



NOMINATION FORM

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

I,

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

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

Full names and surname	
Identity number:	
Residential address:	

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

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

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

2) CHAIRPERSON OF SUBFORUM

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

SIGNATURE OF SUB-FORUM CHAIRPERSON	DATE

3) ACCEPTANCE OF NOMINATION

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

3.1 I Declare that:

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

3.1.2 I have not been convicted of an offence, as listed in the Criminal Procedure Act, 51 of 1977 in the past ten years, for which I have been sentenced to imprisonment for a period of one year or longer without the option of a fine.

3.1.3 I am registered on the community in blue system and have successfully undergone the applicable SAPS vetting process. In the case where previous offences have been identified, I have gone through the process outlined in Annexure 10.

3.1.4 I am not an elected political office bearer.

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

3.1.6 By signing the nomination and acceptance form, the nominee declare that he/she has read the duties and functions of the position being nominated for and has the ability and capacity to perform the responsibilities. Failing to perform the required responsibilities to the satisfaction and consensus of the majority of the members of the EXCO, the incumbent will, on request, vacate the position.

SIGNATURE OF NOMINEE	DATE



JOB DESCRIPTION OF MEMBERS OF THE EXCO

1 THE CHAIRPERSON

The Chairperson:

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

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

2 THE DEPUTY-CHAIRPERSON

The Deputy-Chairperson:

- 2.1 Shall in the absence of the Chairperson for whatever reason, or when so requested by the Chairperson, the Deputy-Chairperson of the EXCO, shall assume the same role, duties and function as the Chairperson.
- 2.2 Shall have overall responsibility for and oversight of:
 - 2.2.1 Disciplinary matters.
 - 2.2.2 Finances;

- 2.2.3 The assets of the Forum.
- 2.3 May delegate his or her responsibility in respect of disciplinary matters to any other EXCO member in the event of a conflict of interest or when he or she deems it necessary to do so.
- 2.4 May evaluate in concurrence with the Station Commander the SAPS Sinoville's:
 - 2.4.1 buildings
 - 2.4.2 vehicles
 - 2.4.3 equipment
 - 2.4.4 firearms registry
 - 2.4.5 radios
- 2.5 May on a regular basis and to ensure that the SAPS Sinoville is equipped to perform their duties and whether such buildings, vehicles, equipment, firearms, and radios are in working order and if not, to report on any deficiencies found to the EXCO and / or the Station Commander.
- 2.6 Ensure that all Sub-Forums holds monthly management meetings as well as all the other mandatory and statutory meetings. The Chairperson, Deputy Chairperson or their designated representative of the EXCO shall have the right to attend any meeting of a Sub-Forum within the area of jurisdiction of the Forum.

3 THE SECRETARY

The Secretary:

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

3.6 Shall further the interests of the Forum.

4 THE DEPUTY-SECRETARY

The Deputy-Secretary:

4.1 Shall act as the assistant to the to the Secretary.

4.2 Shall maintain a database of all members of the Sub-Forums in cooperation with the Sub-Forums; and

4.3 Shall, in the absence of the Secretary for whatever reason, or when so requested by the Secretary, assume the same role, duties, and functions as the Secretary.

5 THE TREASURER

The Treasurer:

5.1 Shall be responsible for the finances of the Forum and shall ensure compliance with Generally Accepted Accounting Practice.

5.2 Shall together with the Chairperson or Deputy-Chairperson of the EXCO, operate a banking account on behalf of the Forum.

5.3 Shall keep accurate and up to date accounting records to clearly reflect the financial position of the Forum.

5.4 Shall submit to the EXCO at each of its regular monthly meetings financial statements.

5.5 Shall table audited financial statements at every AGM of the Forum.

5.6 Shall table a budget at every AGM.

5.7 Shall, in each financial year, cause the accounting records of the Forum to be audited in accordance with Generally Accepted Accounting Principles by a qualified and duly appointed accounting officer.

5.8 Shall compile and maintain an asset register of the EXCO.

5.9 Shall ensure that all assets of the EXCO are adequately insured and/or provision is made for replacing of assets.

6 THE CRIME PREVENTION OFFICER

The Crime Prevention Officer:

- 6.1 Shall liaise with the Sinoville SAPS/TMPD on a regular basis.
- 6.2 Shall monitor the Sinoville SAPS/TMPD Crime Prevention initiatives and report any aspect which is lacking to the EXCO and/or Sinoville SAPS/TMPD Management.
- 6.3 Shall attend joint meetings between the Sinoville SAPS/TMPD and the Forum and all other role players specifically relating to Crime Prevention.
- 6.4 Shall gather and consolidate crime intelligence from the Sub-Forum Crime Prevention Officers and present the information to the EXCO meetings and Sinoville SAPS/TMPD Crime Prevention Officer.
- 6.5 Shall chair a monthly sub-committee Crime Prevention Officer's meeting with the Sub-Forums' representatives.
- 6.6 Shall arrange minutes to be taken by one of the attendees of the monthly Crime Prevention Officer's meetings.
- 6.7 Shall present a crime prevention overview at the AGM.
- 6.8 Shall present a crime prevention overview at the monthly EXCO meeting.
- 6.9 Shall create and document an annual crime prevention plan which must be consistent with the needs of the Sub-Forums and the Sinoville SAPS/TMPD Master Crime Prevention Plan.
- 6.10 Shall inspect areas of concern within the specific Sub-Forum together with the Crime Prevention Officer of the Sub-Forum to familiarize him/herself with the operational requirements before engaging the Sinoville SAPS/TMPD.
- 6.11 Shall report all emergency crime prevention related matters to the Chairperson of the EXCO.
- 6.12 Shall liaise with other Crime Prevention Officers of the neighbouring Clusters to formulate a joint Crime Prevention Plan; and
- 6.13 Shall liaise with the Sinoville SAPS/TMPD on any joint operations between the Sinoville SAPS/TMPD and the Forum and to approve the Forum's involvement in such joint operations; and

- 6.14 Shall establish and maintain a community safety plan that includes a disaster management plan.
- 6.15 Shall ensure that only EXCO approved Security personnel and Security Companies make use of the SCPF radio on condition that approved security companies apply every year for their radios to be re-tuned to the SCPF frequency based on their performance and/or contributions to the SCPF throughout the year, in consultation with the Crime Prevention Officers of the respective Sub-Forums.
- 6.16 Shall ensure that during the annual retuning process for security companies, the PSIRA registration of the company and each radio user, letter of good standing and the signed Code of Conduct is obtained for each radio user of the approved Security companies.

7 THE PUBLIC RELATIONS OFFICER

The Public Relations Officer:

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

8 THE YOUTH AND SCHOOL SAFETY CO-ORDINATOR:

The Youth and School Safety Co-ordinator:

- 8.1 Attend joint meetings regarding the safety co-ordination at schools, with Sinoville SAPS Sector Managers, SAPS Social Crime Prevention Officer as appointed by the Sinoville SAPS Station Commander from time to time, TMPD Representative, Sub-Forum Crime Prevention Officers, Sub-Forum Youth and School Safety representatives and school principals to assist with the development, implementation and monitoring of educational programs on substance abuse and school safety.
- 8.2 Oversee that an Annual Substance Abuse Education Plan is in place and is consistent with the needs of the Sub-Forums and the SAPS Master Crime Prevention Plan.
- 8.3 Shall ensure intelligence relating to general school safety is gathered and consolidated.
- 8.4 Shall chair a Quarterly Sub Committee on Youth and Schools Safety meeting with the Sub Sectors representatives.
- 8.5 Shall present a Youth and School Safety overview at the Annual General Meeting.
- 8.6 Shall Present a Youth and School Safety overview at the monthly EXCO Meeting.
- 8.7 Shall compile an Annual School Safety Plan which must be consistent with the needs of the Sub-Forum and the Sinoville SAPS/TMPD Master Crime Prevention Plan.
- 8.8 Shall report all emergency School Safety related matters to the Chairperson of the EXCO.
- 8.9 Shall liaise with other School Safety Co-ordinators of the neighbouring Clusters to formulate a joint Schools Safety Plan; and
- 8.10 Shall assist with safety at school events.
- 8.11 Shall attend all Youth Desk Committee meetings and report on the Youth Desk Committee functions to the EXCO on a monthly basis.
- 8.12 Shall In conjunction with the Youth Desk Committee, develop and implement policies and procedures to be implemented by the Youth Desk Committee for proper reporting pertaining to their activities, fund raising, awareness and the like.

9 TRAINING, STANDARDS AND CONTROL COORDINATOR

The Training, Standards and Control Coordinator is responsible for:

9.1 Training:

9.1.1 The development of a training and standards strategy for the Forum to guide and control the training delivery in all Sub-Forums.

9.1.2 Maintain and supervise efficient administration of all training programs.

9.1.3 Develop training material, as and when required to meet the needs of the Forum and its members.

9.1.4 Co-ordinate the training and approval of trainers to conduct controller, radio, and patroller training within all Sub-Forums.

9.1.5 Ensure that regular training sessions are conducted jointly between all Sub-Forums.

9.1.6 Keep a database of all trainers.

9.1.7 Keep attendance registers of all training sessions; and

9.1.8 Ensure that training equipment is maintained.

9.2 Standards

9.2.1 The co-ordination of all training to be conducted within the Forum, ensuring that all members are trained against the same standard.

9.2.2 Establishing, maintaining reviewing, and updating of standardized training material to be used by all Sub-Forums.

9.2.3 In conjunction with the Sub-Forums, coordinate the regular review and if necessary, update of the Radio Usage training manual, Patroller training Manual and Control Manual used in all Sub-Forums.

9.3 JOC:

9.3.1 Ensure the functionality of a CPF JOC that can be utilised by all Sub-Forums as a central command centre.

9.3.2 The overall management of the CPF JOC.

- 9.3.3 Manage all CPF JOC equipment.
- 9.3.4 Ensure that the JOC is regularly inspected and maintained.
- 9.3.5 Ensure that procedures relating to the JOC will be maintained in a Standing Work Procedure to be developed and established by the EXCO.
- 9.4 Other duties:
 - 9.4.1 When applicable, ensure that a monthly JOC Control Operator duty roster is developed for each Sub-Forum and made available to the EXCO and all Sub-Forum Control Co-ordinators.
 - 9.4.2 Communicate with the Control Coordinator of the Sub-Forum, to ensure that procedural guidelines and telephone numbers of SAPS/TMPD, Emergency Services, Response Team Members and Victim Empowerment Counsellors, are made available.
 - 9.4.3 Liaise with the SAPS, Metro Police and Sub-Forums Training Co-ordinators on a regular basis regarding training and development of patrollers.
 - 9.4.4 Co-ordinate and interact with Sub-Forums in matters relating to Control members.
 - 9.4.5 Conduct quarterly meetings with the Control Coordinators of the Sub-Forums; and
 - 9.4.6 Report on the state of training across Sub-Forums at the monthly EXCO meeting
- 9.5 The Control Coordinator will also be responsible for:
 - 9.5.1 Liaise with the control coordinator of each Sub-Forum with regards to recruitment and training of Control Operators within all the Sub-Forums.
 - 9.5.2 Liaise with the control coordinator of each sub-Forum with regards to the setting up of the monthly Control duty roster.
 - 9.5.3 Communication with Sub-Forum Control Operators to ensure that they are in possession of procedural guidelines and telephone numbers of SAPS, Emergency Services, Response Team Members and Crisis Counsellors.
 - 9.5.4 Any other such ad hoc tasks as determined by the Chairperson from time to time in writing and minuted accordingly.

10 CRIMINAL JUSTICE SYSTEM CO-ORDINATOR

The Criminal Justice System Co-ordinator:

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

11 HEALTH AND SAFETY COORDINATOR

The Health and Safety Coordinator:

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

12 SUB-FORUM CHAIRPERSONS

The Chairperson of a Sub-Forum Chairperson:

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

13 RADIO INFRASTRUCTURE OFFICER

The Radio Infrastructure Officer :

- 13.1 Shall act in an advisory and supportive capacity to the EXCO with regards to all radio infrastructure and frequencies.
- 13.2 Shall ensure that the ICASA licence and annual renewals is kept up to date and in place including but not limited to ensuring that all radio use protocols as prescribed in the licence are adhered to;
- 13.3 Shall ensure that the SCPF is registered on the ICASA user portal, and that subscription is maintained.
- 13.4 Shall liaise with the necessary specialists to ensure that the repeater is secured, kept and maintained in a good working condition and serviced as recommended by the Manufacturer;
- 13.5 Shall inspect, maintain and repair all the SAPS radios on a weekly basis.
- 13.6 Shall draft templates for the annual frequency retuning of radios and update of secure radio passwords
- 13.7 Shall be responsible for the retuning of all security, medical, TMPD and SAPS radios.
- 13.8 Shall be responsible for the removal of the CPF frequency from any radio user as instructed by the EXCO.
- 13.9 Shall be responsible for the purchasing, distribution and repairs of all the SCPF Radios provided to the SAPS by the EXCO.

- 13.10 Shall ensure that only ICASA approved radios are in use throughout the SCPF.
- 13.11 Shall report back to the EXCO with regards to the status of the repeater, radios, and all related infrastructure on a monthly basis;