

Wierdabrug Community Police Sub-Forum Sector 3



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***Registered as a Non-Profit
Organisation
NPO Number 098-996-NPO**

CONSTITUTION FOR THE WIERDABRUG COMMUNITY POLICE SUB-FORUM SECTOR 3

Table of Contents

1. ABBREVIATIONS AND ACRONYMS	4
2. DEFINITIONS	6
3. ESTABLISHMENT AND NAME	11
4. LEGAL NATURE, STATUS AND ASSETS	11
5. AIM.....	12
6. OBJECTIVES.....	12
7. RESPONSIBILITIES	13
8. FUNCTIONS	14
9. LIMITATIONS.....	15
10. MEMBERSHIP.....	16
11. ACTIVE PATROL MEMBERS	17
12. SECTOR 3 EXECUTIVE COMMITTEE	18
12.1. EXECUTIVE COMMITTEE MEMBERS.....	18
12.2 TERM OF OFFICE	19
12.3 ELECTION OF THE EXECUTIVE COMMITTEE	20
12.4 FUNCTIONING OF THE EXECUTIVE COMMITTEE	21
12.5 DUTIES OF OFFICE BEARERS.....	22
12.5.1 THE CHAIRPERSON MUST	22

12.5.2	THE DEPUTY CHAIRPERSON MUST	22
12.5.3	THE SECRETARY MUST.....	22
12.5.4	THE DEPUTY SECRETARY MUST	23
12.5.5	THE TREASURER MUST	23
12.5.6	THE PUBLIC RELATIONS AND BUSINESS RELATIONS OFFICER MUST.....	24
13.	MEETINGS.....	24
13.1	ANNUAL GENERAL MEETING (AGM).....	24
13.2	SPECIAL GENERAL MEETING.....	24
13.3	GENERAL MEETINGS.....	24
13.4	NOTICE OF MEETINGS	25
13.5	QUORUM	25
13.6	DECISION MAKING PROCEDURES	26
13.7	VOTING RIGHTS	26
13.8	ADMINISTRATIVE RESPONSIBILITIES OF THE CHAIRMAN.....	27
14.	ADMINISTRATION	27
14.1	FINANCIAL ADMINISTRATION.....	27
14.2	CORRESPONDENCE.....	28
15.	DISCIPLINE	28
15.1	CODE OF CONDUCT AND DISCIPLINARY PROCEEDINGS.....	28
15.2	DISPUTE RESOLUTION	29
16.	DISSOLUTION OF SECTOR 3.....	29
17.	ABNORMALITIES.....	29
18.	AMENDMENTS TO THE CONSTITUTION	29
19.	APPROVAL OF THE CONSTITUTION	30
	ENCLOSURE 1: SECTOR 3 POLICY, LEGAL AND REGULATORY FRAMEWORK.....	31
	ENCLOSURE 2: CERTIFICATE OF REGISTRATION OF NON-PROFIT ORGANISATION.....	33
	ENCLOSURE 3: ACTIVE MEMBERSHIP APPLICATION FORM.....	34
	ENCLOSURE 4: SECTOR 3 AREA OF RESPONSIBILITY	35
	ENCLOSURE 5: SECTOR 3 INSIGNIA.....	36
	ENCLOSURE 6: NOMINATIONS FOR ELECTION OF OFFICE BEARER	37
	ENCLOSURE 7: TRAINEE PATROLLERS' TRAINING RECORD.....	38
	ENCLOSURE 8: REQUIREMENTS TO REMAIN ON OUR SECTOR 3 ACTIVE PATROLLERS GROUP ARE AS FOLLOWS	39
	ENCLOSURE 9: CODE OF CONDUCT AND DISCIPLINARY MATTERS FOR ALL MEMBERS & ACTIVE PATROLLERS WITHIN SECTOR 3	41
1.	CODE OF CONDUCT: APPLICATION	42

2. SECTOR 3 CODE OF CONDUCT.....	43
3. LEGAL BASE.....	43
4. OPERATIONAL CONTROL.....	44
5. CONFIDENTIALITY.....	45
6. PROHIBITIONS.....	46
7. DISCIPLINE.....	46
8. MISCONDUCT.....	46
9. SECTOR 3 DISCIPLINARY PROCEDURE.....	48
10. SUSPENSION.....	49
11. RESIGNATION.....	49
11.1. RESIGNATION OF AN EXECUTIVE COMMITTEE MEMBER.....	49
11.2. RESIGNATION OF AN ACTIVE MEMBER.....	50
11.3. RESIGNATION OF AN ACTIVE PATROLLER.....	50
12. APPLICATION TO BECOME AN ACTIVE PATROL MEMBER.....	50

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1. ABBREVIATIONS AND ACRONYMS

“AoR”	:	Area of Responsibility
“AGM”	:	Annual General Meeting
“CPF”	:	Community Police Forum
“CPSF”	:	Community Police Sub-Forum
“DC”	:	Disciplinary Committee
“EXCO”	:	Executive Committee
“ICASA”	:	Independent Communications Authority of South Africa
“MEC”	:	Member of Executive Council
“MPSS”	:	Minimum Physical Security Standards
“NCPB”	:	National Community Police Board
“NPO”	:	Non-Profit Organisation
“NRTA”	:	National Road Traffic Act
“POPIA”	:	Protection of Personal Information Act
“RSA”	:	Republic of South Africa
“S3”	:	Sector 3

“SACB”	:	South African Criminal Bureau
“SAPS”	:	South African Police Service
“SGM”	:	Special General Meeting
“TMPD”	:	Tshwane Metro Police Department
“WB”	:	Wierdabrug
“WB SAPS”	:	Wierdabrug South African Police Service
“WB CPSF S3”	:	Wierdabrug Community Police Sub-Forum Sector 3

WB CPF Sector 3

2. DEFINITIONS

“**Act**” refers to the South African Police Service Act, Act No. 68 of 1995,

“**Active Member**” has completed the application form for “Active Membership” sent via an email to the applicant who has requested to join the Sector 3 CPSF. Active Membership also requires a valid Water & Lights Account, no older than 3 months as proof of residence within Sector 3. If renting then a copy of the lease agreement, if employed within Sector 3 then a dated letter of current employment. A certified valid form of identification needs to be attached,

“**Active Patroller**” is a person who has gone through all required training and consistently logs no less than forty-five (45) hours of patrolling per three (3) calendar months and follows the Code of Conduct for Active Patrollers as well as the rules for Active Patrollers. However, each Active Patroller who cannot patrol said hours due to health, work or any other personal predicament will be considered by EXCO,

“**Area of Responsibility**” is a pre-defined geographic region or boundary set within a specific area,

“**Board**” refers to Provincial Community Police Board and Cluster Community Police Board, established in terms of Section 20 and 21 of the Act,

“**Calendar Days**” is the total amount of days within a single month, which can consist of weekdays including Saturday, Sunday, and public holiday,

“**Circular**” refers to National Circular 26/3/5/2: Dated 2009-06-04: from the Office of the Divisional Commissioner: Visible Policing,

“Clustering” refers to the grouping together, for the purpose of representation in the Forum or Sub-Forum, of groups and organisations with same aims and objectives. Each group will thus have one representative on the Forum or Sub-Forum,

“Cluster Community Safety and Victim Support Association” refers to a group consisting of the representatives of the local structures in the precincts,

“Community Safety Structure” This shall be an all-encompassing phrase and shall include individual Neighbourhood Watches, Community Safety Structure Associations, and other structures such as Street Committees, Street Watches, Block Watches, Farm Watches, Flat Watches, and any other community safety activities deemed to be related to the definition as set out herein,

“Conflict of Interest” A conflict of interest is a situation in which a person or organisation is involved in multiple interests, financial or otherwise, and serving one interest could involve working against another. Organisations/Groups that have not been mandated by WB SAPS as a recognized entity,

“Community-based Organisations” refers to Governmental and Non-Governmental Organisation operating from the jurisdiction of the Forum or Sub-Forum,

“Constitution” refers to the Uniform Constitution for Community Police Forums and Boards,

“Days” Are weekdays, including Saturdays, Sundays, and Public Holidays,

“Designated member” means a person properly mandated in writing by his or her organisation or institution to represent such an institution or organisation in the Forum or Sub-Forum,

“Donations” is a non-refundable gift for charity, humanitarian aid, or to benefit a cause. A donation may take various forms, including money, alms, services, or goods such as clothing, toys, food, or vehicles,

“Enclosures” Unique, stand-alone, separate items or records referred to in a document, then accompanying, or attached to, that document. It is essential that these tag-along items are listed in the main document to accomplish its purpose of reference material. The document is considered incomplete without said enclosures,

“Executive Committee” means the Committee elected by a Community Police Forum, Sub-Forum or Board which is responsible for the day-to-day running of the affairs of the Forum, Sub-Forum or Board,

“Ex-Officio Membership” Ex officio board members are not necessarily elected or appointed, rather they agree to serve in a position because the organisation needs their expertise or influence in that position. These members do not have any voting powers and should not be elected to any position with the Executive Committee,

“Forum” refers to Community Police Forum and Sub-Forum established in terms of Section 19 of the Act,

“Local Community Safety Structure Associations” This shall be a structure, consisting of representatives of the individual Community Safety Structures in the precinct,

“Mandate” a commission by which a party is entrusted to perform a service, especially without payment and with indemnity against loss by that party,

“Member” means any member of the Forum, Sub-Forum or Board, elected, co-opted and those whose application for membership of the Forum and Sub-Forum was approved or renewed in terms of this Constitution, excluding individuals from the public, but including statutory members designated to the Forum, Sub-Forum or Board,

“Misconduct” means a contravention of the determinations for the Constitution and the Codes of Conduct of the different Forums or Boards,

“Non-Governmental Organisations” refers to independent organisations in the community not affiliated to the Government,

“Non-Profit Organisation” A Non-profit Organisation is defined as: a trust, company or other association of persons. Established for a public purpose, and the income and property of which are not distributable to its members or office bearers except as reasonable compensation for services rendered,

“Non-Discrimination” To guarantee that human rights are exercised without discrimination of any kind based on race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status such as disability, age, marital and family status, sexual orientation and gender identity, health status, place of residence, economic and social situation”,

“Notice” refers to written or verbal notice – preferably written where receipt can be acknowledged,

“Office-bearer” means any member who is elected by the Forum, Sub-Forum or Board to the Office of the Chairperson, Deputy Chairperson, Secretary, Assistant Secretary, Treasurer, Operational Co-ordinator, Public Relations Officer, or additional members,

“Paragraph” refers to the numbered sections of this document,

“Proxy” refers to a person properly mandated in writing to represent a designated representative of an Organisation,

“Register” means to register with a Forum or Sub-Forum,

“Resignation” Resignation is the formal act of leaving or quitting one's office or position. A resignation can occur when a person holding a position gained by election or appointment steps down,

“Sector” means a geographical area within a Police precinct demarcated by the Station Commander in consultation with the relevant Community Police Forum or Sub-Forum,

“Sub-Forum” refers to a Forum established in terms of Section 19(2) of the Act for a Sector,

“Statutory Member” refers to a member of the Forum, Sub-Forum or Board designated in terms of Section 19(3), 20(3) and 21(3) of the Act. This also includes SAPS Reservists and members of the Municipal Police Service,

“Term of Office” refers to the period for which an elected Executive Committee shall hold office. The Term of Office, for both Forums and Boards, shall be two years,

WB CPF Sector 3

3. ESTABLISHMENT AND NAME

1. This Sector is officially known as the Wierdabrug Community Police Sub Forum, Sector 3,
2. The official abbreviation will be "Sector 3",
3. The official insignia for WB Sector 3 will be as displayed in, Enclosure 5 (Sector 3 Insignia)
4. Sector 3 was originally established as the Wierdabrug Community Police Sub Forum, Sector 3, subject to the provisions of sections 18 to 23 of the South African Police Service Act, Act 68 of 1995, hereinafter referred to as "the Act" and functions in accordance with the Gauteng Provincial Directives for Community Police Forums and Boards, 2005 issued by the MEC for Safety and Security to the Provincial Commander in terms of the Act, and regulations issued in terms of the WB SAPS Act,

4. LEGAL NATURE, STATUS AND ASSETS

1. Sector 3 is a distinct and separate legal entity, Enclosure 2 (Certificate of registration of non-profit organisation) with the power to acquire, to hold and to alienate property of every description whatsoever and with the capacity to acquire rights and obligations and having perpetual succession. All intellectual property belongs to the CPSF and WB SAPS,
2. Sector 3 is a juristic person and can act and be acted against in its own name, Sector 3:
 1. Exists separately from its active members in its own right,
 2. Will continue to exist even when its membership and office bearers change, and
 3. Can contract in its own name,
 4. Is inter-dependent and sub-ordinate to the Wierdabrug Community Police Sub Forum and will be represented by the Sector 3 Chairperson and/or delegate/s on the Wierdabrug CPSF,
3. Property and funds of Sector 3 vest in Sector 3 as a juristic person,
4. All assets and income of Sector 3 of whatsoever nature will be applied solely towards the promotion of its objectives, and no remuneration shall be paid to any members of Sector 3 for serving as active members,
5. Donations can be accepted on a voluntary basis without any expectations and cannot be refunded or returned,
6. No active member of Sector 3 shall be liable in any way for any claims that may be instituted against the CPSF, resulting from any act or omission of any of its active members. No active member shall have any personal right to, or interest in any of the property or funds of Sector 3,
7. The registered address of Sector 3 shall be as determined by Sector 3 from time to time. Initially this registered address will be: South African Police Service Station, Wierdabrug, Valhalla, 0185,

5. AIM

To establish and maintain within an Area of Responsibility, as per Enclosure 4 (Sector 3 area of responsibility) the safety of individuals, households, businesses, and communities while living, working, and traveling within or through Sector 3, which fall between the following boundaries: Corner of R101 & Wierda Road towards Corner of Wierda Road & R55, R55 and the off ramp to N14 heading to Pretoria, Corner of R101 & N14

6. OBJECTIVES

The forum's objectives are to:

1. Establish and maintain a partnership between the community and the WB SAPS with respect to crime prevention,
2. Promote communication between the WB SAPS and the community as well as with other sectors within the CPSF,
3. Promote such co-operation towards fulfilling of the community needs regarding crime prevention and community safety,
4. Improve transparency and the rendering of WB SAPS to the community at local level,
5. Promote joint problem identification and problem-solving by the WB SAPS and the community in relation for crime prevention, service delivery, disorder, and any poor community/ WB SAPS relations,
6. Monitor the effectiveness and efficiency of the WB SAPS,
7. Ensure that difficulties which cannot be resolved are referred firstly to WB SAPS Sector 3 commander and or Station Commander and or CPSF Gauteng,
8. Support the implementation and execution of policies and plans by the WB SAPS or the Provincial Department of Community Safety, and the Local Municipality, aimed at preventing crime and corruption,
9. Take ownership of community policing and support the WB SAPS in the enforcement of the law,
10. Liaise community safety initiatives within the area of responsibility,
11. Make recommendations to WB SAPS to co-ordinate and support the implementation of CPSF and or Cluster Community Safety Plans,
12. Establish and maintain strategic planning to evaluate successes, achievements, performance of all participative role players,
13. Sector 3 shall function within the legal, policy and regulatory framework established for joint crime prevention, as per Enclosure 1 (Sector 3 policy, legal and regulatory framework),

7. RESPONSIBILITIES

The forums responsibilities are to advise the WB SAPS of the:

1. Policing priorities and jointly identify policing actions,
2. Priorities for presentation to the MEC for Community Safety,
3. Facilitating the resolution of concerns, problems, and complaints from community members regarding WB SAPS,
4. Harmonizing the relationship between the WB SAPS and the community (business and private individuals),
5. Requesting the station commander to provide crime trends and tendencies in a policing area monthly,
6. Collecting crime information for forwarding to the WB SAPS,
7. Utilising of crime intelligence provided by the WB SAPS for the conducting of crime prevention operations,
8. Promoting operations and or projects and visible policing activities of the forum,
9. Obtaining regular feedback from the community about the quality of WB SAPS service delivery,
10. Initiating community-based crime-prevention projects,
11. Informing the community about the activities of the forum,
12. Ensuring effective management of the forum's resources,
13. Requesting enquiries into policing matters within Sector 3,
14. Promoting the implementation of sector policing,
15. Monitoring the effectiveness and efficiency of the WB SAPS,
16. Evaluating the provision of visible policing priorities, and
17. To accept, investigate, consider, and rule on grievances received regarding the activities of the forum,
18. The above information may be shared at an AGM, SGM or monthly scheduled meetings if so, approved by EXCO,

8. FUNCTIONS

Sector 3 shall perform the functions it deems necessary and appropriate to achieve its objectives as stated below:

1. Promote the accountability of the WB SAPS to the local community and the cooperation of the community with the WB SAPS,
2. Oversee efficient functioning of the CPSF and direct communication with the WB SAPS,
3. Report the result of any evaluation within the area of responsibility regarding inefficient service delivery to the CPSF/Sector 3 and to the relevant managers within the Service at station level,
4. Facilitate the resolution of concerns, problems, and complaints from community members,
5. Harmonise the relationship between the WB SAPS, other role players and the communities,
6. Request the Sector WB SAPS Commander to provide crime information analyses on policing and criminal activities in the area monthly and when required,
7. Obtain regular feedback from the community about the quality of WB SAPS delivery,
8. Encourage and support community-based crime prevention projects through training and educating our community members therefore creating awareness,
9. Inform the community about the activities of the CPSF, Sector 3 and engage them in these activities,
10. Support the implementation of sector community safety plans,
11. Integrate and manage community directed safety initiatives on community level within the area of responsibility,
12. Promote the Operational functions of the Community Safety Structures, through being the **“eyes and ears”** of the WB SAPS,
13. If the need arises, carry out a citizen's arrest in terms of the Criminal Procedure Act, 1977, (Act No 68 of 1977), section 42,
14. Performing patrol duties that will serve as a crime deterrent,
15. Preserving crime scenes when first on the scene,
16. Facilitating good relations in the neighbourhood,
17. Rendering a voluntary service,
18. Reporting crime and crime in progress to the WB SAPS,

9. LIMITATIONS

Sector 3 is to manage the following limitations that are applicable on the powers of the Community Safety Structures:

1. No promotion of political agendas, parties, persons or interests,
2. No promoting, marketing, or selling of security equipment/services,
3. Cannot request or enforce registration/membership fees,
4. Cannot act as a WB SAPS official,
5. Cannot participate in any crime prevention operations without the presence of WB SAPS, (this does not include normal patrols, scheduled or unscheduled),
6. Cannot use any rotating/reflecting/flashing light(s) of any colour or kind in or on a private vehicle while on patrol or while standing off on a scene. The CPSF is not included in the NRTA, (National Road Traffic Act) for using prescribed lights thus it is not permitted by law, Regulation 176, 183 and 185 of the National Road Traffic Act 29 of 1999 deal with specific use of lamps,
7. A community police forum, sub-forum has no power of command and control over the WB SAPS or any member thereof,
8. No member of such a forum may:
 1. Wear any insignia or identification mark in respect of any political/labour party, organisation, movement, or body while attending a meeting of a CPSF, sub-forum or board,
 2. Cannot wear or use any SAPS or WB SAPS insignia in any way on a person or private vehicle,
 3. Utilize his or her membership of a CPSF, sub-forum for political and/or personal interests,
 4. Be entitled to have access to WB SAPS registers or files without approval,
 5. Use property belonging to or under the control of the WB SAPS, except with the prior written approval,
 6. Make use of WB SAPS office accommodation,
 7. Use equipment from WB SAPS,
 8. Be allowed to utilize a WB SAPS vehicle,
 9. Establish itself as a section 21 company,
 10. Although Sector 3 recognizes its inter-dependability with both the WB SAPS and the Department of Community Safety and CPSF, it shall fulfil its functions in an objective and independent manner,

11. Decisions on which electronic communication systems are to be used by Sector 3 should be made by the EXCO along with a vote from the Active Patrollers of no less than fifty (50) percent and the influence of such decisions should be discussed and agreed to, on an AGM or SGM, in relation to effectivity, costs, and ability to control community members while employing relevant systems,
12. All technologies shall be used in accordance with the legal requirements laid down for its use, (e.g., ICASA for radios using regulated channel frequencies),
13. Contingency plans are to be maintained and updated by WB SAPS along with access to back up electrical power, in the event of damage to public infrastructure. These plans need to be discussed with Sector 3 EXCO and be tested from time to time,
14. Sector 3, through its Executive Committee, shall have the following powers:
 1. To appoint Ad Hoc committees in a temporary capacity to undertake specific tasks, or perform short term functions, and to dissolve such committees,
 2. To establish committees and working groups to manage specific focus areas on longer terms,

10. MEMBERSHIP

1. Active membership of Sector 3 is open to:
 1. Any South African Citizen in possession of a valid RSA (Republic of South Africa) Identity document (not only a valid driver's license), where copies have been made of and have been certified by WB SAPS,
 2. A non-South African with a valid passport and visa, whom the Sector 3 Executive Committee may regard as suitable where copies have been made of and have been certified,
 3. Who is older than eighteen (18) years of age,
 4. Permanently resides within the AoR, and or
 5. Is permanently employed and can provide a valid letter of employment within the AoR, utilising a specific workplace in such area, and or
 6. Owns a business within the AoR, utilising a specific workplace in such area, and or
 7. Owns fixed property within the AoR, and or
 8. Must provide a valid Water & Lights Account, no older than three (3) months, if renting needs to provide a valid rental agreement reflecting the street address of the rented property,
 9. Follow the guidelines set out in the Code of Conduct,
 10. Will give permission to have a WB SAPS Clearance check conducted,

11. Must inform if he/she is currently involved in any organisation, including but not limited to safety or security matters, and which is not affiliated or mandated by the WB SAPS which has Non-Discriminatory behaviour including but not limited to race and gender. If such the Executive Committee will have the final say on approval or rejection of said membership,
 12. And not be declared mentally unfit,
 13. And has no criminal record,
2. All individuals wishing to be active members of Sector 3 shall apply for such membership in writing to the Sector 3 Executive Committee by completing and signing an appropriate application form which is available from the Secretary, Enclosure 3, (Active Membership Application Form). This application will include a written undertaking by the applicant to abide by the provisions of this Constitution and the code of conduct of Sector 3, as it may be amended. All applicants will also on request, be required to make a **full disclosure** of aspects which may influence their membership, as well as any **conflict of interest** which such applicant may be aware of,
3. Written applications for Active Membership must be considered by the Executive committee, applying the rules of natural justice, and applicants must be informed of the outcome. Details of all active members will be kept on a data base adhering to the POPI Act, and active patroller's membership cards must be issued to all qualified active patrol members of Sector 3,
4. Any South African Citizen who is eligible for active membership in paragraph 10, and has been accepted as an active member of Sector 3 in terms of paragraph 10 for at least one (1) year, is eligible for nomination and/or election to an Executive position within Sector 3,
5. Persons younger than eighteen (18) years may participate in the activities of a Youth club or Youth Sub-Sub Forum but will have no voting power until they reach the age of eighteen (18),
6. Whilst organisations functioning within Sector 3 area of responsibility, such as block watches, street committee groups etc. may apply for affiliation with Sector 3, which may be considered and approved by the Executive committee. This will not result in automatic membership to Sector 3. The EXCO may ask for an active patroller to be added to such groups to monitor and escalate any safety or security issues to the active patrollers group,
7. Members of above organisations still need to apply individually for active Sector 3 membership and be an active member for at least one (1) year, to be eligible for nomination and election as office bearers on the Executive Committee,
8. Ex Officio Members will have no voting power,
9. No membership fee shall be payable,

11. ACTIVE PATROL MEMBERS

1. Active patrol members of Sector 3 will be appointed by the Executive Committee once all required and relevant training has been signed off as per Enclosure 7, (Trainee Patrollers' Record),
2. They may enter the AoR of other sectors to assist in such sectors, subject to the terms of agreements which may exist amongst the sectors,

3. Active members may apply to become active patrol members and will be required to disclose information about their past and any conflicting interest which they may have and need to agree for their fingerprints to be taken for an application for police clearance,
4. Applicants will then undergo patrol training and must undertake in writing also to abide by the constitution, the Code of Conduct for CPSF members, operational directives, and guidelines to active patrollers, as it may be amended from time to time, Enclosure 8, (Requirements to Remain on our Sector 3 Active Patrollers),
5. Once approved by the Executive Committee as an active patrol member, the applicant will be issued with an identity card, confirming his/her status as patrol member of Sector 3. This card will have to be renewed every two (2) years before the 1st of May of that year. The Executive Committee may withdraw any active patroller's ID card, at any stage, should they for any reason suspect that patrols by any such patroller be dangerous for any person, or may act in any way be to the detriment of Sector 3,
6. Active Members and active patrol members must endeavour to attend all General Meetings held by Sector 3,
7. Any changes that will impact the active patrollers need to be brought to the attention of the active patrollers via a group meeting held in the presence of no less than fifty (50) % of active patrollers and fifty (50) % of EXCO Members. The active patrollers will have a vote to accept or decline the said recommended changes and be allowed to put forward suggestions to the EXCO. The addressed changes or recommendations from the active patrollers will be taken into consideration by the EXCO. The EXCO will still carry the final vote,
8. The Executive Committee will be obliged to have an updated Sector 3 database with residential addresses and other personal contact data readily available to manage Sector 3 matters and to assist members to communicate with co-members in specific areas, in the interest of Sector 3,

12. SECTOR 3 EXECUTIVE COMMITTEE

12.1. EXECUTIVE COMMITTEE MEMBERS

1. The Executive Committee shall manage Sector 3, and shall consist of at least, but not limited to, the following five (5) members:
 1. Chairperson,
 2. Deputy Chairperson
 3. Treasurer,
 4. Secretary, and
 5. Deputy Secretary,

NOTE: The following Additional Members may also be elected to serve additionally on the Executive Committee with voting rights:

6. Public Relations and Business Relations Officer,

7. Call Centre Coordinator,
 8. Operations Coordinator,
 9. School Safety and youth officer,
 10. All members of the Executive Committee do not automatically qualify to represent the sub forum at CPSF meetings as this is done through a nomination and election process,
2. The Executive Committee has the power to, at its discretion, co-opt any person to serve on the Executive Committee for a period not exceeding ninety (90) days. Such co-opted member will however have no voting power on the Executive Committee,
 3. The Executive Committee has the right to establish any ad hoc committee to perform specific Sector 3 related duties for any specified period, not exceeding five months,
 4. The Station Commander and or a member designated by him or her will serve as Ex Officio Member on the Executive Committee (but will have no voting power),
 5. The Executive Committee membership shall consist solely of active patrol members except for the Treasurer, Secretary and Deputy Secretary duly elected on Special General Meetings or Annual General Meetings, who reside or work in a permanent capacity within the area of Sector 3 responsibility and meet with the requirements set out in paragraph 12, Sector 3 Executive Committee,
 6. No person who is a member of the Executive Committee of another sub forum in the CPSF area of responsibility, shall, without approval of the Sector 3 Executive Committee, be eligible for Sector 3 committee membership,

12.2 TERM OF OFFICE

1. The term of office for office bearers on the Executive Committee will be two (2) years and three (3) months. The mentioned three (3) months will be set towards the training and handover to the new elected EXCO on a consultancy basis, although the new EXCO will be in charge,
2. Co-opted members on the Executive Committee will serve until the next Annual General Meeting, or any shorter period determined by the Executive Committee,
3. An Executive Committee member shall immediately cease to hold office as such if he or she:
 1. Resigns,
 2. Is (or was) convicted of a criminal offence or is otherwise found to have conducted any action or neglect which involves dishonesty,
 3. Conducts his or her responsibilities in a mala fide manner and be suspended and or be dismissed,
 4. Becomes medically unfit and is unable to hold his/her position due to an illness, accident, or other reasons medically/health based at the discretion of EXCO,

5. Being absent from three consecutive meetings of the Executive Committee without leave of absence given by the committee,
 6. Otherwise ceases to be a member of Sector 3,
4. The Executive Committee members of Sector 3 may, following application of the rules of natural justice, resolve to suspend any member of the Executive Committee before the expiry of his or her term. The Executive Committee shall then investigate the situation which had led to the suspension, and proceed with a disciplinary procedure, or withdraw the suspension,
5. It may withdraw the relevant member from Sector 3 activities until a final decision has been made to reinstate him or her as full member of the Executive Committee, or to terminate his or her membership of such committee,

12.3 ELECTION OF THE EXECUTIVE COMMITTEE

1. Sector 3 may elect members to the Executive Committee annually to fill any vacant positions on the committee, and when the committee's term expires.
2. Such elections shall be done during an Annual General Meeting or Special General Meeting, from nominations received in writing within thirty (30) calendar days prior to such meeting,
3. An Annual General Meeting must be held annually after one (1) year of the previous Annual General Meeting,
4. The serving Executive Committee will inform all Sector 3 active members of an Annual General Meeting or Special General Meeting, within thirty (30) calendar days before the planned meeting, indicating all portfolio vacancies on the Executive Committee at that time, and requesting written nominations for members to fill the vacant posts as per Enclosure 6, (Nominations of Elections for Office Bearers). A period of ten (10) calendar days will be allowed for the submission of written nominations. Once nominations are received, the secretary will notify the nominees and obtain their written acceptance /refusal of the nominations within seven (7) calendar days, following which the names of willing nominees, together with their nominators will be circulated to all active Sector 3 members within three (3) calendar days thus allowing ten (10) calendar days prior to the meeting for voting preparation. Nominees who declined their nominations should also be disclosed in the notice. No late nominations may be accepted, also not from the floor on the day of the Annual General Meeting or Special General Meeting,
5. Only active members of Sector 3 who are South African Citizens will be eligible for nomination and election to serve as office bearers on the Sector 3 Executive Committee,
6. Members of Sector 3 who wish to vote for the election of office bearers on the Executive Committee at an Annual General Meeting or Special General Meeting convened for that purpose, will have to be above the age of eighteen (18) and prove their residence, ownership of a business or employment within the Sector 3 area of responsibility at the election meeting,
7. The WB SAPS Station Commander or his/her delegated officer will preside as the Election Officer during the election of office bearers at any Annual General Meeting or Special General Meeting convened for the purpose,
8. The relevant Metropolitan/Municipal Community Police Board may monitor the election process,

9. Following the election of office bearers on the Executive Committee by the members of Sector 3, the Station Commander would have considered their police clearances, and other requirements for office regarding the nominated members, and ratify the election of members who qualify, by formally and in writing, appointing such office bearers for the appropriate/remaining tenure of office. This document will identify the office bearers by their full names, appointed positions and identity numbers, and which must be signed and date-stamped by the WB SAPS Station Commander,

10. All members who are elected to hold office in Sector 3 Executive Committee, must undergo a South African Criminal Bureau (SACB) clearance process before taking office. Until such a clearance is issued, such elected persons will not be allowed to serve as elected,

11. A person may not serve in the same position on the Executive Committee for more than two full terms,

12.4 FUNCTIONING OF THE EXECUTIVE COMMITTEE

1. The Executive Committee shall be responsible for the day-to-day management of Sector 3 and will have the power to manage and control the affairs of Sector 3 within the objectives, responsibilities, functions, and powers delegated by Sector 3 to the Executive Committee,

2. Sector 3 depends on voluntarily participation of its members to function properly, and it is important that the Sector 3 Executive Committee communicate with its members on an ongoing basis to achieve their approval, as far as possible, of decisions of an operational and administrative nature,

3. Without in any way limiting the powers and authority of the Executive Committee, the committee will have the following delegated powers and remain responsible to Sector 3 to the following:

1. To pass any resolution or take any decision, that may be necessary or expedient in order to achieve the objects of Sector 3, provided that the Executive Committee may not pass a resolution or take a decision that is inconsistent with this Constitution, or any prior resolution or decision of a General Meeting of Sector 3 members,
2. To recommend the appointment of committees and work groups for any special or general purpose and to delegate to such committees and work groups the necessary powers to Executive its mandate,
3. At such intervals as the Executive Committee may require, but at least once in each financial year, to cause the accounting records of Sector 3 to be certified as in accordance with generally accepted accounting practices and as a true reflection of the income, expenditure, assets, and liabilities of Sector 3 by a duly elected accounting officer,
4. To, for specific purposes, recommend the appointment of one or more persons or an institution, who need not be members of the Sector 3, to audit the sub forums books,
5. To institute, conduct, defend, oppose, settle, or abandon any legal proceedings by and against the Sector 3, or otherwise concerning the affairs of the Sector 3,
6. To refer any claim or demand by or against Sector 3 for arbitration,

7. To utilise the assets and funds of Sector 3 for the objects of Sector 3, as set out in this constitution, and
8. To keep a register of assets which should be readily available to committee members,

12.5 DUTIES OF OFFICE BEARERS

12.5.1 THE CHAIRPERSON MUST

1. Preside over meetings of Sector 3,
2. Ensure execution of all decisions of Sector 3 and Executive Committee,
3. Represent Sector 3 at the relevant CPSF meetings and events and report regularly on the functioning of Sector 3 at the CPSF,
4. Coordinate all Civilian Oversight programs, and
5. Be responsible for all external communication,
6. Be added as a Director/Member of the WB Sector Cluster NPO Certification, together with an Executive Committee Member from Sector 1 and Sector 2 for the duration of their time in office,
 - 6.1. Ensure that all previously noted Directors/Members of Sector 3 who are no longer part of Sector 3 Executive Committee or the WB Sector Cluster NPO Certification be de-registered as Directors/Members so only current Directors/Members reflect on the NPO Certificate,
 - 6.2. Ensure that the WB Sector Cluster adhere to all legal statutory requirements set out by the NPO Directorate for NPO's,

12.5.2 THE DEPUTY CHAIRPERSON MUST

1. In the absence of the Chairperson, act as the Chairperson,
2. Coordinate all training and capacity building matters within Sector 3,

12.5.3 THE SECRETARY MUST

1. Take and compile the minutes at all meetings in accordance with the provisions of this constitution,
2. Receive and dispatch correspondence to and from Sector 3,
3. Arrange all meetings in accordance with the meeting proceedings,
4. Keep originals of letters received and copies of letters dispatched and any other correspondence,
5. Ensure the safekeeping of all official documents of the sub-forum other than financial documents, and

6. Perform all duties usually associated with the duties of the office of a secretary,
7. Fully adhere to the POPIA,

12.5.4 THE DEPUTY SECRETARY MUST

1. In the absence of the secretary, the deputy secretary shall assume all the duties and responsibilities of the secretary,
2. Assist the secretary in dealing with queries and enquiries from the members and/or community,
3. Assist the secretary in safekeeping of all official documents, financial records, and Sector 3 assets, and
4. Perform such administrative functions as determined by the Executive Committee from time to time,
5. Fully adhere to the POPIA,

12.5.5 THE TREASURER MUST

1. Take responsibility for all finances of Sector 3 and ensure strict compliance with the relevant laws, financial policies and generally accepted accounting procedures,
2. Together with another designated member of the Sector 3, manage Sector 3 funds within the CPSF bank account,
 - 2.1. Where Sector 3 need to sign any document to give legal effect to any transaction, including but not limited to power of attorney, deeds, contracts and all such other documents that may have to be authorised, the authorised signatories will be any two of the following:
 - 2.2. The Chairperson,
 - 2.3. The Deputy Chairperson,
 - 2.4. The Treasurer,
3. Keep books of accounting and other records necessary to clearly reflect the financial position of the Sector 3 including its assets, and
4. Adhere to financial compliant reporting as fit for an NPO from a legislative point of view,
5. Submit the Annual Audited Financials of Sector 3 to the WB Cluster Treasurer who will attach them to the WB Cluster's Annual Audited Financials that are then submitted to the NPO Directorate, to maintain our registration as an NPO,
 - 5.1. ensure that the WB Sector Cluster Tax-exemption status is kept, and WB Sector Cluster is exempted as a NPO from paying corporate income tax on income generated from activities that are substantially related to the purposes for which the group was registered,

5.2. ensure a special prescribed receipt is issued under section 18A to any donor that requests, an Income Relieve Tax Certificate for donations made,

6. Table a financial report at every General Meeting of the Sector 3 and an annual financial report and budget at every Annual General Meeting,

12.5.6 THE PUBLIC RELATIONS AND BUSINESS RELATIONS OFFICER MUST

1. Act as liaison between the Sector 3, and the media,
2. Promote co-operation between the Sector 3, the business community, and the WB SAPS, and
3. Promote awareness of community policing,
4. Must be competent in using all types of Social Media platforms including but not limited to, Facebook, WhatsApp, Instagram, or Twitter,

13. MEETINGS

13.1 ANNUAL GENERAL MEETING (AGM)

1. An Annual General Meeting shall be called on or before the end of April of every year to, amongst other business:
 1. Discuss the Annual Report presented by the Executive Committee,
 2. Discuss and adopt resolutions on matters pertaining to the crime prevention objectives of the community,
 3. Discuss a financial report of Sector 3 finances to date, which is to be presented by the Treasurer, and approve/disprove of such report,
 4. Elect members to the Executive committee as described in paragraph 12, Sector 3 Executive Committee,

13.2 SPECIAL GENERAL MEETING

The Secretary shall on receipt of a written request from a minimum of fifty (50) active members, of which at least fifty (50) % are active patrollers, will call a Special General Meeting for active members to discuss and rule on issues disclosed in the written request. Notice of such a meeting shall be given to active members at least fourteen (14) calendar days in advance,

13.3 GENERAL MEETINGS

1. All members of the Executive Committee shall meet at least once per calendar month, if possible,
2. The members of Sector 3 shall at least once in three (3) months meet for a General Meeting. The purpose of such General Meeting shall be primarily to inform members of Sector 3 of the

security situation and the plans and activities of Sector 3 within the Sub-Sector and to discuss community involvement in the activities of Sector 3 in the AoR,

3. An Active Patrollers meeting shall be held at least once per calendar month, if possible,
4. An Annual General Meeting shall be held annually before 30th April with a view to approve the minutes of the preceding Annual General Meeting, tabling, and considering the Chairman's Report and the Certified Financial Statements and Report, to elect suitable office bearers to fill any vacancies on the Executive Committee and to vote on any issue that might be tabled for consideration and approval,
5. Notice of any issue that may require voting or approval by members at the Annual General Meeting or any Special General Meeting convened for this specific purpose must formally, in writing, be given to all members within fourteen (14) calendar days prior to the meeting. No general issues of which prior notice were not given in terms of the above will be put to the vote at any Annual General Meeting,
6. Any member of Sector 3 may, with reasonable cause and on reasonable notice, and with the support of one half of the active members of the Forum, request the Executive in writing with a motivation, to convene a Special General Meeting of Sector 3. The Executive of Sector 3 is compelled to, within the time framework set above, schedule a Special General Meeting,

13.4 NOTICE OF MEETINGS

1. The secretary shall, in writing via E-mail, SMS, WhatsApp and Telegram, give notice to all members of Executive Committee meetings within five (5) working days prior to the date of the meeting concerned,
2. The secretary shall, in writing via E-mail, SMS, WhatsApp and Telegram or newsletter and public notice at the WB Police Station and applicable Community Centre, give notice to all active members of an Annual General Meeting within thirty (30) calendar days prior to the date of the meeting,
3. The secretary shall, in writing via E-mail, SMS, WhatsApp and Telegram or newsletter and public notice at the WB Police Station and applicable Community Centre, give notice to all active members of a Special General Meeting within fourteen (14) calendar days prior to the date of the meeting,

13.5 QUORUM

1. During an Executive Committee meeting, five (5) members of which three (3) must be the Chairperson or Deputy Chairperson, Secretary or Deputy Secretary and the Treasurer need to be present to constitute a quorum. If a quorum cannot be achieved, the meeting will be postponed to a date within fourteen (14) calendar days after the adjourned meeting as determined by the Executive Committee members present with notification within five (5) calendar days to all members and reconvene. At the reconvened meeting, those present will represent a quorum provided that a record of the notice for the reconvened meeting is presented by the secretary and receipt of such notice is confirmed by all members of the Executive Committee present,
2. During an Annual General Meeting or a Special General Meeting, a quorum will be constituted by the presence of at least 10% of the active members of Sector 3. If a quorum is not attained at the scheduled time for the meeting the meeting will be adjourned for a period of thirty

(30) minutes where-after, if a quorum is still not attained, and a minimum of fifty (50) active members are present, of which at least fifty (50) % of active patrollers are present, the meeting will thereafter proceed with the members present forming a quorum. If a minimum of the above of the registered members of Sector 3 is not present the meeting shall be adjourned and re-scheduled to a date no later than fourteen (14) calendar days after the adjourned meeting. The notice of the re-scheduled meeting shall be issued by the secretary of the Executive Committee within five (5) calendar days from the date of the adjourned meeting. At the reconvened meeting those present will represent a quorum provided that a record of the notice for the reconvened meeting is presented by the secretary and confirmed by all members present,

13.6 DECISION MAKING PROCEDURES

1. At any Annual General Meeting or Special General Meeting convened for a specific purpose, the Sector 3 members shall each be entitled to a single vote,
2. Sector 3 shall, as far as reasonably possible, reach decisions by consensus. If consensus cannot be achieved, a majority vote will decide and carry the motion tabled,
3. If the votes are tied, the chairperson shall have a casting vote in addition to his or her deliberative vote,
4. Voting during General Member meetings will be by show of hands,
5. Voting during the election of the Executive Committee Members and on Special General Meetings or Annual General Meetings, will however be by confidential ballot paper. Votes will be counted and the results announced by an impartial chairman, during the Annual General Meeting or Special Forum Meeting convened for the purpose. During election of Executive Committee members, candidates with the highest votes will be voted into office,

13.7 VOTING RIGHTS

1. Voting Rights:
 1. Each registered active member shall have one casting vote at meetings,
 2. No proxy forms will be accepted, registered active members need to be present to vote,
 3. In the event of a deadlock, the Chairperson will have a casting vote,
2. Voting Procedure
 1. Voting in the Annual General Meetings shall be by a show of hands, and for election of Executive Committee Members on an Annual General Meeting or Special General Meeting, as well as on all matters at a Special General Meeting, by secret vote,
 2. The sequence of voting will be as follows:
 1. The Chairperson, then
 2. The Deputy-Chairperson, then

3. The Treasurer, then
 4. The Secretary, then
 5. The Deputy-Secretary, then
 6. The Public Relations Officer, then
 7. The Operations Co-ordinator, then
 8. The School and Youth Safety Coordinator,
3. Votes shall be counted, and results be announced during the Annual General Meeting or a Special General Meeting,
 4. The Station Commander in whose area the forum falls, shall keep election process records (including ballot papers) and send the election results to the Cluster Community Police Board, Provincial Commissioner, and MEC as required,

13.8 ADMINISTRATIVE RESPONSIBILITIES OF THE CHAIRMAN

1. The Chairman shall ensure that:
 1. An attendance record is kept of the members of Sector 3, visitors and or Executive Committee members present at any meeting, and
 2. Minutes to be kept of all resolutions taken as well as all proceedings at such meetings,
 3. Minutes must be entered in writing and approved at a subsequent meeting of the relative forum. Records must be accurately kept as a true reflection of the specific meeting and made available when required. Any such minutes, signed by the chairperson shall be prima facie evidence of the matters stated therein, provided the minutes are an accurate and true reflection of actual meeting proceedings,
2. The Executive Committee must protect and handle all membership information as required for membership applications, in accordance with the Protection of Personal Information Act (POPIA),

14. ADMINISTRATION

14.1 FINANCIAL ADMINISTRATION

1. The forum shall to the extent be required to comply with the provisions of the Public Finance Management Act of 1999 and Regulations as well as generally accepted accounting principles,
2. The Forum shall make use of the CPSF banking account, in which all income is to be deposited and from which all expenses is to be paid,
3. No person may keep funds received by the forum in his or her personal control,

4. Prior approval must be obtained from the Executive Committee for all expenditure. The approval of the expenditure must be duly minuted. A specific form containing the authorizing signatures and particulars of the expenditure must be kept by the Treasurer for reference purposes,
5. Receipts must be obtained in relation to all expenditure and timeously submitted to the Treasurer,
6. As the forum is an approved public benefit organisation in terms of the Income Tax Act, (Act 58 of 1962), it must manage and conduct its activities in line with and as contemplated in Section 18A of the said Act,
7. An acceptable set of financial records shall be maintained by the designated person and shall be available to any member on request,
8. The Treasurer shall table a financial report at each monthly Executive Committee meeting and at the CPSF broader forum meetings,
9. The year-end financial statements of the forum shall be independently audited by an independent auditor and shall form part of the annual report, to be presented at the year-end Annual General Meeting. The treasurer may be allowed to have the auditing done after the Annual General Meeting due to a short time lapse between the end of the financial year and the date of the Annual meeting,
10. No part of the income or property of the forum shall be distributed to its members, and the same shall be applied solely towards the pursuit of the forum's objectives, provided that this article shall not be construed as prohibiting the payment of expenses actually incurred by members of the Executive Committee as provided for in this Constitution,
11. If the forum is wound up (whether voluntarily or compulsorily) or dissolved, the assets remaining after payment of the liabilities of the forum and the cost of winding up shall be given or transferred to one or more associations or institutions having objects like the main object of the forum, to be determined by the members of the Executive Committee at or before the time of its winding up or dissolution,

14.2 CORRESPONDENCE

1. All documents and correspondence on behalf of the Sector 3 shall be signed/ endorsed by the Chairperson or Deputy Chairperson or Secretary or formally and duly delegated person,
2. Although English shall be the common language used for communication, the language variety of the Republic of South Africa shall always be taken into consideration in correspondence, with a view to improve effective communication,

15. DISCIPLINE

15.1 CODE OF CONDUCT AND DISCIPLINARY PROCEEDINGS

Sector 3 shall adopt a Code of Conduct and Disciplinary Proceedings which will be applicable to all members of Sector 3, as per Enclosure 9, (Code of Conduct for CPSF Patrollers, Sector 3, and Disciplinary Matters for all Members),

15.2 DISPUTE RESOLUTION

1. Issues arising at a community police sub-forum that cannot be resolved at that level must be referred (if it is a WB SAPS member involved) to the Community Police Forum Executive. If a WB SAPS member is involved the Station Commander must be informed,
2. Issues arising at a community police forum or referred to it that cannot be resolved at that level within thirty (30) calendar days must be referred to the Cluster Commissioner/Commander and the Cluster Community Police Board,
3. Issues arising at a Cluster Community Police Board or referred to it and to the Cluster Commissioner/Commander, that cannot be resolved within ninety (90) calendar days at that level, must be referred to the Provincial Commissioner and Provincial Community Police Board,
4. If the Provincial Commissioner and Provincial Community Police Board cannot resolve an issue at that level within ninety (90) calendar days, it must be referred to the National Commissioner and the National Community Police Board (NCPB), who may, subject to the directions of the Minister, take such steps as may be reasonably necessary in order to resolve the issue,

16. DISSOLUTION OF SECTOR 3

The WB SAPS Provincial Commissioner may, subject to the direction of the Member of the Executive Council, after having consulted with Cluster Community Police Board and the CPSF, dissolve Sector 3,

17. ABNORMALITIES

1. In the event that the existing EXCO is ordered to stand down, for whatever reason, by the Cluster Community Board, WB SAPS in consultation with the Cluster Community board must immediately appoint an "Interim Committee". The Interim Committee must consist of at least nine (9) active members of which six (6) must be Active Patrol Members of Sector 3. This Interim Committee will have full power and decision-making authority to resolve the issue that led to the EXCO standing down and to implement strategies to get the CPF functioning and to set up and SGM or AGM to elect a new EXCO.
2. In the case where Government declares a "State of Emergency" or a "State of Disaster" the EXCO will have the full authority and decision-making power to make urgent decisions and put in place strategic plans to have Sector 3 functioning within the framework of the Law or Government orders.

18. AMENDMENTS TO THE CONSTITUTION

1. The constitution of Sector 3 can only be amended during an Annual General Meeting or Special General Meeting scheduled for this purpose,
2. Notice, in writing, of any proposed amendment shall have been given to the Chairperson of the Executive Committee within thirty (30) days before the Annual General Meeting or a Special General Meeting at which the proposed amendment is to be considered,
3. Intention to amend the constitution, as well as the proposed amendments and enclosures, must be circulated via E-mail, WhatsApp or Telegram, to all active members of Sector 3 within fourteen (14) calendar days prior to the AGM or SGM.

19. APPROVAL OF THE CONSTITUTION

This Constitution is adopted at the Wierdabrug Community Police Forum Sector 3 (WB CPSF S3)

Annual General Meeting held at _____ held on _____.

CHAIRPERSON: Sector 3

SECRETARY: Sector 3

WB SAPS STATION COMMANDER:
WIERDABRUG

WB CPF Sector 3

ENCLOSURE 1: SECTOR 3 POLICY, LEGAL AND REGULATORY FRAMEWORK

Policy, Legal and Regulatory Framework guiding and informing the Sector 3 applicable to this constitution which may be supplemented by new policies, legislation and or strategies, are as follows:

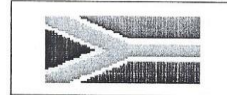
1. The Constitution of the Republic of South Africa, (Act No 108 of 1996), as revised or amended,
2. The South African Police Service Act, (Act No 68 of 1995),
3. The South African Police Service Amendment Act, (Act No 83 of 1998); the South African Police Service Amendment Act, (Act No. 57 of 2008),
4. Promotion of Access to Information Act, (Act No 2 of 2000); Criminal Procedure Act, (Act No 51 of 1977),
5. The Domestic Violence Act, 1998, (Act No. 116 of 1998),
6. The Prevention and Combating of Corrupt Activities Act, 2004, (Act No. 12 of 2004); Second-hand Goods Act, (Act No 6 of 2009),
7. Municipal Systems Act, (Act No 32 of 2000),
8. Municipal Systems Amendment Act, (Act No 44 of 2003); Civil Protection Act, (Act No 67 of 1977),
9. Disaster Management Act, (Act No 57 of 2002); National Road Traffic Act, (Act No 93 of 1996) and National Road Traffic Regulations of 1999,
10. Public Finance Management Act, (Act No 1 of 1999),
11. Inter-governmental Relations Framework Act, (Act No 13 of 2005),
12. The Private Security-Industry Regulation Act, 2001, (Act No. 56. of 2001),
13. Gauteng City Improvement Districts Act, (Act No 12 of 1997); Safety at Sports and Recreational Events Bill, (Bill 7 of 2009),
14. Appropriate Local Government By-Laws,
15. The White Paper on Safety and Security 1998; The White Paper on Local Government 1998,
16. National Policy Framework for Public Participation 2005; the National Crime Prevention Strategy, 1996 (Revised 1999),
17. National Policy Guidelines for Victim Empowerment 2009,
18. Government Security Regulator - Minimum Physical Security Standards (MPSS); The South African Police Service Interim Regulations for Community Police Forums and CPSF, 2001 promulgated by the Minister of Safety and Security in terms of the Act,

19. South African Police Service Community Policing and Sector Policing Regulations and National Orders or Instructions or Guidelines; Manual for Community Based Crime Prevention - Making South Africa Safe,

WB CPF Sector 3

ENCLOSURE 2: CERTIFICATE OF REGISTRATION OF NON-PROFIT ORGANISATION

G.P.-S 012-0123



CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANIZATION

In terms of the Nonprofit Organisation Act, 1997, I am satisfied that

The Wierbrug Sector Community Policing Forum
(name of the nonprofit organization)

meets the requirements for registration.

The organisation's name was entered into the register on **14 February 2012**
(date)

Registration number

098-996-NPO


Director's signature



Date **14 February 2012**

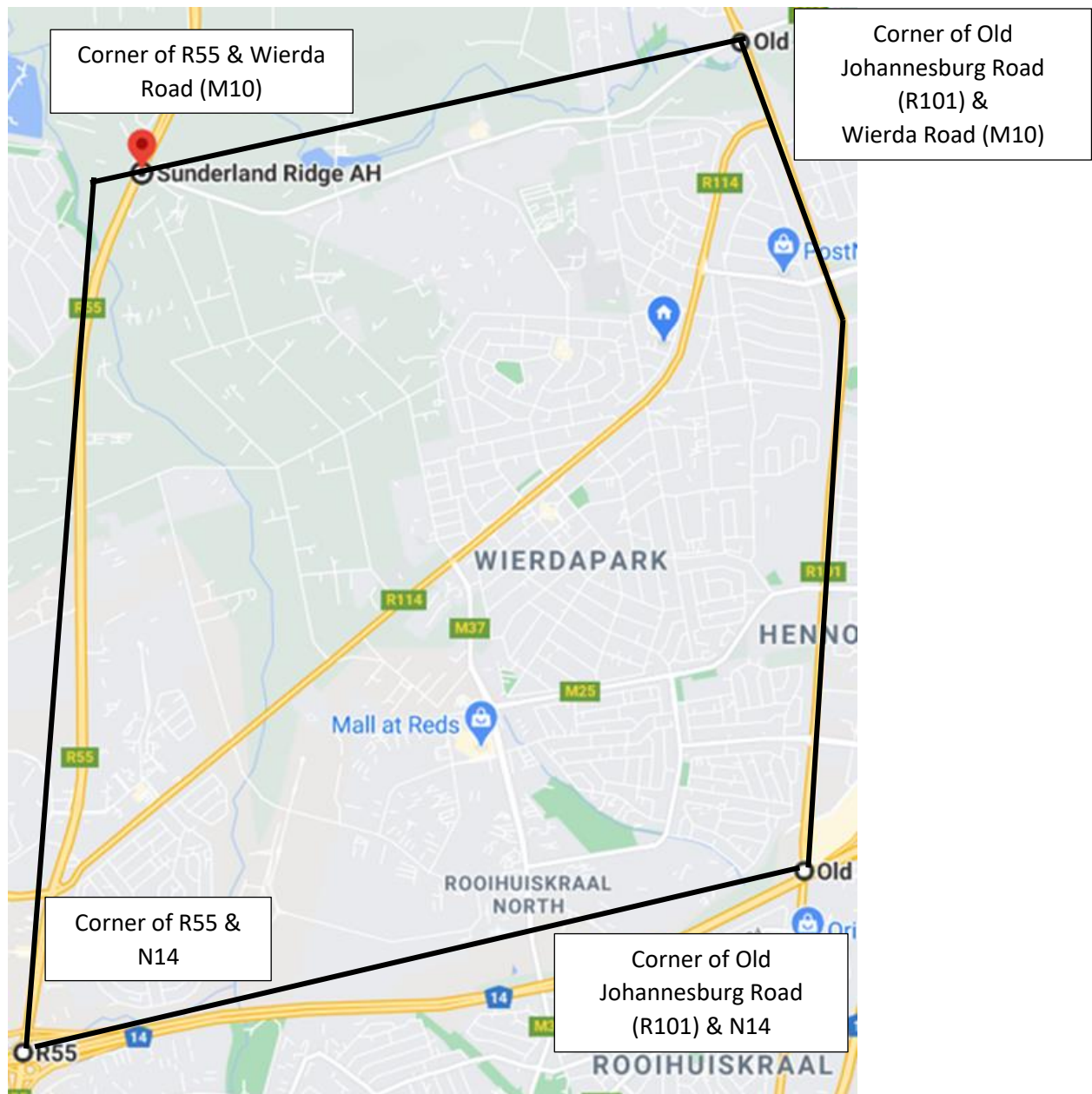


ENCLOSURE 3: ACTIVE MEMBERSHIP APPLICATION FORM

 WIERDABRUG COMMUNITY POLICE SUB-FORUM SECTOR 3		SAPS Wierdabrug P O Box 21398, Valhalla, 0137 75 Vindhella Street, Valhalla, 0185 EMERGENCY CONTACT NUMBERS +27 (0) 72 822 9312 or +27 (0) 72 837 5278 EMAIL: cpfwb3@gmail.com * Registered as a Non-Profit Organisation NPO Number 098-996-NPO	
APPLICATION FOR ACTIVE MEMBERSHIP			
A. PERSONAL PARTICULARS			
SURNAME			
FULL NAME			
IDENTITY NUMBER OR VALID PASSPORT NUMBER			
EXPIRY DATE OF PASSPORT		AGE	
DATE OF BIRTH			
POSTAL ADDRESS		RESIDENTIAL ADDRESS	
POSTAL CODE			
DIALING CODE		TELEPHONE(HOME/WORK)	
MOBILE #		EMAIL	
B. MEDICAL AID PARTICULARS			
NAME OF MEDICAL NAME			
MEDICAL AID MEMBERSHIP NUMBER			
C. NEXT OF KIN PARTICULARS			
SURNAME			
FIRST NAME			
DIALING CODE		TELEPHONE (HOME OR WORK)	
MOBILE #		EMAIL	
D. SECURITY INFORMATION			
1. Have you ever been issued or applied for a security clearance?		Yes or No	If Yes, at which level?
2. Has a security clearance ever been refused?		Yes or No	
3. Are you prepared to apply for a security clearance?		Yes or No	
4. Do you have a criminal record?		Yes or No	
5. Have you ever been declared mentally unfit?		Yes or No	
6. Do you authorise the SAPS / Sector 3 CPSF to request a South African Bureau Criminal background check?		Yes or No	
7. Do you own a firearm, If yes please provide the licence number		Yes or No	Licence Number
8. Has a firearm license ever been refused, or have you been found unfit to possess a firearm?		Yes or No	
E. MUST PROVIDE A VALID & CERTIFIED COPY OF YOUR WATER & LIGHTS ACCOUNT AS PROOF OF RESIDENCE, NO OLDER THAN 3 MONTHS			
		Yes or No	
F. WOULD YOU LIKE TO BECOME AN ACTIVE PATROLLER?			
		Yes or No	
G. DO YOU GIVE PERMISSION TO BE ADDED TO YOUR ZONED CPF WHATSAPP GROUP?			
		Yes or No	
H. DO YOU LIVE WITHIN A GATED/BOOMED COMMUNITY, ESTATE OR COMPLEX			
		Yes or No	
I.1 DISCLOSURE OF ACTIVITIES			
1. Are you currently involved in any organisation, including but not limited to safety or security matters, and which is not affiliated or mandated by the SAPS which has Non-Discriminatory behaviour including but not limited to race and gender? If Yes, please provide further information below.			
I.2 DISCLOSURE OF ACTIVITIES			
2. As an active member of Sector 3, are you prepared to participate within the CPSF structures, and do you undertake to abide by the Sector 3 Constitution, as well as the Code of Conduct, and its operational instructions, in existence and as may be promulgated? Yes or No, If No, please provide your reasons below.			
J. UNDERTAKINGS			
Do you hereby undertake to treat confidential operational detail with the utmost care, and accept that disclosure of operational actions undertaken by the CPF, may only be done so with the permission of at least one member of the Executive Committee of the CPF Sector 3.			
It is important not to identify any suspect who may have been involved with a criminal act, or the identity of a possible witness in a future criminal procedure, either verbally, in writing or on social media. The same applies to pictures of any suspect who has not been charged in a court of law, or of a future witness.			
I hereby accept the conditions of the Constitution of the Community Police Subforum Sector 3, as well as the Code of Conduct noted as Enclosure 9 which I will abide by at all times, as per the attachment.			
Signed at _____		on the _____ day of _____ 20____	
As Witness _____		Applicant _____	

ENCLOSURE 4: SECTOR 3 AREA OF RESPONSIBILITY

Area of Responsibility: Sector 3



Source: <https://www.google.com/maps>

ENCLOSURE 5: SECTOR 3 INSIGNIA

WIERDABRUG



SECTOR 3

ENCLOSURE 6: NOMINATIONS FOR ELECTION OF OFFICE BEARER

NOMINATION FORM FOR NOMINATIONS FOR OFFICE BEARERS TO THE SECTOR 3 EXECUTIVE COMMITTEE: 20____ TO 20____

I, (FULL NAME AND SURNAME):

I.D NUMBER:

NOMINATE THE FOLLOWING PERSON:

POSITION FOR WHICH NOMINATED:

FULL NAMES:

SURNAME:

I am of opinion that the nominee is capable and willing to serve in the capacity for which he/ she is nominated.

Nominated by: (sign) Name and surname:

NOMINEE INFORMATION:

RESIDENTIAL ADDRESS:

POSTAL ADDRESS:

TEL (W):

TEL (H):

MOBILE:

E-MAIL:

I, (FULL NAME AND SURNAME)

declare that the above contact information is correct, and I accept/decline the above-mentioned nomination.

SIGNATURE OF NOMINEE:

DATE:

ENCLOSURE 7: TRAINEE PATROLLERS' TRAINING RECORD

Full Name and Surname:		Call Sign:		Training Start Date: CCYY/MM/DD			Training File Number:				
Permission to be added to Sector 3 WhatsApp Groups (Yes or No)		once month initial	once month initial	Mobile Number:		Training End Date: CCYY/MM/DD			2021/001		
To be completed within 3 months											
Steps	Once complete	Description									
Step 1 Member application form filled out and submitted	Initial of Secretary										
Step 2 Finger prints and criminal record screening submitted	Initial of SAPS	Date submitted	Submitted, awaiting result								
Step 3 Theoretical Training	Initial of Facilitator	Date & time to be advised									
Step 4 Constitution & Active Patrollers requirements accepted	Initial of Secretary	Signed copies returned									
Step 5 Torch & a long sleeve reflective jacket	Initial of Operations Coordinator	It is recommended that a torch of 900 Lumens be obtained (Long sleeve reflective jacket and torch is at your own cost)									
Step 6 CERT Training	Initial of CERT Facilitator	Scene Safety Training course to be paid for by the member				CERT offers various first aid courses which are optional and at the cost of the member					
Step 7 "Comms" Training	Initial of Secretary	Communication on WhatsApp, Zello, HALO radio and the use of Patrol Log									
Step 8 Add to Green Patrollers Group	Initial of Group Admin	To be signed off once added to WhatsApp, Zello & Patrol Log									
Step 9 Temporary permit issued	Initial of Secretary	Valid for 3 months									
Step 10 On Scene Training No less than 4 of the mentioned incidents need to be attended to	Initial of Assigned Active Patroller	1 House alarm/Open Car	2 MVA/PVA/MSE	3 Partial or full road closure	4 Medical Emergency	5 Burglary/ break-in/ theft	6 Helicopter Evacuation	7 Missing person	8 Riot/Unrest	9 Hijacking or attempted Hijacking	10 CSW/Suicidal Murder
Step 11 SAPS OPS	Initial of Operations Coordinator	At least one SAPS OPS must be attended									
Step 12 Session 1 Practical Training as a passenger for a Friday night	Initial of Assigned Active Patroller	Date and start time	Date and end time	Min. of 4 hours	Comments from assigned active patroller:						
Step 13 Session 2 Practical Training as a passenger for a Saturday night	Initial of Assigned Active Patroller	Date and start time	Date and end time	Min. of 4 hours	Comments from assigned active patroller:						
Step 14 Session 3 Practical Training as a passenger for a complete weekend	Initial of Assigned Active Patroller	Date and start time	Date and end time	Min. of 8 hours	Comments from assigned active patroller:						
Step 15 Place order for long sleeve reflective jacket and magnets	Initial of Secretary	Will be done by our Secretary upon approval by the Executive Committee									
Step 16 REVIEW	Initial of Operations Coordinator	To be signed off as a driver for active patrols			Comments from Operational Coordinator:						
Step 17 Essential recommended items to carry in your vehicle	Initial of Operations Coordinator	Essential Items: Torch, 1 role of barrier tape (red/white), disposable gloves, disposable masks, sanitizer, re-usable gloves (rubber/cotton/spandex blend) Nice To have Items: Bullet Proof vest, flexi cuffs, side cutter, pepper spray, air horn, basic first aid kit, HALO radio, spare rechargeable torch batteries, high viz winter jacket, high viz raincoat, leather work gloves, jumper cables, spade, crow bar, bolt cutter, tow rope, CO2 fire extinguisher, reflective cones (green or orange), smoke flares (orange or red)									
Step 18 Session 1 Trainee takes the lead as the assigned driver for a Friday night	Initial of Assigned Active Patroller	Date and start time	Date and end time	Min. of 4 hours	Comments from assigned active patroller:						
Step 19 Session 2 Trainee takes the lead as the assigned driver for a Saturday night	Initial of Assigned Active Patroller	Date and start time	Date and end time	Min. of 4 hours	Comments from assigned active patroller:						
Step 20 Session 3 Trainee takes the lead as the assigned driver for a complete weekend	Initial of Assigned Active Patroller	Date and start time	Date and end time	Min. of 8 hours	Comments from assigned active patroller:						
Step 21 Active Patroller training completed	Initial of Chairperson	Approved by Exco									
Step 22 Certificate, ID card & permit printed	Initial of Operations Coordinator	Certificate, ID card, permit, S3 long sleeve reflective jacket & magnets issued by the Chairperson, Deputy Chairperson, Secretary & Operational Coordinator									
Step 23 Above items received by the patroller	Initial of Patroller										

ENCLOSURE 8: REQUIREMENTS TO REMAIN ON OUR SECTOR 3 ACTIVE PATROLLERS GROUP ARE AS FOLLOWS

1. No less than five (5) hours of patrolling on a Friday night or part thereof, within one (1) calendar month as part of scheduled patrols,
2. No less than five (5) hours of patrolling on a Saturday night or part thereof within one (1) calendar month as part of scheduled patrols,
3. No less than five (5) hours of daytime patrolling or part thereof between Monday to Sunday on your own time, at your own discretion or availability, within one (1) calendar month,
4. If scheduled patrols cannot be done between Monday and Thursday the required hours should be evenly split between Fridays and Saturdays within the said month,
5. Total patrolled hours per three (3) calendar months cannot be less than forty-five (45) hours,
6. All active patrollers need to reply to the message sent out on our General & Schedules Group to confirm your availability or at least advise of a specific time you will be patrolling no later than Friday, 12 noon and not just show up on patrols. This is for the reason of having proper planning, scheduling & communication in place,
7. All active patrollers must use one of the following options available on Patrol Log when patrolling or responding within Sector 3. The options are: 1) Book a patrol, 2) Commencing a patrol or 3) responding to an emergency. This is for logging your hours/km's,
8. Live location on WhatsApp needs to be switched on and always be visible in conjunction with the above point number 6, whether patrolling or attending to any situation as a Sector 3 member within our Sector or when helping as requested on other Security related Social Media Groups. **Remember we are only, "Eyes and Ears",**
9. Ensure your ZELLO is always on "**available**" status so communications can be maintained directly or indirectly through a patrolling partner in conjunction with point number 6 & 7,
10. When responding **within Sector 3** as an Active Patroller either during scheduled patrols or responding to calls placed on the Active Patrollers Group be it on weekdays or weekends, the responding Active Patroller needs to ensure that all communication is done through "W0" and the Active Patrollers Group needs to be updated accordingly by the responding Active Patroller. "W0" will decide to either stay on the Active Patroller "Comms" or move over to another group communication platform that is able to assist and provide the required assistance depending on the resources required. "W0" will update the Active Patrollers Group of said "Comms" change and any pending updates at the time. Thereafter the responding Active Patroller will be held accountable for placing updates on the channel being used for communications.
11. All COVID and or Disaster Management protocols that are currently in place must be always adhered to. No Active Patroller may patrol or respond if tested COVID positive and is in isolation or is in or has been in contact with a person who has tested COVID positive or shares the same residence of said person. Active Patrol duties can only resume once COVID negative result has been received or permission has been granted by your physician that your isolation period has ended.
12. Any issues with your Patrol Log Data please address with your Patrol Leader within 24 hrs for a correction to be made, before and after screenshots will be placed on the group for transparency regarding any corrections made,
13. Please ensure you have your most recent Sector 3 permit, torch & reflective jacket,
14. Please ensure you adhere to the Sector 3 Code of Conduct, CPSF Mandates as per WB SAPS & the Executive Committee,

15. Respect shown to all members in our groups or other Sectors including but not limited to WB SAPS, Security companies & Emergency Services,
16. All pre required training has been completed,
17. The above points can be suspended, excluding point number 10 based on an individual request to the Executive Committee due to the Active Patroller being either medically unfit to patrol, due to work commitments that will not allow the Active Patroller to actively patrol or the Active Patroller being out of the country or other personal predicament. Upon return the said Patroller will once again be dealt with on an individual basis discussed by the Executive Committee on allowing the Patroller back as an Active Patroller or to start as a Trainee Patroller once again,
18. If any of the above is not adhered to or consistently not followed a member of the Executive Committee will meet and discuss with said Active Patroller and if needed the individual will be removed off all active patroller platforms.

WB CPF Sector 3

ENCLOSURE 9: CODE OF CONDUCT AND DISCIPLINARY MATTERS FOR ALL MEMBERS & ACTIVE PATROLLERS WITHIN SECTOR 3

Community Police Sub-Forum Wierdabrug Sector 3



Postal Address: P O Box 21398,
Valhalla,
0137
Address: WB SAPS Wierdabrug,
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Valhalla,
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***Registered as a Non-Profit
Organisation
NPO Number 098-996-NPO**

CODE OF CONDUCT AND DISCIPLINARY MATTERS FOR ALL MEMBERS & ACTIVE PATROLLERS WITHIN SECTOR 3

Table of Contents

1. CODE OF CONDUCT: APPLICATION	42
2. SECTOR 3 CODE OF CONDUCT	43
3. LEGAL BASE	43
4. OPERATIONAL CONTROL	44
5. CONFIDENTIALITY	45
6. PROHIBITIONS	46
7. DISCIPLINE	46
8. MISCONDUCT	46
9. SECTOR 3 DISCIPLINARY PROCEDURE	48
10. SUSPENSION	49
11. RESIGNATION	49
11.1. RESIGNATION OF AN EXECUTIVE COMMITTEE MEMBER	49
11.2. RESIGNATION OF AN ACTIVE MEMBER	50

11.3. RESIGNATION OF AN ACTIVE PATROLLER	50
12. APPLICATION TO BECOME AN ACTIVE PATROL MEMBER	50

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1. CODE OF CONDUCT: APPLICATION

1. This code of conduct will apply to all active members of the Wierdabrug Community Police Sub-Forum, Sector 3, and this document must be undersigned by all who wish to be registered as active patrol members, after passing patrollers training under the supervision of its Executive Committee,
2. Services rendered by all active patrollers are strictly voluntary and members are aware that Sector 3, or its members and management, will not be liable for payment of any losses or damages, which may be instituted by itself, or its family members, or third parties, arising from damages, losses, injuries, or death, while participating in CPSF activities, hereby indemnifying the CPSF, Sector 3, Executive Committee and WB SAPS from all,
3. Sector 3 may at times recommend protective gear for active patrollers. The procurement of such recommended protective gear such as bulletproof vests, however, remains a personal responsibility. Even upon any recommendation of the Sector 3 regarding protective gear during patrols, the active patroller indemnifies the WB SAPS, CPSF and Sector 3 from any liability in cases of losses, injury, or death due to whatsoever reason, of such recommended protective gear,
4. The Disciplinary Matters will apply to all active members of Sector 3,
5. Only Sector 3 active members who have signed this document and have been registered as active patrollers and have been issued with active patrollers ID cards to confirm this status, are permitted to patrol within Sector 3 AoR, and with permission of the WB SAPS or EXCO outside the AoR, on behalf of Sector 3,
6. Must inform if he/she is currently involved in any organisation, including but not limited to safety or security matters, and which is not affiliated or mandated by the WB SAPS which has Non-Discriminatory behaviour including but not limited to race and gender. If such the Executive Committee will have the final say on approval or rejection of said membership,
7. Active Patrol members of Sector 3, may not, without previous permission by the EXCO, engage, render service to or provide operational information about Sector 3 to any non-recognized neighbourhood watch,
8. The AoR for Sector 3 is Raslow, Wierdapark, Eldoraigue, Eldo Glen, Eldo Park, Wierda Glen, Amberfield, Rooihuiskraal North, Heuweloord, Heuwelsig and Celtisdal. This AoR may in future be changed by the Wierdabrug CPSF Executive,
9. All Sector 3 active patrollers will be required to undersign this Code of Conduct, as well as Sector 3 Code of Conduct for all active members, below,

2. SECTOR 3 CODE OF CONDUCT

1. Active members and active patrollers of Sector 3 and all its related structures shall not promote any party politics when dealing with CPSF matters,
2. Active members may not use any abusive language or make sexist or racist remarks while participating in Sector 3 duties,
3. No active member shall utilize the Sector 3 or WB SAPS logo or emblem without the permission of the EXCO,
4. Active members of Sector 3 working with WB SAPS shall promote community relations and, perform their functions effectively,
5. Active members of Sector 3 shall agree to have their fingerprints taken for the purpose of security clearance,
6. Active members of Sector 3 must declare any conflict of interest and should not participate in matters where a conflict of interest exists,
7. Active members must behave in a diplomatic, professional, controlled, and dignified manner when dealing with each other and with the public,
8. Sector 3 active members shall not be actively involved in CPSF matters whilst under the influence of liquor, or illegal intoxicating substances,
9. Active members of Sector 3 shall not abuse their position to bring the Sector or its sub structures into disrepute,
10. Any active member who contravenes the Code of Conduct, CPSF/ Sector 3 Constitution and or Directives shall be dealt with in accordance with the disciplinary process referred to in Enclosure 9 of the Constitution and may be suspended by the EXCO pending a disciplinary hearing,
11. All Sector 3 active patrollers must abide by the Sector 3 Constitution, and all operational directives that may be issued by the Executive Committee, or any higher body within the CPSF structures. All such directives will be numbered, dated, and made available to all CPSF active patrollers,

3. LEGAL BASE

1. The CPSF was created by sections 18 to 23 of the South African Police Service Act, no 68 of 1995, SAPS Act, and is supported by the interim Regulations for Community Police Forums and Boards, 2001, promulgated by the then Minister of Safety and Security,
2. The aim and functions of Sector 3 are to protect the communities within the AoR, from loss of life and property, as well as against damage to body and financial interests, due to criminality and/or violence. Active patrol members shall always uphold and promote the aim, and objectives of Sector 3 as set out in its Constitution,

3. Sector 3 active patrol members are not Policemen, and not WB SAPS reservists, but act as voluntary civilians to prevent criminality and violence in co-operation with WB SAPS, supported by registered Security Companies,

4. Sector 3 active patrollers do not represent the WB SAPS, nor do they claim to have any South African Police powers or special privileges. They operate within the legal framework provided by the WB SAPS Act, which confirms the need to involve members of the public to patrol residential and business areas, to report on and respond to suspicious situations, emergency calls, as well as to crime scenes, which they may come across and report on. They also need to assist community members who may get involved in such incidents, and once WB SAPS members arrive, assist them in the execution of their duties, when so required,

4. OPERATIONAL CONTROL

1. Resulting from vigilante activities in the area, by people who wrongfully pretend to represent Sector 3, but do not submit themselves to the disciplined structures and operational directives of Sector 3, Sector 3 EXCO needs to apply the following control measures to distinguish between authorized Sector 3 active patrollers and vigilante operators,

2. Sector 3 active patrollers will be issued with numbered and signed ID documents confirming their status as trained active Sector 3 authorized patrollers, authorized to act as described above,

3. Sector 3 active patrollers will be in possession of reflective jackets which identify them as Sector 3 active patrollers as soon as such jackets are available. The reflective jackets remain the property of Sector 3 and is to be returned when an active patroller resigns,

4. While on patrol, Sector 3 active patrollers will have Sector 3 magnets on their vehicles, disclosing the CPSF. Car Magnets may be removed during special operations with WB SAPS when required. Car magnets remains the property of the Sector 3 and are returned when active patrollers resign,

5. Active patrollers may at their discretion when reacting to crimes in progress remove their Sector 3 car magnets and their Sector 3 reflective jackets need not be worn, the said items must be available, upon request,

6. Sector 3 active patrollers must safeguard a crime scene and only allow WB SAPS members on scene and may prevent members of the public who do not represent the CPSF in the area, from entering a crime scene. Patrollers should report any attempt by such a member of the public to enter a crime scene, also disclosing detail of his/her name and any motor vehicle involved, including its registration plate number,

7. Active patrollers will refrain from using abusive, racist and/or sexist remarks while on duty,

8. Non-Discriminatory behaviour and practices will be put in place, especially when based on race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language, and birth,

9. Active patrollers must refrain from promoting party politics when dealing with Sector 3 matters,

10. Active patrollers will always project a safe and responsible attitude,

11. Active patrollers will always maintain a professional attitude towards other CPSF members,
12. Active patrollers of Sector 3 must address members of WB SAPS, Metro Police Service and Law Enforcement Agencies according to their ranks,
13. Active patrollers will always adhere to and follow directives given by Sector 3 Operations Coordinator Officer, who is part of the Sector 3 Executive Committee,
14. Patrols and Reporting to an Incident will be logged on Patrol Log and all incidents during a shift must be recorded on Patrol Log,
15. Active patrollers must ensure that their communication apparatus (Radio or Cell phone) is in good working order and the battery sufficiently charged,
16. The safety of the active patroller always comes first,
17. Active patrollers will be supported by the Sector 3 regarding any complaint, accusation, or misconduct from the public against him/her,
18. The following information may not be posted:
 1. Anything to be defamatory, unlawful, obscene, offensive, hateful, abusive, inflammatory, threatening, libellous, pornographic, harmful to minors, indecent, lewd, suggestive, harassing, threatening, invasive of privacy or publicity rights, fraudulent or otherwise objectionable or that you know or have reason to believe is incorrect, inaccurate, misleading, or outdated,
 2. Anything that promotes discrimination on grounds of race, sex, religion, nationality, disability, religion or belief, sexual orientation, being a transsexual person, or age; and be likely to harass, upset, alarm or cause distress to any person,
 3. If any of the above is witnessed by a Sector 3 active patroller or an active member a case may be opened at WB SAPS as a witness,

5. CONFIDENTIALITY

1. Active patrollers shall not, apart from operational communication, divulge to another person or organisation any confidential or privileged information, they may have acquired from their Sector 3 involvement. A suspect's identity should also not be disclosed, either by name or by publication of photographs, as this may compromise the WB SAPS investigation,
2. Active patrollers should not comment to the media, other neighbourhood watch groups or the public regarding Sector 3 operational or administrative matters,
3. Active patrollers/active members must always adhere to the POPI Act (Protection of Personal Information),

6. PROHIBITIONS

1. No active patroller shall misuse the resources of Sector 3,
2. No active patroller shall participate in the activities of Sector 3 if found to be under the influence of any illegal substance, drugs, or alcohol,
3. All active patrollers of Sector 3 must declare any conflict of interest and must recuse him or herself from any decision or vote in which there is a conflict of interest, financial or otherwise,
4. No active patroller shall engage in any conduct which may bring Sector 3 into disrepute,
5. No active patrollers of Sector 3 may accept membership of, nor work for other Community Safety Structures, without written authorization of Sector 3 Executive Committee,
6. Active members may not receive any payment, commission, or gratuity regarding any CPSF involvement or action, unless it is authorized by the Executive Committee,

7. DISCIPLINE

1. Any breach of an operational directive shall be regarded as a contravention of this Active Patrollers Code of Conduct,
2. Contravention of this Code of Conduct will lead to disciplinary action in terms of the Sector 3 Constitution,

8. MISCONDUCT

The following conduct is viewed to be unacceptable for active members of Sector 3:

1. Misuse of property belonging to Sector 3. Unauthorized disclosure of confidential information of the CPSF or Sector 3 to the media, public or other Neighbourhood Watch Groups without the prior written consent of the Executive Committee. Refusal to carry out legal instructions of the CPSF or Sector 3 or any office bearer acting on behalf of the CPSF or Sector 3. Drinking liquor or being under the influence of liquor or any intoxicating substance whilst performing duties of the CPSF or Sector 3,
2. Acting in a manner that exposed the CPSF or a Sector 3 members to danger,
3. Intentionally disregarding the constitution and direction provided by leadership of the CPSF or Sector 3 Community Police Sub-Forum of Wierdabrug,
4. Sabotaging activities of the CPSF or Sector 3,
5. Committing theft, fraud, assault, or make insults to, or use inappropriate language towards members of the CPSF, Sector 3 or any member of the Community,
6. Refusing to execute tasks enabling the CPSF or Sector 3 to function efficiently and effectively,
7. Acting in a manner that disrupt the activities, programs, and projects of the CPSF,

8. Using the CPSF or Sector 3 to advance personal, political, or other private interests,
9. Impedes the proper functioning of Sector 3,
10. Assists other organisations, groups or individuals that are hostile to Sector 3, its Code of Conduct and/or its Constitution,
11. Participates with any group and/or person who seeks to disrupt the activities of the Sector 3 or prevents it from fulfilling its set aims and objectives,
12. Acts in a way that exposes the active members/patrollers of Sector 3 and/or members of the public to danger and/or physical harm, and/or death. Behaves dishonestly in relation to the property of Sector 3,
13. Passes on information that might be harmful to the functions and activities of Sector 3,
14. By using his or her position as patroller of Sector 3 to obtain material or other advantages,
15. Assaults another active member or behaves in an unruly manner, commits any Common Law or Statutory Offence,
16. Communicates with the media regarding the activities of Sector 3 without a proper mandate,
17. Commits an act of intimidation or harassment,
18. On acceptance of the membership as a patroller of Sector 3, fails to declare his or her previous involvement in crime,
19. By, after being accepted as a patroller of Sector 3, fails to avail him or herself or the necessary information for screening,
20. By using the name and logo of Sector 3 for purposes not related to the functions, aims and objectives of Sector 3,
21. Engage in the activities as an active patroller of the Sector 3 or allow him or herself to be employed as an active patroller of Sector 3 while:
 1. suspended pending a Disciplinary Investigation, or
 2. suspended from Sector 3 after having been found guilty of misconduct,
22. By using his/her membership of Sector 3 to do business with Sector 3 or use the name of the Sector 3 to promote his or her own business interest or that of relatives or friends,
23. By committing any other act calculated to undermine the effectiveness of Sector 3 and its projects,
24. By disclosing confidential information of Sector 3 to the public, media, individuals, or institutions without the prior written consent of the relevant Executive,

9. SECTOR 3 DISCIPLINARY PROCEDURE

1. A Disciplinary Committee "DC" shall be established by the Executive Committee to address any reported misconduct,
2. The accused active patroller or active member shall be afforded a fair hearing by being informed, at least five (5) working days before the hearing, of charges against him/her in writing and be afforded an opportunity to state his/her case and/or appoint a representative of his/her own choice within the CPSF or Sector 3 to assist,
3. Outside legal representation shall not be allowed whilst the matter is being dealt with internally,
4. A "DC", will consist of two Executive Committee members, one WB SAPS member, and one member of Sector 3, who does not serve on the Executive committee,
5. The "DC" may hear verbal evidence, cross examine witnesses, accept submissions or sworn affidavits, and decide on the matter, or may refer the matter to a higher level if it is of the view that the matter is beyond its jurisdiction,
6. The "DC" may make a finding on the charges before it, and should it find that any member/s before it has committed misconduct, it may recommend that the member be reprimanded and/or be expelled as an active or patrol member,
7. The accused member has the right to appeal to the Sector 3 Commander and may file a notice of appeal within five (5) working days after the finding of the "DC" was made,
8. Should it become clear that the accused member will not attend the hearing, following proper notice, the "DC" may proceed to hear available evidence and submissions, as an investigative hearing, and make findings on the available evidence,
9. Should a member of the WB SAPS commit any misconduct; the matter shall be dealt with through WB SAPS disciplinary procedure, involving the relevant Station or Cluster Commissioner/Commander,
10. At the conclusion of the Disciplinary Hearing, the Presiding Official of the "DC" must submit its findings and recommendations to the Chairperson of Sector 3, who, after considering the findings and recommendations, may:
 1. reprimand the member, and or
 2. expel the member as a Sector 3 active member or a patroller,
11. The Chairperson of the CPSF may confirm or vary the sanction but may not impose a more severe sanction than what was imposed by the Chairperson of the Sector 3,
12. An active patroller found guilty and expelled from Sector 3 as an active member or active patrol member may, in writing, lodge an appeal against the decision of the Chairperson of Sector 3 within 10 days after receiving the decision of the Chairperson of Sector 3 to the Executive Committee of the next higher CPSF Command,

13. The Executive Committee of the higher CPSF must, within fourteen (14) calendar days after receiving the appeal:

1. confirm the finding and sanction, or
2. vary the sanction of the Chairperson, or
3. set aside the finding and sanction,

10. SUSPENSION

1. The Executive Committee may suspend any active patrol member if:

1. There are reasonable grounds to suspect that the patroller contravened the determinations of the Constitution or Code of Conduct and/or has committed Misconduct, and
2. Circumstances are such that the active patroller should not be allowed to exercise his or her duties as an active patroller,

2. The position of the suspended person in Sector 3 remains vacant until the finalization of the matter against him or her or the lifting of the suspension for whatever reason by an authorized person,

3. A suspension ceases after the finalization of the matter where the person is not expelled from Sector 3,

11. RESIGNATION

11.1. RESIGNATION OF AN EXECUTIVE COMMITTEE MEMBER

1. If a member of the EXCO wants to resign it must be done in writing,
2. The EXCO Member who opted to resign will be given the opportunity to meet with the EXCO to discuss his/her resignation,
3. The EXCO will accept/decline the resignation after meeting with the EXCO member who is wanting to resign and will listen to what the EXCO members reasons/explanations are in regards to his/her resignation. Any further action/investigation deemed necessary will be decided by the EXCO,
4. The EXCO Member resigning will hand over all CPF collateral, assets, passwords, log-ins and documents/projects/assignments currently being worked on,
5. Depending on which position within the EXCO resigns, the EXCO will then follow said guidelines within the Constitution in filling the now vacant position,
6. The EXCO will decide if the member who has resigned can be allowed to return at a later stage or will be available for nomination during the next selection of a new EXCO Committee.

11.2. RESIGNATION OF AN ACTIVE MEMBER

1. The removal of an Active Member from his/her assigned WhatsApp CPF Street Group can only be decided by the EXCO and actioned by the Group Admin,
2. The removal of the Active Member will be done when the said member on a consistent basis violated his/her assigned WhatsApp CPF Street group rules,
3. The Active Member will be advised by the Group Admin and will be removed from his/her assigned WhatsApp CPF Street group,
4. The removed Active Member can arrange to meet with the EXCO to request to be added back to his/her assigned WhatsApp Street Group, the EXCO will have the final say if the active member can be added back.

11.3. RESIGNATION OF AN ACTIVE PATROLLER

1. An Active Patroller who would like to resign from the Active Patrollers Group must do so in writing to the EXCO stating his/her reasons for resignation,
2. The Active Patroller will be given the opportunity to meet with the EXCO to discuss said resignation,
3. Once the EXCO has listened to the reason/explanation behind the resignation will the EXCO accept/decline the resignation. Any further action/investigation deemed necessary will be decided by the EXCO,
4. Once an Active Patroller has resigned, he/she will be removed from all communication platforms except his/her assigned CPF Street Group unless the Active Patroller asks to be removed from his/her assigned CPF street group,
5. The Active Patroller will need to hand in his reflective jacket, car magnets, all assets and their CPF ID card,
6. The Active Patroller will also be removed from the Patrol Log,
7. If an Active Patroller removes him/herself from the Active Patrollers group he/she can only be placed back after fourteen (14) days with a vote taken by the current Active Patrollers Group with the final vote still made by the EXCO,
8. If approved patroller will be added back to the Green Patrollers Group and will have to redo his/her Active Patrollers training before being added back to the Active Patrollers Group.

12. APPLICATION TO BECOME AN ACTIVE PATROL MEMBER

1. I the undersigned am applying to become an active patroller within Sector 3,
2. I agree that if my application is successful, I hereby commit myself to abide by the Sector 3 Code of Conduct in relation to all my activities conducted as a patroller of Sector 3. I hereby agree to the following Code of Conduct:
 1. I shall conduct my work as an active patroller with honesty and integrity,
 2. Whilst on duty, I shall always be in possession of my Sector 3 identity card,
 3. I shall always abide with Sector 3 rules and directives,

4. I shall avoid any conflict of interest that may arise from my duties as an active patroller of Sector 3,
5. All information received during my work as a patroller of Sector 3 will be treated with the strictest confidentiality,
6. I shall not speak on behalf of the Sector 3 without the express permission of the Executive Committee,
7. All monies collected for whatever purpose under the banner of Sector 3, shall be deposited into the Sector 3 bank account,
8. I understand that I am not permitted to consume alcohol whilst on duty,
9. I understand that if I have consumed alcohol, I am prohibited from responding in person to a call out or any form of communication on the platforms,
10. I understand that if I have taken any substance / medication having a narcotic effect, I am prohibited from responding in person, to a call out or any form of communication on the platforms,
11. Whilst wearing the CPSF jacket, and / or displaying the CPSF vehicle patrolling magnets, I shall conduct myself in a respectful and dignified manner and shall not allow my behaviour to bring the Sector 3 CPSF into disrepute,
12. As a Sector 3 patroller I shall use good language in public, avoid profanity, racism, and sexist comments,
13. I will always project a safe and responsible attitude,
14. I will always maintain a professional attitude towards other CPSF members,
15. I will report any misconduct that I witnessed within 24 hours to the EXCO Chairman or Operations Coordinator Officer,
16. In the event of my conduct being brought into question, I understand that I may be asked to appear before a disciplinary committee which I hereby agree to do, if required,
17. I hereby agree to, subject to my right of appeal, abide by the decision of the disciplinary structures and if required to do so, I shall:
 1. Halo Radio User: The Sector 3 channel shall be removed from my Halo radio by a member of the Executive Committee, Alternatively I may request that the Halo radio be sold to an Active Patroller for a fair price and the money shall be given to me,
 2. Non-Halo Radio User: Hand in my radio, the frequency shall be removed, and the radio returned to me. Alternatively, I may request that the radio be sold to an Active Patroller for a fair price and the money shall be given to me,
 3. Hand in my Sector 3 ID card,

4. Hand in any vehicle magnets in my possession,
5. Hand in my Sector 3 embroidered reflective jacket,
6. Hand in all CPSF assets,
7. No longer wear or display anything to imply that I am a Sector 3 patroller,
18. I will be truthful and conscientious in the approach and performance of my work. Relationships or interest, whether direct or indirect which could adversely influence or impair my capacity to act with the integrity and objectivity will be avoided,
19. I understand that any dispute or grievance that I may have, must be put in writing, and submitted to the EXCO and I further understand that I am entitled to a response within 30 days.

This serves to confirm that I have read and understand the abovementioned Code of Conduct for Active Patrol Members and the Disciplinary Matters for all Sector 3 Members.

Full Name: _____ Signature: _____

Date: _____ Witness Name: _____

Designation: _____ Signature: _____

Date: _____