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**PRETORIA : 0001**

- A. ALL DEPUTY NATIONAL COMMISSIONERS
- B. ALL DIVISIONAL COMMISSIONERS
- C. ALL PROVINCIAL COMMISSIONERS
- D. All Heads  
HEAD OFFICE
- E. All Commanders  
COLLEGES AND TRAINING CENTRES
- F. All Section Heads  
HEAD OFFICE

**POLICY : ADMINISTRATION, ORGANIZATION AND CONTROL OF VIDEO CAMERAS  
AND VIDEO CAMERA OPERATORS: PUBLIC ORDER POLICE**

1. **INTRODUCTION**

- 1.1 The use of audiovisual aids during operations of Public Order Police (POP) can, if correctly used, make a very real contribution to the successful management of crowds. It will convey not only a visual image of the incident, but include certain aspects, such as sound and colour, which cannot be equalled by conventional aids.
- 1.2 This aid is only as effective as the person using it. To ensure the optimal use of this aid in POP, it is essential that clear guidelines are laid down.

## 2. CONTROL

- 2.1 Every unit must be self-sufficient regarding video camera operators and video camera equipment. The maximum number of video camera operators employed at a unit will be determined as follows
- units consisting of less than 3(three) platoons, 3(three) video camera operators
  - units consisting of minimum of 5(five) and a maximum of 10(ten) platoons, 6(six) video camera operators and
  - units consisting of more than 10(ten) platoons, 10(ten) video camera operators.
- 2.2 If a unit has 4(four) or more video camera operators the unit commander must, appoint a suitable member to co-ordinate the duties of the video camera operators. It is desirable, although not essential, that the member has completed this training. The member will be referred to as the video co-ordinator, except if stated otherwise. The duties will be in addition to the member being utilised daily for operational duties.
- 2.3 The video co-ordinator will be responsible for the following:
- 2.3.1 Regular inspections of video camera equipment.
  - 2.3.2 Dealing with the logistic needs regarding video camera equipment.
  - 2.3.3 The general administration of the video-related activities at his unit.
- 2.4 The video camera operator will during an operation fall under the command of the operational commander. The operational commander, in co-operation with the video co-ordinator, will be responsible for the compliance of the provisions as set out in this policy document. The operational commander will, furthermore, determine when and of which operations recordings should be made.
- 2.5 For the purposes of administration, organization and control, all aids, at unit level, which relate to videos, including television and video recorders, will fall under the control of the video co-ordinator.
- 2.6 The video co-ordinator will be accountable to the unit commander during all

activities which relates to video operations as mentioned in paragraph 2.2 to ensure that these guidelines and provisions as set out in this policy document are adhered to.

- 2.7 The unit commander must ensure that there is adequate control over all the audiovisual aids and that the services by the operators are effectively utilized.

### 3. **SELECTION OF VIDEO CAMERA OPERATORS**

- 3.1 Provincial Commissioners will, from time to time, be requested by National Crime Prevention and Response Service, Head Office to nominate suitable members for training as video camera operators.
- 3.2 Before a member can be nominated for a video camera operator's course, he or she must have worked for a period of probation at least three months under the direct supervision of a video camera operator. During this time the following has to be determined :
- 3.2.1 Whether the member is seriously interested in becoming a video camera operator?
  - 3.2.2 Whether the member has adequate experience in POP activities?
  - 3.2.3 Whether the member is capable of doing the work?
  - 3.2.4 Whether the member is a responsible employee?
  - 3.2.5 Whether the member is suited to perform work of this nature?
  - 3.2.6 Whether the member is acquainted with the relevant court procedures and the submission of evidence?
- 3.3 During the three months period of probation, the video camera operator must train the member in the basic aspects of video camera operations so that the member can determine whether or not he or she is interested in this field and whether or not he or she has the necessary aptitude to become a video camera operator.
- 3.4 A member will not be allowed to undergo a video camera operator's course before he or she has completed a certificate/undertaking, as attached per annexure A.
- 3.5 The certificate in annexure A must also be signed by the commander of the member concerned. The unit commander must be guided by the recommendations of the video camera operator under whose supervision the member has worked.

#### 4. TRAINING

- 4.1 The training of the selected members will be presented by the Criminal Record Centre.
- 4.2 As these members will be expected to give evidence in court concerning the scenes which they have recorded, it is essential that they are trained in giving evidence. The training period for camera operators does however, not make provision for comprehensive training to be given in these aspects and it is therefore essential that the member has some practical police experience before becoming a camera operator.
- 4.3 The nominated member must have a practical knowledge and experience regarding aspects such as the Judge's Rules, admissions and confessions, search, seizure, crowd management, the submission of evidence, the Law of Evidence, reporting, conduct at the scene of a crime and the taking statements. The lectures on these aspects, presented during training have been shortened a great deal and therefore members attending the course will be expected to have the necessary background knowledge in this regard, or at least display the necessary aptitude.
- 4.4 In addition, the member will also receive training in the handling and use of video cameras. In this regard attention is drawn to the contents of paragraph 3.

#### 5. OFFICE ACCOMMODATION AND TRANSPORT

- 5.1 The audiovisual aid equipment is very expensive and sophisticated and it is therefore essential that every possible precaution be taken to prevent the damage and loss of equipment.
- 5.2 If units have already been provided with these aids, the following accommodation facilities must be made available :
- 5.2.1 The office accommodation must consist of adequate locking-up facilities. The doors and windows of these facilities must be burglar-proofed. The locking-up facilities must be of such a nature to ensure adequate room for storing the video equipment accessories as

well as expendable items, such as video tapes.

5.3 A suitable vehicle must be at the disposal of a video camera operators.

## 6. OBJECTIVES OF THE OPERATOR

6.1 The use of audiovisual aids during crowd management is a concept which, if developed to its full potential, can be of great value in the investigation of related crimes and offences. The development of this potential is, however, an educational process for both the operator and the investigating officer involved. The measure to which it will be utilized and the success that will be achieved will largely depend on the initiative and the enterprise of the persons involved.

6.2 The training received by the operator will not make a professional camera operator of him or her. The training will merely provide him or her with the basic, elementary knowledge regarding the equipment. To ensure that this aid is developed to its full potential it is essential that all trained members are fully employed as video camera operators. Only by working with the equipment on a daily basis will he or she learn the necessary skills to render a genuine professional service.

6.3 The effective use of this equipment depends largely on teamwork. The video camera operators must therefore, if circumstances permit it, operate in teams.

6.4 The degree to which these aids will be utilized will depend largely on the initiative and skill of the video camera operator, and of the investigating official. This implies that there should be close liaison between the investigating official and the video camera operator. The use of this equipment will be restricted to POP tasks.

6.5 This equipment is very expensive and sophisticated and the use thereof by an untrained member is strictly prohibited. Only members trained in the use and handling of this equipment may use it. If these members are not available, this equipment may not, under any circumstance, be put at the disposal of other members. If any damage is caused to the equipment or loss sustained as a result of the unauthorized use of the equipment, the necessary steps must be taken to recover the loss sustained and/or damage as well as the cost of repair for the damage, from those members/persons involved. The

exceptions to this rule are those conditions listed in paragraph 3.4. It is, furthermore, strictly prohibited to use this equipment for private purposes, regardless of the conditions or the reasons.

- 6.6 Although the video camera operators provides a specialized service, the members are nonetheless, in the functional line of policing and have to wear uniforms while on duty. The unit commander may however grant permission for members to perform duty in civilian dress for a specific task should the conditions justify it.

## 7. WORK PROCEDURE

- 7.1 The ideal is that every unit be equipped with the necessary equipment and a sufficient number of trained members. If a unit does not have sufficient trained members and/or equipment at its disposal, the available resources must be utilised to the best advantage of POP in order to provide a video service at all POP tasks in a province. While video operators are making recordings of a specific operation, the operators may not, at the same time, be used for other operational tasks. Video camera operators may be used for operational tasks for those periods in which little or no video related tasks are to be undertaken and members are not exempted from the monthly in-service training.

## 8. INSPECTIONS

### 8.1 **Progress made by an operator**

- 8.1.1 As the progress of a member can only be measured by his or her technical knowledge and the service rendered, the progress made by an operator will be determined and evaluated on the basis of spot-checks by the training officer.

### 8.2 **Equipment**

- 8.2.1 Inspections of all audiovisual aids will be carried out on a regular basis by the Video Unit. To enable the Video unit to complete a full inspection, the necessary co-operation must be given during these inspections to the inspecting members. Prior notice of all planned inspections that are to be undertaken by the Video Unit will be forwarded to all the units concerned by POP, Head Office.

9. **SUPPLY OF EQUIPMENT**

- 9.1 The need for additional video equipment and/or the replacement of video equipment will be determined by the technical personnel of the Video Unit.
- 9.2 Should the equipment be unserviceable, whether as a result of a defect, damage or unauthorised use, full details thereof must be reported through the usual channels.

10. **MAINTENANCE OF EQUIPMENT**

- 10.1 The maintenance of all equipment will be undertaken exclusively by the technical personnel attached to Video Unit. Should it be necessary to contract the service and maintenance to private suppliers, this will be arranged by the Video Unit.
- 10.2 With the exception of the above-mentioned case private suppliers may not be negotiated with concerning the maintenance of these aids.
- 10.3 Any expenditure that may be incurred because the instructions stipulated in this paragraph or paragraph 9, were not complied with, may, as outlined in regulation 69, be recovered from the responsible member or members concerned.

11. **EDITING AND DISPOSAL**

- 11.1 All material that has been recorded on video, shall be placed in safekeeping.
- 11.2 With the exception of recordings being made available to an investigation officer, recordings may not, under any circumstance, be given to any news media or other person. Any request for material of this nature to be made available, shall be referred to the local or provincial communications officer.
- 11.3 Copies of recordings may be made available to the investigating officers for the purposes of the investigation. In these cases, a copy of the tape shall be given to the investigating unit, while the original is kept in safekeeping. The original recording may not, under any circumstance, leave the control and supervision of the unit commander / video co-ordinator concerned. It must be kept in mind at all times that its value as evidence can be seriously jeopardised if the tape recording has not, at all times, been under proper

supervision. If a copy of a recording is given to an investigating officer, an entry to this effect must be made in the applicable register. This register must be compiled in accordance with annexure C of this policy document.

## 12. KEEPING RECORDS AND PROVIDING REPORTS

12.1 For the purposes of the proper keeping of records, and accurate reporting, a video register, as per annexure B, must be drawn up. The following headings must be set out in columns :

*	Column	A	(I)	Serial number, beginning with 1 every year
*	Column	B	(I)	Date of recording
			(ii)	Time of recording
			(iii)	Duration of recording
*	Column	C	(I)	Title of, and place at which recording was made
*	Column	D	(I)	Video camera operator
			(ii)	Comments
*	Column	E	(I)	Annual serial number of tape
			(ii)	Format of tape
*	Column	F	(I)	CAS number, if applicable

12.2 Cassettes must be numbered according to this register number. This number must be affixed on the cassette holder as well as being reflected in the IRIS report. If more than one cassette per recording is used, the cassettes must be marked accordingly, for example :

- (I) 16/97 (1 of 2)
- (ii) 16/97 (2 of 2)

12.3 As the cassettes of actions and incidents which are related to POP actions may be used as evidence at a later stage, the following information must be recorded on the sound track before the actual recording begins :

- \* Day, date, time and place of the recording
- \* The number, rank and name, in full, of the camera's operator and of the commentator
- \* The name of the POP unit to which the camera operator is attached



- \* What the recording is about, for example a meeting, gathering or funeral
- \* How the recording is to be made, for example, from a selected vantage point, from a moving Nyala vehicle, or while moving on foot
- \* The length of the tape being used
- \* If there is a break in the recording, the reason for the break must be stated clearly, for example, shielding from those throwing stones, or a fault in the camera, or tapes are being changed, or it is the end of the first recording, or it is the beginning of the second recording, etc
- \* Comments can also be made regarding the weather conditions, for example that it is raining, overcast, etc
- \* Remember that the prime test for the evidence on tape to be admissible is that of relevance, i.e. the tape recording must be relevant to the case brought before the court

12.5 The camera operator must, after the incident, draw up a sworn statement in which the following details are submitted :

- \* Name and rank, in full
- \* That he or she is in the service of the State and that he or she is stationed at, for example, the POP unit, Pretoria
- \* That he or she has received training as a video camera operator and the number of years of experience he or she has in this field
- \* That he or she, in the course of his/her official duties, made a recording at ..... (place) ..... on ..... (date) at ..... (time)
- \* What the subject of the recording was, for example, a meeting, gathering or funeral
- \* Who requested that he or she be present and the reason why the recording was made
- \* How the recording was made, for example, 'stood in a selected vantage point' or 'from a moving Casspir'
- \* The length of the tape
- \* If there was a break in the recording, the reason for this break
- \* Reference number of the video cassette
- \* Any other relevant information

12.6 The Subject Literature System (SLS) is a database on the SAPS mainframe for the gathering of information regarding video recordings and other related material. Units which are as yet are not registered on the SLS must lodge applications in this regard to their respective area Information Systems

component, which will arrange the relevant training be presented to the unit by Information Systems, Head Office.

13. **SPECIAL FORCE ORDER (GENERAL) NO 25 OF 1985**

- 13.1 In addition to all the prescriptions given in this policy directive, all the prescriptions contained in the above Force Order must also be strictly complied with.

**ASSISTANT COMMISSIONER  
ACTING DIVISIONAL COMMISSIONER : CRIME PREVENTION AND RESPONSE  
SERVICE  
H C VERMEULEN**

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