



Western Cape
Government

Neighbourhood Safety Watch

Learner Guide 2018



Community Safety
Improvement Partnership

Contents

Section 1: Provincial Strategic Goal 3	4
Achieving the objectives of PSG 3	4
Section 2: Being a neighbourhood watch member	8
What does it mean to be a member and an active citizen?	8
My rights	9
Things I need to know	14
Creating safety and awareness in the community	18
Section 3: Laying the foundations for a safe neighbourhood	23
The foundations of a safe neighbourhood	23
Is our neighbourhood going down the drain?	24
Mapping the neighbourhood	25
Section 4: Place management	30
What is place management?	30
An in-depth look at your neighbourhood	31
Finding root causes and devising action plans	33
Section 5: Neighbourhood Watch Code of Conduct	38
Purpose of a code of conduct	38
The Neighbourhood Watch Member Code of Conduct	40
Section 6: Practical skills	43
Crime scene management	43
Incident reporting	45
Section 7: Section 6 of WCCSA (Standards for Accreditation)	48
Standards for activities	49
Renewal of accreditation	51
Provision of funding, resources and training	51
Reporting	53

Section 1:

Introducing Provincial Strategic Goal 3

Learning objectives for this section:

- Introducing and understanding Provincial Strategic Goal 3 (PSG 3)

Did you know?

The Western Cape Government's PSG 3 is to **make every community in the province a safe place to live, work, and learn.**

The theme of PSG 3 is to "increase wellness, safety and reduce social ills".

How will the Department of Community Safety achieve this objective?

- Promoting professional policing through effective oversight
- Ensuring the safety of all public buildings and spaces
- Facilitating safety partnerships and programmes
- Building greater safety and security organisational resilience

This approach means that everybody should think about the **contribution we make to improving safety** (as parents, citizens, workers, colleagues, etc.). We need to do this whilst respecting the roles of other individuals and organisations. This is how we lay the foundation for effective partnerships.

Neighbourhood watches are mechanisms for **mobilising local knowledge to improve safety** in local communities. The Western Cape Government (WCG) would like to encourage communities to help themselves by assisting to establish and providing support to neighbourhood watch groups.



Something to think about and discuss

1. Did you know that the WCG has strategic objectives and specific goals to ensure that they achieve these objectives?
2. Do you feel that the objectives below are important for your community?

My notes:

PSG 3 offers some basic principles which can be helpful in guiding our attention to the things we can change, and how we need to think in order to do so. These things are:

Focusing on the future, not the past means:

- Focus on making the future better, not trying to 'fix' the past.
- Don't ask **'Who is to blame?'** Rather ask: **'What made it possible for this to happen?'**
- And **"What can be done to make this less likely to happen again?"**



Focusing on opportunities means:

- Reducing opportunities for harmful acts makes these acts less likely to occur.
- Look for opportunities that encourage positive actions and attitudes.

Thinking issue-based collaboration ("whole-of-society") means:

- The best solution to a problem is found by bringing people or agencies who know and understand the circumstances surrounding the problem together.
- Depending on the problem we face, collaboration could include anyone from a homeless person, to the Mayor or the President.



Caution!

A 'whole-of-society' approach does **not** mean you should just hold a meeting and invite everyone you know. You need to focus on an issue and the actions that will solve the problem.

To create and manage **safe and liveable public spaces**, you need a flexible and comprehensive 'toolbox'.

For example, think of problem-solving and prevention, not just reaction and punishment.



Something to think about and discuss

1. Work with a partner or a team from your community.
2. Think of a safety or security problem in your community e.g. 'the local primary school is vandalised every school holiday'.
3. Now use the 'thinking' guidelines of PSG3 to discuss and comment on ways your community could tackle this challenge.
4. Remember that the guidelines are:
 - Focus on the future, not the past
 - Focus on opportunities
 - Think issue-based collaboration (whole-of-society)
 - Different problems and opportunities require different solutions

Our community issue:

How we will make sure that we focus on the future and not the past when trying to solve this problem...

How we will make sure to use a whole-of-society and issue-based collaboration approach to work on this problem... (clue: who would you invite to meetings?)

How will you make sure that you use a full toolbox of ideas to try and solve the problem, rather than just using the same old techniques and methods you know or have already tried in the past?



Progress Check

It is important to make sure you stay on track with learning. Please take a moment to check your own understanding. Do not hesitate to ask for help or to list questions you may have.

<i>Learning outcome</i>	<i>I know and understand this</i>	<i>Questions I still want to ask</i>
I know what the goal and objectives of PSG 3 are.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I understand how PSG3 guides my thinking when solving problems in my community.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2:

Being a neighbourhood watch member

Learning objectives for this section:

- Understanding what it means to be a neighbourhood watch member and an active citizen
- Listing the things that a neighbourhood watch member should know
- Understanding the benefit of a neighbourhood watch group
- Knowing and understanding ways to create safety awareness in communities

What does it mean to be a neighbourhood watch member and an active citizen?

Being a member of a neighbourhood watch group does not give a person any special rights or privileges. Instead, being a member means that you have the added responsibility of being a good role model. This means that you must be a responsible and law-abiding citizen.



Something to think about and discuss

1. Think of someone you consider to be a 'good', 'proud' and 'patriotic' South African citizen. How does that person behave in their daily life as a citizen?
2. Good citizens know that they have rights and responsibilities under the Constitution of South Africa. List a 'right' that all citizens in South Africa have.
3. Now discuss with a partner what you think the associated responsibilities of citizens are in terms of this right. Write down your thoughts.

My notes:

An active citizen can take part in delivering services which are needed in practical ways such as: voicing your opinions and participating in the fight against crime.

You can prevent crime by ensuring your own safety, e.g. not walking alone at night in areas that are not well lit.

You can also help prevent crime by being observant and reporting any suspicious looking persons or activities to the SAPS.

If all citizens in a community stand together, crime will drop, and we will have healthier and happier communities with fewer incidences of violence and xenophobia.

What are my rights?

All of our rights and responsibilities can be found in the Constitution of South Africa. It applies to all citizens and residents equally. Note that even if someone is only visiting as a tourist, it also applies to them.

It is important that we read and understand the Constitution of South Africa and the human rights it supports.



Read and understand

Below are some extracts and summaries from the Constitution. Read each section carefully and then write notes in response to the questions or prompts below each section.

From Chapter 2 of the Constitution – human rights
Section 10 – Human Dignity
‘Everyone has inherent dignity and the right to have their dignity respected’.

What does that mean to you personally?



Read and understand

Section 14 – Privacy

Everyone has the right to privacy, which includes the right to not have

- a. their person or home searched;**
- b. their property searched;**
- c. their possessions seized; or**
- d. the privacy of their communications infringed**

Have you ever felt that your right to privacy was violated?

How could you act within your home to show people that you respect their right to privacy?



Read and understand

Section 25 – Property

No one may be deprived of property except in terms of law of general application, and no law may permit arbitrary deprivation of property.

What are your personal thoughts and feelings about the topic of land ownership in South Africa?



Read and understand

Section 35 – Arrested, Detained and Accused persons

(3) Every accused person has the right to a fair trial, which includes the right (h) to be presumed innocent.

(5) Evidence obtained in a manner that violates any right in the Bill of Rights must be excluded if the admission of that evidence would render the trial unfair or otherwise be detrimental to the administration of justice.

How do you think you would feel if you were unfairly arrested?

How would you make sure that other members of your community are not unfairly arrested as a consequence of your reports from patrols of neighbourhood watch?

All these extracts from the Constitution are about protecting the rights and dignity of individuals. Sometimes, it is necessary to limit the rights of certain individuals for the protection of society. This means that people like criminals would go to prison where they are deprived of their freedom in very basic ways.

What the Constitution says about the limitation of people’s rights.



Read and understand

Section 36 - ‘Limitation of Rights’:

“(1) The rights in the Bill of Rights may be limited only in terms of law of general application to the extent that the limitation is reasonable and justifiable in an open and democratic society based on human rights, equality and freedom, considering all relevant factors”

In other words, we must have very good reasons for doing anything that injures a person's freedom or dignity, or else we will be behaving unlawfully.

Why is it important for neighbourhood watch members to know about this?

Neighbourhood watch patrols support law enforcement bodies such as the SAPS or the Metro Police.

The SAPS and Metro Police officers are "peace officers". There are also other types of people who are considered peace officers, e.g. magistrates, some correctional officials, and other persons who have been explicitly and lawfully designated as PEACE officers. (They have been appointed under law).



Neighbourhood watch members are considered private persons and are not appointed as peace officers. However, under specific circumstances, they are allowed to arrest people without a warrant.

The law says:

Who commits or attempts to commit in his/her presence, or whom he/she reasonably suspects of having committed an offence referred to in Schedule 1 (*serious offences –see Appendix*);

Whom he/she reasonably believes to have committed any offence and to be escaping from and to be freshly pursued by a person whom such private person believes to have authority to arrest that person for that offence (in other words, you may help to catch and arrest any person who is escaping from the police or other law enforcement officers);

When he/she is by law authorised to arrest without warrant in respect of any offence specified in that law (in other words, only if you as a private person have officially been given the right to arrest without warrant). *Criminal Procedure Act Section 42 (1)*.

Also,

The owner, lawful occupier or person in charge of property on or in respect of which a person is found committing an offence, and any person authorised thereto by such owner, occupier or person in charge



Caution!

Even if you do qualify in any of the above ways to effect arrests as a private person, this power must be exercised with very great caution.



Remember this!

Use of force in effecting arrest

The same limitations apply to the use of force in effecting an arrest. Some degree of force may at times be used while making an arrest, but only if there are no other reasonable means available; and even in that case, the degree of force must be kept to a minimum.

What does a community neighbourhood watch member need to know?



Something to think about and discuss

As a member of neighbourhood watch, you will need to know and do specific things.

Look at the checklist below and discuss your thoughts and feelings around this checklist with a partner.

1. How to look at familiar things and places and see them in a new way
2. How to identify opportunities for bad things to happen before they happen
3. How to identify opportunities for good things to happen and help them happen
4. How to develop an integrated safety plan for your neighbourhood
5. How to identify all the potential resources in your community
6. How to enrol other people and organisations in the process of finding solutions and creating safety.
7. How to listen with full and respectful attention
8. How to keep a reliable and useful record of your decisions and your activities.
9. How to communicate effectively with your community and with other organisations and agencies
10. What your rights, your powers and your limitations are as a citizen.

My notes:

<p>1. How to look at familiar things and places and see them in a new way.</p>	<p>We get used to our neighbourhoods and we start taking the way they are for granted. But our neighbourhoods are full of 'signs' – what are they telling us?</p>
<p>2. How to identify opportunities for bad things to happen before they happen.</p>	<p>A simple example of an opportunity for bad things to happen:</p> <ul style="list-style-type: none">• street lights are broken, making it dangerous to walk at night; or• the names of streets are missing, making it easy for visitors to get lost.
<p>3. How to identify opportunities for good things to happen and help them happen.</p>	<p>For example: <i>A vacant piece of land is used as a dumping site and meeting place for drug dealers and buyers.</i></p> <p>What else could it be used for? Who could help you change it into something positive?</p>
<p>4. How to develop an integrated safety plan for your neighbourhood.</p>	<p>When you are able to read the signs and identify opportunities for good or bad, you start thinking about ways to make your future better.</p> <p>If you are an active citizen and you cooperate with partners such as the SAPS who respect your knowledge and experience, they will be interested in your suggestions to devise an integrated safety plan.</p>

<p>5. How to identify all the potential resources in your community.</p>	<p>Ask yourself questions like:</p> <ul style="list-style-type: none"> • Who are the people who know something useful about your neighbourhood? • What special kinds of knowledge can a neighbourhood watch group use to make the neighbourhood a safe and liveable place? • How many people in your community are sitting at home without a job, feeling frustrated when their skills could be used for building the community?
<p>6. How to enrol other people and organisations in the process of finding solutions and creating safety.</p>	<p>Every individual has a point of view, and every organisation has its own role to play. Sometimes you will be able to make plans and solve problems without consulting anyone else, but that is unusual.</p> <p>When there is an issue to be resolved, think carefully about what kind of knowledge and experience is needed to solve the issue. Then, think about who needs to be brought in as stakeholders or partners to help.</p> <p>Remember, you are not in competition with other people. We are all fighting crime together. It is a good thing to ask other people, organisations and agencies for help. Different people and organisations have different strengths, resources and expertise. It is important to respect what others can offer to build a safe and liveable neighbourhood.</p>
<p>7. How to listen with full and respectful attention.</p>	<p>Disagreements between people are normal and natural, but they can quickly turn into conflict situations.</p> <p>If conflicts aren't resolved quickly, they can cause violence harm to people and property.</p> <p>There are simple ways of helping people in conflict to find peaceful solutions before they get to the point of violence.</p> <p>Neighbourhood watch members can request training in dispute resolution once the neighbourhood watch is well established and recognised as a trustworthy organisation.</p>

<p>8. How to keep a reliable and useful record of your decisions and your activities.</p>	<p>You will be responding to a wide variety of issues. Some may be more challenging to deal with than others.</p> <p>It is important to keep clear daily records that are updated regularly.</p> <p>This allows you to track the progress of every intervention (who, what, where and when) and to build up a database of stories and examples that you can refer to when new members join the neighbourhood watch.</p>
<p>9. How to communicate effectively with your community and with other organisations and agencies.</p>	<p>Keeping clear and reliable records allows you to report back to your community regularly in a credible and useful way.</p> <p>Your neighbours will appreciate hearing from you and will be more likely to help you.</p> <p>There are also other organisations who would find your reports useful.</p>
<p>10. What your rights, your powers and your limitations are as a citizen.</p>	<p>The Constitution of South Africa (Chapter 2, section 5) says that civilians may <i>not</i> search premises, seize property or arrest persons.</p> <p><i>'unless such action is reasonable and justifiable in an open and democratic society based on human dignity, equality and freedom'.</i></p> <p>The most important rights you have as a neighbourhood watch member, are:</p> <ul style="list-style-type: none"> • freedom of speech • freedom of movement <p>Being an active member of a neighbourhood watch allows you to use those freedoms to improve the quality of life in your community.</p>

Creating safety and awareness in the community

The role of a neighbourhood watch group is to create awareness amongst residents about criminal actions.

They should know what to be on the lookout for, how to monitor unpleasant behaviour and how to report issues.

This will immediately produce results and increase the levels of safety for the community.

It is important that neighbourhood watch members are trained in fire awareness and know what to do when they encounter different types of fires.

There are several ways in which the community can make sure that they are safe at home, in their cars and in the streets.

Safety tips for the home

- Secure windows with burglar proofing.
- Secure doors with security gates.
- Do not leave windows open when you are not home or sleeping.
- Ensure that the home is well lit with security lighting.
- Install good quality locks.
- Ensure good access control to your home (gates, peepholes or intercom systems).
- Do not leave keys in the garden, under the mat or on a ledge.
- Do not label keys with address or contact details.
- Do not give duplicate keys to domestic workers, contractors or strangers.
- Do not leave keys in the lock or within easy reach of a window.



My own ideas to make my home safer and more secure:

Safety tips in the street

- Leave valuable property such as jewellery and rings at home (locked up) when you go out.
- Never carry large sums of money.
- Don't walk alone in dark places.
- Carry handbags with the strap over your shoulder and the bag held tightly against your body.
- Carry your purse or wallet in an inner pocket and never a back pocket.
- Use shop windows as mirrors to spot persons following closely behind you. Stop suddenly with your back to the window or wall thus forcing them to walk ahead of you.
- Be aware of potential danger at all times. Walk briskly and purposefully so as not to appear an easy target.
- Avoid a crowd on pavements and make a wide detour around such, rather walk through it.
- Should you draw money at a bank or ATM, put the money away safely before walking out onto the pavement. A bundle of keys, a sharp umbrella point, a ballpoint pen or pepper spray can be effectively used for self-defence.



My own ideas for safer streets:



Progress Check

It is important to make sure that you stay on track with learning. Please take a moment to check your own understanding.

Do not hesitate to ask for help or to list questions you may have.

<i>Learning outcome</i>	<i>I know and understand this</i>	<i>Questions I still want to ask</i>
I understand what it means to be a neighbourhood watch member and an active citizen.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I can list the things that a neighbourhood watch member should know.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I understand the benefit of a neighbourhood watch.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I know and understand ways to create safety awareness in communities.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 3:

Laying the foundations for a safe neighbourhood

Learning objectives for this section:

- Understanding what is meant by the ‘foundations’ of a safe neighbourhood
- Recognising decline and decay in the wellbeing of your neighbourhood
- Understanding community mapping

The foundations of a safe neighbourhood

To understand what a safe neighbourhood is, we need to think about some foundational concepts and ask ourselves some key questions.

1. What is the purpose of a neighbourhood watch?	Working in a neighbourhood watch structure will help make the community a safer place.
2. What do we mean by ‘a safer place’?	A place where we feel we can live, work and play in peace and safety.
3. What is the greatest strength that we bring to this work?	Our knowledge of our own neighbourhood and its people and history, as well as our combined commitment to their safety.
4. How do we use our local knowledge to build neighbourhood safety?	There are as many ways of making or keeping our neighbourhood safe as there are people in our neighbourhood. Individuals have different interests, talents and strengths. By knowing these, we can work with our community.
5. Can we do this work on our own?	No, we need all the help we can get – neighbours, NGOs, churches, SAPS, municipal services, community police forums, schools, etc. Not all at once, of course, but we must get to know who they are for when we need them. The more we know about other people’s strengths, the more useful we can be as partners.

Is our neighbourhood going down the drain?

Some neighbourhoods are in a worse state than others; more unsafe and more depressed.

Let's look for some of the simple signs or 'markers' that make people feel uneasy or unsafe in such places.

Here are some of the signs:

- litter in the street
- faded road markings
- missing drain covers
- street names removed
- blocked drains and leaks
- buildings in a state of disrepair
- broken windows on buildings
- gang markings and "graffiti"
- broken bottles and glass in areas where children play



If it looks like a place where no one cares, then anything can happen.

Some people will say that these things are "small", and that you cannot judge neighbourhoods by the way they look. If community members don't take pride in their spaces, by keeping it clean and tidy, they are normally also not concerned if the following happens:

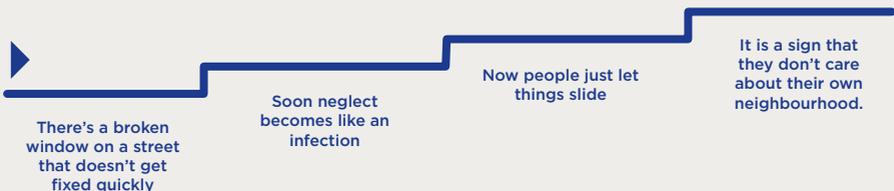


... and so the cycle continues until gangsters and opportunists rule the public spaces of the neighbourhood, residents stay at home, visitors are afraid, children bunk school, businesses close and jobs disappear.

Did you know?

Identifying and thinking about this process of step-by-step decay and deterioration is known as the broken window theory.

The theory assumes that:



Mapping the neighbourhood

Community mapping is useful in helping us understand how different members of a community see and experience the space and context they live in.

Community mapping helps us identify the strengths and weaknesses of a community and think of suggestions to improve how the community works, both spatially and socially.

Definition

Spatially means existing or occurring in a space or geographical area; living in a specific space or area and what happens in it.

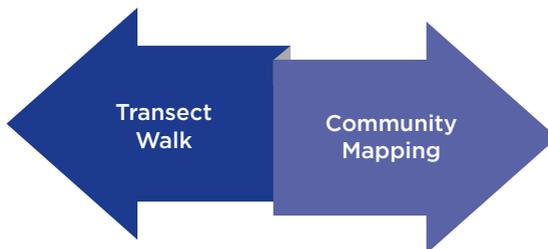
Socially means being in the company of others, especially for pleasure; the interaction of the individual and the group, or the welfare of human beings as members of society.

Maps are visual representations of geographic information. They can show information such as schools, roads, churches, clinics, police stations and where taverns or water points are in an informal settlement. Community maps also help show important information about how space is used. Sometimes if you look at a space to map it, you have a chance to visualise a better future, or to understand something from a different point of view.

We can start this process by looking closely at the places that we know best and where we want to make the biggest difference.

Making our own maps can help to bring out important information about a space, or to understand something about the place by having an overview.

There are two useful processes that can help you understand a neighbourhood better:



Transect walk

A transect walk, is a walk along a fixed path through a community, village or area to observe and learn more about the people, surroundings, and activities. It is usually carried out early in the community entry process to get an overall view of the community.

Why is it useful?

A transect walk can provide you with first-hand knowledge of:

**the surroundings,
e.g. farming crops,
housing and
sanitation, electricity**

**what is happening in
the community, e.g.
street markets, shops,
sports and recreation**

**how people interact
with one another, e.g.
the different roles
played by men, women,
children, people
with disabilities**

**how things work in the
community, e.g. trans-
port, health and social
services, jobs; social,
cultural and religious
activities**

**important issues such
as street children,
gangsterism,
unemployment,
domestic violence**

How to do a transect walk

1. Select the specific community or neighbourhood you want to map.
2. Divide the large group into smaller groups or pairs.
3. Send each group or pair in a different direction.
4. Before they go, tell them that the purpose of the walk is to observe the following in an unbiased way:
 - 4.1. Record the physical features of what you see on your route e.g. roads, houses, parks etc.
 - 4.2. Look for specific community gathering points e.g. taverns, churches, bus stops.
 - 4.3. Look for specific community activities that may create opportunities for neglect, decay or crime e.g. broken street lights or a known gangster's house (we refer to this as 'dry grass' or risks).
 - 4.4. Look for specific community activities or spaces that can be used to build the community or prevent crime from happening e.g. a community hall where children can be safe to do their homework (we refer to this as 'green grass' or opportunities).
5. The people of the neighbourhood watch who are taking part in the walk should walk together but should be quiet and just reflect and take notes on what they see. They should NOT discuss it as they walk. Remind them to look out for 'green grass' and 'dry grass'.
6. Carefully record what you see and what is happening as you walk through the community.

7. Before taking photographs, remember to ask permission.
8. The next step is for all the pairs or groups to contribute to a community map.
9. Ideally, this exercise should be repeated multiple times at different times of the day.

Community mapping

Adapted from: Tools Together Now! International HIV/AIDS Alliance, www.aidsalliance.org

What is it?

Community mapping involves drawing a map that shows important places in a community – for example, churches or temples, markets, health services, schools, bars, places where people meet, places where people socialise, and so on.

Why use it?

Community mapping is useful to:

identify which places (and people) are important in the community and why

explore people's concerns about their communities and what they would like to change

identify services and resources available in a community, and gaps in services

highlight different groups' views. For example, a group of young people might draw different things on a map of the same area compared to a group of older people

How to use it

1. Divide the large group into smaller groups to make separate maps to compare different views of the community.
2. Discuss what sorts of places to show on the map. Ask participants to draw a map showing all the places the participants think are important to them. For example, participants might feel that health centres, markets, places where people go to relax and places where people get information are important.
3. If the group has trouble getting started, suggest that they begin by marking where they are right now on the map.
4. Discuss what is shown on the map.



Something to
think about and discuss

This is a homework activity that must be done after the first day of training and be completed before the second day of training.

Do a transect walk and community map of your neighbourhood as you see it and as you experience it. Do the transect walk according to the instructions above, then draw a community map:

Step one:

- Think about your neighbourhood. It should be more than just one street, but not a whole suburb.
- On a sheet of A4 paper, make a map of your chosen area, noting all of its significant features.

Step two:

- Using a green pencil or sticker, mark on your map all those places in which you feel safe.
- Using a red pencil or sticker, mark on your map all those places where you feel less safe, or unsafe. *In other words, what are the opportunities for either good things (safe) or bad things (less safe) to happen?*

Step three:

- Write up a summary of your insights. Set them out as follows:
- Safe in the day / Unsafe in the day
- Safe after dark / Unsafe after dark

Step four:

- Identify and reflect on any significant items or patterns that you observed. What kinds of issues keep coming up? What might your priorities be?

What we want to do at this stage is to figure out where either good or bad things are most likely to happen. The why, how, and the what will come later.

As the members of the neighbourhood watch complete the transect walk and the community map, you should ask yourselves the following questions:

1. How big is this community?
2. Where are the boundaries?
3. What physical features are in this neighbourhood?
4. How many residential areas, schools, other public buildings, public open spaces, religious buildings are there?
5. What are the main safety issues that affect people's daily lives in this neighbourhood?

6. Do these issues and problems 'cluster' into 'hot spots', or are they widely distributed?
7. Are there different patterns in the day time compared to after dark?

My notes:



Progress Check

It is important to make sure you stay on track with learning. Please take a moment to check your own understanding.

Do not hesitate to ask for help or to list any questions you may have.

<i>Learning outcome</i>	<i>I know and understand this</i>	<i>Questions I still want to ask</i>
I understand what is meant by foundations of a safe neighbourhood.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I know what to look for to recognise decline and decay in the wellbeing of my neighbourhood and why it is important.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I understand what the purpose and procedures are to do a transect walk and community map.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I have mapped my community.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 4:

Place management

Learning objectives for this section:

- Understanding what place management is
- Taking an in-depth look at your neighbourhood
 - How to find and mobilise the right partners to build a safe community

What is place management?

Place management is a way of:



What do we mean by a safer and better place?

We mean a place where people can live, work, play and grow – a liveable place.

How do we do that?

As we have already discussed, disorder and crime don't just appear out of nowhere (one broken window tends to lead to more disorder).

There is always a pathway that leads to the harm, crime or disorder. If we can identify the point along that pathway, we can find a place to 'interrupt' it, then we can possibly prevent harm from happening. For example: a broken streetlight provides the opportunity for a mugging or rape. We can fix the light before anything bad happens.

How can a downward spiral in a neighbourhood be reversed?

In a decayed and disorderly neighbourhood, the task of creating a peaceful and safe community may seem enormous and overwhelming. So, start with the small things. Here are some examples of relatively simple actions that start the process of restoring the decay and rebuilding a safe neighbourhood.



These are not glamorous activities, but they are an essential foundation of the quality of our daily lives, and we are the ones who identify them and get them going.



Something to think about and discuss

1. Is there something simple you could do in your neighbourhood right now to start the process of making it better and safer place?
2. Think about:
 - 2.1. things you can immediately do by yourself;
 - 2.2. things you can ask your neighbours to do; and
 - 2.3. things that you may need help with from outside your community. Who will you ask? How would you go about asking?

My notes:

Taking an in-depth look at your neighbourhood

A neighbourhood is a mixture of different kinds of spaces and places:



A **'place'** could be your home, a school, a park, a shopping centre, a street or a whole neighbourhood that has its own mixture of these. And all these places have their own problems and their own opportunities - and that's what we need to start thinking about.

'Place management' is a way of thinking and acting to make places better.

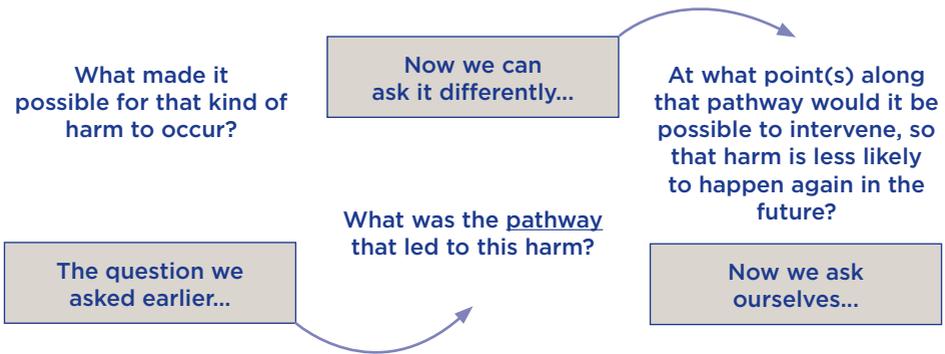
When we say **'better'**, we mean better to live in, work in, play in, and visit.

Place management is not reactive, but preventive. An important part of place management is dealing with small things **before** they turn into big things that are out of your direct control.

Pathways and opportunities

Earlier, you produced a map of your neighbourhood, pointing out some of the problems, issues, and incidents along the way.

None of issues that you have described come out of nowhere. For every crime, every problem, every incident of disorder, there is a 'pathway' leading up to it.



Now we can make a plan that turns an opportunity for harm into an opportunity to make this place better.

Below are examples of opportunities:

Example 1

OPPORTUNITY 1

A taxi rank where people were regularly mugged as they passed through.

Action plan:

Neighbourhood watch members with uniformed police partners visible at peak times. All passengers and drivers stand together to identify and apprehend muggers when they attempt to commit crime.

Result:

Muggers moved elsewhere.

Example 2

OPPORTUNITY 2

The parking area of a high-rise building was used by drug dealers.

Action plan:

Improve lighting over parking area with regular yet random patrols by neighbourhood watch members and police. Take pictures as a group of residents with a cellular phone to post in the building identifying the drug dealers.

Result:

Dealers moved elsewhere.

This approach to safety is based on:



We can choose how we think. We can choose our attitude and our state of mind. Our attitudes influence what we see as possible. Out of the idea of possibility comes plans for practicable actions to deal with specific problems.

Finding root causes and devising action plans

Every problem comes from somewhere. It means there was a pathway that led to that problem happening at a specific time and place. What we want to do is 'interrupt' that pathway so that it is less likely for that problem to happen.

***Another way of looking at this is to think of root causes:
"Where did this particular problem 'grow' from, and how
we can stop it from growing any bigger?"***



Something to think about and discuss

Work with a group of team members to complete this activity. Read the case study below.

Then work step by step to answer the questions and complete the root-cause analysis using the tree diagram.

Case study

Thabo and Sizwe are neighbours. They live in an informal settlement. Thabo relocated from his rural home two years ago, whilst Sizwe grew up in the community.

Last Friday night the two neighbours got into a physical fight. They are angry with each other.

The elders in the community notice the problem and decide to speak to them and sort it out via the community “peace committee”. The peace committee is a group of different volunteer stakeholders who were nominated by the community and have been trained in conflict management and mediation.

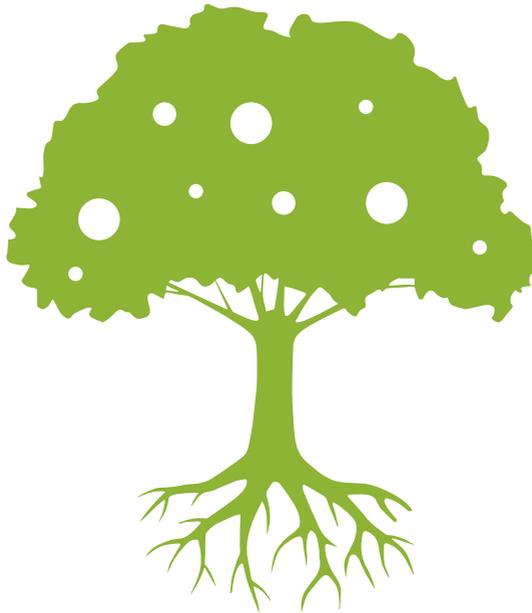
When Thabo arrives at the peace committee meeting, he is upset and says: “Sizwe beat me up on Friday night. I don’t like to fight. I don’t know why he does this. If we can’t sort it out here, then I will go to make a case of assault with SAPS.”

Sizwe now has a turn to explain his side of the story. He says: “Thabo, I am sorry. I did not mean to get into a fight with you. Eish, Asixoliseni! I got drunk and I lost my temper. But I have been angry with you for a long time. You know why? Every time my children walk past your house, your children laugh at them and call them names like: ‘Poor starving Somali’ whose chickens need to die. Then they come home crying to my wife asking why we are not rich. And what did my chickens ever do to your children?”

Oh, says Thabo, I did not know that my children did that. They are wrong to call your children names. My children are also hungry. They want your chickens to die, because your chickens keep coming into my yard and pecking holes in the spinach in my vegetable garden. And when your chickens are there, the dog from across the road comes and chases them and destroys all the other plants in my vegetable garden. Then MY children don’t have any food to eat.

1. Use a picture of the tree given on the next page.
2. Now discuss the case study and follow the directions below, try and determine the root cause of this problem.
3. Write the thing you think of as the main problem on the tree trunk.
4. Then read, analyse and discuss every sentence. Decide on a label for all the elements you identify.
5. Decide whether this is a root cause of the main problem or whether it is a ‘fruit’ (consequence) of the main problem. If you think it is a root cause, then write it on one of the roots under the tree. If it is a “fruit” or consequence of the identified problem, then write it on the white spots as a fruit.
6. Once you are finished with your discussion, look carefully at the diagram. Do you think you have identified all the real ‘root causes of the problem? If not, brainstorm to come up with some more root causes.

7. Now write a list on the left of the tree of practical ideas that can be used to interrupt the fruits on the tree from growing any bigger.
8. On the right-hand side of tree, make a list of possible practical suggestions or solutions that could stop the problem from growing bigger, by addressing issues you wrote down in the roots of the tree.



**Reflect and
write notes**

1. Think about what you learned from this case study and method of doing root cause analysis.
 - 1.1. What do you think about the choice Thabo and Sizwe made to hand over their problem to someone else (in this case the community peace committee)?
 - 1.2. Do you think the characters were able to share their problems openly, without fear or prejudice?
 - 1.3. Do you think they cooperated to build a practical solution that addressed the cause they had identified?
2. What were your conclusions to the following:
 - 2.1. What is the main problem?
 - 2.2. Who are the best people to resolve this problem?
 - 2.3. What can be done to prevent this from happening again?
 - 2.4. Who could usefully be involved in the plan of action so that it is a real solution to the problem?



Progress Check

It is important to make sure you stay on track with learning. Please take a moment to check your own understanding.

Do not hesitate to ask for help or to list questions you may have.

<i>Learning outcome</i>	<i>I know and understand this</i>	<i>Questions I still want to ask</i>
I understand and can explain what place management is.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I know how to go about taking an in-depth look at my own neighbourhood.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I understand how to do a root-cause analysis of possible problems in my neighbourhood	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I know how to find and mobilise the right partners to build a safe community in my neighbourhood.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 5:

Neighbourhood Watch Code of Conduct

Learning objectives for this section:

- Know and understand how to adhere to the Neighbourhood Watch Code of Conduct

Why neighbourhood watch needs a code of conduct

Working as a neighbourhood watch member requires tact and patience. You will often deal with matters that people feel strongly about.

The Neighbourhood Watch Code of Conduct is a framework of values and principles that will help you to do your work well. It helps you to focus your energy on the right things. You will know how to show that you are committed to the task. It also helps you think of ways to be responsible, positive and constructive.

The Code is not just for you to think about yourself and behave, but is also information to share with the community, so that they understand what you are doing and why.

Important information

If you want your Neighbourhood Watch Group to receive formal recognition and support from the WCG, you need to prove that your members understand and are committed to upholding the values and principles of the Code of Conduct.

The Code of Conduct is issued in terms of Regulation 4 (2) (r) of the Western Cape Community Safety Act (WCCSA), 2013 (Act 3 of 2013).

All references to a Neighbourhood Watch (NHW) in this document must be used as a reference to an organisation or association accredited as a Neighbourhood Watch in terms of the WCCSA.



Something to think about and discuss

1. How will you make sure that all your neighbourhood watch members know and understand the Code of Conduct?
2. What will you do if one of your members deliberately ignores the code of conduct?

My notes:



**Something to
think about and discuss**

The facilitator will supply you with an A3 poster that has the Code printed on it.

Ask all your members to read it and indicate their commitment to it, by signing in the white space around the Code.

Then frame it and keep it in the room or office where your neighbourhood watch will meet.

My notes:

The Code of Conduct for Neighbourhood Watch Members

Introduction

1. A Neighbourhood Watch (NHW) must operate as the eyes and ears of the community it serves and must cooperate with the South African Police Service (SAPS).
2. A NHW must assist SAPS and other safety and security services and partners to safeguard the local community and their property, to manage and control crime prevention initiatives and to discourage crime in the area.
3. This Code of Conduct is binding on all members of the NHW and members must pledge their adherence to this Code, failure to adhere will result in termination of membership.
4. This Code of Conduct regulates the relationship between members of the NHW and members of the community and promotes exemplary conduct by members whilst they are serving the community as a member of the NHW.
5. By pledging adherence to this Code of Conduct, a member acknowledges that he/ she is fully aware of the risks involved due to the nature of the task.

Meaning of words and expressions

6. In this Code of Conduct, a word or expression to which a meaning has been assigned in the Community Safety Regulations, 2016, made in terms of the Western Cape Community Safety Act, 2013 (*Act 3 of 2013) has the same meaning assigned to it in those regulations or Act.

Conduct of members

7. A member must at all times act in accordance with the principles enshrined in the Constitution of the Republic of South Africa, 1996, and must –
 - a. Act in a manner that will uphold and promote the aims and objectives of the NHW;
 - b. Respect and protect the dignity and rights of every person in the neighbourhood, including the right to free movement.
 - c. Act within his/ her right as a private person, and not beyond those rights;
 - d. Serve the community in the area in an unbiased, apolitical and impartial manner in order to create confidence in the NHW, and build unity in a safe neighbourhood;
 - e. Refrain, as much as reasonably possible, from placing him-/herself and fellow members or the police at risk; and
 - f. Act in a non-violent manner and may not take the law into his/her own hands.
8. A member may not –
 - a. Discriminate unfairly against any person on the basis of language, age, gender, religion, ethnic or social origin, colour, sexual orientation, disability, political persuasion, or any other constitutionally-protected orientation;
 - b. Conduct himself/herself in a manner that will bring the NHW into disrepute;
 - c. Disseminate or divulge any confidential or privileged information obtained as a result of his/her membership or obtained whilst on formal patrol, unless it is essential to do so to help to protect a member of the NHW or community.
 - d. Exploit his/her membership of the NHW for his/her own personal advantage or benefit;
 - e. Accept any payment, commission or gratuity in connection with his/her membership of the NHW except after being duly authorised to do so by the NHW; and

- f. Be in possession of any dangerous weapon under circumstances which makes him/her guilty of a contravention of section 3 (1) of the Dangerous Weapon Act, 2013 (Act 15 of 2013); and
9. If a member is convicted of a sexual offence or any crime involving violence or dishonesty during his/her membership, the NHW may terminate membership in terms of procedures provided in the founding document of the NHW.

Conduct and duties of members patrolling

10. When a member is patrolling as a member of the NHW, the member must –
 - a. When possible, alert the SAPS in the area when the NHW will be patrolling;
 - b. Strive to work in partnership, whenever possible, with members of the SAPS, municipal police service or law enforcement agencies with regard to crime prevention in the area;
 - c. Obey all lawful instructions issued by members of the services mentioned in paragraph above;
 - d. Carry the identification cards issued in accordance with regulations 4 (5) of the Community Safety Regulations;
 - e. Be punctual, reliable and competent in all duties as a NHW member;
 - f. Act in the best interests of individual residents, tenants or owners of immovable property or with other relevant interests in the area and the NHW, except in circumstances beyond their ability, or determined by personal safety;
 - g. Act in accordance with official handbooks of the Department of Community Safety developed for NHW members, including protocols for incident management, crime scene management and best practice in every circumstance;
 - h. Display commitment to the best possible functioning of the NHW and the promotion of healthy inter-personal relations; and
 - i. Undertake to report any individual, vehicle or situation suspected of being connected to crime to the control room and, when necessary, to SAPS.
11. A member's assistance to a NHW is voluntary and therefore when a member is using his/her private vehicle during the assistance, neither SAPS nor NHW can be held responsible for any damage to private vehicles caused during the rendering of the assistance.
12. Members must familiarise themselves with regard to the law regarding the rights of private persons to arrest or perform searches, including the minimum use of force and must at all times comply with the Criminal Procedure Act, 1977, (Act 51 of 1977).
13. Members should rather report suspected criminal behaviour to the police before attempting to perform an arrest.
14. No intimidation may be used against any individuals in any neighbourhood where such patrols take place;
15. No form of vigilantism will be accepted;
16. Where possible, NHW must strive to work in partnership with the community police forum and sub-forum of the area; and
17. Where possible, the Chairperson or Coordinator of the NHW must regularly attend the sector meetings held by the SAPS and share information at the sector meetings regarding the crime situation in the area.

Disciplinary measures

18. A member who is in breach of this Code of Conduct may lose his or her membership in terms of disciplinary procedures instituted by the NHW as provided in the founding document of the NHW.

Amendments to this code of conduct

19. Amendment to this Code of Conduct may be made, as required, and will be published by the Department of Community Safety.



Progress Check

It is important to make sure you stay on track with learning. Please take a moment to check your own understanding.

Do not hesitate to ask for help or to list questions you may have.

<i>Learning outcome</i>	<i>I know and understand this</i>	<i>Questions I still want to ask</i>
I know and understand how to adhere to the Neighbourhood Watch Code of Conduct.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 6:

Practical skills for neighbourhood watch members

Learning objectives for this section:

- Know and understand how to manage a crime scene
- Know how to write an incident report

Crime scene management

As a neighbourhood watch member, you are there to assist the police in the event of crime or accident. There are steps that you need to follow to make sure that you do not destroy any important evidence that the SAPS may need in solving the crime or dealing with the accident.

Let us look at what you should do when you arrive at the scene of a crime or accident.

Managing a crime scene – What do I do?

1. Report the accident or incident.
2. Approach the scene carefully. Make sure you and your team members are safe.
3. In a situation where a weapon was used, you must make sure that the person(s) with the weapon(s) are under control and cannot use the weapon to hurt anybody.
4. Secure the whole area so that evidence is not destroyed. Use cones, ropes or barriers to stop people from walking on the scene. Limit your own movement as well.
5. Avoid contact with visible evidence. When two objects make contact, they leave unique traces such as hair, sweat, saliva, dust and fingerprints behind. This is used as evidence and should not be contaminated.
6. If a person is injured, try not to move the person unless they are in danger. If you want to help them, you should be careful not to move or destroy any important evidence. If possible, only one person should help. If the injury is serious, call for medical help e.g. ambulance services.
7. If you think that the person is seriously injured and might be dying, try to get them to tell you what happened.
8. Do not move a body unless it is in danger of being damaged e.g. in a fire.

9. If there are any witnesses, ask them to wait with a team member away from the crime scene. Keep bystanders away from the scene and the witnesses separate.
10. If someone does not listen to you or accidentally enters the crime scene note down or video with a phone, what they did or what they touched so that you can tell the SAPS personnel when they arrive at the scene.
11. You can comfort the persons involved in the trauma, but do not ask them questions or give them information. They need to wait for the police.
12. If someone needs first aid assistance and you are trained to assist, you should do so. Remember to wear gloves at all times for your own protection and to avoid contaminating the crime scene.
13. Follow the instructions of the police when they arrive. You will play a supporting role when the SAPS start with their investigations. They may need to ask you questions so it is important that you keep notes of following:
- what you saw when you arrived.
 - what you did, and
 - whether you moved anything or anyone.
14. You must try to remember as much detail as possible as this may help solve the crime.
15. Stay at the scene until you are instructed by the SAPS to leave.

Mnemonic

Briefly summarised, the following rules should be followed:

- D** Don't touch anything.
- N** Note, record and observe.
- A** Assist other officers where required.
- C** Comfort and aid victims.
- S** Secure the crime scene.
- I** Insist that no-one interferes.

It is very important that you know how to manage a crime scene because if you destroy any evidence or are not observant, the SAPS would not be able to make use of your assistance.

You might even be more of a drawback than an aid.

Incident reporting

You might be required to report an incident orally and in writing. Written incident reports might take many forms, but there are certain universal principals that should be followed.

Written incident reports

When you write an incident report, make sure that you do the following:

- Use clear, concise language (without abbreviations).
- State only known facts in chronological order (the sequence that they happened).
- Write only what you saw, heard or did yourself. Don't write things other people said, or did.
- Keep the report short and to the point.
- Specify the correct victim and/or perpetrator details, date and time.
- Write down the names of any witnesses and a contact for them.
- Complete the incident report in permanent ink.
- Ensure that your signature is legible using the correct designation.

In order to compile the report, you should ask yourself a number of questions. Let us look at some examples of typical questions that would provide you with the information you need for the report.



Remember this!

You can start with the 4W's and an H.



*Who?
What?
When?
Where?
Why?
How?*

Then, follow with more detailed questions. For example:

What happened?

When did it happen?

Where did it happen? Be as specific as possible.

How many people did you see?

What were they doing?

What did you hear them talking about?

Which way did they go?

Who else saw them?

- Can you describe the people?
- What were they wearing?
- Were they wearing jewellery like earrings, bracelets, necklaces or watches?
- What colour/style hair did they have?
- Did they have a moustache or beard?
- Did you see any scars on their body?
- Did you see any tattoos?
- What language did they speak?
- Did they limp or walk strangely?
- Did they have a bag with them?
- Did they have a weapon; was it a gun, knife?
- Can you describe their vehicle(s)?
- Colour? Even just light or dark is helpful.
- Make and model?
- Registration number?
- Any scratches, dents, bumper stickers, special hubcaps?
- What did the victim say about the incident?
- Which visible injuries did the victim have?
- In which position did you find the victim (if seriously injured or kidnapped)?
- Can you think of any other questions that would help to gather more information?

Verbal incident reporting

When reporting an incident orally, you should:

- Identify yourself.
- Provide details of the incident/full description (who, where, what, when and how).

Provide the address of the incident.

Give directions to the scene.

Provide a contact number and stay at that number until the police arrive.

These actions will ensure that all possible information is given to the police to facilitate their investigation.

Many more questions could be asked to get as much information as possible to solve the crime or capture the perpetrator. You should therefore be as observant and vigilant as possible to ensure that you can assist the police in any way possible.



Progress Check

It is important to make sure you stay on track with learning. Please take a moment to check your own understanding.

Do not hesitate to ask for help or to list questions you may have.

<i>Learning outcome</i>	<i>I know and understand this</i>	<i>Questions I still want to ask</i>
I know and understand how to manage a crime scene.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
I know how to write an incident report.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 7:

Section 6 of WCCSA (Standards for Accreditation)

PROVINCE OF WESTERN CAPE
WESTERN CAPE COMMUNITY SAFETY ACT, 2013

PROVINSIE WES-KAAP
WES-KAAP WET OP GEMEENSKKAPSVEILIGHEID,
2013 BEGROTINGSWET, 2013

IPHONDO LENTSHONAKOLONI
UMTHETHO WEZOKHUSELEKO LOLUNTU
WENTSHONA KOLONI, 2013

No 3, 2013

ACT

To provide for the carrying out and the regulation of the functions of the Province and the Department of Community Safety under Chapter 11 of the Constitution of the Republic of South Africa, 1996, and Chapter 8 of the Constitution of the Western Cape, 1997; to provide the support of and cooperation with the Civilian secretariat and the Provincial Secretariat and the Provincial Secretariat established in terms of the Civilian Secretariat for Police Service Act, 2011; to provide for directives for the establishment of community police forum and boards in term of South African Service Act,1995; to provide for the accreditation and associations as neighbourhood watches; to provide for partnerships with community organisations; to establish and maintain an integrated information system and a database of organisations; to provide for the voluntary registration of organisations; to establish the Western Cape Police Ombudsman to investigate complaints regarding the police service; to establish the Provincial safety Advisory Committee; and provide for matters incidental thereto.

CHAPTER 3 ACCREDITATION AND SUPPORT OF NEIGHBOURHOOD WATCHES

1. Accreditation of neighbourhood watches
2. Standards for activities of neighbourhood watches
3. Renewal of accreditation of neighbourhood watches
4. Provision of funding, resources and training to neighbourhood watches
5. Reporting by neighbourhood watches

Standards for activities of neighbourhood watch groups

- 4 (1) A neighbourhood watch must –
- (a) Have the purpose of safeguarding its members and their immovable and other property against crime and other safety concerns in the area;
 - (b) Operate not for gain
 - (c) Ensure that during its activities-
 - (i) Members of the neighbourhood watch who are taking part in the activities of the neighbourhood watch are clearly identifiable through dress and the display of identification cards contemplated in sub regulation (5) complying with specifications approved by the Head of the Department;
 - (ii) Vehicles used by the members of the neighbourhood watch during patrols are clearly identifiable by-
 - (aa) the use of a lamp, complying with specifications approved by the Provincial Minister responsible for provincial road traffic regulation, fitted on the roof of the vehicle, unless there are compelling reasons why vehicle should not use a lamp; and
 - (bb)The display on the sides of the vehicle of the logo complying with specifications approved by the Head of the Department;
- (d) Record all the patrol activities of the neighbourhood watch in sufficient detail by taking down to identify the members of the neighbourhood watch involved, to describe the patrol area and report the matters referred to in Regulation 7 and record any other relevant activities;
 - (e) Maintain the record referred to in above paragraph, keep it available for inspection by members of the neighbourhood watch and the Department and update it daily;
 - (f) Appoint a member or members of the neighbourhood watch to record the activities recorded in paragraph (d);
 - (g) Develop a funding model aimed at achieving viability;
 - (h) Have methods in place to communicate with its members and the community concerned, which may include social media;
 - (i) Operate within the framework of the law;
 - (j) Conduct all financial transactions of the neighbourhood watch through a bank account held in the name of the neighbourhood watch;
 - (k) Keep proper financial records that accurately reflect all income and expenditure, assets and liabilities and cash flow statements; and
 - (l) If required by the Provincial Minister, have its books of accounts, accounting statements and annual financial statements audited by an independent auditor or a representative of the Department and submit the audit report to the Department.

- (2) A neighbourhood watch must have a founding document that must provide for at least the following:
- (a) the purpose of the neighbourhood watch and for it to operate not for gain and not to promote the activities of any political party;
 - (b) the organisational structure and mechanisms for governance of the neighbourhood watch;
 - (c) the rules of convening and conducting meetings, including quorums required for and the minutes to be kept of, those meetings;
 - (d) the manner in which decisions are to be made;
 - (e) a date for the end of the financial year of the neighbourhood watch;
 - (f) the procedure for changing the founding document;
 - (g) the requirements for admission to membership of the neighbourhood watch, providing at least for members to -
 - (i) reside in the area or have another legitimate interest in the area;
 - (ii) Be eighteen years or older; and
 - (iii) Have no previous conviction in respect of any sexual offence or crime involving violence or dishonesty, committed during the period of five years that precedes the application for membership;
 - (h) that all current or future members must agree to undergo a screening process as determined by the Head of the Department to ascertain whether the member has any previous convictions or involvement in a sexual offence, violence or dishonesty;
 - (i) the appointment of a coordinator by the members of the neighbourhood watch to coordinate the activities of the neighbourhood watch, and the appointment of other office-bearers and their specific functions and their removal from office.
 - (j) that members or office-bearers do not become liable for any of the obligations and liabilities of the organisation solely by virtue of their status as members or office-bearers of the organisation;
 - (k) procedures for the enforcement of the neighbourhood watch of the provisions of the founding document, including procedure for the termination of membership and an appeal procedure against such terminations;
 - (l) the circumstances in which a member will no longer be entitled to membership, including at least the loss of the membership if a member is convicted of any sexual offence or any crime including violence or dishonesty;
 - (m) a procedure by which the neighbourhood watch may be dissolved and its affairs may be wound up;
 - (n) where the neighbourhood watch is being dissolved, the transfer of any assets remaining after all the liabilities of which have been met to another organisation or voluntary association having similar objectives and operating not for gain;
 - (o) the acquisition and control of assets by neighbourhood watch and the procedures for approval thereof;
 - (p) a person's written acknowledgement before becoming a member of the neighbourhood watch that the neighbourhood watch will not be liable for any action or omission of its members;
 - (q) The maintenance and monthly update of a membership register;
 - (r) Members to adhere to a code of conduct, which must at least provide the matters, set out in the code of conduct issued by the Head of the Department, including that a member:
 - (i) May not act in a partisan or discriminatory manner
 - (ii) May not divulge any confidential or privileged information they may

- have acquired because of their membership of the neighbourhood watch;
 - (iii) Must protect personal information that they acquire because of their membership of the neighbourhood watch within the framework of the law;
 - (iv) Must strive to work in partnership with the police community police forum for the area; and
 - (v) must strive to work in a partnership with the police service in regard to crime prevention in the area.
- (3) Before becoming a member of the neighbourhood watch, a person must agree in writing to comply with the code of conduct referred to in sub regulation(2)(r)
 - (4) A neighbourhood watch must keep the code of conduct available for access by the public.
 - (5) Every member of a neighbourhood watch must be issued with an identification card containing the following information in respect of the neighbourhood watch member:
 - (a) The full name of the member
 - (b) The period of accreditation of the neighbourhood watch
 - (c) The area
 - (d) The accreditation or certificate-of-application number of the neighbourhood watch.
 - (e) The date on which the accreditation of the neighbourhood watch will expire; and
 - (f) A recent colour photograph of the member
 - (6) The identifying dress and logo by a neighbourhood watch may not resemble the dress or logo of the police service.
 - (7) Any dispute that may arise between a neighbourhood watch and a community forum or the police service may be referred in writing to the head of the Department.
 - (8) If the Head of Department cannot resolve the dispute, the Head of Department must refer the dispute to the Provincial Minister for further assistance to resolve the dispute.

Renewal of accreditation of neighbourhood watches

- (1) Regulation 3(1) to (4) read the necessary changes, applies to an application for renewal of the accreditation of a neighbourhood watch in term of section 6(10) (a) of the Act
- (2) A neighbourhood watch must apply for renewal of its accreditation at least three months before the expiry thereof to ensure that its accreditation is renewed before it lapses.

Provision of funding, resources and training to neighbourhood watches

- (1) A neighbourhood watch may apply to the Provincial Minister for funding or resources by submitting a completed and signed form DOCS2 in Annexure B.
- (2) When the Provincial Minister considers and decides on an application for funding or resources, the Provincial Minister must have regard to-
 - (a) The level of involvement of the applicant in the following fields:
 - (i) promoting professional policing;
 - (ii) supporting victims of crime;
 - (iii) crime prevention;
 - (iv) promoting community safety; and

- (v) reporting unsafe public places or other safety concerns to prevent authorities.
- (b) Whether the applicant builds partnership with other organisation involved in the field referred to in paragraph (a); and
- (c) The purpose or activities of which the funding or resources will be used.
- (3) An application for funding or resources must include the following information and documents:
 - (a) The name of the applicant;
 - (b) Confirmation that the person making the application is authorised to act on behalf of the applicant;
 - (c) The physical address and contact details of the applicant;
 - (d) A written statement in respect of the matters referred to in sub regulation (2)(a) and confirmation of those matters;
 - (e) A description of the purpose or activities for which the funding or resources will be used and particulars of the resources required;
 - (f) A copy of the accreditation or applicant certificate issued to the applicant in terms of section 6(6)(a)(ii) of the Act or Regulation 17(4) respectively, certified by a commissioner of oaths; and
 - (g) Confirmation of the banking details of the applicant.
- (4) The confirmation contemplated in sub regulation (3)(d) may include:
 - (a) A copy or an extract of a record referred to in Regulation 4(1)(e)
 - (b) A copy or an extract of correspondence with the police service regarding the matters referred to in sub regulation (2)(a);
 - (c) A copy or an extract of correspondence with any relevant organisation confirming the involvement of the applicant in the matters referred to in sub regulation (2)(a);
 - (d) Signed minutes of the applicant or any other written proof confirming the involvement of the applicant in the matters referred to in sub regulation (2)(a);
 - (e) A founding document, memorandum of agreement or any other document confirming the involvement of the applicant in the matters referred in sub regulation (2)(a);
- (5) A neighbourhood watch may apply to the Provincial Minister for training by submitting a completed and signed form DOCS3 in Annexure C to the Provincial Minister.
- (6) When the Provincial Minister considers and decides on an application for training, the Provincial Minister must have regard to –
 - (a) the number of members of the applicant who require training and the training required;
 - (b) information regarding previous training relating to the reporting requirements in terms of Act, the field of policing, support of victims of crime, crime prevention or community safety received from the Department or any other entity by the members of the applicant who require the training; and
 - (c) The capacity of the Department to provide training.
- (7) An application for training must include the following information and documents:
 - (a) The name of the applicant;
 - (b) Confirmation the person making the application is authorised to act on

- behalf of the applicant;
- (c) The contact number and full names of members who require training and the training required;
 - (d) Information regarding previous training relating to the reporting requirements in term of the Act, the field of policing, support of victims of crime, crime prevention or community safety received from the Department or any other entity by the members of the applicant who require the training; and
 - (e) A copy of the accreditation or application certificate issued to the applicant in terms of section 6(6)(a)(ii) of the Act or Regulations 17(4) respectively, certified by a commissioner of oaths.
- (8) The approval of the funding or training of a neighbourhood watch or the supply of resources to neighbourhood watch must be in accordance with the Public Management Act, 1999 (Act 1 of 1999), and is subject to the neighbourhood watch entering into a memorandum of agreement with the Department regarding the funding, training or resources.
- (9) The Provincial Minister must in writing inform an application of the decision on an application and must advise an unsuccessful applicant of the reason for the decision.
- (10) The Provincial Minister must issue a certificate of attendance to each member of a neighbourhood watch who completed the training.
- (11) The Provincial Minister must keep a register of issued certificate of attendance.
- (12) The funding, resources or training that may be applied for must be determined by the Provincial Minister and may relate to matters to capacitate neighbourhood watches with regard to reporting requirement in terms of the Act, the field of policing, support of victims of crime, prevention or community safety.

Reporting by neighbourhood watches

- (13) In order for the Provincial Minister to determine the policing needs and priorities and to assess the effectiveness and efficiency of the police service in the area, a neighbourhood watch must within 30 days after a request by the Provincial Minister report in writing to the Provincial Minister on the following matters dealt with by the neighbourhood watch in respect of the period stated in the request:
- (a) Matters pertaining to the field of policing;
 - (b) Unsafe public places;
 - (c) Partnership that the neighbourhood watch is part of that aim to improve safety in the area;
 - (d) The number and nature of alleged crime incidents in the area that have been recorded by the neighbourhood watch;
 - (e) The location of the alleged crime incident in the area;
 - (f) The number of patrols conducted by the neighbourhood watch in the area; and
 - (g) Other safety concerns in the area.

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