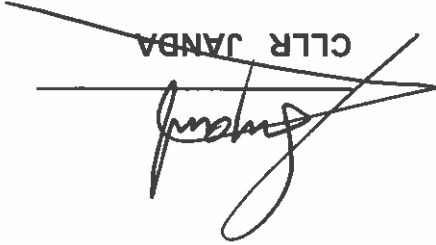


DATE: 19/06/2025
MUNICIPAL MANAGER
MR M NAKO



APPROVED BY:

DATE: 19/06/2025
EXECUTIVE MAYOR
CLLR JANBA



APPROVED BY:



It is important to remember that while on duty, the Law Enforcement Officers are representatives of the Mbhashe Municipality. The way they dress is as important as conduct and must reflect professional standard that is set by the Municipality. The uniform that is worn by Law Enforcement Officer must be clean and pressed and conform with the Municipality clothing policy. The uniform must be worn while on duty only and must not be worn on personal business other than travelling to & from work (on duty hours).

6. DRESS CODE

- Municipal Structures Act (no 117 of 1998
- National building regulations and building standard Act
- Municipal Systems Act (no 32 of 2000)
- Firearms Control Act (Act 60 of 2000).
- National road traffic act (93 of 1996)
- Criminal Procedure Act (51 of 1977)
- Disaster management act (2002)

Constitution of the Republic of South Africa .

This Policy is guided by the following legislative framework:

5. LEGISLATIVE FRAMEWORK

Ensure proper and consistent enforcement and compliance with Municipality regulatory by-laws.

4. APPLICATION AND SCOPE

If applicable, define key terms used in policy

3. DEFINITIONS

The purpose of Mbhashe Municipality Law Enforcement is responsible for preventing, combating crime, and securing Mbhashe people and their property and upholding enforcing the by-laws around the Mbhashe Local Municipality jurisdiction

2. POLICY PURPOSE

Mbhashe Law Enforcement section consists of Commander Law Enforcement and Law Enforcement Officers. The goal of the Mbhashe Law Enforcement Section is to achieve compliance through information, education, fighting crime and voluntary compliance.

1. POLICY BACKGROUND

Hours of work for the Law Enforcement Officer will normally consist of twelve (12) hours a day excluding a time of meal break on a modified work schedule which include early morning, evening and weekend shift based on the operational need for the Municipality.

Hours of work

It is the responsibility of Law Enforcement Officer to assist with the maintenance of the vehicle supplied by the Municipality. The interior and exterior of the vehicle are to be kept clean, oil levels are to be checked on a regular basis and fuel is not to left below ¼ of the tank. Gas is to be purchased by Municipal service providers as directed. Other fluid levels including transmission, brakes and windshield washer are to be checked by monthly and filled as required. Tires and signals lights are also be checked and replaced or repaired as required. A cycle check should be conducted before and after use. A schedule of Municipal vehicle maintenance logbook is in the glove compartment of the vehicle. Each Law Enforcement vehicle leaves the municipal premises with signed trip authority by the supervisor and the security officer. All maintenance and repairs are to be recorded in the log and appointments for maintenance shall be made in accordance with the schedule.

Municipal vehicle

The Law Enforcement Officers are responsible for the equipment issued by the Municipality. If one of the equipment's lost or damaged through abuse or negligence, the cost of replacement may be levied against you. If you notice any damage to the equipment, it has to be reported to the immediate Supervisor.

- Firearms
- Bullet proof vest
- Paper Spray with pouch
- Handcuffs with pouch
- Helmet neck guard (occasional)
- Batons

Personal items

- Loud haler
- Fire extinguisher.
- First Aid kit
- Siren

Items to be kept in a branded vehicle.

During employment with the Municipality, the Law Enforcement Officers will be responsible for all items that the Municipality provides including but not limited to.

Officer equipment

The Law Enforcement Commander is required to track and report statistical data pertaining to Law Enforcement activities on a monthly basis requested by the Director Community Services. A quarterly summary of the Law Enforcement activities shall be prepared for Section and presented to Management Meetings and Municipal Council by the Director of Community Services.

Statistical report

The officer notebook is the most important that you used daily. The prosecution will use it in court as evidence to refresh an officer memory of an incident and it will come under cross examination by the defense. It must be kept up to date and as accurate as possible. Record all of daily action including time, date, weather and any other observation. Record action taken in your pocketbook immediately after an incident has taken place or the soonest possible time after. The pocketbook is the property of the Municipality shall be handed in when there is a need.

Pocketbook

From time to time, the Law Enforcement Officer may be called into work on a day and night other than their scheduled workday or work hours to address operational needs. The Law Enforcement Officer shall receive the same rate of pay based on the number of hours work.

Unscheduled hours

All overtime must be pre-approved by the Director or recommended by the Head of Law Enforcement. In the case of the Law Enforcement Officer, the rate of pay for overtime shall be governed by the Municipality personnel policy manual.

Overtime

The overall number of days per month will be 22/23

- Working 08 hours in 2 shifts
- Officers start from 06h00 to 14h00
- Officers start from 14h00 to 22h00

The proposed working hours for Law Enforcement officers are as follows:

Law Enforcement is currently operating with 09 Officers.

Enforcement officers:

The following schedule clarifies the proposed working hours for Law

The modified work schedule shall be established by the Law Enforcement Officer and in accordance with the Municipal hours of work policy and approved by the Management. The Law Enforcement officers shall receive the rate that the municipality stipulate on overtime policy.

Once a signed complaint has been received on the appropriate form it is entered into daily occurrence report and given a file number for reference. The Commander Law Enforcement Officer should refer to the by-law in question to familiarize him/herself before conducting a site investigation. Use your discretion when investigating a complaint evaluate the situation and act accordingly.

Investigation

All bylaw complaints from the public, staff and members of council shall be made in writing by the complainant address to the Commander Law Enforcement. If the Law Enforcement Officers observe a by-law contravention during the course of their duties that possess a healthy and safety risk to either themselves or to the public, they must act upon it.

Complaint procedure

All complaints filed against members of Municipality or an employee of the Municipality with respect to an alleged by-law in friction shall be treated in the same manner as all complaints care shall be given to ensure that all record in relation to complain against a member of Council or a Municipal employee remain confidential.

By-law complaints against council or municipality employee

The Commander Law Enforcement must address a parade every morning before and after duty day and inspect all the Law Enforcement Officers to be ready for the day and no injuries after work.

Parade

Working environment contain animal risks or discomfort, however additional safety precaution is required when working in the field. Job involves seasonal and modified work schedule to meet operational needs including varying hours and shifts – day, evening and weekends as required. Law Enforcement Officers may be subject to inclement weather conditions while conducting patrols, maintenance or site visits, involves the ability to work independently while working in the field.

Working condition

The Law Enforcement Officer may issue a 341 notice, section 56 notice, and section 44 notice. We issue the fine according to the Provincial fine list and we impound the cars for certain offences, and we worked joint operation with all Government Departments i.e SAPS, Provincial Traffics, Disaster, Environmental affairs and Home Affairs.

Issuing of fines

Notice of contravention

The notice of contravention that is sent by hand, post or email to the registered owner of the property involve with the contravention. The owner may not actual live at the property but is legally responsible for it.

Final notice of contravention

The Municipality makes every effort to gain voluntary compliance. When this is not accomplished a final notice as issued to the owner and a final deadline is issued. The Law Enforcement Officer may initiate court proceedings. If the situation warrants the Municipality may remove or resolve a non-compliance at the property owners expense.

Effort

Requires attention to detail and multiple priorities, involves mental and visual concentration for moderate periods of time.

Requires moderate physical exertion and involves walking for short period of time, lifting and bending and job involves ability to deal diplomatically with public.

7. IMPLEMENTATION

The responsibility for the implementation of this policy lies with the Law enforcement section.

8. REVIEWAL

The policy will be reviewed Annually