

Krugersdorp Community Police Forum
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SECTOR 8

**CODE OF CONDUCT FOR
MEMBERS, PATROLLERS AND
RESPONSE TEAM**



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SECTOR 8

CODE OF CONDUCT FOR MEMBERS, PATROLLERS AND RESPONSE TEAM

THIS DOCUMENT INCLUDES THE FOLLOWING POINTS:

- Code of Conduct
- Liability
- Radio Procedures
- Patroller Information Sheet
- Sector 8 CPF Membership Form for New Members

Krugersdorp Community Police Forum

I, the undersigned am applying to become a patroller / response officer with the Sector 8 CPF. I agree that if my application is successful, I hereby commit myself to abide by the CPF Code of Conduct in relation to all my activities conducted as a CPF patroller / response officer.

I hereby agree to the following Code of Conduct:

1. I shall conduct my work as a CPF member/controller/response officer with honesty and integrity.
2. Whilst on duty I shall always carry my CPF identity card with me.
3. I shall always abide with the CPF Sector 8 rules.
4. I shall avoid any conflict of interest that may arise from my duties as a CPF member.
5. All information received during my work as a CPF member will be treated with the strictest confidentiality.
6. I shall not speak on behalf of the Sector 8 CPF without the expressed permission of the chairman / Exco.
7. I shall not ask for or receive donations of any kind without written permission from the Exco. All monies collected for whatever purpose under the banner of the Sector 8 CPF, shall be deposited into the Sector 8 CPF bank account.
8. I understand that I am not permitted to consume alcohol whilst on duty.
9. I understand that if I have consumed alcohol to a point that places me over the legal limit to drive a motor vehicle, that I am prohibited from responding in person, to a call out.
10. I understand that if I have taken any substance / medication having a narcotic effect, I am prohibited from responding in person, to a call out.
11. Whilst wearing the CPF uniform (cap, jacket, ID card) and / or displaying the CPF vehicle patrolling boards, I shall conduct myself in a respectful and dignified manner and shall not allow my behaviour to bring the Sector 8 CPF into disrepute.
12. As a CPF patroller/response officer you shall in public use good language, avoid profanity, racism and sexist comments.
13. Project a safe and responsible attitude always.
14. Always maintain a professional attitude towards other CPF members.
15. Report any misconduct that is witnessed by you within 24 hours to the Chairman / Exco or Patrol Manager.
16. In the event of my conduct being brought into question, I understand that I may be asked to appear before a disciplinary committee which I hereby agree to do, if required.
17. I hereby agree to abide by the decision of the disciplinary committee and if required to do so, I shall:

Krugersdorp Community Police Forum

- Hand in my radio (the frequency shall be removed, and the radio returned to you. Alternative you may request that the radio be sold to the next new member for a fair price and the money shall be given to you).
- Hand in your ID card.
- Hand in any vehicle boards in your possession. These shall be sold to the next new member for a fair price and the money shall be given to you.
- Hand in all CPF assets.
- No longer wear or display anything to imply that you are a CPF patroller / response officer or member.

18. Be truthful and conscientious in the approach and performance of your work.

Relationships or interest, whether direct or indirect which could adversely influence or impair your capacity to act with the integrity and objectivity must be avoided.

19. Disputes and grievances – I understand that any dispute or grievance that I may have, must be put in writing and submitted to the Exco and I further understand that I am entitled to a response within 30 days.

20. Suggestions – I understand that I am encouraged to raise any suggestions at the CPF monthly meetings and / or put my suggestions in writing and submit to the Exco.

Liability:

- Krugersdorp CPF Sector 8 is not a legal person and as such does not have powers of whatever nature which might be in law to act or be acted upon.
- All individual members of the Krugersdorp CPF Sector 8 act in their own capacity as individuals, and liability will be in that capacity.
- Krugersdorp CPF Sector 8 will not be responsible for civil and or criminal actions or omissions that are perpetrated by a Patroller of Krugersdorp CPF Sector 8 nor responsible for civil and or criminal actions or omissions against its members.
- All and any criminal and civil actions that are instituted against a Patroller of Krugersdorp CPF Sector 8 will be against the patroller concerned and not Krugersdorp CPF Sector 8.
- Any damage or injury to any member of Krugersdorp CPF Sector 8 or his or her property when such member is vacating as a patroller of Krugersdorp CPF Sector 8 in whatsoever capacity shall, subject to claims against third parties, be the sole and absolute responsibility of the patroller.
- Krugersdorp CPF Sector 8 carries no insurances whatsoever for members or their families or dependants.
- Members of Krugersdorp CPF Sector 8 must take all such steps as they chose to establish their own legal position as to their personal/ accident/medical or vehicle insurances and assurances.

Krugersdorp Community Police Forum

RADIO PROCEDURES

The correct protocol when calling somebody in a radio will generally be as follows:

There must be dedicated members to be in control of the communication channel. Please avoid long reports. Jokes, foul language, arguments should not be tolerated. Dedicated members should not interrupt each other while one is busy on the radio.

Radio communication is simplified and made more accurate by using the following standards:

- International phonetic language
- Standard word list
- Pronunciation figures
- Operating the radio equipment.

The standard word list for communications:

These are common words used to effectively communicate over the air with other radio users.

- Confirm - Roger - To confirm that message was correctly received.
- Repeat – Say Again - If the message was not received clearly...
- Cancel - Cancel - Instruction to cancel last message...
- Correct - Positive - To confirm that what was said is correct.
- Figures - Figures - Used before commencing to transmit figures over the air.
- Report - Report - Used prior to transmitting a report over the air.
- Negative - Negative - To confirm that message was negative
- Relay - Relay - Pass information to third party over radio
- Send - Send - Permission to proceed sending transmission
- Wait out - Standby - Unable to report now, will report later
- Location - Location - Current location of patrol vehicle and personnel
- Situation Report – Sitrep – Report current situation

Pronunciation of figures:

The figure "0" is pronounced as "Zero" Numbers consisting of more than one digit i.e., telephone numbers, street addresses, vehicle number plates, are pronounced individually as for example: 806 - "Eight" – "zero" – "Six" the numbers are pronounced individually and not as a compound number eight hinders and six. NMV 693 NW - "November" – "Mike" – "Victor" – "Six" – "Niner" – "Three" – "November" – "Whiskey"

Krugersdorp Community Police Forum

Handling of radio equipment:

- Handle the radio with care.
- To ensure good communication, the member operating the radio should speak slowly and clearly without shouting and briefly convey the message across.

The radio should be operated as follows:

- Turn on the radio at the beginning of the shift.
- Listen to the air waves and if no message is being transmitted, depress the “PTT” button, hold the radio apparatus approximately 50mm from your mouth and begin to speak.
- Finish speaking then release the “PTT” button and await further instructions from the control room.
- Ensure the volume of the unit is set to a comfortable audible volume to allow you to receive messages from the control room.
- Do not set the volume too low and have a casual conversation such that the call is not heard.
- Be prepared to react immediately at all times.

Signal Check:

When asked for a signal check, you should give the strength and clarity of the signal you are experiencing over the radio, a rating of 10, 1 out of 10 being very poor and 10 out of 10 very good.

The phonetic alphabet:

The alphabetical letter is verbally sounded as per the list; this eliminates the error of pronunciation or the effects of voice disruptions.

A....	ALPHA	B....	BRAVO
C....	CHARLIE	D....	DELTA
E....	ECHO	F....	FOXTROT
G....	GOLF	H....	HOTEL
I....	INDIA	J....	JULIET
K....	KILO	L....	LIMA
M....	MIKE	N....	NOVEMBER
O....	OSCAR	P....	PAPA
Q....	QUEBEC	R....	ROMEO
S....	SIERRA	T....	TANGO
U....	UNIFORM	V....	VICTOR
W....	WHISKY	X....	X-RAY
Y....	YANKEE	Z....	ZULU

Krugersdorp Community Police Forum

This serves to confirm that I have read and understand the abovementioned Code of Conduct.

Full Name: _____

Signature: _____

Date: _____

Witness Name: _____

Designation: _____

Signature: _____

Date: _____

