



**DOUGLASDALE
COMMUNITY POLICE FORUM

CONSTITUTION

FIRST DRAFT**

(Incorporating approved amendments up to 31 October 2017)

PREAMBLE

In terms of Sections 18 to 23 of the South African Police Act 68 of 1995 (as amended from time to time), and the South African Police Service Interim Regulations of Community Police Forums and Boards 2001, provision is made for the establishment of a Community Policing Forum to serve the community of the Douglasdale Policing area and with the aim to ensure effective liaison between the South African Police Service, Gauteng Provincial Community Police Board, CPF Community Police Boards, Community Police Forums and Sector Crime Forums in Gauteng as envisaged by section 18 of the South African Police Service Act.

The Forum is a non-profit, non-sectarian, non-sexist, non-racial, apolitical community-based, statutory entity and established in terms of sections 19 and 23 of the South African Police Services Act 68 of 1995 read with the South African Police Service Interim Regulations for Community Police Forums and Boards published as Regulation No. R.384 of 2001 in Government Gazette, Vol. 431, No. 22273, on 11 May 2000, Regulation Gazette, No. 7062.

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1. DEFINITIONS

“Accounting Officer” shall mean a registered accountant

“Act” shall mean The South African Police Services Act, Act 68 of 1995.

“Auditor” shall mean an accountant registered with SAIBA

“Area of jurisdiction” shall mean the same area as the operational area of the Douglasdale SAPS as amended from time to time

“Asset of the Trust” is a resource with economic value that the Forum owns or controls with the expectation that it will provide future benefit. Assets are reported on a Forum’s balance sheet, and they are bought or created to increase the value of the Forum’s operations.

“CPF” shall mean Community Police Forum

CPF Member means a registered member of the Forum

“Community” includes all residents within the area of jurisdiction of the Douglasdale SAPS

“Election Meeting” shall mean a meeting to elect members of the EXCO. This may be a specially convened meeting or part of an Annual General Meeting.

“Electoral Officer” for purposes of Election Meetings shall mean The Station Commander of the SAPS Douglasdale and/or a representative of the Department of Community Safety, or a person designated by him or a person chosen by the eligible voters at an Election Meeting to be the Electoral Officer for such meeting.

“The Forum” is defined as the Douglasdale Community Police Forum;

“Forum Exco/EXCO” is defined as the EXCO as elected from time to time by the members of the Forum.

“ICASA” shall mean the Independent Communications Authority of South Africa

“Interim Regulations” shall mean the “South African Police Service Interim Regulations for Community Police Forums and Boards” published as Regulation No.

R.384 of 2001 in Government Gazette, Vol. 431, No. 22273, on 11 May 2000, Regulation Gazette, No. 7062.

“JMPD” shall mean the Johannesburg Metropolitan Police Department

“Joint Operations Centre (“JOC”) means a centralised facility equipped with maps of the area of jurisdiction of the forum and a CPF radio used by both the CPF and the Douglasdale Law Enforcement, when required;

“Media” shall have its ordinary meaning but also include printed, electronic, radio and Social media.

“Sector Forum” shall mean the Committee established in each Sector within the precinct of Douglasdale SAPS, in terms of Regulation.

“Sub-Forum” shall mean a Sub-Forum established in terms of Regulation 3 of the Interim Regulations within the area of jurisdiction.

“Term of office” shall mean the period as set out in [Section 13](#) below.

“the Trust” shall be Douglasdale GPF Trust with registration number: ~~XXXXXXXX~~

“Working Document” shall mean a document for each Sector Forum which must be aligned with the Constitution and act as a guideline for the operation of such Sector Forum

2. NAME, AREA OF JURISDICTION AND LEGAL PERSONA

2.1 NAME

The name of the Community Police Forum shall be “THE DOUGLASDALE COMMUNITY POLICE FORUM” (hereinafter referred to as “the Forum”).

2.2 AREA OF JURISDICTION

The area of jurisdiction of the Forum shall be the same area as the operational area of the Douglasdale Police Station as amended from time to time.

2.3 LEGAL PERSONA

2.3.1 The Forum is a legal persona and has the capacity to act in its own name.

2.3.2 The Forum is represented by its duly elected EXCO (hereinafter referred to as the “EXCO”) and is granted the powers, duties and functions as set out in paragraph 10 below.

2.3.3 The Forum exists independent from its members and has perpetual succession.

2.3.4 Any liabilities incurred by the Forum vests in the Forum as a legal juristic persona and no member of the Forum or EXCO shall be liable for the debts, claims of whatever nature, obligations or any form of encumbrance of the Forum in their respective personal capacities

3. AIMS AND OBJECTIVES

The aims and objectives of the Forum are to:

- 3.1 Establish and maintain partnerships between the Forum members, the community and stakeholders.
- 3.2 Promote communication between the SAPS/JMPD, the Forum and the community.
- 3.3 Promote co-operation between the SAPS/JMPD, the Forum and the community in fulfilling the needs of the community regarding policing;
- 3.4 Improve the rendering of police Services to the community within its area;
- 3.5 Improve transparency in the SAPS and accountability of the SAPS/JMPD to the community;
- 3.6 Promote joint problem identification and problem-solving by the SAPS/JMPD and the community.
- 3.7 Provide and promote guidance and synergy to sub-structures operating within the Douglasdale Community Police Forum area of jurisdiction;
- 3.8 Ensure that such sub-structures within the Douglasdale Community Police Forum comply with their own respective Working Documents as well as the Forum's Constitution;
- 3.9 Assist such sub-structures within the Douglasdale Community Police Forum to grow and expand;
- 3.10 Act as a facilitator between sub-structures within the Douglasdale Community Police Forum to amongst others to help SAPS to:
 - 3.10.1 Identify common crime patterns;
 - 3.10.2 Identify problems or areas of concerns within the jurisdictional area of the Forum.

4. ASSETS OF FORUM

- 4.1 All assets of the Forum of whatever nature will be applied solely towards the objectives of the Forum, and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend or bonus to any member of the EXCO.
- 4.2 All assets of the Forum will be kept in a Trust specifically formed for that purpose.
- 4.3 The Trustees of the Trust shall be the Chairperson, the Deputy Chairperson and the Treasurer of the Forum.
- 4.4 The beneficiaries of the Trust shall be the relevant sub-forums and / or any other public benefit organisation or non-profit organisation within the area of jurisdiction of the Forum as identified by the Forum from time to time.
- 4.5 The Trust shall at all relevant times be subject to the provisions of the Trust Property Control Act, no. 57 of 1988 as amended from time to time.

5. STATUS OF FORUM STRUCTURE

- 5.1 As provided for in the Act, the Forum is the parent body of all sub-Forums, neighbourhood watch structures and all similar structures within the area of jurisdiction of the Forum.
- 5.2 All Sector Forums, sub-Forums, Neighbourhood watch structures and all similar structures within the area of jurisdiction of the Forum shall be subordinate to the Forum and be subject to the Constitution and addendums to the Constitution of this Forum.
- 5.3 Each sub-Forum, neighbourhood watch structure and similar structures within the area of jurisdiction of the Forum must have a Working Document, provided that such Document must be aligned with the Forum's Constitution and may not be in conflict with the Forum's Constitution and addendums.

- 5.4 Should the Constitution and/or addendums be amended, such amendments, relevant to the Sub-Forums, must be implemented in the Sub-Forums' Working Document within a period as agreed upon between the EXCO and the Management of the sub-Forums. If the said amendment is not implemented within the agreed timeframe, such an amendment would automatically form part of the sub-Forum' Constitution.

6. THE CODE OF CONDUCT OF THE FORUM

- 6.1 The Forum's Code of Conduct is contained in Annexure 1 to this Constitution and although contained in an annexure shall be deemed to form part of this Constitution, with the proviso that [Section 23](#) of this Constitution (Amending the Constitution) does not apply to the Code of Conduct.
- 6.2 Any changes to the Code of Conduct can be made by the EXCO at an EXCO Meeting or Special EXCO meeting as provided for in this Constitution.
- 6.3 Any changes made to the Code of Conduct by the EXCO shall be conveyed to its members via the respective representatives of the Sectors on the EXCO. They shall convey these changes to its members and such changes shall become effective on a date to be determined by the EXCO.

7. RIGHTS AND OBLIGATIONS OF FORUM STRUCTURES

- 7.1 The respective sub-Forums, neighbourhood watch structures and similar structures within the area of jurisdiction of the Forum must submit their respective Working Documents to the Forum for approval before such Constitutions shall become effective.
- 7.2 Any proposed changes to the Working Documents of a sub-Forum, neighbourhood watch structure and similar structure within the area of jurisdiction of the Forum must also be submitted to the Forum for approval before such changes to the relevant Constitution shall become effective.
- 7.3 The Chairperson, Deputy Chairperson or their designated representative of the EXCO shall have the right, to attend any meeting of any sub-Forum,

neighbourhood watch structure and similar structures within the area of jurisdiction of the Forum.

- 7.4 The EXCO shall have the right to inspect any record, including the financial records of any sub-Forums, neighbourhood watch structures and all similar structures within the area of jurisdiction of the Forum to ensure compliance with the respective Working Documents of such sub-Forums, neighbourhood watch structures and all similar structures within the area of jurisdiction of the Forum and to the Forum's Constitution.

8. COMPOSITION OF THE EXCO

- 8.1 The EXCO shall consist of the following positions:

- 8.1.1 Chairperson;
- 8.1.2 Deputy-Chairperson;
- 8.1.3 Secretary;
- 8.1.4 Deputy-Secretary;
- 8.1.5 Treasurer;
- 8.1.6 The Chairpersons of the respective sub-Forums;
- 8.1.7 Public Relations Officer;
- 8.1.8 Crime Prevention Officer;
- 8.1.9 Trauma Counselling Officer;
- 8.1.10 Client Service Centre Officer;
- 8.1.11 Youth and Schools Co-ordinator;
- 8.1.12 CIN Officer

- 8.2 All persons referred to in paragraphs 8.1 to 8.12 above shall have voting rights on the EXCO.

- 8.3 The following SAPS/JMPD members shall be ex-officio members of the EXCO, but shall have no voting rights:

- 8.4 The Station Commander of the Douglasdale SAPS/JMPD;

- 8.5 The Heads of the following Units of the Douglasdale SAPS/JMPD:

- 8.5.1 Crime Prevention,

- 8.5.2 Visible Policing,
 - 8.5.3 Detective Services,
 - 8.5.4 Communication,
 - 8.5.5 Crime Intelligence,
 - 8.5.6 Client Services,
 - 8.5.7 Administration.
 - 8.5.8 The Area Commander of JMPD or a member of his staff designated by him/her;
 - 8.5.9 Ward Councillors;
 - 8.5.10 A person referred to in paragraphs 8.3 to 8.5 above shall have no voting rights.
- 8.6 In the event that a Chairperson of a Sub-Forum cannot attend any EXCO meeting or EXCO Special Meeting, such Chairperson may be represented by the Deputy-Chairperson or any other designated member of such sub-forum management and such representative shall have voting rights on the EXCO;
- 8.7 Should the need arise for a new and/or additional position on the EXCO or to make an EXCO position redundant, EXCO has the right to make such an amendment without having to amend the Constitution but subject to the prescribed voting procedure during an EXCO meeting. Such amendment must, in the interim and until such time as the Constitution is reviewed, be contained in an annexure that will form part of the current Constitution.
- 8.8 Any changes to the composition of the EXCO can be made by the EXCO at an EXCO Meeting or Special EXCO meeting as provided for in this Constitution.
- 8.9 Such changes must be communicated within 7 (seven) days by the Chairperson of the sub-Forums to the members of the sub-Forums.

9. ROLES, DUTIES AND FUNCTIONS OF MEMBERS OF EXCO:

- 9.1 A person elected to any of the following positions on the EXCO must relinquish his/her management position on the Sector Forum:
- 9.1.1 Chairperson; or

9.1.2 Deputy-Chairperson.

9.2 THE CHAIRPERSON

The elected Chairperson of the Forum:

- 9.2.1 Shall preside over meetings of the Forum.
- 9.2.2 Ensure the execution of all decisions of the EXCO.
- 9.2.3 Represent the Forum as and when it is necessary.
- 9.2.4 Shall be the Forum's representative at all levels above Forum level and other Forums in relation to Community Policing matters.

- 9.2.5 Report on the functioning of the Forum to levels above Forum level as and when required.
- 9.2.6 Report back to the EXCO on matters relevant to the Forum discussed at levels above Forum level. Such feedback shall be recorded in the minutes of the EXCO meeting.
- 9.2.7 Liaise with the Douglasdale SAPS, JMPD Police and other community based organisations as and when required and report back to the EXCO on such liaisons. Such feedback shall be recorded in the minutes of the EXCO meeting.
- 9.2.8 Shall report on the state of the Forum at the monthly EXCO meetings.
- 9.2.9 Shall submit such reports reflective of the activities or the work of the Forum at the Annual General Meeting.
- 9.2.10 Shall supervise all work of the Forum in conformity with the Constitution and rules of procedures agreed upon by the Forum.
- 9.2.11 May, if circumstances so dictate, approach the SAPS/JMPD or Government institutions at any level, for intervention, assistance or a Service, in the general interest of the community.
- 9.2.12 The Chairperson may, from time to time, and as circumstances dictate, delegate any of his duties, functions and responsibilities to the Deputy-Chairperson and/or any elected EXCO member.

9.3 THE DEPUTY-CHAIRMAN

9.3.1 In the absence of the Chairperson for whatever reason, or when so requested by the Chairperson, the elected Deputy-Chairperson of the Forum, shall have the same authority, powers and function as the Chairperson as set out above.

9.3.2 The Deputy-Chairperson shall also have overall responsibility for:

- Disciplinary matters.

9.3.3 The Deputy-Chairperson shall have oversight over:

- Finances; and
- The assets of the Forum.

9.3.4 The Deputy-Chairperson may delegate his/her responsibility in respect of disciplinary matters to any other EXCO member in the event of a conflict of interest or when s/he deems it necessary to do so.

9.4 THE SECRETARY

The Secretary of the Forum must:

9.4.1 Take and compile minutes of all meetings of the Forum in accordance with the requirements of this Constitution and keep a record thereof including resolutions passed and previous Minutes;

9.4.2 Arrange all meetings in accordance with the requisite procedures;

9.4.3 Perform administrative functions associated with the Office of Secretary;

9.4.4 Collect, receive and despatch correspondence on behalf of the Forum;

9.4.5 Keep originals of letters received and copies of letters of correspondence despatched;

9.4.6 Further the interests of the Forum as directed by the EXCO.

9.5 THE DEPUTY-SECRETARY

9.5.1 The Deputy-Secretary acts as assistant to the Secretary;

9.5.2 The Deputy-Secretary must also:

- 9.5.2.1 Create and maintain a database of all members of the sub-Forums in consultation with the sub-Forums; and
- 9.5.2.2 In the absence of the Secretary, for whatever reason, or when so requested by the Secretary, the elected Deputy-Secretary of the Forum, shall have the same authority, powers and functions as the Secretary as set out above.

9.6 THE TREASURER

The Treasurer:

- 9.6.1 Is responsible for the finances of the Forum and must ensure strict compliance with Generally Accepted Accounting Practice;
- 9.6.2 Must together with the Chairperson, Deputy Chairperson or other designated member of the EXCO, operate a banking account on behalf of the Forum;
- 9.6.3 Must keep accurate and up to date books of account and other records necessary to clearly reflect the financial position of the Forum
- 9.6.4 Shall submit to the EXCO at each of its regular monthly meetings a monthly income and expenditure statement.
- 9.6.5 Must table a financial report at every general meeting of the Forum setting out the finances of the Forum.
- 9.6.6 Must table a budget at every Annual General meeting;
- 9.6.7 Shall submit to the EXCO a half yearly un-audited balance sheet.
- 9.6.8 Shall, in each financial year, cause the accounting records of the Forum to be verified in accordance with Generally Accepted Accounting Practice by a duly appointed registered accountant/ Auditor;
- 9.6.9 Compile and maintain an asset register of all assets of the Forum.
- 9.6.10 Must ensure that all assets of the Forum are adequately insured where required;
- 9.6.11 Shall be responsible for and deal with all documents pertaining to the functions of that office, such as for example deposit slips, receipts, invoices, accounts and so forth;
- 9.6.12 The Annual Financial Statements shall comply with general accepted accounting practices and shall cause these to be audited according to IRFA where possible.

9.7 CRIME PREVENTION OFFICER

The Crime Prevention Officer must:

- 9.7.1 Have oversight of the Sector Neighbourhood Watch Sub-Forums and Community Patrollers Sub-Forums;
- 9.7.2 Liaise with the Douglasdale SAPS/JMPD on a regular basis;
- 9.7.3 Monitor the Douglasdale SAPS/JMPD Crime Prevention initiatives and report any aspect which is lacking to the EXCO and / or Douglasdale SAPS/JMPD Management;
- 9.7.4 Attend joint meetings between the Douglasdale SAPS/JMPD and the Forum and all other role players specifically relating to Crime Prevention;
- 9.7.5 Gather and consolidate crime intelligence from the sub-Forum Neighbourhood Watch Leaders and present the information to the EXCO meetings and Douglasdale SAPS/JMPD Crime Prevention Officer;
- 9.7.6 Chair a monthly meeting sub-committee Crime Prevention Officer's meeting with Sector Forum representatives;
- 9.7.7 Present a Crime Prevention Overview at the Annual General Meeting;
- 9.7.8 Present a Crime Prevention Overview at the Monthly EXCO meeting;
- 9.7.9 Create and document a yearly crime prevention plan which must be consistent with the needs of the Sector-forums and the Douglasdale SAPS/JMPD Master Crime Prevention Plan;
- 9.7.10 Inspect areas of concern within the specific sectors together with that specific Crime Prevention Officer to familiarize him/herself with the operational requirements before engaging the Douglasdale SAPS/JMPD;
- 9.7.11 Report all emergency Crime Prevention Related matters to the Chairperson of the Forum;
- 9.7.12 Liaise with other Crime Prevention Officers of the neighbouring Clusters to formulate a joint Crime Prevention Plan;
- 9.7.13 Liaise with the Douglasdale SAPS/JMPD on any joint operations between the Douglasdale SAPS/JMPD and the Forum and to approve the Forum's involvement in such joint operations;
- 9.7.14 Oversight of the training of Neighbourhood Watch patrollers;
- 9.7.15 Oversight the activities of the Community Patrollers.

9.8 PUBLIC RELATIONS OFFICER

The Public Relations Officer must:

- 9.8.1 Promote the image of the Forum to the community;
- 9.8.2 Promote the business and activities of the Forum;
- 9.8.3 Liaise with and advise the Public Relation Officers of the Sector Forums;
- 9.8.4 Develop promotional materials when needed;
- 9.8.5 Organize public events and press conferences and press releases when necessary;
- 9.8.6 Update and maintain the website;
- 9.8.7 Reply to general enquiries of the community;
- 9.8.8 Seek and negotiate sponsorships;
- 9.8.9 Provide assistance when required with branding and advertisements;
- 9.8.10 Conduct market research when needed;
- 9.8.11 Manage the response of the Forum in case of an emergency or in case of a disaster in the Forum's area;
- 9.8.12 Make media statements on behalf of the Forum as and when required;
- 9.8.13 Compile a Communications Policy for all Sector Forums. All public communications must be approved as provided for in [Section 18](#) before it is distributed to the public;
- 9.8.14 Approve of all public communications as provided for in [Section 18](#) before it is distributed to the public.

9.9 THE YOUTH AND SCHOOL SAFETY CO-ORDINATOR

The Youth and School Safety Co-ordinator must:

- 9.9.1.1 Liaise with the Substance Abuse Representatives of Douglasdale SAPS and JMPD to develop a joint Substance Abuse Education Program;
- 9.9.1.2 In conjunction with School Safety Co-ordinator, liaise with schools within the Forum's area of jurisdiction as to their drug and alcohol abuse plans;

- 9.9.1.3 Oversee that an Annual Substance Abuse Education Plan are in place and is consistent with the needs of the Sub-Sectors and the SAPS Master Crime Prevention Plan;
- 9.9.1.4 Attend joint meetings with the safety co-ordinator of a school, Douglasdale SAPS Sector Managers and SAPS Social Crime Officer as appointed by the Douglasdale SAPS Station Commander from time to time, JMPD Representative, Sector Crime Prevention Officers and school principals to assist with the development, implementation and monitoring of education programs on substance abuse;
- 9.9.1.5 Attend the Quarterly Sub Committee on Schools Safety meeting with the Sub Sectors representatives;
- 9.9.1.6 Inspect areas of concern within the specific sub-sector together with that specific Crime Prevention Officer to familiarize him/herself with the operational requirements before engaging Douglasdale SAPS/JMPD;
- 9.9.1.7 Report all known Substance Abuse incidents to the School Safety Co-ordinator, Crime Prevention Officer and Chairperson of the Forum;
- 9.9.1.8 Liaise with other Youth Desks of the neighbouring Clusters to formulate a joint Substance Abuse Education Program;
- 9.9.1.9 Present talks at local churches on the topic of Substance Abuse experienced in the cluster;
- 9.9.1.10 Present Educational talks at schools and churches on the topic of Substance Abuse;
- 9.9.1.11 Liaise with schools within the Forum borders as to their safety plans;
- 9.9.1.12 Liaise with Douglasdale SAPS/JMPD and JMPD Police regarding schools' safety;
- 9.9.1.13 Attend joint meetings with Douglasdale SAPS/JMPD Sector Managers as appointed by the Douglasdale SAPS/JMPD Station Commander from time to time, JMPD Representative, Sector Crime Prevention Officers and school principals to develop, implement and monitor school safety plans;
- 9.9.1.14 Ensure intelligence relating to drug trafficking, drug abuse and alcohol usage amongst school pupils are gathered and consolidated and communicate it to such school / principal if necessary;

- 9.9.1.15 Ensure intelligence relating to general school safety is gathered and consolidated;
- 9.9.1.16 Chair a Quarterly Sub Committee on Schools Safety meeting with the Sub Sectors representatives;
- 9.9.1.17 Present a School Safety Overview at the Annual General Meeting;
- 9.9.1.18 Present a School Safety Overview at the Monthly EXCO Meeting;
- 9.9.1.19 Create and Document an Annual School Safety Plan which must be consistent with the needs of the Sub-Sectors and the Douglasdale SAPS/JMPD Master Crime Prevention Plan;
- 9.9.1.20 Inspect areas of concern within the specific sub-sector together with that specific Crime Prevention Officer to familiarize him/herself with the operational requirements before engaging Douglasdale SAPS/JMPD;
- 9.9.1.21 Report all emergency School Safety Related matters to the Chairperson of the Forum;
- 9.9.1.22 Liaise with other School Safety Co-ordinators of the neighbouring Clusters to formulate a joint Schools Safety Plan;
- 9.9.1.23 Assist with safety at school events at request.

9.10 TRAINING AND STANDARDS CO-ORDINATOR AND JOC CONTROLLER

The Training and Standards Co-ordinator and JOC Controller is responsible for:

- 9.10.1 TRAINING:
 - 9.10.1.1 The development of a training and standards strategy for the Forum that will guide and control the training delivery in all Sectors;
 - 9.10.1.2 Maintaining and supervising efficient administration of all training;
 - 9.10.1.3 Developing additional training material, as and when required to meet the needs of the Forum and its members;
 - 9.10.1.4 Co-ordinate the training and certification of trainers to conduct controller, radio and patroller training within all sectors of the Forum;
 - 9.10.1.5 Ensure that regular training sessions are conducted jointly between all sectors of the Forum;

- 9.10.1.6 Keep a database of all certified trainers;
- 9.10.1.7 Keep attendance registers of all training sessions; and
- 9.10.1.8 Ensure that training equipment is taken care of and kept in a good serviceable condition.

9.10.2 **STANDARDS**

- 9.10.2.1 The co-ordination of all training to be conducted within the Forum, ensuring that all members are trained against a common standard;
- 9.10.2.2 Establishing, maintaining reviewing and updating of standardized training material to be used by all sectors;
- 9.10.2.3 Coordinate the regular review and if necessary, update of the Radio Usage training manual, Patroller training Manual and Control Manual used by Forum members in all Sectors

9.10.3 **JOC:**

- 9.10.3.1 Ensure the functionality of a CPF JOC that can be utilised by all sectors as a central command centre;
- 9.10.3.2 The overall management of the CPF JOC;
- 9.10.3.3 Co-ordinating and managing all CPF JOC equipment;
- 9.10.3.4 Ensuring that the JOC is regularly inspected and all equipment is kept in a good and serviceable condition.

9.10.4 **OTHER DUTIES:**

- 9.10.4.1 When applicable, ensure that a monthly JOC Control Operator duty roster is developed for each Sector and made available to the EXCO and all Control Co-ordinators;
- 9.10.4.2 Communication to Control Co-ordinators ensuring they are in possession of procedural guidelines and telephone numbers of SAPS/METRO, Emergency Services, Response Team Members and Victim Empowerment Councillors;
- 9.10.4.3 Liaise with the SAPS, Metro Police and Forum Patrollers on a regular basis regarding training and development of patrollers;

- 9.10.4.4 Co-ordinate and interact with Sub-Forums within the Douglasdale CPF area of jurisdiction in matters relating to Control members;
- 9.10.4.5 Conduct quarterly meetings with all Sector's control co-ordinators; and
- 9.10.4.6 Shall report on the state of training across sectors at the monthly EXCO management meeting

9.11 SECTOR FORUM CHAIRPERSON

The Sector-Forum Chairperson shall:

- 9.11.1 Be the Sector Forum's representative at all levels above Sector forum level and other forums in relation to Community Policing matters;
- 9.11.2 Report on the functioning of the Sector-Forum to levels above Forum level as and when required;
- 9.11.3 Report back to the Sector-Forum on matter relevant to the Sector-Forum discussed at levels above Sector-Forum level.

10. THE POWERS, DUTES AND FUNCTIONS OF THE EXCO

The Forum is a separate legal entity represented by its EXCO. As a separate legal entity, the Forum has the capacity to act in its own name. The Forum shall have all the powers necessary to enable it to achieve its objectives and to fulfil its responsibilities and to perform its roles, functions and duties.

Therefore, the Constitution confers amongst others the following powers, duties and functions onto the EXCO:

10.1 THE POWERS OF THE EXCO:

- 10.1.1 Institute and conduct, defend, compound or abandon any legal proceedings by or against the Forum, as the case may be;
- 10.1.2 Delegate any duty or power through any person or organ of the Forum in the interest of the Forum;

- 10.1.3 Utilise the assets of the Forum for the objectives of the Forum as set out in this Constitution;
- 10.1.4 Appoint at its own discretion, sub-committees and direct issues and allocate tasks to these committees, and co-opt members of the Forum to serve on these bodies;
- 10.1.5 Maintain and supervise efficient control over members and the administration of the Forum;
- 10.1.6 Make urgent rulings as may be necessary from time to time;
- 10.1.7 Make available such resources or render such services to Douglasdale SAPS/JMPD, whether on request of the latter or out of own accord, on such terms and conditions as the Forum deems necessary;
- 10.1.8 Make donations in any form to the Douglasdale SAPS/JMPD to assist the Douglasdale SAPS/JMPD in preventing crime;
- 10.1.9 Initiate community based crime-prevention projects;
- 10.1.10 Acquire, hold, lease, hire and / or alienate property, whether immovable or movable;
- 10.1.11 Enter into written contracts with suppliers;
- 10.1.12 Appoint one or more persons to take charge of and administer any funds of the Forum;
- 10.1.13 Open, operate or close bank accounts in the name of the Forum;
- 10.1.14 Utilise any income derived from its members or from any other source in its own discretion, provided that such expenditure will at all times be in the interest of the Forum or in the furtherance of its stated objectives;
- 10.1.15 Apply its surplus income in promoting its objectives and shall not, at any time, make any distribution or pay any dividend or surplus to any of its members;
- 10.1.16 Invest, re invest and deal with any monies of the Forum not immediately required for the purposes of the Forum, upon such securities and on such terms as it may deem fit and from time to time to vary or realise such investments;

- 10.1.17 Accept donations from external sources, provided that if such donation/s is / are conditional the Forum shall adhere to such conditions as required by the donor, provided such conditions are not contrary to the objectives of the Forum;
- 10.1.18 Where donations are made unconditionally, the Forum may utilise such donations as it deem necessary to promote the objectives of the Forum or its members;
- 10.1.19 Arrange and conduct fundraising activities in the name of the Forum to collect or receive money for or on behalf of the Forum;
- 10.1.20 Appoint bookkeepers and / or auditors on an annual basis;
- 10.1.21 Appoint office bearers to assist in the execution of its functions;
- 10.1.22 Remove any EXCO member from office before the expiry of his or her term of office and to dismiss any of them, subject to the due disciplinary process as provided for in this Constitution;
- 10.1.23 Appoint remunerated staff members, whether on a permanent or temporary basis, to assist the EXCO to perform its roles, functions and duties;
- 10.1.24 Nominate any such person as it deems fit and proper to represent the Forum at external meetings and to attend to any matter that could be attended to by the Forum;
- 10.1.25 Establish ad-hoc committees to perform specific duties for a period and on conditions to be determined by the EXCO;
- 10.1.26 Co-opt any person(s) who have required expertise in any field necessary to fulfil the objectives of the Forum. Provided that such so co – opted person shall not have any voting rights on the EXCO;
- 10.1.27 Co- opt any person onto the EXCO for a period of no longer than Ninety (90) days to fill any vacancy as provided for in paragraphs 8.1.1 to 8.1.12. Provided that such so co-opted person shall not have any voting rights on the EXCO;
- 10.1.28 Establish sub-Forums for the effective and efficient managing of the Forum;
- 10.1.29 Hear and adjudicate, whether as an EXCO or through an appointed structure, disputes emanating from its members;

- 10.1.30 Dissolve the management of any of its structures including any sub-Forum, upon realizing that such a structure is functioning contrary to the directives or the Interim Regulations or acting contrary to the spirit of the Forum and after a proper enquiry and affording such sub-Forum the opportunity to present his case;
- 10.1.31 Suspend or terminate the membership of any member who has:
 - 10.1.32 not complied with the provisions of this constitution; or
 - 10.1.33 failed to attend, or send a representative, as the case may be, to three consecutive meetings of the members; or
 - 10.1.34 failed to comply with the directives or any rules or policies of the Forum;
 - 10.1.35 been found guilty at a disciplinary hearing and where the sanction makes provision for such suspension or termination.
- 10.1.36 Convene and hold such meetings as it may deem necessary;
- 10.1.37 Revoke, suspend, terminate or amend the right of any person to utilise the radio frequency of the Forum at any time and/or to instruct any person to bring in his/her radio to have the Forum's radio frequency on such radio's removed;
- 10.1.38 Dissolve the Management Committee of any Sector should the need therefore arise;
- 10.1.39 The right to assume or take over all the Management Committee functions of any Sector should the need therefore arise;
- 10.1.40 Appoint any such person/s, including Forum EXCO members, it may deem necessary to assist the Forum EXCO in the management of any Sector;
- 10.1.41 Appoint any such independent auditor, as it may deem necessary to audit the assets of any Sector;
- 10.1.42 Call elections for new Management Committee members, within such period it deems fit, but not longer than 30 days, after taking over the management of any Sector;
- 10.1.43 Establish a Youth Desk in line with the provisions of the National Youth Policy 2015 – 2020 (NYP2020) dated 12 August 2015.

10.2 THE DUTIES OF THE EXCO:

The EXCO must:

- 10.2.1 Report gross negligence or dereliction of duty on the part of any member of the SAPS Douglasdale to the Station Commissioner and / or the Independent Complaints' Directorate and / or the Cluster Board, alternatively the Provincial Board and Provincial Commissioner and report gross negligence or dereliction of duty on the part of any member of the JMPD to the JMPD Regional Director or his nominee;
- 10.2.2 Through the structures provided for in this Constitution receive and process complaints and charges by the public against the SAPS/JMPD Douglasdale;
- 10.2.3 Act as mediator between the SAPS/JMPD Douglasdale and the community;
- 10.2.4 Develop an annual programme of action that address crime tendencies in our area of jurisdiction to be reviewed quarterly;
- 10.2.5 Ensure and monitor that all sub-forums conduct management meetings on a monthly basis as well as all the other mandatory and statutory meetings.

10.3 THE FUNCTIONS OF THE EXCO

The EXCO must:

- 10.3.1 Co-ordinate and interact with other Community Policing Forums or other similar Forums in matters relating to Community Policing Forums;
- 10.3.2 Act as mediator in disputes between the Forum's members;
- 10.3.3 Report quarterly to the Provincial Board or on such other timescale as the Board shall decide;
- 10.3.4 Establish and maintain sustainable communication channels such as electronic and printed media. It is required to maintain a website for the forum;
- 10.3.5 Ensure that proper minutes and records of all meetings are kept;
- 10.3.6 Set uniform criteria for membership of the Forum.

- 10.3.7 In the event of dissolving and/or assuming the management functions of the Management Committee of any Sector, for any reason, the following shall apply:
- 10.3.7.1 Such Sector's Management Committee is automatically dissolved in respect to and all members or remaining members of such Management Committee are deemed to have resigned on the date of the dissolution;
- 10.3.7.2 The Forum EXCO is bound to manage the Sector in terms of the provisions of the Constitution of the Sector whose Management Committee functions it had assumed and in the event of conflict between the Forum's Constitution and a Sectors' Constitution, the former shall prevail;
- 10.3.7.3 The Forum EXCO reserves the right to appoint an interim caretaker committee consisting of a convener, deputy-secretary and a treasurer and any other member as required to oversee the functionality of the Sector and to facilitate the election of a new management committee; and
- 10.3.7.4 Where elections are called for to elect new Management Committee members of any Sector, such elections will be held in terms of the election rules applicable in the relevant Sector's Constitution.
- 10.3.7.5 The EXCO may from time to time amend the roles, duties and functions of members of the EXCO as it deems necessary.

11. PROTECTION OF EXCO MEMBERS ACTING IN GOOD FAITH

- 11.1 All the actions by the Management Committee or any of its members, in bona fide performance of their duties, will be regarded as to have been performed by the Forum;
- 11.2 A member of the EXCO shall not be held liable in his or her personal capacity for carrying out his/her functions as determined or instructed by the EXCO unless such act or omission was performed:
- (i) In a grossly negligent or intentionally wrongful manner; or

- (ii) Was beyond the powers conferred on such person in terms of this Constitution; or
- (iii) Beyond the authority or instruction given by the Forum or EXCO.

12. AUTHORISED SIGNATORIES OF THE FORUM

12.1 Where the Forum needs 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 authorized, the authorised signatories of the EXCO shall be any two of the following:

- (i) The Chairperson or Acting Chairperson as provided for in this Constitution;
- (ii) The Deputy-Chairperson or Acting Deputy-Chairperson as provided for in this Constitution; or
- (iii) The Treasurer.

13. PROCEDURE TO ELECT MEMBERS OF THE EXCO

The procedure to elect members of the EXCO consists of the following process:

- (i) The nomination of candidates, and
- (ii) The voting procedures.

13.1 TERMS OF OFFICE OF MEMBERS OF THE EXCO

- 13.1.1 A term of office shall be deemed to be five years;
- 13.1.2 A person may not serve in the same position on the EXCO for more than two full terms; and
- 13.1.3 If a person is elected to the EXCO with more than two years remaining to the next Election Meeting, it will be deemed that such period will be regarded as a full term.

13.2 THE NOMINATION OF CANDIDATES

- 13.2.1 Nominees for the EXCO should first come from Sector Sub-Forums Committees. Should a qualified person not be available at Sector Sub-Forums Committee level, nominees may be proposed second from the rest of the CPF Member base or if required from the community within the area of jurisdiction;
- 13.2.2 Any person who is a member of a sub-Forum can be nominated for any position on the EXCO;
- 13.2.3 Any nominee can be nominated for more than one position on the EXCO;
- 13.2.4 Current EXCO members can be nominated for re-election, subject to the nomination process;
- 13.2.5 The Secretary of the Forum must give notice of an Election Meeting to the respective sub-Forums in writing twenty-one ordinary (21) days before such Election Meeting;
- 13.2.6 Nominations for EXCO members close 7 ordinary days before the date and time of the Election Meeting;
- 13.2.7 Only a numbered completed and signed nomination and acceptance form (Form DDCPF 0001) will be acceptable for a nomination to be valid. By signing the nomination and acceptance form, the nominee declares 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 members of EXCO, the incumbent will, on request, vacate the position;
- 13.2.8 The nomination and acceptance form (Form DDCPF 0001) must be completed and signed by all of the following:
 - (i) A proposer who is a CPF member;
 - (ii) A seconder who is a CPF member;
 - (iii) The nominee.
- 13.2.9 The duly signed and completed nomination forms are to be handed to the Secretary of the EXCO on or before the deadline. The Secretary of EXCO must inform the EXCO members and the sub-Forum

chairpersons of all nominations received in writing within 24 hours of the close of the nominations.

13.3 ONE NOMINATION RECEIVED

Where only one person is nominated for a specific position on the EXCO, s/he will be automatically elected to such position and no vote will be taken.

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

13.4.1 In the event of no nomination being received, the EXCO will have the power to co-opt any person, being a registered member of a sub-Forum, to fill the relevant position for a period not exceeding 90 days. Such a co-opted member will have no voting rights.

13.4.2 The position for which a member has been co-opted to the EXCO must be advertised within 90 days after such Election Meeting where no nominations was received. Any such advertisement shall be done as per the provisions of [Section 14](#).

13.5 PROCEEDINGS AT THE ELECTION MEETING

13.5.1 The Station Commander of the SAPS Douglasdale, or a person designated by him/her, shall be the Electoral Officer, provided that the person designated by the Station Commander of the SAPS Douglasdale must be a Douglasdale SAPS member.

13.5.2 Voting shall take place by way of a show of hands.

13.5.3 The Electoral Officer and appointed assistant(s) will count the votes and will write down the number of votes received by each candidate.

13.5.4 The Electoral Officer will ask an independent person to confirm the number of votes received by each candidate.

- 13.5.5 If the counts of the Electoral Officer and the said independent person agree, the Electoral Officer will make the number of votes received by each candidate known.
- 13.5.6 If the counts of the Electoral Officer and the said independent person does not agree, the Electoral Officer and the said independent person will recount the votes until their counts agree.
- 13.5.7 The nominee with the most votes is automatically appointed to the relevant EXCO position.

13.6 ORDER OF VOTING

As a person may be nominated for more than one position on the EXCO, the order of voting will be as follows:

- (i) The Chairperson, then
- (ii) The Deputy-Chairperson; then
- (iii) The Secretary; then
- (iv) The Deputy-Secretary, then
- (v) The Treasurer; then
- (vi) Other EXCO positions in the following order:
 - a) Public Relations Officer;
 - b) Crime Prevention Officer;
 - c) Trauma Counselling Officer;
 - d) Client Service Centre Officer;
 - e) Youth and Schools Co-ordinator;
 - f) CIN Officer;
 - g) Any other position as created from time to time.

- 13.6.1 If a person is nominated for more than one position and gets elected to a position, his or her name will be removed from subsequent votes by the Electoral Officer.

13.7 TIED VOTES

- 13.7.1 Two nominees

- (i) In the event of a tied vote where there are only two nominees, a second round of voting will take place.
- (ii) If the second round of voting also results in a tie, the Electoral Officer will choose the winner by way of drawing of lots.

13.7.2 More than two nominees

- (i) In the event of more than two nominees, the nominees who received the most (tied) votes will go through to a second round of voting and these nominees will then be deemed to be the only candidates for the relevant position.
- (ii) If the second round of voting also results in a tie, a third round of voting will take place.
- (iii) If the third round also results in tied votes, the Electoral Officer will choose the winner by way of drawing of lots.
- (iv) The drawing of lots, where applicable, will take place in full and open view of all present at the Election Meeting.
- (v) In the event of a second or third round of voting, a new set of ballot papers will be issued to the eligible voters.
- (vi) The second and third round of ballot papers will be marked “Second Round” and “Third Round” accordingly.

13.8 ELIGIBLE VOTERS AT ELECTION MEETING AND NUMBER OF VOTES

The following persons shall be eligible voters for purposes of voting at Election Meetings:

- 13.8.1 Each Sector-Forum is entitled, but not obliged, to send a maximum of ten (10) persons to vote at any Election Meeting, provided that such persons must be registered members of the relevant Sector sub-Forum. Current serving EXCO members will form part of their sector’s number of eligible voters. Should the number of persons attending an Election meeting from any one Sector exceed ten (10) persons, only the ten (10) persons nominated by the Sector Committees will be entitled to vote at the Election meeting.

- 13.8.2 Only eligible voters that are present at Election Meetings are entitled to vote;
- 13.8.3 No proxy votes are allowed for Sector sub-Forum voters, these voters must be present in person.
- 13.8.4 Each eligible voter shall have one vote for each of the positions which is voted upon.

13.9 DISQUALIFICATION OF EXCO MEMBERS

The following persons may not serve on the EXCO in any capacity, including as a co-opted member:

- 13.9.1 Persons who are no longer bona fide residents and / or business owners within the area of the Forum as defined in the Constitution;
- 13.9.2 Elected political office bearers;
- 13.9.3 Persons that have made a false declaration on his / her nomination and acceptance form;
- 13.9.4 Persons that have been convicted of an offence, as listed in Schedules 1 and 2 of the Criminal Procedure Act, 51 of 1977 in the past ten years and has been sentenced to a period of one year or longer in prison without the option of a fine.
- 13.9.5 A serving SAPS/JMPD member.
- 13.9.6 Persons who are not citizens of the Republic of South Africa;
- 13.9.7 Persons under the age of 18 years.

- 13.9.8 A person who ceases to be a registered member of a Sector sub-Forum for whatever reason.
- 13.9.9 SAPS/JMPD reservists;
- 13.9.10 Serving employees of law enforcement agencies and the security service of the Republic listed in Section 199 of the Constitution of the Republic of South Africa, including the South African Police Service, the National Intelligence Agency and JMPD.
- 13.9.11 Owners and employees of private security companies that provide security service, including guarding, reaction, whether armed or not,

and monitoring or having a vested business interest within the Forum's area of jurisdiction.

13.9.12 All other civic organisations, or other similar organisations not covered or governed by the Police Act and its relevant legislations, policies and guidelines.

13.9.13 A person elected to any of the following positions on the EXCO must relinquish his / her management position on the sub-Forum.

- (i) Chairperson; and
- (ii) Deputy-Chairperson.

13.10 REMOVAL OF EXCO MEMBERS

An elected EXCO member will or may be removed from their positions, depending on the circumstances, as follows:

13.10.1 Automatic removal as member of EXCO

An EXCO member shall be removed from their elected positions immediately, when such a member:

- (i) Becomes or is elected as a political office bearer;
- (ii) Has made a false declaration on his / her nomination and acceptance form;
- (iii) Is convicted of an offence, as listed in Schedules 1 and 2 of the Criminal Procedure Act, 51 of 1977, and has been sentenced to a period of one year or longer in prison without the option of a fine.
- (iv) When a vote of no-confidence as per [Section 22](#) below has been accepted against the relevant EXCO member.
- (v) When a person after a due disciplinary hearing has been found guilty of an offence and membership terminated as per the Code of Conduct of the Forum;
- (vi) When a person ceases to be a registered member of a sub-Forum for whatever reason.
- (vii) Resigns from the EXCO.

- 13.10.2 An EXCO member may be removed from their elected positions by a majority vote of EXCO members:
- (i) If an elected EXCO member is absent without an acceptable apology from an EXCO management meeting for 3 (three) consecutive meetings;
 - (ii) If it appears that an EXCO member no longer has the capacity to fulfil his/her duties (e.g. long term illness, work-related commitments, etc.);
 - (iii) If a member fails to perform the required responsibilities to the satisfaction and consensus of the majority member of EXCO, the incumbent will, on request, vacate the position.

13.11 EXCO MANAGEMENT VOTING PROCEDURES

Where the current EXCO Management members need to vote upon any specific issue, the following will apply:

- 13.11.1 The voting will take place at a Special EXCO Meeting or EXCO Management Meeting as the case may be, by way of show of hands, provided that where an EXCO member requests a vote by way of ballot, such vote shall take place by way of ballot; and
- 13.11.2 In the event that there is a stay of votes, the Chairperson of the meeting will have the deciding vote.

13.12 QUORUMS AT EXCO MEETINGS OR EXCO MANAGEMENT MEETINGS

- 13.12.1 At a Special EXCO meeting, the quorum will be two-thirds of the number of EXCO members;
- 13.12.2 As an EXCO Management Meeting, the quorum will be two-thirds the number of EXCO members.

13.13 MAJORITY VOTE AT SPECIAL EXCO MEETINGS OR EXCO MANAGEMENT MEETINGS

- 13.13.1 Provided a quorum is present, at a Special EXCO Meeting a vote of 50% +1 of the number of the EXCO members present, will be deemed to have been accepted;
- 13.13.2 Provided a quorum is present, at an EXCO Management Meeting a vote of two-thirds of the number of the EXCO members present, will be deemed to have been accepted.

13.14 VOTING BY WAY OF ELECTRONIC MEDIA

- 13.14.1 Should the need arise, and only in highly exceptional circumstances, including a vote as required by the Suspension Policy, voting can take place by way of chosen electronic media subject to the following:
 - 13.14.1.1 The Subject Matter to be voted upon must be circulated to all EXCO Members;
 - 13.14.1.2 At least two-thirds of the EXCO must vote for the vote to be valid;
 - 13.14.1.3 The Secretary will keep all records of the electronic votes received as proof of such voting;
 - 13.14.1.4 Such electronic records reflecting the votes will be recorded in the minutes of the next EXCO Management Meeting;
 - 13.14.1.5 In the event of Tied votes, the Chairperson of the relevant meeting shall have the deciding vote.

14. MEETING PROCEDURES

14.1 MEETINGS

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

14.1.1.1 Annual General Meeting (hereinafter referred to as “AGM”);

14.1.1.2 Special General Meeting (hereinafter referred to as “SGM”);

14.1.1.3 Election Meeting;

14.1.1.4 Special Election Meeting;

14.1.1.5 EXCO Management Meeting;

14.1.1.6 Special EXCO Meeting;

14.1.1.7 Broader Forum Meeting (hereinafter referred to as BFM) (includes Forum; Sub-forms and Stakeholders); and

14.1.1.8 Public Information Meeting (hereinafter referred to a “PIM”) (includes Forum, Sub-Forum, Stakeholders and Community members within the jurisdiction of the Forum).

14.2 ANNUAL GENERAL MEETING (“AGM”)

14.2.1 Quorum

All registered members of a Sub-Forum present at the AGM

14.2.2 Voting Procedures

Voting at an AGM will take place by show of hands and an EXCO nominee will count the number of votes (hands).

14.2.3 Majority required for vote to be passed at AGM

50% + 1 of registered member present at the AGM.

14.2.4 Tied votes

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

14.2.5 Notice of AGM

Notice of an AGM must be published at the Douglasdale SAPS, as widely as possible on all CPF Social media, and all community leaders

must advise their constituencies, within the boundaries of the forum taking into account time and cost considerations;

The following details must appear on the notice:

- (i) That it is an AGM;
- (ii) Date;
- (iii) Time;
- (iv) Place;
- (v) Contact details of the Forum's Secretary or any other person that can provide more details about the AGM.

14.2.6 Notice Period

Notice of an AGM must be given no longer than 30 ordinary days and not less than 21 ordinary days before the AGM is scheduled to take place;

- 14.2.7 An AGM ought not be held shorter than 10 months or longer than 15 months from the previous AGM. In the event it is not possible to do so, it should be held as soon as possible.

14.3 **SPECIAL GENERAL MEETING (“SGM”):**

A Special General Meeting may be called at any time.

14.3.1 Who may request an SGM and procedure to be followed:

- (i) At least 50 (fifty) registered members of the Forum by way of a written request clearly setting out the issues to be discussed to the secretary of the EXCO accompanied by a schedule bearing the names, surnames, contact details and signatures of such members, or;
- (ii) The EXCO.

14.3.2 Convening of SGM

The Secretary of the Forum must, within 14 days, publish notice of the SGM which must be displayed for 21 days before the meeting.

14.3.3 Notice of SGM

Notice of an SGM must be published at the Douglasdale SAPS, on all CPF social media, and all community leaders must be advised to inform their constituencies, within the boundaries of a forum taking into account time and cost considerations.

14.3.4 The following details must appear on the notice:

- (i) That it is an SGM;
- (ii) Date;
- (iii) Time;
- (iv) Place;
- (v) Contact details of the Forum's Secretary or any other person that can provide more details about the SGM.

14.3.5 The Secretary must also inform the Chairpersons of the respective sub-Forums of the SGM in writing.

14.3.6 Quorum

All registered members of the Forum present at the SGM.

14.3.7 Voting procedures

Voting at an AGM will take place by show of hands and an EXCO nominee will count the number of votes (hands).

14.3.8 Majority required for vote to be passed at SGM

50% + 1 of registered members of the Forum present at the SGM, provided that for a Vote of No confidence to be passed, a majority of at least two-thirds is required.

14.3.9 Tied votes

In the event of a tied vote at an SGM, the Chairperson of the relevant meeting will have the deciding vote.

14.4 **ELECTION MEETING**

In respect of Election Meetings, the provisions of [Section 13](#) shall apply *mutatis mutandis*.

14.5 **SPECIAL ELECTION MEETINGS**

In the event that a vacancy arises on the EXCO for whatever reason, a special Election Meeting must be held within 90 days.

14.6 BROADER FORUM MEETING (“BFM”)

14.6.1 Notice of a BFM

14.6.1.1 Notice of a BFM must be published as widely as possible within the boundaries of a forum taking into account time and cost considerations:

14.6.1.2 The following details must appear on the notice;

- (i) That it is a BFM;
- (ii) Date;
- (iii) Time;
- (iv) Place;
- (v) Contact details of the Forum’s Secretary or any other person that can provide more details about the BFM;

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

14.7 PUBLIC INFORMATION MEETINGS (“PIM”) (FORUM, SUB-FORUMS, STAKEHOLDERS AND COMMUNITY MEMBER WITHIN THE JURISDICITON OF THE FORUM)

14.7.1 Notice of PIM

14.7.1.1 Notice of a PIM must be published as widely as possible within the boundaries of the Forum taking into account time and cost considerations;

14.7.1.2 The following details must appear on the notice:

- (i) That it is a PIM;
- (ii) Date;
- (iii) Time;
- (iv) Place;
- (v) Contact details of the Forum’s Secretary, or any other person that can provide more details about the PIM;

- (vi) The Secretary must also inform the Chairperson's of the respective sub-Forums of the PIM in writing.

14.8 PROCEDURE TO ELECT PERSON TO VACANT POSITION AT A SPECIAL ELECTION MEETING

The provisions of paragraphs 13, shall apply *mutatis mutandis* with the exception that the period of 21 calendar days' notice shall be 10 calendar days and the period of 72 hours shall be 48 hours.

14.8.1 Quorum

All eligible voters present at the Special Election Meeting

14.8.2 Voting Procedure

In respect of a Special Election Meetings, the provisions of paragraph 13 shall apply *mutatis mutandis*.

14.8.3 Notice of Special Election Meeting

Notice of a Special Election Meeting must be given to all Sub-Forums at least 10 calendar days in advance to enable them to nominate eligible voters.

14.9 EXCO MANAGEMENT MEETING

14.9.1 Quorum

Two-thirds of EXCO members

14.9.2 No Quorum present

14.9.2.1 If no quorum is present, the meeting will adjourn for a period of at least 15 minutes;

14.9.2.2 After the expiration of the period of 15 minutes or longer, the EXCO members present may decide to postpone such meeting or to continue with such meeting. If a decision is taken to continue with the meeting, the members present will be deemed to form a quorum.

14.9.3 Voting procedures

The provisions of [Section 13](#) shall apply *mutatis mutandis*.

14.9.4 Majority required for vote to be passed at EXCO Management Meeting 50%+1 of EXCO member present

- 14.9.5 Notice of EXCO Meeting and notice period
- (i) EXCO meetings must take place at least once a month. The dates for such meetings will be determined at the first meeting of the year;
 - (ii) Any changes to dates will be communicated by the Secretary to the EXCO members.

14.10 SPECIAL EXCO MANAGEMENT MEETING

- 14.10.1 Quorum
Two-thirds of EXCO members
- 14.10.2 No quorum present
- 14.10.2.1 If no quorum is present, the meeting will adjourn for a period of at least 15 minutes;
- 14.10.2.2 After the expiration of the period of 15 minutes or longer, the EXCO members present may decide to postpone such meeting or to continue with such meeting. If a decision is taken to continue with the meeting, all EXCO members present will form a quorum.
- 14.10.3 Voting procedures
The provisions of [Section 13](#) shall apply *mutatis mutandis*.
- 14.10.4 Majority required for vote to be passed at Special EXCO Management meeting
50%+1 off EXCO member present.
- 14.10.5 Notice of Special EXCO Meeting and notice period
The Secretary must inform the other EXCO members of a Special EXCO meeting in writing at least 48 hours before such meeting. Use of electronic media will be considered as appropriate.
- 14.10.6 Meeting procedure
In exceptional circumstances, the use of any electronic media is acceptable to conduct such a Special Meeting.

14.11 KEEPING OF MINUTES AND OTHER RECORDS OF MEETINGS

- 14.11.1 The Secretary of the Forum is responsible to keep minutes of all meetings of the Forum as set out above;
- 14.11.2 Minutes of meetings must be kept for a minimum of five years;
- 14.11.3 The minutes should reflect:
- (i) The name of the Forum;
 - (ii) The type of meeting;
 - (iii) The date, time and place of the meeting date;
 - (iv) The names of the people at the meeting;
 - (v) Who acted as Chairperson and Secretary;
 - (vi) Whether there was a quorum or not;
 - (vii) Any apologies;
 - (viii) Any amendments to the minutes of the previous meeting;
 - (ix) The names of the members who proposed and seconded the adoption of the minutes;
 - (x) Any points of order and say if the Chairperson accepted or rejected them and what the reasons were;
 - (xi) The results of voting that had taken place;
 - (xii) All resolutions taken the responsibilities allocated;
 - (xiii) Any reports tabled;
 - (xiv) The guest speaker/s, if any and his or her topic (no need to give a summary of the talk)
- 14.11.4 The Minutes and Resolutions arising out of Meetings shall be prima facie confirmation of the matters stated therein and must be signed by the Chairperson and Secretary or Treasurer;

15. ACCESS TO INFORMATION

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

16. GRIEVANCES

16.1 GRIEVANCES AGAINST MEMBERS OF THE FORUM

- 16.1.1 If any member of the public has a grievance in respect of matters that affect the Forum, a complaint in writing must be lodged with a sub-Forum or the Forum directly via the Secretary.
- 16.1.2 Such matter must be discussed at the next EXCO meeting.
- 16.1.3 If necessary, and if circumstances so dictate, a Special Executive Management Committee meeting may be called.
- 16.1.4 The person making the complaint may be invited to present his / her case at the EXCO meeting.
- 16.1.5 The Forum will, if necessary, investigate the complaint and give feedback to the person making the complaint within 14 days.

16.2 SAPS/METRO GRIEVANCES

If any Douglasdale SAPS/JMPD member has a grievance in respect of any member of the Forum or any of its sub-Forums, such grievance must be made in writing with the Forum via the Secretary.

16.3 GRIEVANCE PROCEDURE AGAINST A MEMBER OF THE EXCO

16.3.1 Should any member of the Forum have a grievance against a member of the EXCO, the aggrieved member must first follow the following grievance procedure before any other remedies may be followed by such member:

16.3.2 The aggrieved member must put his grievance forward to the Secretary of the EXCO in writing;

16.3.3 The Secretary of the EXCO Management Committee must then forward the grievance to the member against who the grievance was lodged (“other member”) within 7 days of receiving same;

16.3.4 The other member must then forward his answer in writing to the Secretary of the EXCO within 14 days of receiving the grievance;

16.3.5 If the grievance is not resolved the EXCO will proceed to appoint a mediator and supply him/her with the full complaint and answer (if any) thereto;

16.3.6 The mediator will then arrange a mediation session between the affected members and himself with the objective to try and resolve the issue by way of agreement or further recommendation to the EXCO;

16.3.7 No party will be entitled to any representation during this procedure;

16.3.8 The mediator will be able to allow the Secretary to take minutes of the mediation.

16.4 GRIEVANCE BY MEMBER OF THE FORUM OR SUB-FORUM AGAINST SAPS/METRO MEMBERS

16.4.1 Should any member of the Forum or any Sub-Forum have a grievance against any SAPS/JMPD member, the aggrieved member must forward his grievance to the Secretary of the EXCO in writing;

16.4.2 The Secretary of the EXCO Management Committee must then forward the grievance to the Chairperson and Deputy-Chairperson of the Forum within 48 hours of receiving same;

16.4.3 The Chairperson or the Deputy-Chairperson of the Forum shall then forward the written complaint to the Station Commander of the Douglasdale SAPS/JMPD within 7 days of receiving same and request him / her to address the grievance with the relevant SAPS/JMPD member/s and to report back on his/her findings within 10 days of receiving the written complaint;

16.4.4 If no feedback is received from the SAPS/JMPD within the period as set out above, the representatives of the Forum on the Cluster Board, shall report such matter to the Cluster at the next Cluster meeting.

17. DISCIPLINARY PROCEEDINGS

17.1 The Forum's Disciplinary proceedings are contained in [Annexure 1](#) to this Constitution and although contained in an annexure shall be deemed to form part of this Constitution, with the proviso that [Section 23](#) of this Constitution (Amending the Constitution) does not apply to the Disciplinary Proceedings;

17.2 Any changes to the Disciplinary Proceedings can be made by the EXCO at an EXCO Meeting or Special EXCO meeting as provided for in this Constitution;

17.3 Any changes made to the Disciplinary Proceedings by the EXCO shall be conveyed to its members via the respective representatives of the Sectors on the EXCO. The representatives shall convey these changes to its members and such changes shall become effective on a date to be determined by the EXCO.

18. SUSPENSION POLICY

18.1.1 The Forum's Suspension Policy is contained in [Annexure 1](#) to this Constitution and although contained in an annexure shall be deemed to form part of this Constitution, with the proviso that [Section 23](#) of this Constitution (Amending the Constitution) does not apply to the Suspension Policy.

18.1.2 Any changes to the Suspension Policy can be made by the EXCO at an EXCO Meeting or Special EXCO meeting as provided for in this Constitution.

18.1.3 Any changes made to the Suspension Policy by the EXCO shall be conveyed to its members via the respective representatives of the Sectors on the EXCO. The representatives shall convey these changes to its members and such changes shall become effective on a date to be determined by the EXCO.

19. COMMUNICATION WITH MEMBERS AND THE COMMUNITY

19.1 COMMUNICATION WITH MEMBERS

Depending on the nature and urgency of the communication, communication with members will take place in one, more, or all of the following means:

- (i) Via feedback through the sub-Forum representatives;
- (ii) At sub-Forum meetings;
- (iii) Via electronic media as determined by the Forum;
- (iv) Via radio communications;
- (v) Notice of an AGM, SGM and Election Meetings must be published at Douglasdale SAPS and as widely as possible within the boundaries of a forum taking into account time and cost considerations.

19.2 COMMUNICATION WITH THE COMMUNITY

19.2.1 Taking into consideration time, cost, nature and urgency of the communication, communication with the public will take place in one, more or all of the following means:

19.2.2 Notice of an AGM, SGM and Election Meetings must be published at the Douglasdale SAPS and as widely as possible within the boundaries of a forum taking into account time and cost considerations.

19.3 GENERAL COMMUNICATIONS WITH THE PUBLIC

19.3.1 All communications with the public, including information posted on the website, needs to be approved by the EXCO member responsible for Public Relations before such communiqué is released or information placed on the website.

19.4 SENSITIVE AND CONFIDENTIAL INFORMATION

19.4.1 Information that is regarded as sensitive and / or confidential must be approved by the EXCO before the member responsible for Public Relations release such information;

19.4.2 The EXCO member responsible for Public Relations will recommend the manner in which such information must be conveyed.

19.5 WEBSITE OF THE FORUM

19.5.1 The EXCO member responsible for Public Relations will be responsible for the development and maintenance of the website of the Forum and its contents;

19.5.2 No contents on the website may be added, removed or altered without the prior approval of the EXCO.

19.6 URGENT COMMUNICATION

19.6.1 Urgent communication, as determined by the EXCO, will be distributed in such a manner as will be deemed appropriate and the most effective under the circumstances, considering the sensitivity or confidentiality of the information.

19.7 COMMUNICATION INFRASTRUCTURE

19.7.1 The EXCO will be responsible for the payment of the ICASA licence fee for the frequency allocated to the Forum;

19.7.2 The EXCO will be the sole point of reference between itself and ICASA.

19.8 LIAISON WITH THE MEDIA AND MEDIA RELEASES

19.8.1 Only such material that had been approved by the EXCO member responsible for Public Relations or the Chair- Person or Deputy-Chairperson may be released to the media;

19.8.2 Only the EXCO member responsible for Public Relations or the Chairperson or Deputy-Chairperson is authorised to speak to any media;

19.8.3 Any requests from the media must be referred to the EXCO member responsible for Public Relations or the Chairperson or Deputy-Chairperson.

19.9 CLASSIFIED INFORMATION

19.9.1 Classified SAPS information may only be distributed by the EXCO member responsible for Public Relations in the manner s/he deems fit after permission has been obtained from the Station Commander. All other information disseminated will be done in accordance with the prescriptions contained in the Forum's PAIA Manual and will adhere to the requirements of the Protection of Personal Information Act, 4 of 2013 ("POPI").

19.10 COMMUNICATIONS PROCEDURES

Further guidelines on communications procedure will be covered in a Communications Working Document attached as an annexure to this constitution.

20. FINANCES OF THE FORUM

20.1 The Forum may raise funds in order to support or perform its activities.

- 20.2 The Forum must manage its financial affairs in accordance with generally acceptable accounting practices applicable in the Republic and an income and expenditure statement and a Balance Sheet must be presented at each EXCO general meeting.
- 20.3 All financial records of the Forum must be verified by the Forum's auditor on an annual basis.
- 20.4 The Forum is a non-profit, community-based body that perform its functions in order to achieve the objectives as set out in this Constitution. No member of the EXCO is entitled to any remuneration on account of his or her membership or participation in the activities of the Forum.
- 20.5 The Forum may not establish itself as a section 21 company.
- 20.6 Any section 21 company established by the Forum must function completely independent from the Forum.
- 20.7 A member of the SAPS/JMPD may not be a director of a section 21 company established by the Forum.
- 20.8 The financial year of the Forum shall commence on 1 July of every year and shall end on 30 June of the following year.
- 20.9 The Forum shall open and maintain a bank account in its name at a registered bank in which all funds received by the Forum shall be deposited.
- 20.10 No person may keep funds received by the Forum under his or her personal control.
- 20.11 The Treasurer may incur expenditure on behalf of the Forum up to an amount as determined by the EXCO from time to time. For any expenditure in excess of this amount, prior approval must be obtained from the EXCO for all such expenditure.
- 20.12 Receipts must be obtained in relation to all expenditure and timeously submitted to the Treasurer.
- 20.13 An acceptable set of financial records shall be maintained by the Treasurer and shall be available to any sub-Forum on request.

- 20.14 Any expenditure incurred shall be applied solely towards the pursuit of the Forum's objectives.
- 20.15 The Forum may, after receiving such a request in writing, and after having conducted a thorough investigation on the merits of such request, provide assistance to any one of its sub-Forums, including monetary assistance, provided that such assistance will be in the interest of the Forum or in the furtherance of its stated objectives.
- 20.16 The Forum shall not negotiate for, nor go into overdraft on its bank account/s.

21. DISPUTE RESOLUTION

- 21.1 The EXCO shall, when the need arises, appoint a Dispute Resolution Committee consisting of three members, who may not be an EXCO member;
- 21.2 The EXCO shall, when the need arises, appoint an Appeals Committee consisting of three Members, who may not be an EXCO member;
- 21.3 All decisions of the Dispute Resolution and Appeals Committee, respectively, shall be given to the EXCO as an instruction who shall act upon such instruction;
- 21.4 Disputes arising at a sub-Forum, that cannot be resolved at that level, must be referred to the EXCO;
- 21.5 Disputes arising at the EXCO that cannot be resolved at that level within 30 days must be referred to the relevant Parent Cluster Community Policing Board;
- 21.6 The Chairperson of the Dispute Resolution Committee shall convey the process to be followed by the Dispute Resolution Committee to the parties as and when such process commences.

22. VOTE OF NO CONFIDENCE

A Vote of No Confidence can be brought against individual members of the EXCO and/or against the EXCO as a whole if the Executive Committee or one of its members is not working to achieve the purpose laid out in [Section 3](#) or fulfilling the duties laid out in [Section 10](#).

22.1 VOTE OF NO CONFIDENCE AS THE EXCO

22.1.1 Where a Vote of No Confidence is brought against the EXCO as a whole, the meeting will be chaired by a member of the relevant Cluster Board.

22.1.2 A Vote of No Confidence can be brought by:

- (i) Any registered member of a sub-Forum, provided that such Vote of No Confidence must be supported by at least 50 (fifty) other registered members of a sub-Forum, or
- (ii) Three or more members of the EXCO.

22.1.3 The grounds for the Vote of No Confidence must be clearly set out in writing and must be forwarded to the Secretary;

22.1.4 In the case of a Vote of No Confidence being brought by a registered member of a sub-Forum, the Vote of No Confidence must contain the names, contact details and signatures of the 50 (fifty) registered members supporting the Vote of No Confidence and such schedule must be attached to this document.

22.1.5 In the case of a Vote of No Confidence being brought by a member of the EXCO, such document must contain the names, contact details and signatures of the other EXCO members supporting the Vote of No Confidence.

22.1.6 The Secretary must inform the Chairman of the Vote of No Confidence within 24 hours of the receipt of such Vote of No Confidence.

22.1.7 The Chairman will then, within a further 48 hours give notice of a Special EXCO Meeting, as per the procedures in [Section 22](#) where the Vote of No Confidence will be tabled.

22.1.8 All affected parties will have the opportunity to address the Special EXCO meeting convened in respect of the Vote of No Confidence in the following manner:

22.1.9 First the person/s who raised the Vote of No Confidence;

22.1.10 Second the EXCO member/s against whom the Vote of No Confidence is tabled;

22.1.11 Rebuttal by the person/s who raised the Vote of No Confidence.

22.1.12 Closing argument by the EXCO member/s against whom the Vote of No Confidence is tabled;

22.1.13 The persons who is in attendance at the meeting will then be called to vote in favour or against the Vote of No Confidence.

22.1.14 Voting will be by show of hands;

22.1.15 A majority of at least two thirds is required for the Vote of No Confidence to succeed.

22.1.16 Should the Vote of No Confidence succeed; the affected party will be required to relinquish his or her position and election of a person in his or her position will take place as set out in [Section 13](#) above.

22.1.17 If the Vote of No Confidence is unsuccessful the meeting will adjourn and the Management member will remain in place.

22.2 VOTING ON A VOT OF NO CONFIDENCE

Each sub-Forum are entitled, but not obliged, to send a maximum of ten (10) persons to vote on a Vote of No Confidence, provided that such persons must be registered members of the relevant sub-Forum.

23. AMENDING THE CONSTITUTION

23.1 This Constitution may only be amended during an Annual General Meeting or Special General Meeting called for such purpose.

- 23.2 The following persons may propose an amendment to the Constitution:
- 23.2.1 The EXCO;
 - 23.2.2 Any sub-Forum of the Forum;
 - 23.2.3 Any registered member of a sub-Forum who has the support of at least 50 (fifty) registered members supporting such proposed amendment in writing.
- 23.3 If the proposed amendment is made by a sub-Forum, the proposed motion to amend must be referred to the EXCO for consideration.
- 23.4 If the proposed amendment is made by any registered member of a sub-Forum who has the support of at least 50 (fifty) registered members supporting such proposed amendment in writing, the proposed motion to amend must be referred to the EXCO for consideration.
- 23.5 The EXCO will vote upon whether the proposed amendment should be referred to an Annual General Meeting as per the voting procedure in [Section 13](#) or to a Special General Meeting as per the voting procedures contained in [Section 13](#) shall apply *mutatis mutandis*.
- 23.6 The proposed amendment/s must be made public 21 days prior to the relevant meeting where the proposed changes are to be voted upon.
- 23.7 Notice of the proposed amendments must be advertised as per the requirements of an SGM.
- 23.8 The Constitution can only be amended by a two thirds majority of the persons present at the AGM or SGM convened for purposes of amending the Constitution.

24. DISSOLUTION

- 24.1 The Forum may be dissolved at an Annual General Meeting, or at a Special General Meeting called for that purpose after consultation with the Provincial Commissioner and by the direction of the MEC of Community Safety;

24.2 The Forum may be dissolved:

24.2.1 if it is dysfunctional, or;

24.2.2 if the Forum cannot function properly due to internal disputes and strife, or;

24.2.3 if there is an irretrievable breakdown of trust between the SAPS/JMPD and the Forum;

24.3 If it is confirmed that the internal strife or dispute is at a stage where the lives of members of the Forum are being threatened;

24.4 Before the Forum or Board is dissolved attempts should first be made to address the dispute or strife through the Dispute Resolution Process as set out in [Section 21](#);

24.5 In the event of the dissolution of the Forum its assets will be disposed as follows:

24.5.1 If the reason for dissolution is the establishment of an alternative body that will continue the work of the Forum, then such a body shall inherit the assets of the Forum;

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

24.5.3 Where a sub-Forum has been dissolved, the assets of such sub-Forum will be transferred to the Forum who will act as custodian of such assets until such time as a new sub-Forum has been established, where-after such assets will be transferred to the new sub-Forum.

25. ACCEPTANCE AND SIGNOFF

Signed at Johannesburg on _____ 2017

Brigadier S Thambo

Station Commander

Douglasdale SAPS

Witness

XXXX

Chairperson

Douglasdale Community Police Forum

Witness



DOUGLASDALE COMMUNITY POLICE FORUM

ANNEXURES

(Incorporating approved amendments up to 31 October 2017)

ANNEXURE 1 – CODE OF CONDUCT AND DISCIPLINARY PROCEEDINGS

1. THE CODE OF CONDUCT OF Forum

- 1.1 The Forum shall not be aligned to any political party
- 1.2 This Code of Conduct is binding on all Members as defined in the Constitution, members of any sub-Forum, the EXCO of the Forum and/or any person that have been co-opted onto the EXCO and/or any person who performs any act as instructed or directed by the EXCO from time to time, as well as Sub Forum neighbourhood watch structures and their members.
- 1.3 Any Member or person referred to in paragraph 1.2 above who contravenes this Code of Conduct shall be dealt with in accordance with the disciplinary process referred to in the Constitution and may be suspended in terms of the Suspension Policy pending a disciplinary hearing

2. GENERAL

- 2.1 The following will be applicable and adhered to by all members and persons referred to in paragraph 1.2 above
 - 2.1.1 shall at all times act in a manner that will uphold and promote the objectives and principles of the Forum as established by the Forum's Constitution and or objectives;
 - 2.1.2 may not exploit their membership of the Forum to their own personal advantage;
 - 2.1.3 shall serve the Forum in an unbiased and objective manner;
 - 2.1.4 shall not display racism, nor sexual, nor religious discrimination, nor use any form of discrimination or abuse towards any other person;
 - 2.1.5 shall not divulge to any person or organization, any confidential or privileged information that they may have acquired as a result of their membership of the Forum;
 - 2.1.6 shall not distribute any rumours of members of the Forum;

- 2.1.7 will not address the media, or make public announcements, in matters connected to the business of the Forum without the authority of the relevant Forum's Management Committee;
- 2.1.8 shall not accept any payment, commission or gratuity in connection with their membership of the Forum, except after being authorized to do so by the Forum's Management Committee;
- 2.1.9 shall not promote the aims and objectives of any political party;
- 2.1.10 shall not be allowed to participate in the activities of the Forum and or Sub-Forum if suspected to be under the influence of any illegal substance or alcohol or smell of alcohol while performing a function and or duties at the Forum. This also applies to the use of prescription and non-prescription drugs that may be deemed to negatively impair sound judgement;
- 2.1.11 no donation, benefit, Service or utility provided shall make such donor entitled to any privilege or remuneration or exempt him/her in any manner or form from his/her duties and obligations as a member;
- 2.1.12 must declare any conflict of interest and must recuse him/herself from any decision or vote in which there is a conflict of interest, financial or otherwise;
- 2.1.13 will assist the Douglasdale SAPS/JMPD, as directed by the Douglasdale SAPS/JMPD, in a lawful manner in the carrying out of their duties;
- 2.1.14 shall consent to have their fingerprints taken for the purpose of security clearance and or background checks.

3 PATROLLING

- 3.1 The following will be applicable and adhered to by all members and persons referred to in paragraph 1.2 above
 - 3.1.1 Any CPF Member is entitled to go out on patrol if they sign and conform to the Standard Operating Procedures of CPF Neighbourhood Watch;
 - 3.1.2 will only patrol in a vehicle marked by magnets as approved by the Forum's EXCO, unless otherwise directly instructed by the patrol leader for a specific reason;
 - 3.1.3 Patrol vehicles bearing the Douglasdale Community Police Forum / Forum logo will adhere to all road traffic rules and speed limits;
 - 3.1.4 May patrol on scheduled patrol registered with the Neighbourhood Watch Sector Leader;

- 3.1.4.1 or may patrol on an un-official patrol only if registered with the Neighbourhood Watch Sector Leader and letting the patrol leader know when he/she is going off patrol;

4 FIREARMS AND WEAPONS

4.1 The following will be applicable and adhered to by all members and persons referred to in paragraph 1.2 above

- 4.1.1 shall not carry any illegal weapons;
- 4.1.2 shall not use or display their personal licensed firearms in an unlawful manner whilst acting as members of the Forum or sub-Forum;
- 4.1.3 shall not draw their firearms unless under direct threat of harm that would legally warrant such an action;

5 RADIOS

5.1 The following will be applicable and adhered to by all members and persons referred to in paragraph 1.2 above

- 5.1.1 shall not let the frequency be known for whatever reason and should such breach require the change of the frequency or tones, to safeguard the said frequencies or tones, the transgressor might be personally held liable for the cost involved;
- 5.1.2 undertake that if they leave the Forum and or move from the area of jurisdiction of the Forum they must see to it that the Forum frequencies are removed by the Forum's authorized agents at the members own expense;
- 5.1.3 ensure total safety and security of the radio and prevent unauthorized use of the radio;
- 5.1.4 children of members may only use a radio under direct supervision of the member whose radio it is or in cases of emergency;
- 5.1.5 channels on the Forum's frequency may only be used for Forum or sub-Forum purposes and private chatter is not permitted;
- 5.1.6 is not permitted to use any of the Forum's frequencies or channels unless the radio and serial number is registered with the Forum and / or sub Forum and

has been allocated a call sign. The allocation of call signs is the prerogative of the Forum;

- 5.1.7 The use of foul or offensive language or sexual innuendo is strictly forbidden;
- 5.1.8 Any act contemplated to irritate or aggravate users on any channel such as intentionally keying them out, mocking them anonymously or transmitting noise or irritable sounds will be regarded as serious misconduct and conduct unbecoming. Any user that makes himself/herself guilty of this will not be regarded as a fit and proper person to own and operate a radio on the Forum's frequency and such frequency shall be removed from any radios owned by such user and would be regarded as misconduct;
- 5.1.9 No form of unauthorised advertising of any product or Service not related to the Forum may be broadcasted on the radio. Authorisation must be requested through the secretary to be considered by the EXCO;
- 5.1.10 Use of the radio will at all times be in accordance with the rules of radio usage as published by the Independent Communications Authority of South Africa and the Telecommunications Act and Regulations as amended from time to time.

6 CLASSIFICATION OF MISCONDUCT

6.1 GRAVE MISCONDUCT

- 6.1.1 Any misconduct by Members or persons referred to in paragraph 1.2 above aimed at damaging the integrity of the Forum and/or sowing division within the ranks of its members or destroying its property shall be considered as gross misconduct.
- 6.1.2 A gross misconduct shall be committed by Members or persons referred to in paragraph 1.2 above who, inter alia:
 - 6.1.2.1 Acting in a way that exposes persons referred to in paragraph 1.2 above members to serious physical harm or death;
 - 6.1.2.2 Acts with intention to damage the integrity of the Forum or property, including the posting of defamatory remarks against any member of the Forum or the Forum in general on social and electronic media;
 - 6.1.2.3 Sabotages the activities of the Forum;
 - 6.1.2.4 Creates divisions within its ranks;

- 6.1.2.5 Does any other act intended to undermine its effectiveness as a Forum;
- 6.1.2.6 Act for other organisation(s) or group(s) hostile to the Forum's policy and principles;
- 6.1.2.7 Act for any group or person who wishes to damage or destroy the Forum or prevent it from fulfilling its set aims and objectives;
- 6.1.2.8 Not to follow the task descriptions as determined from time to time;
- 6.1.2.9 Found guilty of a serious crime as defined by the Criminal Procedures Act of South Africa;

6.2 SERIOUS MISCONDUCT

- 6.2.1 Any violation of the principles of the Forum and standards of behaviour expected of Members or persons referred to in paragraph 1.2 above, which seriously threatens the safety, property or good name of the Forum, or which substantially impedes its good functioning, or which creates or is calculated to create demoralisation amongst members, shall be considered a serious misconduct. Such misconduct shall include:
 - 6.2.1.1 deliberately destroying the property of the Forum or recklessly exposing it to danger;
 - 6.2.1.2 interferes with/ plays on/ keys with intent to disrupt the radio communication;
 - 6.2.1.3 divulges radio frequencies;
 - 6.2.1.4 behaving dishonestly in relation to the property of the Forum;
 - 6.2.1.5 careless passing on of information that might harm the working of the Forum;
 - 6.2.1.6 abusing one's position within the Forum to obtain material or other undue advantage from Members or persons referred to in paragraph 1.2 above or others;
 - 6.2.1.7 fighting or behaving in grossly disorderly and unruly ways;
 - 6.2.1.8 being intoxicated from alcohol or any other substance that will knowingly impair your judgement and actions while performing duties as a member of the Forum
 - 6.2.1.9 Speaking and/or communicating with the media without proper authority.

7 PENALTIES AND SANCTIONS

7.1 The Disciplinary Panel and Disciplinary Appeal Panel can lay down the following sanctions where a person has been found guilty during a due disciplinary process as contained in this Annexure – Disciplinary Proceedings.

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

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

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

7.2.3 Give a final written warning that shall be valid for a period of six months since date of issue, provided that if the person is found guilty of the same or another offence as per the Code of Conduct, the Disciplinary Panel or Disciplinary Appeal Panel may impose the sanctions as per (i) or (ii) and / or

7.2.4 Give a written warning that shall be valid for a period of six months since date of issue and / or

7.2.5 Terminate the member's position on the EXCO with immediate effect, together with any of the sanctions mentioned above and / or

7.2.6 Reprimand the individual.

7.3 Provided that where an individual has been found guilty of any contraventions of the Code of Conduct on three occasions, his membership of a sub-Forum shall be terminated with immediate effect.

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

ANNEXURE 2

MEDIATION AND DISCIPLINARY PROCEEDINGS

1 MEDIATION PROCESS

1.1 Before formal disciplinary proceedings are instituted against any member, the matter shall first be referred to an independent mediator appointed by the Exco. Such a mediator will then arrange a mediation session between the affected members and himself with the objective to try and resolve the issue by way of agreement or further recommendation to the EXCO. The following process will be followed during this mediation process:

- 1.1.1 A formal meeting will be called by the appointed mediator;
- 1.1.2 The affected member will be provided with 7 (seven) days' notice of such a mediation meeting;
- 1.1.3 Minutes of this meeting will be kept and provided to the secretary of the EXCO for safekeeping and the affected member will be provided with a copy of the said minutes;
- 1.1.4 Minutes of this meeting will serve as formal feedback to the EXCO.
- 1.1.5 If mediation fails, this disciplinary procedure may be implemented.

2 DISCIPLINARY FUNDAMENTALS

2.1 The following are the underlying fundamentals of the disciplinary process:

- 2.1.1 The proceedings are formal in nature.
- 2.1.2 Each disciplinary matter shall be procedurally and substantially fair.
- 2.1.3 Subject to paragraph 2.1, any disciplinary proceedings against a member of a sub-Forum shall first be dealt with in terms of such sub-Forum's Working Document, Code of Conduct and disciplinary proceedings.
- 2.1.4 Any Member or persons referred to in paragraph 1.2 above subjected to the disciplinary process shall:
 - 2.1.4.1 Be presumed innocent until proven guilty.
 - 2.1.4.2 shall have the right to defend himself or herself which shall include the right to be represented by a fellow Forum member during the disciplinary process.

- 2.1.4.3 has a right to appeal the outcome of a disciplinary hearing to a higher level as stipulated in this Constitution.
- 2.1.5 Reasons shall be given for any decision taken in respect of a disciplinary process.
- 2.1.6 Any person acting as a Chairperson or member of a Disciplinary Panel or Disciplinary Appeal Panel shall perform his / her duties in an objective and unbiased matter.
- 2.1.7 Where a sub-Forum fails to act against any person, or fails to institute disciplinary proceedings against any of its members who contravene this Constitution and / or its Code of Conduct, the Forum shall have the right to institute disciplinary proceedings as provided for in this Constitution, against such Member or persons referred to in paragraph 1.2 above.

3 THE DISCIPLINARY PROCESS:

- 3.1 Any complaint of alleged unacceptable behaviour must be made in writing to the Secretary of the Forum setting out the name/s of the Member/s or persons referred to in paragraph 1.2 above involved in the unacceptable behaviour as well as full details of such unacceptable behaviour.
- 3.2 The Secretary shall provide the complainant with a reference number for the complaint within 24-hours of receipt of such a complaint.
- 3.3 The Secretary shall lay such complaint before the EXCO within 24-hours of receipt of the charge and the EXCO shall appoint an independent person, to investigate the written complaint. This appointment will be done within 14 (fourteen) days from receipt of the complaint from the secretary.
- 3.4 At this stage, and in considering the gravity of the complaint, the EXCO will decide whether to implement the Suspension Policy or not. The Suspension Policy is annexed hereto marked as [Section 18](#).
- 3.5 The appointed investigator shall report back on his findings to the EXCO within 10 (ten) days from appointment, except in situations where the complaint is of such a nature that more time is required to conclude the investigation. However, such an extension will not be longer than 21 (twenty-one) days.
- 3.6 The EXCO will consider the findings of the investigator and may thereupon perform the following:

- 3.6.1 Dismiss the complaint; or
 - 3.6.2 Recommend that the matter be referred to a full disciplinary process; or
 - 3.6.3 Refer the matter back to the same or another investigator for further investigation.
- 3.7 Where the EXCO has dismissed the complaint, the EXCO must provide reasons for dismissing the complaint and the complainant may then appeal the decision of the EXCO to the Appeals Committee.
- 3.8 Where the EXCO recommends that the matter be referred to a full disciplinary process the following process will apply:
- 3.8.1 Subject to paragraph 2.3.8.2 below, the EXCO shall appoint a Disciplinary Panel to hear the disciplinary matter.
 - 3.8.2 The Disciplinary panel of 5 (five) members, with the understanding that such members will not be from a legal background, shall consist of:
 - 3.8.2.1 The Deputy-Chairperson, who shall be the Chairperson of the Disciplinary Panel or another member as appointed by the EXCO;
 - 3.8.2.2 Any other member of the EXCO;
 - 3.8.2.3 A management member of a sub-Forum, provided that such management member may not be from the same sub-Forum as the person/s brought before the Disciplinary Panel;
 - 3.8.2.4 A member of the Douglasdale Police Station designated by the Station Commander or the Station Commander him/herself; and
 - 3.8.2.5 A member of the Forum nominated by the accused. If the accused does not nominate a member, the Chairperson of the panel will have two votes.
 - 3.8.3 The decision by 3 (three) or more members of a Disciplinary Panel as above shall be deemed to be the decision of the Disciplinary Panel.
- 3.9 In the event of disciplinary charges being made against a member of the EXCO, the Disciplinary Panel of 5 (five) members, with the understanding that such members will not be from a legal background, shall consist of the following:
- 3.9.1 An externally appointed person shall act as the Chairperson of the Disciplinary Panel; and
 - 3.9.2 Two management members of another recognised Community Policing Forum;

- 3.9.3 A member of the Douglasdale Police Station designated by the Station Commander or the Station Commander him/herself, provided that such member shall be a commissioned officer.
- 3.9.4 The member of the Forum nominated by the accused. If the accused does not nominate a member, the Chairperson of the panel will have two votes.
- 3.9.5 The decision by 3 (three) or more members of a Disciplinary Panel as envisaged in paragraph 3.8.2 above shall be deemed to be the decision of the Disciplinary Panel.
- 3.10 The EXCO shall appoint a prosecutor who shall be responsible to lay the complaint before the Disciplinary Panel.
- 3.11 Such prosecutor shall have the right to call any witness, including the complainant to come and testify before the Disciplinary Panel.
- 3.12 He shall also have the right to place any evidence before the Disciplinary Panel, provided that such evidence was obtained in a lawful manner.
- 3.13 No hearsay evidence will be permissible.
- 3.14 The accused shall have the right to cross-examine any witness called to testify or to challenge the validity of the evidence presented.
- 3.15 The prosecutor shall declare his / her case closed where-after the prosecutor shall call no further witnesses and/or present further evidence for the prosecution.
- 3.16 The accused shall then present his case, and shall have the right to call any witness, to come and testify before the Disciplinary Panel and also have the right to place any evidence before the Disciplinary Panel, provided that such evidence was obtained in a lawful manner.
- 3.17 The prosecutor shall have the right to cross-examine any witness called to testify for the accused or to challenge the validity of the evidence presented.
- 3.18 After hearing both sides, the Disciplinary Panel will retire to consider the evidence presented.
- 3.19 The members of the Disciplinary Panel may request such time necessary as to properly apply their minds before announcing their decision but not longer than 24hours after the closure of hearing of the evidence.
- 3.20 After applying their minds to the evidence presented, the Disciplinary Panel will return to the place where the hearing has taken place or postpone it to such date, time and place as they deem necessary.
- 3.21 The Disciplinary Panel will then announce their verdict.

- 3.22 In the event of a finding of not-guilty the Chairperson of the Disciplinary Panel will convey the decision to the Secretary and the latter must minute such decision at the next EXCO meeting.
- 3.22.1 The Chairperson of the Disciplinary Panel shall give reasons for the decision of the Disciplinary Panel.
- 3.22.2 In the event of a verdict of guilty, the prosecutor shall have the right, but are not obliged, to address the Disciplinary Panel on aggravating circumstances.
- 3.22.3 The prosecutor may call any victim of the action / neglect for which the member was found guilty, to address the Disciplinary Panel on aggravating circumstances.
- 3.22.4 The person found guilty will then have the right, but are not obliged, to address the Disciplinary Panel on mitigating circumstances.
- 3.22.5 The person found guilty may call any person to testify on mitigating circumstances on his behalf.
- 3.23 After having heard both the prosecutor and the person found guilty as well as persons testifying in aggravation and mitigation, the Disciplinary Panel will apply its mind as to an appropriate sanction, taking into account:
- 3.23.1 the sanction/s prescribed by this Constitution for the offence of which the person was found guilty;
- 3.23.2 evidence presented in aggravation and mitigation.
- 3.24 The members of the Disciplinary Panel may request such time necessary as to properly apply their minds before announcing their decision but not longer than 24hours after delivering its verdict.
- 3.25 After applying their minds the Disciplinary Panel will return to the place where the hearing has taken place or postpone it to such date, time and place as they deem necessary provided that it takes place within 24hours from date of verdict.
- 3.26 The Disciplinary Panel will then announce the sanction and will also provide reason for their findings.
- 3.27 The complete disciplinary proceedings will be recorded and be made available in soft copy to the accused in the event that they wish to appeal the verdict.
- 3.28 A Disciplinary Hearing can also take place in the absence of the Members referred to in paragraph XXX as defined in Annexure 1 in the event that the

Disciplinary Committee is satisfied that the member and/or designated members were properly informed and no valid excuse for the absence was tendered.

4 THE APPEAL PROCESS:

- 4.1 The Member or person referred to in paragraph 1.2 in Annexure 1 found guilty will have the right to appeal against both the verdict and sanction but must do so within 7 (seven) days of the handing down of the sanction. The terms of the suspension implemented will remain intact till the outcome of the Appeal.
- 4.2 The Appeal must be lodged in writing with the Secretary of the Forum within the 7 (seven) day period.
- 4.3 No legal representation will be allowed at this stage of the disciplinary process.
- 4.4 In the event of an appeal from a Disciplinary Panel as envisaged in paragraph 3.8.2, the appeal must be lodged with the Cluster Board who will establish a Disciplinary Appeal Panel who will hear the matter.
- 4.5 All recordings of the disciplinary hearings i.e. statements, verdicts and sanctions will be forwarded to the Johannesburg North West Cluster Board Secretary by the secretary of the Disciplinary Committee.
- 4.6 Any further appeals will be to the next level in the Community Police Forum hierarchy, to wit, Provincial Board, Office of the MEC for Safety and Security, National Board.
- 4.7 A Member or person referred to in paragraph 1.2 above person may also elect to take the decision of any body, including a Disciplinary Appeal Panel on review to a competent Court, provided that all internal avenues have been exhausted.
- 4.8 Any dispute resulting from the interpretation of the Constitution shall be referred to the Arbitration Foundation of South Africa who will appoint an independent legal arbitrator.

ACCEPTANCE AND SIGN OFF

Signed at Johannesburg on _____ 2017

Brigadier S Thambo
Station Commander
Douglasdale SAPS/JMPD

Witness

XXXX
Chairperson
Douglasdale Community Policing Forum

Witness

ANNEXURE 3 – MEMBERSHIP APPLICATION FORM

This form will be treated as confidential when completed as all information is for Douglasdale CPF Database use only

Please complete the following form, save it and email it to _____ or print it, complete it and fax it to _____. If you have any questions while completing the form please feel free to contact our enquiries number on _____.

To apply for access, we will need a copy of your Personal Identification Document as well as proof of residence e.g. Tshwane Municipality Statement. Please ensure to attach these documents to your application form. In case of a Business/Complex application, the details of the Owner or Trustee member should be completed.

| Please indicate type of application: | | | | | |
|---|--|----------------------|--|------------------------------|--|
| Residential Application | | Business Application | | Shopping complex application | |
| Body Corporates, Management Committees and similar management structures of complexes, blocks of flats, retirement homes and villages | | | | | |

Name of business/complex, etc. where applicable: _____

PART A: APPLICANT PERSONAL INFORMATION

| | | | | |
|--|------------|--|-----------|--|
| Surname: | | | | |
| Full Names | | | | |
| Known as | | | | |
| Are you a South African Citizen | Yes | | No | |
| ID Number | | | | |
| Cell number | | | | |
| Alternative number | | | | |
| Home number | | | | |
| Email address | | | | |

| | | | | | | | |
|--|--------------------------|----------------------|---|------------|--------------------------|-----------|--------------------------|
| Street name | | Street number | | | | | |
| Complex name (if applicable) | | Unit number | | | | | |
| Suburb | | Postal code | | | | | |
| Please forward my details to relevant neighbourhood watch if applicable | | | <table border="1"> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> </tr> </table> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | | | | |
| Name of Next of Kin in case of emergency | | | | | | | |
| Contact number of Next of Kin | | | | | | | |

PART B: INFORMATION OF PERSON STAYING AT THE SAME ADDRESS 18 YEARS AND OLDER

| Family / friends | Name | Surname | ID Number | Contact number |
|-------------------------|-------------|----------------|------------------|-----------------------|
| | | | | |
| | | | | |
| | | | | |

| Domestic Worker / gardener | Name | Surname | ID number | Contact number |
|-------------------------------|------|---------|-----------|----------------|
| | | | | |
| | | | | |
| | | | | |

PART C: EMPLOYMENT INFORMATION

| Employment Status | | | | | | | | | |
|--|--------------------------|-----------|--------------------------|--------------------------|--------------------------|---|--------------------------|--------------------------|--------------------------|
| Permanent | <input type="checkbox"/> | Temporary | <input type="checkbox"/> | Self-employed | <input type="checkbox"/> | Pensioner | <input type="checkbox"/> | Unemployed | <input type="checkbox"/> |
| If employed / self-employed: | | | | | | | | | |
| Name of business | | | | | | | | | |
| Type of industry | | | | | | | | | |
| Work contact number | | | | | | | | | |
| In what capacity (e.g. Owner/ Clerk/ Administrator)? | | | | | | | | | |
| Please indicate whether you are employed by a Private Security Company in the area of jurisdiction of the Forum (Please tick all applicable) | | | | | | | | | |
| Provides Security Services | | | <input type="checkbox"/> | | Guarding Services | | | <input type="checkbox"/> | |
| Monitoring and response Services (armed or not) | | | | | <input type="checkbox"/> | | | | |
| Please indicate whether you are working in any of the following areas (Please tick all applicable): | | | | | | | | | |
| South African Police Service as regulated by the South African Police Services Act as amended | | | | <input type="checkbox"/> | | Metropolitan Police Departments | | <input type="checkbox"/> | |
| National and Provincial Secretariats for Police Services | | | | <input type="checkbox"/> | | Independent Police Investigative Department | | <input type="checkbox"/> | |
| In what capacity (e.g. IT specialist, Clerk)? | | | | | | | | | |

| | |
|--|--|
| | |
|--|--|

PART D: INVOLVEMENT IN CPF ACITIVITIES

I hereby apply to become a member of the Douglasdale CPF Sector __ and to get involved in the following crime prevention actions:

| | | | |
|-------------------------------|--|----------------------------------|--|
| Radio user | | Patroller | |
| Control __ duties | | Administrative activities | |
| Other (please specify) | | | |

Please read and confirm the following:

1. I have read and understand the Constitution of the Forum (as it may be amended from time to time) and abide by the contents thereof;
2. I hereby understand and give consent to a screening, should it be deemed necessary to evaluate my suitability to become a member as stipulated in the Constitution;
3. I further specifically agree to submit myself to the Disciplinary procedures and Code of Conduct as contained in the Constitution
4. I confirm that I apply for membership to the Forum with bona fide intent
5. I confirm that I am over the age of 18 years and residing in the area of jurisdiction of Sector __/ that I am a bona fide business owner whose business is situated within the area of jurisdiction of Sector __.
6. I confirm that I am a South African Citizen; a
7. I confirm that the information supplied herein are both true and correct.
8. I confirm that I divulge my personal details to the CPF with the specific intend and instruction that it may be used by the CPF in the execution of their duties.
9. The CPF hereby warrants that secure and sufficient measures are in place to keep all personal information provided to them safe and access-controlled.

Signature

Date

Witness Signature

Date

PART E: ADMINISTRATIVE USE ONLY

| |
|----------------------------|
| Documents received: |
|----------------------------|

| | | | | | |
|----------------------|--|-------------------------------------|--|--|--|
| ID document | | Proof of residential address | | Business letterhead & details | |
| Call Sign (s) | | | | | |

ANNEXURE 4 – NOMINATION FORM

Form DDCPF 0001



NOMINATION FORM FOR PERSON TO SERVE ON THE EXCO OF THE DOUGLASDALE COMMUNITY POLICE FORUM

We, Sector _____ being a Sub-Forum of the Douglasdale Community Police Forum (“DDCPF”) hereby nominate _____ as candidate for the following position on the EXCO of the DDCPF: (Please mark with an “X”)

| | |
|--------------------------------------|--|
| Chairperson | |
| Deputy-Chairperson | |
| Secretary | |
| Deputy-Secretary | |
| Treasurer | |
| Crime Prevention Officer | |
| Public Relations Officer | |
| Youth and schools Co-ordinator | |
| Training and Standards Co-ordinator | |
| Criminal Justice System Co-ordinator | |

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

Details of Nominee

| | |
|------------------------|--|
| Full names and surname | |
| RSA identity number | |
| Residential address | |
| | |
| | |

We confirm that the above-mentioned nominee:

- (i) is a registered member of Sector _____ and
- (ii) is a bona fide resident and / or business owner within the area of the DDCPF.

Chairperson of sub-forum

Secunder

Date

Surname and name in print

ACCEPTANCE OF NOMINATION

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

Declaration:

I furthermore declare that:

- i. I am a bona fide resident and / or business owner within the area of the DDCPF as defined in its Constitution
- ii. I have not been convicted of an offence, as listed in Schedules 1 and 2 of 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.
- iii. I am not an elected political office bearer.
- iv. I understand that should any of the above information provided be false, I will be disqualified from becoming, or remaining an EXCO member of the DDCPF and I will be removed immediately from my elected position.
- v. 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 members of EXCO, the incumbent will, on request, vacate the position

Signed

Date