

# KWAZULU NATAL COMMUNITY POLICING SEMINAR

29<sup>TH</sup> AUGUST 2014

*“RECLAIMING OUR SPACE THROUGH COMMUNITY POLICING”*



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# Overview and Background

- √ **SAPS National Instruction 03/2009**: Community Patrolling as a concept focuses on mobilizing of communities and assisting coordination of the implementation of Sector Policing as per the SAPS National Instruction 3/2009.
- √ **SONA 11 February 2012** : The above is a clear commitment towards President Jacob Zuma's State of the Nation Address (11 February 2012), "together we can do more to fight crime in South Africa".
- √ **NEED**: Coordinate between SAPS Social Crime Prevention initiatives, SAPS Partnership Policing, Sector Policing, Community Policing, Municipal Ward Structures and Community Safety Forums/Fora through activities that include patrolling around strategic areas to be prioritized as crime hotspots.
  - Market and communicate issues of community safety and maximally coordinate through information sharing on general safety tips including road safety about routes which may affect their daily life routine.
  - Coordinate resources towards a common purpose.
- √ **INTENT** : The Community Safety Patrollers programme is intended to observe basic principles of the National Expanded Public Works Programme (EPWP) that involve among others ensuring skills training and temporary job creation

# LEGISLATIVE FRAME WORK

The following are frameworks that guide the application of the policy:

√ **The Constitution of the Republic of South Africa, Act 108 of 1996, Chapter 11 section 206**

A Legislative Framework that supersedes all legislations and policies with principles, values and imperatives that form the basis of legislation that have a bearing on the provision of safety and security.

√ **The South African Police Service (SAPS) Act (Act 68 / 1995) and its amendments**

An act that directs legal and operational requirements of the police.

√ **The Civilian Secretariat for Police Service Act No 2 of 2011**

A legal framework that guides the establishment of the monitoring of the SAPS and advisory arm of the Ministry of Police based at National and Province levels

# FRAMEWORK CONT..... LEGISLATIVE

## √ **The National Crime Prevention Strategy (NCPS) 1996**

Based on four pillars (Criminal Justice Process; Reducing crime through environmental design; Public values and education and Trans-National crime).

## √ **The White Paper on Safety & Security 1998**

Strategic priorities to deal with crime; Role & responsibilities of various role-players in the safety & security sphere; the role of the Department of Police within the constitutional framework.

## √ **Expanded Public Works Framework**

A guiding document that gives direction to operations of the EPWP programme regarding implementation.

√ **Code of Conduct** : A set of rules describing expected behaviour or proper practices by a person.

# PURPOSE AND SCOPE

√ **PURPOSE** :To enable the Department to implement a Community Safety Patrollers Programme through utilization of a set of guidelines as a point of reference.

√ **OBJECTIVE**: The Community Safety Patrollers policy framework seeks to promote efforts of citizen groups, Local Municipalities, the SAPS and the Department as far as safety of communities is concerned. It is therefore intended to assist the Criminal Justice System including Local Government to decrease crime so as to attract more visitors/ tourists to the Province make sure that communities are safer. The focus will in the main be those parts or sectors within the SAPS policing precincts within Municipal boundaries identified as experiencing the most prevalent crimes.

√ **SCOPE**: This policy covers the following aspects in the Department's effort to mobilize communities against crime:

1. Guide regarding what is expected of a Community Safety Patroller recruited directly by the Department or through a recognized institution/organization (e.g. Local/District Municipality or the SAPS).
2. Outline a working relationship among Community Safety Patrollers and those organizations through which voluntary services/s are being rendered.
3. Guide on resources and other material support provided to Community Safety Patrollers including the injury and or death policy cover

# GUIDING PRINCIPLES

- √ Participation in a patrol group as a member is **voluntary**.
- √ Voluntary work including community safety patrolling is **not remunerative**.
- √ Volunteering is always a matter of choice and participation is not to be imposed.
- √ Volunteering as a Community Safety Patroller within a patrol group that accounts to the local Municipality is one legitimate way in which a community member can actively participate in the fight against crime without professional qualification or previous experience but with acceptable and recognised basic competency training.



# ROLES AND RESPONSIBILITIES

- √ Enhance safety in the area of deployment.
  - √ Serve as a source of information for the Law Enforcement Agencies (inclusive of Public Safety officers of the relevant participating Local Municipalities).
  - √ Refer victims of crime for professional attention.
  - √ Work closely with local police and other law enforcement agencies particularly the relevant sector team (inclusive of both SAPS officers).
  - √ Advise on home safety; assist with crime prevention and reduction of opportunities of crime.
  - √ Account to a specific Local Municipality (through the relevant Portfolio/Programme).

# DUTIES

- √ Carry out observations and report suspicious activities in the area of deployment to the relevant law enforcement authorities.
- √ Contribute towards policing visibility in the area of deployment leading to preventing anti-social behaviour and reduction of opportunities of crime.
- √ By-law policing (e.g. illegal dumping, noise pollution, parking in demarcated venues, etc).
- √ Assist through deployment during iimbizo and other events organised by the Municipality.
- √ Participating in CPF activities and events of other safety structures.



# EXPECTATIONS

- √ Knowing and understanding the Code of Conduct and adhering to it.
- √ Knowing and understanding the job description (as outlined in the **Code of Conduct & Oath of Office document**) and being committed to it.
- √ Reporting to the designated Commander.
- √ Understanding channels of communication and utilizing them appropriately.
- √ Abiding by set policies, processes and procedures and asking for clarity if unsure of something.
- √ Keeping up to date with rosters and work schedules.
- √ Punctuality and regular attendance.
- √ Performing duties promptly and reliably.
- √ Keeping records and writing reports on work done as required (e.g. incident reporting).
- √ Protecting and utilizing allocated resources responsibly (i.e. as directed by the relevant authority).

# OPERATIONAL PROCEDURES

- √ Community Safety Patrollers should have clearly developed Job Descriptions outlining duties and responsibilities.
- √ There should be close liaison between Community Safety Patrol Teams managed by a Patrol Team Leader (based at a Sector Operational Centre) the Sector Commander and Municipal Public Safety/Law enforcement officer.
- √ Duty Rosters should be developed for deployment and this should be guided by the Municipal Public Safety/Law enforcement officer in consultation with the Sector Commander.
- √ Community Safety Patrollers should be deployed under the supervision of Municipal Public Safety/Law enforcement officers at all times.
- √ Community Safety Patrollers have no police or law enforcement officer's status and their legal authority is limited to that of an ordinary private individual. Community Safety Patrollers should therefore not be allowed to patrol on their own.
- √ Community Safety Patrols should be carried out independently of the SAPS and only information must be provided to the police where after, the police will carry out the necessary action.
- √ On a monthly basis, a report regarding the activities, challenges and successes of the community safety patrollers must be submitted to the Head of Public Safety of the participating Local Municipality then to the Department of Public Safety & Liaison

# RECRUITMENT

✓ The participating Municipality in consultation with the Provincial Department of Public Safety & Liaison and the SAPS are responsible for the recruitment. The following are expected but not limited to as part of requirements from the Community Safety Patrollers:

## **1. General Requirements**

- 1.1 A respected youth or adult (male or female) in the society with discipline and inspiring values.
- 1.2 A person who understands general safety issues.
- 1.3 A person with basic writing and reading skills (Grade 12/Matric Certificate qualification).
- 1.4 A person who consents to be screened (security clearance regarding criminal records).
- 1.5 A person who will uphold and comply with a Code of Conduct (including declaration of secrecy).
- 1.6 A person who will be prepared to be trained in areas related to Community Patrolling.
- 1.7 A person who will agree to the indemnity conditions set by structures/authorities governing Community Safety Patrollers.

## ✓ **Processes and criteria for recruitment & selection of Community Safety Patrollers**

The process of recruitment at Municipal Ward level is to be directly carried out by the Local Municipality (Directorate responsible for Public Safety) in consultation with the Provincial Department of Public Safety & Liaison targeting crime hotspots within the community as follows:

# RECRUITMENT CONT...

## **Screening against criminal record/s of Community Safety Patrollers**

In instances where a volunteer is found to be having a criminal record, an individual should not be appointed as a Community Safety Patroller.

## **2 Appointment of Community Safety Patrollers**

√ Upon recruitment, the selected and screened Community Safety Patrollers will be appointed through the participating Municipality (i.e. by signing Contracts of Employment). The individual contracts will as a requirement be signed between either the participating Municipality/the funding Government Department/funding Business entity and the appointed Community Safety Patroller. This will be informed by the terms and conditions set in the form of a Memorandum of Agreement (MOA) between the funding organization in and the participating Municipality.

√ **Opening and maintaining of Personal Files for individual Community Patrollers.**

### **1. Personal File must include the following:**

A completed Registration Form.

A copy of a Certified Identity Document.

A consent form giving permission to be screened.

A Screening Report.

A Signed copy of Code of Conduct.

A Notice not to appoint a screened individual in case of a surfaced criminal record.

# TRAINING AND INDUCTION

√ **Training of community safety patrollers will include the following:**

- Understanding of what community patrolling is all about.
- Duties and responsibilities of a Community Safety Patroller.
- Usage of patrol equipment (e.g. flash/search –lights; two-way radios etc.).
- Executing of proper response to suspected or actual criminal activity.
- Awareness of or recognizing suspicious activities.
- Proper describing and reporting of persons, events, vehicles and objects.
- Manning of base stations for two-way radios.
- Usage of Log Sheets/Pocket Books.
- Basic Self-defence techniques.

# TRAINING AND INDUCTION CONT...

√ **Induction and orientation** following completion of training will be conducted by the participating Local Municipality. The above will equip the recruits with development towards performing various duties under the command and control of a Law Enforcement Unit and Security. The training will also focus on skills that will empower the volunteer beyond volunteering requirements (e.g. basic self defence).

√ Each member's performance and conduct will be assessed on quarterly basis. Any conduct that deserves a disciplinary action or counselling will be treated as such and given the necessary attention.

√ At the end of every quarter, the Community Safety Patrollers will be assessed to ensure that quality service is not compromised. Appropriate action will be taken against any untoward behaviour through the municipal process and applicable disciplinary procedures.



# ROLE CLARIFICATION BY STAKEHOLDERS

## √ The Local/District Municipality

- Recruitment of Community Safety Patrollers from within Municipal Wards may include age groups between **18 to 55** years or as may be deemed relevant to the Municipality **with Grade 12 and without criminal records.**
- Arrangement of screening and vetting of all recruited Community Safety Patrollers through the SAPS.
- Provide relevant skills training, induction, mentoring and coaching to the Community Safety Patrollers. Training on knowledge and understanding of the Municipal systems, policies and by-laws will also be conducted to systematically prepare the Community Safety Patrollers.
- Provide protective clothing (e.g. reflective jackets).
- Provide relevant required working equipments.
- Ensure effective running of the programme within the area of jurisdiction.
- Provide incentives if any towards services rendered by Community Safety Patrollers. The provision of incentives may be directly offered by the Municipality or through other means (e.g. support by the Department of Safety & Liaison or any other source)
  - (a) In a case where incentives are in the form of stipends to a minimum amount not less than but not limited to R100.00 per person per completed shift (i.e. as may be determined in the Project Proposal submitted to and approved by the Department) may be paid.

# ROLES AND RESPONSIBILITIES CONT...

- In all cases, a maximum of 12 days per month shall be served by a Community Safety Patroller. This to consider the number of hours informed by service delivery requirements which shall not exceed a total of 40 hours in a calendar month.
- Provide management and control over the Community Safety Patrollers. Supervision of Community Safety Patrollers must ensure adherence to a developed Daily Roaster and any deviation must be recorded.
- Ensuring that all matters involving formal engagement of individual Community Safety
- Patrollers are in line with guidelines of the EPWP Framework and Guidelines and the Department of Labour. These include for example compensation as Fixed Term Contract workers, compensation in terms of the provisions of the Compensation for Occupational Injuries and Diseases Act (COIDA, 130 of 1993).
- Arrange quarterly evaluation meetings with Community Safety Patrollers with Community Safety Patroller Team leaders reporting progress of the programme to the Directorate Public Safety of the Local Municipality. The Community Safety Forum of the Municipality will receive progress reports accordingly.

# ROLES AND RESPONSIBILITIES CONT...

## 2 The Department

### 2.1 Governance and policy matters

Ensure support towards effective running of the Community Safety Patrollers programme through the following:

- 2.1.1 Assist the participating Local Municipality in the facilitation of the rollout of a **training programme** based on available budget and to include among others Security training (SASSETA & PSIRA accredited at NQF level 3); Understanding and applying neighbourhood watch principles and Understanding and applying principles of Criminal Procedure Act (Basics).
- 2.1.2 Link the patrollers with the Disaster management and Traffic Management and Road Safety Management programmes.
- 2.1.3 Identify employment opportunities for Community Safety Patrollers within this level of governance.
- 2.1.4 The Department will within limited budget and all other resources where affordable, provide incentives either monetary (i.e. stipends) or in kind to the Community Safety Patrollers (vouchers for goods) as a gesture of appreciation of services rendered.
- 2.1.5 Co-ordinate and provide administrative support to the programme
- 2.1.6 Monitor and evaluate and provide support to the programme/project at local municipality levels.

# ROLES AND RESPONSIBILITIES CONT...

## 2.2 Management and Monitoring

- 2.2.1 The Department shall be responsible for overseeing the effective running of the programme throughout the Province. Monitoring will be carried out through the following:
- 2.2.2 Receive and discuss monthly reports from the Local Municipality.
- 2.2.3 Quarterly meetings with the Local Municipality, Cluster Boards and the SAPS.
- 2.2.4 Conduct periodic monitoring of the activities of Community Safety Patrollers (Announced and Unannounced visits to patroller operations)
- 2.2.5 Intervene on patrollers issues elevated to this level if the need arises;
- 2.2.6 Meet with all Community Safety Patrollers on quarterly basis for feedback and Programme evaluation;

## 2.3 The SAPS

- 2.3.1 Guidance in the daily operations of the Community Safety Patrollers.
- 2.3.2 Ensure that the deployment of Community Safety Patrollers is done according to hot spots and crime trends.
- 2.3.3 Conduct induction sessions jointly with the participating Municipality.
- 2.3.4 Provide operational support such as back up for calls for assistance.

# COMMENCEMENT AND APPLICATION

- √ The Community Safety Patrollers Programme is expected to commence upon approval of this policy framework document by the Accounting Officer. The framework shall be implemented through implementation of the **Code of conduct and Oath of office** for community safety patrollers (**ANNEXURE “A”**) guided by this policy framework.

# REVIEW

√ This policy framework may be reviewed on an annual basis and upon discretion of the Head of the Department.

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Mr(s) xxxxxxxxxxxxxx

Head of Department (Public Safety & Liaison Branch)

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DATE





***THANK YOU***