



# Annexures



# INDEX

A. National Instruction 3 of 2013	111
B. Sector Profile	117
C. Success-Capturing Report (Saps 594)	157
D. Example of a Constitution and Code of Conduct	164
E. Compliance Certificate	174
F. Example of an Appointment Letter	175
G. Sector Policing Quarterly Feedback Template	177

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## NATIONAL INSTRUCTION 3 OF 2013

### SECTOR POLICING

#### 1. Background

The purpose of this Instruction is to provide minimum standards to regulate the implementation of *sector policing* in the Service.

*Sector policing* is a policing approach to support the implementation of the philosophy of community and partnership policing, by dividing a policing area into smaller manageable sectors to improve community interaction.

#### 2. Definitions

In this Instruction, unless the context indicates otherwise, —

- (a) “*CPF*” means a Community Police Forum established in terms of section 19(1) of the South African Police Service Act, 1995 (Act No 68 of 1995);
- (b) “*operations commander*” means a member designated by the relief commander to take command and control of *operational members* for the duration of a shift;
- (c) “*operational deployment*” refers to the deployment of *operational members* to render the necessary services to the community in the demarcated *sectors*, including police patrols, crime prevention activities and responding to complaints;
- (d) “*operational members*” means any member of the Service referred to in section 5(2) of the South African Police Service Act, 1995 (Act No. 68 of 1995) who performs operational duties;
- (e) “*Operational support commander*” means a member designated by the station commander to take control of all the operational support functions such as court services, firearm - liquor - and second-hand goods services, exhibit management, crime prevention and sector commander(s);
- (f) “*SCCF*” means the Station Crime Combating Forum;
- (g) “*sector*” means a geographical area within a police station’s area determined in accordance with this Instruction;
- (h) “*sector commander*” means a permanent member designated by the station commander to manage and coordinate all crime-related activities in the demarcated *sector* and to act as liaison between the community and the police;
- (i) “*Sector Forum*” means a forum established in a demarcated *sector* to support community participation in the prevention of crime;
- (j) “*sector policing*” means a policing approach that adopts a decentralised and geographical approach to policing by dividing a station area into

- manageable *sectors* to improve effective policing, service delivery, community involvement and interaction through partnership policing;
- (k) “*sector profile*” means a planning tool that is used to provide direction to the *sector commander* to identify the demographical and geographical information, the needs, concerns, perceptions and abilities of a community within a *sector* in respect of crime-related matters;
  - (l) “*sector report*” means an operational report compiled by the *operations commander* and *operational members* after every shift; and
  - (m) “*relief commander*” means a member performing the duties referred to in Standing Order (General) 256.

### 3. Objectives of sector policing

The aims and objectives of *sector policing* are to —

- (a) prevent crime;
- (b) encourage visible and accessible policing by local police officials;
- (c) improve response times;
- (d) improve investigation;
- (e) establish informer networks;
- (f) bring the police service closer to the local community;
- (g) work in close cooperation with the local community;
- (h) improve interaction between the community and the police service;
- (i) establish partnerships with the community;
- (j) enable the police to understand local problems by identifying and addressing the underlying causes;
- (k) render a quality service with the support of the local community; and
- (l) improve trust and confidence in the police.

### 4. Command and control

- (1) The Divisional Commissioner: Visible Policing must set minimum standards and operational guidelines for *sector policing* and monitor the functioning of *sector policing* at all police stations.
- (2) The Provincial Commissioner has overall command and control of *sector policing* in the province.
- (3) The Cluster Commander must ensure that all the stations in his or her cluster, implement *sector policing*.
- (4) The Station Commander has overall command of all *sector policing* activities in his or her station area.
- (5) The Commander: Visible Policing at a police station has overall operational command in the demarcated sectors in the station area.

- (6) The *Operational Support Commander* must ensure that every *sector* commander manage and coordinate all crime-related matters in his or her demarcated *sector(s)*.
- (7) The *Relief Commander* must, subject to the direction of the station commander or the Commander: Visible Policing at a police station, —
  - (a) brief and post *operational members* in the demarcated *sectors*;
  - (b) debrief *operational members* after every shift; and
  - (c) ensure that a complete, consolidated *sector report* from the *operations commander* is available.
- (8) The *Operations Commander* must take control of all operational policing activities in the *sectors* during a shift, and report directly to the relevant *relief commander*.

## 5. Criteria for implementation

The following minimum standards are set as criteria for the implementation of *sector policing*:

- (a) the police station area must be demarcated into manageable *sectors*;
- (b) a permanent member must be designated as sector commander to manage and coordinate the policing of all crime-related activities in the demarcated *sector*;
- (c) the designated sector commander must compile a *sector profile* for each demarcated *sector*;
- (d) *operational members* and resources must be deployed in accordance with the crime pattern and threat analysis to perform policing duties in the demarcated *sectors* to enhance service delivery; and
- (e) a *sector forum* must be established.

## 6. Demarcation of sectors

- (1) After consultation with the station management, the station commander must divide his or her station area into manageable *sectors*.
- (2) The station area must at least be divided into two *sectors*.
- (3) The following factors must be taken into account in demarcating the *sectors*:

Criteria	Description
Resources	This includes the available human and physical resources at the police station to address the

	policing needs of the <i>sector</i> .
Geographical size and topographical features	A <i>sector</i> must be of a manageable size and must, as far as is reasonably possible, be aligned with the CAS blocks, municipal wards, magisterial boundaries, mountain ranges, rivers, etc.
Infrastructure	This includes the road infrastructure, bus routes, taxi routes and terminals, main roads, railway lines, medical facilities, military bases, the presence of a municipal police service/ traffic police, etc.
Demographic features	This includes whether an industrial, residential or business area, farms, small holdings, villages or recreational areas, etc are located in the station area.
Community profile	This includes the population size and cultural diversity (chiefdoms, indunas and tribal offices) of the area. Also note any interest groups in the community with extraordinary or specific policing needs.

## 7. Designation of a sector commander

- (1) The station commander must, after consultation with the station management, designate a suitable member as *sector* commander to manage and coordinate the policing of all crime-related activities in the *sector*.
- (2) The sector commander must perform the following liaison functions:
  - (a) coordinate all policing activities in the demarcated *sector(s)* in consultation with his or her commander at police station level;
  - (b) initiate, develop and implement crime prevention partnership programmes and projects in the demarcated *sector(s)* in cooperation with his or her commander based on specific identified community needs;
  - (c) interact with the community in order to ensure participation in crime prevention initiatives in the demarcated *sector(s)*;
  - (d) compile and maintain the *profile* of the *sector(s)*;
  - (e) facilitate the establishment and functioning of a *sector forum*;
  - (f) attend *sector forum* meetings in the demarcated *sector(s)* which relate —
    - (i) to crime prevention and social issues affecting the community;

- (ii) identify community needs and concerns at *sector* level; and
- (iii) provide information with the assistance of the liaison team at the meeting on crime tendencies in the *sector* and propose measures to address these tendencies; and
- (g) facilitate the development and implementation of crime prevention operations to address specific identified crime trends and problems in the demarcated *sector(s)* in consultation with his or her commander at police station level.

## 8. Compiling a sector profile

- (1) The sector commander(s) must, in consultation with the member responsible for gathering crime statistics at the station, compile a *sector profile* for each demarcated *sector* by using the station profile as a basis.
- (2) The following information must be included in the *sector profile*:
  - (a) the establishment of the *sector* at the police station;
  - (b) the infrastructure and population;
  - (c) the identified stakeholders;
  - (d) crime trends;
  - (e) socio-fabric factors; and
  - (f) existing partnership programmes or projects.
- (3) A *sector profile* must be reviewed at least quarterly to provide for changes that may occur in the demarcated *sectors*.

## 9. Deployment of operational members

- (1) A *relief commander* must, in cooperation with the Commander: Visible Policing, post *operational members* in the demarcated *sectors* to render policing services to the community, including police patrols, crime prevention activities and responding to complaints.
- (2) Reservists must, if available, be used as force multipliers to supplement permanent *operational members*.
- (3) The posting of *operational members* must be in accordance with the SCCF tasking and take account of the crime pattern and threat analysis.

## 10. Establishment of a sector forum

- (1) A *sector forum* must be established for each demarcated *sector* to enhance interaction between the police and the community in order to jointly address safety and security issues in the *sector*.

- (2) The *CPF* may be used to facilitate the establishment and effective functioning of a *sector forum*.
- (3) The station commander must ensure that regular meetings are held by the *Sector Forum* and the minutes are kept and distributed to all role players.

## 11. Monitoring and evaluation

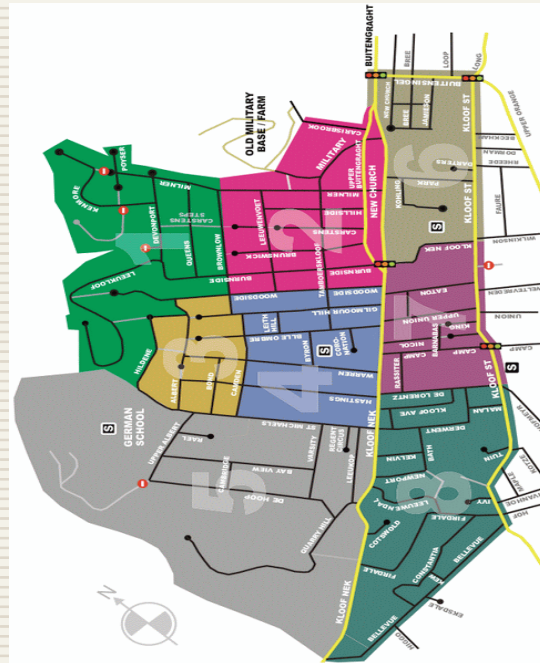
- (1) Provincial Commissioners must ensure that *sector policing* is established at every station in his or her province, in accordance with the minimum criteria determined and monitor the implementation thereof.
- (2) The Division: Visible Policing will be responsible for monitoring the level of implementation of *sector policing* in all the provinces and measure the impact of *sector policing* regularly to establish its sustainability, and address identified challenges.



SECTION B



SECTOR PROFILE



SAPS

Sector Commander:

Sector number:

## INTRODUCTION

- After having been appointed, the Sector Commander must compile a sector profile by using the station's profile and refine it for the sector.
- A Crime Intelligence official's support in developing a sector profile will be of great value.
- A sector profile is a planning tool that is used to provide direction to the police in identifying the needs, concerns, perceptions and abilities of sector communities.
- This should be done in order to address the sector policing needs in respect of improved service delivery and police-community relations.
- A sector profile must be maintained by the Sector Commander according to the following three sections:
  - Section 1: Particulars of the sector's human resources and force multipliers
  - Section 2: The sector profile in terms of infrastructure and population
  - Section 3: Crime threats

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- A sector profile is a guidance document for the Sector Commander on how to compile his or her sector profile.
- The sector profile could be amended to fit the specific needs of every sector.
- The sector profile must be reviewed quarterly as new matters arise or as the community changes.
- Furthermore, collecting information for the sector profile should involve active interaction and consultation with the community.
- A sector profile has the following advantages. It will –
  - assist in identifying all the relevant role players involved in the establishment of a sector forum, as well as possible participants for the community-launched projects
  - organize information on the sector in a way that will be useful in planning policing strategies
  - identify crime problems and community safety issues.

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### SECTION 1: PARTICULARS OF HUMAN RESOURCES AND FORCE MULTIPLIERS

SECTOR FORUM MEMBERS				
Name	Identity number	Address (area, suburb, street)	Contact number	Position in sector forum (for example, Chair, member, etc)

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4

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**Community Crime Prevention Structures**

Name of community crime prevention structure	Name of member	Address	Contact number	Position in community crime revention structure (for example, Chair, member, etc)

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Voting stations						
Suburb	Street name	Street number	GPS reading (latitude and longitude)	Person in charge	Contact number	Are any problems expected at this voting station? (Yes/no). If yes, write a short note
Councillor	Ward number	Address		Contact number	Landline	







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<b>LEARNING INSTITUTIONS (schools/universities/colleges)</b>				
<b>Name</b>	<b>Physical address</b>	<b>Contact person</b>	<b>Contact number</b>	<b>Other information</b>
		<b>PRE-SCHOOL (NURSERIES)</b>		
		<b>PRIMARY SCHOOLS</b>		
		<b>SECONDARY SCHOOLS</b>		
		<b>SCHOOLS WITH SPECIAL NEEDS</b>		
		<b>UNIVERSITIES/COLLEGES</b>		



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<b>HOSPITALS</b>			
<b>Name of hospital</b>	<b>Street address</b>	<b>Contact number</b>	<b>Contact number (after hours)</b>

<b>CLINICS</b>			
<b>Name of clinic</b>	<b>Street address</b>	<b>Contact number</b>	<b>Contact number (after hours)</b>

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<b>NATIONAL KEY POINTS IN SECTOR (NATIONAL KEY POINT ACT 102 OF 1980)</b>			
<b>National Key Point</b>	<b>Street address</b>	<b>Contact number</b>	<b>Contact number (after hours)</b>

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**SECTION 2: SECTOR PROFILE IN TERMS OF INFRASTRUCTURE AND POPULATION**

Estimated population in the sector	
Size of sector in km <sup>2</sup>	
Description of sector boundaries	
<b>Cultural diversity in sector</b>	
<b>Race</b>	<b>Male (%)</b> <b>Female (%)</b>
African	
Indian	
Coloured	
White	
Other	
Daily influx of commuters, including tourists (%)	
Seasonal influx of people (%)	
Unemployment rate in sector (%)	
General remarks/comments	



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<b>INFRASTRUCTURE (FOR EXAMPLE, RAILWAY STATIONS, SHOPPING CENTRES, INDUSTRIAL AREAS, ROADS, BUS AND TAXI ROUTES, TERRITORIAL DIVISIONS (TRIBAL LEADERS), SPORTS STADIUMS AND HOSPITALS)</b>			
<b>Name</b>	<b>Physical address</b>	<b>Contact person</b>	<b>Contact number</b>
Resorts			<b>Other information</b>
Rural industrial			
Security estates			
Shebeens			
Shooting ranges			
Shopping centres			
Smallholdings			
Sports stadiums			
Taverns			
Taxi ranks			
Transport depots			
Urban industrial			
Villages			
List other			



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<b>SECTION 3: CRIME THREATS</b>				
<b>Priority crimes or emerging crime threats: Contact and contact-related crimes</b>				
<b>Rank</b>	<b>Crime category</b>	<b>Previous year</b>	<b>Current year</b>	<b>Difference</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

<b>Priority crimes or emerging crime threats: Subcategories of aggravated robbery: Trio crimes</b>				
<b>Rank</b>	<b>Subcategory of aggravated robbery</b>	<b>Previous year</b>	<b>Current year</b>	<b>Difference</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

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Rank	Crime category	Previous year	Current year	Difference
1.				
2.				
3.				

All other serious crimes				
Rank	Crime category	Previous year	Current year	Difference
1.				
2.				
3.				

Rank	Crime category	Previous year	Current year	Difference
1.				
2.				
3.				

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<b>POTENTIAL CRIME GENERATORS</b>			
<b>Gangsterism</b>			
No	Name of gang or group	Crime focus	Number of individuals involved
1.			
2.			

<b>Identified syndicates</b>				
No	Name of threat or project	Crime focus	Number of individuals involved	Period of threat or project
1.				
2.				

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**List of released prisoners and parolees**

(To obtain this information, contact your nearest Correctional Services office and ask for a list of parolees in your sector)

No	Name	Registration number	Race and gender	Identity number/date of birth/age	Address	Status	Comments
1.							
2.							

**List of wanted suspects (top 10)**

No	Name	Offence	Race and gender	Identity number/date of birth/age	Address	Comments
1.						
2.						
3.						
4.						

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5.									
6.									
7.									
8.									
9.									
10.									

**Suspects arrested for drug-related crimes**

No	CAS number	Suburb	Street	Name of the accused	Identity number of the accused
1.					
2.					

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Receivers of stolen property			
No	Suspect's name	Address	Type of property
1.			
2.			

Liquor-trading premises (differentiate between all types of liquor-trading businesses, for example, shebeen, nightclub, bottle store, etc.)					
No	Name of premises	Physical address	Name of owner	Reference number of license and date issued	Crime committed on or near premises (including the CAS number)
1.					
2.					

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Second-hand dealers (swop shops/pawn shops, vehicles, metal dealers, etc.)								
No	Name of premises	Physical address	Name of owner	Identity number	Crime committed on or at premises (including the CAS number)	Premises registered (yes/no)	Traded goods	Contact number
1.								
2.								

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<b>Chop shops</b>				
No	Name of premises	Physical address	Name of owner	Crime committed on or at premises (including CAS number)
1.				
2.				

<b>Potential places for committing prostitution</b>	
No	Place/address



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<b>Entertainment arcades/Casinos</b>			
<b>Name of premises or description</b>	<b>Person in charge or manager</b>	<b>Address</b>	<b>Type of activity</b>

<b>Other criminal activity in the sector</b>			
<b>Description of crime</b>	<b>Names of individuals involved</b>	<b>Address where the crime was committed or the targeted area</b>	<b>Times when this crime is committed</b>

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New infrastructure developments ( town houses, shopping centres, residential areas, etc.)						
Area or place where new development is taking place	Contractor or person in charge of new development	Description of new development	Telephone number of contact person	Type of crimes committed in and around the new development	Size of development/units	
<b>Sector's entrance and exit routes</b>						
No	Description of routes			What crime it is used for (if applicable)		

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**Suspects' vehicle details**

No	Make	Type	Colour	Registration number	Reason why suspicious (for example, possibly involved in ATM robberies at a mall committed by three, white males armed with hand-held weapons). CAS number, if applicable

**Pension pay-out dates**

Location	Date	Comments

**Adult shops**

No	Name	Address	Contact person	Contact number

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Ports of entry (land, air and sea)			
No	Name	Contact person	Contact number
		Land	
		Air	
		Sea	

Banks				
No	Name	Address	Contact person	Contact number



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Cellular service providers				
No	Name	Address	Contact person	Contact number

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<b>Self-storage facilities</b>				
No	Name	Address	Contact person	Contact number

<b>Firearm dealers</b>				
No	Name	Address	Contact person	Contact number

<b>Fuel stations/garages</b>				
No	Name	Address	Contact person	Contact number

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<b>Railway, bus and taxi ranks</b>					
<b>No</b>	<b>Address</b>	<b>Contact person</b>	<b>Contact number</b>		
<b>Bus stops</b>					
<b>Taxi ranks</b>					



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		<b>Railway</b>	

**Vacant and empty houses/buildings per sector**

<b>No</b>	<b>Owner</b>	<b>Address</b>	<b>Description</b>

**Hostels**

<b>No</b>	<b>Name</b>	<b>Address</b>	<b>Description</b>

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**Informal settlements**

No	Name	Description

**Spaza shops**

No	Name	Contact person	Address	Contact number

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<b>Known, undocumented, foreign nationals and their businesses</b>					
<b>No</b>	<b>Name</b>	<b>Nationality</b>	<b>Business (Yes/No)</b>	<b>Address</b>	<b>Contact number</b>

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Places of substance abuse				
No	Name	Address	Substance	Contact number

Future, major events (including protest actions)					
No	Name	Address	Purpose	Contact person	Contact number



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<b>Social factors</b>	
<b>No</b>	<b>Sector</b>

<b>Economic factors</b>	
<b>No</b>	<b>Sector</b>

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<b>Access to basic services provided by local Municipality (water, electricity, sanitation, etc.)</b>	
<b>No</b>	<b>Sector</b>
	<b>Factor</b>

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**PLEASE NOTE**  
**In terms of National Instruction 3 of 2013, paragraph 8 (3) the Sector Profile must be reviewed at least quarterly to provide for changes that may occur in the demarcated sector/s.**

**SECTOR PROFILE REVIEW PAGE**

<b>N0</b>	<b>DATE REVIEWED</b>	<b>REVIEWED BY WHOM</b>	<b>INSPECTED BY AND DATE INSPECTED</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			



# ANNEXURE C



SAPS  
SAPD 594

## SOUTH AFRICAN POLICE SERVICE REPORT FOR CAPTURING INFORMATION ON SUCCESSES, OPERATIONS AND DAY TO DAY ACTIVITIES CARRIED OUT

**Operation** means a planned activity carried out over a predetermined period, according to an approved operational plan and based on information or intelligence to address a specific crime problem that exists and needs to be addressed.

**Day-to day activities** include activities carried out as part of the usual duties at station level, without an approved operational plan.

### 1. General Information

PROVINCE:

CLUSTER:

POLICE STATION:

SECTOR:

### 2. Information: Operation

#### 2.1 Operation carried out

NAME AND TYPE OF OPERATION:

OPERATION REGISTERED AND APPROVED ON OPAM SYSTEM: YES  NO

DATE AND TIME OF OPERATION :

SHIFT:

#### 2.2 Force Levels

##### 2.2.1 Internal role players

INTERNAL SAPS ROLE PLAYERS (For example: Visible Policing, Detectives, K9, Mounted, Air wing, TRT, NIU, Special Task Force)	NUMBER OF COMMISSIONED OFFICERS (Rank of Lieutenant and higher)	NUMBER OF NON-COMMISSIONED OFFICERS (Warrant Officer and lower)

##### 2.3 External Role Players

DEPARTMENT / ORGANIZATION (For example: SARS, Home Affairs, SANDF, Metropolitan Police Department, Traffic Department)	NUMBER OF PERSONS INVOLVED

<b>NUMBER OF VEHICLES</b>	
<b>OTHER EQUIPMENT USED (Specify and Total)</b> (For example: MCD, Morpho Touch)	

**2.5 Activities: Operations**

**2.5.1 Awareness Campaigns**

<b>FOCUS AREA</b>	<b>TOTAL</b>

**2.5.2 Compliance Inspections**

<b>AREA OF INSPECTION</b> (For example: Licensed liquor premises, registered liquor distributor, firearm dealer, abattoir, butchery, second-hand goods dealer. In addition, the type of premises must be specified, if applicable, for example, tavern, club, gaming premises, wine house, auctioneer, general dealer, panel beater)	<b>TOTAL</b>

**2.5.3 Other Conduct**

<b>TYPE OF CONDUCT</b> (For example: Visit, foot patrol, search, complaint / incident attended, warrant carried out)	<b>AREA WHERE IT WAS CARRIED OUT</b> (For example: Farm, urban area, home, domestic violence)	<b>TOTAL</b>

**2.6 Successes: Operations**

**2.6.1 Arrests**

**\* A-Crimes**

<b>OFFENCE</b>	<b>CAS NO</b>	<b>SAPS 14 NO</b>

**\* B-Crimes**

OFFENCE	CAS NO	SAPS 14 NO

**2.6.2 Goods / items seized**

DESCRIPTION (For example: Cannabis, Okapi, camera, shotgun, donkey. Include serial number (firearm, television, cellular phone, computer) if available)	CAS NO	SAPS 13 NO	TOTAL (firearm, knives) VOLUME (liquor in ml) WEIGHT (Cannabis in g)	VALUE (if known)

**2.6.3 Fines issued**

J534 ISSUED	TOTAL / NUMBER OF J534 ISSUED	RAND VALUE OF J534 ISSUED

**3. Day-to-day activities**

**3.1 Operations: Day to day**

**3.1.1 Awareness campaigns**

FOCUS AREA	TOTAL

**3.1.2 Compliance Inspections**

AREA OF INSPECTION (For example: Licensed liquor premises, registered liquor distributor, firearm dealer, abattoir, butchery, second-hand goods dealer. )	TOTAL


**3.1.3 Other operations / activities**

TYPE OF CONDUCT / OPERATION (For example: Visit, foot patrol, search, complaint / incident attended, warrant carried out)	AREA WHERE IT WAS CARRIED OUT (For example: Farm, urban area, home, domestic violence)	TOTAL

**3.2 Successes: Operations**

**3.2.1 Arrests**

**\* A-Crimes**

OFFENCE	CAS NO	SAPS 14 NO

**\* B-Crimes**

OFFENCE	CAS NO	SAPS 14 NO

**3.2.2 Goods / items seized**

DESCRIPTION (For example: Cannabis, Okapi, camera, shotgun, donkey. Include serial number (firearm, television, cellular phone, computer) if available)	CAS NO	SAPS 13 NO	TOTAL (firearm, knives) VOLUME (liquor in ml) WEIGHT (Cannabis in g)	VALUE (if known)


**3.6.3 Fines issued**

J534 ISSUED	TOTAL / NUMBER OF J534 ISSUED	RAND VALUE OF J534 ISSUED

**4. Certification**

**4.1 Information captured on the Report for capturing information on successes (operational member must complete report)**

It is hereby certified that the information contained in this Report, is a true reflection of the operation / activity and success achieved, and was accurately captured and it correlates with the CAS, SAPS 13, SAPS 14, J534, if applicable, and the case docket. It is further certified that all reasonable precautions have been taken to ensure the correctness and integrity of the information captured.

Persal no, Rank, Initials and Surname:

Date and Time captured:

Signature:

**4.2 Date captured (name of person who captured data)**

It is hereby certified that the data contained in this report was correctly and completely captured on the OPAM system and that it correlates with the CAS, SAPS 13, SAPS 14, J534, if applicable, and the case docket. It is further certified that all reasonable precautions have been taken to ensure the correctness and integrity of the information captured.

Persal no, Rank, Initials and Surname:

Date and Time captured:

Signature:

**4.3 Verification of information captured (name of operational commander)**

It is hereby certified that I have verified the successes captured in this report, and were correctly and fully captured on the OPAM system by the person capturing the data. It is further certified that all reasonable precautions have been taken to ensure the correctness and integrity of the information.

Persal no, Rank, Initials and Surname:

Date and Time captured:

Signature:

**Remember:**

- \* All operations carried out must first be approved by the primary / secondary / additional approver (operational commander) and must be registered on the OPAM system before the operation may be carried out.
- \* The report for capturing successes must be completed for all operations / day-to-day activities carried out.
- \* **Operations carried out:** Information contained in the report for capturing successes must be captured by the appointed person within seven (7) days on the OPAM system after the operation had been carried out, and must be filed with the approved operational plan for record keeping purposes.
- \* **Day-to-day activities:** Information contained in the report for capturing successes with day-to-day activities, must be captured on the OPAM system within four (4) days after the day-to-day activities had been carried out, and must be filed and must be available for record keeping purposes.
- \* Separate files must be opened for planned operations and day-to-day activities for record keeping and auditing purpose, and the following must be filed in the applicable files:
  - \* Hard copy of approved operational plan
  - \* Verified hard copy of the report for capturing information on successes, must be completed for the planned operations and day-to-day activity.

**5. Guidelines: Calculations and capturing**

<b>FIREARMS</b>	* Capture the total number of firearms seized / recovered and not the serial number of the firearm seized / recovered	
<b>DRUGS</b>	* Cannabis, Tik-Tik, cocaine, heroin, etc is captured in grams * Mandrax tablets are captured according to the number of tablets * Drugs are weighed before capturing and are sent to Forensic Services for analysis and confirmation. Once the Forensic report is received from Forensic Services Division, it is required that the substance, weight and total must be corrected on the OPAM system and an indication must be made in the SAPS 13, column 5.	
<b>LIQUOR</b>	* Liquor is captured in millilitres * Capture as liquor, concoction or home-brewed beer Ethanol, also called ethyl alcohol, pure alcohol, grain alcohol, or drinking alcohol, is not captured as part of liquor	
<b>CAPTURING: SAPS 13</b>	<b>EXAMPLES</b>	
<b>LIQUOR</b>	<b>RECORDING SAPS 13, COLUMN 3.1</b>	<b>CALCULATION</b>
	12 (twelve) sealed bottles x 750 ml Castle beer 17 (seventeen) sealed cans x 330 ml Castle light beer 13 (thirteen) sealed bottles x 750 ml Jameson whisky 60 (sixty) empty beer bottles 4 (four) SAB crates	$12 \times 750 \text{ ml} = 9\ 000 \text{ ml}$ $17 \times 330 \text{ ml} = 5\ 610 \text{ ml}$  $13 \times 750 \text{ ml} = 9\ 750 \text{ ml}$  <b>TOTAL VOLUME: 24 360 ml</b>
	$\frac{1}{4}$ (quarter) unsealed bottle (750 ml) Johnny Walker Black Label Whisky  $\frac{1}{2}$ (half) unsealed bottle (750 ml) Jack Daniels Whisky  $\frac{3}{4}$ (three-quarter) unsealed bottle (750 ml) Three Ships Whisky	$\frac{1}{4} \times 750 \text{ ml} = 187.5 \text{ ml} = 188 \text{ ml}$ (round off this figure)  $\frac{1}{2} \times 750 \text{ ml} = 375 \text{ ml}$  $\frac{3}{4} \times 750 \text{ ml} = 562.5 \text{ ml} = 563 \text{ ml}$ (round off) <b>TOTAL: 188 ml + 375 ml + 563 ml = 1 126 ml</b>
	1 (one) x five-litre bottle / box of Paarl wine  $\frac{1}{2}$ (half) x one-litre bottle of Bells Whisky	$5 \times 1000 \text{ ml} = 5000 \text{ ml}$ (because 1 litre = 1000 ml) $\frac{1}{2} \times 1000 \text{ ml} = 500 \text{ ml}$ <b>TOTAL: 5000 ml + 500 ml = 5 500 ml</b>
<b>DRUGS</b>	One (1) plant suspected to be Cannabis weighing 100g Twenty-one (21) tablets, each wrapped in a piece of paper, suspected to be Mandrax One (1) black plastic bag containing dry Canna-	

bis weighing 1000 g  
One (1) matchbox containing white powder  
suspected to be cocaine weighing 50 g

**ALL OTHER  
GOODS / ITEMS**

- \* Total number of goods / items seized / recovered
- \* Indicate serial number of all goods / items with serial numbers, if available
- \* Cigarettes: Sticks
- \* Money: Currency
- \* Gold: Grams

**SAPS 13, CAS /  
J534**

\* Ensure that the total, volume, weight captured correlates with the SAPS 13 entry, CAS, J534 and the case docket.

# ANNEXURE D

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## CONSTITUTION FOR THE SECTOR FORUM

### 1. NAME

- 1.1 The Name of the SECTOR FORUM shall be the “Community Police Forum”. (hereinafter referred to as the “Forum”) established subject to the provisions of Section 18-23 of South African Police Service Act, Act 68 of 1995.

### 2. BODY CORPORATE

The forum shall

- (a) Exist in its own right, separately from its members.
- (b) Continue to exist even when its membership and office bearers change;
- (c) Be able to own property and other possessions;
- (d) Be able to sue and be sued in its own name;

### 3. OBJECTIVE

The forums objectives are to:-

- 3.1 Establish and maintain a partnership between the community and the police.
- 3.2 Promote communication between the community and the police.
- 3.3 Promote co-operation between the community and the police in fulfilling the needs of the community regarding policing.
- 3.4 Improve the rendering of police services to the community at local level.
- 3.5 Improve transparency in the service and accountability of the police to the community.
- 3.6 Promote joint problem identification and problem-solving by the police and the community in relation to crime, service delivery, disorder, and poor community police relations.
- 3.7 Monitor the effectiveness and efficiency of the police.
- 3.8 Evaluate the provision of visible policing in the station area.



#### 4. RESPONSIBILITIES

- 4.1 Advise the SAPS regarding local policing priorities. Jointly identify policing priorities for presentation to the MEC for Community Safety.
- 4.2 Facilitate in resolving concerns, problems and complaints from community members regarding policing.
- 4.3 Harmonize the relationship between the police and the community.
- 4.4 Request the station commander to provide crime information analysis on policing on a quarterly basis and as when it is required.
- 4.5 Obtain regular feedback from the community about the quality of police service delivery.
- 4.6 Initiate community based crime prevention projects.
- 4.7 Inform the community about the activities of the CPF and engage them accordingly.
- 4.8 Ensure effective management of the CPF's resources.
- 4.9 Requesting enquiries into policing matters in the locality concerned.
- 4.10 Ensure the implementation of sector policing.
- 4.11 The monitoring of the effectiveness and efficiency of the Service.
- 4.12 The evaluation of the provision of visible policing priorities, including.
  - (i) The provision, and staffing of the police station
  - (ii) The reception and processing of complaints and charges.
  - (iii) The Prosecution of offenders

#### 5. COMMUNITY PARTICIPATION

- 5.1 All persons who live or work in the station area may participate in the activities and attend meetings of the CPF as prescribed in the CPF constitution.

#### 6. MEMBERSHIP

- 6.1 Membership of forum shall be open to all **bona fide** CPF Sub-Forums, CPF Sub-Sub Forums, CPF street Committees, CPF Neighbourhood-Watches and Patrol Groups, faith-based organization, none governmental organization, formal and informal business organization, and other social organizations which serve the community and interested individuals with a good standing.
- 6.2 Organizations mentioned in 6.1 and individuals shall register for membership of the forum in writing with the Station commander. All elected CPF Sub Forums, Street Committees, CPF Neighbourhood Watches, CPF Patrol Groups shall automatically be

- registered by the Station commander within seven days after their establishment.
- 6.3 The CPF may cancel membership, disestablish, disband any CPF Sub Forum and any of its structures upon realizing that such a structure is functioning contrary to the directives.
- 6.4 The Area Board may cancel membership, disestablish, disband any CPF, CPF Sub Forum and any of its structures upon realizing that such a structure is functioning contrary to the directives. The Area Board may overturn or reverse the decision of the CPF.
- 6.5 The Provincial Board may cancel membership, disestablish, disband any Area Board CPF, CPF Sub Forum and any of its structures upon realizing that such a structure is functioning contrary to the directives. The Provincial Board may overturn or reverse the decision of the Area Board and or CPF.
- 6.6 The Department of Community Safety in consultation with the Provincial Board reserves the right to deregister or register any member referred to in this section, (5.2) and disestablish, disband any Board or CPF Structure. The Department may overturn or reverse the decision of the Area Board or CPF after consultation with the Provincial Board.
- 6.7 Members must endeavour to attend all forums as directed by the CPF or as prescribed in the CPF constitution meeting.
- 6.8 The CPF forum may as far as practically possible be representative of the sub-forms.
- 6.9 Elected office bearers should be residents in the affected policing Area. The Area Board may condone participation of some individuals who might not be residents of the affected local police station area but have business within the area of the affected police station.
- 6.10 No membership fee shall be payable.

## **7. MANAGEMENT**

- 7.1 The forum shall be managed by an Executive Committee which shall be elected, and in the case of **ex officio** members, co-opted, at the every third Annual General Meeting.
- 7.2 Elected members of the Executive Committee shall serve for three year. They may be re-elected or co-opted.
- 7.3 The Executive Committee shall comprise of
- (a) A Chairperson,
  - (b) A Deputy Chairperson,

- (c) A Secretary,
- (d) A Deputy Secretary,
- (e) A Treasurer,
- (f) An Administrator, who may be a member of SAPS at the Station,
- (g) Six additional members. Each one of the six members will be allocated one of the following portfolios:- Youth Desk Coordinator, Public Relation Officer, Victim Empowerment Affairs, Project Coordinator, Criminal Justice System Coordinator, School Safety Coordinator.
- (h) The Station commander, Head of Crime Prevention, Head of Detectives, Head of Communications, Head of Crime Intelligence, Head of Client Service Centre, shall be **ex officio** members.

7.4 The Executive Committee has the right to establish an ad-hoc committee to perform specific duties for a period to be determined by the Executive. If an office bearer of the Executive is absent without a valid apology for three consecutive meetings, the seat will automatically become vacant, and filled by following the usual election procedure.

7.5 The executive committee has the right to co-opt persons to:

- (a) serve on a committee for such a period as the committee may determine;
- (b) attend a particular meeting of a committee , or
- (c) take part in the consideration by a committee of a particular issue.

7.6 A person co-opted in terms of the above clause shall serve on the committee in question or attend meeting in an advisory capacity and shall not be entitled to vote.

7.7 The Executive Committee shall ensure that proper minutes and records of all meeting are kept.

7.8 The Executive Committee shall be responsible for the day to day running of the forum.

## 8. ELECTION OF A CPF EXECUTIVE COMMITTEE

8.1 The Executive of a CPF shall be elected at its third annual general meeting.

8.2 Nominations of candidates who stand for elections shall be requested in the election meeting and only all elected members of the CPF sub forums shall qualify to stand for nominations and to be elected into the CPF Executive.

8.3 Members attending the election meeting may also nominate from the floor by a show of hand on the day of the elections.

8.4 The elections shall be held on or before the 30 April of every third year.

- 8.5 Nominees shall be members of the CPF sub-forums and persons with good standing in the community.
- 8.6 The Station commander shall be the Election Officer.
- 8.7 The relevant Area Community Police Board shall monitor the election process.

## **9. VOTING RIGHTS**

- 9.1 Each CPF member shall have one vote at all meetings.
- 9.2 In the event of a deadlock, the Chairperson will have a casting vote.

## **10. VOTING PROCEDURE**

- 10.1 Voting in the general forum meetings shall be by a show of hands.
- 10.2 Voting during the election of the Executive Committee of the CPF and Boards shall be through secret ballot. There shall be three nominees for each top five executive members. Each nominee must at least be seconded by one hand in order to qualify as a candidate.

Votes shall be counted and results be announced during the AGM. There shall be ten nominees for Six additional executive positions and each nominee must be seconded by one hand in order to qualify as a candidate. The Candidates with the highest votes will be voted into office.

In case of CPF sub Forums there shall be three nominees for each top four executive position. Each nominee must be seconded by one hand in order to qualify as a candidate. Each of the Six additional members shall after being nominated, be seconded by a show of at least ten hands in order to qualify as a member of the sub forum executive.

The Station, Area and Province shall keep election process record and send the election results to the MEC.

- 10.3 Voting in the Executive Committee shall be by show of hands.
- 10.4 Voting during the election of the Sub-forum and Sub-sub Forums shall be by a show of hands.

## **11. MEETINGS**

### **11.1 ANNUAL GENERAL MEETING (AGM)**

- 11.1.1 An Annual General Meeting shall be called on or before the 31<sup>st</sup> of April of every year to, amongst other business:

- (a) Discuss the Annual Report presented by the Executive Committee.
- (b) Discuss and draft resolutions on matters pertaining to the objectives of community.
- (c) Every third year, elect an Executive Committee.

11.1.2 The community shall be notified of the date, time, venue and agenda of an AGM by public notice at the Police Station and / or Community Centre (and by other means where available) at least one month prior to the meeting.

11.1.3 The election meeting shall be attended by elected executives of each CPF sub-forum, current CPF Executive who shall all qualify to stand for elections.

11.1.4 Each sub-forum will by the end of each month submit a report consisting of the chairman's report, minutes of meetings and a financial report (including bank statements if applicable) respective for that particular month.

## **11.2 SPECIAL CPF BROADER FORUM MEETINGS**

11.2.1 The Executive Committee may instruct the Secretary to convene a special CPF Broader forum meeting to discuss and rule on special matters.

11.2.2 The Secretary shall on written request from at least two thirds of the membership, call a special broader forum meeting to discuss and rule on issues stated clearly in writing by the members concerned. Notice of such a meeting shall be given to members at least fourteen days in advance.

## **11.3 CPF BROADER FORUM AND PUBLIC MEETINGS**

11.3.1 The Executive committee shall convene CPF broader forum meetings at least on a monthly basis.

11.3.2 The Executive Committee shall apart from its ordinary broader forum meetings convene CPF mass meetings on a half yearly basis open to the general public. These meetings may as well be organized as when it is required by the Executive but not less than twice a year.

## **11.4 EXECUTIVE COMMITTEE MEETINGS**

11.4.1 The Executive Committee of the Station CPF sub forums shall convene monthly meetings. In addition, they may convene meetings as and when they deem it necessary.

## **12. QUORUM**

### **12.1 Annual CPF general Meetings and Broader Forums**

- 12.1.1 At least 50% plus (1) of all sub forums of the forum shall be present at an annual general meeting of broader forum meeting to constitute a quorum.
- 12.1.2 If a quorum is not attained at the convening of a scheduled annual general meeting or broader forum, the meeting shall adjourn for at least thirty minutes, where after if the quorum is still not attained, the meeting shall be re-scheduled to a date not exceeding fourteen (14) days later.
- 12.1.3 The notice of the re-scheduled meeting shall be issued by the Secretary of the Executive Committee within five (5) days from the date of the adjourned meeting.
- 12.1.4 At the re-scheduled meeting, if no quorum is present, the meeting shall continue provided a record of the Notice is presented by the Secretary and confirmed by the members present.

## **12.2 EXECUTIVE COMMITTEE MEETINGS**

- 12.2.1 At least 50% plus one (1) of the Executive Committee members present at an Executive Committee meeting of the CPF and Sub forum shall constitute a quorum.
- 12.2.2 If quorum is not attained at the convening of a scheduled Executive Committee meeting, the meeting shall adjourn for at least thirty minutes. Where after if the quorum is still not attained the meeting shall be re-scheduled to a date not exceeding fourteen (14) days later.
- 12.2.3 The Notice of the re-scheduled meeting shall be issued by the Secretary of the Executive Committee within five (5) days from the date of the adjourned meeting.
- 12.2.4 At the re-scheduled meeting, if no quorum is present the meeting shall continue provided a record of the Notice is presented by the Secretary and confirmed by the members present.

## **13. FINANCIAL ADMINISTRATION**

- 13.1 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.
- 13.2 No person may keep funds received by the forum in his or her personal control.
- 13.3 Prior approval must be obtained from the Executive Committee for all expenditure.
- 13.4 Receipts must be obtained from the expenditure and timeously submitted to the treasurer.

- 13.5 The Station commander shall at all times be a signatory to any financial transaction.
- 13.6 An acceptable set of financial records shall be maintained by the designated person and shall be available to any member on request.
- 13.7 The Treasures shall table a financial report at each monthly Executive Committee meeting and at the CPF broader forum meetings.
- 13.8 The year end financial statements of the forum shall be independently audited and shall form part of the annual report.
- 13.9 Each sub-forum shall submit, at least ten days before the monthly meeting of the forum, a financial report on behalf of the sub-forum for that particular month.

#### **14. DUTIES OF THE EXECUTIVE COMMITTEE**

- 14.1 To play a leading role in the promotion, development and implementation of community policing in the stations area.
- 14.2 To maintain efficient control over the forum and its members.
- 14.3 To appoint at its own discretion sub-committees, co-opt members to serve on these sub-committees, direct issues and allocate tasks to these sub-committees.
- 14.4 To ensure that the CPF and its substructures adheres to policy.

#### **15. DUTIES OF OFFICE BEARERS.**

##### **15.1 Duties of the Chairperson**

- 15.1.1 Ensure execution of all decisions of the Executive Committee
- 15.1.2 Preside over meeting of the forum
- 15.1.3 Serve as a member of the Area Board and attend the SCCF.
- 15.1.4 Report regularly on the functioning of the CPF to the Area Board and provide feedback from the Area Board to the CPF.
- 15.1.5 Present reports on the work of the forum at all meetings.
- 15.1.6 Supervise all work of the forum in conformity with this constitution, the relevant legislation and procedures agreed upon by the forum.
- 15.1.7 Coordinate Civilian oversight programmes.
- 15.1.8 Be responsible for communication.

##### **15.2 Duties of the Deputy Chairperson**

- 15.2.1 In the Chairperson's absence, the Deputy Chairperson shall assume all functions of the Chairperson.
- 15.2.2 In the absence of both the Chairperson and the Deputy Chairperson the Executive Committee shall nominate one of their members to preside at such a meeting.
- 15.2.3 The Deputy Chairperson shall be responsible for the coordination of the training and capacity building of building matters for CPF members.
- 15.2.4 Coordinate civilian oversight programmes.

### **15.3 Duties of the Secretary**

- 15.3.1 Take minutes in accordance with the provisions of this constitution.
- 15.3.2 Receive and dispatch correspondence to and from the forum.
- 15.3.3 Arrange all meetings.
- 15.3.4 Ensure the safekeeping of all official documents of the forum other than financial records, unless the post of Secretary is combined with that of Administrator.
- 15.3.5 Perform all other duties usually associated with the office of Secretary.
- 15.3.6 Further the interest of the forum as instructed by the Executive Committee.

### **15.4 Duties of the Deputy Secretary**

- 15.4.1 Be responsible for the finances of the forum and ensure strict compliance with the relevant financial policies.
- 15.5.2 Together with another designated member of the forum and the Station Commissioner, operate a banking account on behalf of the forum.
- 15.5.3 Keep books of account and other records necessary to clearly reflect the financial position of the forum, which should include assets belonging to the forum.
- 15.5.4 Table a financial report at every CPF general meeting, and an annual financial report and budget at every annual general meeting.

### **15.6 Administrator**

- 15.6.1 Assist the secretary in the execution of his / her duties.
- 15.6.2 Receive and dispatch information and correspondence to and from the CPF
- 15.6.3 Arrange all meetings as required by the Secretary.
- 15.6.4 Ensure the safekeeping of all official documents, financial records and assets of the CPF.



15.6.5 Perform such administrative functions as may be determined by the Executive Committee.

## **15.7 Additional Members**

15.7.1 The additional members shall perform such functions as directed by their portfolios, policy and as the Executive Committee may decide.

## **CODE OF CONDUCT**

- 1.1 All members of the FORUM, including all registered organizations, must conduct themselves in an ethical and proper manner.
- 1.2 All members must exhibit mutual understanding on a cross-cultural level and act maturely, diplomatically and in a civilized way
- 1.3 Members must refrain from promoting party politics, any business concerns or religious views when dealing with FORUM matters.
- 1.4 Members of the FORUM must address members of the South African Police Service, Metro Police Service and Law Enforcement Agencies by their ranks.
- 1.5 Members must refrain from using abusive, racist or sexist remarks.
- 1.6 No member shall misuse the resources of the FORUM
- 1.7 No member shall participate in the activities of the FORUM if found to be under the influence of any illegal substance, drugs or alcohol.
- 1.8 All members of the FORUM must declare any conflict of interest and must excuse themselves from any decision or vote on a matter in which there is a conflict of interest, financially or otherwise;
- 1.9 No member shall engage in any conduct which may bring the FORUM into disrepute.
- 1.10 The Chairman and all the other members of the executive committee of the FORUM must report on their activities related to the FORUM since the date of the last meeting;
- 1.11 No member of the FORUM should allow himself to be recruited or be registered as an informer for the Service or any other party.
- 1.12 Sector Form and Neighbourhood Watches may adopt their own Codes of Conduct, but these should not be in conflict with the determinations of this Constitution;

# ANNEXURE E

Annexure E

## CERTIFICATE

**QUARTERLY REPORT:** \_\_\_\_\_ (Indicate quarter): **STATUS:**  
**IMPLEMENTATION OF SECTOR POLICING: PROVINCE OR CLUSTER OR POLICE**  
**STATION** (Indicate province, cluster or police station depending of level who submits  
certificate)

I \_\_\_\_\_ (Rank, Initials and Surname) hereby certify  
that the information in respect of the status of the implementation of Sector Policing  
in/at \_\_\_\_\_ (mention province, cluster – mention all the police  
stations or police station) was verified, is accurate, valid and reliable, and is a true  
reflection of the status on the implementation of Sector Policing.

\_\_\_\_\_  
**SIGNATURE**

**DATE:** \_\_\_\_\_

### Take Note

- \* Provincial Commissioner will submit certificate to the Divisional Commissioner: Visible Policing
- \* Cluster Commander will submit certificate to the Provincial Commissioner
- \* Station Commander will submit certificate to the Cluster Commander
  
- The certificate must be signed by the Provincial Commissioner, Cluster Commander or Station Commander respectively
- Copy of signed certificate must be available for audit purposes

# ANNEXURE F

G.P.-S 002-0222

SAPS 21

**SUID-AFRIKAANSE POLISIEDIENS**



**SOUTH AFRICAN POLICE SERVICE**

**Posbus/Post Office Box**

Reference:	Persal number of member
Enquiries:	
Telefoon:	
Telephone:	
Faksnommer:	
Fax number:	

**STATION COMMANDER  
POLICE STATION**

Persal Number, Rank, Initials and Surname

**APPOINTMENT OF SECTOR COMMANDER: SAPS NAME POLICE STATION**

1. After consultation and emanating from an interview with yourself on **date**, it was decided that you will be appointed in the following position:

Sector Commander of sector/s number/s: \_\_\_\_\_

2. The following functions and responsibilities are applicable to your post as sector commander:
  - 2.1 coordinate all policing activities in the demarcated sector(s) in consultation with your commander at police station level.
  - 2.2 initiate, develop and implement crime prevention partnership programmes and projects in the demarcated sector(s) in cooperation with your commander based on specific identified community needs.
  - 2.3 interact with the community in order to ensure participation in crime prevention initiatives in the demarcated sector(s);
  - 2.4 compile and maintain the profile of the sector(s);
  - 2.5 facilitate the establishment and functioning of a sector forum;
  - 2.6 attend sector forum meetings in the demarcated sector(s) which relate —
    - to crime prevention and social issues affecting the community;
    - identify community needs and concerns at sector level; and
    - provide information with the assistance of the liaison team at the meeting on crime tendencies in the sector and propose measures to address these tendencies; and

Persal number of member: APPOINTMENT OF SECTOR COMMANDER: SAPS NAME POLICE STATION

- 2.7 facilitate the development and implementation of crime prevention operations to address specific identified crime trends and problems in the demarcated sector(s) in consultation with your commander at police station level.

**RANK**  
**STATION COMMANDER: SAPS**  
**INITIALS AND SURNAME**

Date:

## ANNEXURE G

PROVINCE									
Cluster	Police Station	Total number of							Classification of police station (urban, urban/rural or rural)
		Sectors (two or more sectors)	Sector Commander(s)	Sector Profiles compiled for each sector	Sector Forums established or existing community structures used to support community interaction and participation in crime prevention initiatives (community structures such as watch structures, school committees, rate payers association committees, farmer or farm worker associations, religious forums, business forums, tribal councils)	Did the police station comply with the following directives to ensure the effective deployment of resources? NI 3/2013 and SO(General) 256 (refer to the attached monitoring checklist)  yes/no	Operational members, including reservists in all sectors	Vehicles allocated to all sectors	