

ULUNDI MUNICIPALITY



STANDING ORDERS

Protection services

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STANDING ORDER NO 1.00

INTRODUCTION

1. PURPOSE

Policy procedures are standing orders and aimed at standardization and are intended to inform members of this department what is expected of them and how they should carry out their various functions in order that departmental goals and objectives may be realized.

2. POLICY

The department's employees shall at all times conduct themselves in an exemplary manner in furtherance of the department's mission of providing high quality community orientated traffic and licensing services.

3. THE ORDER

- 3.1 Members shall comply with the provision of the standing orders and any deviation may be construed as an offence and render the offender liable to disciplinary action.
- 3.2 The standing orders are aimed at complementing the Council's Conditions of Service.
- 3.3 Use of the masculine gender shall also include the female gender and visa versa.
- 3.4 Mandatory and Permissive Verbs.
 - 3.4.1 "Shall", will and must are mandatory conditions and were used means that the conditions to referred to have to be complied with.
 - 3.4.2 "Should" is a recommended action, except that if any deviation of conduct there from occurs, such deviation must be based on the facts clearly justifying the deviation.
 - 3.4.3 "May" is a permissive condition, which is optional.
- 3.5 Council reserves the right to change or add standing orders.

STANDING ORDER NO 2.00

GROOMING STANDARDS

1. PURPOSE

This standing order provides reasonable standards for uniformed and non-uniformed personnel relating to personal appearance.

2. POLICY

That members of this department be neat, clean and well groomed and present a professional, well disciplined image. Neatness shall be paramount in judging whether hairstyles conform to requirements.

3. THE ORDER

3.1 The following order provides standards for uniformed personnel relating to personal appearance.

3.1.1 HAIR (MALES)

Hair may be worn in contemporary styles of medium length but must not be stepped or touch the collar of the shirt or tunic when standing erect and must be neatly tapered, blocked or squared at the back of the head and neck. Hair must not cover any portion of the ear. The hair fringe shall not pass the eyebrows.

3.1.2 SIDEBURNS

Sideburns shall not extend below the bottom of the ear and must be neatly trimmed. At the widest point sideburns may not exceed 30mm.

3.1.3 MOUSTACHES

Moustaches must be neatly trimmed and shall not extend below the upper lip.

3.1.4 BEARDS

Beards as well as any other facial hair is prohibited (excludes moustaches and sideburns). The face will be clean-shaven. Any exception to this order must be investigated by the head of the department and an appropriate finding made (e.g. Exceptional case or medical reason).

3.1.5 **HAIR (FEMALE)**

If hair exceeds shoulder length it shall be neatly tied in a ponytail at the back of the head, so as to hang in a single column. Colour of slides, hairclips or other aids shall be tortoise shell, royal blue or brown so as to tone in with the uniform worn.

3.1.6 **MAKE-UP (FEMALES)**

Make-up shall not to be heavily applied and will be subdued and natural in appearance. False eyelashes are prohibited. Nail polish maybe worn, as well as lipstick, but must be of subtle nature.

3.1.7 **FINGERNAILS**

Officers will keep their fingernails trimmed and clean.

3.1.8 **UNIFORM**

Uniforms will be clean and given a pressed appearance before each tour of duty.

3.1.9 **FOOTWEAR AND LEATHERS**

Shoes and leather items will be free of dirt and shined.

3.1.10 **JEWELLERY (MALES AND FEMALES)**

3.1.10.1 The wearing of bracelets (exclude medical alert identification or those worn for health reasons) and other jewellery that detracts from the professional appearance of the Officer is prohibited.

3.1.10.2 Necklaces may be worn but shall not be visible.

3.1.10.3 The wearing of earrings by female officers will be limited to studs, gold studs or sleepers. The wearing of earrings by male officers is prohibited.

3.1.10.4 The wearing of the red string on the wrist of individuals would be allowed, due to religious purposes.

3.1.10.5 The wearing of animal skins on the wrist would be accepted due to religious/cultural beliefs.

3.1.11 **BADGES**

3.1.11.1 Only badges relative to the profession and approved by the department may be worn including badges identifying a unit e.g. Dog Unit, Instructor etc. This is exclusive of Military ribbons.

3.1.11.2 Medals approved by the department shall only be worn at special occasions such as the "Officer of the Year" Parade.

3.2 **NON-UNIFORMED PERSONNEL AND OFFICE STAFF**

3.2.1 The following order provides standards for civilian personnel relating to personal appearance:

3.2.1.1 All clothing will be neat, clean and well pressed.

3.2.1.2 Female personnel shall not wear tight jeans or shorts and must dress conservatively.

3.2.1.3 Non-uniformed personnel shall not wear items of clothing that identify them as traffic officers.

3.3 **GENERAL**

3.3.1 Supervisory officers shall frequently examine uniforms and appearance and if necessary release the officer from duty for the time that is reasonably necessary for him to rectify his appearance. The officer will be required to extend his tour of duty to accommodate the time that he was off.

3.3.2 Should any dispute arise concerning grooming standards the Head of Department or his nominee will be requested to give a ruling.

3.3.3 Officers assigned to non-uniformed functions may deviate from these orders at the discretion of the Head of Department.

STANDING ORDER NO 3.00

THE UNIFORM AND HOW TO WEAR IT

1. **PURPOSE**

This standing order presents the various uniform combinations for Traffic Officers , Traffic Wardens and Security Officers, and provides guidelines as to the level of personal appearance expected of members of this department.

2. **POLICY**

The Traffic Officer , Traffic Warden and Licensing Officers is always in the public eye, for this reason it is important that each Officer make a continuous and special effort to present the Traffic Department in the most favorable light possible by projecting a well-groomed, professional and disciplined image.

3. **THE ORDER**

3.1 Uniform members must, whilst on duty, dress in accordance with the regulation uniform schedule, unless authorized to wear civilian dress by a senior section head. Experimental dress may be worn for a period as specified by the Head of Department.

3.2 The uniform or any part thereof, which is readily identifiable, shall not be worn in public outside of normal working hours. Batons and other items which obviously identify the wearer as a Traffic Officer must be obtrusively concealed.

3.3 Uniforms shall not be worn:

- When crutches are used
- When heavily bandaged
- When in plaster cast
- When physical conditions may embarrass the Traffic Department.
- When appearing in court as the accused in a criminal case
- When under the influence of alcohol and/or drugs

- 3.4 Only issued or approved uniform items shall be worn. Traffic uniforms issued at other Traffic departments may differ from the ones worn by the Ulundi Local Municipality – for that reason they are not to be worn.
- 3.5 The uniform must be maintained in clean, pressed and unobtrusively repaired condition.
- 3.6 Leathers must be well polished and preserved.
- 3.7 Buttons and badges must be polished or pleated to a high luster.
- 3.8 Uniforms shall not be tampered with so as to distort original design (e.g. caps and trousers).
- 3.9 Belts must be worn in the loops provided.
- 3.10 Outdated uniform items shall not be worn.
- 3.11 HEADGEAR
 - 3.11.1 Headgear will be worn square on the head, band parallel to the ground.
 - 3.11.2 Headgear shall be worn at all times in a public place except within any building.
- 3.12 SHIRTS
 - 3.12.1 Sleeves on long sleeved shirts shall be worn fully extended and must be buttoned at the cuff unless worn under tunic.
 - 3.12.2 Sleeves on long sleeved shirts shall not be rolled up under a jersey.
 - 3.12.3 When one is wearing a shirt with long sleeves, a tie shall be worn with it.
 - 3.12.4 Pockets shall be properly buttoned and shall not contain bulky items.

3.12.5 Thick jerseys shall not be worn under uniform shirts nor shall any jersey protrude there from either at the neck or sleeves.

3.13 "T" –SHIRTS AND VESTS

3.13.1 In the event of a "T" –shirt being worn, wording and colorful designs must not be visible through uniform shirts.

3.13.2 "T"-shirts and vests shall not protrude from uniform shirts either at the neck or the sleeves.

3.13.3 No employee shall, while on duty, wear any "T" –shirt, other clothing or badge on which political emblems or slogans are depicted.

3.14 RAINWEAR

3.14.1 Rainwear shall not be worn as a warm coat but only as protection from rain.

3.14.2 Rainwear, if designed for a belt, the belt must be worn and be fastened.

3.14.3 Rainwear shall not be worn in a courtroom.

3.14.4 Combination suit trousers shall not be worn unless jacket is also worn.

3.15 WARM COATS

3.15.1 Warm coats shall only be worn in winter or during cold weather.

3.16 SCARVES

3.16.1 Scarves may be worn with a warm coat or rainwear.

3.17 REFLECTORISED APPAREL

3.17.1 Regulation reflectorised apparel will be worn over the uniform by Officers performing enforcement or traffic control duties between sunset and sunrise. Other than when on active enforcement duty e.g. roadside check points,

this provision is optional for the rank of Superintendent and above.

3.17.2 Reflectorised apparel and white gloves shall be worn while directing traffic both day and night.

3.17.3 Road traffic signs shall be in accordance with the K78 Manual at all roadside and speed checkpoints.

3.18 GENERAL

3.18.1 Members shall adopt a military bearing when in uniform.

3.18.2 Pens and pencils shall not be carried on the uniform. Pens are carried in the left side pocket.

3.18.3 Hands in pockets are not allowed unless inserting or extracting an article.

3.18.4 Baton torches may be worn on belt in place of the baton at night.

3.18.5 The practice of holding hands with any other person in public is prohibited (whilst in uniform) unless it involves a minor and it is done in the interest of Road Safety.

STANDING ORDER NO 4.00

RANK MARKINGS AND SALUTING

1. **PURPOSE**

This Standing Order serves to standardize the wearing of Rank Markings and related Insignia. It also establishes which ranks are to be saluted.

2. **POLICY**

As the Protection Services Department is Paramilitary it is the department's policy that the wearing of rank marking and the saluting of senior traffic officers be in accordance with military tradition.

3. **THE ORDER**

3.1 Rank markings and insignia shall be worn in accordance with the Schedule on Rank Markings for Traffic Officer and Traffic Wardens. (I.T.P.M.O. or RTMC)

3.2 Rank markings shall always be worn on winter coats, raincoats and jerseys.

3.3 Members shall, whilst wearing headgear, salute the ranks of Superintendent and above in accordance with Military Tradition and brace the rank of Assistant Superintendent.

3.4 Members not wearing headgear shall brace the rank of Assistant Superintendent and above in accordance with Military Tradition.

STANDING ORDER NO 5.00

CERTIFICATES OF APPOINTMENT **PEACE OFFICERS**

1. **PURPOSE**

The purpose of this standing order is to highlight the importance of the certificate of appointment.

2. **POLICY**

It is the policy of the department that every precaution be taken to ensure the safekeeping of appointment certificates in order to prevent the misuse by unauthorized person.

3. **THE ORDER**

3.1 ISSUE

3.1.1 The certificate of appointment is issued by the HOD or his nominated officer after successful completion of the prescribed Traffic Officer's Training Course.

3.2 PROOF OF APPOINTMENT

3.2.1 Peace officers shall carry their certificates of appointment at all time while on duty.

3.2.2 The exercise of any official duty is prohibited while not in possession of a certificate of appointment. (Sub section 3.3.1 applicable)

3.2.3 The certificate of appointment shall be produced on demand to a person having a material interest.

3.2.4 The certificate of appointment must be maintained in a clean and legible condition.

3.3 LOSS

In the event of a certificate of appointment being lost or stolen

3.3.1 The officer concerned shall without delay inform his immediate Supervisor and submit a sworn statement to the HOD. Report also at the S.A.P.S for theft/loss of certificate of appointment.

3.3.2 The Administration Section will without delay issue a new certificate of appointment.

3.4 TERMINATION OF SERVICE

3.4.1 The certificate of appointment shall be returned to the HOD upon termination of services.

3.4.2 Where the resignation/ termination of service takes immediate effect, the official receiving the resignation shall take possession of the certificate of appointment and forward it to the HOD.

3.4.3 The Section Head remains accountable for the return of the certificate of appointment when a member resigns.

3.5 GENERAL

3.5.1 The HOD will maintain a register of certificates issued. Old certificates will be destroyed and reflected as such in the register by the HOD.

STANDING ORDER NO. 6.00

GENERAL CONDUCT

1. **PURPOSE**

To outline acts or omissions often referred to in such vague terms as conduct unbecoming of an officer.

2. **POLICY**

Each person judges the department as a whole by individual members with whom contact is made, and their opinion of the department is influenced by reaction to these personal experiences. Consequently, attention should be given to the personal appearance, attitude, human relationship and conduct of each member. Members should conduct themselves in such a manner as to inspire public confidence.

3. **ORDER**

3.1 **THIS ORDER PROHIBITS**

- 3.1.1 Being under the influence of intoxicating liquor or narcotic drugs while on duty or in or on council property.
- 3.1.2 Drinking intoxicating liquor while on duty or in uniform or on council property, is strictly prohibited, except under exceptional circumstances and must carry the approval of the Head of the department.
- 3.1.3 Smelling of intoxicating liquor while on duty or in uniform.
- 3.1.4 Reporting for duty while under the influence of intoxicating liquor or narcotic drugs.
- 3.1.5 Entering licensed premises (bars, clubs, etc.) whilst on duty for reasons not connected with the execution of official duties.
- 3.1.6 Insubordination to a senior ranking officer either by word, act or demeanor.
- 3.1.7 The use of obscene, abusive or insulting language.
- 3.1.8 Boisterous or derogatory behavior by any member.

- 3.1.9 Writing, signing or giving any testimonial or recommendation with the object of obtaining employment for any person or of supporting an application for the granting of a license of any kind in his capacity as Traffic Officer, Traffic Warden or Licensing Officer without sanction of the head of the department.
- 3.1.10 The gathering in public of officials in uniform who can be identified as Ulundi Municipality employees (this type of action, however innocent, gives the public the impression of victimization and over allocation of manpower particularly during normal enforcement activity, except when doing roadside checks or selective law enforcement).
- 3.1.11 The performance of acts giving to racial tension.
- 3.1.12 Failure to report the whereabouts of known offenders.
- 3.1.13 Leaving a patrol or point without proper relief or authorization, and being absent without leave.
- 3.1.14 Using the uniform for personal advantage or gain.
- 3.1.15 Abuse of authority.
- 3.1.16 Divulging contents of official documents or books to unauthorized persons without the Head of the Department's permission (e.g. collision reports, statements etc.)
- 3.1.17 Divulging confidential information concerning the Protection Services Department of Ulundi Municipality or any matter discussed in camera.
- 3.1.18 Approaching any court official with a view of having cases withdrawn.
- 3.1.19 Making a false/misleading or incomplete statement or entries in official documents/pocketbooks.
- 3.1.20 Altering or erasing any official document without good cause.
- 3.1.21 Failing to give a proper account on monies/goods received in ones official capacity.
- 3.1.22 Failing to appear as a witness when either notified or subpoenaed.

- 3.1.23 Appearing in court as the accused in a criminal case while in uniform. If an employee requires legal representation the Head of the department must approve it and when an officer has been charged and has appear in court, he is to wear civilian clothes.
- 3.1.24 Failing to come to the aid of a fellow officer in an emergency, if in the course of carrying out his official cuties, when that officer is in need of assistance.
- 3.1.25 Engaging in personal business while on duty, except where permission has been granted.
- 3.1.26 Ranking Officers borrowing, accepting gifts or favors from subordinates without Chief Traffic Officer's permission.
- 3.1.27 Officers acting in an aggressive or tyrannical manner towards another officer.
- 3.1.28 Officers discussing fellow officers or senior ranking officers with other officers.
- 3.1.29 The spreading of rumors by members.
- 3.1.30 Anonymous communication by members.
- 3.1.31 Calling or attending unauthorized meetings during working hours.
- 3.1.32 Failing to inform subordinates of developments and changes affecting them. Particular care must be taken to ensure that those on leave or night shift are informed.
- 3.1.33 Conducting inquiries into the affairs of another without the express consent of the Head of the Department. Internal complaints of a serious nature against fellow members must submit in writing.
- 3.1.34 Receiving of gratuities, presents, testimonials or anything that will cause the public to lose confidence, without permission of the Head of the Department.
- 3.1.35 Failure to comply with any lawful instruction of a Senior-ranking Officer.
- 3.1.36 Failing to submit a report to the Head of the Department disclosing that an Official is acting contrary to the Standing Order Document, the Basic Conditions of Service or taking

part in any irregularity. Such Officer will be deemed to be an accomplice in the act.

3.1.37 The distribution of political literature whilst on duty or in uniform, or displaying any political poster in any office or place on Council-owned property.

3.1.38 Contravening the regulations contained in the Basic Conditions of Service act, Labour Relations Act or any other National Act.

STANDING ORDER NO 7.00

DEPARTMENTAL MOTOR VEHICLE OPERATION

1. PURPOSE

To establish rules for the allocation, operation and care of department vehicles and equipment.

2. POLICY

It is the policy of this department that: -

- 2.1 Its vehicles be operated in a professional manner setting an example to all other drivers in order to emphasize the Department's commitment to Road Safety.
- 2.2 Its drivers be fully trained.

3 THE ORDER

3.1 CERTIFICATION

- 3.1.1 Personnel who operate a department patrol car or motorcycle shall possess the applicable class of driver's license.
- 3.1.2 Personnel who operate vehicles, which are not traffic patrol vehicles, shall possess the applicable class of driver's license.

3.2 RE-ASSIGNMENT TO NON-MOBILE SECTION

- 3.2.1 The Head of the department may, where a Mobile patrol officer is unable to maintain the standard required for the efficient operation of a Mobile patrol section, due to unacceptable performance with regard to:
 - Punctuality
 - Sick record
 - Productivity
 - Quality of work
 - Disciplinary record
 - Failing to properly maintain his vehicle and keep it clean.

Transfer such mobile patrol officer to a non-mobile section without a departmental hearing.

3.3 ALLOCATION OF VEHICLES

3.3.1 The HOD or his representative shall maintain the master list of departmental vehicles and the list of names to whom each vehicle is allocated.

3.3.2 The HOD's representative shall notify the Head of Department of any vehicle that becomes available for allocation.

3.3.3 Vehicles shall only be driven by the member to whom such vehicle is allocated, provided that:

- The Head of Department may exempt certain members from this provision.
- A Superintendent may authorize the use of a vehicle where the driver to whom the vehicle is allocated takes leave or is likely to be off sick or I.O.D for two days or longer, in which case a temporary vehicle transfer form must be completed and forwarded to the Superintendent Administration who will amend his records accordingly, and;
- Each officer shall make an entry in the occurrence book, with specific reference to any damage, defect or missing equipment and countersign it. If any officer cannot be present, his immediate Supervisor will carry out the inspection and make the necessary entry in the occurrence book.

3.3.4 When a member is allocated a vehicle for the first time or his vehicle is replaced he will sign for such vehicle at the office of the HOD.

3.4 USE OF DEPARTMENTAL VEHICLES

3.4.1.1 Personal use of a departmental vehicle is prohibited. Vehicles shall only be used in the execution of official departmental duties.

3.4.1.2 Only authorized personnel may garage departmental vehicles at home. The vehicle must be parked behind locked gates and under cover, or in a safe place approved by the Head of Department.

3.4.1.3 Other members shall garage their vehicles at the Municipal's building when they are off duty.

- 3.4.1.4 Members who are authorized to take their vehicles home are only allowed a reasonable period for traveling time via the shortest and most direct route before their tour of duty in terms of Workmen's Compensation Act.
- 3.4.1.5 In the event of a member having to attend to any official matter after signing off duty he shall contact the radio control and duty officer to book back on duty.
- 3.4.1.6 Vehicles may only be driven outside the Municipal area:
- In hot pursuit of an offender
 - When the officer's patrol does not provide a turn about within our boundary
 - When authorized members are proceeding to/from home before/after tour of duty
 - When authorized by an officer with the rank of Senior Superintendent or higher if the Head of Department is not available
- 3.4.1.7 Departmental vehicles may only be driven by authorized personnel.

3.5 PASSENGERS IN DEPARTMENTAL VEHICLES

- 3.5.1 Non-Departmental Personnel shall not be passengers' in/on vehicles without permission from the Head of Department, except when necessary in direct line of duty.
- 3.5.2 Traffic Service Personnel shall not be passengers' in/on vehicles without permission from the member's direct Supervisor, except when in line of duty.
- 3.5.3 Mounted officers shall not convey pillion passengers, provided that the immediate supervisor may give authorization if it is in the best interest of the Department.

3.6 DRIVING OF DEPARTMENTAL VEHICLES

- 3.6.1 Prior to each tour of duty, the vehicle will be inspected for safety standards.
- 3.6.2 Patrol vehicles shall be driven in accordance with the principals of Road Traffic Act 93 of 1996. The only exception being officers operating under extreme emergency conditions.

3.6.3 Every member of the department shall drive defensively, exercising due care, skill and foresight.

3.7 SPEEDING- TRAFFIC SERVICES OFFICERS

3.7.1 Officers will adjust the patrol speed to comply with the prescribed speed limit. The pacing of a vehicle, which exceeds the speed limit, will normally induce driver to reduce his speed.

3.7.2 Officers shall not exceed the speed limit except in case of emergency or in pursuit of an offender.

3.7.3 Officers who exceed the speed limit in the Ulundi Municipality area will be dealt with as follows

- Up to 15 km/h above speed limit – no action
- 15 to 30 km/h above speed limit – first two offences written warnings: if more than two written warning have been issued within one year – disciplinary hearing: and:
- 31 km/h and higher above speed limit – disciplinary hearing.

Items will only apply if no acceptable explanation is tendered.

3.7.4 Officers who exceed the speed limit outside the Ulundi Municipality area are solely responsible for any fines incurred by them

3.8 ECONOMISATION OF FUEL CONSUMPTION

3.8.1 Every effort must be made to rationalize departmental activities with a view to eliminating unnecessary trips to drive as economical as possible.

3.9 PARKING OF DEPARTMENTAL VEHICLES

3.9.1.1 All vehicle radios shall be switched off when there is no one in attendance.

3.9.1.2 Keys shall be removed from vehicle when unattended.

3.9.1.3 Vehicle shall be locked when there is no one in attendance.

3.9.1.4 Under normal duties the Departmental vehicles shall be parked in accordance with the Road Traffic Act 93 of 1996.

3.10 EQUIPMENT/ACCESSORIES

3.10.1 Only the equipment and accessories that are prescribed or installed by the department shall be placed in or on vehicles. Equipment that is not departmental property shall not be affixed to or carried in/on departmental vehicles without the approval of the Head of Department.

3.10.2 No member will make, or cause to be made, any key for a departmental vehicle without authorization from the Chief Traffic Officer.

3.11 MAINTENANCE/REPAIR OF DEPARTMENTAL VEHICLES

The purchase and maintenance of motor vehicles and equipment is a major expenditure. In order to receive maximum benefit from these vehicles, the following rules shall be observed; -

3.11.1 Members will be personally responsible for the condition of the vehicle allocated to him and any equipment carried therein or thereon.

3.11.2 Maintenance/repairs shall be carried out through the HOD or his representative.

3.11.3 No officer may repair, or attempt to repair, any defect or damage found on such vehicle excluding the replacement of any globe, fuse or spare tyre.

3.11.4 Weekly vehicle inspection

3.11.4.1 Inspection of Departmental vehicles shall be done according to the K 53 pre-trip inspection list (interior and exterior).

3.11.5 The vehicle equipment log sheet shall be used to ensure all equipment is still within the vehicle.

3.12 DEPARTMENTAL VEHICLES DEFECTIVE IN THE FIELD

3.12.1 If during a tour of duty a vehicle becomes so defective that it cannot be driven to the Traffic Services office the supervisor shall be notified, who will in turn request the Superintendent Law Enforcement to arrange that the

vehicle be collected. The driver shall remain with the vehicle until such recovery has been completed.

- 3.12.2 The Superintendent Administration shall make the necessary arrangements for the vehicle to be fixed.
- 3.12.3 No supervisor or Ranking officer shall direct any employee of this department to operate any vehicle that is in an unsafe condition.
- 3.12.4 No member shall drive any vehicle that is in an unsafe condition.

3.13 DEPARTMENTAL VEHICLE DAMAGE/COLLISIONS

- 3.13.1 In the event of a departmental vehicle being involved in a collision/incident and sustaining damage the driver thereof in addition to his legal and other Departmental responsibilities shall, within 24 hours, submit the necessary claim forms to the Superintendent Administration. In the event of any injuries sustained procedure 5 "Workmen's Compensation Act Administration" must be adhered to.
- 3.13.2 If the member is injured and is unable to comply it shall be the duty of his first-line supervisor (at the time of collision) to see that the necessary forms are completed and handed in timeously.

3.14 LOSS OF COUNCIL VEHICLE DUE TO NEGLIGENCE

- 3.14.1 Vehicle keys and anti-theft deactivating devices must not be left in unattended vehicles under any circumstances.
- 3.14.2 Vehicle doors must be locked where unattended, or parked overnight.

STANDING ORDER NO. 8.00

FIREARMS POLICY AND PROCEDURE: - ISSUE, USE, SAFEKEEPING AND CONTROL.

1. **PURPOSE**

This standing order establishes procedures to provide for the effective control over the use of firearms, batons and patrol dogs by this department to ensure that such use will be lawful, moral, and necessary and a last resort under the conditions prevailing.

2. **POLICY**

This department recognizes and respects the value and special integrity of each human life. Therefore, it is the policy of this department that traffic officer and traffic wardens shall use only the minimum force necessary to neutralize an unlawful assault or that, which is reasonably necessary to overcome resistance by a person being lawfully arrested.

3. **THE ORDER**

This order is in four parts namely:

- Firearms
- Batons
- General

4. **FIREARMS**

4.1 ISSUE OF FIREARMS AND AMMUNITION

4.1.1 Firearms and ammunition are issued temporarily to officers for:

- 4.1.1.1 Self defense and defense of other persons against an unlawful assault.
- 4.1.1.2 The protection of Council property against an unlawful attack.
- 4.1.1.3 Use within the provisions of the Criminal Procedure Act (Act 51 of 1977).
- 4.1.1.4 To destroy as a humanitarian measure an animal found at large on a public street, which is severely injured or dying and apparently abandoned. Act must be within Animal Protection Act.

- 4.1.2 Firearms shall only be issued to officers who successfully completed the prescribed firearm course. Applications shall be submitted to the Armory Officer.
- 4.1.3 The Armory Officer will, once a letter of competency has been issued, issue the firearm and permit to possess the firearm.
- 4.1.4 The officer shall carry the permit on his person when the firearm is in his possession.

4.2 CERTIFICATION

- 4.2.1 The holder of a council issued firearm shall attend practice-shooting sessions every six months. The holder of a firearm must qualify for certification every twelve months. The certification will be carried out by means of:
 - 4.2.1.1 A firearms safety test
 - 4.2.1.2 A test on the legal aspects
 - 4.2.1.3 A practical shooting test
 - 4.2.1.4 The provisions of the Admin. Policy document in respect of firearms.
- 4.2.2 The Admin Section will ensure that a proficiency record is kept of officers who qualify in the use of department issued firearms, containing the passing scores and other requirements: including a record of the number of firearms practices attended and the scores attained.
- 4.2.3 When an officer does not qualify for re-certification he will be placed in another section pending re-training.

4.3 PRIVATE FIREARMS

- 4.3.1 No private firearms shall be used whilst on duty.

4.4 SAFE KEEPING OF FIREARMS

- 4.4.1 The borrowing, lending, modification of or exchange of firearms or ammunition is prohibited.

- 4.4.2 The theft or loss of any firearm shall immediately be reported to the S A P S who will open a docket to get a case number and this information must be given to the Head of the Department.
- 4.4.3 When going off duty, the firearm must be stored in the weapons safe at the office or, when given permission by the Head of Department, at the officer's residents in a safe out of reach of children. As an added precaution, the magazine should be removed and stored in a separate place. The officer stating that he is in possession of the prescribed safe and such safe is attached to a wall/in the floor so that it could not be easily removed must sign a sworn affidavit.
- 4.4.4 The firearm may be carried on the person after hours if it is safe to do so provided that all reasonable precautions are taken to prevent the loss of the firearm. The firearm must be carried in a holster and be concealed and may only be used in self-defense or in defense of another person in accordance with the provisions of section 4.7.2. If used for any other purpose, the officer is acting in his private capacity.
- 4.4.5 The Armory is out of bounds to all persons irrespective of rank; authorized visitors must be accompanied by the Superintendent Law Enforcement.
- 4.4.6 When proceeding on leave or sick leave exceeding three working days, the firearm must be handed to the Superintendent Law Enforcement during office hours or to that person's relevant supervisor after hours, which shall hand the arm in at the Superintendent Law Enforcement.
- 4.4.7 The immediate supervisor will be responsible for the collection of a firearm belonging to a member who has absconded, been injured on duty or is on sick leave for more than three working days and is unable to hand in his firearm. The firearm shall be handed in to the Superintendent Law Enforcement on the next working day.

4.5 CARRYING OF FIREARMS

- 4.5.1 Firearms shall be carried in the holster situated on the strong hand side of the body with equipment pouches on the weak hand side of the body.
- 4.5.2 Officers in uniform, immaterial of the uniform, shall carry the firearm in the issued holster so that it is visible, except when wearing a rain or winter coat.

- 4.5.3 Only ammunition approved and issued by this Department may be used or carried in a departmental firearm.
- 4.5.4 The carrying of the maximum rounds of ammunition in the magazine as specified by the manufacturer is permitted. Continuous spring stress will be countered by regular maintenance.
- 4.5.5 Firearms may be carried loaded in the normal course of events due to the risk factor. Except at the discretion of the officer in an emergency situation.
- 4.5.6 A firearm may not be handed to another person without carrying out a complete unload and without keeping the action open.

4.6 INSPECTION OF FIREARMS

- 4.6.1 Firearms must be kept clean, oiled and serviceable, including the ordinary care required to preserve its condition and appearance.
- 4.6.2 Always personally make sure that the firearm is unloaded before cleaning it and that the muzzle is at all times pointed in a safe direction.
- 4.6.3 Supervisors must carry out firearms inspections at least once a month to ensure that the firearm is clean, oiled, and serviceable and that the provisions relating to the carrying of ammunition are complied with. Care must be taken to ensure that the inspection terrain is safe and that a single file has been formed. Any irregularities must be reported to the Superintendent Law Enforcement.

4.7 USE OF FIREARM

Officers shall exhaust every reasonable means of defense or apprehension before resorting to a firearm. Officers may be justified in using a firearm under the following circumstances:

- 4.7.1 To protect the Council's property as a **last resort** against an unlawful threat or attack. A person who is attacked is on his own premises is not obliged to retreat, to do so would be the abandonment of property which he is permitted to defend, provided the attack is unlawful. Unauthorized presence on property (trespass) is not, by it self, reason to use a firearm.

4.7.2 In self-defense or in the defense of others as a **last resort** where the assault is unlawful and likely to result in death or grave bodily harm and when there is no alternative method of defense, provided the defense used was not excessive in relation to the danger.

4.7.3 Where the person concerned is to be arrested for an offence referred to in section 49(2) of the Criminal Procedure Act (Act 51 of 1977) with regard to schedule 1 offences, or is to be arrested on the grounds that he is reasonably suspected of having committed such an offence, and the person authorized to arrest him cannot arrest or prevent him from fleeing by other means, provided that:

4.7.3.1 Shots shall not be fired on mere suspicion that person pursued committed the offence. The offence should either be witnessed or there must be strong probable cause to believe the suspect committed the offence.

4.7.3.2 The force used may not be excessive, other than that which is reasonably necessary to overcome resistance or flight. The mere fact that the offender flees does not justify any person in shooting him. One should resort to a firearm only if one can use no other means whatsoever to capture.

4.7.3.3 **The degree of force must be weight against the gravity of the offence.**

4.7.4 Warning shots

The courts require the fire of warning shots where possible:

- Warning shots shall be fired where the use of lethal force is unlawful.
- Warning shots shall not be fired when there is a possibility of injury or death to innocent bystanders or property damage.
- Warning shots shall not be fired into the air or at a building or surface that may cause the bullet to ricochet.
- The officer must issue a verbal warning (such as "STOP") before discharging a warning shot.

- Warning shots are limited to one discharge per incident.

4.7.5 Any incident, which results in the discharging of a firearm, shall be reported to the immediate supervisor who will follow the prescribed procedure. Superintendent on standby will inform control room and Head of Department.

4.8 PROHIBITIONS

The following practices are specifically prohibited:

- 4.8.1 Exhibiting, branding, handling or playing with a firearm. The firearm shall remain holstered or in a secure position at all times except for:
 - 4.8.1.1 Use within the scope of authority.
 - 4.8.1.2 Authorized inspections.
 - 4.8.1.3 Use at a departmental authorized shooting range.
- 4.8.2 Handling a firearm after the consumption of intoxicating liquor or a narcotic drug.
- 4.8.3 Fire shots to wound when the use of lethal force is not legally justified. The lethal nature of a firearm is well-known and firing only takes place when the possibility of killing is accepted and be legally justified.
- 4.8.4 Fire shots or warning shots when the person is only suspected of a minor offence- use of lethal force not legally justified.
- 4.8.5 Point a firearm at a person or in a direction where accidental discharge may cause damage, injury or death.
- 4.8.6 Threaten to use a firearm against a person in any dispute whatsoever.
- 4.8.7 Fire shots when there are or likely to be innocent persons in the line of fire. Accounts must be taken of the location, vehicular and pedestrian traffic and hazard to innocent persons including property damage. Be aware of where the bullet will go and where it will stop (consider range, penetration and deflection). The officer shall establish

whether he can fire shots without placing the lives of innocent persons in jeopardy.

4.8.8 Fire shots at or from a moving vehicle in order to disable the vehicle except as an ultimate measure of self-defense or defense of another. The damage to innocent persons from ricocheting bullets or out of control motor vehicles argues against firing at moving vehicles in most cases.

4.8.9 Fire shots before the target have been positively identified.

4.8.10 Allow use of department firearm by non-department person in an illegal manner.

4.8.11 The Council will not accept liability for any legal or civil action arising from the unlawful use of firearms.

4.9 IMPOUNDING OF FIREARMS

4.9.1 If it should come to the notice of any supervisor or other member of the department that an officer threatened to use his firearm to:

- Commit suicide
- Shoot relatives or persons or point a firearm in their direction, or
- That the emotional instability of the officer is evident,

He shall immediately inform the officer's supervisor who will in turn without delay impound the officer's firearm and henceforth deliver it to the Superintendent Law Enforcement in the prescribed manner.

4.9.2 The firearm will remain impounded until the officer is declared fit to possess a firearm by the Head of Department.

4.10 FIREARM PRACTICE

4.10.1 Officers who fail to report for firearm practice as scheduled and have not been excused will be subjected to disciplinary measures.

4.11 RANGE PROCEDURE, DISCIPLINE AND SAFETY

4.11.1 The range officer is responsible for the range safety and the maintenance of discipline; his decision shall be binding on every person within the confines of the

range and has the authority to remove any person considered to be unsafe.

- 4.11.2 Loaded firearms may not be brought on to the range, excluding the officer for security reasons.
- 4.11.3 Firearms must be holstered or cased with the action open and the magazine removed in the classroom or the range.
- 4.11.4 Only persons shooting will be allowed on the firing point, all others will remain outside the firing line at a distance determined by the officer.
- 4.11.5 Firearms may not be handled or unpacked when there are people in the target area or before the range officer gives permission.
- 4.11.6 Firearms may only be loaded at the firing point or on instruction from the range officer.
- 4.11.7 Every firearm shall at all times be pointed towards the target area.
- 4.11.8 Never handle another competitor's firearm.
- 4.11.9 Never turn around at the firing point while you hold a loaded firearm in your hand because by doing so, you may point the weapon at the person beside you.
- 4.11.10 When moving from one firing point to another, always carry the firearm with the action open and the magazine removed.
- 4.11.11 In event of a malfunction while firing keeps the firearm pointing in the direction of the target, raise free arm to summon the range officer and wait until he is in a position to supervise the correction of the fault.
- 4.11.12 On completion of the event, magazines must be removed and the action left open for inspection by the range officer.
- 4.11.13 No person may move forward off the firing line before the range has been declared safe and permission to do so is given by the range officer.
- 4.11.14 If it is necessary to reload a firearm when departing from firing line or shooting range it must be reloaded

under the supervision of the range officer and declared safe by him.

- 4.11.15 The use of department-issued firearms at a private range in a personal capacity is prohibited, unless approved by the Head of the Department.
- 4.11.16 No private person will be permitted on the range during an official shoot without prior consent of the range officer.
- 4.11.17 The range officer shall not accept the responsibility for the training members on the range. The range officer may do evaluation, but training shall fall under the responsibility of an instructor.
- 4.11.18 The range officer shall be responsible for the safe condition of the range.
- 4.11.19 Firing line instructions will be given by the range officer and by him only. He may delegate to an assistant range officer.
- 4.11.20 The range officer will be responsible for seeing that the range is safe before allowing any person to load or approach the target area.

4.12 RANGE OFFICER'S RESPONSIBILITIES

- 4.12.1 The range officer shall be responsible for the safe condition of the range.
- 4.12.2 Firing line instructions will be given by the range officer and by him only. He may delegate duties to assistant range officers.
- 4.12.3 The range officer will be responsible for seeing that the range is safe before allowing any person to load or approach the target area.

5 **BATONS**

5.1 ISSUE OF BATONS

- 5.1.1 Batons are issued to traffic officers , wardens and Security officers for:
 - 5.1.1.1 Self-defense or the defense of other persons against an unlawful assault.

5.1.1.2 The protection of Council property against an unlawful attack.

5.1.1.3 Use within the provisions of the Criminal Procedure Act.

5.1.2 Batons shall only be issued to officers and wardens who successfully complete the prescribed training course and qualify in the legal and proficient use thereof.

5.1.3 The Administration department store will issue a baton after completion of training.

5.1.4 Officers and wardens who have been issued with a baton will carry the same while on duty in the carrier ring issued.

5.2 SAFEKEEPING OF BATON

Officers/wardens issued with baton will be responsible for its safekeeping and will report the loss or theft of same on a general report form. The report shall be forwarded to the Superintendent Administration, and in the case of theft must be reported to the S.A.P.S and Superintendent Law Enforcement and the report must contain the Case number.

5.3 USE OF THE BATON

The baton is an intermediary weapon that falls between use of the hands and the service firearm. It must be borne in mind that if the baton is not used with the necessary restraint it is a lethal weapon with all the consequences.

5.3.1 A officer or warden exercising the power of arrest as conferred on him by Government Notice R1860 dated in September, 1988, may be justified in using a baton under the following circumstances:

5.3.1.1 In terms of Sect. 49(1) of the Criminal Procedure Act if authorized to arrest or to assist in arresting another, and such person:

- Resist the attempt and cannot be arrested without the use of force, or
- Flees when it is clear that an attempt to arrest him is being made,

May use such force as may in the circumstances be reasonably necessary to overcome resistance or to prevent the person from fleeing, provided that lethal force is not used to affect the arrest. The Criminal Procedure Act made it clear that the use of lethal force is confined to certain arrests.

5.3.2 Security Officers shall adhere to the same guidelines and shall only consider the use of a baton as a last resort.

5.4 PROHIBITIONS

It is recognized that accuracy in directing a blow or thrust is not possible in every situation but when possible blows to the head must be avoided in favor of other parts of the body. This does not mean however that the officer should expose himself to an unreasonable risk of harm merely to avoid head blows.

THE FOLLOWING PRACTICES ARE SPECIFICALLY PROHIBITED:

5.4.1 The use of baton when the use of force is not legally or morally justified.

5.4.2 Threaten to use a baton against a person in any dispute whatsoever.

5.4.3 Twirl, swing or toy with the baton in public view as these actions make the officer appear to be aggressive.

5.4.4 The baton issued will not be altered in anyway such as leading, shortening, drilling holes or any alteration that changes its original design or condition.

STANDING ORDER NO. 9.00

COUNCIL PROPERTY, LOSS OR THEFT OF.

1 PURPOSE

This standing order establishes procedure to provide for accountability of Council property issued to individual employees, which is damaged, lost or stolen. To provide a reporting procedure for damage to Council property by whatever means.

2 POLICY

All personnel are responsible and accountable for proper care and safekeeping of all property and equipment entrusted to their use and care.

3 THE ORDER

Department- issued property

3.1 Includes, but is not limited to the following:

3.1.1 Vehicles and accessories

3.1.2 Firearms

3.1.3 Video equipment/cameras

3.1.4 Radio

3.1.5 Pager

3.1.6 Alco meter

3.1.7 Uniform-accessories

3.1.8 Tools

3.1.9 Manuals/books

3.1.10 First aid kits

3.1.11 Appointment certificates, driving and firearm permits

3.2 Theft or loss of

3.2.1 Where Department-owned equipment or any sum of money is stolen or lost the employee concerned shall immediately report the theft or loss to the S.A.P.S and his direct Supervisor. In the case of a stolen or lost firearm or vehicle the Chief Traffic Officer must also be notified immediately.

3.2.2 The employee shall complete an insurance claim form and submit a written report with regard to such theft or loss to the Head of Department within 24 hours of such occurrence-taking place. If it occurs over the weekend or on a public holiday the report must be submitted on the first working day following such weekend or public holiday. The insurance claim form must be attached to the report.

3.3 DAMAGE TO PROPERTY

3.3.1 Where any employee damages or become aware of damage to department-owned property he shall within 24 hours submit a written report to the Head of Department. Damaged road traffic signs need only be reported to the Technical Department.

3.4 INSPECTION

3.4.1 Employees shall not use Department-owned equipment or supplies for their personal use.

3.4.2 Department-owned equipment must be available for inspection by any Supervisor at all reasonable times.

3.5 MALFUNCTIONS

3.5.1 Unless approved, the altering or exchange of any Department-owned equipment or parts thereof, from the way issued is prohibited.

3.5.2 Malfunctions discovered during the use of any equipment shall be promptly reported and the use of equipment shall cease immediately where there is reasonable cause to believe that further use may damage the equipment itself.

3.6 RE-ISSUE OF STOLEN, LOST OR DAMAGED PROPERTY

- 3.6.1.1 Where Department-owned equipment is stolen, lost or damaged through negligence, the employee concerned, if he is in agreement, shall sign the prescribed surcharge form for the repair/replacement cost of the item or submit a report stating the reasons why he should not be held liable.
- 3.6.2 Stolen or lost appointment certificates, driving and firearm permits will only be re-issued after the employee concerned has signed an affidavit.
- 3.6.3 The officer responsible for re-issuing equipment, where such items are in stock and upon receiving the surcharge agreement form or report shall immediately re-issue the item. The surcharge agreement form shall be forwarded to the Human Resources Department for implementation or the report to the Head of Department, whichever is applicable.

STANDING ORDER NO. 10.00

NEWS MEDIA RELATIONS

1 PURPOSE

To establish a standing order which will ensure co-operation between the news media and the Department and to prohibit unauthorized communication.

2 POLICY

The Head of department recognizes the right of the public to enquire into its affairs and be kept informed of developments, but it takes exception to reports that are so uninformed or distorted as to cause loss of public support. The media will be provided with information for objective reporting through the correct channels.

3 THE ORDER

3.1 The following terms are important:

3.1.1 Only the Head of Department may make factual (not policy) statements concerning his department, or

3.1.2 A person specifically authorized by the Head of Department may make a press statement.

3.1.3 Persons acting on behalf of the Head of Department in his absence may only make press statements if authorized thereto.

3.1.4 In the event of an acting person not being authorized to make press statements it will become the responsibility of the HOD, or a person delegated by him.

3.1.5 No member shall in an official capacity solicit the aid of the news media for personal gain. A press statement in this context includes any communication with television, radio or any other communication intended for public information.

3.1.6 All public relations functions will be managed by the Head of Department or his authorized appointment.

3.1.7 Irrespective of the freedom of speech the Head of Department will do all communication to the functions/functioning of the Department Protection Service.

STANDING ORDER NO 11.00

NOTIFICATION OF CHANGE OF ADDRESS AND PERSONAL PARTICULARS

1. **PURPOSE**

To establish a standing order in accordance with the Councils Conditions of Service.

2. **POLICY**

It is the policy of this Department that up to date records be kept on all employees and their names, addresses and telephone numbers be accessible at all times.

3. **THE ORDER**

- 3.1 Upon joining the service each new employee shall complete the prescribed form in detail.
- 3.2 In the event of any change of particulars, which would render the previous form incorrect, an employee shall complete a new form in detail, within 24 hours.
- 3.3 The form shall be routed as indicated thereon and shall be filed on the employee's personal file.
- 3.4 The information contained on the form shall be regarded as confidential and shall not be divulged to any person outside the employment of the Ulundi Municipality.

STANDING ORDER NO.12.00

PERSONNEL ASSESMENT (MERIT APPRAISAL)

1. **PURPOSE**

To establish a standing order for merit appraisals.

2. **POLICY**

It is the policy of this Department that all staff up to and including the rank of Superintendent should be appraised according to their performance through the year and merit appraisal shall only take place on these grounds in order to improve the standard of work performance.

3. **THE ORDER**

- 3.1 All personnel appraisal shall be done on the prescribed form. The prescribed guidelines shall be used.
- 3.2 The sick record shall be referred to and a copy of the record attached to the assessment.
- 3.3 The immediate supervisor at each level up to Superintendent will carry out the assessment.

STANDING ORDER NO. 13.00

SEXUAL HARASSMENT

1. **PURPOSE**

To establish reporting procedures for instances of sexual harassment.

2. **POLICY**

This department desires to create a positive and productive work environment.

It is the policy of this department that no employee, applicant for employment or member of the public shall be subjected to any form of sexual harassment.

3. **THE ORDER**

3.1 Sexual harassment is defined as “any repeated and or unwanted sexual attention that a recipient finds objectionable or offensive”

Sexual harassment can be verbal, non-verbal or physical and includes but is not limited to the following:

3.1.1 Unwanted sexual comments, innuendoes, jokes or suggestions.

3.1.2 Unwanted and unnecessary touching, brushing against, patting or pinching.

3.1.3 Suggesting, requesting or demanding sexual favors of any nature as a condition of employment, continued employment or privileges.

3.1.4 Displaying pictures or objects depicting nude, scantily clad or sexual activity in work areas.

3.2 No employee shall be subjected to unsolicited and unwelcome sexual overtures, conduct or any form of sexual harassment.

3.3 **REPORTING SEXUAL HARASSMENT:**

The procedure for employees who feel they have been harassed is as follows:

3.3.1 Report incident to immediate supervisor, either orally or in writing.

- 3.3.2 If the problem rest with the immediate supervisor, report incident to supervisor's immediate supervisor
- 3.3.3 If the employee is unable or reluctant to report the incident to supervisory level, it must be reported to the Head of Department.

THE SUPERVISOR, TO WHOM THE INCIDENT IS REPORTED, SHALL:

- 3.3.4 Keep the matter confidential, but deal with it immediately and take steps to limit the employees involved from any further work-related contact.
- 3.3.5 If he feels that he is unable to handle the problem seek assistance from a higher-level supervisor.
- 3.3.6 Gather the facts from the complainant in a non-judgmental way and submit a report to the head of the branch that will, if the situation warrants it, initiate immediate disciplinary action.

STANDING ORDER NO. 14.00

FUNCTIONS AND PARTIES

1. PURPOSE

To establish a standing order for controlling the attendance and organizing of functions and parties or any other similar events.

2. POLICY

- That the organizing of functions and parties within the Protection Services Department be kept to a minimum so as to ensure that they are properly controlled and not be the cause of justified public criticism.
- Members who have been invited to attend any function or party in their official capacity do so as a representative of this Department and are therefore obliged to obtain approval.
- Functions include Breakfast, lunch and dinner.

3. THE ORDER

- 3.1 No member of this department shall arrange or hold a function or party within any premises controlled by the Traffic Department or at any other venue during working hours without the approval of the Head of Department.
- 3.2 No member of this department shall attend a function or party in their official capacity or during working hours, without the approval from the Head of Department.
- 3.3 The Supervisors concerned must keep the Head of Department informed with regard to such functions and parties.

STANDING ORDER NO. 15.00

COLLECTION LISTS FOR PRESENTATIONS OR OTHER PURPOSES

1 PURPOSE

To establish rules for the circulation of collection lists for money or any other items.

2. POLICY

Approval will only be granted on merit.

3, THE ORDER

3.1 No person shall tender or circulate a collection list whatsoever within this department without the approval of the Head of Department. A collection list includes any raffle.

3.1.1 The person who wishes to initiate the collection must submit a report to the relevant Supervisor.

3.1.2 The Supervisor will approach the Head of Department for approval.

3.1.3 If approved, the list containing particulars relating to the beneficiary and the purpose for the collection may be circulated and the money or items collected.

3.1.4 The person authorized to take up the collection will when the collection is for any charity ensure that the final sum of money or items collected be published in the newsletter for the information of the contributors.

STANDING ORDER NO. 16.00

GENERAL DUTIES ETC. NOT ADDRESSED IN PREVIOUS ORDERS

1. **PURPOSE**

To address issues not covered in previous orders.

2. **POLICY**

In order to streamline duties and functions this department needs to address certain general issues.

3. **THE ORDER**

3.1 Hours of work.

3.1.1 Each officer shall ensure the he knows and understand the time and shift that he shall report for duty and report 15 minutes prior to duty.

3.1.2 Officers shall not report late for duty.

3.2 Standby Duties:

3.2.1 The officer on standby is obligated to stay at his residential address at all time during his standby duty. In extraordinary circumstances the staff member can get permission to leave his residence from a the senior officer on standby providing that the following information is recorded in the occurrence book:

3.2.1.1 Name of the person you are visiting.

3.2.1.2 Address.

3.2.1.3 Contact number

3.2.2 The person on standby will make sure that he is available at all times.

3.2.3 Officers on standby shall not consume any alcohol or narcotic agents whilst on standby.

- 3.3 Inspections:
 - 3.3.1 Inspection parades will be done on each shift at the beginning and end of the shift by the Assistant Superintendent. If the Assistant Superintendent is not available the most senior member on the shift will conduct the inspection.
 - 3.3.2 The inspection parade will pertain to neatness, equipment, documents, duties etc.
- 3.4 Point duties
 - 3.4.1 Each officer shall report to his assigned point duty at least 10 minutes prior to stand off time.
 - 3.4.2 Point duty shall be conducted in an orderly and professional manner.
 - 3.4.3 Officers shall wear the departmental reflective vest, white gloves and cap whilst conducting point duty.
- 3.5 Section 56(10 & 341) documents.
 - 3.5.1 All written notices shall be properly, neatly and lawfully completed in black ink and shall be in legible handwriting.
 - 3.5.2 Before the issuance of such notice, the officer shall ensure that the notice is fully completed, signed and checked.
 - 3.5.3 The contents of such notice, admission of guilt fines and the consequences therefore shall be explained to the receiver of such notice, as prescribed in the criminal procedure act, act 51 of 1977.
 - 3.5.4 When ever any deletion, addition or change is brought upon any written notice, such notice shall be cancelled in the approved manner and the following notice shall be completed in compliance with the above.
 - 3.5.5 All notices shall be issued in strict numerical order.
 - 3.5.6 Section 56(1) and 341 notices shall be issued in strict compliance with the criminal procedure act, 51 of 1977.

- 3.5.7 The loss or damage of any notice book shall immediately be reported in writing to the controlling supervisor.
- 3.5.8 Section 56(1) notices may not be issued to a person under the age of 18 years, but the guardian or parent should be contacted and be issued under their name.
- 3.5.9 Each officer shall ensure that the home address and business address and all contact numbers of the accused be completed on the section 56(1) document.
- 3.5.10 **When the accused is not a South African citizen (tourist, immigrant, etc.) the following will apply:**
 - 3.5.10.1 **Both section 56 and 341 should be paid immediately at the municipality, in front of the officer who issued the ticket, with the accused and if the accused can not pay the amount a docket must be opened at the SAPS and the accused arrested.**
- 3.5.11 Section 56/341 notices issued must be submitted on the same day to the Assistant Superintendent.

3.6 Court duties:

- 3.6.1 No officers shall spent unnecessary time in court buildings.
- 3.6.2 In the event of an officer being subpoenaed to appear in court, he shall ensure that he reports promptly at the specified court at 08:45 on the specified day and complete the court attendance register from the time of arrival and the time of departure.

STANDING ORDER NO. 17.00

RADIO'S, RADIO PROCEDURES AND MEDIUM OF INSTRUCTION

1. PURPOSE

To address issues regarding the use of two way radio's to ensure effective communication.

2. POLICY

The use of two way radios is vital in the law enforcement environment. Officers need to use these radios effectively to ensure their safety, etc...

3 ORDER

- 3.1 Each officer shall ensure that the radio allocated to him is in a clean and proper working order.
- 3.2 Any damage or defect shall immediately be reported to his supervisor in writing.
- 3.3 Each officer shall ensure that he operates the radio with care and that any subsequent loss or damage to the radio, whilst in the officers possession or charge, whether accidental or nor, shall immediately be reported to his supervisor and followed up with a written report.
- 3.4 An officer shall ensure that the radio's battery is sufficiently charged before reporting on duty.
- 3.5 Each officer must ensure that he has a thorough knowledge and understanding of all the relevant prescribed radio procedures, codes and call signs.
- 3.6 An officer shall only operate his radio in the execution of his duties.
- 3.7 Notwithstanding any radio procedure, an officer shall not crowd the air or relay any private message over the radio.
- 3.8 No officer shall play; make sarcastic and/or racist remarks, gossip or use offensive language or any other unauthorized practice over the radio.
- 3.9 No officer shall interrupt a radio message except in an emergency. Before such interruption may take place, the words" break, break" shall be used.

- 3.10 No officer shall allow any private or unauthorized person to handle or broadcast any word or message on the radio, except in the case of extreme emergency where the officer can not speak for himself.
- 3.11 Radio codes and procedures shall at all times be strictly adhered to.
- 3.12 An officer when transmitting a message to another officer shall refer to that officer by his prescribed call sign and not by name.
- 3.13 **English is the medium of communication on official radios. Any other language may only be used to assist the original message in extreme emergencies.**
- 3.14 No officer whilst on duty will neglect to answer when called on the radio. If an officer is "off air" he will inform his supervisor or control room of his status. As soon as he becomes "on air" the same procedure will be followed.

STANDING ORDER NO. 18.00

ADMISSION OF GUILT FINES

1. PURPOSE

To address issues regarding the handling of money emanating from admission of guilt fines

2. POLICY

To eliminate the chances of officers being tempted to be corrupt rules must be implemented regarding handling of money.

3 ORDER

3.1 No officer shall be allowed to enter the receiving office where money is collected or the data capturing/possessing section without authorization.

3.2 No officer shall be allowed to enter any safe where face value documents, firearms or any other documents are kept without authorization.

3.3 **No officer shall accept any money from an offender to pay his admission of guilt fine. The officer shall escort such the accused to the Municipality in order for the accused to pay his own fine.**

SIGNED ON BEHALF OF:

ULUNDI MUNICIPALITY: MUNICIPALMANAGER

_____	_____	_____
NAME/ DESIGNATION	SIGNATURE	DATE

ULUNDI MUNICIPALITY: MAYOR

_____	_____	_____
NAME/ DESIGNATION	SIGNATURE	DATE