



**SINOVILLE COMMUNITY POLICE FORUM
CONSTITUTION
FEBRUARY 2025**

Sinoville Community Police Forum
PBO Reference 930 042 295
257 Konavle Street | Sinoville | 0182
www.scpfexco.co.za

SINOVILLE COMMUNITY POLICE FORUM CONSTITUTION

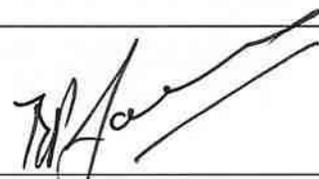
APPROVAL

Approved at the Annual General Meeting by the majority of registered members present and voting.

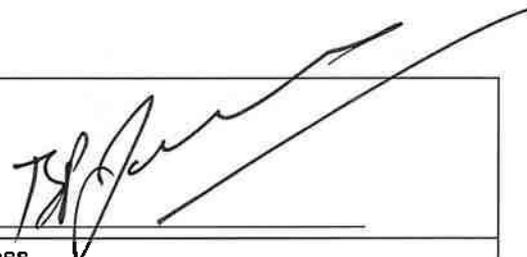
VERSION

- Version 1 4 December 2018
- Version 2 23 February 2023
- Version 3 20250224

Signed at Sinoville on this 27th day of FEBRUARY 2025

	
Col. G Witbooi Station Commander Sinoville.SAPS	Witness

Signed at Sinoville on this 27th day of FEBRUARY 2025

	
Mr G Duvenhage Chairperson Sinoville Community Police Forum	Witness

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 to serve the community of the Sinoville Policing area and with the aim to ensure effective liaison between the South African Police Service, Gauteng Provincial Community Police Board, CPF Community Police Boards, Community Police Forums and Sector Crime Forums in Gauteng as envisaged by section 18 of the South African Police Service Act.

The Forum is a non-profit, non-sectarian, non-sexist, non-racial, apolitical community-based, statutory entity and established in terms of sections 19 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.

TABLE OF CONTENTS

1.	DEFINITIONS.....	5
2.	NAME OF THE FORUM.....	7
3.	AREA OF JURISDICTION OF THE FORUM.....	7
4.	LEGAL PERSONA OF THE FORUM.....	7
5.	ASSETS OF THE FORUM.....	8
6.	APPLICATION FOR MEMBERSHIP.....	8
7.	MEMBERSHIP EXCLUSION.....	9
8.	NEIGHBOURHOOD WATCH AFFILIATION.....	10
9.	SINOVILLE YOUTH CRIME PREVENTION DESK.....	10
10.	COMPOSITION OF THE EXCO.....	12
11.	EX OFFICIO MEMBERS.....	13
12.	AUTHORISED SIGNATORIES OF THE FORUM.....	14
13.	TERMS OF OFFICE OF MEMBERS OF THE EXCO.....	14
14.	OBJECTIVES.....	14
15.	RESPONSIBILITIES.....	15
16.	AUTHORITY AND DUTY OF THE EXCO.....	16
17.	VOTING PROCEDURES AT THE EXCO ELECTION MEETINGS.....	19
18.	DISQUALIFICATION OF CANDIDATES.....	20
19.	PROCEDURE TO BE ELECTED AS A MEMBER OF THE EXCO.....	21
20.	MEETING TYPES.....	21
21.	MEETINGS AND KEEPING OF RECORDS.....	22
22.	REMOVAL OF EXCO MEMBERS.....	22
23.	VOTE OF NO CONFIDENCE.....	23
24.	FINANCES OF THE FORUM.....	23
25.	RADIO INFRASTRUCTURE.....	24
26.	WEBSITE OF THE EXCO.....	24
27.	ACCESS TO INFORMATION.....	25
28.	COMMUNICATION.....	25
29.	SINOVILLE CPF SOCIAL MEDIA PROTOCOL.....	26
30.	RADIO USAGE POLICY.....	26
31.	SECURITY MEMBERS CODE OF CONDUCT AND RADIO USAGE POLICY.....	26
32.	GRIEVANCES.....	26
33.	MEDIATION, DISCIPLINARY AND SUSPENSION POLICY.....	28
34.	AMENDMENT OF THE FORUM'S CONSTITUTION.....	28
35.	DISSOLUTION.....	30
36.	DISSOLVEMENT OF A SUB-FORUM MANAGEMENT COMMITTEE.....	31
37.	LIST OF ANNEXURES TO THE CONSTITUTION.....	32
38.	POLICIES AND PROCEDURES AND RESOLUTIONS PASSED.....	32
39.	LIST OF ANNEXURES.....	33

GA 

1. DEFINITIONS

Word	Description:
“Act”	shall mean The South African Police Services Act, Act 68 of 1995.
“AGM”	shall mean Annual General Meeting.
“Auditor”	shall mean a person or firm that inspects and verifies the validity and reliability of an organisation’s financial records and who is registered with the Independent Regulatory Board for Auditors (IRBA).
“Area of jurisdiction”	shall mean the same area as the operational area of the Sinoville SAPS as amended from time to time.
“Asset of the Trust”	shall mean a resource with economic value that the Forum owns with the expectation that it will provide future benefit.
“Broad Forum Meeting” (BFM)	shall mean a meeting that consist of EXCO and the management of each Sub-Forum.
“CMR North”	A professional network of social workers that operates in Annlin, Magalieskruin, Montana, Sinoville and Wonderboom with principal place of business at the NGK Overkruin 65 Kameeldoring Avenue Wonderboom
“CPF”	shall mean Community Police Forum.
“Community”	shall mean the residents within the area of jurisdiction of the Sinoville SAPS.
“Constitution”	shall mean the Constitution of this Forum and all its annexures and policies and procedures as issued by the EXCO from time to time.
“Day”	shall mean a calendar day.
“Election Meeting”	shall mean a meeting to elect members of the EXCO.
“Electoral Officer”	for purposes of Election Meetings shall mean the Station Commander or Officer designated by the Station Commander of the SAPS Sinoville and/or a representative of the Department of Community Safety.
“The Forum”	shall mean the Sinoville Community Police Forum
“EXCO”	shall mean the group of individuals duly elected to the Executive Committee to represent the Forum.
“GAAP”	shall mean “Generally Acceptable Accounting Principles”.
“ICASA”	shall mean the Independent Communications Authority of South Africa.
“Interim Regulatinn’s”	shall 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 Independent Police Investigative Directorate.
“Joint Operations Centre (“JOC”)	shall mean a centralised facility equipped with all equipment as may be needed to ensure that effective communication can occur between the Forum members and SAPS and TMPD for operational purposes.
“Media”	shall have its ordinary meaning but also include printed, electronic, radio and social media.

GN 

Word	Description:
"Member"	<p>A member can be a citizen or a non-citizen above the age of 18 years old and residing or conducting business in the Sinoville precinct.</p> <p>A person in possession of permanent residence who has ordinarily resided in South Africa for at least 5 years after acquiring permanent residence status and who has not been absent from South Africa in any one of the past five years from the date of submitting his or her application for citizenship.</p> <p>A child born in South Africa of parents who are not South African citizens or who do not possess permanent residence status qualifies to apply for South African citizenship upon turning 18 years of age if he or she has lived in South Africa from the date of his or her birth to the date of turning 18 years of age; and his or her birth has been registered in accordance with the provisions of the Births & Deaths Registration Act with the Department of Home Affairs.</p>
"MMS"	shall mean "Multimedia Messaging Service", 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)"	<p>According to Section 1 of the Companies Act, Act 71 of 2008, "non-profit company" means a company—</p> <p>(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;</p>
"PIM"	shall mean a Public Information Meeting.
"Public Benefit Organisation (PBO)"	<p>Can be one of the following (according to the Income Tax Act, Act 36 of 1996, Section 30:</p> <p>A non-profit company (NPC) as defined in section 1 of the Companies Act.</p> <p>A trust formed in the Republic; or</p> <p>An association of persons formed or established in the Republic as a voluntary association of persons.</p>
"SAPS"	shall mean Sinoville South African Police Services.
"Serious offence"	shall 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.
"SGM"	shall mean a Special General Meeting.
"SMS"	shall mean "Short Message Service", a messaging service where the length of the message is restricted to 160 characters, as provided by Cellular Network Operators.
"Sub-Forum"	shall mean a particular section of the community, as defined by SAPS within the area of jurisdiction established in terms of Regulation 3 of the Interim Regulations
"SCC"	shall mean the Sinoville Crisis Centre NPO situated at SAPS Sinoville.



Word	Description:
"Term of office"	shall mean the period of 5 years or a period defined by the MEC of Community Safety in collaboration with the Provincial Commissioner.
"TMPD"	Tshwane Metropolitan Police Department.
"the Trust"	shall mean the Sinoville GPF Trust with registration number: IT4657/12.
"YCPD"	shall mean the Sinoville Youth Crime Prevention Desk

2. NAME OF THE FORUM

- 2.1 The name of the Forum is the "Sinoville Community Police Forum (hereinafter referred to as "the Forum"), established in terms of the provisions of section 18 – 23 of the South African Policy Service Act 68 of 1995.

3. AREA OF JURISDICTION OF THE FORUM

- 3.1 The area of jurisdiction of the Forum shall be the operational area of the Sinoville Police Station as amended from time to time.

4. LEGAL PERSONA OF THE FORUM

- 4.1 The Forum is a legal entity and has the capacity to act in its own name and to institute and defend legal actions.

- 4.2 The Forum will be represented by the elected Executive Committee and is granted the authority as set out below.

- 4.3 The Forum exists as an entity, independent from its members, irrespective of any change in its membership or its management and has perpetual succession.

- 4.4 Any liabilities incurred by the Forum vests in the Forum and no member of the Forum shall be liable for the debts, claims of whatever nature, obligations, or any form of encumbrance of the Forum in their respective personal capacities.

- 4.5 All the actions by the EXCO or any of its members, in bona fide performance of their duties, will be regarded as to have been performed by the EXCO.

- 4.6 A member of the EXCO shall not be held liable in his or her personal capacity for conducting his or her functions as determined or instructed by the EXCO unless such act or omission was performed:

- 4.6.1 In a grossly negligent or intentionally wrongful manner; or

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

4.6.3 Beyond the authority or instruction given by the EXCO.

5. ASSETS OF THE FORUM

5.1 All assets of the Forum will be used, solely towards the objectives of the Forum.

5.2 No money will be paid or transferred, directly or indirectly, by way of dividend or bonus to any member of the Forum.

5.3 Ownership of assets of the Forum will vest in the Forum; and

5.4 The members of the Forum shall be the beneficiaries of the assets held by the Forum through an entity specifically created for the purpose.

6. APPLICATION FOR MEMBERSHIP

6.1 Membership shall be open to all members of the Community residing or having business in the area of the Forum and Membership is voluntary and no membership fees shall be payable for membership to the Forum and the membership criteria will be determined by the EXCO of the Forum from time to time. The persons excluded from applying for membership is listed in paragraph 7 below.

6.2 An applicant applying for membership shall apply in writing for membership to the Forum through the Sub-Forum in which they reside or conduct their Business.

6.3 All applicants applying for membership to the Forum will abide by and adhere to the requirements of the Code of Conduct.

6.4 All applicants who apply for membership to the Forum shall be subjected to a screening process and this shall be dealt with in a professional and confidential manner.

6.5 The Forum may reject an application for membership due to the applicant's involvement and/or alleged involvement in criminal activities, having a criminal record and/or failure to make a criminal record known at the time of applying for membership.

6.6 The following documentation must be submitted by an applicant to apply for membership to the Forum:

6.6.1 Signed and completed Membership Application Form contained in **ANNEXURE 1**.

6.6.2 Signed and completed Code of Conduct contained in **ANNEXURE 2**.

6.6.3 Certified copy of Identification Document.

6.6.4 Proof of residence for ordinary members or proof of business address for business members not older than 3 (three) months.

6.7 On acceptance of the duly completed application for membership to the Forum, the Sub-Forum Management will refer the application to the SAPS for initial clearance. If the SAPS require further information the applicant will be contacted by the SAPS directly.

6.8 An accepted application that went through the SAPS clearance without any further request will be registered by the SAPS as a Community in Blue Patroller and the Sub-Forum Management will be advised of the outcome hereof.

6.9 The Sub-Forum Management will then approve the application and inform the applicant of his/her membership details.

7. MEMBERSHIP EXCLUSION

7.1 The following persons will be excluded from becoming or remaining members of the Forum:

7.1.1 Persons who are no longer *bona fide* residents within the predefined boundaries of the Forum.

7.1.2 Persons who are no longer *bona fide* business owners within the predefined boundaries of the Forum.

7.1.3 Political office bearers.

7.1.4 Persons under the age of 18 years.

7.1.5 Persons or business owners that have made false declarations on his/her/its application form for membership.

7.1.6 Persons or business owners that have submitted falsified documents in respect of his/her/its application for membership.

7.1.7 Persons having a criminal record or failure to make a criminal record known.

7.1.8 SAPS reservists.

7.1.9 Serving employees of the South African Police Service, as regulated in the South African Police Service Act as amended.

7.1.10 Metropolitan Police Department employees.

7.1.11 Members of the National and Provincial Secretariats for Police Services.

7.1.12 Employees of the Independent Police Investigative Directorate.

- 7.1.13 A person who ceased to be a registered member of the Forum for whatever reason.
- 7.1.14 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 the area of jurisdiction of the SAPS Sinoville.
- 7.1.15 Owners and employees of vehicle tow-in companies that provide tow-in or any other vehicle accident-related services having a vested business interest within the area of jurisdiction of the Forum.
- 7.1.16 Owners and or employees of restaurants with bars or taverns where alcohol is sold.

7.2 MEMBER IN GOOD STANDING

7.2.1 Chairpersons of sub-fora can use the following as a guide to determine whether a member is in good standing or not:

7.2.1.1 All members of the Forum are deemed to be "members in good standing" unless evidence to the contrary exists.

7.2.1.2 Members who have been found guilty of misconduct and received a written warning or suspension are considered not to be members in good standing in the Forum.

8. NEIGHBOURHOOD WATCH AFFILIATION

8.1 In order for a Neighbourhood Watch to become affiliated with the Forum, the conditions as contained in the Affiliation Policy attached hereto as **ANNEXURE 3**, must be implemented and an application for affiliation must be submitted to the relevant management committee of the Sub-Forum in whose jurisdiction they fall. Should there be an overlap of the borders of the Neighbourhood Watch, such query may be referred to the Exco for clarification.

9. SINOVILLE YOUTH CRIME PREVENTION DESK

9.1 PURPOSE

The Sinoville Youth Crime Prevention Desk ("YCPD") is a volunteer-based structure within the Sinoville precinct. The primary purpose of the YCPD is to make a positive impact on the lives of young people between the ages of 14 and 17 within the Sinoville precinct, promoting a safer and more supportive environment for all.

9.2 SCOPE

9.2.1 The aims and objectives of the YCPD are to:

- 9.2.1.1 Establish and set up a dedicated youth desk at the police station to create a safe and accessible space for young people.
- 9.2.1.2 Promote youth development by supporting the physical, emotional and psychological well-being of young people. Youth programs focused on physical development, personal emotional growth and social interaction must be designed, developed, and implemented. E.g. Sports against crime, arts and culture programs, entrepreneurship through safety initiatives.
- 9.2.1.3 Prevent youth from becoming victims of crime by identifying safety needs and risks. Programs to address safety needs and risks such as school safety, substance abuse and the prevention of violence against woman and children must be obtained or developed and implemented. E.g. School talks and debates, school safety desks, Substance abuse campaigns and projects, dialogue with Youth Formations.
- 9.2.1.4 Prevent youth involvement in crime through education, engagement and by identifying the causes of youth violence and crime. Social crime prevention strategies and activities, focused on addressing underlying causal factors must be developed and implemented. Educational programs focusing on communication-, conflict resolution- and interpersonal skills must be obtained or developed and implemented. E.g. Motivational talks.
- 9.2.1.5 Foster positive and cooperative relationships through interaction with the youth, strengthening relationships and building trust between the police and young people. Outreach programs, workshops and events must be planned, developed, and implemented for this purpose.
- 9.2.1.6 Provide support, guidance, and counselling to young people in need. Training and capacity building in order to equip police officers and youth workers with the necessary skills and knowledge to effectively engage with young people must be a priority.

9.3 STAKEHOLDER MANDATES, ROLES & RESPONSIBILITIES

- 9.3.1 The Sinoville YCPD is part of a joint initiative between the Department of Community Safety (DoCS), the South African Police Services (SAPS) and the Community Police Forums (CPFs).
- 9.3.2 The DoCS gives support, guidance and make resources available to the YCPD when available.
- 9.3.3 The YCPD members coordinate youth safety activities and projects on police station, Regional and Provincial level.
- 9.3.4 The YCPD work under the auspices of the SAPS Social Crime Prevention officer that coordinates all social crime prevention-related activities, including the youth desk, the SCC and CPFs.

GW [Signature]

- 9.3.5 Resources such as office space, transport, stationery, and computers are provided by SAPS.
- 9.3.6 In order to become a YCPD member, such a person shall be a registered member of the Forum and will adhere and abide by the Constitution, annexures, policies and procedures.
- 9.3.7 The YCPD reports directly to the Youth and Schools Coordinator of the Forum.
- 9.3.8 The Youth and Schools Coordinator in conjunction with the Crime Prevention Officer of the Forum will work with the YCPD to identify and gain insight into crime hotspot areas, specific crimes and social issues that need to be prioritised and addressed as a matter of urgency.
- 9.3.9 In conjunction with and under the auspices of the Youth and Schools Coordinator of the Forum, projects must be developed that will attract participation by young people, that are sustainable and implementable and are in response to identified safety needs.

10. COMPOSITION OF THE EXCO

- 10.1 The EXCO shall consist of the following positions:
- 10.1.1 Chairperson.
- 10.1.2 Deputy-Chairperson.
- 10.1.3 Secretary.
- 10.1.4 Deputy-Secretary.
- 10.1.5 Treasurer.
- 10.1.6 Crime Prevention Officer.
- 10.1.7 Public Relations Officer.
- 10.1.8 Youth and Schools Coordinator.
- 10.1.9 Training, Standards and Control Coordinator
- 10.1.10 Radio Infrastructure Officer
- 10.1.11 Criminal Justice System Coordinator.
- 10.1.12 Health and Safety Coordinator.

GW 

10.1.13 The Chairpersons of the respective Sub-Forums; and

10.2 If a member of the EXCO is elected to serve on the Executive Committee of the Gauteng Provincial or National Community Police Board, he or she must relinquish his or her position at station level.

10.3 Specific instructions:

10.3.1 The persons listed in paragraphs 10.1.1 to 10.1.13 will have voting rights on the Executive Committee.

10.3.2 If a Chairperson of a Sub-Forum is unable to attend any EXCO meeting or EXCO Special Meeting, such Chairperson is entitled to be represented by the Deputy-Chairperson or any other designated member of the management committee of such Sub-Forum and the representative will have voting rights on the EXCO.

10.3.3 Sub-Forums Chairpersons may not serve on the EXCO in any other capacity as the representative of their Sub-Forums.

10.3.4 A person elected to the position of Chairperson, Deputy Chairperson, Secretary, Treasurer, Crime Prevention Officer, and Public Relations Officer on the EXCO may not serve on the Management Committee of a Sub Forum.

10.3.5 The job description of each EXCO position is contained in **ANNEXURE 4**.

11. EX OFFICIO MEMBERS

11.1 The ex officio members will consist of the following members:

11.1.1 The Station Commander of the Sinoville SAPS.

11.1.2 The Heads of SAPS Visible Policing.

11.1.3 The Heads of SAPS Detective Services.

11.1.4 The Heads of SAPS Crime Intelligence.

11.1.5 The Area and Operational Commander of the TMPD.

11.1.6 Ward Councillors within the area of jurisdiction of the SAPS Sinoville precinct.

11.1.7 A co-opted member on the EXCO.

11.1.8 Co-opted members for a specific task and duration.

11.1.9 Chairperson of the Youth Desk.

11.1.10 Chairperson of the Sinoville Crisis Centre.

11.2 The persons listed in paragraph 11.1 - 11.1.10 will have no voting rights on the EXCO.

12. AUTHORISED SIGNATORIES OF THE FORUM

12.1 Where the EXCO needs to sign documentation on behalf of the Forum 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 of the Forum will be any two of the following:

12.1.1 The Chairperson.

12.1.2 The Deputy-Chairperson.

12.1.3 The Treasurer.

12.2 The Chairperson and the Treasurer will also have authority to sign documentation on behalf of the Sub-Forums to give legal effect to any transaction, including but not limited to power of attorney, deeds, contracts, and bank accounts and all such other documents that may have to be authorised, in the event that the necessary authorised signatures of such a Sub-Forum is unavailable due to circumstances beyond the Sub-Forum management control or a Sub-Forum becomes dysfunctional or function contrary to the directives of the Interim Regulations or act contrary to the spirit of the Forum.

13. TERMS OF OFFICE OF MEMBERS OF THE EXCO

13.1 The term of office of an EXCO member will be deemed to be five years.

13.2 General Election Meetings must take place within the same calendar year as the National Government Elections.

13.3 A person may not serve in the same position on the EXCO for more than two full terms; and

13.4 If a person is elected to the EXCO with more than three years remaining to the next End of Term Election Meeting, it will be deemed that such period will be regarded as a full term.

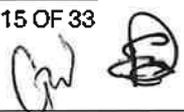
14. OBJECTIVES

14.1 The objectives of the Forum are to:

- 14.1.1 Establish and maintain partnerships between the Forum members, the community, stakeholders, faith-based organisations, non-governmental organisations, formal and informal business organisations, and other social organisations which serve the community and interested individuals with a good standing.
- 14.1.2 Promote communication between the SAPS, TMPD, the Forum members and the community.
- 14.1.3 Promote cooperation between the SAPS, TMPD, the Forum members, and the community, in fulfilling the needs of the community regarding policing.
- 14.1.4 Improve the rendering of police services to the Forum members and the community.
- 14.1.5 Improve transparency in the SAPS, and accountability of the SAPS, to the Forum members and community.
- 14.1.6 Promote joint problem identification and problem-solving by SAPS, TMPD, and the Forum members and community, in relation to crime, service delivery, disorder, and poor community police relations.
- 14.1.7 Monitor the effectiveness and efficiency of the SAPS.
- 14.1.8 Evaluate the provision of visible policing in the station area.
- 14.1.9 Provide and promote guidance, and cooperation to Sub-Forums operating within area of jurisdiction of the Forum.
- 14.1.10 Ensure that the Constitutions of the Sub-Forums are aligned with the Constitution of the Forum.
- 14.1.11 Ensure that all Sub-Forums comply with their own respective Constitutions.
- 14.1.12 Assist Sub-Forums within the Forum to grow and expand.
- 14.1.13 Function as a facilitator between Sub-Forums within the Forum to identify common crime patterns; and identify problems or areas of concerns within the area of jurisdiction of the Forum, and act accordingly.

15. RESPONSIBILITIES

- 15.1 Advise the SAPS regarding local policing priorities. Jointly identify policing priorities for presentation to the MEC for Community Safety.
- 15.2 Facilitate in resolving concerns, problems, and complaints from community members regarding policing.



- 15.3 Harmonise the relationship between the police and the community.
- 15.4 Request the station commander to provide crime information analysis on policing on a quarterly basis and as when it is required.
- 15.5 Obtain regular feedback from the community about the quality of police service delivery.
- 15.6 Initiate community-based crime prevention projects.
- 15.7 Inform the community about the activities of the CPF and engage them accordingly.
- 15.8 Ensure effective management of the CPF's resources.
- 15.9 Ensure the implementation of sector policing.
- 15.10 The continuous monitoring of the effectiveness and efficiency of the SAPS.
- 15.11 The monitoring of the provision of visible policing priorities, including the provision, and staffing of the police station, the reception and processing of complaints and charges and the prosecution of offenders.

16. AUTHORITY AND DUTY OF THE EXCO

- 16.1 The EXCO has the duty to:
 - 16.1.1 Report gross negligence or dereliction of duty on the part of any member of the SAPS to the Station Commander and or the IPID and or the Cluster Board, alternatively the Provincial Board and Provincial Commissioner.
 - 16.1.2 Report gross negligence or dereliction of duty on the part of any member of the TMPD to the TMPD Regional Director or his or her nominee.
 - 16.1.3 Through the structures provided for in this Constitution receive and process complaints by the public against the SAPS.
 - 16.1.4 Function as mediator between the SAPS and the Forum members and the community at large.
 - 16.1.5 Annually review the programme to address crime tendencies in the area of jurisdiction of the Forum.
 - 16.1.6 Confirm all proposed amendments to the Constitution of a Sub-Forum within the area of jurisdiction of the Forum before such Constitution or changes to the Constitution shall be presented for approval to the members of the Sub-Forum at an AGM or SGM for it to become effective.

- 16.1.7 Ensure that all Sub-Forums holds monthly management meetings as well as all the other mandatory and statutory meetings. The Chairperson, Deputy Chairperson, or their designated representative of the EXCO shall have the right to attend any meeting of a Sub-Forum within the area of jurisdiction of the Forum.
- 16.1.8 Co-ordinate and interact with other Community Police Forums or other similar Forums on matters relating to Community Police Forums.
- 16.1.9 Function as facilitator in disputes between the Forum's members.
- 16.1.10 Report quarterly to the office of the MEC.
- 16.1.11 Establish and maintain sustainable communication channels such as electronic and/or printed media. It is required to maintain a website for the Forum.
- 16.1.12 Ensure that proper minutes and records of all meetings are kept.
- 16.1.13 Ensure resolutions passed are numbered, dated, and signed and filed in a resolution register book; and
- 16.1.14 Set a standardised membership application form template for all Sub-Forums.
- 16.1.15 Maintain and supervise efficient control over the Forum members and the administration of the Forum.
- 16.2 The EXCO has the authority to:
 - 16.2.1 Institute and conduct, defend, compound, or abandon any legal proceedings by or against the Forum, as the case may be.
 - 16.2.2 Delegate any duty or power to any person or organ of the Forum in the interest of the Forum.
 - 16.2.3 Utilise the assets of the Forum for the objectives of the Forum members and community.
 - 16.2.4 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.
 - 16.2.5 Make urgent rulings as may be necessary from time to time.
 - 16.2.6 Make available resources or render such services to the SAPS and or TMPD, whether on request or out of own accord, on such terms and conditions as the EXCO deems necessary.

CW 

- 16.2.7 Make donations in any form to the SAPS and or TMPD to assist the SAPS and or TMPD in preventing crime.
- 16.2.8 Initiate community-based crime-prevention projects through its Sub-Forums.
- 16.2.9 Acquire, hold, lease, and hire any property, whether immovable or movable.
- 16.2.10 Enter into written contracts with suppliers.
- 16.2.11 Appoint one or more persons to assist the Treasurer to take charge of and administer funds of the Forum.
- 16.2.12 Open, operate and or close bank accounts in the name of the Forum.
- 16.2.13 Utilise any income derived from Forum members or from any other source in its own discretion, provided that such expenditure will always be in the interest of the Forum members or in the furtherance of the Forum's objectives.
- 16.2.14 Apply its surplus income in promoting the Forum's objectives and will not, at any time, make any distribution or pay any dividend or surplus to any of its members.
- 16.2.15 Invest, reinvest, and deal with any monies of the Forum not immediately required for the purposes of the day-to-day management of the Forum as it may deem fit and from time to time to vary or realise such investments.
- 16.2.16 Accept donations from external sources, provided that if such donations are conditional, the Forum shall adhere to such conditions as required by the donor, provided such conditions are not contrary to the objectives of the Forum.
- 16.2.17 Arrange and conduct fundraising activities in the name of the Forum and collect and receive money for or on behalf of the Forum.
- 16.2.18 Appoint Auditors on an annual basis as approved at the AGM.
- 16.2.19 Remove any EXCO 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 the disciplinary procedure and paragraph 22 of the Constitution.
- 16.2.20 Appoint remunerated staff members, whether on a permanent or temporary basis, to assist the EXCO to perform its roles, functions, and duties.

- 16.2.21 Nominate any such person as it deems fit and proper to represent the EXCO at external meetings and to attend to any matter that could be attended to by the EXCO.
- 16.2.22 Co-opt any person(s), excluding the Chairperson or the Deputy Chairperson, who have required expertise in any field necessary onto EXCO to fulfil the objectives of the Forum provided that such a co-opted person shall not have any voting rights.
- 16.2.23 Co-opt any person, excluding the Chairperson, Deputy Chairperson, onto EXCO for a period of no longer than Ninety (90) days to fill any vacancy that has arisen, provided that such co-opted person will have no voting rights on the EXCO.
- 16.2.24 Hear and adjudicate disputes emanating from its Sub-Forums that was referred to the EXCO.
- 16.2.25 Suspend or terminate the membership of any member who has been found guilty at a disciplinary hearing and where the sanction makes provision for such suspension or termination.
- 16.2.26 Revoke, suspend, terminate, or amend the right of any person to utilise the radio frequency of the Forum at any time and or to instruct the chairperson of the relevant Sub-Forum to instruct any person to bring in his or her radio to have the Forum's radio frequency on such radio removed, if after an investigation and the disciplinary process has found the member guilty of contravening the radio usage policy.
- 16.2.27 The EXCO shall have the right to inspect any record, including the financial records of any Sub-Forum within the area of jurisdiction of the Forum to ensure compliance with the respective Constitutions of such Sub-Forums within the area of jurisdiction of the Forum and to the Forum's Constitution.
- 16.2.28 Dissolve and or assume the management functions of a Management Committee of any Sub-Forum who becomes dysfunctional or function contrary to the directives of the Interim Regulations or act contrary to the spirit of the Forum.
- 16.2.29 Establish a Youth Desk in line with the provisions of the National Youth Policy.

17. ELIGIBLE VOTERS AND VOTING PROCEDURES AT THE EXCO ELECTION MEETINGS

- 17.1 The following persons will be eligible voters for purposes of voting at Exco Election Meetings:
- 17.1.1 Each functional Sub-Forum is entitled, but not obliged, to send a maximum of ten (10) persons to vote at any Election Meeting, provided that such persons must be a registered residential member residing in the jurisdiction of that Sub-Forum and in good standing.

- 17.2 No proxy votes are allowed; and
- 17.3 Each eligible voter will have one vote for each of the positions voted for.
- 17.4 A person nominated for a position on the EXCO must be a residential member of the Forum.
- 17.5 Prior to nomination, the nominee must be registered as a member of the Forum and have successfully undergone the applicable SAPS vetting process.
- 17.6 A person can be nominated for more than one position on the EXCO but can only serve on one position.
- 17.7 A person nominated for a position on the EXCO will follow the directions and prescriptions as contained in the Nomination and Acceptance form as contained in **ANNEXURE 5**.

18. DISQUALIFICATION OF CANDIDATES

- 18.1 The following candidates are disqualified from being elected to serve on the EXCO:
 - 18.1.1 Political office bearers.
 - 18.1.2 Persons that have made a false declaration on his or her nomination and acceptance form.
 - 18.1.3 Persons that have been found guilty in terms of transgressing the Code of Conduct and found guilty in terms of the disciplinary procedure and which sanction is still in force.
 - 18.1.4 A serving SAPS or TMPD member.
 - 18.1.5 Persons under the age of 18 years.
 - 18.1.6 A person who gives up his or her membership in writing and requested to be removed as a member of the Forum for whatever reason.
 - 18.1.7 A person that is not in good standing with the Forum or any of its Sub-Forums.
 - 18.1.8 A person not residing in jurisdiction of the Forum.
 - 18.1.9 A business Forum member.
 - 18.1.10 SAPS reservists.
 - 18.1.11 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.

18.1.12 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 the Forum's area of jurisdiction; and

18.1.13 Owners and or employees of restaurants with bars, bars, or taverns where alcohol is sold.

19. PROCEDURE TO BE ELECTED AS A MEMBER OF THE EXCO

19.1 Nominations for EXCO members close 72 hours before the date and time of the Election Meeting.

19.2 Only an original completed and signed nomination and acceptance form will be acceptable for a nomination to be valid.

19.3 By signing the nomination and acceptance form, the nominee declares that he or she has read the duties and functions of the position being nominated for and has the ability and capacity to perform such duties and take such responsibilities.

19.4 The nomination and acceptance form must be completed by the nominator whereafter the Chairperson or the Deputy-Chairperson of the Sub-Forum or if they are not available, their nominated representative will confirm by its signature that the nominee is a registered member of the Forum, in good standing, and is a bona fide resident within the area of the Sub-Forum whereafter it will be signed by the nominee (acceptance) and seconder.

19.5 The duly signed and completed nomination forms must be handed to the Secretary of the EXCO on or before the deadline.

19.6 The Secretary must verify whether the nomination and acceptance form are duly completed and signed before accepting the form and inform the EXCO members of all nominations received, immediately after the close of the nominations.

19.7 If nominated for more than one position, the Nominee will fill the first available position in the voting sequence if there are no other nominees.

19.8 The current Chairperson will inform Forum members of the outcome of nomination(s) received and of any uncontested nominations that are automatically elected to those positions.

20. MEETING TYPES

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

20.1.1 Annual General Meeting.

20.1.2 Special General Meeting.

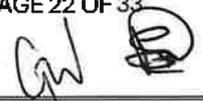
- 20.1.3 Election Meeting.
- 20.1.4 Special Election Meeting.
- 20.1.5 EXCO Meeting.
- 20.1.6 Special EXCO Meeting.
- 20.1.7 Broad Forum Meeting; and
- 20.1.8 Public Information Meeting (Forum, Sub-Forums, Stakeholders, and community members within the jurisdiction of the Forum).
- 20.2 Meetings will take place in accordance with ANNEXURE 6.

21. MEETINGS AND KEEPING OF RECORDS

- 21.1 All records of meetings and minutes taken, and resolutions passed must be kept by the Secretary of the Forum in hardcopy and electronic format for a minimum period of 5 years.
- 21.2 Each Sub-Forum will by the end of each month submit a report consisting of the chairman's report, minutes of meetings, members list and a financial report (including bank statements) for that particular month.

22. REMOVAL OF EXCO MEMBERS

- 22.1 An elected EXCO member may be removed automatically from his or her position as follows:
 - 22.1.1 Becomes disqualified.
 - 22.1.2 Becomes or is elected as a political office bearer.
 - 22.1.3 Has made a false declaration on his / her nomination and acceptance form.
 - 22.1.4 Is convicted of an offence in terms of the Criminal Procedure Act, 51 of 1977.
 - 22.1.5 When a vote of no confidence submitted and voted on has been passed against the relevant EXCO member.
 - 22.1.6 When a person, after a due disciplinary hearing, has been found guilty of an offence.
 - 22.1.7 When a person ceases to be a registered member of the Forum for whatever reason.
 - 22.1.8 When a person resigns from the EXCO.



22.2 An EXCO member may be removed from his or her elected position by a majority vote of EXCO members:

22.2.1 If any EXCO member is absent without an acceptable apology for a meeting for 3 (three) consecutive meetings, he or she will automatically be removed from his or her position, without a vote.

22.2.2 If it appears that such EXCO member no longer has the capacity to fulfil his or her duties (e.g., long-term illness, work-related commitments).

22.2.3 Failing to perform the required responsibilities to the satisfaction and consensus of the majority of the members of the EXCO, the incumbent will, on request, vacate the position.

23. VOTE OF NO CONFIDENCE

23.1 A Vote of No Confidence can be brought against individual members of the EXCO and or against the EXCO as a whole as provided for in ANNEXURE 7.

24. FINANCES OF THE FORUM

24.1 The EXCO may raise funds to support and advance the objectives of the Forum.

24.2 The EXCO must manage the financial affairs of the Forum in accordance with acceptable accounting practices and prepare an income and expenditure statement and a Balance Sheet that must be presented at each Forum Annual General Meeting as well as EXCO monthly meetings.

24.3 All financial records of the Forum must be verified by the appointed auditor of the Forum on an annual basis.

24.4 The Forum is a non-profit, community-based body that performs its functions to achieve the objectives as set out in this Constitution. No member of the Forum or its EXCO is entitled to any remuneration on account of his or her membership or participation in the activities of the Forum.

24.5 The Forum may not establish itself as an NPC.

24.6 The financial year of the Forum shall commence on 1 April of every year and shall end on 31 March of the next year.

24.7 The EXCO shall open and maintain a bank account in the name of the Forum at a registered bank in which all funds received by the EXCO shall be deposited.

GW 

- 24.8 No person may accept funds on behalf of the Forum, except where the Treasurer of the EXCO has authorised such acceptance of funds, by a member of the Forum, and such funds are deposited into the bank account of the Forum on the same day or the next business day, and proof of such deposit provided to the Treasurer.
- 24.9 The Treasurer may incur expenditure on behalf of the Forum up to an amount as determined by the EXCO from time to time. For any expenditure more than this amount, prior approval must be obtained from the EXCO for all such expenditure.
- 24.10 Receipts must be obtained for all expenditure and timeously submitted to the Treasurer and attached to the monthly report at the EXCO meeting.
- 24.11 An acceptable set of financial records will be maintained by the Treasurer and will be available to any Forum member on request.
- 24.12 Any expenditure incurred will be applied solely towards the pursuit of the Forum's objectives.
- 24.13 The EXCO may, after receiving such a request in writing, and after having conducted a thorough investigation on the merits of a request, provide assistance to any Sub-Forum, including monetary assistance, provided that such assistance will be in the interest of the Forum or in the furtherance of its stated objectives.
- 24.14 The EXCO will not negotiate for, nor go into overdraft on the bank account of the Forum.

25. RADIO INFRASTRUCTURE

- 25.1 The EXCO will ensure the timeously payment of the ICASA licence fee for the frequencies allocated to the Forum.
- 25.2 The EXCO will be the only point of communication between the Forum members and ICASA.
- 25.3 The EXCO is the sole owner of the SCPF radio Infrastructure and determination of usage and relevant call signs.

26. WEBSITE OF THE EXCO

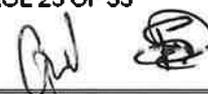
- 26.1 The Public Relations Officer will be responsible for the development and maintenance of the website of the Forum.
- 26.2 No contents on the website may be added, removed, or altered without the prior approval of the EXCO.
- 26.3 In the absence of a Public Relations Officer, the EXCO may appoint any other EXCO member to maintain the website.

27. ACCESS TO INFORMATION

- 27.1 Any registered member of the Forum has the right to request information pertaining to matters of the Forum.
- 27.2 Such information must be requested through the Sub-Forum Chairperson, and by following the prescribed procedure as contained in the EXCO's PAIA (Promotion of Access to Information Act, 2 of 2000) Manual.
- 27.3 This manual can be obtained from the Forum's website.

28. COMMUNICATION

- 28.1 Communication with members and the community:
- 28.1.1 Depending on the nature and urgency of the communication, the content and means of communication with members and the community shall be determined by the EXCO.
- 28.2 Communication with members may take place in one or all the following means:
- 28.2.1 Via feedback through the sub-Forum representatives.
- 28.2.2 At sub-Forum meetings.
- 28.2.3 Via electronic media as determined by the EXCO.
- 28.2.4 Via radio communications.
- 28.3 General communications with the public - All communications with the public, including information posted on the SCPF's website, needs to be approved by the EXCO before the EXCO member responsible for Public Relations releases such information.
- 28.4 Sensitive and confidential information - Information that is regarded as sensitive and or confidential must be approved by the EXCO before the member responsible for Public Relations releases such information. The EXCO member responsible for Public Relations will recommend the way such information must be conveyed.
- 28.5 Urgent communication - Urgent communication, as determined by the EXCO, 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.
- 28.6 Liaison with the media and media releases:
- 28.6.1 No Sub-Forum may liaise directly with the media or issue a media release and will only be done by the EXCO.



- 28.6.2 Only material that has been approved by the EXCO may be released to the media.
- 28.6.3 Only the Chairperson or Deputy-Chairperson of the EXCO is authorised to speak to any media.
- 28.6.4 Any requests from the media must be referred to the Chairperson or Deputy-Chairperson of the EXCO.
- 28.7 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 ("POPIA").

29. SINOVILLE CPF SOCIAL MEDIA PROTOCOL

- 29.1 The use, control and function of WhatsApp Groups shall be conducted in terms of the Sinoville CPF Social Media Protocol as contained in ANNEXURE 8.

30. RADIO USAGE POLICY

- 30.1 The Radio Usage Policy is binding on all members of the Forum and is contained in ANNEXURE 9 hereto.

31. SECURITY MEMBERS CODE OF CONDUCT AND RADIO USAGE POLICY

- 31.1 The use of the Forum's Radio network by Security Members is subject to the terms and conditions as contained in the Security Members Code of Conduct and Radio Usage Policy, to be adhered to by each participating Security Company and in accordance with the prescripts as contained in ANNEXURE 10.

32. GRIEVANCES

- 32.1 Grievances against members of the Forum:
- 32.1.1 If any member of the public has a grievance in respect of matters that affect the Forum, a complaint in writing must be lodged with a Sub-Forum whereafter it will be escalated to the Forum directly via the Secretary, within 7 (seven) days from receipt of the grievance.
- 32.1.2 Such matter must be discussed at the next EXCO meeting.
- 32.1.3 If necessary, and if circumstances so dictate, a Special EXCO meeting may be called.
- 32.1.4 The person making the complaint will be invited to present his / her case at the EXCO or Special EXCO meeting.

GW 

- 32.1.5 The EXCO will investigate the complaint and provide feedback to the complainant within 14 days.
- 32.2 Grievances by SAPS and/or TMPD against a member of the Forum
- 32.2.1 If any SAPS/TMPD member has a grievance in respect of any member of the EXCO or any of its Sub-Forums, such grievance must be made in writing to the EXCO via the Secretary of the EXCO.
- 32.2.2 The EXCO will investigate the complaint and provide feedback to the complainant within 14 days.
- 32.3 Grievance procedure by a member of the Forum against a member of the EXCO
- 32.3.1 The aggrieved member must put his grievance forward to the Secretary of the EXCO in writing.
- 32.3.2 The Secretary of the EXCO must then forward the grievance to the EXCO member against who the grievance was lodged within 7 days of receiving same.
- 32.3.3 The EXCO member must then forward his answer in writing to the Secretary of the EXCO within 14 days of receiving the grievance.
- 32.3.4 If the grievance is not resolved within 7 days, the EXCO will proceed to appoint a mediator and supply him/her with the full complaint and answer (if any) thereto.
- 32.3.5 The mediator will then arrange a mediation session between the affected members and himself with the objective to try and resolve the grievance.
- 32.3.6 No party will be entitled to any legal representation during the grievance procedure.
- 32.3.7 The mediator will provide his findings and/or recommendations to EXCO.
- 32.3.8 The EXCO will provide feedback to all affected parties.
- 32.4 Grievance by a member of the Forum against SAPS and/or TMPD members
- 32.4.1 Should any member of the Forum have a grievance against any SAPS and/or TMPD member, the aggrieved member must forward his grievance to the Secretary of the EXCO in writing.
- 32.4.2 The Secretary of the EXCO must then forward the grievance to the Chairperson and Deputy-Chairperson of the EXCO within 48 hours of receiving same.

- 32.4.3 The Chairperson or the Deputy-Chairperson of the EXCO will investigate the grievance and if found to have merit, it shall then forward the written complaint to the Station Commander of the SAPS and/or TMPD within 7 days of receiving same and request him/her to address the grievance with the relevant SAPS and/or TMPD member/s and to report back on his/her findings within 10 days of receiving the written complaint.
- 32.4.4 In the event that the complaint is against Station Commander of the SAPS, the complaint will be forwarded to the relevant District Commander.
- 32.4.5 In the case of the TMPD Commander, such a complaint will be forwarded to the relevant regional director.
- 32.4.6 If no feedback is received from the SAPS and/or TMPD within the period as set out above, the representatives of the EXCO on the Cluster Board, shall report such matter to the Cluster at the next Cluster meeting.

33. MEDIATION, DISCIPLINARY AND SUSPENSION POLICY

- 33.1 A member of the Forum will abide by the Code of Conduct and will take note and adhere to the requirements as stipulated in the Mediation, Disciplinary and Suspension Policy.
- 33.2 Any member who fails to comply with the Code of Conduct and makes himself or herself guilty of transgressing the Code of Conduct, will be subjected to the Mediation, Disciplinary and Suspension Policy as contained in ANNEXURE 11.

34. AMENDMENT OF THE FORUM'S CONSTITUTION

34.1 THE PROCESS FOR AMENDING THE CONSTITUTION

- 34.1.1 The process to amend the constitution of the Forum shall be initiated by a resolution tabled at an Exco Management Committee meeting and accepted by majority vote, whenever the need arise for such an amendment.

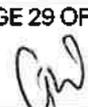
34.2 A constitutional review committee shall be established to review the constitution and all submitted proposals.

34.2.1 The constitutional review committee shall consist of at least the following members:

34.2.2 The Exco Chairperson, Deputy Chairperson, Criminal Justice System Co- Ordinator, Exco Secretary and any number of Forum members in good standing or outside specialists that are deemed necessary for the successful amendment of the constitution.



- 34.2.3 Members that initially form part of the constitutional review committee will remain part of the committee until after the SGM or AGM where such amendments are to be voted on. After said SGM or AGM, the constitutional review committee will be dissolved.
- 34.2.4 A quorum shall deem to be present at such a constitutional review committee meeting when 50%+1 of the committee members, excluding outside experts, are present.
- 34.2.5 Outside experts will have no voting rights on the in- or exclusion of proposed amendments but may make recommendations thereto.
- 34.2.6 Except for document formatting, spelling and grammar corrections, any changes to the content and structure of the constitution and its annexures will be affected by means of majority vote. In the case of a tied vote, the chairperson has the deciding vote.
- 34.2.7 Up to the release of the first draft to the Exco, meetings of the constitutional review committee shall be informal in nature.
- 34.2.8 The first draft of the amended constitution will be distributed to all Exco members for perusal, comments, and proposed amendments.
- 34.2.9 Comments and proposed amendments submitted by Exco members must be submitted in writing.
- 34.2.10 During a formal meeting minuted by the Exco secretary, the constitutional review committee will consider the proposals received. Acceptance or rejection of these proposals shall be minuted by the Exco secretary.
- 34.2.11 The proposed amendments that were received by the committee will be attached to the minutes of the meeting as annexures.
- 34.2.12 The minutes of this meeting shall be distributed to all Exco members.
- 34.3 TIMEFRAMES FOR COMMENTS BY MEMBERS OF THE FORUM:
- 34.3.1 The proposed amended Constitution will be published for public comment for a period of 14 days where after the proposed comments will be considered / amended within 7 days by the Constitutional Review Committee.
- 34.3.2 The chairperson will convene a formal meeting with the constitutional review committee and will consider all proposals received.

- 34.3.3 Acceptance or rejection of these proposals and the votes for each shall be minuted by the Exco secretary.
- 34.3.4 The proposed amendments that were received by the committee will be attached to the minutes of the meeting as annexures.
- 34.3.5 The minutes of this meeting shall be distributed to all Exco members.
- 34.3.6 The minutes of the constitutional review committee may be made available to any member of the forum who directs such a request in writing to the Exco secretary.
- 34.3.7 The final amended Constitution will then be circulated for a period of 3 days. The final version of the Constitution will be published on the EXCO website prior to the relevant meeting where the proposed changes are to be voted upon.

35. DISSOLUTION

- 35.1 The Forum may be dissolved at an AGM, or at an SGM called for that purpose after consultation with the Provincial Commissioner and by the direction of the MEC of Community Safety.
- 35.2 The Forum may be dissolved:
- 35.2.1 If it is dysfunctional, when there is less than 50% elected members left serving, measured upon the availability of elected positions on its management committee; or
- 35.2.2 If the Forum cannot function properly due to internal disputes and strife; or
- 35.2.3 If there is an irretrievable breakdown of trust between the SAPS and the Forum
- 35.2.4 If it is confirmed that the internal strife or dispute is at a stage where the lives of members of the Forum are being threatened
- 35.3 Before the Forum is dissolved, attempts should first be made to address the dispute or strife through a Dispute Resolution Process.
- 35.4 In the event of the dissolution of the Forum, its assets will be disposed as follows:
- 35.4.1 If the reason for dissolution is the establishment of an alternative body that will continue the work of the Forum, then such a body shall inherit the assets of the Forum.

35.4.2 If the reason for dissolution is the outright cessation of the activities of the Forum, then the assets of the Forum shall be advertised for sale at a public auction and the proceeds thereof will be donated to such charity or charities as decided by the then EXCO, provided that such charity shall be duly registered in terms of applicable legislation.

35.5 Where a Sub-Forum has been dissolved, the assets of such Sub-Forum will be transferred to the Forum who will function as custodian of such assets until such time as a new Sub-Forum has been established, whereafter such assets will be transferred to the new Sub-Forum.

36. DISSOLVEMENT OF A SUB-FORUM MANAGEMENT COMMITTEE

36.1 When a Sub-Forum's management committee becomes dysfunctional or function contrary to the directives of the Interim Regulations or act contrary to the spirit of the Forum such a Sub-Forum's management committee may be dissolved, and the following shall apply:

36.1.1 During an enquiry, the Sub-Forum's management committee will be afforded the opportunity to present its case to the EXCO.

36.1.2 During such enquiry, the SAPS Station Commander or his or her designated representative must be present. During the enquiry the Sub-Forum management will be afforded an opportunity to present its case. Reasons and decisions must be minuted and communicated to the Community within 7 (Seven) days.

36.1.3 The EXCO and the SAPS Station Commander will consider all representation made to it and make a final decision.

36.2 Should the decision be made to dissolve the Management of a Sub-Forum the EXCO will:

36.2.1 Consider such Sub-Forum's Management Committee as automatically dissolved.

36.2.2 Appoint any such persons including EXCO members, it may deem necessary to assist the EXCO in the management of such Sub-Forum.

36.2.3 Appoint any such independent Auditor as it may deem necessary to audit the finances of any Sub-Forum.

36.2.4 The EXCO is bound to manage the Sub-Forum in terms of the provisions of the Constitution of the Sub-Forum whose Management Committee functions it has assumed and in the event of conflict between the EXCO's Constitution and a Sub-Forum's Constitution, the former shall prevail.

36.2.5 The EXCO will facilitate the election of a new management committee, within 90 (ninety) days of date of dissolution or any other timeframe as agreed to by the EXCO.

36.2.6 Where elections are called to elect new Management Committee members of such Sub-Forum, elections shall be held in terms of the election rules applicable in the relevant Sub-Forum's Constitution.

36.3 A dissolved Sub-Forum's Management Committee may not appeal against the decision.

36.4 Reasons and decisions regarding the dissolution must be recorded in the minutes and communicated to the Forum members and the relevant cluster / area / district board within 7 days by the Secretary.

37. LIST OF ANNEXURES TO THE CONSTITUTION

37.1 All Annexures, policies, procedures, and resolutions passed by the EXCO although not included in the Constitution referred to in table 1 below shall be deemed to form part of this Constitution with the provision that, Section 34 of this Constitution does not apply to the amendment of annexures.

37.2 Any amendment to the Annexures, policies, procedures, and resolutions passed by the EXCO can be made by the EXCO at an EXCO Meeting or Special EXCO meeting as provided for in this Constitution.

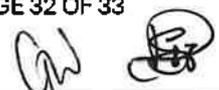
37.3 Any amendment made to the Annexures, policies, procedures, and resolutions passed by the EXCO shall be conveyed to its members through the respective management committees of the Sub-Forums of the Forum.

37.4 The representatives shall convey these amendments to its members and such changes shall become effective on a date determined by the EXCO, and implemented by the Sub-Forums, if such change is applicable to the Sub-Forum, within a period of 60 (sixty) days from effective date.

38. POLICIES AND PROCEDURES AND RESOLUTIONS PASSED

38.1 The EXCO is mandated to draft and implement policies and procedures from time to time in support of orderly conformance and compliance as the EXCO may deem fit.

38.2 These policies, procedures, and resolutions passed and adopted by the EXCO of the Forum, shall as far as its applicable to the Sub-Forums be implemented within 30 days from the date of adoption of the policy or procedure.



39. LIST OF ANNEXURES

ANNEXURE 1	CPF MEMBERSHIP APPLICATION FORM
ANNEXURE 2	CODE OF CONDUCT
ANNEXURE 3	NEIGHBOURHOOD WATCH AFFILIATION POLICY
ANNEXURE 4	JOB DESCRIPTIONS OF MEMBERS OF THE EXCO
ANNEXURE 5	NOMINATION AND ACCEPTANCE FORM
ANNEXURE 6	PROCEEDINGS AT MEETINGS
ANNEXURE 7	VOTE OF NO CONFIDENCE
ANNEXURE 8	SINOVILLE CPF SOCIAL MEDIA PROTOCOL
ANNEXURE 9	RADIO USAGE POLICY
ANNEXURE 10	SECURITY MEMBER CODE OF CONDUCT AND RADIO USAGE POLICY
ANNEXURE 11	MEDIATION, DISCIPLINARY AND SUSPENSION POLICY



REGISTRATION FORM TO BECOME A SINOVILLE COMMUNITY POLICE FORUM MEMBER AND OR A COMMUNITY IN BLUE PATROLLER

FOR OFFICIAL USE BY THE POLICE STATION										
Registration Reference No										

A. FOR OFFICIAL USE BY THE POLICE STATION WHERE THE REGISTRATION CAPTURED				
Province				
District				
Police station				
Recruitment official				
Date of recruitment				
Fingerprints taken	Yes		No	
Fingerprint submitted for screening	Yes		No	
Outcome of Screening	Recommended		Not Recommended	
SAPS Member Appointed as Community Police Official				
	Initials & Surname	Member Number	Signature	Date

B. INFORMATION ON THE APPLICANT TO BECOME A CPF MEMBER OR COMMUNITY IN BLUE PATROLLER									
Type of Citizenship Indicate with an X	SA Citizen				Non-citizen with permanent residence				
Identity Number									
Surname								Initials	
Full names									
Age		Gender	Male		Female		Other		
Physical Address									
Trade or Profession	Self-employed				Unemployed				
Name of employer / company									
Physical Business address									
Contact Details	Home					Cell phone			
Email Address									
Marital Status	Single		Married		Divorced		Widow		Widower
Particulars of next of Kin	Spouse / Partner				Cell phone				
Do you have a Criminal Record?	Yes		No		Provide details or case No				

DECLARATION BY THE APPLICANT:			
<ol style="list-style-type: none"> I am aware that it is an offence to make a false statement and that all the information in this application is true and correct. I have read and understand the Code of Conduct and undertake to abide thereto. I give consent to have my fingerprints taken to verify that I do not have a criminal record before my application for membership is considered. I attach hereto a copy of my Identification Book or Identification card and a copy of my proof of residence (not older than three months) I give consent to the SCPF to use my personal information within the organisation in the execution of their duties. 			
Applicant Signature	Date	Sub-Forum Chairperson	Date

Subforum	Sector 1		Sector 2		Sector 3		Sector 4	
Radio User	Yes		No					
Annual Administrative Fee	R360-00							
Radio Make and Model								
Call Sign								
I want to be involved in the following activities of the CPF								
Radio user					Patroller			
Administrative duties					Control Duties			



**CODE OF CONDUCT FOR SINOVILLE COMMUNITY POLICE FORUM MEMBERS AND COMMUNITY IN
BLUE PATROLLERS**

- 1. THIS CODE OF CONDUCT WILL BE BINDING ON ALL MEMBERS OF THE FORUM.**
- 1.1 Any Member who contravenes this Code of Conduct will be subjected to the Disciplinary Procedure and Misconduct Policy as approved by the Forum.
- 1.2 All members will, while on duty as a patroller, controller, or radio user:
 - 1.2.1 Act in a manner that will uphold and promote the objectives and principles of the Forum.
 - 1.2.2 Not exploit their membership of the Forum for their own personal advantage.
 - 1.2.3 Serve the Forum in an unbiased and objective manner.
 - 1.2.4 Not display racism, nor sexual, nor religious discrimination, nor use any form of discrimination or abuse towards any other person.
 - 1.2.5 Not divulge to any person or organisation, any confidential or privileged information that the member has acquired as a result of his or her membership of the Forum.
 - 1.2.6 Not distribute any rumours about members of the Forum.
 - 1.2.7 Not address the media, or make public announcements, in matters connected to the business of the Forum without the authority of the Executive Committee.
 - 1.2.8 Not accept any payment, commission, or gratuity in connection with his/her membership to the Forum, except after being authorized to do so by the Executive Committee.
 - 1.2.9 Not be allowed to participate in the activities of the Forum 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 the Forum. This also applies to the use of prescription and non-prescription drugs that may be deemed to negatively impair sound judgement.
 - 1.2.10 Not make a member who donates 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.
 - 1.2.11 While attending crime scenes, I will subject and follow all lawful instructions given by SAPS and respect all person's rights by not taking photographs or distribute information, in any way, shape or form.

CW

- 1.2.12 Declare any conflict of interest and must recuse him/her from any decision or vote in which there is a conflict of interest, financial or otherwise.
- 1.2.13 Assist the Sinoville SAPS/TMPD, as directed by the Sinoville SAPS/TMPD, in a lawful manner in the carrying out of their duties.
- 1.2.14 While standing off at any situation or withdraw from patrol inform the Control Coordinator.
- 1.2.15 Wear appropriate clothing with clear insignia to identify them as SCPF patrollers.
- 1.2.16 Only qualify as patrollers after successful completion of the Forums Patrol Training program and may only then participate as a patroller on their own.
- 1.3 Refrain from promoting party politics, business concerns, or religious views.
- 1.4 Any member of the Forum who also carries membership of any other organisation similar to the Forum, may not use any of the Forum infrastructure whilst conducting duties at such other organisation. The exception will be where such an organisation is officially affiliated with the Forum.

Initials & Surname	Call Sign	Signature	Date

By signing this Code of Conduct I confirm that I will adhere to and abide by the instructions contained herein

AW 



NEIGHBOURHOOD WATCH AFFILIATION POLICY

1 NEIGHBOURHOOD WATCH AFFILIATION POLICY

- 1.1 It is the objective of the Forum:
- 1.1.1 To promote and establish affiliated neighbourhood watch structures and to make the benefits vested in the Forum, available to all members of the community.
 - 1.1.2 To ensure communities are more closely involved in problem solving and crime prevention.
 - 1.1.3 To increase closer community participation in the prevention and detection of crime.
 - 1.1.4 To promote safer neighbourhoods and greater community involvement and awareness through neighbourhood watch structures.
 - 1.1.5 To help increase community safety and reduce the fear of crime; and
 - 1.1.6 To improve SAPS / Community liaison.

2 REQUIREMENTS TO AFFILIATE

- 2.1 In order to affiliate, a neighbourhood watch must submit its application for affiliation to the relevant Sub-Forum Management Committee.
- 2.2 Such an application must consist of:
- 2.2.1 A map of the area in which the neighbourhood watch has established itself.
 - 2.2.2 An approved Constitution and Code of Conduct not in conflict with the Constitution and Code of the relevant Sub-Forum.
 - 2.2.3 A membership register representing more than 50% of the households within the given area; and
- 2.3 Any application submitted for affiliation with the relevant Sub-Forum, will be subject to approval of the EXCO of the Forum.
- 2.4 Over and above the criteria as set out above, the Chairperson of an affiliated neighbourhood watch will be deemed to be a Sub-Forum Management Member if the neighbourhood watch area consist of at least 200 households of which 50% must be Sub-Forum members.

2.5 The Chairperson of an affiliated neighbourhood watch will be an *ex officio* member representing the neighbourhood watch on the Sub-Forum Management Committee. In the event that the elected chairperson is not a Sub-Forum member, then the neighbourhood watch may delegate a Sub-Forum member to represent the neighbourhood watch on a Sub-Forum Management Committee;

2.6 Such an affiliated neighbourhood watch must consist of a democratically elected leadership, which meets on a regular basis and has annual general meetings and ensure that its financial statements and minutes of meetings are available for perusal by the Management of the relevant Sub-Forum, on request.

3 REPRESENTATION AND PARTICIPATION

3.1 A crime prevention platform will be created to liaise and meet with non-affiliated neighbourhood watches that do not meet the criteria, as stipulated 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 the management committee of the Sub-Forum should the affiliated neighbourhood watch be found to have acted in contradiction with the Aims, Objectives, and Constitution of the Forum.



JOB DESCRIPTION OF MEMBERS OF THE EXCO

1 THE CHAIRPERSON

The Chairperson:

- 1.1 Shall preside over meetings of the Forum and EXCO.
- 1.2 Shall ensure the execution of all decisions of the EXCO.
- 1.3 Shall represent the Forum as and when it is necessary.
- 1.4 Shall be the Forum's representative at all levels above Forum level and other Forums regarding Community Policing matters.
- 1.5 Shall report on the functioning of the Forum to levels above Forum level as and when required.
- 1.6 Shall report back to the EXCO on matters relevant to the Forum discussed at levels above Forum level.
- 1.7 Shall liaise with the Sinoville SAPS, Metro Police, and other community-based organisations as and when required and report back to the EXCO on such liaisons.
- 1.8 Shall act as the Chairperson of the SAPS Sinoville Labour Forum consisting of the SAPS and Police Unions.
- 1.9 Shall report on the state of the Forum at the monthly EXCO meetings.
- 1.10 Shall submit such reports reflective of the activities or the work of the EXCO at the Annual General Meeting.
- 1.11 Shall supervise all work of the Forum in conformity with the Constitution and rules of procedures agreed upon by the Forum.
- 1.12 May, if circumstances so dictate, approach the SAPS/TMPD or Government institutions at any level, for intervention, assistance, or advice, in the general interest of the community.
- 1.13 May, from time to time, and as circumstances dictate, delegate any of his duties, functions, and responsibilities to the Deputy-Chairperson and / or any EXCO member.

- 1.14 May officially visit the Sinoville SAPS Police Station on a regular basis and cause an entry into a register for that purpose and to be brought to the attention of the Station Commander; and
- 1.15 May request the Sinoville SAPS members on duty to verify the condition of prisoners, accused and suspects held in custody, including verbally communicating with such individuals in as far as their human rights are concerned and to verify the condition of the holding facilities.
- 1.16 May on a regular basis evaluate in concurrence with the Station Commander of the SAPS Sinoville its buildings, vehicles, equipment, firearms registry and radios to ensure that the SAPS Sinoville is equipped to perform their duties and whether such buildings, vehicles, equipment, firearms, and radios are in working order and if not, to report on any deficiencies found to the EXCO and / or the Station Commander.
- 1.17 Ensure that all Sub-Forums holds monthly management meetings as well as all the other mandatory and statutory meetings. The Chairperson, Deputy Chairperson or their designated representative of the EXCO shall have the right to attend any meeting of a Sub-Forum within the area of jurisdiction of the Forum.
- 1.18 May assign any ad hoc task to any member of the EXCO as determined by the Chairperson in writing and minuted accordingly.

2 THE DEPUTY-CHAIRPERSON

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 EXCO, shall assume the same role, duties and function as the Chairperson.
- 2.2 has overall responsibility for and oversight of:
 - 2.2.1 Disciplinary matters.
 - 2.2.2 Finances;
 - 2.2.3 The assets of the Forum.
- 2.3 May delegate his or her responsibility in respect of disciplinary matters to any other EXCO member in the event of a conflict of interest or when he or she deems it necessary to do so.

3 THE SECRETARY

The Secretary:

- 3.1 Shall take and compile Minutes of all meetings of the Forum and EXCO in accordance with the requirements of this Constitution and keep a record thereof including Resolutions passed in a Resolution Register.
- 3.2 Shall arrange and give notice of all meetings in accordance with procedures.
- 3.3 Shall perform administrative functions associated with the duties of Secretary.
- 3.4 Shall collect, receive, and despatch correspondence on behalf of the Forum and EXCO.
- 3.5 Shall keep originals of correspondence received and copies of correspondence despatched; and
- 3.6 Shall further the interests of the Forum.

4 THE DEPUTY-SECRETARY

The Deputy-Secretary:

- 4.1 Shall act as the assistant to the to the Secretary.
- 4.2 Shall maintain a database of all members of the Sub-Forums in cooperation with the Sub-Forums; and
- 4.3 Shall, in the absence of the Secretary for whatever reason, or when so requested by the Secretary, assume the same role, duties, and functions as the Secretary.

5 THE TREASURER

The Treasurer:

- 5.1 Shall be responsible for the finances of the Forum and shall ensure compliance with Generally Accepted Accounting Practice.
- 5.2 Shall together with the Chairperson or Deputy-Chairperson of the EXCO, operate a banking account on behalf of the Forum.

- 5.3 Shall keep accurate and up to date accounting records to clearly reflect the financial position of the Forum.
- 5.4 Shall submit to the EXCO at each of its regular monthly meetings financial statements.
- 5.5 Shall table audited financial statements at every AGM of the Forum.
- 5.6 Shall table a budget at every AGM.
- 5.7 Shall, in each financial year, cause the accounting records of the Forum to be audited by an auditor registered with the Independent Regulatory Board for Auditors (IRBA) and in accordance with Generally Accepted Accounting Principles.
- 5.8 Shall compile and maintain an asset register of the EXCO.
- 5.9 Shall ensure that all assets of the EXCO are adequately insured and/or provision is made for replacing of assets.
- 5.10 Shall act in an advisory capacity to the Treasurers of the Sub-Forums.

6 THE CRIME PREVENTION OFFICER

The Crime Prevention Officer:

- 6.1 Shall liaise with the Sinoville SAPS/TMPD on a regular basis.
- 6.2 Shall monitor the Sinoville SAPS/TMPD Crime Prevention initiatives and report any aspect which is lacking to the EXCO and/or Sinoville SAPS/TMPD Management.
- 6.3 Shall attend joint meetings between the Sinoville SAPS/TMPD and the Forum and all other role players specifically relating to Crime Prevention.
- 6.4 Shall gather and consolidate crime intelligence from the Sub-Forum Crime Prevention Officers and present the information to the EXCO meetings and Sinoville SAPS/TMPD Crime Prevention Officer.
- 6.5 Shall chair a monthly Crime Prevention Forum meeting with the Sub-Forums crime prevention members and the relevant SAPS management members.
- 6.6 Shall arrange minutes to be taken by one of the attendees of the monthly Crime Prevention Officer's meetings.

- 6.7 Shall present a crime prevention overview at the AGM.
- 6.8 Shall present a crime prevention overview at the monthly EXCO meeting.
- 6.9 Shall create and document an annual crime prevention plan which must be consistent with the needs of the Sub-Forums and the Sinoville SAPS/TMPD Master Crime Prevention Plan.
- 6.10 Shall inspect areas of concern within the specific Sub-Forum together with the Crime Prevention Officer of the Sub-Forum to familiarize him/herself with the operational requirements before engaging the Sinoville SAPS/TMPD.
- 6.11 Shall report all emergency crime prevention related matters to the Chairperson of the EXCO.
- 6.12 Shall liaise with other Crime Prevention Officers of the neighbouring Clusters to formulate a joint Crime Prevention Plan; and
- 6.13 Shall liaise with the Sinoville SAPS/TMPD on any joint operations between the Sinoville SAPS/TMPD and the Forum and to approve the Forum's involvement in such joint operations; and
- 6.14 Shall establish and maintain a community safety plan that includes a disaster management plan.
- 6.15 Shall ensure that only EXCO approved Security personnel and Security Companies make use of the SCPF radio on condition that approved security companies apply every year for their radios to be re-tuned to the SCPF frequency based on their performance and/or contributions to the SCPF throughout the year, in consultation with the Crime Prevention Officers of the respective Sub-Forums.
- 6.16 Shall ensure that during the annual retuning process for security companies, the PSIRA registration of the company and each radio user, letter of good standing and the signed Code of Conduct is obtained for each radio user of the approved Security companies.

7 THE PUBLIC RELATIONS OFFICER

The Public Relations Officer:

- 7.1 Shall promote the image of the Forum to the community.
- 7.2 Shall promote the business and activities of the Forum.
- 7.3 Shall liaise with and advise the Public Relation Officers of the Sub Forums.

- 7.4 Shall develop promotional materials when needed.
- 7.5 Shall organise public events in conjunction with the EXCO.
- 7.6 Shall maintain the website.
- 7.7 Shall handle general enquiries of the community.
- 7.8 Shall negotiate sponsorships.
- 7.9 Shall provide assistance when required with branding and advertising.
- 7.10 Shall conduct market research when needed.
- 7.11 Shall make media statements on behalf of the Forum as and when required after confirmation by the Chairperson or the Deputy-Chairperson of the EXCO; and
- 7.12 Shall approve all public communications as provided for in Section 28 of the Constitution before it is distributed to the public.

8 THE YOUTH AND SCHOOL SAFETY CO-ORDINATOR:

The Youth and School Safety Co-ordinator:

- 8.1 Attend joint meetings regarding the safety co-ordination at schools, with Sinoville SAPS Sector Managers, SAPS Social Crime Prevention Officer as appointed by the Sinoville SAPS Station Commander from time to time, TMPD Representative, Sub-Forum Crime Prevention Officers, Sub-Forum Youth and School Safety representatives and school principals to assist with the development, implementation and monitoring of educational programs on substance abuse and school safety.
- 8.2 Oversee that an Annual Substance Abuse Education Plan is in place and is consistent with the needs of the Sub-Forums and the SAPS Master Crime Prevention Plan.
- 8.3 Shall ensure information relating to general school safety is gathered and consolidated.
- 8.4 Shall chair a Quarterly Sub Committee on Youth and Schools Safety meeting with the Sub Sectors representatives.
- 8.5 Shall present a Youth and School Safety overview at the Annual General Meeting.
- 8.6 Shall Present a Youth and School Safety overview at the monthly EXCO Meeting.

Handwritten initials and a signature.

- 8.7 Shall compile an Annual School Safety Plan which must be consistent with the needs of the Sub-Forum and the Sinoville SAPS/TMPD Master Crime Prevention Plan.
- 8.8 Shall report all emergency School Safety related matters to the Chairperson of the EXCO.
- 8.9 Shall liaise with other School Safety Co-ordinators of the neighbouring Clusters to formulate a joint Schools Safety Plan; and
- 8.10 Shall assist with safety at school events, where required and where resources are available.
- 8.11 Shall attend all Youth Desk Committee meetings and report on the Youth Desk Committee functions to the EXCO on a monthly basis.
- 8.12 Shall in conjunction with the Youth Desk Committee, develop and implement policies and procedures by the Youth Desk Committee for proper reporting pertaining to their activities, fund raising, awareness and the like.

9 TRAINING, STANDARDS AND CONTROL COORDINATOR

The Training, Standards and Control Coordinator is responsible for:

- 9.1 Training:
 - 9.1.1 The development of a training and standards strategy for the Forum to guide and control the training delivery in all Sub-Forums.
 - 9.1.2 Maintain and supervise efficient administration of all training programs.
 - 9.1.3 Develop training material, as and when required to meet the needs of the Forum and its members.
 - 9.1.4 Co-ordinate the training and approval of trainers to conduct controller, radio, and patroller training within all Sub-Forums.
 - 9.1.5 Ensure that regular training sessions are conducted jointly between all Sub-Forums.
 - 9.1.6 Keep a database of all trainers.
 - 9.1.7 Keep attendance registers of all training sessions; and
 - 9.1.8 Ensure that training equipment is maintained.
- 9.2 Standards

- 9.2.1 The co-ordination of all training to be conducted within the Forum, ensuring that all members are trained against the same standard.
- 9.2.2 Establishing, maintaining reviewing, and updating of standardised training material to be used by all Sub-Forums.
- 9.2.3 In conjunction with the Sub-Forums, coordinate the regular review and if necessary, update of the Radio Usage training manual, Patroller training Manual and Control Manual used in all Sub-Forums.
- 9.3 JOC:
 - 9.3.1 Ensure the functionality of a CPF JOC that can be utilised by all Sub-Forums as a central command centre.
 - 9.3.2 The overall management of the CPF JOC.
 - 9.3.3 Manage all CPF JOC equipment.
 - 9.3.4 Ensure that the JOC is regularly inspected and maintained.
 - 9.3.5 Develop a Standard Working Procedure for the JOC that is approved by the EXCO and enforce the procedures therein.
- 9.4 Other duties:
 - 9.4.1 When applicable, ensure that a monthly JOC Control Operator duty roster is developed for each Sub-Forum and made available to the EXCO and all Sub-Forum Control Co-ordinators.
 - 9.4.2 Communicate with the Control Coordinator of the Sub-Forum, to ensure that procedural guidelines and telephone numbers of SAPS/TMPD, Emergency Services, Response Team Members and Victim Empowerment Counsellors, are made available.
 - 9.4.3 Liaise with the SAPS, Metro Police and Sub-Forums Training Co-ordinators on a regular basis regarding training and development of patrollers.
 - 9.4.4 Co-ordinate and interact with Sub-Forums in matters relating to Control members.
 - 9.4.5 Conduct quarterly meetings with the Control Coordinators of the Sub-Forums; and
 - 9.4.6 Report on the state of training across Sub-Forums at the monthly EXCO meeting
- 9.5 The Control Coordinator will also be responsible for:

- 9.5.1 Liaise with the control coordinator of each Sub-Forum with regards to recruitment and training of Control Operators within all the Sub-Forums.
- 9.5.2 Liaise with the control coordinator of each sub-Forum with regards to the setting up of the monthly Control duty roster.
- 9.5.3 Communication with Sub-Forum Control Operators to ensure that they are in possession of procedural guidelines and telephone numbers of SAPS, Emergency Services, Response Team Members and Crisis Counsellors.
- 9.5.4 Any other such ad hoc tasks as determined by the Chairperson from time to time in writing and minuted accordingly.

10 CRIMINAL JUSTICE SYSTEM CO-ORDINATOR

The Criminal Justice System Co-ordinator:

- 10.1 Shall assist members of the Forum with queries on progress of cases reported to the SAPS Sinoville that could not be resolved by the Chairperson.
- 10.2 Shall bring complaints by the members of the Forum against service delivery of the SAPS Sinoville to the attention of the Chairperson and together with the Chairperson bring it to the attention of the Station Commander and find a solution to the complaint.
- 10.3 Shall, if a complaint by a member of the Forum relates to the slow progress of a matter at court, be mandated by the SCPF and the complainant to attend court and discuss the matter with the applicable prosecutor and give feedback to the member and to give any further assistance to the member that might be necessary to bring the matter to closure.
- 10.4 Shall provide the SCPF with assistance as and when required pertaining to revision/amendment of the Constitution/s of the SCPF and its sub-Forums.
- 10.5 Shall have oversight over the development of various documents and protocols to ensure that they are legally compliant.
- 10.6 Shall conduct any other such ad hoc tasks as determined by the Chairperson from time to time in writing and minuted accordingly.

11 HEALTH AND SAFETY COORDINATOR

The Health and Safety Coordinator:

- 11.1 Shall ensure that all safety equipment and protocols are in place throughout the forum (Patrol boards, communication devices, reflective vests/jackets where appropriate);
- 11.2 Shall visit the station on a periodic basis and inspect occupational health and safety concerns on the premises, in consultation with the SAPS appointed OHS representative. Such concerns must be reported to the Station Commander and EXCO for remediation;
- 11.3 Shall, if requested, put measures in place to remedy such concerns;
- 11.4 Shall, if requested, provide assistance to the SAPS OHS representative at the Station.
- 11.5 Shall supply input with regards to crime operations and patrollers duties, related to health and safety i.e. clothing, equipment, roadworthy vehicles and personal well-being of members.

12 SUB-FORUM CHAIRPERSONS

The Chairperson of a Sub-Forum Chairperson:

- 12.1 Shall be the representative of the Sub-Forum at EXCO level regarding Community Policing matters.
- 12.2 Shall report on the functioning of the Sub-Forum at EXCO level as and when required.
- 12.3 Shall report back to the Sub-Forum on matters relevant to the Sub-Forum discussed at EXCO level.
- 12.4 Shall conduct any other duties when required by EXCO.

13 RADIO INFRASTRUCTURE OFFICER

The Radio Infrastructure Officer :

- 13.1 Shall act in an advisory and supportive capacity to the EXCO with regards to all radio infrastructure and frequencies.
- 13.2 Shall ensure that the ICASA license and annual renewals is kept up to date and in place including but not limited to ensuring that all radio use protocols as prescribed in the licence are adhered to;

- 13.3 Shall ensure that the SCPF is registered on the ICASA user portal, and that subscription is maintained.
- 13.4 Shall liaise with the necessary specialists to ensure that the repeater is secured, kept and maintained in a good working condition and serviced as recommended by the Manufacturer;
- 13.5 Shall inspect, maintain and repair all the SAPS radios on a weekly basis.
- 13.6 In conjunction with the radio technical staff of the company that provides technical support on the radio repeater, draft templates for the annual radio retuning and change passwords on radio templates.
- 13.7 Shall be responsible for the retuning of all security, medical, TMPD and SAPS radios.
- 13.8 Shall be responsible for the removal of the CPF frequency from any radio user as instructed by the EXCO.
- 13.9 Shall be responsible for the purchasing, distribution and repairs of all the SCPF Radios provided to the SAPS by the EXCO.
- 13.10 Shall ensure that only ICASA approved radios are in use throughout the SCPF.
- 13.11 Shall report back to the EXCO with regards to the status of the repeater, radios, and all related infrastructure on a monthly basis;



NOMINATION FORM

1) NOMINATION FORM FOR PERSON TO SERVE ON THE EXECUTIVE COMMITTEE OF THE SINOVILLE COMMUNITY POLICE FORUM

I,

Full names and surname	
RSA identity number	
Residential address	
Signature of Nominee	

being a Forum member of the Sinoville Community Police Forum ("SCPF") hereby nominate

Full names and surname	
Identity number:	
Residential address:	

as candidate for the following position on the Executive Committee of the SCPF: (Please mark with an "X")

1. Chairperson	
2. Deputy-Chairperson	
3. Secretary	
4. Deputy-Secretary	
5. Treasurer	
6. Crime Prevention Officer	
7. Public Relations Officer	
8. Youth and schools Co-ordinator	
9. Training, Standards and Control Coordinator	
10. Criminal Justice System Co-ordinator	
11. Health & Safety Coordinator	
12. Radio Infrastructure Officer	

(Note - where a person is nominated for more than one position, a separate form must be used for each position)

2) CHAIRPERSON OF SUBFORUM

Chairperson of Sector ____ confirm that the abovementioned nominee is a registered member of the Forum, in good standing, and is a bona fide resident within the area of the SCPF Sector ____.

SIGNATURE OF SUB-FORUM CHAIRPERSON	DATE

3) ACCEPTANCE OF NOMINATION

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

3.1 I Declare that:

3.1.1 I am a bona fide resident within the area of the SCPF as defined in its Constitution.

3.1.2 I have not been convicted of an offence, as listed in 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.

3.1.3 I am registered on the community in blue system and have successfully undergone the applicable SAPS vetting process.

3.1.4 I am not an elected political office bearer.

3.1.5 I understand that should any of the above information provided be false, I will be disqualified from becoming, or remaining an Executive Committee member of the SCPF and I will be removed immediately from my elected position; and

3.1.6 By signing the nomination and acceptance form, I declare that I have read the duties and functions of the position that I am being nominated for, and I have the ability and capacity to perform those responsibilities. I also understand that failing to perform the required responsibilities to the satisfaction and consensus of the majority of the members of the EXCO, I will, on request, vacate the position.

SIGNATURE OF NOMINEE	DATE



PROCEEDINGS AT MEETINGS

1. PROCEEDINGS AT THE ELECTION MEETING

- 1.1 The Secretary must prepare a ballot paper for each position with the names of the persons nominated for the respective positions;
- 1.2 A record of the number of ballot papers issued to eligible voters must be kept, and such number of ballot papers will not exceed the number of eligible voters;
- 1.3 The Electoral Officer will preside over the Election Meeting;
- 1.4 Voting shall take place by way of ballot;
- 1.5 Each eligible voter shall receive a ballot paper for each position to be voted upon, which he or she must complete and place into the designated sealed receptacle which will be under the control of the Electoral Officer at all times;
- 1.6 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;
- 1.7 The Electoral Officer and appointed assistant(s) will count the votes and will write down the number of votes received by each candidate;
- 1.8 The Electoral Officer will ask an independent person to confirm the number of votes received by each candidate;
- 1.9 The Electoral Officer will announce the winning candidate(s);
- 1.10 If the counts of the Electoral Officer and the said independent person does not agree, the Electoral Officer and the independent person will recount the votes until their counts agree;
- 1.11 The nominee with the most votes is automatically appointed to the relevant position;
- 1.12 All ballot papers will be stored for safekeeping by the Secretary for a period of 90 days;
- 1.13 An aggrieved party may request access to such ballot papers within the 90-day period from the Secretary;
- 1.14 Where a person is nominated for more than one position and gets elected to a position, he or she will automatically not be eligible for election to the other nominated position(s).

GW

1.15 No nominations will be accepted from the floor.

2. SEQUENCE OF VOTING AT ALL MEETINGS

2.1 The sequence of voting will be as follows:

2.1.1 Chairperson, then

2.1.2 Deputy-Chairperson, then

2.1.3 Secretary, then

2.1.4 Deputy-Secretary, then

2.1.5 Treasurer, then

2.1.6 Crime Prevention Officer, then

2.1.7 Public Relations Officer, then

2.1.8 Youth and Schools Coordinator, then

2.1.9 Training, Standards and Control Coordinator, then

2.1.10 Radio Infrastructure Officer, then

2.1.11 Criminal Justice System Coordinator, then

2.1.12 Health and Safety Coordinator.

2.2 Any other position(s) that may exist at that time.

3. TIED VOTES

3.1 In the event of a tied vote where there are two or more nominees, a second round of voting will take place;

3.2 The nominee who received the most votes will automatically be elected to the position;

3.3 In the event of a second round of voting, a new set of ballot papers will be issued to the eligible voters;

3.4 The second round of ballot papers will be marked "Second Round".

3.5 If the second round also results in a tied vote, the Electoral Officer will choose the winner by way of drawing of lots;

3.6 The drawing of lots, where applicable, will take place in full and open view of all present at the Election Meeting;

4. CO-OPTED MEMBERS IN THE EVENT THAT NO NOMINATION HAS BEEN RECEIVED

4.1 In the event that no nominations for a specific position was received, the EXCO will have the power to co-opt any person, being a registered member of the Forum during a subsequent EXCO meeting to fill the relevant position for a period not exceeding 90 days. Such a co-opted member will have no voting rights. This specifically excludes the Chairperson and the Deputy Chairperson. In the absence of the Chairperson the Deputy Chairperson will assume his/her roles and responsibilities.

4.2 The position for which a member has been co-opted to the EXCO must be advertised within 90 days after such Election Meeting where no nominations was received.

4.2.1 In respect of Election Meetings, the provisions of paragraph 17 of the Constitution will apply mutatis mutandis.

4.2.2 In the event of a vacancy arising on the EXCO, a Special Election Meeting must be held within 90 days.

4.2.3 Notice of a Special Election Meeting must be given to all Sub-Forums at least 10 days in advance to enable them to nominate eligible voters and the period for the closing of nominations shall be 48-hours before the meeting.

4.2.4 The Secretary must inform the EXCO members immediately of all nominations received after the close of the nominations.

5. KEEPING OF MINUTES AND OTHER RECORDS OF MEETINGS

5.1 The Secretary will keep Minutes of all meetings;

5.2 Minutes of meetings must be kept for a minimum of five years;

5.3 The Minutes should reflect:

5.3.1 The name of the Forum;

5.3.2 The type of meeting;

5.3.3 The date, time, and place of the meeting;



- 5.3.4 The names of the people attending the meeting;
- 5.3.5 The person who acted as Chairperson and Secretary of the meeting;
- 5.3.6 Whether there was a quorum or not;
- 5.3.7 Any apologies;
- 5.3.8 Approval of the Agenda;
- 5.3.9 Any amendments to the Minutes of the previous meeting;
- 5.3.10 The names of the members who proposed and seconded the adoption of the Minutes;
- 5.3.11 Any points of order and whether the Chairperson accepted or rejected them and what the reasons were;
- 5.3.12 The results of voting that had taken place;
- 5.3.13 All Resolutions taken, and responsibilities allocated;
- 5.3.14 Any reports tabled; and
- 5.3.15 The guest speaker/s, if any, and his or her presentation.
- 5.4 The individual Resolutions tabled during the meeting should be extracted from the meeting Minutes and the details of each Resolution taken should be recorded on a Resolution form specifying what type of meeting was held, the meeting date, Resolution number, details of the Resolution, outcome of the vote and persons who requested their vote to be minuted.
- 5.5 The Chairperson and Secretary will sign the Resolution form.
- 5.6 The details of each Resolution form will then be recorded in the Resolution Register.

6. ANNUAL GENERAL MEETING ("AGM") (21 DAYS NOTICE)

- 6.1 The registered members of the Forum in good standing, present at the AGM will form a Quorum;
- 6.2 Voting at an AGM will take place by way of show of hands;
- 6.3 A person nominated by the EXCO will count the number of votes (hands);

6.4 The majority required for vote to be passed at an AGM is 50% + 1 of the registered members of the Forum in good standing, as confirmed in the nomination and acceptance form by the Sub-Forum Chairperson, present at the AGM, provided that for a Vote of No confidence to be passed, or a change in the Constitution, a majority of at least two-thirds are required.

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

7. NOTICE OF AGM

7.1 A notice of an AGM must be displayed at the SAPS Sinoville, formally communicated to the management of each Sub-Forum and as widely as possible within the area of jurisdiction of the Forum taking into account time and cost considerations and must contain the following details:

7.1.1 That it is an AGM;

7.1.2 Date,

7.1.3 Time;

7.1.4 Place.

7.1.5 Contact details of the Forum's Secretary or any other person that can provide more details about the AGM.

7.1.6 The 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;

7.1.7 An AGM must be held within 6 months from the financial year end.

8. SPECIAL GENERAL MEETING ("SGM") (14 DAYS NOTICE)

8.1 An SGM may be called at any time by at least 50 (fifty) registered members of the Forum by way of a written request, clearly setting out the matters to be discussed to the secretary of the EXCO accompanied by a schedule bearing the names, surnames, contact details and signatures of such members, or the EXCO;

8.2 Convening of an SGM requires the Secretary to, within 5 days of the receipt of such a request, publish a notice of the SGM, the date of which must not less than 14 days before the meeting is scheduled to take place;

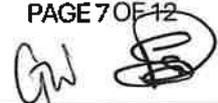
8.3 The notice of an SGM must be displayed at the SAPS Sinoville, formally communicated to the Chairpersons and management of each Sub-Forum and as widely as possible within the boundaries of the Forum taking into account time and cost considerations;

- 8.4 The following details must appear on the notice:
- 8.4.1 That it is an SGM;
 - 8.4.2 Date,
 - 8.4.3 Time;
 - 8.4.4 Place;
 - 8.4.5 Purpose of the SGM; and
 - 8.4.6 Contact details of the Forum's Secretary or any other person that can provide more details about the SGM.
- 8.5 The registered members of the Forum in good standing and present at the SGM forms a quorum;
- 8.6 Voting at an SGM will take place by way of show of hands;
- 8.7 An EXCO nominee will count the number of votes (hands).
- 8.8 The majority required for vote to be passed at an SGM is 50% + 1 of the registered members of the Forum in good standing, as confirmed in the nomination and acceptance form by the Sub-Forum Chairperson, present at the SGM, provided that for a Vote of No confidence to be passed, or a change in the Constitution, a majority of at least two-thirds is required.
- 8.9 In the event of a tied vote at an SGM, the Chairperson of the meeting will have the deciding vote.

9. ELECTION MEETING (END OF TERM) (21 DAYS NOTICE)

- 9.1 The Secretary must prepare a ballot paper for each position with the names of the persons nominated for the respective positions;
- 9.2 A record of the number of ballot papers issued to eligible voters must be kept, and such number of ballot papers will not exceed the number of eligible voters;
- 9.3 The following details must appear on the notice:
- 9.3.1 That it is an election meeting (end of term);
 - 9.3.2 Date,

- 9.3.3 Time;
- 9.3.4 Place;
- 9.3.5 Purpose of the election meeting; and
- 9.3.6 Contact details of the Forum's Secretary or any other person that can provide more details about the election meeting.
- 9.4 The Electoral Officer will preside over the Election Meeting;
- 9.5 Voting shall take place by way of ballot;
- 9.6 Each eligible voter shall receive a ballot paper for each position to be voted upon, which he or she must complete and place into the designated sealed receptacle which will be under the control of the Electoral Officer at all times;
- 9.7 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;
- 9.8 The Electoral Officer and appointed assistant(s) will count the votes and will write down the number of votes received by each candidate;
- 9.9 The Electoral Officer will ask an independent person to confirm the number of votes received by each candidate;
- 9.10 The Electoral Officer will announce the winning candidate(s);
- 9.11 If the counts of the Electoral Officer and the said independent person does not agree, the Electoral Officer and the independent person will recount the votes until their counts agree;
- 9.12 The nominee with the most votes is automatically appointed to the relevant position;
- 9.13 All ballot papers will be stored for safekeeping by the Secretary for a period of 90 days;
- 9.14 An aggrieved party may request access to such ballot papers within the 90-day period from the Secretary;
- 9.15 Where a person is nominated for more than one position and gets elected to a position, he or she will automatically not be eligible for election to the other nominated position(s).
- 9.16 No nominations will be accepted from the floor.

Handwritten initials and a signature in black ink, located at the bottom right of the page.

10. SPECIAL ELECTION MEETING (VACANCIES) (10 DAYS NOTICE)

- 10.1 The Secretary must prepare a ballot paper for each position with the names of the persons nominated for the respective positions;
- 10.2 A record of the number of ballot papers issued to eligible voters must be kept, and such number of ballot papers will not exceed the number of eligible voters;
- 10.3 The following details must appear on the notice:
- 10.3.1 That it is an SEM;
- 10.3.2 Date,
- 10.3.3 Time;
- 10.3.4 Place;
- 10.3.5 Purpose of the SEM; and
- 10.3.6 Contact details of the Forum's Secretary or any other person that can provide more details about the SEM.
- 10.4 The Electoral Officer will preside over the Election Meeting;
- 10.5 Voting shall take place by way of ballot;
- 10.6 Each eligible voter shall receive a ballot paper for each position to be voted upon, which he or she must complete and place into the designated sealed receptacle which will be under the control of the Electoral Officer at all times;
- 10.7 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;
- 10.8 The Electoral Officer and appointed assistant(s) will count the votes and will write down the number of votes received by each candidate;
- 10.9 The Electoral Officer will ask an independent person to confirm the number of votes received by each candidate;
- 10.10 The Electoral Officer will announce the winning candidate(s);
- 10.11 If the counts of the Electoral Officer and the said independent person does not agree, the Electoral Officer and the independent person will recount the votes until their counts agree;

- 10.12 The nominee with the most votes is automatically appointed to the relevant position;
- 10.13 All ballot papers will be stored for safekeeping by the Secretary for a period of 90 days;
- 10.14 An aggrieved party may request access to such ballot papers within the 90-day period from the Secretary;
- 10.15 Where a person is nominated for more than one position and gets elected to a position, he or she will automatically not be eligible for election to the other nominated position(s).
- 10.16 No nominations will be accepted from the floor.

11. EXCO MEETING

- 11.1 EXCO meetings will take place once a month excluding December. The dates for such meetings will be determined at the first EXCO meeting of the year;
- 11.2 Any changes to dates will be communicated by the Secretary.
- 11.3 The following details must appear on the notice:
 - 11.3.1 That it is an EXCO meeting;
 - 11.3.2 Date;
 - 11.3.3 Time;
 - 11.3.4 Place;
 - 11.3.5 Contact details of the Forum's Secretary.
- 11.4 At an EXCO Meeting the quorum shall be 50% + 1 of the number of the EXCO members in good standing present at the meeting;
- 11.5 If no quorum is reached, the meeting will adjourn for a period of at least 15 minutes;
- 11.6 After the expiration of the period of 15 minutes and there is still not a quorum, the meeting will automatically be postponed till further notice but not longer than 14 (fourteen) days;
- 11.7 Where the EXCO need to vote upon any specific issue, the following shall apply:
 - 11.7.1 Voting will be by show of hands, provided that where an EXCO member requests a vote by way of ballot, such vote shall take place by way of ballot;

- 11.7.2 If there is a stay of votes, the Chairperson shall have the deciding vote;
- 11.7.3 If decisions must be made that will have an impact on the operations of the Sub-Forums, at least two Sub-Forum Chairpersons or their duly authorised representatives must be present at the EXCO meeting or Special EXCO meeting;
- 11.7.4 A Majority required for a Resolution to be passed at EXCO Management Meetings will consist of 50% + 1 of the number of the EXCO members in good standing and present, will be deemed to have been accepted.

12. SPECIAL EXCO MEETING

- 12.1 At a Special EXCO Meeting, a quorum will be 50% + 1 of the number of the EXCO members in good standing and present at the meeting;
- 12.2 If no quorum is reached, the meeting will adjourn for a period of at least 15 minutes;
- 12.3 After the expiration of the period of 15 minutes and there is still not a quorum, the meeting will automatically be postponed till further notice but not longer than 14 (fourteen) days.
- 12.4 Where the EXCO need to vote upon any specific issue, the following shall apply:
- 12.4.1 Voting will be by show of hands, provided that where an EXCO member requests a vote by way of ballot, such vote shall take place by way of ballot;
- 12.4.2 If there is a stay of votes, the Chairperson shall have the deciding vote;
- 12.4.3 If decisions have to be made that will have an impact on the operations of the Sub-Forums, at least two Sub-Forum Chairpersons or their duly authorised representatives must be present at the Special EXCO meeting; and
- 12.5 The majority required for vote to be passed at Special EXCO Management Meeting is 50% + 1 of the number of the EXCO members present in good standing, will be deemed to have been accepted.
- 12.6 Notice of Special EXCO Meeting and notice period:
- 12.6.1 The Secretary must inform all the other EXCO members of a Special EXCO meeting at least 48 hours before such meeting. Use of electronic media will be considered as appropriate medium.
- 12.7 Voting by way of Electronic Platform.

12.7.1 Should the need arise, any, voting can take place by way of chosen electronic media subject to the following:

12.7.1.1 The Subject Matter to be voted on must be circulated to all EXCO Members;

12.7.1.2 At least 50% + 1 of the EXCO must vote for the vote to be valid;

12.7.2 In the event that there is a stay of votes, the Chairperson shall have the deciding vote.

12.7.3 Results of the voting by electronic media will form part of the Resolution Register and the meeting Minutes and the same principles as contained in paragraph 5.4 above will be implemented.

13. BROAD FORUM MEETING ("BFM")

13.1 Notice of BFM:

13.2 A notice of a BFM must be published as widely as possible within the area of jurisdiction of the Forum taking into account time and cost considerations;

13.3 The following details must appear on the notice:

13.3.1 That it is a BFM meeting;

13.3.2 Date,

13.3.3 Time;

13.3.4 Place.

13.3.5 Contact details of the Secretary or any other person that can provide more details about the BFM;

13.4 The Secretary must also inform the Chairpersons of the respective Sub-Forums of the BFM in writing.

14. PUBLIC INFORMATION MEETING ("PIM")

14.1 A Notice of a PIM must be published as widely as possible within the area of jurisdiction of the Forum taking into account time and cost considerations;

14.2 The following details must appear on the notice:

14.2.1 That it is a PIM;

14.2.2 Date,

14.2.3 Time;

14.2.4 Place.

14.2.5 Contact details of Secretary or any other person that can provide more details about the PIM;

14.3 The Secretary must also inform the Chairpersons of the respective Sub-Forums of the PIM in writing.

aw 



VOTE OF NO CONFIDENCE

1) VOTE OF NO CONFIDENCE

- 1.1 A Vote of No Confidence can be brought against individual members of the EXCO and or against the EXCO as a whole.
- 1.2 A vote of no confidence against the EXCO as a whole:
 - 1.2.1 Where a Vote of No Confidence is brought against the EXCO as a whole, the meeting will be chaired and facilitated by a member of the relevant Cluster / Area / District Board.
 - 1.2.2 A Vote of No Confidence can be brought by any registered member of the Forum, provided that such Vote of No Confidence must be supported by at least 50 (fifty) other registered members of the Forum and must contain the schedule of names, contact details and signatures of the 50 (fifty) registered members supporting the Vote of No Confidence.
 - 1.2.3 The grounds for the Vote of No Confidence must be clearly set out in writing and must be forwarded to the Secretary of the relevant Cluster / area / district Board.
- 1.3 The voting process will be as follows:
 - 1.3.1 The quorum shall be 50% + 1 of the registered members of the Forum in good standing, **present** at the Special General Meeting (SGM) scheduled to decide upon a Vote of No Confidence.
- 1.4 Each functional Sub-Forum is entitled, but not obliged, to send a maximum of ten (10) persons to vote at any SGM scheduled to decide on a Vote of No Confidence Meeting, provided that such persons must be a registered residential member residing in the jurisdiction of that Sub-Forum and in good standing.
 - 1.4.1 Voting at a meeting for a Vote of No Confidence will take place by way of show of hands.
 - 1.4.2 A person nominated by the Chairperson of the Cluster / Area / district Board will count the number of votes (hands).
 - 1.4.3 Majority required for vote to be passed at the SGM for a Vote of No Confidence in the EXCO is two thirds of the registered members of the Forum present and voting.
- 1.5 Tied votes.
 - 1.5.1 In the event of a tied vote at a meeting for a Vote of No Confidence, the Chairperson of the Cluster / Area / district Board will have the deciding vote.

- 1.6 Vote of no confidence against a member of the EXCO.
- 1.6.1 A Vote of No Confidence can be brought by any registered member of the Forum and a schedule attached to such Vote of No Confidence containing the names, contact details and signatures of the 50 (fifty) registered members supporting the Vote of No Confidence; or
- 1.6.2 Three or more members of the EXCO and a schedule attached to such Vote of No Confidence containing the names, contact details and signatures of the three or more Exco members supporting the Vote of No Confidence.
- 1.7 The grounds for the Vote of No Confidence must be clearly set out in writing and must be forwarded to the Secretary.
- 1.8 The Secretary must inform the Chairperson of the EXCO immediately of the receipt of a Vote of No Confidence.
- 1.9 Each Sub-Forum is entitled, but not obliged, to send a maximum of ten (10) delegates, certified to be in good standing by the Chairperson of the Sub-Forum, to this meeting and to vote on the Vote of No Confidence, provided that such persons must be registered members of that Sub-Forum.
- 1.10 All affected parties will have the opportunity to address the Special meeting convened in respect of the Vote of No Confidence in the following manner:
- 1.10.1 First the person who raised the Vote of No Confidence.
- 1.10.2 Then the EXCO member/s against whom the Vote of No Confidence is tabled.
- 1.10.3 Rebuttal by the person/s who raised the Vote of No Confidence.
- 1.10.4 Closing argument by the EXCO member/s against whom the Vote of No Confidence is tabled.
- 1.10.5 The members will then be called to vote in favour or against the Vote of No Confidence.
- 1.10.6 The EXCO member against whom the vote of no confidence was lodged must be excused during the voting process.
- 1.10.7 Voting will be by show of hands.
- 1.10.8 A majority of at least two thirds is required for the Vote of No Confidence to succeed.
- 1.10.9 Should the Vote of No Confidence succeed, the affected party will be required to relinquish his/her position with immediate effect.

1.10.10 If the Vote of No Confidence is unsuccessful the meeting will adjourn, and the EXCO member/s against whom the Vote of No Confidence will remain in his or her elected position and resume with their normal duties.

1.10.11 The outcome of the vote is final, and the decision may not be appealed against by any party.



SINOVILLE CPF SOCIAL MEDIA PROTOCOL

1. DEFINITIONS AND ABBREVIATIONS

TERM	DEFINITION
Administrator	Typically, a group administrator on a social media platform is the most permissive membership role for that particular group on the platform.
Approved WhatsApp Groups	Groups approved by the Executive Committee or sub-forum management committees of the Sinoville Community Police Forum.
Data Subject	Means the person to whom personal information relates (Protection of Personal Information Act, Act 4 of 2013), definition.
Exco	The Executive Committee of the Sinoville Community Police Forum.
Facebook	Facebook is a social media and social networking service owned by the United States technology conglomerate Meta.
“Group” in the context of social media	Social media groups refer to online communities that exist within the context of the many different social networks and platforms available to users. These groups can be used as a way to connect with other people with similar interests, discuss related topics, and even collaborate on projects.
Instant Messaging	Instant messaging (IM) technology is a type of synchronous computer-mediated communication involving the immediate (real-time) transmission of messages between two or more parties over the Internet or another computer network. Originally involving simple text message exchanges, modern IM applications and services (also called "social messengers", "messaging apps", "chat apps" or "chat clients") tend to also feature the exchange of multimedia, emojis, file transfer, VoIP (voice calling), and video chat capabilities.
Management Committee Member	The members of the management committees of Sectors 1, 2, 3 and 4 within the Sinoville Community Police Forum.
Members	A member of a social media group.
NCA	National Crime Assist.
POPIA	The Protection of Personal Information Act (Act 4 of 2013).
PRO	Public Relations Officer of the Sinoville CPF Exco.
SCPF	Sinoville Community Police Forum.
Social Media	Social media are interactive technologies that facilitate the creation, sharing and aggregation of content (such as ideas, interests, and other forms of expression) amongst virtual communities and networks. Common features include: <ul style="list-style-type: none"> • Online platforms that enable users to create and share content and participate in social networking. • User-generated content- such as text posts or comments, digital photos or videos, and data generated through online interactions.

Handwritten initials and signatures.

TERM	DEFINITION
	<ul style="list-style-type: none"> • Service-specific profiles that are designed and maintained by the social media organisation. • Social media helps the development of online social networks by connecting a user's profile with those of other individuals or groups.
Telegram	Telegram Messenger, commonly known as Telegram, is a cloud-based, cross-platform, social media and instant messaging (IM) service.
WhatsApp	WhatsApp (officially WhatsApp Messenger) is an instant messaging (IM) and voice-over-IP (VoIP) service owned by the United States technology conglomerate Meta.

2. REFERENCES

- 2.1 The South African Police Service Act (Act 68 of 1995).
- 2.2 The Protection of Personal Information Act (Act 4 of 2013).

3. PURPOSE

- 3.1 Community Police Forums (CPF) are mandated to foster a partnership between the community and the police.
- 3.2 The objectives within this mandate are to promote cooperation, to identify and solve problems, to improve communication and to promote transparency and accountability.
- 3.3 WhatsApp and WhatsApp groups are the primary social media platform used by the SCPF for communication with the community in order to achieve the objectives stated above and must therefore be regulated in order to ensure that information is accurate, shared in a responsible manner and within the framework of the law.

4. SCOPE

- 4.1 This protocol is applicable to all members of the SCPF while acting in an official capacity as a SCPF member.
- 4.2 The purpose of the WhatsApp group determines membership on the group, who has the administrative responsibility, what type of information is shared, the sensitivity of information that may be shared and the security classification.
- 4.3 This policy deals with the management of official SCPF WhatsApp groups, WhatsApp channels, the Facebook pages of the Exco and sub-forums and other social media platforms such as Telegram that might be used.
- 4.4 Engagement with broader community, with the focus on creating crime awareness, promoting ownership, encouraging community responsibility, and empowering the community towards greater participation. The engagement with the broader community is seen as a marketing opportunity that cannot be ignored if the future of the SCPF is to be taken seriously.

Handwritten signatures and initials.

5. SECURITY OF INFORMATION

5.1 There might be a misconception that the distribution of information on a social media platform might be “secure” to some degree, depending on the platform used. Without exhaustively refuting such claims of social media platforms, the fact of the matter is once information has been sent on any platform, regardless of the technical security that is applied by that particular platform, one must accept that the information is in the public domain.

5.2 Various social media platforms provide various “safeguards” to limit the distribution of information. Fact is, these can be defeated by humans in various ways. A member on a social media group can show a message to a person outside of that group that was not intended to receive such information.

6. ADHERENCE TO POPIA

In the context of social media, adherence to the POPIA is a vital consideration. However, in some circumstances, the collection and distribution of personal information without the consent of the data subject is permitted on condition that it does not transgress other applicable legislation.

7. WHATSAPP GROUP ADMINISTRATORS

7.1 Various WhatsApp groups will be administered by the SCPF and relevant Sub-Forum management committees. These administrators must be members of the management committees of the SCPF.

7.2 Administrative responsibilities include:

7.2.1 Monitoring information posted on the group and enforcing the established rules.

7.2.2 Managing group membership by adding members within the target group, considering requests to join and removing members when necessary.

7.2.3 Keeping the group informed by sharing important information, updates, reminders, and announcements with the group.

7.3 Ideally, there should be more than one administrator per group. With a large group of administrators, an additional administrators group can be created to discuss matters related to the administration of the group if such a group containing all group administrators doesn't already exist.

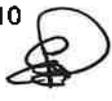
8. PROCEDURES:

8.1 Only WhatsApp groups administered or approved by the Forum or Sub-Forum will be viewed as an official mouthpiece of the SCPF.

8.2 The Chairperson and Deputy chairperson of the Forum must be members on all official SCPF WhatsApp groups. The Chairperson and Deputy chairperson of the Sub-Forum must be members on all official Sub-Forum groups.

GW 

8.3 The purpose of a WhatsApp group, the specific target group for membership on the WhatsApp group and person(s) who have administrative responsibility must be clearly defined. This information must be made available to the EXCO of the SCPF.

Cal 

8.4 Permanent groups administered by the Forum and or Sub-Forums include:

GROUP TYPE	PURPOSE	ADMINISTRATORS	GROUP MEMBERSHIP	CONFIDENTIALITY
SCPF Managerial groups.	Day to day running of the Forum or Sub-Forum and to deal with and vote on important matters.	<ul style="list-style-type: none"> Chairperson and Deputy Chairperson of the Forum Chairperson and Deputy Chairperson of the Sub-Forum 	Management members.	Very High. No posts may be shared or forwarded from the group without the permission of the administrators.
SCPF Radio Control groups.	Submission of radio control shift reports, sharing of important information and dealing with the radio control roster.	<ul style="list-style-type: none"> Chairperson and Deputy Chairperson of the Forum Chairperson and Deputy Chairperson of the Sub-Forum Radio Control Coordinator of the Forum and Sub-Forum 	Management team members and radio controllers.	Shift reports, information and communication on these groups may not be shared without permission from the group administrators.
Patroller groups.	Share crime related information, operations, crime prevention actions.	<ul style="list-style-type: none"> Chairperson and Deputy Chairperson of the Forum Chairperson and Deputy Chairperson of the Sub-Forum Training coordinator of the Forum and the Sub-forum 	Management team members and all trained SCPF patrollers.	High, especially regarding planned operations.
Operational groups.	Sharing of day-to-day operational information and planned SAPS/SCPF operations.	<ul style="list-style-type: none"> Chairperson and Deputy Chairperson of the Forum Chairperson and Deputy Chairperson of the Sub-Forum 	Management team members, SCPF radio controllers and patrollers, SAPS, TMPD. Members of private security companies may only be added by and approved by the	High – only BOLOs (Be On The Lookout) of stolen vehicles, SAPS BOLOs and missing persons may be shared without permission from the administrators.

Cal 

GROUP TYPE	PURPOSE	ADMINISTRATORS	GROUP MEMBERSHIP	CONFIDENTIALITY
SCPF sub-forum members group.	Platform for members to share crime related information with SCPF management and for the SCPF management to empower members by creating crime awareness, give crime prevention tips and to promote ownership and active participation.	<ul style="list-style-type: none"> • Crime Prevention Officer of the Forum and Sub-Forums • Chairperson and Deputy Chairperson of the Forum • Chairperson and Deputy Chairperson of the Sub-Forum • Sub-Forum Management. 	Crime Prevention officer of the Forum. All Sub-Forum members.	No sensitive information may be posted on this group.
Stakeholder groups.	Collaboration and cooperation between neighbouring CPFs and other safety groups.	<ul style="list-style-type: none"> • Chairperson and Deputy Chairperson of the Forum • Chairperson and Deputy Chairperson of the Sub-Forum • Management of the Sub-Forum 	CPF Management.	Information may be shared with permission from the person that posted on the group.
Community safety groups.	Platform for the community to share crime related information with SCPF management and for the SCPF management to empower residents by creating crime awareness, give crime prevention tips and to promote ownership and membership to the SCPF.	<ul style="list-style-type: none"> • Chairperson and Deputy Chairperson of the Forum • Chairperson and Deputy Chairperson of the Sub-Forum • PRO of the Forum and the Sub-Forums; 	Affiliated Neighbourhood Watches, area and street safety groups.	None. Information posted by the SCPF with the purpose to share to all members of the community.



8.5 Other groups created for a specific purpose, such as campaigns, operations, etc. The lifetime of such groups may vary depending on the purpose of the group.

9. BASIC GROUP RULES

9.1 As a minimum the following rules will be displayed and pinned on a regular basis to ensure all members are familiar with the rules of such groups.

9.1.1 No photographs of vehicles displaying the occupants or registration number of the vehicle are allowed unless instructed by SAPS to do so;

9.1.2 No photographs of suspicious persons are allowed to be displayed unless instructed by SAPS to do so (based on Section 69 of the SAPS Act);

9.1.3 Information obtained from any of the SCPF social media platforms are intended for that specific group only and may not be disseminated in any way without the prior approval of the Chairperson of the relevant sector;

9.1.4 Only crime specific information pertaining to the SCPF jurisdiction may be posted on the WhatsApp groups;

9.1.5 No advertising or promotion of any kind will be allowed on any of the WhatsApp groups;

9.1.6 Information may only be posted on the WhatsApp groups after it was verified or if instructed by SAPS to do so;

9.1.7 No personal opinions or any derogatory information may be posted on WhatsApp groups;

9.1.8 No arguing and heated opinions will be allowed. Any post that includes racism, sexism, xenophobia, homophobia, ethnically divisive remarks or any other topic that offends and disturbs the fragile tranquillity of the community will be deleted.

9.1.9 Never use a group to berate someone else or air grievances.

9.1.10 Stay on topic- only discuss community safety-related issues.

9.1.11 Be respectful- treat others with respect and kindness, even when disagreeing.

9.1.12 No spam or self-promotion- refrain from sharing unrelated content or promoting personal businesses.

9.1.13 Keep conversations concise- avoid lengthy discussions; consider moving in-depth conversations to a separate thread or a meeting.

9.1.14 Use clear and descriptive subject lines- when sharing information, use clear subject lines to help others quickly understand the content.



9.1.15 No sharing of explicit or disturbing content- avoid sharing graphic or disturbing images, videos, or descriptions.

9.1.16 Respect privacy- avoid sharing personal information or photos of others without their consent.

10. INFORMATION SHARING GUIDELINES

10.1 Verify information before sharing- ensure the accuracy of information before sharing it with the group. If you cannot verify the accuracy of the information or are unable to do so, don't share it. Posting it on a group and asking an administrator or any other member to verify such is not permitted.

10.2 Use reliable sources- share information from credible sources, such as official news outlets or government websites.

10.3 Avoid spreading rumours or misinformation- refrain from sharing unverified or false information.

11. TRANSGRESSIONS

11.1 Any member who transgress any part of this procedure may immediately be informed of such transgression and such transgression may immediately be deleted. If any member fails to delete such transgression on request, the member will be removed from the WhatsApp group with immediate effect and will be subjected to the disciplinary procedure of the relevant sector or that of the EXCO.

11.2 Members who are found to warn any person beforehand of any planned operation or SAPS and or METRO operation will be subjected to the disciplinary process and/or criminal prosecution where relevant.

12. WHATSAPP CHANNELS

12.1 The Forum PRO will administrate such a channel should the need exist. It is recommended that additional administrators be appointed to assist the PRO. These assistant administrators may not post content without the approval of the primary administrator which is the Forum PRO or a management committee member assigned to perform this role.

12.2 Generally speaking, the same rules for WhatsApp channels apply as for group rules on WhatsApp.

12.3 In terms of the confidentiality of information shared on the channel, the same level of sensitivity applies as for sub-forum member groups.

12.4 As membership for a WhatsApp channel is not intended to be controlled, it is viewed as a platform to broadcast information to the general public, regardless of location.

AD B

12.5 Sub-forums may not establish their own channels on WhatsApp without Exco approval. The single channel administered by the PRO and assistants is regarded as the singular official mouthpiece for the SCPF.

13. FACEBOOK

13.1 Facebook is an important platform to communicate with the broader community. As it is a dominant social media platform at this stage, it makes sense to use this platform for communication by the Forum and Sub-forums.

13.2 The Facebook pages of the Forum and Sub-Forums will be administered by the respective PRO's of each organisation. In addition, it is recommended that each page have at least one additional administrator. These assistant administrators may not post content without the approval of the primary administrator which is the Forum or Sub-Forum PRO's or a management committee member assigned to perform this role.

13.3 Media releases posted on Facebook will be handled in exactly the same fashion as any other media release. Meaning that media releases must be approved by the Exco chairperson prior to dissemination on various platforms.

13.4 Sharing and liking of posts from the Forum and Sub-Forums is encouraged.

13.5 Reposting of content from sister organisations such as the Sinoville Firefighting Association and Sinoville Crisis Centre are encouraged.

13.6 Generally speaking, the same rules as for WhatsApp groups apply for the posting of content to pages of the Forum and Sub-Forum.

13.7 Following and liking pages and content posted thereon of other CPF's, provincial and national police boards is encouraged.

13.8 Generally speaking, liking posts and following pages on Facebook of groups or organisations aligned with the values, goals and objectives of CPF's in general is encouraged.

13.9 Content from the official SAPS and TMPD Facebook pages may be liked in the case of positive posts.

13.10 Positive content posted by any company or organisation that supports the CPF or its sister organisations can be reposted or liked within the guidelines of the rules as applicable to WhatsApp groups.

13.11 Product endorsements on Facebook must be avoided.

13.12 Avoid liking negative comments on posts from organisations that are generally supported.

13.13 In the event that any PRO is uncertain as to follow any organisation or like the posts posted by such an organisation, this must be clarified at an Exco Management Committee Meeting.

14. TELEGRAM

14.1 In the context of the SCPF, Telegram is virtually unused. Telegram is recommended as an alternative communication platform in the case where WhatsApp experiences a prolonged outage.

14.2 It is recommended that management and operational groups be migrated to Telegram in the case of a prolonged outage on WhatsApp. Other lower-level groups don't require constant communication and can easily be left as is, except in the case of a widespread disaster.

14.3 Groups on Telegram will be used in the same manner as on WhatsApp. Channels on Telegram will not be used, except in extraordinary circumstances with approval by the Exco.

14.4 Parallel groups for the same purpose and the same group members on WhatsApp and Telegram will not be allowed. In the case of an extended WhatsApp outage, essential groups will be established on Telegram until such time as WhatsApp has restored its service.

14.5 The content on the similar Telegram group will then be reposted to WhatsApp should there be a need. Normal members will be removed from the Telegram group. Administrators will remain on the Telegram group. The group will then become dormant. Occasional test post can be made to avoid Telegram to close dormant groups.

14.6 The reason only admins will remain on the Telegram group is to reserve the name of the group on Telegram and to rapidly add members to that group should there be a service outage on WhatsApp.

AW 

**RADIO USAGE POLICY****1) RADIO USAGE POLICY**

- 1.1 This Policy is binding on all Members of the Forum and members of the Sub-Forums of the Forum, members of structures in the various Sub-Forums that falls under the auspices of the Forum, the EXCO of the Forum, and / or any person that have been co-opted onto the EXCO and / or who performs any act as instructed or directed by the EXCO from time to time.
- 1.2 Members or persons referred to in paragraph 1.1 above:
- 1.2.1 must undergo the approved Radio Protocol training.
- 1.2.2 shall not directly or indirectly let the frequency be known to unauthorised parties and or entities for whatever reason.
- 1.2.3 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.
- 1.2.4 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 authorized agents at the members own expense.
- 1.2.5 ensure total safety and security of his/her radio (and its frequency) and to prevent unauthorized use of his radio.
- 1.2.6 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.
- 1.2.7 is not 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 the Forum and/or sub-Forum and has been allocated a call sign.
- 1.3 Channels on the Forum's frequency may only be used for SCPF purposes and private chatter is not permitted.
- 1.4 The allocation of call signs is the prerogative of the Sub-Forum as determined by each Sub-Forum as is applicable;

- 1.5 Radios incapable of transmitting an ID code will not be permitted to be programmed with the Forums frequencies / tones;
- 1.6 The use of racist, foul or offensive language or sexual innuendo is strictly forbidden.
- 1.7 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;
- 1.8 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 shall be removed from any radios owned by such user, subject to being found guilty at a disciplinary process.
- 1.9 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.
- 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.
- 1.11 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 the relevant 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.
- 1.13 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.
- 1.14 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.
- 1.15 No member will receive their radio or be allowed to use the radio before they complete the Forums Radio Training programme.
- 1.16 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.



SECURITY MEMBERS CODE OF CONDUCT AND RADIO USAGE POLICY

1) SECURITY MEMBERS CODE OF CONDUCT AND RADIO USAGE POLICY

1.1 **PURPOSE**

There is a need to establish a support group of specialist patrollers to assist the Crime Prevention Teams, Sector Control Operators and SAPS Sinoville with the completion of specific tasks as and when required.

1.2 **SECURITY MEMORANDUM OF UNDERSTANDING**

Before a Security Company is authorised to use the radio infrastructure of the SCPF, the prescribed memorandum of understanding must be signed and completed by the duly authorised representative of the relevant Security Company and the Chairperson of the SCPF.

1.3 **SCOPE**

This agreement is applicable to all security members of the SCPF identified and approved by the EXCO of the SCPF while acting in an official capacity as an approved Radio User.

1.4 **SHIFT REQUIREMENT**

1.4.1 A security member will at the start of his shift call in over the radio informing all control operators and the SAPS Sinoville that he is on duty and available to assist where required.

1.4.2 A security member will at all times work through the relevant control operator in the area where he is needed.

1.4.3 A security member will always follow the instruction of the relevant control operator or that of the SAPS Sinoville.

1.5 **RULES**

1.5.1 All security members will comply with any lawful instruction issued by the control operator or SAPS Sinoville and will comply with all policies and procedures as issued by the SCPF from time to time.

1.5.2 All security members will comply with the following requirements:

1.5.2.1 must undergo the approved SCPF Radio Protocol training.

1.5.2.2 shall not directly or indirectly let the frequency be known to unauthorised parties and or entities for whatever reason.

- 1.5.2.3 agree that by breaching the contents of this agreement, 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.
- 1.5.2.4 ensure total safety and security of his/her radio (and its frequency) and to prevent unauthorized use of his radio.
- 1.5.2.5 Ensure that the 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.
- 1.5.3 Channels on the SCPF's frequency may only be used for SCPF and SAPS purposes and private chatter is not permitted.
- 1.5.4 The allocation of call signs is the prerogative of the SCPF.
- 1.5.5 Radios incapable of transmitting an ID code will not be permitted to be programmed with the SCPF's frequencies / tones.
- 1.5.6 The use of racist, foul or offensive language or sexual innuendo is strictly forbidden.
- 1.5.7 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.
- 1.5.8 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 SCPF's frequency and such frequency shall be removed from any radios owned by such user.
- 1.5.9 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 SCPF.
- 1.5.10 Use of the radio will always be in accordance with the rules of radio usage as published by ICASA and the Telecommunications Act as amended from time to time.
- 1.5.11 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 the relevant Control, unless they are participating in an official SCPF and/or SAPS operation.
- 1.5.12 Any radio that has been programmed with the frequency of the SCPF may not be sold or transferred to another user, without the frequency being removed from the radio.

1.5.13 No information about the whereabouts of fellow members or information relating to their properties may be transmitted over the radio frequency. Only a member can transmit his/her own telephone number. A third party may not transmit another member's personal particulars without their prior permission.

1.5.14 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.

1.5.15 No member will receive their radio or be allowed to use the radio before they complete the Forums Radio Training programme; and

1.5.16 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, the SAPS or a Partner Security Company and who had the necessary training.

1.6 **TRANSGRESSIONS**

Any member who transgress any part of this agreement will immediately be informed of such transgression and such transgression will immediately be rectified by the member. If any member fails to rectify such transgression on request, the members membership will immediately be terminated and the frequency of the SCPF removed from their radios.

Members who are found to warn any person beforehand of any planned operation by SAPS and or METRO will be subjected to possible criminal prosecution.

SIGNATURE OF MEMBER	DATE

By signing this Code of Conduct I confirm that I will adhere to and abide by the instructions contained herein

CW 



MEDIATION, DISCIPLINARY AND SUSPENSION PROCEDURE

1. MEDIATION PROCESS:

- 1.1 Before formal disciplinary proceedings are instituted against any member, the matter shall first be referred to an independent mediator appointed by the EXCO. 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 EXCO.
- 1.2 The following process will be followed during this mediation process:
 - 1.2.1 A formal meeting will be called by the appointed mediator;
 - 1.2.2 The affected member will be provided with 7 (seven) days' notice of such a meeting;
 - 1.2.3 The recommendation(s) of the mediator will be provided to the Secretary of the EXCO and will serve as formal feedback to the EXCO;
 - 1.2.4 If mediation fails, the disciplinary process may be implemented.

2. DISCIPLINARY FUNDAMENTALS:

- 2.1 The following are the underlying fundamentals of the disciplinary process:
 - 2.1.1 The proceedings are formal in nature.
 - 2.1.2 Each disciplinary matter shall be procedurally and substantially fair.
 - 2.1.3 Any disciplinary proceedings against a member of a Sub-Forum shall first be dealt with in terms of such Sub-Forum's Constitution, Code of Conduct and disciplinary proceedings.
 - 2.1.4 Any Member as defined in the Constitution and subjected to the disciplinary process shall:
 - 2.1.4.1 be presumed innocent until proven guilty.
 - 2.1.4.2 shall have the right to defend himself or herself which shall include the right to be represented by a fellow Forum member, but excludes legal representation, during the disciplinary process.
 - 2.1.4.3 has a right to appeal the outcome of a disciplinary hearing to a higher level as stipulated in this Constitution.
 - 2.1.5 Reasons shall be given for any decision taken in respect of the disciplinary process.

CW

2.1.6 Any person acting as the Chairperson or member of a Disciplinary Panel or Disciplinary Appeal Panel shall perform his / her duties in an objective and unbiased matter.

2.1.7 Where a Sub-Forum 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 shall have the right to institute disciplinary proceedings as provided for in this Constitution, against such Member or persons.

3. THE DISCIPLINARY PROCESS:

3.1 Any complaint against the members of the Management Committee of a Sub-Forum must be made in writing to the Secretary of the Forum setting out the name/s of the Member as well as full details of the complaint.

3.2 The Secretary shall provide the complainant with a reference number for the complaint within 24-hours of receipt of such a complaint.

3.3 The Secretary shall lay such complaint before the EXCO within 3 days from receipt of the charge and the EXCO shall appoint an independent person, to investigate the written complaint. This appointment will be done within 14 (fourteen) days from receipt of the complaint from the secretary.

3.4 At this stage, and in considering the gravity of the complaint, the EXCO will decide whether to implement the Suspension Policy or not.

3.5 The investigator shall report back on his findings to the EXCO within 10 (ten) 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 (twenty-one) days.

3.6 The EXCO will consider the findings of the investigator and may thereupon perform the following:

3.6.1 Dismiss the complaint; or

3.6.2 Recommend that the matter be referred to a full disciplinary process; or

3.6.3 Refer the matter back to the same or another investigator for further investigation.

3.7 Where the EXCO has dismissed the complaint, the EXCO must provide reasons for dismissing the complaint and the complainant may then appeal the decision of the EXCO to the Appeals Committee.

- 3.8 Where the EXCO recommends that the matter be referred to a full disciplinary process the following process will apply:
- 3.8.1 Subject to paragraph 3.8.2 below, the EXCO shall appoint a Disciplinary Panel to adjudicate the matter.
- 3.8.2 The Disciplinary panel of 5 (five) members, with the understanding that such members will not be from a legal background, shall consist of:
- (i) The Deputy-Chairperson, who shall be the Chairperson of the Disciplinary Panel or another member as appointed by the EXCO; and
 - (ii) Any other member of the EXCO; and
 - (iii) A management member of a Sub-Forum, 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 the Forum 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.
- 3.8.3 The unanimous decision by 3 (three) or more members of a Disciplinary Panel as above shall be deemed to be the decision of the Disciplinary Panel.
- 3.8.4 In the event of disciplinary charges being made against a member of the EXCO, the Disciplinary Panel of 5 (five) members, with the understanding that such members will not be from a legal background, shall consist of the following:
- 3.8.4.1 An externally appointed person shall act as the Chairperson of the Disciplinary Panel; and
- 3.8.4.2 Two management members of another recognised Community Policing Forum;
- 3.8.4.3 A member of the Sinoville Police Station designated by the Station Commander or the Station Commander him/herself, provided that such member shall be a commissioned officer.
- 3.8.4.4 The member of the Forum 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.
- 3.8.5 The Disciplinary Panel shall appoint a prosecutor who shall be responsible to lay the complaint before the Disciplinary Panel.
- 3.8.6 The prosecutor shall have the right to call any witness, including the complainant to come and testify before the Disciplinary Panel.
- 3.8.7 The prosecutor shall also have the right to place any evidence before the Disciplinary Panel, provided that such evidence was obtained in a lawful manner.

- 3.8.8 No hearsay evidence will be permissible.
- 3.8.9 The accused shall have the right to cross-examine any witness called to testify or to challenge the validity of the evidence presented.
- 3.8.10 The prosecutor shall declare his/her case closed where-after all witnesses have testified and/or all evidence have been presented.
- 3.8.11 The accused shall then present his case, and shall 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.
- 3.8.12 The prosecutor shall have the right to cross-examine any witness called to testify for the accused or to challenge the validity of the evidence presented.
- 3.8.13 After hearing both sides, the Disciplinary Panel will retire to consider the evidence presented.
- 3.8.14 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.
- 3.8.15 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 (seven) days.
- 3.8.16 The Disciplinary Panel will then announce their verdict. The verdict must represent a two third majority of the Disciplinary Panel.
- 3.8.17 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 EXCO meeting.
- 3.8.18 The Chairperson of the Disciplinary Panel shall give reasons for the decision of the Disciplinary Panel.
- 3.8.19 In the event of a verdict of guilty, the prosecutor shall have the right, but are not obliged, to address the Disciplinary Panel on aggravating circumstances.
- 3.8.20 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.
- 3.8.21 The person found guilty will then have the right, but are not obliged, to address the Disciplinary Panel on mitigating circumstances.

GW 

- 3.8.22 The person found guilty may call any person to testify on mitigating circumstances on his behalf.
- 3.8.23 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;
 - (ii) evidence presented in aggravation and mitigation.
- 3.8.24 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.
- 3.8.25 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.
- 3.8.26 The Disciplinary Panel will then announce the sanction and will also provide reason for their findings.
- 3.8.27 The complete disciplinary proceedings will be recorded and be made available to the accused in the event that they wish to appeal the verdict.
- 3.8.28 A Disciplinary Hearing can also take place in absence of the Members as defined in the Constitution 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.

4. APPEAL PROCESS

- 4.1 A member found guilty will have the right to appeal against both the verdict and sanction but must do so within 7 (seven) days of the handing down of the sanction. The terms of the suspension implemented will remain intact till the outcome of the Appeal.
- 4.2 The Appeal must be lodged in writing with the Secretary of the Forum within the 7 (seven) day period.
- 4.3 The secretary of the Forum will forward the appeal to the Cluster Board.
- 4.4 All recordings of the disciplinary hearings i.e. statements, verdicts and sanctions will be forwarded to the Pretoria East Cluster Board Secretary by the secretary of the Disciplinary Committee.

4.5 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.

4.6 No legal representation will be allowed at this stage of the disciplinary process.

5. APPEAL BODY

5.1 In the event of an appeal from a Disciplinary Panel as envisaged in paragraph 3.8.2, such appeal 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.

5.2 A Member as defined in the Constitution 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.

5.3 Any dispute resulting from the interpretation of the Constitution shall be referred to the Arbitration Foundation of South Africa who will appoint an independent arbitrator.

6. PENALTIES AND SANCTIONS

6.1 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 stipulated above.

6.2 Where an individual has been found guilty the Disciplinary Panel or Disciplinary Appeal Panel may:

6.2.1 Instruct the Sub-Forum that such member's membership of a Sub-Forum be terminated; and/or

6.2.2 Instruct the Sub-Forum that such member's membership of a Sub-Forum be suspended for a period not exceeding twelve months and that during this period s/he may not be involved in any Sub-Forum activities whatsoever; and/or

6.2.3 Give a final written warning that shall be valid for a period not exceeding twelve 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 above and/or

6.2.4 Give a written warning that shall be valid for a period of not exceeding twelve months since date of issue.

6.2.5 In addition to the above-mentioned sanctions the Forum also has the right to pursue civil or criminal actions against the individual(s) concerned.

7. SUSPENSION POLICY

- 7.1 A decision to suspend should be taken with care and in the light of the circumstances involved.
- 7.2 Amongst others the essential aspects to consider when suspending a member shall be:
- 7.2.1 Reasonable suspicion of misconduct;
- 7.2.2 The seriousness of the alleged misconduct or transgression;
- 7.2.3 The possibility of potential witnesses being intimidated should the person(s) not be suspended; and
- 7.2.4 The possibility that evidence may be lost or tampered with, should the person(s) not be suspended.
- 7.2.5 The possibility that the good name and standing of the Sinoville Community Police Forum, and or any of its members be jeopardised.
- 7.3 Ideally, suspension should be reasonable and justifiable and for a period not longer than thirty (30) days, unless the circumstances of each case, determined on its own merits, suggests otherwise.
- 7.4 In the event where a person is under suspension for a period longer than 30 (thirty) days, for whatever reason, such suspension shall automatically be reconsidered by the EXCO at each subsequent monthly EXCO meeting following the expiry of the initial 30 (thirty) days from date of suspension. The reasons for the continuation for the suspension will be captured in the minutes of the EXCO meeting and communicated to the suspended member by the Secretary each time the suspension is suspended.
- 7.5 Any member of the EXCO 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 the Forum 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.
- 7.6 An EXCO member who voluntarily elects to step down must do so in writing and this notice must be handed to the Secretary of the EXCO before the Suspension Panel convenes to hear the matter.
- 7.7 A Management Committee member of a Sub-Forum 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 the Sub-Forum, or in the event of the Chairperson to the Secretary of the Forum electing to step down voluntarily, before the Suspension Panel convenes to hear the matter.

GW 

7.8 In the event where a person refuses to step down voluntarily, s/he may be suspended by a Suspension Panel, but only after the due process as set out below has been followed.

7.9 Once a written complaint for alleged misconduct had been received by the Secretary, the Secretary shall, within three (3) days forward such complaint to the Chairperson of the EXCO.

8. AUTOMATIC SUSPENSION – CRIMINAL CHARGE

Where a criminal charge has been laid against any member of the Forum and such criminal charge comes to the attention of the EXCO, then such person shall be automatically suspended until such time as the criminal case has been concluded. In the event that such a person is found guilty of the offence so charged, such person's membership to the Forum will cease. If the member is found not guilty then the disciplinary process might still come into effect and the normal disciplinary process will be followed.

9. SUSPENSION PANEL

9.1 In the event of a complaint against a member of the EXCO or a management member of any Sub-Forum, the Suspension Panel shall consist of the EXCO.

9.2 In the event of a complaint against any other member of a Sub-Forum, the suspension policy of such Sub-Forum shall apply, and if the relevant Sub-Forum does not have a suspension policy, this Suspension Policy shall apply and in such instance the Suspension Panel shall consist of:

9.2.1 Any two members of the Management of the relevant Sub-Forum and

9.2.2 Any member of the EXCO appointed by the EXCO.

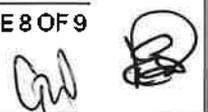
9.3 In the event of a Suspension Panel as per paragraph 9.2 the Chairperson of the Suspension panel shall be the member of the EXCO appointed by the EXCO.

10. NOTICE OF THE MEETING BY THE SUSPENSION PANEL

10.1 The member whose suspension is under consideration should be informed in writing of the following:

10.1.1 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, shall be given at least 48 hours' notice of such meeting;

10.1.2 The allegations that gave rise to the proposed action;



10.1.3 That the member whose suspension is under consideration will be afforded the opportunity to make representations in respect as to his / her possible 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.

10.2 Should the member whose suspension is under consideration fail to avail him / 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.

11. MEETING OF THE SUSPENSION PANEL

11.1 During the meeting, the person whose possible suspension is under consideration will have the right to make a presentation as set out above, as to why s/he should not be suspended.

11.2 The Suspension Panel should carefully consider the evidence against the person whose possible suspension is under consideration to ensure there is sufficient evidence or legitimate reasons for the suspension, or otherwise.

11.3 Once a final decision has been made, the decision should be conveyed to the person in writing and the notice should contain the following:

11.3.1 The decision of the Suspension Panel, including the reason/s why the Suspension Panel saw it fit to suspend the member.

11.3.2 That the suspension will only be uplifted once the Independent Investigator, as referred to in the Disciplinary Procedure or the Disciplinary Panel as referred to in the Disciplinary Procedure has handed its findings to the Suspension Panel and the Panel has exonerated the member or, if referred to a Disciplinary Panel, the Disciplinary Panel finds the person not guilty.

12. TERMINATION OF 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 of suspension, effective from a specified date, must be given to the accused member by the Chairperson of the Suspension Panel.

13. NO APPEAL AGAINST A SUSPENSION

A suspended member may not appeal against his / her suspension

