required for the purposes of Sector 1, upon such securities and on such terms as it may deem fit and, from time to time, to vary or realise such investments;
- 11.1.17 Accept donations from external sources, provided that, if such donation/s is/are conditional, Sector 1 will adhere to such conditions as required by the donor, provided such conditions are not contrary to the objectives of Sector 1;
- 11.1.18 Where donations are made unconditionally, Sector 1 may utilise such donations as it deems necessary to promote the objectives of Sector 1 or its members;
- 11.1.19 Arrange and conduct fundraising activities in the name of Sector 1 and to collect or receive money for or on behalf of Sector 1;
- 11.1.20 Appoint an accounting officer on an annual basis;
- 11.1.21 Remove any Management Committee member from office before the expiry of his or her term of office and to dismiss any of them, subject to the due disciplinary process, as provided for in this Constitution;
- 11.1.22 Appoint remunerated staff members, whether on a permanent or temporary basis, to assist the Management Committee to perform its roles, functions and duties;
- 11.1.23 Nominate any such person as it deems fit and proper to represent Sector 1 at external meetings and to attend to any matter that could be attended to by Sector 1;
- 11.1.24 Co-opt any person(s) who have required expertise in any field necessary onto the Management Committee to fulfil the objectives of Sector 1: Provided that such so co-opted person will not have any voting rights;
- 11.1.25 Co-opt any person onto the Management Committee for a period of no longer than 90 days to fill any vacancy that has arisen: Provided that such so co-opted person will not have any voting rights;
- 11.1.26 Hear and adjudicate, whether as a Management Committee or through an appointed structure, disputes emanating from its members;
- 11.1.27 Cancel the membership of any of its Affiliated Neighborhood Watches, upon realising that such an Affiliated Neighborhood Watch is functioning contrary to the directives or the interim Regulations and after a proper enquiry and affording such an affiliated neighborhood watch the opportunity to present its case; and
- 11.1.28 Suspend or terminate the membership of any member of the Management Committee who has:
  - 11.1.28.1 Not complied with the provisions of this Constitution; or
  - 11.1.28.2 Failed to attend three consecutive meetings of the Management Committee without a valid reason and apology; or

- 11.1.28.3 Has been found guilty at a disciplinary hearing and where the sanction makes provision for such suspension or termination.
- 11.1.29 Suspend or terminate the membership of any member who:
  - 11.1.29.1. Has not complied with the provisions of this Constitution; or
  - 11.1.29.2. Has failed to comply with the directives or any rules or policies of Sector 1; or
  - 11.1.29.3. Has been found guilty at a disciplinary hearing and where the sanction makes provision for such suspension or termination; or
  - 11.1.29.4. Who has been found guilty with a serious offence as defined; or
  - 11.1.29.5. Is not a *bona fide* resident or business owner as defined; or
  - 11.1.29.6. Has failed to provide proof of his / her residential or business status.
- 11.1.30 Convene and hold such meetings as it may deem necessary; and
- 11.1.31 Revoke, suspend, terminate or amend the right of any person to utilise the Forum's radio frequency at any time and / or to instruct any person to bring in his / her radio to have the Forum's radio frequency on such radio/s removed, if after an investigation and the disciplinary process has found the member guilty of contravening the radio usage policy.

## 11.2 THE DUTIES OF THE MANAGEMENT COMMITTEE

The Management Committee will:

- 11.2.1 Report gross negligence or dereliction of duty on the part of any member of the SAPS to the EXCO;
- 11.2.2 Forward complaints and charges by the public against the SAPS and report same to the EXCO;
- 11.2.3 Act as mediator between the SAPS and the community;
- 11.2.4 Develop an annual programme of action that address crime tendencies in the area of jurisdiction of Sector 1 that is to be reviewed from time to time; and
- 11.2.5 Ensure and monitor that all affiliated neighborhood watches conduct management and all other statutory meetings on a regular basis.

## 11.3 THE FUNCTIONS OF THE MANAGEMENT COMMITTEE

The Management Committee will:

- 11.3.1 Co-ordinate and interact with other Sub-Forums, affiliated neighborhood watches and stakeholders within the Forum's area of jurisdiction on matters relating to Community Policing Forums;
- 11.3.2 Act as mediator in disputes between Sector 1 members;
- 11.3.3 Report monthly to the EXCO or on such other intervals as the EXCO may decide, on the status of Sector 1;
- 11.3.4 Establish and maintain sustainable communication channels such as electronic and printed media. It is required to maintain a website for Sector 1;
- 11.3.5 Ensure that proper minutes and records of all meetings are kept; and

11.3.6 Subject to relevant legislation, set criteria for membership of Sector 1 and create a standardised membership application form similar to the template as contained in **Annexure 7**.

## **12. DISSOLVING OF THE MANAGEMENT OF SECTOR 1**

12.1 When the Management Committee becomes dysfunctional or function contrary to the directives of the Interim Regulations or act contrary to the spirit of the Forum, the Management Committee may be dissolved. During an enquiry, the Sector 1 Management Committee will be afforded the opportunity to present its case. Reasons and decisions must be minuted and communicated to the community within 7 days;

12.2 During such discussions, the Chairperson of the EXCO or his/ her designated representative, must be present;

12.3 In the event that these discussions reach a moot point and it is evident that Sector 1 has indeed become dysfunctional, it will be dissolved *in toto*;

12.4 The dissolved Management Committee may not appeal against the decision;

12.5 The EXCO is bound to manage Sector 1 in terms of the provisions of the Constitution it had assumed and in the event of conflict between the Forum's Constitution and Sector 1's Constitution, the former will prevail;

12.6 The EXCO reserves the right to appoint an Interim Caretaker Committee consisting of a convener, secretary and a treasurer and any other member, as required, to oversee the functions of Sector 1 and to facilitate the election of a new Management Committee and may appoint any such person/s, including the Management Committee members, it may deem necessary to assist the Management Committee in the management of Sector 1;

12.7 The EXCO may appoint any such independent accounting officer, as it may deem necessary to verify the finances of Sector 1; and

12.8 The Interim Caretaker Committee will call for the election of a new Management Committee, within 90 days or as soon as possible thereafter, from date of dissolution.

## **13. PROTECTION OF MANAGEMENT COMMITTEE MEMBERS ACTING IN GOOD FAITH**

13.1 All the actions by the Management Committee or any of its members, in *bona fide* performance of their duties, will be regarded as to have been performed by Sector 1; and

13.2 A member of the Management Committee will not be held liable in his or her personal capacity for carrying out his / her functions or duties as determined or instructed by the Management Committee, unless such act or omission was performed / neglected:

13.2.1 In a grossly negligent or intentionally wrongful manner; or

13.2.2 Was beyond the powers conferred on such person in terms of this Constitution;  
or

13.2.3 Beyond the authority or instruction given by Sector 1.



## **14. AUTHORISED SIGNATORIES OF SECTOR 1**

14.1 Where Sector 1 needs to sign any document to give legal effect to any transaction, including but not limited to power of attorney, deeds, contracts, and all such other documents that may have to be authorised, the authorised signatories will be any two of the following:

- 14.1.1 The Chairperson;
- 14.1.2 The Deputy-Chairperson;
- 14.1.3 The Treasurer.

## **15. TERMS OF OFFICE OF MEMBERS OF THE MANAGEMENT**

- 15.1 A term of office will be five years;
- 15.2 A person may not serve in the same position on the Management Committee for more than two full terms; and
- 15.3 If a person is elected to the Management Committee with more than two years remaining to the next Election Meeting, such period will be regarded as a full term.

## **16. PROCEDURE TO ELECT MEMBERS OF THE MANAGEMENT COMMITTEE**

### **16.1 ELIGIBLE VOTERS AT ELECTION MEETINGS AND NUMBER OF VOTES**

The following persons will be eligible voters for purposes of voting at Election Meetings:

- 16.1.1 All registered members of Sector 1;
- 16.1.2 Only members that are present at Election Meetings;
- 16.1.3 No proxy votes are allowed; and
- 16.1.4 Each eligible voter will have one vote for each of the positions which is voted upon.

### **16.2 DISQUALIFICATION OF MANAGEMENT COMMITTEE MEMBERS**

The following persons may not serve on the Management Committee:

- 16.2.1 Persons who are no longer *bona fide* residents and / or business owners within the area of jurisdiction of Sector 1;
- 16.2.2 Political office bearers;
- 16.2.3 Persons that have made a false declaration on his / her nomination and acceptance form;
- 16.2.4 Persons that have been found guilty of a serious offence;
- 16.2.5 Persons who are not citizens of the Republic of South Africa;
- 16.2.6 Persons under the age of 18 years;

- 16.2.7 Serving employees of law enforcement agencies and the security services of the Republic listed in Section 199 of the Constitution of the Republic of South Africa, including the South African Police Service, the National Intelligence Agency, Metropolitan Police Departments and traffic Police Departments; and
- 16.2.8 Owners and employees of private security companies that provide security services, including guarding, reaction, whether armed or not, and monitoring or having a vested business interest within Sector 1's area of jurisdiction.

### 16.3 THE NOMINATION OF CANDIDATES

- 16.3.1 A person nominated for a position on the Management Committee must be a member of Sector 1;
- 16.3.2 A person nominated for a position on the Management Committee will consent to have their fingerprints taken for the purpose of security clearance and / or back ground checks;
- 16.3.3 A person can be nominated for more than one position on the Management Committee;
- 16.3.4 Current Management Committee members can be nominated for re-election;
- 16.3.5 Nominations for Management Committee members close 72 hours before the date and time of the Election Meeting;
- 16.3.6 Only an original completed and signed nomination and acceptance form **(Annexure 8)**, will be acceptable for a nomination to be valid. By signing the nomination and acceptance form, the nominee declare that he / she has read the duties and functions of the position being nominated for and has the ability and capacity to perform the responsibilities; and
- 16.3.7 The nomination and acceptance form **(Annexure 8)** must be completed and signed by all of the following:
  - 16.3.7.1 The Chairperson or the Deputy-Chairperson or, in the event that they are not available, their nominated representative;
  - 16.3.7.2 The nominator (nomination); and
  - 16.3.7.3 The nominee (acceptance).
- 16.3.8 The original, duly signed and completed nomination and acceptance forms **(Annexure 8)** are to be handed to the Secretary on / or before the deadline. The Secretary must inform the members by appropriate media of all nominations received within 24 hours after the close of the nominations.
- 16.3.9 Where only one person is nominated for a specific position on the Management Committee, he / she is automatically elected to such position.

## 17. MEETINGS PROCURES

### 17.1 TYPES OF MEETINGS

- 17.1.1 This Constitution makes provision for the following types of meetings that can take place:

- 17.1.1.1 Annual General Meeting;
- 17.1.1.2 Special General Meeting;
- 17.1.1.3 Election Meeting;
- 17.1.1.4 Special Election meeting;
- 17.1.1.5 Management Committee Meeting; and
- 17.1.1.6 Special Management Committee Meeting.

## 17.2 **ANNUAL GENERAL MEETING**

### 17.2.1 Quorum

All registered members present at the AGM.

### 17.2.2 Voting procedures

17.2.2.1 Voting at an AGM will take place by way of show of hands.

17.2.2.2 A person nominated by the Management Committee will count the number of votes (hands).

### 17.2.3 Majority required for vote to be passed at AGM

50% + 1 of registered members present at the AGM.

### 17.2.4 Tied votes

In the event of a tied vote at an AGM, the Chairperson of the meeting will have the deciding vote.

### 17.2.5 Notice of AGM

17.2.5.1 Notice of an AGM must be published as widely as possible within the area of jurisdiction considering time and cost considerations.

17.2.5.2 The following details will appear on the notice:

- That it is an AGM;
- Date;
- Time;
- Place; and
- Contact details of the Secretary or any other person that can provide more details about the AGM.

### 17.2.6 Notice period

17.2.6.1 Notice of an AGM must be given no longer than 30 days and not less than 21 days before the AGM is scheduled to take place.

17.2.6.2 An AGM must be held within 6 months after the financial year end.

### 17.3 **SPECIAL GENERAL MEETING**

17.3.1 An SGM may be called at any time by:

17.3.1.1 At least fifty (50) registered members by way of a written request, clearly setting out the matters to be discussed, to the Secretary, accompanied by a schedule bearing the names, surnames, contact details and signatures of such members;  
or

17.3.1.2 The Management Committee.

#### 17.3.2 Convening of SGM

The Secretary must, within 14 calendar days of the receipt of such a request, publish notice of the SGM, but not less than 21 days before the meeting is scheduled to take place.

#### 17.3.3 Notice of SGM

17.3.3.1 Notice of an SGM must be published as widely as possible within the area of jurisdiction considering time and cost considerations.

17.3.3.2 The following details must appear on the notice:

- That it is an SGM;
- Date;
- Time;
- Place;
- Purpose of the SGM; and
- Contact details of the Secretary or any other person that can provide more details about the SGM.

#### 17.3.4 Quorum

All registered members present at the SGM.

#### 17.3.5 Voting procedures

17.3.5.1 Voting at an SGM will take place by way of show of hands.

17.3.5.2 A person nominated by the Management Committee, will count the number of votes (hands).

#### 17.3.6 Majority required for vote to be passed at SGM

50% + 1 of registered members present at the SGM, provided that for a Vote of No confidence to be passed, a majority of at least two-thirds, is required.

17.3.7 Tied votes

In the event of a tied vote at an SGM, the Chairperson of the meeting will have the deciding vote.

17.4 **ELECTION MEETING**

17.4.1 The Secretary must prepare a ballot paper for each position, with the names of the persons nominated for the respective positions;

17.4.2 The Secretary must keep record of the number of ballot papers, sequentially numbered and issued to eligible voters and will not exceed the number of eligible voters;

17.4.3 The Electoral Officer will preside over the Election Meeting;

17.4.4 Voting will take place by way of ballot;

17.4.5 No proxy votes are allowed;

17.4.6 Each eligible voter will receive a ballot paper for each position to be voted upon, which he / she must complete and place into the designated sealed receptacle, which will be under the control of the Electoral Officer at all times;

17.4.7 After all eligible voters have voted, the Electoral Officer will declare the voting to be closed and the Electoral Officer will open the sealed receptacle containing the votes in full and open view of those present at the Election Meeting;

17.4.8 The Electoral Officer and appointed assistant(s) will count the votes received by each candidate;

17.4.9 The Electoral Officer will ask an independent person to confirm the number of votes received by each candidate;

17.4.10 If the counts of the Electoral Officer and the said independent person does not agree, the Electoral Officer and the said independent person will recount the votes until their counts agree;

17.4.11 The Electoral Officer will announce the winning candidate;

17.4.12 All ballot papers are to be placed into a sealed receptacle for safekeeping at the Secretary for a period of 90 days after date of the Election Meeting;

17.4.13 An aggrieved party may request access to such ballot papers within the 90-day period from the Secretary; and

17.4.14 Where a person is nominated for more than one position and gets elected to a position, he / she will automatically not be eligible for election to the other nominated position(s).

17.5 **SEQUENCE OF VOTING**

The sequence of voting will be as follows:

17.5.1 The Chairperson; then

17.5.2 The Deputy-Chairperson; then

17.5.3 The Treasurer; then

17.5.4 Control 1 Co-ordinator; then

17.5.5 Crime Prevention Officer; then

17.5.6 Public Relations Officer; then

- 17.5.7 Training Co-ordinator; then
- 17.5.8 The Secretary; then
- 17.5.9 Administration Officer: Customer Care and Database; then
- 17.5.10 Administration Officer: Radio Communication & Training; then
- 17.5.11 Youth and School Safety Co-ordinator.

**17.6 TIED VOTES**

- 17.6.1 In the event of more than two nominees, the nominees who received the most (tied) votes, will go through to a second round of voting and these nominees will be deemed to be the only candidates for the relevant position;
- 17.6.2 In the event of a second round of voting, a new set of ballot papers will be issued to the eligible voters; and
- 17.6.3 The second round of ballot papers will be marked “Second Round”;
- 17.6.4 If the second round also results in a stay of votes, the Electoral Officer will choose the winner by way of drawing of lots; and
- 17.6.5 The drawing of lots, where applicable, will take place in full and open view of all present at the Election Meeting.

**17.7 ELECTION MEETING (END OF TERM)**

- 17.7.1 The Secretary must give notice of an Election Meeting as widely as possible within the area of jurisdiction, in writing 21 days before such Election Meeting. Such notice must include the date, time and venue of the meeting as well as the positions for which elections are going to be held; and
- 17.7.2 The Election Meeting must take place no longer than 7 days before or at an AGM where office bearers are to be elected in terms of this Constitution.

**17.8 SPECIAL ELECTION MEETING (VACANCIES)**

- 17.8.1 In the event of a vacancy arising on the Management Committee, a Special Election Meeting must be held within 90 days of such vacancy has arisen;
- 17.8.2 Notice of a Special Election Meeting must be given as widely as possible within the area of jurisdiction, at least 14 days prior to the date of the election;
- 17.8.3 Nominations will close 72 hours before the date of the election meeting; and
- 17.8.4 The Secretary must inform members of all nominations received by appropriate media within 24 hours after the close of the nominations.

**17.9 CO-OPTED MEMBERS IN THE EVENT THAT NO NOMINATION HAS BEEN RECEIVED**

- 17.9.1 In the event of no nomination being received, the Management Committee will have the power to co-opt any person, being a registered member of Sector 1, to fill the relevant position for a period not exceeding 90 days. Such a co-opted member will have no voting rights; and

17.9.2 The position for which a member has been co-opted to the Management Committee, must be advertised within 90 days after such Election Meeting where no nominations was received. Any such advertisement will be done as per the provisions of Sections 17.2.5.1.

## 17.10 **MANAGEMENT COMMITTEE MEETING**

### 17.10.1 Quorum

At a Management Committee Meeting, the quorum will be 50% + 1 of the number of the Management Committee members.

### 17.10.2 No quorum present

17.10.2.1 If no quorum is present, the meeting will adjourn for a period of at least 15 minutes.

17.10.2.2 After the expiration of the period of 15 minutes or longer, the Management Committee members present may decide to postpone such meeting or to continue with such meeting. If a decision is taken to continue with the meeting, all Management Committee members present, will form a quorum.

### 17.10.3 Voting procedures

17.10.3.1 Where the Management Committee need to vote upon any specific issue, the following will apply:

17.10.3.1.1 Voting will be by show of hands, provided that where a Management Committee member requests a vote by way of ballot, such vote will take place by way of ballot; and

17.10.3.1.2 In the event that there is a stay of votes, the Chairperson of the meeting will have the deciding vote.

### 17.10.4 Majority required for a vote to be passed at Management Meeting

17.10.4.1 At a Management Committee Meeting, a vote of 50% + 1 of the number of the Management Committee members present, will be deemed to have been accepted.

### 17.10.5 Notice of Management Committee Meeting and notice period

17.10.5.1 Management Committee meetings will take place at least once a month. The dates for such meetings, will be determined at the first meeting of the year.

17.10.5.2 Any changes to dates, will be communicated by the Secretary to the Management Committee members.

17.11 **SPECIAL MANAGEMENT COMMITTEE MEETING**

17.11.1 Quorum

At a Special Management Committee Meeting, the quorum will be 50% + 1 of the number of the Management Committee members.

17.11.2 No quorum present

17.11.2.1 If no quorum is present, the meeting will adjourn for a period of at least 15 minutes.

17.11.2.2 After the expiration of the period of 15 minutes or longer, the Management Committee members present may decide to postpone such meeting or to continue with such meeting. If a decision is taken to continue with the meeting, all Management Committee members present will form a quorum.

17.11.3 Voting procedures

17.11.3.1 Where the Management Committee need to vote upon any specific issue, the following will apply:

17.11.3.1.1 Voting will be by show of hands, provided that where a Management Committee member requests a vote by way of ballot, such vote will take place by way of ballot; and

17.11.3.1.2 In the event that there is a stay of votes, the Chairperson of the meeting will have the deciding vote.

17.11.4 Majority required for vote to be passed at Special Management Committee Meeting

17.11.4.1 At a Special Management Committee Meeting, a vote of 50% + 1 of the number of the Management Committee members present, will be deemed to have been accepted.

17.11.5 Notice of Special Management Committee Meeting and notice period

The Secretary must inform all the other Management Committee members of a Special Management Committee meeting at least 48 hours before such meeting. Use of electronic media will be considered as appropriate medium.

17.11.6 Meeting procedures

In exceptional circumstances, the use of electronic media is acceptable to conduct such a Special Management Committee meeting.

17.11.7 Voting by way of Electronic Media

Should the need arise, including a vote as required by the Suspension Policy, voting can take place by way of chosen electronic media subject to the following:



- 17.11.7.1 The Subject Matter to be voted on, must be circulated to all Management Committee Members;
- 17.11.7.2 At least two-thirds of the Management Committee must vote for the vote to be valid;
- 17.11.7.3 The Secretary will keep all records of the electronic votes received as proof of such voting;
- 17.11.7.4 Such electronic records reflecting the votes, will be recorded in the minutes of the next Management Committee meeting; and
- 17.11.7.5 In the event that there is a stay of votes, the Chairperson will have the deciding vote.

## 17.12 KEEPING OF MINUTES AND OTHER RECORDS OF MEETINGS

- 17.12.1 The Secretary will keep minutes of all meetings of Sector 1;
- 17.12.2 The Secretary will keep a register of all Resolutions passed by the Management;
- 17.12.3 Minutes of meetings must be kept for a minimum of five years; and
- 17.12.4 The minutes should reflect:
  - 17.12.4.1 The name of the meeting;
  - 17.12.4.2 The date, time and place of the meeting;
  - 17.12.4.3 An attendance register;
  - 17.12.4.4 The person who acted as Chairperson and Secretary of the meeting;
  - 17.12.4.5 Whether there was a quorum or not;
  - 17.12.4.6 Any apologies;
  - 17.12.4.7 Approval of the Agenda;
  - 17.12.4.8 Any amendments to the minutes of the previous meeting;
  - 17.12.4.9 The names of the members who proposed and seconded the adoption of the minutes;
  - 17.12.4.10 Any points of order and whether the Chairperson accepted or rejected them and what the reasons were;
  - 17.12.4.11 The results of voting that had taken place;
  - 17.12.4.12 All resolutions taken, and responsibilities allocated;
  - 17.12.4.13 Any reports tabled; and
  - 17.12.4.14 The guest speaker/s, if any, and his / her presentation.
- 17.12.5 The approved Minutes and Resolutions arising out of Meetings, will be *prima facie* confirmation of the matters stated therein and must be signed by the Chairperson and Secretary.

## 18. REMOVAL OF MANAGEMENT COMMITTEE MEMBERS

An elected Management member may be removed from his / her position as follows:

## **18.1 AUTOMATIC REMOVAL AS MEMBER OF THE MANAGEMENT COMMITTEE**

A Management Committee member will be removed from his/her elected positions immediately, when such a member:

- 18.1.1 Becomes disqualified as provided for in clause 16.2;
- 18.1.2 When a vote of no-confidence as per Section 28 below, has been accepted against the relevant Management Committee member;
- 18.1.3 When a person, after a due disciplinary hearing, has been found guilty of an offence and his / her membership is terminated as per the Code of Conduct of Sector 1;
- 18.1.4 When a person ceases to be a registered member of Sector 1 for whatever reason; and
- 18.1.5 When a person resigns from the Management Committee.

## **18.2 A MANAGEMENT COMMITTEE MEMBER MAY BE REMOVED FROM THEIR ELECTED POSITIONS BY A MAJORITY VOTE OF MANAGEMENT COMMITTEE MEMBERS**

- 18.2.1 If such a Management Committee member is absent without an acceptable apology from a Management Committee Meeting for 3 consecutive meetings;
- 18.2.2 If it appears that such Management Committee member no longer has the capacity to fulfil his / her duties (e.g. long-term illness, work-related commitments) and
- 18.2.3 If such Management Committee member fails to perform the required responsibilities to the satisfaction and consensus of the majority members of the Management Committee.

## **19. ACCESS TO INFORMATION**

- 19.1 Any registered member has the right to request information pertaining to matters of Sector 1; and
- 19.2 Such information must be requested through the Sector 1 Chairperson and by following the prescribed manner, as contained in the Forum's PAIA (Promotion of Access to Information Act, 2 of 2000) Manual.

## **20. GRIEVANCES**

### **20.1 GRIEVANCES AGAINST MEMBERS OF SECTOR 1**

- 20.1.1 If any member of the public has a grievance in respect of matters that affect Sector 1, a complaint, in writing, must be lodged with the Secretary of Sector 1;
- 20.1.2 Such matter must be discussed at the next Management Committee meeting;
- 20.1.3 If necessary, and if circumstances so dictate, a Special Management Committee meeting may be called;
- 20.1.4 The person making the complaint, will be invited to present his / her case at the Management Committee or Special Management Committee meeting; and

20.1.5 The Management Committee will investigate the complaint and provide feedback to the complainant within 14 days.

## 20.2 **SAPS AND/OR TMPD GRIEVANCES**

20.2.1 If any SAPS/TMPD member has a grievance in respect of any member of Sector 1 or any Affiliated Neighbourhood Watch, such grievance must be made, in writing, to the Management Committee via the Secretary; and

20.2.2 The Management Committee will investigate the complaint and provide appropriate feedback to the complainant within 14 days.

## 20.3 **GRIEVANCE PROCEDURE AGAINST A MEMBER OF THE MANAGEMENT COMMITTEE**

20.3.1 Should any member of the SCPF have a grievance against a member of the Management Committee, the aggrieved member must first follow the following procedure before any other remedies may be followed by such member:

20.3.1.1 The aggrieved member must put his / her grievance forward to the Secretary, in writing;

20.3.1.2 The Secretary must then forward the grievance to the member or the Management Committee member against whom the grievance was lodged, within 7 days of receiving same;

20.3.1.3 The member or Management Committee member must then forward his / her answer, in writing, to the Secretary within 14 days of receiving the grievance;

20.3.1.4 If the grievance is not resolved within 7 days after receiving the members answer to the grievance, the Management Committee will proceed to appoint a mediator and supply him / her with the full complaint and answer (if any) thereto;

20.3.1.5 The mediator will then arrange a mediation session between the affected members and himself, with the objective to try and resolve the grievance;

20.3.1.6 No party will be entitled to any representation during this procedure;

20.3.1.7 The mediator will provide his findings and /or recommendations to the Management Committee. The findings and / or recommendations of the mediator will be binding; and

20.3.1.8 The Management Committee will provide feedback to all affected parties.

## 20.4 **GRIEVANCE BY MEMBER OF MANAGEMENT COMMITTEE AGAINST SAPS AND/OR TMPD MEMBERS**

20.4.1 Should any member of Sector 1 have a grievance against a member of the SAPS/TMPD, such grievance will be lodged with the secretary of Sector 1 and forwarded to the Forum.

20.4.2 Should any member of the Management Committee have a grievance against any SAPS/TMPD member, the aggrieved member must forward his grievance to the Secretary of the Forum, in writing;

20.4.3 The Secretary must then forward the grievance to the Chairperson and Deputy-Chairperson of the Forum within 48 hours of receiving same; and

20.4.4 The Forum will deal with the grievance as set out in its Constitution.

## **21. DISCIPLINARY PROCEEDINGS**

21.1 Sector 1's Disciplinary Procedure is contained in **Annexure 3** to this Constitution and, although contained in an Annexure, will be deemed to form part of this Constitution, with the *provisio* that Section 29 of this Constitution does not apply to the Disciplinary Proceedings;

21.2 Any changes to the Disciplinary Proceedings can be made by the Management Committee at a Management Committee meeting or Special Management Committee meeting, as provided for in this Constitution; and

21.3 Any changes made to the Disciplinary Proceedings by the Management Committee and the date such changes will become effective, will be conveyed to the members via the website and/or via MMS .

## **22. SUSPENSION POLICY**

22.1 Sector 1's Suspension Policy is contained in **Annexure 4** to this Constitution and, although contained in an Annexure, will be deemed to form part of this Constitution, with the *provisio* that Section 29 of this Constitution does not apply to the Suspension Policy;

22.2 Any changes to the Suspension Policy can be made by the Management Committee at a Management Committee meeting or Special Management Committee meeting, as provided for in this Constitution; and

22.3 Any changes made to the Suspension Policy by the Management Committee and the date such changes will become effective, will be conveyed to the members via the website and/or via MMS .

## **23. RADIO USAGE POLICY**

23.1 Sector 1's Radio Usage Policy is contained in **Annexure 5** to this Constitution and, although contained in an Annexure, will be deemed to form part of this Constitution, with the *provisio* that Section 29 of this Constitution does not apply to the Radio Usage Policy;

23.2 Any changes to the Radio Usage Policy can be made by the Management Committee at a Management Committee meeting or Special Management Committee meeting, as provided for in this Constitution; and

23.3 Any changes made to the Radio Usage Policy by the Management Committee and the date such changes will become effective, will be conveyed to the members via the website and/or via MMS .

## **24. VICTIM EMPOWERMENT**

24.1 The Sinoville Crisis Centre will provide their services to victims of crime and trauma.

24.2 The Guidelines governing the relationship between the Forum and the Victim Empowerment Centre, known as the Sinoville Crisis Centre, is contained in **Annexure 6** to this Constitution and, although contained in an Annexure, will be

deemed to form part of this Constitution, with the provision that Section 29 of this Constitution does not apply to these Guidelines.

## **25. COMMUNICATION WITH MEMBERS AND THE COMMUNITY**

Depending on the nature and urgency of the communication, the content and means of communication with members and the community will be determined by the Management Committee.

Communication with the public will take place in one, more or all the following means:

- Community Radio;
- Email;
- Printed media;
- Website;
- Poster; and
- MMS's

### **25.1 GENERAL COMMUNICATIONS WITH THE PUBLIC**

All communications with the public, including information posted on Sector 1's website and Facebook page, needs to be approved by the Management Committee before the Public Relations Officer may release such information.

### **25.2 SENSITIVE AND CONFIDENTIAL INFORMATION**

25.2.1 Information that is regarded as sensitive and / or confidential, must be approved by the Management Committee before the Public Relations Officer may release such information; and

25.2.2 The Public Relations Officer will recommend the manner in which such information must be conveyed.

### **25.3 URGENT COMMUNICATION**

Urgent communication, as determined by the Management Committee, will be distributed in such a manner as will be deemed appropriate and the most effective under the circumstances, considering the sensitivity or confidentiality of the information.

### **25.4 RADIO INFRASTRUCTURE**

25.4.1 The EXCO will be responsible for the payment of the ICASA licence fee for the frequencies allocated to the Forum; and

25.4.2 The EXCO will be the sole point of reference between itself and ICASA.

**25.5 LIAISON WITH THE MEDIA AND MEDIA RELEASES**

- 25.5.1 Sector 1 may not liaise directly with the media or issue a media release without prior approval by the EXCO;
- 25.5.2 Only material that has been approved by the EXCO may be released by Sector 1 to the media;
- 25.5.3 Only the Chairperson or Deputy-Chairperson of the EXCO, is authorised to speak to any media; and
- 25.5.4 Any requests from the media, must be referred to the Chairperson or Deputy-Chairperson of the EXCO.

**25.6 CLASSIFIED SAPS INFORMATION**

No classified information of whatever nature, may be distributed. Only information released by SAPS for distribution, may be published. All information disseminated, will be done in accordance with the prescriptions contained in the Forum’s PAIA Manual and will adhere to the requirements determined in the Protection of Personal Information Act, 4 of 2013 (“POPI”) - to be promulgated.

**25.7 WEBSITE OF SECTOR 1**

- 25.7.1 The Public Relations Officer will be responsible for the development and maintenance of the website; and
- 25.7.2 No contents on the website may be added, removed or altered without the prior approval of the Management Committee.

**26. FINANCES OF SECTOR 1**

- 26.1 The Management Committee may raise funds in order to support or perform its activities;
- 26.2 Sector 1 must manage its financial affairs in accordance with acceptable accounting practices applicable in the Republic and an income and expenditure statement and a balance sheet must be presented at each AGM;
- 26.3 All financial records of Sector 1 must be verified by an accounting officer on an annual basis;
- 26.4 Sector 1 is a community-based body that perform its functions in order to achieve the objectives, as set out in this Constitution;
- 26.5 Sector 1 may not establish itself as a Section 21 company;
- 26.6 The financial year of Sector 1 will commence on 1 April of every year and will end on 31 March of the next year;
- 26.7 Sector 1 will open and maintain a bank account in the name of the trust to be formed at a registered bank, in which all funds received by Sector 1, will be deposited;
- 26.8 No person may keep funds received by the Forum under his or her personal control, except where funds have been provided as a cash advance for the purchase of services/assets/consumables on behalf of Sector 1 and as authorised by the Management of Sector 1;

- 26.9 The Treasurer may incur expenditure on behalf of Sector 1 up to an amount as determined by the Management from time to time. For any expenditure in excess of this amount, prior approval must be obtained from the Management for all such expenditure;
- 26.10 Receipts must be obtained in relation to all expenditure and timeously submitted to the Treasurer;
- 26.11 An acceptable set of financial records will be maintained by the Treasurer and will be available to any member on request;
- 26.12 Any expenditure incurred, will be applied solely towards the pursuit of Sector 1's objectives;
- 26.13 Sector 1 may, after receiving such a request in writing, and after having conducted a thorough investigation on the merits of such request, provide assistance to any one of its affiliated neighbourhood watches or any other organisation it deems fit, including monetary assistance, provided that such assistance will be in the interest of Sector 1 or in the furtherance of its stated objectives; and
- 26.14 Sector 1 will not negotiate for, nor go into, overdraft on its bank account/s.

**27. DISPUTE RESOLUTION**

- 27.1 The Management Committee will, when the need arises, appoint a Dispute Resolution Committee consisting of three members, who may not include a Management Committee member;
- 27.2 The Management Committee will, when the need arises, appoint an Appeals Committee consisting of three members, who may not include a Management Committee member;
- 27.3 A member may not be appointed to both the Dispute Resolution Committee and Appeals Committee at the same time;
- 27.4 All decisions of the Dispute Resolution Committee and Appeals Committee, respectively, will be given to the Management Committee as an instruction who will act upon such instruction;
- 27.5 Disputes arising at Sector 1, that cannot be resolved at that level, must be referred to the EXCO;
- 27.6 The Chairperson of the Dispute Resolution Committee will convey the process to be followed by the Dispute Resolution Committee to the parties, as and when such process commences; and
- 27.7 The process of mediation as detailed in **Annexure 3**, will be used to attempt to resolve any disputes that arise.

**28. VOTE OF NO CONFIDENCE**

A Vote of No Confidence can be brought against individual members of the Management Committee and / or against the Management Committee as a whole.

- 28.1 VOTE OF NO CONFIDENCE AGAINST THE MANAGEMENT COMMITTEE**
- 28.1.1 Where a Vote of No Confidence is brought against the Management Committee as a whole, the meeting will be chaired by a member of the EXCO;
- 28.1.2 A Vote of No Confidence can be brought by:
- 28.1.2.1 Any registered member of Sector 1, provided that such Vote of No Confidence must be supported by at least 50 other registered members of Sector 1; or
- 28.1.2.2 Three or more members of the Management Committee.
- 28.1.3 The grounds for the Vote of No Confidence must be clearly set out in writing and must be forwarded to Sector 1 Deputy Chairperson;
- 28.1.4 In the case of a Vote of No Confidence being brought by a registered member of Sector 1, the Vote of No Confidence must contain the names, contact details and signatures of the 50 registered members supporting the Vote of No Confidence and such schedule must be attached to this document;
- 28.1.5 In the case of a Vote of No Confidence being brought by three or more members of the Management Committee, such document must contain the names, contact details and signatures of the Management Committee members supporting the Vote of No Confidence;
- 28.1.6 The Secretary must inform the Chairperson within 24 hours of the receipt of a Vote of No Confidence;
- 28.1.7 Any Vote of No Confidence will firstly be subjected to Dispute Resolution Process, as set out in paragraph 27;
- 28.1.8 If the Dispute Resolution fails to resolve the matter, it will be referred back to the Chairperson who will, within 48 hours after being notified that the Dispute Resolution failed to resolve the matter, inform the Management Committee thereof;
- 28.1.9 The Sector 1 Chairperson will then, within a further 48 hours, give notice of a Special General Meeting, where the Vote of No Confidence will be tabled;
- 28.1.10 All affected parties will have the opportunity to address the Special General meeting convened in respect of the Vote of No Confidence in the following manner:
- 28.1.10.1 First the person/s who raised the Vote of No Confidence;
- 28.1.10.2 Second the Management Committee member/s against whom the Vote of No Confidence is tabled;
- 28.1.10.3 Rebuttal by the person/s who raised the Vote of No Confidence;
- 28.1.10.4 Closing argument by the Management Committee member/s against whom the Vote of No Confidence is tabled;
- 28.1.10.5 All persons who attends the meeting will then be called to vote in favour or against the Vote of No Confidence;
- 28.1.10.6 Voting will be by show of hands; and
- 28.1.10.7 A majority of at least two thirds is required for the Vote of No Confidence to succeed.



- 28.1.11 Should the Vote of No Confidence succeed, the affected party will be required to relinquish his / her position and the election of a person in his / her position, will take place, as set out in paragraph 16 above;
- 28.1.12 If the Vote of No Confidence is unsuccessful, the meeting will adjourn and the Management member will remain in his / her elected position and resume with their normal duties.

## **29. AMENDMENT OF THE SECTOR'S CONSTITUTION**

- 29.1 This Constitution may only be amended during an AGM or SGM called for such purpose;
- 29.2 The following persons may propose an amendment to the Constitution:
  - 29.2.1 The Management Committee;
  - 29.2.2 Affiliated Neighbourhood Watches of Sector 1; and
  - 29.2.3 Any registered member of Sector 1 who has the support of at least 50 registered members supporting such proposed amendment, in writing.
- 29.3 If the proposed amendment is made by any registered member of Sector 1 who has the support of at least 50 registered members supporting such proposed amendment, in writing, the proposed motion to amend must be referred to the Management Committee for consideration;
- 29.4 The Management Committee will vote upon whether the proposed amendment should be referred to an AGM, as per the voting procedure contained in paragraph 17.2, or SGM, as per the voting procedures contained in paragraph 17.3, will apply *mutatis mutandis*;
- 29.5 The proposed amendment/s must be made public 21 days prior to the relevant meeting where the proposed changes are to be voted upon;
- 29.6 Notice of the proposed amendments must be advertised as per the requirements of an SGM; and
- 29.7 The Constitution can only be amended by a two thirds majority of the persons present at the AGM or SGM convened for purposes of amending the Constitution.

## **30. DISSOLUTION**

- 30.1 Sector 1 may be dissolved at an AGM, or at an SGM called for that purpose;
- 30.2 Sector 1 may be dissolved:
  - 30.2.1 if it is dysfunctional; or
  - 30.2.2 if Sector 1 cannot function properly due to internal disputes or conflicts; or
  - 30.2.3 if there is an irretrievable breakdown of trust between the SAPS and Sector 1; or
  - 30.2.4 if it is confirmed that the internal dispute or conflict is at a stage where the lives of members of Sector 1 are being threatened.
- 30.3 Before Sector 1 is dissolved, attempts should first be made to address the dispute or conflict through the Dispute Resolution process; and

30.4 In the event of the dissolution of Sector 1, its assets will be transferred to Sector 1, who will act as custodian of such assets until such time as a new management committee has been established, where-after such assets will be transferred to the new management committee.

Signed at Pretoria on \_\_\_\_\_ 2019.

\_\_\_\_\_  
**Col M Roberts**  
**Station Commander**  
**Sinoville SAPS**

\_\_\_\_\_  
**Witness**

Signed at Pretoria on \_\_\_\_\_ 2019.

\_\_\_\_\_  
**Chairperson,**  
**Sinoville CPF, Sector 1**

\_\_\_\_\_  
**Witness**

Signed at Pretoria on \_\_\_\_\_ 2019.

\_\_\_\_\_  
**C Kemp**  
**Chairperson**  
**Sinoville Community Police Forum**

\_\_\_\_\_  
**Witness**

RECORD OF APPROVED AMENDMENTS TO CONSTITUTION		
DATE:	PROPOSED AMENDMENT:	PAGE / CLAUSE
10.07.2019	Update of the date	Front/Cover
10.07.2019	Added references 1-5	Page 2
10.07.2019	Added definition for "Accounting Officer"	Page 5
10.07.2019	Added definition for "CMR"	Page 5
10.07.2019	Added definition for "GAAP"	Page 5
10.07.2019	Added definition for "IPID"	Page 6
10.07.2019	Added definition for "MMS"	Page 6
10.07.2019	Added definition for "Non-Profit Company/NPC"	Page 6
10.07.2019	Added definition for "SCC"	Page 6
10.07.2019	Added definition for "TMPD"	Page 7
10.07.2019	Update par 2.8.2 - added "and act accordingly."	Page 8
10.07.2019	Update par 5.3 – added "... via the website <b>and/or via MMS.</b> "	Page 9
10.07.2019	Update par 6.1.1 – added " <b>The Body Corporate or Managing Agent of complexes, blocks ...</b> "	Page 9
10.07.2019	Update par 6.1.3 – replaced " <b>members</b> " with " <b>business members</b> ".	Page 9
10.07.2019	Par 6.1.4 deleted " <b>A person who operates a business within the area of jurisdiction of Sector 1, may apply for membership as a business member of Sector 1.</b> "	Page 9
10.07.2019	Update par 7.1 to include the wording "... applicable forms ( <b>as contained in Annexure 7</b> ) that are available ..."	Page 9
10.07.2019	Update par 7.4 to read "... frequency and <b>each</b> application <b>will</b> be treated on its own merits."	Page 10
10.07.2019	Update par 7.5.1.1 to read "subject to paragraph <b>6 and 7.1 ...</b> "	Page 10
10.07.2019	Update par 10.3 – added "...via the website <b>and/or MMS.</b> "	Page 12
10.07.2019	Update heading 17.1 to read " <b>Types of Meetings</b> "	Page 17
10.07.2019	Update heading 17.5 to read " <b>Sequence of Voting</b> "	Page 20
10.07.2019	Update 1 <sup>st</sup> paragraph to read "The <b>sequence</b> of voting..."	Page 20

<b>RECORD OF APPROVED AMENDMENTS TO CONSTITUTION</b>		
<b>DATE:</b>	<b>PROPOSED AMENDMENT:</b>	<b>PAGE / CLAUSE</b>
10.07.2019	Update heading 20.2 to read “SAPS <b>and/or</b> TMPD Grievances”	Page 26
10.07.2019	Update par 20.2.1 to read “if any SAPS/ <b>TMPD</b> member has a grievance in respect of any member of <b>Sector 1</b> or any Affiliated ...”	Page 26
10.07.2019	Update heading 20.4 to read “... against SAPS <b>and/or</b> <b>TMPD</b> members”	Page 26
10.07.2019	Update par 20.4.1 to read “Should any member of <b>Sector 1</b> have a grievance against a member of the <b>SAPS/TMPD, such grievance will be lodged with the Secretary of Sector 1 and forwarded to the Forum.</b> ”	Page 26
10.07.2019	Update par 20.4.2 to read “ <b>Should any member of the Management Committee have a grievance against any SAPS/TMPD member, the aggrieved member must forward his grievance to the Secretary of the Forum, in writing.</b> ”	Page 26
10.07.2019	Update par 20.4.3 to read “ <b>The Secretary must then forward the grievance to the Chairperson and Deputy-Chairperson of the Forum within 48 hours of receiving same; and</b> ”	Page 26
10.07.2019	Update par 20.4.4 to read “ <b>The Forum will deal with the grievance as set out in its Constitution.</b> ”	Page 26
10.07.2019	Update par 21.3 to read “...via the website <b>and/or via MMS.</b> ”	Page 27
10.07.2019	Update par 22.3 to read “...via the website <b>and/or via MMS.</b> ”	Page 27
10.07.2019	Update par 23.3 to read “...via the website <b>and/or via MMS.</b> ”	Page 27
10.07.2019	Added a 2 <sup>nd</sup> paragraph to par 25 (before par 25.1) that reads “ <b>Communication with the public will take place in one, more or all of the following means:</b> <ul style="list-style-type: none"> <li>• <b>Community radio</b></li> <li>• <b>Email</b></li> <li>• <b>Printed media</b></li> <li>• <b>Website</b></li> <li>• <b>Poster</b></li> <li>• <b>MMSs</b>”</li> </ul>	Page 28
10.07.2019	Added heading “ <b>25.4 Radio Infrastructure</b> ”	Page 28

<b>RECORD OF APPROVED AMENDMENTS TO CONSTITUTION</b>		
<b>DATE:</b>	<b>PROPOSED AMENDMENT:</b>	<b>PAGE / CLAUSE</b>
10.07.2019	Added par <b>“25.4.1 The EXCO will be responsible for the payment of the ICASA licence fee for the frequencies allocated to the Forum; and”</b>	Page 28
10.07.2019	Added par <b>“25.4.2 The EXCO will be the sole point of reference between itself and ICASA.”</b>	Page 28
10.07.2019	Inserted a new par 26.6 to read <b>“No person may keep funds received by the Forum under his or her personal control, except where funds have been provided as a cash advance for the purchase of services/assets/consumables on behalf of Sector 1 and as authorised by the Management of Sector 1;”</b>	Page 29
10.07.2019	Added a new par 27.3 to read <b>“A member may not be appointed to both the Dispute Resolution Committee and Appeals Committee at the same time.”</b>	Page 30
10.07.2019	Update heading 29 to read <b>“Amendment of the Sector’s Constitution”</b>	Page 31
10.07.2019	Update par 2.1.13 to read <b>“... Sinoville SAPS/ TMPD, as directed by the Sinoville SAPS/TMPD, in a lawful ...”</b>	Page 37
10.07.2019	Par 3.1.4 – delete the following part of the sentence <b>“but need not sign the relevant patrol register,”</b>	Page 37
10.07.2019	Update par 3.1.5 to read <b>“... or by SAPS/TMPD, in order to ...”</b>	Page 38
10.07.2019	Update par 4.1 to read as follows: <b>4.1.1 shall not use or display their personal licenced firearms in an unlawful manner whilst acting as members of Sector 1; and</b> <b>4.1.2 shall not draw their firearms unless under direct threat or harm that would legally warrant such an action.”</b>	Page 38
10.07.2019	Update par 6.1.2.5 to read <b>“... other act or omit to perform an act intended to ...”</b>	Page 39
10.07.2019	Update par 6.1.2.6 to read <b>“Act on behalf of other organisations ...”</b>	Page 39
10.07.2019	Update par 6.1.2.7 to read <b>“Act on behalf of any group ...”</b>	Page 39
10.07.2019	Added to par 1.4 <b>“Any member of Sector 1 or a member of any Sub-Forum charged with a</b>	Page 47

<b>RECORD OF APPROVED AMENDMENTS TO CONSTITUTION</b>		
<b>DATE:</b>	<b>PROPOSED AMENDMENT:</b>	<b>PAGE / CLAUSE</b>
	<b>misconduct as defined in the Code of Conduct, may voluntary step down from his / her position as a member of Sector 1 or Sub-Forum and all other activities and structures of the Community Police Forum he / she serves in or represent until the disciplinary process has been completed.”</b>	
10.07.2019	<b>Annexure 5 – Radio and Radio Usage Policy</b> Par 3 to be updated to read as follows: 3. Members or persons referred to in par 1 above:	Page 50
10.07.2019	3.1 must undergo the approved Sector 1 Radio Protocol training;	Page 50
10.07.2019	3.2 will not directly or indirectly let the frequency be known to unauthorised parties and or entities for whatever reason;	Page 50
10.07.2019	3.3 agree that, by breaching the contents of this Policy, they may be liable for a claim for damages if the frequency or tones need to be changed on any other member’s radio(s), to safeguard the said frequencies or tones or if a new frequency needs to be obtained.	Page 50
10.07.2019	3.4 acknowledge and undertake that, if they leave the Forum and or move from the area of jurisdiction of the Forum or refuse to pay any due radio licence fees on due date, whenever it may be from time to time (as levied by the Forum), that they must see to it that the frequencies used by the Forum that were programmed on their radio(s), are removed by the Forum or its authorised agents, at the members own expense.	Page 50
10.07.2019	3.5 to ensure total safety and security of his / her radio (and its frequency) and to prevent unauthorized use of his / her radio.	Page 50
10.07.2019	3.6 ensure that radios are kept out of reach of children as the unauthorised use of radios by children may compromise the safety of other members in cases of emergency. Children of members may only use a radio under direct supervision of the member whose radio it is or in cases of emergency.	Page 50
10.07.2019	3.7 is permitted to use any of the Forum’s frequencies or channels unless such Members or persons referred to in paragraph 1 above, has registered his radio and serial number with Sector 1 and has been allocated a call sign	Page 50

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DATE:	PROPOSED AMENDMENT:	PAGE / CLAUSE
	by Sector 1.	
10.07.2019	Update par 18 to read "...or with the SAPS <b>and/or</b> <b>TMPD on any of the SCPF radio frequencies</b> without the <b>permission of Control 1.</b> "	Page 51
10.07.2019	Update par 11 to read "... should be <b>referred to the</b> <b>TMPD.</b> "	Page 55
10.07.2019	Update Annexure 7 – Membership Application with a paragraph just before Part E, reading " <b>Please note: If the required documents are NOT attached, your application will NOT be processed.</b> "	Page 58
10.07.2019		
10.07.2019	Update Annexure 8 – Nomination Form, 2 <sup>nd</sup> last bullet to read "I am not <b>an elected</b> political office bearer."	Page 61
10.07.2019	Add an additional paragraph after par 2.3.2 that reads " <b>The Deputy Chairperson may delegate his/her responsibility in respect of disciplinary matters to any other Sector 1 member or Mediator in the event of a conflict of interest or when he/she deems it necessary to do so.</b> "	Page 63
10.07.2019	Par 3.1 – replace the wording "... with Generally Accepted Accounting Practice;" with "... <b>GAAP;</b> "	Page 63
10.07.2019	Update par 5.9 to read "... neighbouring Sectors <b>and Affiliated Neighbourhood Watches</b> to formulate ..."	Page 64
10.07.2019	Add an additional paragraph 5.10 that reads " <b>Liaise with the Sinoville SAPS/TMPD Sector Manager on any joint operations between the Sinoville SAPS/TMPD and Sector 1 and to approve Sector 1's involvement in such joint operations.</b> "	Page 64
10.07.2019	Update par 2.2.2 to read "The Chairperson <b>or Deputy Chairperson</b> of an affiliated ..."	Page 68
14.08.2019	Update heading 29 "Amendment the Sector's Constitution" to read "Amendment <b>OF</b> the Sector's Constitution"	Page 33

## ANNEXURE 1 - AREA OF JURISDICTION OF SECTOR 1

The geographical areas and boundaries of operation of Sector 1 are determined by the Sinoville Community Police Forum, in consultation with the Sinoville SAPS, from time to time.

The borders of Sector 1 are described as follows:

### **Southern Border**

The Magalies Mountains from Joyce Avenue in the East to the R513 in the West.

### **Western Border**

The R513 between Lavender Road and Onderstepoort Road.

### **Northern Border**

Onderstepoort Road between the R513 and Lavender Road and the Airport to Jan Bantjies Road in the East.

### **Eastern Border**

The Eastern Border North of Sefako Makgatho, is Jan Bantjies Avenue. All properties that enters and exists Jan Bantjies, fall within Sector 1. All streets that run out of Jan Bantjies in an Easterly direction, fall within Sector 2.

The Eastern Border South of Sefako Makgatho, is Veronica Street. All properties that enters and exists Veronica Street, fall within Sector 2. All streets that run out of Veronica Street to the West, fall within Sector 1.



## ANNEXURE 2 - SECTOR 1 CODE OF CONDUCT

### UNDERTAKING TO BE BOUND BY THIS CODE OF CONDUCT, TASK DESCRIPTION, DISCIPLINARY PROCEEDINGS, SUSPENSION POLICY AND RADIO AND RADIO USAGE POLICY.

I, \_\_\_\_\_, hereby undertake to be bound by the contents of this Code of Conduct, task description, disciplinary proceedings, suspension policy, and radio usage policy mentioned herein and of any subsequent Constitution that may be adopted by the Sinoville Community Policing Forum - Sector 1, a Sub-Forum of the Sinoville Community Policing Forum, as amended from time to time.

I also acknowledge that I hereby accept to become a member of the Sinoville Community Police Forum - Sector 1.

Signed at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
**Signed**

**[Please submit only this signed page, together with your membership application form.]**

#### **1. GENERAL**

- 1.1. This Code of Conduct will be binding on all Members of Sector 1 while engaging with CPF matters, the Control 1 members while on duty, members of sub-Forums of Sector 1 that falls under the auspices of Sector 1 while engaging with CPF matters, the Management Committee of Sector 1 while engaging with CPF matters and / or any person that have been co-opted onto the Management Committee while engaging in CPF matters and / or who performs any act as instructed or directed by the Management Committee from time to time, while engaging with CPF matters.
- 1.2. Any Member or person referred to in paragraph 1.2, who contravenes this Code of Conduct, will be dealt with in accordance with the disciplinary process referred to in the Constitution and may be suspended in terms of the Suspension Policy pending a disciplinary hearing

#### **2. CONDUCT**

- 2.1. All members and persons referred to in paragraph 1.1:
  - 2.1.1. Will not use their membership to promote the aims and objectives of any political party;
  - 2.1.2. Will at all times act in a manner that will uphold and promote the objectives and principles of Sector 1;

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- 2.1.3. May not exploit their membership of Sector 1 to their own personal advantage, benefit, privilege or remuneration;
- 2.1.4. Will serve Sector 1 in an unbiased and objective manner;
- 2.1.5. Will not display racism, nor sexual, nor religious discrimination, nor use any form of discrimination or abuse towards any other person;
- 2.1.6. Will not divulge to any person or organization, any confidential or privileged information that they may have acquired as a result of their membership of Sector 1;
- 2.1.7. Will not distribute any rumours about members of Sector 1;
- 2.1.8. Will not address the media, or make public announcements, in matters connected to the business of Sector 1 without the authority of the Forum's Exco;
- 2.1.9. Will not accept any payment, commission or gratuity in connection with their membership of Sector 1, except after being authorized to do so by the Management Committee;
- 2.1.10. Will not be allowed to participate in the activities of Sector 1 if suspected to be under the influence of any illegal substance or alcohol or smell of alcohol while performing a function and or duties at Sector 1. This also applies to the use of prescription and non-prescription drugs that may be deemed to negatively impair sound judgement;
- 2.1.11. Will not make a member who donate or provide a service or utility, entitled to any privilege or remuneration or exempt him / her in any manner or form, from his / her duties and obligations as a member;
- 2.1.12. Must declare any conflict of interest and must recuse him / herself from any decision or vote in which there is a conflict of interest, financial or otherwise;
- 2.1.13. Will assist the Sinoville SAPS/TMPD, as directed by the Sinoville SAPS/TMPD, in a lawful manner in the carrying out of their duties; and
- 2.1.14. Will consent to have their fingerprints taken for the purpose of security clearance and or background checks, should the Management Committee deem it necessary.

### **3. PATROLLING**

- 3.1. All members and persons referred to in paragraph 1.1:
- 3.2. Will only patrol in a vehicle marked by at least two side door magnets, as approved by the Forum's Exco, unless otherwise directly instructed by the Control Co-ordinator for a specific reason;
- 3.3. Patrol vehicles bearing the Sinoville Community Police Forum / SCPF logo, will adhere to all road traffic rules;
- 3.4. On scheduled patrol will register with the Control 1;
- 3.5. Going on an unscheduled patrol, will also register with the relevant Control 1, and will let the Control 1 know when he / she is going off patrol;

- 3.6. Are allowed to cross the borders of Sector 1 and deploy into another sub-Forum's area of jurisdiction, if so instructed by the Forum's Exco, the sub-Forum's Management Committee, another sub-Forum Controller or by SAPS/TMPD, in order to assist them to carry out their duty; and
- 3.7. Only qualify as patrollers after successful completion of the Forums Patrol Training program and may only then, participate as a patroller on their own.

**4. FIREARMS AND WEAPONS**

- 4.1. All members and persons referred to in paragraph 1.1:
  - 4.1.1. Shall not use or display their personal licensed firearms in an unlawful manner whilst acting as members of Sector 1; and
  - 4.1.2. Shall not draw their firearms unless under direct threat of harm that would legally warrant such an action.

**5. RADIOS**

- 5.1. All members and persons referred to in paragraph 1.1:
  - 5.1.1 Must undergo the approved Sector 1 Radio Protocol training;
  - 5.1.2 Will not let the frequency made known for whatever reason and, should such breach require the change of the frequency or tones to safeguard the said frequencies or tones, the transgressor may be personally held liable for the cost involved;
  - 5.1.3 Undertake that, if they leave Sector 1 and or move from the area of jurisdiction of the Forum, they must see to it that the Forum's frequencies are removed by the Forum's authorised agents, at the members own expense;
  - 5.1.4 Ensure total safety and security of the radio and prevent unauthorized use of the radio;
  - 5.1.5 Children of members may only use a radio under direct supervision of the member whose radio it is or in cases of emergency;
  - 5.1.6 Channels on the Sector 1's frequency may only be used for Sector 1 purposes and private chatter is not permitted;
  - 5.1.7 Are not permitted to use any of Sector 1's frequencies or channels, unless the radio and serial number is registered with Sector 1 and has been allocated a call sign. The allocation of call signs is the prerogative of Sector 1;
  - 5.1.8 Will only use radios capable of transmitting a radio ID Code.
  - 5.1.9 Will not use foul or offensive language or sexual innuendo;
  - 5.1.10 Any act contemplated to irritate or aggravate users on any channel, such as intentionally keying them out, mocking them anonymously or transmitting noise or irritable sounds, will be regarded as serious misconduct and conduct unbecoming. Any user that makes himself / herself guilty of this, will not be regarded as a fit and proper person to own and operate a radio on Sector 1's frequency and such frequency will be removed from any radios owned by such user and would be regarded as misconduct;

- 5.1.11 No form of unauthorised advertising of any product or service not related to Sector 1, may be broadcasted on the radio. Authorisation must be requested through the Secretary to be considered by the Forum's Exco; and
- 5.1.12 Use of the radio will, at all times, be in accordance with the rules of radio usage, as published by the ICASA and the Telecommunications Act and Regulations, as amended from time to time.

## **6. CLASSIFICATION OF MISCONDUCT**

### **6.1. GRAVE MISCONDUCT**

- 6.1.1. Any misconduct by Members or persons referred to in paragraph 1.1 aimed at damaging the integrity of the Forum and / or Sector 1 and / or sowing division within the ranks of its members and / or destroying its property, will be considered as grave misconduct.
- 6.1.2. A grave misconduct will be committed by Members or persons referred to in paragraph 1.1 who, *inter alia*:
  - 6.1.2.1. Act in a way that exposes other persons referred to in paragraph 1.1 to serious physical harm or death;
  - 6.1.2.2. Act with intention to damage the integrity of Sector 1 or the Forum or its property, including the posting of defamatory remarks against any member of the Forum or Sector 1, in general, on social and electronic media;
  - 6.1.2.3. Sabotage the activities of Sector 1 or the Forum;
  - 6.1.2.4. Create divisions within Sector 1's ranks;
  - 6.1.2.5. Do any other act or omit to perform an act intended to undermine its effectiveness as a Sector;
  - 6.1.2.6. Act on behalf of other organisation(s) or group(s) hostile to the Forum's policy and principles;
  - 6.1.2.7. Act on behalf of any group or person who wishes to damage or destroy Sector 1 and / or the Forum or prevent it from fulfilling its set aims and objectives;
  - 6.1.2.8. Do not follow the task descriptions as determined from time to time; and
  - 6.1.2.9. Are found guilty of a serious offence, as defined.

### **6.2. SERIOUS MISCONDUCT**

- 6.2.1. Any violation of the principles of Sector 1 and / or the Forum and standards of behaviour expected of Members or persons referred to in paragraph 1.1, which seriously threatens the safety, property or good name of Sector 1 or the Forum, or which substantially impedes its good functioning, or which creates or is calculated to create demoralisation amongst members, will be considered a serious misconduct. Such misconduct will include:
  - 6.2.1.1. Deliberately destroying the property of Sector 1 or the Forum or recklessly exposing it to danger;
  - 6.2.1.2. Interfering with/ playing on/ keying with intent to disrupt the radio communication;
  - 6.2.1.3. Divulging radio frequencies;

- 6.2.1.4. Behaving dishonestly in relation to the property of Sector 1 or the Forum;
- 6.2.1.5. Carelessly passing on of information that might harm the working of Sector 1 or the Forum;
- 6.2.1.6. Abusing one's position within Sector 1 or the Forum to obtain material or other undue advantage from members or persons referred to in paragraph 1.1;
- 6.2.1.7. Fighting or behaving in grossly disorderly and unruly ways;
- 6.2.1.8. Being intoxicated from alcohol or any other substance that will knowingly impair their judgement and actions while performing duties as a member of Sector 1 or the Forum; and
- 6.2.1.9. Speaking and / or communicating with the media without proper authority.

## **ANNEXURE 3 - MEDIATION AND DISCIPLINARY PROCESSES**

### **1. MEDIATION PROCESS**

1.1. Before formal disciplinary proceedings are instituted against any member, the matter will first be referred to an independent mediator appointed by the Management Committee. Such a mediator will then arrange a mediation session with the affected members with the objective to try and resolve the issue by way of agreement or further recommendation to the Management Committee. The following process will be followed during this mediation process:

- 1.1.1. A formal meeting will be called by the appointed mediator;
- 1.1.2. The affected member will be provided with 7 days' notice of such a meeting;
- 1.1.3. The recommendation(s) of the mediator will be provided to the Secretary of the Management Committee and will serve as formal feedback to the Management Committee; and
- 1.1.4. If mediation fails, the disciplinary process may be implemented.

### **1.2. DISCIPLINARY FUNDAMENTALS**

1.2.1. The following are the underlying fundamentals of the disciplinary process:

- 1.2.1.1. The proceedings are formal in nature;
- 1.2.1.2. Each disciplinary matter will be procedurally and substantially fair;
- 1.2.1.3. Any disciplinary proceedings against a member of Sector 1, will first be dealt with in terms of Sector 1's Constitution, Code of Conduct and disciplinary proceedings;
- 1.2.1.4. Any member or persons referred to in paragraph 1.1, as defined in Annexure 2, subjected to the disciplinary process, will:
  - 1.2.1.4.1. Be presumed innocent until proven guilty;
  - 1.2.1.4.2. Will have the right to defend himself or herself, which will include the right to be represented by a fellow member of Sector 1 during the disciplinary process; and
  - 1.2.1.4.3. Has a right to appeal the outcome of a disciplinary hearing to a higher level, as stipulated in this Constitution.
- 1.2.1.5. Reasons will be given for any decision taken in respect of the disciplinary process;
- 1.2.1.6. Any person acting as the Chairperson or member of a Disciplinary Panel or Disciplinary Appeal Panel, will perform his / her duties in an objective and unbiased manner; and
- 1.2.1.7. Where Sector 1 fails to act against any person or fails to institute disciplinary proceedings against any of its members who contravene this Constitution and / or its Code of Conduct, the Forum's Exco will have the right to institute disciplinary proceedings, as provided for in this Constitution, against such member or persons.

### **1.3. THE DISCIPLINARY PROCESS**

- 1.3.1. Any complaint of alleged unacceptable behaviour must be made, in writing, to the Secretary of Sector 1, setting out the name/s of the member/s or persons referred to in paragraph 1.1, as defined in Annexure 2, involved in the unacceptable behaviour, as well as full details of such unacceptable behaviour.
- 1.3.2. The Secretary will provide the complainant with a reference number for the complaint within 24-hours of receipt of such a complaint.
- 1.3.3. The Secretary will lay such complaint before the Management Committee within 3 days from receipt of the charge and the Management Committee will appoint an independent person, to investigate the written complaint. This appointment will be done within 14 days from receipt of the complaint from the Secretary.
- 1.3.4. At this stage, and in considering the gravity of the complaint, the Management Committee will decide whether to implement the Suspension Policy (Annexure 4) or not.
- 1.3.5. The investigator will report back on his findings to the Management Committee within 10 days from appointment, except in situations where the complaint is of such a nature that more time is required to conclude the investigation, in which case extension will be granted, but for not more than 21 days.
- 1.3.6. The Management Committee will consider the findings of the investigator and may, thereupon, perform the following:
  - 1.3.6.1. Dismiss the complaint; or
  - 1.3.6.2. Recommend that the matter be referred to a full disciplinary process; or
  - 1.3.6.3. Refer the matter back to the same or another investigator for further investigation.
- 1.3.7. Where the Management Committee has dismissed the complaint, the Management Committee must provide reasons for dismissing the complaint and the complainant may then appeal the decision of the Management Committee to the Appeals Committee.
- 1.3.8. Where the Management Committee recommends that the matter be referred to a full disciplinary process, the following process will apply:
  - 1.3.8.1. Subject to paragraph 1.3.8.2 below, the Management Committee will appoint a Disciplinary Panel to adjudicate the matter; and
  - 1.3.8.2. The Disciplinary panel of 5 members, with the understanding that such members will not be from a legal background, will consist of:
    - (i) The Deputy-Chairperson, who will be the Chairperson of the Disciplinary Panel or another member, as appointed by the Management Committee; and
    - (ii) Any other member of the Management Committee; and
    - (iii) A Management Member of Sector 1, being not from the same Sub-Forum as the person/s brought before the Disciplinary Panel; and

- (iv) A member of the Sinoville Police Station designated by the Station Commander or the Station Commander him / herself; and
  - (v) A member of Sector 1 nominated by the accused. If the accused does not nominate a member, the Chairperson of the panel will have the deciding vote in the event of a stay.
- 1.3.8.3. The unanimous decision by 3 or more members of a Disciplinary Panel as above, will be deemed to be the decision of the Disciplinary Panel.
- 1.3.9. In the event of disciplinary charges being made against a member of the Management Committee, the Disciplinary Panel of 5 members, with the understanding that such members will not be from a legal background, will consist of the following:
- 1.3.9.1. An externally appointed person will act as the Chairperson of the Disciplinary Panel;
  - 1.3.9.2. Two Management Members of another sub-Forum;
  - 1.3.9.3. A member of the Sinoville Police Station designated by the Station Commander or the Station Commander him / herself, provided that such member will be a commissioned officer;
  - 1.3.9.4. The member of Sector 1 nominated by the accused. If the accused does not nominate a member, the Chairperson of the panel will have the deciding vote in case of a stay; and
  - 1.3.9.5. The unanimous decision by 3 or more members of a Disciplinary Panel, will be deemed to be the decision of the Disciplinary Panel.
- 1.3.10. The Disciplinary Panel will appoint a prosecutor, who will be responsible to lay the complaint before the Disciplinary Panel.
- 1.3.11. The prosecutor will have the right to call any witness, including the complainant, to come and testify before the Disciplinary Panel.
- 1.3.12. The prosecutor will also have the right to place any evidence before the Disciplinary Panel, provided that such evidence was obtained in a lawful manner;
- 1.3.13. No hearsay evidence will be permissible.
- 1.3.14. The accused will have the right to cross-examine any witness called to testify or to challenge the validity of the evidence presented.
- 1.3.15. The prosecutor will declare his / her case closed, where-after all witnesses have testified and / or all evidence have been presented.
- 1.3.16. The accused will then present his case, and will have the right to call any witness to come and testify before the Disciplinary Panel and also have the right to place any evidence before the Disciplinary Panel, provided that such evidence was obtained in a lawful manner.
- 1.3.17. The prosecutor will have the right to cross-examine any witness called to testify for the accused or to challenge the validity of the evidence presented.
- 1.3.18. After hearing both sides, the Disciplinary Panel will retire to consider the evidence presented.



- 1.3.19. The members of the Disciplinary Panel may request such time necessary as to properly apply their minds before announcing their decision, but not longer than 24 hours after the closure of hearing of the evidence.
- 1.3.20. After applying their minds to the evidence presented, the Disciplinary Panel will return to the place where the hearing has taken place or postpone it to such date, time and place as they deem necessary, but within of 7 days.
- 1.3.21. The Disciplinary Panel will then announce their verdict.
- 1.3.22. In the event of a finding of not-guilty, the Chairperson of the Disciplinary Panel will convey the decision to the Secretary and the latter must minute such decision at the next Management Committee meeting.
- 1.3.23. The Chairperson of the Disciplinary Panel will give reasons for the decision of the Disciplinary Panel.
- 1.3.24. In the event of a verdict of guilty, the prosecutor will have the right, but are not obliged, to address the Disciplinary Panel on aggravating circumstances.
- 1.3.25. The prosecutor may call any victim of the action / neglect for which the member was found guilty, to address the Disciplinary Panel on aggravating circumstances.
- 1.3.26. The person found guilty will then have the right, but are not obliged, to address the Disciplinary Panel on mitigating circumstances.
- 1.3.27. The person found guilty, may call any person to testify on mitigating circumstances on his behalf.
- 1.3.28. After having heard both the prosecutor and the person found guilty as well as persons testifying in aggravation and mitigation, the Disciplinary Panel will apply its mind as to an appropriate sanction, taking into account:
- (i) The sanction/s prescribed by this Constitution for the offence of which the person was found guilty; and
  - (ii) Evidence presented in aggravation and mitigation.
- 1.3.29. The members of the Disciplinary Panel may request such time necessary as to properly apply their minds before announcing their decision, but not longer than 24 hours after delivering its verdict.
- 1.3.30. After applying their minds, the Disciplinary Panel will return to the place where the hearing has taken place or postpone it to such date, time and place as they deem necessary, provided that it takes place within 24 hours from date of verdict.
- 1.3.31. The Disciplinary Panel will then announce the sanction and will also provide reason for their findings.
- 1.3.32. The complete disciplinary proceedings will be recorded and be made available to the accused in the event that they wish to appeal the verdict.
- 1.3.33. A Disciplinary Hearing can also take place in absence of the members or persons referred to in paragraph 1.1m as defined in Annexure 2m in the event that the Disciplinary Committee is satisfied that the member and / or designated members were properly informed and no valid excuse for the absence was tendered.

## **2. APPEAL PROCESS**

- 2.1. The member or person referred to in paragraph 1.1, as defined in Annexure 2, found guilty, will have the right to appeal against both the verdict and sanction, but must do so within 7 days of the handing down of the sanction. The terms of the suspension implemented, will remain intact till the outcome of the Appeal.
- 2.2. The Appeal must be lodged, in writing, with the Secretary of Sector 1 within the 7 day period.
- 2.3. The secretary of Sector 1 will forward the appeal to the Forum's Exco.
- 2.4. All recordings of the disciplinary hearings i.e. statements, verdicts and sanctions, will be forwarded to the Forum's Exco.
- 2.5. The Disciplinary Appeal Panel, as appointed as set out below, will consider the appeal based on the evidence presented at the disciplinary hearing and no new evidence will be allowed.
- 2.6. No legal representation will be allowed at this stage of the disciplinary process.

## **3. APPEAL BODY**

- 3.1. In the event of an appeal from a Disciplinary Panel as envisaged in paragraph 1.3.8.2, the Disciplinary Appeal Panel will consist of such members as determined by the Forum's Constitution.
- 3.2. Any further appeals will be to the next level in the Community Police Forum hierarchy, to wit, Provincial Board, Office of the MEC for Safety and Security, National Board.
- 3.3. A Member or person referred to in paragraph 1.1 as defined in Annexure 2 above, may also elect to take the decision of any body, including a Disciplinary Appeal Panel, on review to a competent Court, provided that all internal avenues have been exhausted.
- 3.4. Any dispute resulting from the interpretation of the Constitution, will be referred to the Arbitration Foundation of South Africa, who will appoint an independent legal arbitrator.

## **4. PENALTIES AND SANCTIONS**

- 4.1. The Disciplinary Panel and Disciplinary Appeal Panel can lay down the following sanctions where a person has been found guilty during a due disciplinary process as contained in Annexure 3 – Mediation and Disciplinary Proceedings.
- 4.2. Where an individual has been found guilty, the Disciplinary Panel or Disciplinary Appeal Panel may:
  - 4.2.1.1. Instruct that such member's membership of Sector 1 be terminated; and / or
  - 4.2.1.2. Instruct that such member's membership of Sector 1 be suspended for a period not exceeding 12 months and that, during this period, he / she may not be involved in any Sector 1 activities whatsoever; and / or
  - 4.2.1.3. Give a final written warning that will be valid for a period not exceeding 12 months since date of issue, provided that, if the person is found guilty of the same or another offence as per the Code of Conduct, the Disciplinary Panel or

Disciplinary Appeal Panel may impose the sanctions as per paragraph 4 of Annexure 3; and / or

- 4.3. Give a written warning that will be valid for a period of not exceeding 12 months since date of issue.

In addition to the above-mentioned sanctions, Sector 1 also has the right to pursue civil or criminal actions against the individual/s concerned.

## ANNEXURE 4 - SUSPENSION POLICY

### 1. GENERAL

- 1.1. A decision to suspend, should be taken with care and in the light of the circumstances involved.
- 1.2. Amongst others, the essential aspects to consider when suspending a member will be:
  - 1.2.1 Reasonable suspicion of misconduct;
  - 1.2.2 The seriousness of the alleged misconduct or transgression;
  - 1.2.3 The possibility of potential witnesses being intimidated should the person/s not be suspended;
  - 1.2.4 The possibility that evidence may be lost or tampered with, should the person/s not be suspended; and
  - 1.2.5 The possibility that the good name and standing of Sector 1, and or any of its members, be jeopardised.
- 1.3. Ideally, suspension should be reasonable and justifiable and for a period not longer than 30 days, unless the circumstances of each case, determined on its own merits, suggests otherwise.
- 1.4. In the event where a person is under suspension for a period longer than 30 days, for whatever reason, such suspension will automatically be reconsidered by the Management Committee at each subsequent monthly Management Committee meeting following the expiry of the initial 30 days, from date of suspension. The reasons for the continuation of the suspension will be captured in the minutes of the Management Committee meeting and communicated to the suspended member, by the Secretary, each time the suspension is suspended.
- 1.5. Any member of the Sector 1 or a member of any Sub-Forum charged with a misconduct as defined in the Code of Conduct may voluntary step down from his / her position as a member of Sector 1 or Sub-Forum and all other activities and structures of the Community Police Forum s/he serve in or represent until the disciplinary process had been completed.
- 1.6. Any member of the Management Committee or a member of Sector 1 charged with a misconduct, as defined in the Code of Conduct, may voluntary step down from his / her position as a member of Sector 1 and all other activities and structures of Sector 1 he / she serves in or represents until the disciplinary process has been completed.
- 1.7. A Management Committee member of Sector 1, who voluntarily elect to step down, must do so in writing and this notice must be handed to the Chairperson of the Management Committee of Sector 1, or in the event of the Chairperson, to the Secretary of the Forum's Exco.
- 1.8. In the event where a person refuses to step down voluntarily, he / she may be suspended by a Suspension Panel, but only after the due process as set out below, has been followed.

- 1.9. Once a written complaint for alleged misconduct had been received by the Secretary, the Secretary will, within three days, forward such complaint to the Chairperson of the Management Committee of Sector 1.

## **2. AUTOMATIC APPEARANCE BEFORE SUSPENSION PANEL**

Where a criminal charge has been laid against any member of the Management Committee or a member of Sector 1, and such criminal charge comes to the attention of the Management Committee, then such person will be required to appear before the relevant Suspension Panel as set out in paragraph 3 below, provided that the Suspension Panel, as set out in paragraph 3 below, must be convened within 72 hours after such criminal charge came to the attention of Sector 1.

## **3. SUSPENSION PANEL**

- 3.1. In the event of a complaint against a management member of Sector 1, the Suspension Panel will consist of members of the Forum's Exco.

- 3.2. In the event of a complaint against any other member of Sector 1, this suspension policy will apply, or if the complaint is against any of Sector 1's affiliated neighbourhood watches and if the affiliated neighbourhood watch does not have a suspension policy, this Suspension Policy will apply and in such instance, the Suspension Panel will consist of:

- 3.2.1. Any two members of the Management of the affiliated neighbourhood watch; and

- 3.2.2. Any member of the management of Sector 1.

- 3.3. In the event of a Suspension Panel as per paragraph 3.2, the Chairperson of the Suspension panel will be the member of Sector 1 appointed by Sector 1 Management Team.

## **4. NOTICE OF THE MEETING BY THE SUSPENSION PANEL**

- 4.1. The member whose suspension is under consideration, should be informed, in writing, of the following:

- 4.1.1. The date, time and venue of the meeting, provided that the member whose suspension is under consideration, as well as the members of the Suspension Panel as set out above, will be given at least 48 hours' notice of such meeting;

- 4.1.2. The allegations that gave rise to the proposed action; and

- 4.1.3. That the member whose suspension is under consideration, will be afforded the opportunity to make representations in respect as to his / her suspension, provided that such person may only make such representations in person and will not be allowed any other person to assist him / her in making such representations.

- 4.2. Should the member whose suspension is under consideration, fail to avail himself / herself of the opportunity to make representation at the hearing, the hearing can also take place in the absence of the member if the Suspension Panel is satisfied that the member was properly informed and no valid excuse for the absence was tendered.

## **5. MEETING OF THE SUSPENSION PANEL**

- 5.1. During the meeting, the person whose suspension is under consideration, will have the right to make a presentation as set out above, as to why he / she should not be suspended.
- 5.2. The Suspension Panel should carefully consider the evidence against the person whose suspension is under consideration to ensure there is sufficient evidence or legitimate reasons for the suspension, or otherwise.
- 5.3. Once a final decision has been made, the decision should be conveyed to the person, in writing, and the notice should contain the following:
- 5.3.1. The decision of the Suspension Panel, including the reason/s why the Suspension Panel saw it fit to suspend the member; and
- 5.3.2. That the suspension will only be uplifted once the Independent Investigator, as referred to in the Disciplinary Procedure or the Disciplinary Panel has handed its findings to the Suspension Panel and the Panel has exonerated the member or finds the person not guilty.

## **6. TERMINATION OR SUSPENSION**

Should the investigation into the alleged misconduct find no reason for a charge of misconduct or if the member whose suspension is under consideration, has been found not guilty at subsequent disciplinary processes, including an appeal, a written notice of termination or suspension, effective from a specific date, must be given to the accused member by the Chairperson of the Suspension Panel.

## **7. NO APPEAL AGAINST A SUSPENSION**

A suspended member may not appeal against his / her suspension.

## ANNEXURE 5 - RADIO AND RADIO USAGE POLICY

1. This Policy is binding on all Members of Sector 1 and members of the affiliated neighbourhood watches of Sector 1, the Management Committee of Sector 1, and / or any person that have been co-opted onto the Management Committee of Sector 1 and / or who performs any act as instructed or directed by the Management Committee, from time to time.
2. Members who are, or become, owners and employees of private security companies who provide security, guarding, monitoring and reaction services, whether armed or not, in the area of jurisdiction of the Forum, will not be authorised to make use of the SCPF radio frequency and they must see to it that the frequency used by the Forum that was programmed on their radio(s), is removed by the Forum or its authorised agents, at the members own expense.
3. Members or persons referred to in paragraph 1 above:
  - 3.1 Must undergo the approved Sector 1 Radio Protocol training;
  - 3.2 will not directly or indirectly let the frequency be known to unauthorised parties and or entities for whatever reason;
  - 3.3 agree that, by breaching the contents of this Policy, they may be liable for a claim for damages if the frequency or tones need to be changed on any other member's radio(s), to safeguard the said frequencies or tones or if a new frequency needs to be obtained;
  - 3.4 acknowledge and undertake that, if they leave the Forum and or move from the area of jurisdiction of the Forum or refuse to pay any due radio licence fees on due date, whenever it may be from time to time (as levied by the Forum), that they must see to it that the frequencies used by the Forum that were programmed on their radio(s), are removed by the Forum or its authorised agents, at the members own expense;
  - 3.5 must ensure total safety and security of his / her radio (and its frequency) and to prevent unauthorized use of his / her radio;
  - 3.6 must ensure that their radios are kept out of reach of children as the unauthorised use of radios by children may compromise the safety of other members in cases of emergency. Children of members may only use a radio under direct supervision of the member whose radio it is or in cases of emergency; and
  - 3.7 is permitted to use any of the Forum's frequencies or channels unless such members or persons referred to in paragraph 1 above, has registered his radio and serial number with Sector 1 and has been allocated a call sign by Sector 1.
4. Channels on the Forum's frequency may only be used for SCPF purposes and private chatter is not permitted. The allocation of call signs is the prerogative of Sector 1 as determined by Sector 1.
5. Radios incapable of transmitting an ID code, will not be permitted to be programmed with the Forums frequencies / tones.
6. The use of racist, foul or offensive language or sexual innuendo is forbidden.

7. Any act contemplated to irritate or aggravate users on any channel, such as intentionally keying them out, mocking them anonymously or transmitting noise or irritable sounds, will be regarded as serious misconduct.
8. Any user that makes himself / herself guilty of such conduct, will not be regarded as a fit and proper person to own and operate a radio on the Forum's frequency and such frequency will be removed from any radios owned by such user.
9. No form of advertising of any product or service may be broadcasted on the radio, unless it is to advertise an action or activity directly related to the Forum/Sector 1.
10. Use of the radio will, at all times, be in accordance with the rules of radio usage as published by ICASA and the Telecommunications Act, as amended from time to time.
11. No member may directly or indirectly engage with other members or with the SAPS and/or TMPD on any of the SCPF radio frequencies without the permission of Control 1.
12. Any radio that has been programmed with the frequency of the Forum, may not be sold or transferred to another user, without the frequency being removed from the radio.
13. No information about the whereabouts of fellow members or information relating to their properties, may be transmitted over the radio frequency. Only a member is allowed to transmit his / her own telephone number. A third party may not transmit another member's personal particulars without their prior permission.
14. No member may use the radio frequency to promote his / her business in any way. This includes any information broadcasted that might assist in financial gain to themselves.
15. No member will receive their radio or be allowed to use the radio before they complete the Forums Radio Training programme.
16. No member will allow any person to use his / her radio for communication or patrolling, except if such a person is a member of the SCPF and had the necessary training .



## **ANNEXURE 6 - VICTIM EMPOWERMENT GUIDELINES**

### **SINOVILLE CRISIS CENTRE PROTOCOL FOR ASSISTANCE TO SAPS AND THE SCPF**

#### **1. HOURS**

The Crisis Centre provides a 24-hour support service in the Sinoville SAPS area. Counsellors are available from 08h00 to 20h00 from Monday to Friday at the Crisis Centre. Additional standby Counsellors will attend to all other matters within the area of jurisdiction of the Sinoville SAPS.

#### **2. SERVICES OFFERED BY THE CRISIS CENTRE**

2.1. The Sinoville Crises Centre (SCC) offers Counselling Services and Emotional support at the Crisis Centre.

2.2. Emotional support is also offered at the following places:

- 2.2.1. At a crime scene;
- 2.2.2. At an accident scene;
- 2.2.3. Montana Netcare Hospital;
- 2.2.4. Montana MED 24; and
- 2.2.5. Sinoville SAPS.

#### **3. LIST OF COUNSELLORS ON STANDBY**

3.1. A standby list with names of Counsellors on standby, will be provided monthly to the following:

- 3.1.1. The SCPF Victim Empowerment members;
- 3.1.2. SCPF Secretary;
- 3.1.3. Montana Netcare Hospital;
- 3.1.4. Montana Med 24; and
- 3.1.5. Sinoville SAPS.

3.2. The standby list contains the name and telephone number of the person who is on standby for a particular day and can be called directly to a scene when needed. If the person on standby cannot be reached, contact the CEO of the Sinoville Crisis Centre or alternatively the Sinoville Crisis Centre Co-ordinator. Both names and numbers will be published on the monthly standby list. Counsellors whose names appear on the standby list may not be called randomly, only the person designated for a specific day, may be contacted.

#### **4. ATTENDING TO CRIME-AND ACCIDENT SCENES**

4.1. An SCC counsellor will go out to a crime or accident scene only when the police are at the scene. The counsellor may be called by:

- 4.1.1. Sinoville SAPS;
- 4.1.2. Sinoville SCPF Victim Empowerment member;
- 4.1.3. Any CPF Sector Control member;
- 4.1.4. Montana Netcare Hospital; and
- 4.1.5. Montana 24-hour Med.

**5. IDENTIFICATION**

Counsellors who visit a crime or accident scene will, for ease of identification, wear a T-shirt or some form of jacket or reflective jacket with the name of the SCC clearly displayed on the jacket or shirt. Counsellors at a scene will also display a SCC ID card with a photo, to serve as identification.

**6. AGREEMENT OF CO-OPERATION BETWEEN SINOVILLE SAPS AND THE SCC**

- 6.1. The SCC Counsellors do not have the authority to enter private property without a SAPS member present at a scene and therefor only visit scenes where SAPS members are present.
- 6.2. It is the prerogative of the Sinoville SAPS whom they allow at a scene.
- 6.3. Sinoville SAPS are familiar with the SCC Counsellors and comfortable with their approach and prefer their counselling services at a scene.
- 6.4. The SCC is both the official Victim Empowerment institution of the Sinoville SAPS and, as such, is recognized by the Department of Safety and Security to whom the SCC have to submit monthly written reports about their activities, while the officials from the same Department, regularly visit the SCC.
- 6.5. The SCC is registered with the Department of Welfare and is subject to specific rules and regulations. Their service is constantly monitored by this Department to ensure that they operate within their mandate.
- 6.6. Due to the registration with the Department of Welfare, the SCC may only use volunteers who are registered and trained by the SCC and whose services can be monitored by the SCC.
- 6.7. It is a requirement of the Department of Welfare, that the SCC only make use of Counsellors that they can monitor and therefor the SCC do not make use of outside Counsellors.
- 6.8. Sinoville SAPS are free to make use of any Counsellor, as they have jurisdiction over who they allow at a scene.
- 6.9. Sinoville SAPS sometimes require affidavits or additional information from SCC Counsellors who attended at a scene, and because of the close co-operation, this can be dealt with effectively.
- 6.10. Counsellors working at the Crisis Centre, must complete a case file on every case and this case file is kept for a period of 5 years.
- 6.11. The SCC has a list of shelters and when a person must be placed in a place of safety that was arranged by the SCC, it is the duty of the Sinoville SAPS to transport such a person to the place of safety.
- 6.12. Sinoville SAPS has appointed a dedicated Officer appointed by the Station Commander of SAPS Sinoville to be the liaison between SAPS and the SCC.

- 6.13. The SCC has an agreement of co-operation with several other organizations including the CMR, Department of Welfare, various universities, Pretoria North Regional Court, Pretoria Supreme Court, Director of Public Prosecutions, Department of Justice, Children's Commissioner, Department of Education, churches and other welfare organizations, Solidarity, the Rape Clinic at Steve Biko, and other hospitals and schools and can, therefor, offer a comprehensive aftercare service to victims of crime.
- 6.14. Counsellors who leave the service of the SCC, may not on behalf of the Crisis Centre, visit any scenes. The SCC currently experience problems with ex Counsellors in this regard, as they prey on people and sometimes charge fees for their services. This is not allowed.
- 6.15. In order to address this problem, the Police and the SCPF are requested to ensure that they only make use of Counsellors on the standby list.

## **7. TRANSPORT TO SCENES**

- 7.1. During the day (06h00 - 18h00) from Monday to Sunday, the Counsellor on call will use his / her own personal transport to visit a scene.
- 7.2. During the evening / night (18h00 - 06h00) from Monday to Sunday, the Counsellor on call will, for safety reasons, be transported by either the SAPS patrol vehicle or by a SCPF member.
- 7.3. This above is only applicable within the area of jurisdiction of the Sinoville SAPS.

## **8. SUICIDE**

- 8.1. Suicides should always be regarded seriously. Each case must be judged on its own merits.
- 8.2. In the case of a threat to commit suicide, attempts to commit suicide or any other action to commit suicide, the Police must be called to the scene immediately.
- 8.3. When a person is threatening to commit suicide, and there is a gun (or other dangerous weapon) available, the Police must first secure the scene.
- 8.4. When the person is unconscious, but still alive, an ambulance must be called so that the person can receive medical assistance immediately.
- 8.5. If a person has a history of threats and / or previous attempts to commit suicide, the situation is extremely risky, and the person should be hospitalized for at least 24 hours and then placed under the care of a psychiatrist.
- 8.6. The Counsellor present will explain the seriousness of the matter with the patient's family and will recommend that the patient be hospitalised.
- 8.7. The decision to hospitalise a person, the cost of transport to the hospital, the cost of the hospital and all relevant treatments, remains the responsibility of the person or their family.
- 8.8. The Counsellor can only make a recommendation based on their experience and, should the family or partner decline this recommendation, the SCC or the Counsellor cannot be held responsible should anything happen to the person. It is the responsibility of the family or partner, to safeguard the person.

- 8.9. The SCC is required, by law, to keep records of each case being handled. Comprehensive records, recommendations and how the case was handled, are contained in this record to avoid future prosecution.
- 8.10. When a person threatens to commit suicide, but is still in his / her right frame of mind, the person can be brought to the SCC, where an evaluation will be done to determine the risk in conjunction with his / her family / friends. A decision will be taken in relation to the person's welfare.

**9. DOMESTIC VIOLENCE**

- 9.1. When there is a case of domestic violence and firearm(s) or other potentially dangerous weapon(s) present, the police must first secure the area.
- 9.2. When the people involved in domestic violence are under the influence of alcohol or drugs / prescription pills, the police must intervene if they believe that someone's life is in danger.
- 9.3. Counsellors cannot resolve cases where people are under the influence of alcohol or drugs. People under the influence are mostly unable to make rational decisions and, therefore, not amenable to counselling.
- 9.4. Counsellors will not enter a scene of domestic violence when firearms or dangerous weapons are present.
- 9.5. When there is family violence (with or without the threat of a firearm or other potentially dangerous weapons) and children are present, the Counsellor, with the help of the Police, will immediately act in the best interest of the children.
- 9.6. If the Counsellor believes that the child must be safeguarded, he / she may make the necessary arrangements (temporary, if after hours, weekends or holidays) and immediately report the case to the Department of Social Services / CMR or other organizations involved in this field.

**10. HOMELESS**

- 10.1. SCPF members are not allowed to drop off homeless people at the SCC and request accommodation for them.
- 10.2. Homeless people on the streets are a social issue and homeless people are not considered victims of crime.
- 10.3. When children are brought to the SCC, they will be placed in a place of safety by SAPS Sinoville or Department of Social Development or SCC, but in line with the requirements and prescriptions as contained in the Children's Act, 38 of 2005 (as amended).

**11. BEGGARS ON STREET CORNERS**

Beggars are the responsibility of the Metro Social Crime Prevention Unit and should be referred to the TMPD.

**12. MISSING PERSONS**

A Counsellor may be called to support the family of a missing person emotionally. However, it is the responsibility of SAPS to look for the person.



## ANNEXURE 7 - MEMBERSHIP APPLICATION FORM

### Sinoville Community Police Forum Sector 1

SCPF Sector 1 Admin Number: 082 641 0010  
 SCPF Sector 1 Emergency Number: 071 509 6830

E-Mail: [admin@scpfsector1.co.za](mailto:admin@scpfsector1.co.za)  
 Website: [www.scpfsector1.co.za](http://www.scpfsector1.co.za)

### MEMBERSHIP APPLICATION AND OR INFORMATION UPDATE FORM

This form and all information provided herein will be treated as confidential and the information provided will be used for the update of the Sector 1 database only.

**Please complete the following form, save it and email it to [admin@scpfsector1.co.za](mailto:admin@scpfsector1.co.za) or print it, complete it and fax it to 086 616 2435. If you have any questions while completing the form, please feel free to contact our enquiries number on 082 641**

**The following members may not apply for membership to the SCPF Sector 1:**

- Serving members of the South African Police Services;
- Serving members of the Metro Police Services; and
- Private Security Service Companies and their employees working within the area of jurisdiction of Sector 1.

**Mark with an X your type of application:**

Residential Application	<input type="checkbox"/>
Business Application	<input type="checkbox"/>
Shopping Complex Application	<input type="checkbox"/>
Body Corporates, Management Committees and similar management structures of complexes, blocks of flats, retirement homes and villages	<input type="checkbox"/>

### PART A: PERSONAL INFORMATION OF APPLICANT

Title		Initials		Call Sign(s)		
Surname						
Full Names						
Known as						
Marital Status						
Are you a SA Citizen	Yes				No	
ID Number						
Cell number						
Alternative number						
Home number						
Email address						

**PART A: PERSONAL INFORMATION OF APPLICANT**

Street name		Street number				
Complex name		Unit number				
Suburb		Postal Code				
Please forward my details to the relevant Neighbourhood Watch	Yes		No			
Please forward my details to the relevant WhatsApp Groups	Yes		No			

Medical Aid	Yes		No		Private		State	
Medical Aid Name								
Medical Aid #								
Medical Aid Scheme								
Main Member's Name								

**PART B: INVOLVEMENT IN CPF ACTIVITIES**

I hereby apply to become a member of the SCPF Sector 1, and I wish to be involved in the following crime prevention initiatives:

Radio User		Patroller		Control 1 duties	
Administrative duties		Other (please specify)			

**PART C: UNDERTAKING**

- 1) I have read and understand the Constitution and its annexures of Sector 1 as amended from time to time and undertake to abide by it.
- 2) I give consent to have my fingerprints taken for the purpose of security clearance and/or background checks to evaluate my suitability to become a member, as stipulated in the Constitution.
- 3) I confirm that I apply for membership to Sector 1 as a bona fide resident.
- 4) I confirm that I am 18 years or older and residing in the area of jurisdiction of Sector 1 / that I am a bona fide business owner whose business is situated within the area of jurisdiction of Sector 1.
- 5) I confirm that I am a South African Citizen / lawful resident of South Africa.
- 6) I confirm that the information supplied herein are both true and correct.
- 7) I confirm that I disclose my personal details to SCPF Sector 1 and consent that it may be used by SCPF Sector 1 in the execution of their duties.
- 8) SCPF Sector 1 undertake to keep all personal information provided to them, safe and access-controlled.
- 9) I confirm that I will do the Radio Training before using the radio.
- 10) I confirm that I will do the Patrolling Training before doing patrolling.
- 11) I confirm that I will do the Control 1 Training before doing Control 1 duties.

**PART D: COPIES SUBMITTED WITH MY APPLICATION**

ID Document or Driver's License	
Proof of Residential Address	
Business letterhead & details	

**Please note:** If the required documents are **NOT** attached, your application will **NOT** be processed.

**PART E: ANNUAL ADMINISTRATION FEE** *(please tick the relevant option)*

1.	Non-radio User	R100,00 annually	
2.	Radio User	R250,00 annually	
3.	Business Members with Radio	R150,00 per month	
4.	Business Members without Radio	R75,00 per month	

Signature		Date	
Witness Signature		Date	

## ANNEXURE 8 - NOMINATION FORM



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### NOMINATION FORM FOR PERSON TO SERVE ON THE MANAGEMENT COMMITTEE OF SECTOR 1, SINOVILLE COMMUNITY POLICE FORUM

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I, \_\_\_\_\_, being a registered member of Sector 1, hereby nominate \_\_\_\_\_ as candidate for the following position on the Management Committee of Sector 1 (mark with an 'X'):

Chairperson	
Deputy Chairperson	
Treasurer	
Control 1 Co-Ordinator	
Crime Prevention Officer	
Training Co-ordinator	
Public Relations Officer	
Secretary	
Administration Officer: Customer Care and Database Maintenance	
Administration Officer: Radio Communication and Training	
Youth and Schools Safety Co-ordinator	
Other Sector specific position	

(**Note:** Where a person is nominated for more than one position, a **separate form** must be used for each position)



**Nominee Details:**

Full names and surname	
RSA identity number	
Residential address	

We confirm that the above-mentioned nominee:

- Is a registered member of Sector 1; and
- Is a *bona fide* resident and / or business owner within the area of Sector 1.

\_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
**Second**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name and Surname in print**

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**ACCEPTANCE OF NOMINATION**

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I, the above-mentioned \_\_\_\_\_, hereby accept my nomination to the above-mentioned position.

Declaration

I furthermore declare that:

- By signing the nomination and acceptance form, I declare that I have read the duties and functions of the position being nominated for and have the ability and capacity to perform the responsibilities. Failing to perform the required responsibilities to the satisfaction and consensus of the majority members of the Sector 1 Management Committee, I will vacate the position, upon request.
- I am a *bona fide* resident and / or business owner within the area of Sector 1, as defined in its Constitution.
- I have not been convicted of an offence, as listed in Schedules 1 and 2 of the Criminal Procedure Act, 51 of 1977 in the past ten years, for which I have been sentenced to imprisonment for a period of one year or longer without the option of a fine.

- I am not an elected political office bearer.
- I understand that, should any of the above information provided be false, I will be disqualified from becoming or remaining a Management Committee member of Sector 1 and I will be removed immediately from my elected position.

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**Date**

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**Name and Surname in print**

## **ANNEXURE 9 - ROLES, DUTIES AND FUNCTIONS OF THE MEMBERS OF MANAGEMENT COMMITTEE**

### **1. THE CHAIRPERSON**

The Chairperson:

- 1.1. Will preside over meetings of Sector 1;
- 1.2. Ensure the execution of all decisions of the Management Committee;
- 1.3. Represent Sector 1, as and when it is necessary;
- 1.4. Will be the Sector 1's representative at all levels above Sector level regarding Community Policing matters;
- 1.5. Report on the functioning of Sector 1 to levels above Sector level, as and when required;
- 1.6. Report back to the Management Committee on matters relevant to Sector 1 discussed at levels above Sector level. Such feedback will be recorded in the minutes of the Management Committee Meeting;
- 1.7. Liaise with the Sinoville SAPS, Metro Police and other community-based organisations as and when required and report back to the Management Committee Meeting on such liaisons. Such feedback will be recorded in the minutes of the Management Committee Meeting;
- 1.8. Will report on the state of the Sector at the monthly Management Committee Meeting;
- 1.9. Will submit such reports reflective of the activities of the work of Sector 1 at the AGM;
- 1.10. Will supervise all work of Sector 1 in conformity with the Constitution and rules of procedures agreed upon by Sector 1;
- 1.11. May, if circumstances so dictate, approach the Forum's EXCO, for intervention, assistance or advice, in the general interest of the community;
- 1.12. The Chairperson may, from time to time, and as circumstances dictate, delegate some of his duties, functions and responsibilities to the Deputy-Chairperson and / or any elected Management Committee member;
- 1.13. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and
- 1.14. Any such ad hoc tasks conferred upon the Chairperson and minuted, must be communicated to the members of Sector 1.

### **2. THE DEPUTY-CHAIRPERSON**

- 2.1. In the absence of the Chairperson for whatever reason, or when so requested by the Chairperson, the Deputy-Chairperson of the Management Committee will assume the same role, duties and function as the Chairperson as set out above.
- 2.2. The Deputy-Chairperson will have overall responsibility for:
  - 2.2.1. Radio communications and related matters;
  - 2.2.2. Disciplinary matters;

2.3. The Deputy-Chairperson will have oversight over:

2.3.1. Finances; and

2.3.2. The assets of Sector 1.

The Deputy-Chairperson may delegate his/her responsibility in respect of disciplinary matters to any other Sector 1 member or Mediator in the event of a conflict of interest or when he/she deems it necessary to do so.

2.4. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and

2.5. Any such ad hoc tasks conferred upon the Deputy-Chairperson and minuted, must be communicated to the members of Sector 1.

### **3. THE TREASURER**

The Treasurer:

3.1. Is responsible for the finances of Sector 1 and will ensure compliance with GAAP;

3.2. Will, together with the Chairperson or Vice-Chairperson of the Management Committee, operate a banking account on behalf of Sector 1;

3.3. Will keep accurate and up to date accounting records to clearly reflect the financial position of Sector 1;

3.4. Will submit financial statements to the Management Committee at each of its regular monthly meetings;

3.5. Will table audited financial statements at every AGM of Sector 1;

3.6. Will table a budget at every AGM;

3.7. Will, in each financial year, cause the accounting records of Sector 1 to be verified, in accordance with Generally Accepted Accounting Practices, by a qualified and duly appointed accounting officer;

3.8. Compile and maintain an asset register of Sector 1;

3.9. Will ensure that all assets of the Sector 1 are adequately insured and / or provision is made for replacing of assets;

3.10. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and

3.11. Any such ad hoc tasks conferred upon the Treasurer and minuted, must be communicated to the members of Sector 1.

### **4. THE CONTROL 1 CO-ORDINATOR**

The Control 1 Co-Ordinator is responsible for:

4.1. The recruitment and training of Control 1 operations;

4.2. Setting up of the Control 1 duty roster and making it available to Control 1 Operators by way of appropriate media;

- 4.3. Communication to Control 1 Operators, ensuring that they are in possession of procedural guidelines and telephone numbers of SAPS, Emergency Services and Crisis Councillors;
- 4.4. Discipline of Control 1 Operators, in conjunction with the Deputy-Chairperson;
- 4.5. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and
- 4.6. Any such ad hoc tasks conferred upon the Deputy-Chairperson and minuted, must be communicated to the members of Sector 1.

**5. THE CRIME PREVENTION OFFICER**

The Crime Prevention Officer will:

- 5.1. Liaise with the Forum’s Crime Prevention Officer and the Sinoville SAPS Sector 1 Manager on a regular basis;
- 5.2. Monitor the Sinoville SAPS Crime Prevention initiatives and report any aspect which is lacking, to the Sector 1 Management Committee, the Forum’s Crime Prevention Officer and / or the Sinoville SAPS Manager;
- 5.3. Attend joint meetings between the Sinoville SAPS Sector Manager and all other role players, specifically relating to Crime Prevention;
- 5.4. Gather and consolidate crime intelligence from Sector 1 and present it to the Management Committee meetings, the Forum’s Crime Prevention Officer and / or the Sinoville SAPS Manager;
- 5.5. Attend a monthly sub-committee Crime Prevention Officer’s meeting with the Forum’s Crime Prevention Officer;
- 5.6. Present a crime prevention overview at the AGM;
- 5.7. Present a crime prevention overview at the monthly Management Committee meeting;
- 5.8. Report all emergency crime prevention related matters to the Chairperson of Sector 1; and
- 5.9. Liaise with other Crime Prevention Officers of the neighbouring Sectors and Affiliated Neighbourhood Watches to formulate a joint Crime Prevention Plan.)
- 5.10. Liaise with the Sinoville SAPS/TMPD Sector Manager on any joint operations between the Sinoville SAPS/TMPD and Sector 1 and to approve Sector 1’s involvement in such joint operations.

**6. THE PUBLIC RELATIONS OFFICER**

The Public Relations Officer will:

- 6.1. Promote the image of Sector 1 to the community;
- 6.2. Promote the business and activities of Sector 1;
- 6.3. Develop promotional materials, when needed;
- 6.4. Maintain the website of Sector 1;
- 6.5. Handle general enquiries of the Sector 1 community;
- 6.6. Negotiate sponsorships;
- 6.7. Provide assistance, when required, with branding and advertising;

- 6.8. Conduct market research, when needed;
- 6.9. Recruit prospective new members;
- 6.10. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and
- 6.11. Any such ad hoc tasks conferred upon the PRO and minuted, must be communicated to the members of Sector 1.

## **7. TRAINING CO-ORDINATOR**

The Training Co-ordinator is responsible for:

- 7.1. Developing a training strategy, in conjunction with the Forum's Training Co-ordinator;
- 7.2. Conduct a training needs analysis for radio users, patrollers and Control 1 operators, in conjunction with the Sector 1 Management Committee and the Forum's training co-ordinator;
- 7.3. Developing training material in conjunction with the Forum's training co-ordinator for the training of radio users, patrollers and Control 1 operators;
- 7.4. Developing and communicating a monthly training schedule and communicate same to the Forum's Training Co-ordinator;
- 7.5. Co-ordinating Sector 1's attendance of joint training sessions of the Forum's as required, from time to time;
- 7.6. Identifying suitable trainers within Sector 1 and ensure that they are trained to assist with training;
- 7.7. Keeping a database of all trainers;
- 7.8. Keeping of record of all training conducted;
- 7.9. Attending all Forum's meetings with all Sector's training co-ordinators where training matters will be discussed;
- 7.10. Ensuring that training equipment is taken care of and kept in a good serviceable condition;
- 7.11. Regularly review training requirements with all stakeholders, update where necessary and communicate such to the Forum's training co-ordinator;
- 7.12. Reporting on the state of training at the monthly Sector 1 Management meetings and at the AGM;
- 7.13. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing;
- 7.14. Any such ad hoc tasks conferred upon the Training Co-ordinator and minuted, must be conveyed to the members of Sector 1; and
- 7.15. The training Co-ordinator must, with regards to radio programming:
  - 7.15.1. Co-ordinate the programming of Sector 1 radio's;
  - 7.15.2. Identity suitable radio programmers within Sector 1 and ensure that they are trained to assist with the programming of radio's; and
  - 7.15.3. Keep a database of all radio programmers.
- 7.16. The Training co-ordinator must, with regards to control room controlling:

Assist the Forum's Training co-ordinator with the controlling of the Forum's Control Room ("JOC").

## **8. THE SECRETARY**

The Secretary will:

- 8.1. Take and compile minutes of all meetings of Sector 1 in accordance with the requirements of this Constitution and keep a record thereof, including Resolutions passed in a Resolution Register;
- 8.2. Arrange and give notice of all meetings in accordance with procedures;
- 8.3. Perform administrative functions associated with the duties of Secretary;
- 8.4. Further the interest of Sector 1 as directed by the Management Committee;
- 8.5. Manage and keep scanned copies of all Sector 1 member application forms in a secure location;
- 8.6. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and
- 8.7. Any such ad hoc tasks conferred upon the Secretary and minuted, must be conveyed to the members of Sector 1.

## **9. THE ADMINISTRATIVE OFFICER: CUSTOMER CARE AND DATABASE MAINTENANCE**

The Administrative Officer: Customer Care and Database Maintenance is responsible for:

- 9.1. Capturing all new applications data on the system;
- 9.2. Maintaining the admin mailbox;
- 9.3. Invoicing all existing and new members for any items ordered (radios, clothing, car magnets, house boards, etc.);
- 9.4. Ordering from suppliers as per orders received from members;
- 9.5. Maintaining the membership database;
- 9.6. Handling all queries on the Admin phone;
- 9.7. Updating all relevant admin documents, where necessary;
- 9.8. Communicating with members on events;
- 9.9. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and
- 9.10. Any such ad hoc tasks conferred upon the Administrative Officer: Customer Care and Database Maintenance and minuted, must be conveyed to the members of Sector 1.

## **10. THE ADMINISTRATIVE OFFICER: RADIO & COMMUNICATION AND TRAINING**

The Administrative Officer: Radio and Communication and Training is responsible for:

- 10.1. Checking the admin file daily and for radios ordered;

- 10.2. Allocate a radio from the Radio Spread sheet;
- 10.3. Update the database with the Call sign and Radio serial number;
- 10.4. Allocate a battery from the "Battery" spread sheet for batteries ordered;
- 10.5. Allocating call-signs to new members;
- 10.6. Maintenance on all call signs;
- 10.7. Programming of radios and linking with call signs;
- 10.8. Print a delivery receipt and put it in the radio box;
- 10.9. Print a copy of the radio guidelines and put it in the box;
- 10.10. Communicate with the client that the radio is ready for collection;
- 10.11. The person will attend training and receive their radio at the training session;
- 10.12. Updating of radio file and admin file after training and collection of radios/battery;
- 10.13. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and
- 10.14. Any such ad hoc tasks conferred upon the Administrative Officer: Radio and Communication and Training and minuted, must be conveyed to the members of Sector 1.

## **11. THE YOUTH AND SCHOOL SAFETY CO-ORDINATOR**

The Youth and School Safety Co-ordinator will:

- 11.1. Liaise with the Youth and School Safety Co-ordinator of the Forum to develop a joint Substance Abuse Education Program;
- 11.2. In conjunction with the Forum's Youth and School Safety Co-ordinators, liaise with schools within Sector 1's area of jurisdiction as to their drug and alcohol abuse education plans;
- 11.3. Attend joint meetings with the Forum's Youth and School Safety Co-ordinator, Sinoville SAPS Sector Managers, Metro Police Representatives, Sector Crime Prevention Officers and school principals to assist with the development, implementation and monitoring of educational programs on substance abuse and school safety;
- 11.4. Ensure intelligence relating to drug trafficking, drug abuse and alcohol usage amongst school pupils are gathered and consolidated and communicate it to such school / principal, if necessary;
- 11.5. Attend a Quarterly Sub Committee on Youth and Schools Safety meeting with the Forum's representatives;
- 11.6. Create or ensure that a Substance Abuse Education Plan is in place and is consistent with the needs of Sector 1;
- 11.7. Report all known Substance Abuse incidents to the School Safety Co-ordinator, Crime Prevention Officer and Chairperson of Sector 1;
- 11.8. Present talks at local churches and schools on the topic of Substance Abuse, as experienced in Sector 1;
- 11.9. Any other such ad hoc tasks as determined by the Management Committee from time to time, in writing; and
- 11.10. Any such ad hoc tasks conferred upon the Youth and School Safety Co-ordinator and minuted, must be conveyed to the members of Sector 1.



**ANNEXURE 10 - POLICY TO PROMOTE & ESTABLISH AFFILIATION AS A  
NEIGHBOURHOOD WATCH BY STAKEHOLDERS OBJECTIVES**

**It is the objective of Sector 1:**

- To promote and establish affiliated neighbourhood watch structures and to make the benefits vested in the Sector 1, available to all members of the community;
- To ensure communities are more closely involved in problem solving and crime prevention;
- To increase closer community participation in the prevention and detection of crime;
- To promote safer neighbourhoods and greater community involvement and awareness through neighbourhood watch structures;
- To help increase community safety and reduce the fear of crime; and
- To improve SAPS / Community liaison.

**1. REQUIREMENTS TO AFFILIATE**

- 1.1. In order to affiliate, a neighbourhood watch must submit its application for affiliation to the Sector 1 Management Committee. Such an application must consist of:
- 1.1.1. A map of the area in which the neighbourhood watch has established itself;
  - 1.1.2. An approved Constitution and Code of Conduct not in conflict with the Constitution and Code of Conduct of Sector 1;
  - 1.1.3. A membership register representing more than 50% of the households within the given area; and
  - 1.1.4. Any application submitted for affiliation with Sector 1, will be subject to approval of the Management Committee of Sector 1.
- 1.2. Over and above the criteria as set out in paragraph 1.1 above, the Chairperson of an affiliated neighbourhood watch will be deemed to be a Sector 1 Management Member if:
- 1.2.1. The neighbourhood watch area consist of at least 200 households of which 50% must be neighbourhood watch members and 30% of its members are Sector 1 members;
  - 1.2.2. The Chairperson or Deputy Chairperson of an affiliated neighbourhood watch must be a member of Sector 1 to represent its neighbourhood watch on the Sector 1 Management Committee.
  - 1.2.3. Such an affiliated neighbourhood watch must consist of a democratically elected leadership, that meets on a regular basis and has regular annual general meetings and ensure that its financial statements and minutes of meetings are available for perusal by the Management of Sector 1, on request.

## **2. TRANSITIONAL ARRANGEMENTS**

The *status quo* with Affiliated neighbourhood watches regarding attending monthly management meetings, will be upheld, subject to the neighbourhood watches putting processes in place to comply with the requirements, as set out in paragraph 2 above, within 90 days from date of acceptance of this Policy. Alternatively, they will be accommodated in the crime prevention platform to be created in paragraph 4 below.

## **3. REPRESENTATION AND PARTICIPATION**

A crime prevention platform will be created to liaise and meet with affiliated neighbourhood watches that does not meet the criteria, as stipulated in paragraph 1.1. above.

## **4. CANCELLATION OF AFFILIATION**

- 4.1. Affiliation may be cancelled by any neighbourhood watch at any time if they wish to do so by submitting a resolution, confirming that a majority vote supports this decision.
- 4.2. Affiliation may be cancelled by Sector 1 should the affiliated neighbourhood watch, after proper consultation, be found to have acted in contradiction with the Aims, Objectives and Constitution of Sector 1.