

BA-PHALABORWA **MUNICIPALITY**



FIREARM POLICY & OPERATIONAL PROCEDURES

Formulated by HGS Bezuidenhout based on Nelson Mandela Metropolitan Municipality policies

BA-PHALABORWA MUNICIPALITY

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FIREARM POLICY & OPERATIONAL PROCEDURES

1. FIREARM TRAINING

1.1 Newly appointed staff members, who in the course of their duties will be required to handle Council firearms, will undergo compulsory firearm-training course, which may form part of a broader spectrum-training course such as for Security Officers or Traffic Officers, conducted by a registered / accredited training institution as per the required training standards.

1.2 Training will be conducted in terms of the relevant Firearms Training Manual and include all weapons deployed by the Traffic Department. The training requires the successful completion of the following evaluation processes:-

- After the theoretical training a test is written, which requires a 70% pass mark.
- A practical firing / handling of the firearms is followed only after achieving the required pass mark in the theory of firearms. A pass mark of 70% is required in the practical shoot.

1.3 Firearms may only be utilized by the respective staff member after the successful completion of the training as per entry 1.1 and on receipt of a competency certificate / Firearm Authority Permit.

2. CERTIFICATE OF ACKNOWLEDGEMENT

2.1 It is required, after the successful completion of the training course, mentioned in entry 1 that the Traffic Superintendent in charge completes a "Certificate of Acknowledgement".

For a sample see attached Annexure "A".

2.2 The purpose of this certificate is an acknowledgement of having received / declared the following:-

- Having completed the prescribed official training course, which covers all the firearms that are issued or may be deployed by the Traffic Department and their safe handling at a recognized training institution.
- Instruction in the safety precautions pertaining to the weapons concerned.
- Instructed in the legal aspects pertaining to firearms and their use.
- That the member has no restrictions placed on him / her or been declared an unfit person in terms of the Firearms Control Act (Act 60 of 2000).
- That the member will undergo firearm continuation training as and when required.

2.3 On the rear of the Certificate of Acknowledgement provision has been made for the records of all continuation training.

2.4 The Certificate of Acknowledgement will be retained at the office of the Traffic Superintendent with a copy regularly updated on the officer's personnel file stored at the Human Resource Division.

3. FIREARMS CONTROL OFFICER & ALTERNATE (FCO)

3.1 The Council's Firearms Control Officer is responsible for rendering a support function relating to firearms in respect of:-

3.1.1 Purchasing (compilation of specifications) and supplies of all firearms, ammunition and related equipment such as holsters and gun safes.

3.1.2 Repairs and maintenance.

3.1.3 Budgetary provision / control.

3.1.4 Administrative control over licensing and authority to possess firearms.

3.1.5 SAPS liaison.

3.1.6 Compliance with the Firearms Control Act (Act 60 of 2000).

3.1.7 Main firearm and ammunition inventory control.

- All procurement and issuing of ammunition will be regarded as separate from firearms and controlled as such from a central point.
- Details of ammunition received / issued must be entered in the respective Central Ammunition Register. For an example of the register, see attached Annexure “B”.
- The Firearm Control Officer must do an inspection of the register and ammunition in the central storage facility once a month.

4. AUTHORITY TO POSSESS FIREARMS

4.1 Although the Ba-Phalaborwa Municipality will be or is the license holder of all firearms an Authority Permit must still be issued to each qualifying firearm user as a means of authority to be in possession of and use a Municipal firearm for self defence while in uniform and on duty..

4.2 The FCO is responsible for processing the application and issuing of Authority Permits after the successful completion of the training as contemplated in entry 1.

4.3 Authority Permits are only valid for a period of 12 months, where after a new Permit is to be issued, preferably of a different colour.

4.4 Firearms may only be issued to members in possession of their Authority Permits and on permission of the Traffic Management

4.5 Shift Leaders, where applicable, must, at the commencement of each shift, check that all their shift members are in possession of their Authority Permits. Traffic Superintendent to do random checks.

4.6 Lost Permits must immediately be reported to the Traffic Superintendent, for the completion of the Firearm Authority Permit application form and arranging a replacement Card from the FCO.

4.7 Copies of the respective firearm licenses must be retained by each shift leader in the duty room.

4.8 The FCO must maintain a record of all Authority Permits issued / returned and lost against a signature of the relevant member. For a sample of the register see attached Annexure “C”.

4.9 The following procedure is required to be followed for obtaining a Firearm Authority Permit:-

4.9.1 A Firearm Authority Permit may only be issued to a member in terms of the Firearms Control Act 60 of 2000, section 98 (1)(a), (2) and 8, i.e.

(a) “is a fit and proper person to possess a firearm and

(b) has successfully completed the prescribed training and the prescribed test for the safe use of a firearm.

For a sample of the Firearm Authority Permit, see attached Annexure “D”.

4.9.2 An application for a Firearm Authority Permit can only be processed after a staff member has completed his / her firearm training and a Competency Certificate issued, a copy of which must be attached to the application form/s.

4.9.3 The Traffic Assistant Superintendent of the member applying for the Firearm Authority Permit must complete the relevant sections of the prescribed application forms, comprising:-

- Possession of Official Firearm: Declaration
- Firearm Issue Receipt & Undertaking (only in respect of members on standby and/or authorized to take a firearm home).

For a sample of each see attached respective Annexure “E” and “F”.

4.9.4 The Traffic Superintendent, after checking that the forms have been completed correctly must forward the same via the Director Community and Social Services to the Firearm Control Officer for signature.

4.9.5 The Firearm Control Officer is responsible for the processing and issuing of the Firearm Authority Permit.

4.9.6 Only after finalization by the Firearm Control Officer and when the Firearm Authority Permit has been issued, may a firearm be issued to a member.

4.9.7 A Firearm Issue Receipt / Undertaking must be completed for members authorized to have a firearm in his / her possession after normal working hours and store the firearm at his / her place of residence. A firearm for these members may only be issued after;

- The Firearms Control Officer, local SAPS firearm unit officer and Section Head have inspected the firearm safekeeping facilities and certified the same and
- Once the member has produced a SABS certificate confirming that the safe conforms to SABS Specification 953-1 (Storage of firearms and ammunition Part 1 : Safes).

4.9.8 Original documentation must be retained on the personal file of the individual member.

4.9.9 A certified copy of the Firearm Authority Permit, Competency Certificate and Firearm Issue Receipt, SABS certificate where applicable, must be forwarded to the SAPS designated Firearms Control Officer, for their records.

5. FIREARM AND AMMUNITION REGISTER

5.1 A Firearm and Ammunition Register is located at the strong room and SABS approved safe where firearms are stored. For a sample see attached Annexure "G".

5.2 The purpose of this register is to maintain a central record of all firearm and ammunition movements within the Traffic Department.

5.3 Entries in the Firearm and Ammunition Register are to be made at the time of a transaction and not thereafter.

5.4 Details of all firearms / ammunition handed or taken over at the change of shifts must be made in an Occurrence Book, with cross reference to the records in the Firearm and Ammunition Register.

5.5 Whenever removing firearms or ammunition from one area to another, such transfer must be reflected in both the issuing and receiving Firearm and Ammunition Registers. This includes the drawing of ammunition for shooting practices.

5.6 The Traffic Superintendent must inspect the Firearm and Ammunition Registers once a week and sign on the extreme right hand side of the page, opposite the relevant date entry, as an acknowledgement of the inspection.

6. SECURITY OF FIREARMS

6.1 Municipal firearms and ammunition will at all times be kept under lock and key in a gun cabinet, in a strong room at the Traffic Department when not being used. All firearm safekeeping facilities must conform to the relevant SABS standards.

6.2 The FCO is responsible to retain a spare key for all gun safes. A record must be maintained whenever a spare key is issued and for whatever reason.

6.3 All firearms in gun cabinets are to be unloaded.

6.4 Under no circumstances are firearms or ammunition to be left unattended whilst out of the gun cabinet. Firearms and ammunition are to be kept under the immediate control of the person to whom they are issued.

6.5 Loss or damage to firearms and ammunition will be viewed in a serious light. Extreme care must be taken at all times to ensure maximum security of these items. Note that the loss of a firearm is a criminal offence with severe penalties.

6.6 Details of damaged or lost firearms and ammunition must be recorded in the respective Firearm and Ammunition Register and Occurrence Book and reported via the Traffic Superintendent to the FCO via the head of department for further investigation / action.

Lost firearms, for whatever reason, must immediately be reported to the SAPS and Loss control Unit. The temporary suspension of authority to use a firearm may be imposed, depending on the circumstances of the case and until all investigations are completed, or as directed by the Assistant Director Traffic or FCO

6.7 All damaged firearms and ammunition must immediately be handed over to the Firearm Control Officer for repairs or disposal. Once every 12 months all damaged ammunition must be handed to the SAPS for disposal.

6.8 Disciplinary action will be taken where negligence is established in the handling of firearms and ammunition, apart from any criminal action instituted by the SAPS.

7. FIREARM INSPECTION

7.1 Shift Leaders are to ensure that firearms issued are inspected at the commencement of a shift and meet the required operational standards in terms of cleanliness and serviceability. Members receiving such firearms are to double check.

7.2 Members allocated firearms are responsible for ensuring that their firearms are kept clean and in a serviceable condition for immediate use at all times.

7.3 Shift Leaders are responsible for inspecting all ammunition and firearms of officers under their control once a week. The last inspection of a month must include an inspection of all firearm safes of those Officers authorized to take their firearms home. Findings will be recorded on a Firearm and Ammunition Inspection Schedule, certifying that the required inspection has taken place.

For a sample see attached Annexure "H".

7.4 Any irregularity or defect detected during these inspections must immediately be recorded in the Occurrence Book and reported to the Traffic Management via the Traffic Superintendent.

8. CARRYING OF FIREARMS

8.1 All qualified members, except those in administrative capacities or as determined from time to time, are allowed to carry a firearm, depending on their operational deployment and are qualified as above. The Assistant Director Traffic must authorize any deviation from this provision.

8.2 Uniformed members shall, in terms of the Firearms Control Act (Act 60 of 2000), at all times carry firearms in a prescribed holster, issued and authorized by the Traffic Department Management.

8.3 Firearms are to be carried by members in civilian dress only on specific and stated occasions with the express permission of the Assistant Director Traffic and shall be well concealed.

8.4 Because of the risk factor, firearms shall not be carried loaded (with a round in the chamber), unless in an emergency or on the instruction of a Senior Officer.

8.5 The onus is upon the individual to whom the firearm is issued to ensure that the chamber of his weapon is cleared immediately the need to use the weapon has ceased.

8.6 The full load of rounds shall not be carried in the magazines of a pistol. Two rounds less is required in order to minimize magazine spring fatigue.

8.7 Whenever a firearm is handed or transferred from one person or place to another, the person handing it over is responsible for ensuring that it is not loaded (either chamber or magazine).

The individual receiving such firearm is to double check to ensure that it is unloaded.

8.8 Upon entering premises where the carrying of firearms is controlled, such as Banks and other public buildings, the firearm shall be handed over to the authorized Security Officer upon request, provided that the firearm will be kept in a safe and a receipt is issued by the authorized Security Officer.

8.9 Shift Leaders must carry out random checks to ensure that these requirements, where applicable, are being complied with.

9. GENERAL SAFETY TIPS

9.1 Ensure that a firearm is always clean.

9.2 Don't use damaged or incorrect ammunition.

9.3 Point the barrel in safe direction. Never point a firearm at somebody you do not intend to shoot or in a direction where a shot that does discharge accidentally may cause damage.

9.4 Don't lock away a loaded firearm.

9.5 Keep ammunition and firearms away from unauthorized persons.

9.6 Don't drop a loaded firearm.

9.7 Don't receive or take a firearm before making sure it is safe.

9.8 Unused firearms must be locked away in an approved safekeeping facility.

9.9 Don't play with firearms and ammunition.

9.10 Regard every firearm as loaded until the opposite is proved and handle it at all times with the necessary respect.

9.11 Where applicable, always keep a firearm holstered or in a safe position, except for:-

- Use within the limitation of the law
- Authorized inspections
- Use during shooting and other practices
- Cleaning purposes

9.12 Firearms may not be used after or during the consumption of alcohol or other agents.

9.13 Positively identify the target before shooting.

9.14 Be aware of the direction of the projectile and where it will end (remember to take distance, penetration and deflection into consideration).

9.15 Always keep the trigger finger next to the trigger guard until the target has been identified and you are ready to fire.

10. PRIVATE FIREARMS & SMALL ARMS / AMMUNITION SAFE KEEPING FACILITIES

10.1 No member is permitted to carry his / her own private firearm whilst on duty.

10.2 Private firearms should be left at home but in exceptional circumstances when this is not possible, must be handed in for safekeeping at the commencement of a duty period and only removed when the member reports off duty.

10.3 Details of private firearms handed in for safekeeping must be recorded on a Firearms Receipt.

See attached sample marked Annexure "I"

11. RANGE PROCEDURES

11.1 Procedures Prior to Commencement of Range Exercises

11.1.1 Persons entering a shooting range area must ensure that magazines of weapons are removed procedure:

- Line shotists up on the firing point, next to each other, facing the target area,
- Unload all magazines,
- Safety measures must be performed on all weapons being brought onto the range through the following procedure:
 - Remove magazine
 - Ensure safety catch is in the off position
 - Cycle the firearm twice
 - Lock 9mm in the open position.
 - Look and feel if the chamber is empty
 - Range Officer to physically inspect each firearm
 - Unlock 9mm.
 - Pull trigger, pointing firearm in target direction
- After this exercise members must check each other for any additional ammunition or firearms.

11.2 Immediate Action Drill

11.2 .1 Immediate action drills are applied in event of a stoppage during shooting, as follows:

- Release / remove magazine (9mm)
- Cycle X 1 (faulty round will be ejected)
- Insert magazine
- Continue to fire

11.2.2 Repeat above procedure once in event of a re-occurring stoppage, thereafter notify the Range Officer as either the weapon or the ammunition could be faulty and may need to be withdrawn.

11.3 Practical Load and Unload Procedures

11.3.1 It is essential that a uniform system of commands and actions be followed in the load and unload process in order to maintain range discipline and safety standards as follows;

COMMAND / ACTION

Weapon LOAD

9mm Remove firearm from holster
 Point in direction of target
 Release working parts
 Insert loaded magazine
 Ensure safety catch is off
 Cycle
 Safety catch on
 Holster firearm
 Ready

Weapon UNLOAD

Remove magazine
 Ensure safety catch is off
 Cycle x 2
 Cycle x 1 and lock
 Look & feel if chamber is empty
 Hold for Range Officer inspection
 Declare weapon safe
 Release working parts
 Pull trigger, pointing in target direction
 Cycle and lock
 Holster firearm

11.4 Procedures Applicable to Weapons Not In Use

11.4.1 Magazines of 9mm's may be holstered on the person.

11.4.2 Holstered or stored 9mm's must be in the "cocked and locked" position, with the magazine removed and an empty chamber,

11.4.3 Weapons not holstered must be stored in a safe place.

11.5 General Range Orders

11.5.1 Personnel are to remain at the firing point until instructed to do otherwise by the Range Officer.

11.5.2 Horseplay on the range is strictly prohibited. The handling, safety and use of firearms is a very serious matter and must be treated as such. Accidents and injuries in this connection may have to be answered for in a court of law.

11.5.3 The Range Officer is in total command of all persons and activities on the range. He is also responsible for the manner in which persons conduct themselves.

11.5.4 Only the Range Officer or a person appointed by him will issue ammunition to shotists immediately prior to a specific exercise.

11.5.5 If weapons are handed over, for whatever reason, from one person to another, the person handing over the weapon must apply safety measures and declare "weapon safe" before handing the weapon over to the receiver, who is to immediately apply safety measures as a double check.

9mm's may be holstered or handed over to the next shotist on the firing point.

11.5.7 During an exercise a firearm may only be pointed toward the target area. In the case of combat shooting, the firearm must be pointed to the front, not exceeding a radius of 180 degrees.

- 11.5.8 Immediately after an exercise, on the “unload” command, apply safety measures.
- 11.5.9 Weapons may only be loaded or unloaded on command of the Range Officer, prior to the commencement of an exercise.
- 11.5.10 Ear and eye protection, where applicable, must be used at all times, failure of which may result in a “no claim” in event of injury or long term medical side effects.
- 11.5.11 Range Officers may only be appointed after successful completion of a certified training course.
- 11.5.12 Under no circumstances should firearms and ammunition be left unattended on the range.
- 11.5.13 The Range Officer will appoint a scorer/s, cartridge collectors and whoever he deems necessary to assist him in ensuring an orderly sequence of events take place on the range.

12. SHOOTING ACCIDENTS / DISCHARGE OF FIREARMS

12.1 Where a member fires a shot or where a firearm is pointed at somebody as a deterrent, the officer shall immediately notify the Control Room and his most senior member on duty. All details are also to be recorded in the relevant Occurrence and Note Book. Thereafter, a report shall be handed in, in which all the relevant facts about the incident are stated including the following detail;

- Date, time and place of incident and time of arrival at the scene
- Names and addresses of people involved
- Damage to property and-or people killed or injured
- Name and addresses of witnesses
- Number of rounds and shells handed in
- Short summary of the incident
- Relevant facts and circumstances supporting the action
- The Investigating Officer’s opinion whether legislation and/or departmental policy were contravened.

12.2 The most senior member on duty must respond to all firearm related incidents and must also notify the Assistant Director Traffic and Licensing and SAPS if a shot has been fired.

12.3 Accidental discharge of firearms will not be tolerated. The need for extreme caution at all times when handling firearms, cannot be emphasized strongly enough. Members are forewarned that any misuse or accidental discharge of a firearm will not be accepted and will result in disciplinary action being taken.

12.4 Firearms are never to be pointed at anyone, be they loaded or unloaded, unless it is the intention to use the firearm. The person at whom the firearm is pointed could lay a criminal charge.

12.5 All shooting accidents, incidents or accidental discharges must be reported for investigation purposes. The attached “Shooting Incident Report” marked Annexure “K” will guide the investigation.

13. CONFISCATION OF FIREARMS

13.1 The immediate confiscation of a firearm is required, after informing the Senior Traffic Management or Director Community and Social Services under the following circumstances, when an officer:

- Threatened to commit suicide
- Threatened to shoot family members, colleagues or other persons
- Is emotionally unstable
- Is under the influence of intoxicating liquor or drugs or seems to be
- Suffers from a stress related illness
- Handles a firearm irresponsibly or contrary to the Firearm Policy / Operational Procedures.

13.2 The firearm shall remain impounded pending the outcome of an investigation, up until which time the member shall not be entitled to be issued with a firearm.

14. CONTINUATION TRAINING

14.1 Practical Shooting Exercises

14.1.1 Practical shooting exercises for members will take place twice a year utilizing the firearms as issued.

14.1.2 Shooting practices will be in accordance with the laid down format.

14.2 Inter Section Shooting Competition

An Inter Section Shooting competition will be held once a year. All sectional members will represent their section.

Shooting proficiency badges will be awarded to members achieving certain qualifying standards for hand guns.

The following criteria apply.

14.2.1 Qualifying criteria for proficiency badges:-

- Only members participating in the inter-section shoots will be eligible to qualify.

14.2.2 Category of badges and qualifying percentages:-

AWARD CATEGORY QUALIFYING % SCORE SPECTRUM

Bronze 70% to 74,6 216 – 230

Silver 75% to 79,8 231 – 246

Gold 80,1% to 100% 247 – 308

14.2.3 Shooting Proficiency Badge retention standards

- Should members fail to achieve the required percentage at any shoot, an additional opportunity will be available for them at the next shoot, to qualify. Should they fail to do so, their proficiency badges will be withdrawn and the members will once again be judged on merit.

- All members in possession of shooting proficiency badges must wear such just above the name tag immediately over the centre of the right breast pocket.

Any new issue or exchanges will be done after the shoot on the range, against a signature of the member and Range Officer.

- **NB : lost badges must be compensated for by the member concerned, at a replacement cost of R150,00.**

14.2.4 General

- At the end of the final shoot for the year certificates will be awarded to:

- the top two shotists in all firearms used
- the top three shotist overall
- the most improved shotist

- The Range Officer is responsible for all arrangements related to these awards.

- Only members who participated in 75% and more of the competitions for that year will be eligible for certificates.

14.3 Shift Leaders are responsible for the immediate recording of all results and details of shooting exercises after the completion of such exercises. These results are recorded on the rear of the "Certificate of Acknowledgement" as part of the record of Continuation Training.

14.4 Monthly Firearm Safety Precaution Tests

14.4.1 A procedure has been established to ensure that members undergo frequent firearm safety precaution tests to prevent them from becoming complacent or forgetful in the correct handling of firearms.

14.4.2 All members will be exercised and tested on a monthly basis in respect firearms issued.

14.4.3 The exercise will take the form of:-

- A study of the correct procedures
- Questions on the procedures
- Physical handling of the firearm

14.4.4 The Shift Leader will be responsible for ensuring that all personnel on his shift are tested each month in accordance with the test manual.

14.4.5 A record in the form of a schedule will be completed by the Shift Leader in respect of all his personnel, which will be retained by the shift leader on file.

For a sample of the Schedule, see attached Annexure "J".

14.4.6 Abovementioned schedule will accompany the individual to whatever shift or task he/she is posted.

14.4.7 Shift Leaders are to counter sign all schedules to confirm that the tests are being conducted correctly.

14.4.8 Shift Leaders are to ensure that new arrivals at their Shift are immediately tested on the firearm to be issued held at their Section according to the prescribed conditions. In the event of an existing qualified member being transferred from another section or to another section, his previous history and file will follow and suffice.

15. LEGAL IMPLICATIONS

15.1 The use of firearms and actions by members must be in accordance with the Firearms Control Act and Regulations (Act 60 of 2000), Firearm Policy and Operational Procedures, Training Manuals and any other relevant Legislation or directives.

15.2 In view of the above, certain facts must be borne in mind before the use of firearms is contemplated and are repeated hereunder:-

15.2.1 Never use a firearm if the objective has already been achieved. (Self defence)

15.2.2 If it is possible, obtain authority to shoot from the most senior member of the SAPS available and under instruction to assist in terms of a schedule 1 offence.

15.2.3 If in doubt, do not fire.

15.2.4 The member must either have been unlawfully attacked and faces a situation where he / she had reasonable grounds for believing that he /she was in danger of death or serious injury.

15.2.5 Any response to an attack must be an immediate reaction to a particular situation and not as a result of a past action. (not premeditated).

15.2.6 The force used should stop immediately the need for it has ceased.

15.2.7 In terms of the Criminal Procedure Act, if the threat of danger can be averted by any less forceful means, than the use of a firearm, then a firearm should not be used. Thus, never use a firearm when it is possible to achieve an objective by other means.

15.2.8 The means of force used must not be excessive in relation to the danger anticipated. Only such force as is necessary to restrain an accused or prevent him from escaping may be used. (Minimum Force)

15.3 Use of force diagram

15.3.1 This diagram provides a pictorial view of force application.

15.3.2 Since the amount of force is based on the amount of resistance, the diagram shows the assailant's action on the left and the member's response on the right. The various force options are displayed at the bottom.

15.3.3 The member must use a level of force high enough to gain control. The object being to control, not punish.

USE OF FORCE DIAGRAM: LADDER CONFIGURATION

FORCE OPTION	DESCRIPTION	DEFENCE AND CONTROL TECHNIQUE
9	Lethal Force	<ul style="list-style-type: none"> • Firearm
8	Intermediate Force	<ul style="list-style-type: none"> • Shock stick, Stun Gun, Taser • Tonfa Baton or other Impact Instrument
7	Aerosol Chemical Agents	<ul style="list-style-type: none"> • CN Tear agent • CS Irritant
6	Empty Hand Impact	<ul style="list-style-type: none"> • Stunning techniques
5	Decentralization	<ul style="list-style-type: none"> • Heavy techniques of subject control • Defensive tactics Above could be applied with or without Tonfa Baton or other Impact Instrument
4	Oleoresin Capsicum Aerosol Units	<ul style="list-style-type: none"> • OC products (Pepper spray)
3	Passive Control	<ul style="list-style-type: none"> • Pain compliance holds • Pressure point control tactics • Escort techniques • Light subject control Above could be applied with or without Tonfa Baton or other Impact Instrument
2	Verbal Commands	<ul style="list-style-type: none"> • Verbal communication • Non-verbal communication
1	Officer Presence in Uniform	

By climbing this ladder the member would escalate force, which means moving to higher force level to exercise control. This is, however, determined by the resistance encountered and nature of threat perceived by the member in that specific situation.

De-escalation is the reverse process as the member gains control over the situation.

ANNEXURE "A"

FIREARMS TRAINING
CERTIFICATE OF ACKNOWLEDGEMENT

I, FULL NAMES

RANK

PERS NUMBER:

Being employed by the Ba-Phalaborwa Municipality as a Traffic Officer and having being appointed as a Peace Officer, acknowledge having completed an accredited Training Course at a recognized Training Centre, which included the safe handling and usage of a firearm as follows.

TYPE OF FIREARM	TRAINING DATES
Semi-automatic pistol	

During the course of the abovementioned training, I was fully informed of all the safety precautions pertaining to the firearm concerned, which is issued to staff members. I was also instructed in the legal aspects relating to firearms and their usage and in my responsibilities under the law governing this part of my duties. I have read and understood the Firearms Control Act,

Firearm Operational Procedures and applicable safety requirements.

I know of no restrictions to my use of a firearm in the course of my duties. I have never been declared an unfit person in terms of the Firearms Control Act. I understand the content of this instruction and that I will be required to undergo continuation training in firearms from time to time.

Signed:

Witness: Name.....

Rank.....

Signature.....

Date:

ANNEXURE “D”

AUTHORISATION PERMIT TO POSSESS A FIREARM

In terms of Section 98 (1)(a) and (2) of the Firearms Control Act, No. 60 of 2000, and in my capacity as Firearms Control Officer of the Ba-Phalaborwa Municipality,

I,.....
 hereby authorize the under mentioned employee of Ba-Phalaborwa Municipality to be in possession of the firearm described on the attached list, for the purpose of:-

- (a) Protecting his/her own person.
- (c) Executing his/her powers as a peace officer in terms of Section 49 of the Criminal Procedure Act, No. 51 of 1977, and subject to the conditions prescribed therein.

This authority is limited to the said employee and he/she shall not delegate, or permit, or cause someone else to be in possession of the firearm; provided this restriction shall not curtail the authority of a member of the South African Police Services in any way whatsoever, or that of a Director or Assistant Director Community and Social Services or the Firearm Control Officer for the purpose of safekeeping.

This authority shall remain in force until rescinded in writing, or when the service of the said employee is terminated, or when the member is declared unfit to possess a firearm in terms of the said Firearms Control Act.

NAME :		ID NO:	AGE:
GENDER:	PERS. NO:	ADDRESS:	
POSITION:		SUB-SECTION:	

VALIDITY PERIOD: 12 months maximum

From:	To:
-------	-----

SPECIFIC AUTHORITY REQUIREMENTS : (Tick in the appropriate block)

Be in possession of firearms after normal working hours.

Carry firearm on person outside of workplace in accordance with sect 84 of the Act

Store firearms in a SABS approved safe.

DATE OF THIS CERTIFICATE:

.....Authorised Signature.....

(full names).....

FIREARMS CONTROL OFFICER

ANNEXURE “E”

POSSESSION OF OFFICIAL FIREARM: DECLARATION

To be completed in respect of members authorized to utilize firearms

NAME:		
IDENTITY NUMBER:	AGE:	GENDER:
RESIDENTIAL ADDRESS:		
OCCUPATION:		
WORK ADDRESS:		
(H) TEL:	(W) TEL:	Cell:

STATES IN ENGLISH UNDER OATH:

I am a member of or above the age of 21 years, employed by the Ba-Phalaborwa Municipality.
 I am conversant with my powers and obligations in terms of the Firearms Control Act, No. 60 of 2000, the Criminal Procedure Act, No. 51 of 1977 and the South African Criminal Law, with regard to “self defence”, “defence of necessity”, possession and the use of a firearm by a Peace Officer.
 I have never been declared incompetent by the Commissioner of the South African Police Services or a court of law to possess a firearm.

I know and understand the contents of this declaration.
 I have no objection to taking the prescribed oath.
 I consider the prescribed oath to be binding on my conscience.
 I swear that the contents of this declaration are true, so help me God.

.....Signature.....

I certify that the above statement was taken by me and that the deponent has acknowledged that he / she knows and understands the contents of this statement.
 This statement was sworn to before me and the deponent’s signature was placed there on in my presence at Phalaborwa on date.....time.....

.....Signature.....

Commissioner of Oaths

Name:			
Address:			
Rank:			
Area:			
Place:			
Date:		Time:	

ANNEXURE “F”

FIREARM ISSUE RECEIPT & UNDERTAKING

To be completed in respect of members authorized to take firearms home.

I, the undersigned,

Name:	
Address:	

Herby acknowledge receipt of the following:

Firearm:	Make:	Model	Serial No.
Accessories:			

Issued to me by the Ba-Phalaborwa Municipality, subject to the following conditions, namely:-
That I shall at all times be responsible for the safe, proper keeping and maintenance of the firearm.

On the termination of my service or as may be stipulated I undertake to return such firearm and accessories to the Municipality in the same good condition;

That I shall use the firearm solely in the execution of my duties and nowhere else, nor for any other purpose;

That the firearm will at all times remain the sole property of the BPM.

That I shall carry the firearm on my person while I am performing my duties;

That at all times, when not carrying the firearm on my person as authorised, I shall keep it in a safe and proper place in order to prevent damage or theft of the firearm and accessories.

If I move from the abovementioned address, I will notify the Firearm Control Officer via my immediate Supervisor in writing immediately to enable a follow-up inspection of my safe at the new address;

That, should I for whatever reason be absent from duty for more than 3 days while in legal possession of a Municipal Firearm, I shall hand in the firearm with accessories at the Municipal firearm storage facility for safekeeping.

DATED..... SIGNED.....

in PHALABORWA on this THE.....DAY of.....20.....

.....
SIGNATURE: RECIPIENT

I, full names.....
have inspected the safe of the abovementioned member and is satisfied that it meets the requirements in terms of the Firearms Control Act.

Signed.....	Signed.....
Name:	Name:
SUPERINTENDENT TRAFFIC.	FIREARM CONTROL OFFICER.
Date:	Date:

Return receipt/information: Details of Authorised officer receiving returned firearm		
Date:	Time:	Place:
Rank:	Full Names:	Signature

ANNEXURE "1"

BA-PHALABORWA MUNICIPALITY
AUTHORITY TO POSSESS ARMS AND AMMUNITION.

PERMISSION TO A COMPETENT PERSON BY A HOLDER OF A PRIVATE FIREARM LICENSE TO BE IN POSSESSION OF THAT FIREARM FOR SAFEKEEPING.
TO BE COMPLETED AT THE MUNICIPAL FIREARM STRONGROOM WHERE FIREARMS ARE HANDED IN FOR SAFEKEEPING

I, (full names).....(ID)
of.....(address)
herewith give permission to.....(full names)
..... (ID)of(address)

to have in his possession for a period of Days, from (date)
the firearm described as follows:

Type Make

1
Calibre Serial number.....

Number of rounds

Signature (license holder) Date

Declaration by Receiver

I am older than 21 years and am in the employ of the Ba-Phalaborwa Municipality. I have not been forbidden to possess a firearm \ ammunition.

I took possession of the above firearm this date and hereby agree to keep it secure as prescribed by law and to return it within the prescribed period as prescribed.

.
Signature Name (Print).....
.

Note : Ba-Phalaborwa Municipality or its agents will not be held responsible for any loss or damage to any firearm / ammunition handed in for safekeeping.

ANNEXURE "K"

SHOOTING INCIDENT REPORT.

On date.....at approximately time.....the following member

full name/s and initials.....rank.....

pers number.....Used his/her firearm under the following circumstances:

Firearm used:TYPE & SERIAL NO.

1. SHOOTING INCIDENT

1.1 A short description of incident (without unnecessary repetition of facts stated further on in this report).

1.2 Date and time of incident:

Date Time.....

1.3 Precise location of incident (where it took place):

.....
.....
.....

1.4 The reason for the incident, with express reference to the crime that caused it and The CAS reference:

Reason:

.....
.....
.....

Crime:

.....
.....
.....

SAPS Reference:

2. MEMBER(S) WHO SHOT DURING THE INCIDENT

2.1 Full particulars of member, including age and number of service years:

Pers no.Rank:

Initials Surname:.....

.....

Sex:.....Age:

Number of service years:

2.2 Was the member on duty or did he place himself on duty:

(State shift):.....

2.3 Did the member act on own initiative or obeying an instruction:

.....
.....

2.4 Did the member first give an oral warning:

.....
.....

2.5 Were any warning shots fired and, if so, how many:

Warning shots fired:Number:

2.6 Explain level of force used (for example, whether he / she shot at the fleeing person's legs or the vehicle's tyres):

.....
.....

2.7 Number of shots fired (excluding those stated in paragraph 2.5):

Number:

2.8 Whether action was justified or not in terms of the Criminal Procedure Act, Section 49, Act 51 of 1977 (if doubtful, this should be expressly stated):

.....

2.9 If shooting incidents is investigated, state inquiry number or CAS reference:

SAPS Station:.....CAS/Inquiry no.:.....

Complaint:.....

2.10 Is the suspension of the member recommended or not:

.....

2.11 Were any divisional policies contravened (refer to specific procedures and sections):

.....

3. FIREARM INVOLVED

3.1 Type of weapon, with reference to calibre and make:-

Type of weapon:.....

Calibre:.....

Serial Number:.....

3.2 Mechanical condition of firearm:

Describe:.....

3.3 Ammunition issued:

Number:.....

Type:.....

3.4 Number of cartridges found at scene:

Number:.....

4. TARGET / VICTIM

4.1 Described nature and extent of target / victim, whether brick building / motor vehicle/ person, whatever the case may be:

.....

4.2 Whether the initial target / victim had been hit or not. If not, please state the involvement of the target / victim in the incident (e.g. innocent pedestrians, etc.):-

Initial target:.....

.....

Involvement:.....

.....

4.3 Whether the target / victim had been hit or not and, if so, a full explanation of the area hit, e.g. left thigh, from the front, from the back, from the side:

Hit or not:

Where:.....

From which direction:

4.4 Name and initials of each victim, including sex and age:

Initials and surname:.....

Sex:

Age:.....

Initials and surname:.....

Sex:

Age:.....

Initials and surname:.....

Sex:

Age:.....

4.5 Condition of victim / target after the incident:

.....

.....

.....

.....

4.6 Had the victim / target been involved in or sought for any crime other than the one that caused the incident. Please state full particulars:

Sought for another crime:.....
SAPS
Station:.....
CAS reference:.....
Charge:.....

5. ARREST/S ARISING FROM INCIDENT

5.1 Number of arrests, including statement of personal details:

Number:
Initials and surname:.....
Sex:
Age:.....
Home address:.....
.....
Work address:.....
.....

Tel.No. (H).....(W).....(Cell).....
Initials and surname:.....
Sex:
Age:.....
Home address:.....
.....
Work address:.....
.....

Tel.No. (H).....(W).....(Cell).....
Initials and surname:.....
Sex:
Age:.....
Home address:.....
.....
Work address:.....
.....

Tel.No. (H).....(W).....(Cell).....

5.2 Time and date on which Shift Commander (or other member/s) advised the Assistant Director Traffic of the incident, as well as his name:

Time:Date:
Name:
Pers Number:Rank:

Shift Commander did not visit scene, provide reasons:.....
.....
.....

5.2 Time and date on which Shift Commander visited the scene as well as his name:

Time:Date:
Name:
Pers Number:Rank:

Shift Commander did not visit scene, provide reasons:.....
.....
.....

PLACE:

DATE:

TIME:

NAME / RANK OF INVESTIGATING OFFICER:.....

SIGNATURE OF INVESTIGATING OFFICER:.....