



**SOUTHFIELD NEIGHBORHOOD
WATCH
CONSTITUTION
&
CODE OF CONDUCT**



Abbreviations 3

1. Watch – Southfield Neighbourhood Watch; 3

2. ExCo – Executive Committee 3

3. AGM – Annual General Meeting..... 3

4. CPF – Community Policing Forum..... 3

5. SAPS – South African Police Services 3

6. CVWA – Constantia Valley Watch Association..... 3

1 Name: 4

2 Purpose..... 4

3 Area of Operation..... 4

4 Membership: 5

5 Officers..... 5

6 Chair..... 6

7 Vice Chair 6

8 Finance 6

9 Secretary..... 6

10 Operations Manager 7

11 Patrollers 7

12 Other Committees 7

13 Affiliations 7

14 Meetings..... 8

15 Dispute Resolution..... 8

16 Amendments 8

17 Review 8



Abbreviations

- 1. Watch – Southfield Neighbourhood Watch;**
- 2. ExCo – Executive Committee**
- 3. AGM – Annual General Meeting**
- 4. CPF – Community Policing Forum**
- 5. SAPS – South African Police Services**
- 6. CVWA – Constantia Valley Watch Association**

1 NAME:

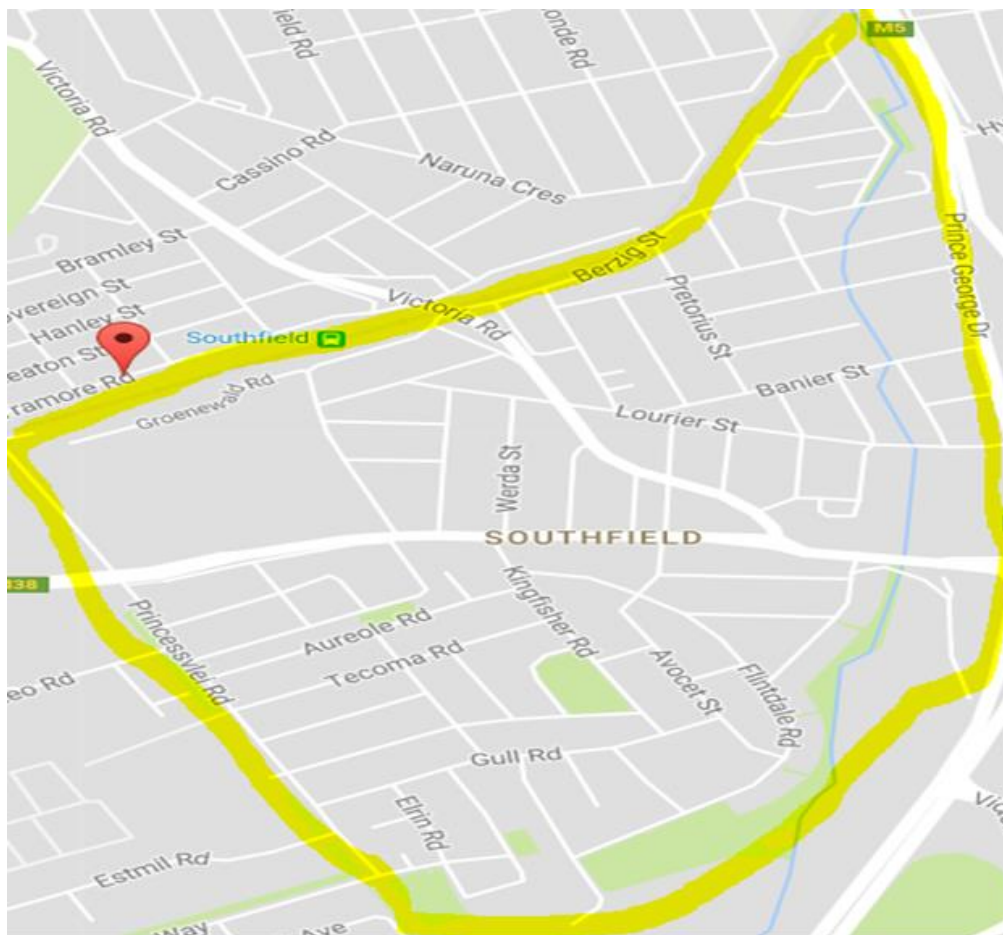
- 1.1 Southfield Neighbourhood Watch referred to as “Watch” in the document;
- 1.2 The Watch shall not discriminate based on gender; race; religious affiliation etc.

2 PURPOSE

- 2.1 The Aim of the group is to ensure the safety and security of the Southfield Neighbourhood, affording the residents peace of mind when away from their residence or enjoying a peaceful night’s rest.
- 2.2 Build a cohesive neighbourhood by incorporating and training residents as patrollers and allowing residents to get to know each other and look out for each other.
- 2.3 Forge a close relationship with local SAPS and CPF.

3 AREA OF OPERATION

- 3.1 The area the Watch will operate in is Southfield as defined by the map below.
- 3.2 Patrollers are registered to patrol in this area only, should any patroller wish to assist/patrol another area permission should be granted by the ExCo and SAPS



4 MEMBERSHIP:

4.1 Enrolment Eligibility:

- 4.1.1 Members must be 18 years of age.
- 4.1.2 Membership is limited to Southfield residents only.

4.2 Termination of Membership:

- 4.2.1 Members are free to terminate their membership should they wish to do so at any time;
- 4.2.2 Members no longer residing in the Southfield area will be transferred to the new area Watch should they wish.

5 OFFICERS

5.1 The Watch shall operate with an elected ExCo;

5.2 The ExCo shall consist of:

- 5.2.1 A Chair;
- 5.2.2 Vice Chair;
- 5.2.3 Operations Manager;
- 5.2.4 Treasurer;
- 5.2.5 Secretary;

5.3 Elections

- 5.3.1 Will take place every two years;
- 5.3.2 ExCo members will be expected to be in office for the full two-year period;
- 5.3.3 Members are eligible for re-election after this period;
- 5.3.4 Elections shall be monitored and conducted by a neutral third party or body.

5.4 Eligibility of ExCo

- 5.4.1 Nominees should have a clean criminal record;
- 5.4.2 Should not be involved in any dubious activities that is public knowledge;
- 5.4.3 Should reside within the Southfield area and be a permanent resident;
- 5.4.4 Must be of good standing in the community.

5.5 Nomination Procedure:

- 5.5.1 Potential candidates have to be approached for confirmation prior to nominations taking place to confirm their availability for the positions available;
- 5.5.2 Votes will take place at the AGM by secret ballot, and will be adjudicated by an independent third party;
- 5.5.3 The Votes will be cast per position, i.e. Chair Person; Vice Chair; etc.
- 5.5.4 The person(s) with the majority votes will be installed in the position;
- 5.5.5 Should there be a tie for a position, the external adjudicator will ask for a secret ballot revote, the person with the majority votes, 50% + 1 will form part of the ExCo;
- 5.5.6 Votes can only take place if the members are present at the meeting to cast their ballot;
- 5.5.7 Please note: Should members not attend the meeting, the voting process will go ahead.

5.6 Vacancies

- 5.6.1 Should vacancies arise in the ExCo prior to the period of office is completed, nominations can be called for from the general membership to fill the position;
- 5.6.2 Votes will be cast by secret ballot and external independent third party will facilitate the voting process;
- 5.6.3 This vote can be done electronically via secret ballot;

5.7 Resignations

- 5.7.1 An ExCo member can resign from their post for the following reasons:
 - 5.7.1.1 Moving residence outside the Southfield Area;
 - 5.7.1.2 Watch interfering with work commitments;
 - 5.7.1.3 Or any other valid reason;
- 5.7.2 In this instance a member can be replaced from the general membership following the above guidelines.

6 CHAIR

6.1 *The Chair's activities are:*

- 6.1.1 Leading the Watch;
- 6.1.2 Ensuring the effective functioning of the Watch;
- 6.1.3 Representing the Watch in the required forums;
- 6.1.4 Chairs Meetings and ensure there is proper meeting governance that is adhered to;
- 6.1.5 Has the final vote when consensus cannot be reached;
- 6.1.6 Manage and support the Secretary in setting up AGM's;
- 6.1.7 Acts as the Chair during Disciplinary Hearings;
- 6.1.8 Have an unbiased and objective view and only use the evidence tabled to reach final decision.

7 VICE CHAIR

7.1 *The Vice Chair:*

- 7.1.1 Supports the Chair in rolling out new strategies;
- 7.1.2 Acts as go-between the Chair and the Patrollers and escalates any issues;
- 7.1.3 In the absence of the Chair acts in the role;
- 7.1.4 In the event that the Chair vacates the seat, the Vice Chair will resume the seat until voting takes place to fill the position.

8 FINANCE

8.1 *Management of Finances:*

- 8.1.1 The Treasurer oversees and records the income and expenditure of the Watch;
- 8.1.2 A detailed report to be tabled on a quarterly basis;
- 8.1.3 Updates provided monthly;
- 8.1.4 A bank account will be opened in the name of the Watch and will have three signatories, with two required for any withdrawal;
- 8.1.5 All expenditure shall be accompanied by tax receipts which is filed for audit purposes;
- 8.1.6 The Treasurer will further ensure that the Watch accounting is on par with the legislative requirements for an organisation such as the Watch;
- 8.1.7 Annual audits to be conducted on the records by an independent third party.

8.2 *Sources of Income*

- 8.2.1 The Watch is mainly dependent on the fees paid by residents for the service provided;
- 8.2.2 Fund Raising by the Marketing team;
- 8.2.3 Donations.

9 SECRETARY

9.1 *The Secretary shall:*

- 9.1.1 Record the minutes of each meeting and file it as record;
- 9.1.2 Ensures all confidential information i.e. Finger printing; Patroller records are filed in a safe and secure manner;
- 9.1.3 Send out meeting notifications as per the requirement of the ExCo;
- 9.1.4 Retain an attendance register at each meeting;
- 9.1.5 Before each meeting send out the previous minutes for verification together with the new agenda;
- 9.1.6 During the meeting capture the minutes and actions;
- 9.1.7 Record apologies of members not able to attend;
- 9.1.8 Appoint names to all actions and agree a reminder system to ensure actions are closed out by the next meeting.

10 OPERATIONS MANAGER

10.1 The Operations Manager shall:

- 10.1.1 Ensure all Patrollers are verified prior to becoming a member;
- 10.1.2 All Patrollers are trained and is familiar with the Code of Conduct;
- 10.1.3 Patrollers are trained and familiar with their patrolling duties;
- 10.1.4 Forms part of the ExCo;
- 10.1.5 Ensures all issues concerning Patrollers are raised and addressed at ExCo level. This included disciplinary actions;
- 10.1.6 Manages Patrol meetings and provides feedback and minutes of the meeting to the ExCo.

11 PATROLLERS

11.1 Enrolment Eligibility:

- 11.1.1 Members must be 18 years of age.
- 11.1.2 Have a clean police record.
- 11.1.3 Membership is limited to Southfield residents only.
- 11.1.4 All members must have fingerprinting done prior to becoming a member of the Watch
- 11.1.5 A record of all fingerprint profiling will be held by the Watch Secretary in a confidential manner.

11.2 Termination of Membership:

- 11.2.1 Members are free to terminate their membership should they wish to do so at any time;
- 11.2.2 Members who is found guilty by a court of law of any criminal conduct will be terminated with immediate effect;
- 11.2.3 Members no longer residing in the Southfield area will be transferred to the new area Watch should they wish;
- 11.2.4 For abnormal termination, please view Code of Conduct for details.

11.3 Equipment

- 11.3.1 Each patroller should have the following:
 - 11.3.1.1 High visibility vest;
 - 11.3.1.2 Decals;
 - 11.3.1.3 Tactical Vests and Dashboard Lights are optional, Patrollers are welcome to procure this from Raytac, based in Southfield;
 - 11.3.1.4 Two-way radio;
 - 11.3.1.5 Where the Patroller chooses not to have a radio they will use their mobile phone.
- 11.4 Indemnity
 - 11.4.1 Please note: Membership to the Watch is voluntary and the Watch and its ExCo cannot be held liable for any loss of life or injuries during patrol exercises.

12 OTHER COMMITTEES

12.1 PR & Marketing:

- 12.1.1 Manages the events of the Watch;
- 12.1.2 Works with the CPF on supporting events;
- 12.1.3 Raises funds to support the ongoing costs of the Watch;

12.2 Media Liaison

- 12.2.1 Manages all public comments;
- 12.2.2 Manages all media communications;
- 12.2.3 Spokesperson of the Watch.

13 AFFILIATIONS

- 13.1 SAPS
- 13.2 CPF
- 13.3 CVWA

14 MEETINGS

14.1 Annual General Meeting

- 14.1.1 An annual meeting will take place during May in year two, members will be advised of the meeting at least 21 days (twenty-one days) prior to the date of the meeting, via e-mail/newspaper;
- 14.1.2 This is a strategic meeting and sets the direction of the Watch for the next year;
- 14.1.3 Membership attendance is compulsory as decisions are taken and information gathered during this meeting;
- 14.1.4 The meeting requires a majority attendance for it to continue.
- 14.1.5 In the event of all the ExCo members not being present and a vote on a decision is tied, the Chair has the option of the final vote.
- 14.1.6 Advance notification should be sent if an ExCo member is not attending the meeting.

14.2 ExCo Meetings

- 14.2.1 This takes place every second Wednesday of the month and deals with the management of the Watch;
- 14.2.2 The agenda would include:
 - 14.2.2.1 Finance Update;
 - 14.2.2.2 General issues that requires attention;
 - 14.2.2.3 Updates from the Policing Forum;
 - 14.2.2.4 The ExCo meeting requires a Quorum of 3 members to be effective.

14.3 Operations Meetings

- 14.3.1 This takes place every first Tuesday of the month and deals with the schedules of duty for the weekend;
- 14.3.2 Any update on crime statistics and hot spots in the area.
- 14.3.3 Advance notice to be provided of non-attendance.

14.4 Ad-hoc

- 14.4.1 For any urgent business an ad-hoc meeting can be scheduled.

14.5 Minutes

- 14.5.1 The Secretary shall record:
 - 14.5.1.1 Attendees at the meeting, this can be in the form of an attendance register;
 - 14.5.1.2 Record the decisions and discussions during the meeting;
 - 14.5.1.3 Before each meeting read the minutes of the previous meeting for accuracy;
 - 14.5.1.4 Retain copies of the minutes for record keeping.

15 DISPUTE RESOLUTION

- 15.1 If any dispute arises, the local Community Police Forum must attempt to resolve it.
- 15.2 Should it be found that the local Community Police Forum cannot resolve the dispute, it will be referred to the Area Community Police Board.
- 15.3 Failure to resolve a dispute will lead to it being taken to the Provincial Community Police Board, whose decision shall be final and binding

16 AMENDMENTS

- 16.1 Amendments to the constitution should be forwarded to the ExCo for review and tabled at the monthly general meeting for voting of acceptance of the change;
- 16.2 Once agreement is reached the amendments are made and the new document is circulated.

17 REVIEW

- 17.1 Review of the document will take place every two years and changes will be version controlled.



18 ANNEXURE 1

18.1 Meeting Governance and Conduct

- 18.1.1 Undertake any necessary preparation prior to the meeting.
- 18.1.2 Arrive on time.
- 18.1.3 Keep an open mind.
- 18.1.4 Listen to the opinions of others.
- 18.1.5 Participate.
- 18.1.6 Avoid dominating the proceedings.
- 18.1.7 Avoid conflict situations.
- 18.1.8 Avoid side conversations which distract others.
- 18.1.9 Ask questions to clarify understanding.
- 18.1.10 Note down any action agreed upon.
- 18.1.11 After the meeting, undertake any agreed action and brief others as appropriate.



CODE OF CONDUCT AND INDEMNITY

1. MEMBERS

- 1.1. This code of conduct and the constitution is binding on all SFNW structures and members, and all patrolling members must pledge their adherence to this Code, failing which, the member's membership may, at the discretion of the SFNW EXCO, be terminated.
- 1.2. The purpose of this Code is to assure the safety of all SFNW members, patrollers and members of the public at all times. This document intends to promote the objectives of the Constitution of SFNW.
- 1.3. By pledging adherence to this Code of Conduct, SFNW patrollers acknowledge that they are fully aware of the obligations and risks involved, due to the nature of the task.
- 1.4. SFNW and its members must at all-time act in a non-violent manner. No member may take the law into his or her own hands irrespective of circumstances.
- 1.5. No member of SFNW will display racism, sexism or any other form of discrimination towards any member and any other person.
- 1.6. SFNW will not allow any member to carry any weapon/s perceived to be dangerous that could inflict serious bodily and or damage to property; this includes dangerous weapons as defined by law when patrolling. Only weapons for the sole purpose of self-defence as approved by the Provincial Commissioner, South African Police Services – Western Cape may be used.
- 1.7. SFNW will ensure that all members with firearms declare these to the local South African Police Services or the office of the SFNW as appointed by the resident station commissioner of the South African Police Services.
- 1.8. Should a member be found guilty of a criminal offence, SFNW must respect the decision of the courts and immediately institute disciplinary measures as defined. SFNW will issue a public statement regarding its action.
- 1.9. Slandering, swearing, showing disrespect toward other members or offensive language of any kind will not be tolerated on the official Southfield Neighbourhood Watch Patrollers Whatsapp group. Should any member be found guilty of such behaviour, the member will be removed for time period to be determined by the Executive. Should such behaviour persist, the member will be subject to disciplinary action, which may include suspension or expulsion from any Southfield Neighbourhood Watch activities.
- 1.10. Members will refrain from engaging in any controversial debates, be it face-to-face or any social media platform, which may result in Southfield Neighbourhood Watches' name being brought into disrepute. Should any member be found to have transgressed in this regard, such member will be suspended with immediate effect, pending an investigation. If found guilty, the member will be expelled from any and all Southfield Neighbourhood Watch activities.
- 1.11. SFNW and its executive committee will mandate a member to address, and or make public statements, and or make public announcements, in matters pertaining to SFNW.
- 1.12. Members found to be making public statements and or addressing the media without the explicit authority duly mandating the member to act for and on behalf of SFNW will be found guilty of a serious offence, resulting in the immediate suspension of the member pending expulsion subject to the merits of the matter. SFNW will with immediate effect rectify the matter and make a public statement in this regard.
- 1.13. No member may accept any payment, commission or gratuity in connection with his or her membership of SFNW, except after being duly authorized to do so by the SFNW EXCO.



- 1.14. Notwithstanding the above, should any payment, commission, or gratuity be offered to SFNW, its executive committee will act in the best interest of the SFNW. The neighbourhood watch accepting the offer will with immediate effect and in writing advise the SFNW of its decision and or actions in this regard.
- 1.15. No member may exploit their membership of SFNW for their own personal advantage or benefit.
- 1.16. Members must at all times act in a manner that will uphold and promote the aims and objective of SFNW as highlighted by the SFNW constitution and code of conduct.

2. CONFIDENTIALITY

- 2.1. Members may not divulge any confidential or privileged information that they may have acquired as a result of their membership of SFNW, this will include matters discussed at members meetings, shared pictures and / or messages, documents and conversations had or overheard. Disclosure of such information may result in immediate suspension from all SFNW activities, pending an investigation. If found guilty, the Member(s) concerned will be permanently expelled from SFNW, and may lead to criminal charges.

3. PATROLLING AND RESPONSIBILITIES

- 3.1. When patrolling, members must at all times inform the CVIC Radio Control of their presence in the area.
- 3.2. Members may from time-to-time monitor their 2-way communication radios and the official SFNW Crime Alerts group, for any emergencies they are able to respond to or assist with.
- 3.3. Member will not be required to “Book On”, if the member is merely monitoring their 2-way communication radios or the official SFNW Crime Alerts group.
- 3.4. When commencing Active patrolling, members must at all times “Book On” on the SFNW Patrollers group, and also their 2-way communication radios with CVIC Control.
- 3.5. Should members for any reason, not be able to commence their patrol as per the Patrol Roster, they MUST inform all other patrollers of their inability to patrol, at least 2 hours prior to their intended start time, to allow for possible alternate arrangements to be made.
- 3.6. All members who actively patrol or respond to emergencies (as a representative of SFNW), must be in possession of a photographic ID card, endorsed by the Diepriver SAPS Station Commander.
- 3.7. While on patrol, members will at all times operate a vehicle within the framework of the National Road Traffic Act 93 of 1996 (NRTA) when representing Southfield Neighbourhood Watch.
- 3.8. No member, whilst on patrol, may be under the influence of any intoxicating substance (e.g. alcohol or drugs), causing an altered state of mind.
- 3.9. Members’ assistance to SFNW is voluntary and while members use their private vehicles while on patrol, SFNW cannot be held responsible for any damages to private vehicles.
- 3.10. SFNW members normally patrol within the demarcated area of the “Southfield “Precinct”, as per the SFNW sector map. However, members will be allowed to assist in other areas should the need arise:
 - 3.10.1. Members will inform CVIC Control
 - 3.10.2. Seek permission from CVIC Control or a senior Watch patroller.
- 3.11. Members must at all times, while on patrol, be identifiable by the correct attire:
 - 3.11.1. SFNW reflective vest and/ OR
 - 3.11.2. Tactical vest with SFNW identifying features

- 3.12. Members will make their vehicles clearly identifiable by the correct use of vehicle decals and a **white** roof / dashboard emergency strobe light, when it is required and appropriate to do so.
- 3.13. Members may only patrol “dark” with permission from SAPS, as per the Community Safety Act.
- 3.14. Members will not engage in any form of vigilantism – it is not allowed and will not be tolerated.
- 3.15. Members will note that the open carrying and display of items listed below, whilst on patrol, could be viewed as intimidatory and provocative and potentially raise a reasonable suspicion that such items are to be used for unlawful purposes, and thus a breach of the Dangerous Weapons Act.
- 3.16. It is recognised that such items could, under different circumstances, be used for the purpose of protecting private property and/or private defence, and therefore in no way are the rights of a person wishing to protect themselves removed.
- 3.17. pepper spray, teargas, tazer, baseball bat, bush-knives, pangas, BB/Air gun, paintball gun, hand cuffs, baton, firearm, or any other dangerous weapon or device;
- 3.18. Members are not compelled to detain or arrest anyone. (Note: Although a citizen’s arrest is allowed in certain situations, the police are still the only designated persons with legal power to perform law enforcement actions).
 - 3.18.1. Members should rather report suspected criminal behaviour to the police before they personally attempt to perform an arrest.
 - 3.18.2. A member must take into account the danger and risk involved and familiarise themselves with regard to the law pertaining to the rights of private persons to arrest or perform searches, including the minimum use of force, and must at all times comply with the law. (Ref: Criminal Procedure Act 51 of 1977 – chapter 5 section 42).
- 3.19. Male members are obliged to assist in arrest when called upon by SAPS to do so as required by law. (Ref: Criminal procedures Act 51 of 1977 – chapter 5 section 47).
- 3.20. Members will not place themselves at risk by being alone in potentially dangerous areas, e.g. on solitary foot patrol, on a bicycle alone, etc.
- 3.21. Members who arrive first at the scene of accidents or fires (home or veld) as well as at every crime scene,
 - 3.21.1. Should take charge, secure and cordon off the scene while awaiting the arrival of SAPS, Metro Police or Paramedics;
 - 3.21.2. Should send a brief report back to the SFNW Structure by email or WhatsApp with pertinent details of the incident.

4. COMMUNICATIONS: 2-WAY RADIOS

- 4.1. Radios purchased from SFNW by members are exclusively to be used for SFNW related communications.
- 4.2. Members wishing to sell their personal / owned radios must inform the SFNW Operations Manager accordingly before doing so.
- 4.3. The Operations Manager must be informed immediately if a radio is lost, stolen or broken.
- 4.4. Patrollers, who do not have allocated radios, must return “floating radios” to the Operations Manager as soon as possible, after use.

5. TRAINING

- 5.1. To be considered for training, members will be required to complete at least 12 hours of active patrolling per month, on a regular basis, unless otherwise arranged with the Executive.

- 5.2. This includes training provided by the Department of Community Safety (DOCS), or any other training provider as sourced by Southfield Neighbourhood Watch.

6. STRUCTURE

- 6.1. SFNW will be a non-profit making organisation.
- 6.2. SFNW must be non-politically aligned and should not participate or engage or support or secure the premises where any political activity is being conducted. However, should SFNW be requested to promote a safe environment its acceptance must be performed within the framework of the law and as contained herein. A public and official statement must be made at the meeting and or gathering in regard to the statutes of the neighbourhood watch concerned.
- 6.3. SFNW and its members must operate in partnership with the South African Police Services, and within the framework of the law.
- 6.4. Should SFNW choose to do patrols, only minimum force, as described in the Criminal Procedure Act No. 51 of 1977 may be used to secure the arrest of the perpetrator of an offence and no intimidation in whatever form may be used in the communities where such patrols will be taking place.
- 6.5. If any such patrols are to take place, the local South African Police Services must be informed and the South African Police Services officer or reservists, wherever possible, must support SFNW patrols.
- 6.6. SFNW must by means of registration ensure that no person under the age of 18 years participates in neighbourhood watch patrol/s.
- 6.7. SFNW will appropriately penalize a member of SFNW if such member is found guilty of misconduct or has brought the good name of the association into disrepute, depending on the merits of the case.
- 6.8. Where there is a conflict between SFNW's Constitution and Code of Conduct and the Western Cape Provincial Constitution and Code of Conduct for Neighbourhood Watch Structures, the latter shall be decisive, except where situations are unique to the greater Southfield area, which remain within the confines of the Western Cape Provincial Constitution and Code of Conduct.
- 6.9. All neighbourhood watch structures will be required to sign a pledge endorsing the Western Cape Provincial Constitution and Code of Conduct for Neighbourhood Watch Structures.
- 6.10. SFNW and its members is not a substitute for the South African Police Services.

7. DISCIPLINARY MEASURES:

- 7.1. All disciplinary measures will entail:
- 7.1.1. Reprimand
 - 7.1.2. Suspension
 - 7.1.3. Expulsion subject to investigation
- 7.2. In the event of any complaint being lodged against a member of SFNW, the Watch may propose to reprimand, suspend, or expel the member, subject to an investigation and to deal with the matter at its earliest convenience and advise the complainant of its action. Furthermore SFNW will with immediate effect advise the structure and members of its decision and the action taken.



MEMBER COMMITMENT

By signing my name below:

- I acknowledge that I have reviewed the above listed Code of Conduct of Southfield Neighbourhood Watch and understand my responsibilities.
- I agree to abide by the above and understand that my failure to follow the instructions may result in disciplinary action, up to and including expulsion from any Southfield Neighbourhood Watch activities.

Print Name & Surname

Member Signature

Date