

NATIONAL INSTRUCTION 8/1997

PROCEDURE INSTRUCTIONS : MOBILIZATION OF MEMBERS

1.1. PURPOSE

To establish a uniform procedure for mobilizing members of the Crime Prevention and Reaction Service for national operations, special crime-combatting duties and border duties.

1.2. REQUESTS FOR ADDITIONAL MANPOWER

All request for assistance and/or support by the Public Order Police (POP) must be made by the provincial commissioner concerned to the Divisional Commissioner, National Crime Prevention and Reaction Service.

The following information must be clearly stipulated in the application :

- The number of personnel required
- The number of members required holding specific ranks
- Whether female members are required and can be accommodated
- Nature of the duties to be performed
- The expected period for which support is required
- Specific vehicles and/or equipment required
- Type of accommodation available
- Whether meals are provided
- Reporting centres and particulars of contact persons
- Financial authorization for conducting the operation

1.3. AUTHORITY TO CALL UP MEMBERS

The authority to call up members of POP for transnational operations and provincial cross-border operations, is vested in the Divisional Commissioner, National Crime Prevention and Reaction Service, and/or the Head : POP

1.4. NOMINATIONS

When members are nominated to perform these duties, their personal circumstances must at all times be taken into consideration. Members who are experiencing serious social problems, are undergoing psychological or other essential medical treatment or whose schedules will have to be interrupted for long periods in order to attend court cases, etc, should not be nominated for special duties. Apart from the above stated factors, care should also be taken that members are physically fit and trained to perform the duties for which they have been nominated. Nominations should always be done in a fair manner and every member must be afforded the opportunity to be nominated. The practice of some commanders of nominating their "problem cases", must be stopped. Fruitless expenditure in this regard may be recovered from the persons responsible.

1.5. PERIOD OF DUTY

The period of duty will usually be stated in the call-up instructions, but is subjected to change as a results of operational conditions. Members will, however, not perform duty for periods of longer than two (2) months' continuous service. Members will only be allowed, in exceptional cases, to perform duty voluntarily for a subsequent term at the same base.

1.6. CONTROL AND COMMAND

Provincial commissioners, in consultation with area commissioners and provincial heads for POP and/or National Safety Services (NSS), determine the task, duties and responsibilities of members who perform special duty. The line of command is therefore as follows :

1.7. LOGISTICAL SUPPORT

Provinces requesting additional members for special duties, are themselves responsible for establishing an effective support infrastructure. If specific mobile and/or operational equipment is required, these may be requisitioned in writing from the commander of the National POP Magazine. Such equipment may only be removed, withdrawn or transferred with the prior authorization of the Commander of the National POP Magazine, Pretoria.

1.8. TRANSPORT

Provinces/units are themselves responsible for providing suitable transport for mobilized members. This matter be coordinated in consultation with the divisional commissioner and the provincial commissioner requesting the support. If it is not required to supply vehicles to member mobilizing , bus transport of the Gen Johan van der Merwe Mobilization Center or a contracted transport company must be used.

1.9. UNIFORM

Unless stated otherwise, members called up for special duty will always travel and perform duty in uniform. Commanders must ensure during the inspection of departing members, that members' uniforms look exactly the same and are according to Dress Orders. Members must make prior provision for sufficient uniforms and must not submit requisitions for clothing whilst deployed.

1.10. STANDING ADVANCE

Members who are nominated to perform special duty and wish to make use of a standing advance, must arrange for it at their respective stations. No advance will be paid to members whilst performing special duties.

1.11. WITHDRAWALS

When members are withdrawn during special duties, the Commander, Mobilization Services, POP Head Office, must be informed. The full particulars of these members must be provided and the merit of each case be considered carefully. Members may be withdrawn from duty only for the purposes of attending court, death or serious illness of a family member or their own

disability. All withdrawals necessitated by any circumstances arising at a member's station must be confirmed in writing by the local unit or other commander.

1.12. VISITS AND INSPECTIONS

All visits and inspections of members on detached duty and/or bases; must take place in consultation with the prescribe command structure. Such visits must be strictly coordinated and take place in terms of existing instructions.

1.13. DISCIPLINE

The existing command structure is responsible for the discipline of all members who have been deployed in a specific area.

1.14. CLAIMS AND ALLOWANCES

Members on detached duty qualify for allowances as set out in the National Commissioner's letter 15/7/11 dated 1996-04-11, read with letter 15/6/1 dated 1996-05-23. Members' claims must be handed in at their stations after the duties have been completed.

1.15. REST DAYS

All members performing special duties are regarded to be on standby for the full duration of the duty. Wherever possible, members on detached duties must be given rest days in accordance with existing instructions, as set out in the Public Service Staff Code, the Public Service Regulations and Standing Orders. Should the freedom of movement of these members however be restricted, the free days to which they are entitled to between shifts must be regarded as camp duty and not as rest days. To calculate the number of rest days following special duties, factors such as a 40-hour working week, freedom of movement and overtime payment of members during deployment must be taken into consideration. Rest days will commence only after a member has reported at his station and in consultation with his /her commander.

Kindly take note that procedures as stipulated in this office' minute T4/1/10 dated 1993-02-09 are recalled herewith.