

NATIONAL INSTRUCTION 1/2002

THE SOUTH AFRICAN RESERVE POLICE SERVICE

CHAPTER 1 INTERPRETATION

1. Definitions

In this Instruction, unless the context otherwise indicates, —

- (a) **“commander”** means, in the case of —
 - (i) a division, the divisional commissioner;
 - (ii) a province, the provincial commissioner;
 - (iii) an area, the area commissioner;
 - (iv) a *station*, the *station* commissioner;
 - (v) a *unit*, the *unit commander*,
who is in command of the division, province, area, *station* or *unit* in or at which a *reservist* performs his or her duties;
- (b) **“co-ordinator”** means a permanent member designated by the *commander* concerned to manage the *reservists* in the division, province, area, *station* or *unit* in co-operation with the *head reservist* concerned;
- (c) **“head reservist”** means a *reservist* designated by the *commander* concerned to manage the *reservists* in the division, province, area, *station* or *unit* in co-operation with the *co-ordinator* concerned;
- (d) **“National Co-ordinator”** means the *National Co-ordinator* designated in terms of paragraph 5(1);
- (e) **“reservist”** means a member of the South African Reserve Police Service;
- (f) **“station”** means any division, province, area, police *station*, branch or *unit* of the Service;
- (g) **“the Act”**: means the South African Police Service Act, 1995 (Act No. 68 of 1995);
- (h) **“the Regulations”** mean *the Regulations* for the South African Reserve Police Service, 2002; and
- (i) **“unit”** means any *unit*, section or branch of the Service that does not fall under the command of a *station* commissioner.

CHAPTER 2

CATEGORIES OF RESERVISTS AND ESTABLISHMENT

2. Determination of categories of reservists

- (1) It is hereby determined that there shall be the following categories of *reservists*:
 - (a) Category A *Reservists*: Functional Policing;
 - (b) Category B *Reservists*: Support Services;
 - (c) Category C *Reservists*: Specialized Functional Policing; and
 - (d) Category D *Reservists*: Rural and Urban Safety.

- (2) The following is determined in respect of each of the categories determined in terms of subparagraph (1):
 - (a) Category A *Reservists*: Functional Policing:

A *reservist* appointed to this category —

 - (i) shall perform functions in all operational facets of policing either at *station*, area, provincial or national level including functions as part of a sector team or *unit*;
 - (ii) must wear a uniform except if the *reservist* is placed at Detective Services or Crime Intelligence;
 - (iii) must be trained in relevant aspects of functional policing applicable to his or her duties as well as additional required job specific/in-service training, depending on the area of utilisation; and
 - (iv) may, in accordance with regulation 5 of *the Regulations*, be called-up by the National or a Provincial Commissioner to report for duty at a place, date and time determined by the National or Provincial Commissioner and to perform such functions at such places and for such periods as may be determined by the National or Provincial Commissioner concerned.

 - (b) Category B *Reservists*: Support Services:

A *reservist* appointed to this category —

 - (i) shall perform specific support functions at national, provincial, area or *station* level and may not be utilized to perform functional policing functions;
 - (ii) may not wear a uniform or be issued with a firearm;
 - (iii) may only perform such support functions as may be determined by the *commander* and which are specified by the said *commander* in a job description;
 - (iv) must, where necessary, be trained in relevant legal aspects, policy and instructions applicable to his or her specific functions; and

- (v) may, in accordance with regulation 5 of *the Regulations*, be called-up by the National or a Provincial Commissioner to report for duty at a place, date and time determined by the National or Provincial Commissioner and to perform such functions at such places and for such periods as may be determined by the National or Provincial Commissioner concerned.
- (c) Category C *Reservists*: Specialized Functional Policing:
A *reservist* appointed to this category —
- (i) must be a person who has particular skills or expertise which can be utilised operationally by the Service;
 - (ii) shall perform specific functions in his or her field of expertise;
 - (iii) may, with the approval of his or her *commander*, wear a uniform;
 - (iv) must be trained in relevant legal aspects, policy and instructions applicable to his or her specific functions;
 - (v) may, in accordance with regulation 5 of *the Regulations*, be called-up by the National or a Provincial Commissioner to report for duty at a place, date and time determined by the National or Provincial Commissioner and to perform functions relevant to his or her specific skills at such places and for such periods as may be determined by the National or Provincial Commissioner concerned.
- (d) Category D *Reservists*: Rural and Urban Safety:
A *reservist* appointed to this category —
- (i) shall perform functions in operational facets of policing relating to rural and urban safety in a specific sector at *station or unit* level, excluding specialized functional duties;
 - (ii) may wear a uniform;
 - (iii) may perform such functions under the supervision of a permanent member or a Category A *reservist*, if necessary;
 - (iv) must be trained in relevant legal aspects, policy and instructions relating to his or her specific duties, as well as aspects relating to functional policing applicable to his or her area of duties;
 - (v) may, in accordance with regulation 5 of *the Regulations*, be called-up by the National or a Provincial Commissioner to report for duty at a place, date and time determined by the National or Provincial Commissioner to perform policing functions at station or *unit* level related to sector policing in urban and rural areas at such places as mentioned in subparagraph (vii) and for such periods as may be determined by the National or Provincial Commissioner concerned;

- (vi) is exempted from the normal selection requirements relating to academic qualifications and psychometric tests;
 - (vii) may only perform his or her duties in areas as specified by the *commander* in a job description; and
 - (viii) shall, notwithstanding the provisions of paragraph 19, report for duty in a manner and place as determined by the *commander*.
- (3) A *reservist* appointed to one category may be transferred to any other category if he or she complies with all the requirements for the specific category and has undergone or is willing to undergo the required training for that category.
- (4) No *reservist* may, without the written permission of the National Commissioner, perform general operational duties at the Special Task Force, Security and Protection Services, a National Key Point, an airport or any Intervention *Unit*.
- (5) The National Commissioner may in certain circumstances if he or she deems it fit and in the interest of the Service, issue instructions regarding the identification of specific categories of *reservists*.

3. Establishment of the Reserve Police Service

Every *commander* must determine the establishment of *reservists* at his or her *station* or other office, in accordance with the needs and priorities at his or her *station* or office taking into account the available resources at his or her disposal to properly train and equip such *reservists* as well as the Resource Establishment Plan applicable to the *station* or office.

CHAPTER 3 MANAGEMENT OF THE RESERVE POLICE SERVICE

4. Command and control of reservists

- (1) All *reservists* serve under the command and control of the National Commissioner.
- (2) A *reservist* serves under the specific command of the *commander*, *co-ordinator* and *head reservist* of the division, province, area, *station* or *unit* concerned.
- (3) All *reservist* functions will be co-ordinated and controlled by the *co-ordinator* and *head reservist* of the division, province, area, *station* or *unit* concerned.

5. Designation of co-ordinators and head reservists

- (1) The Divisional Commissioner: Crime Prevention must designate a senior officer within his or her division as *National Co-ordinator* and a *reservist* as the national *head reservist* to co-ordinate and control the functions of *reservists* at national level in order to maintain an effective Reserve Police Service.
- (2) Every *commander* must designate a permanent member as *co-ordinator* and a *reservist* as a *head reservist* who will be responsible to manage the *reservists* in the division, province, area or at the *station* or *unit* in order to ensure the effective utilization of the *reservists*.
- (3) The rank of a *head reservist* in a province, area, *station* or *unit* may not be higher than the rank held by the *commander* of a province, area, *station* or *unit* concerned and may, in any event, not be higher than that of an assistant commissioner.

6. Precedence and showing of respect

- (1) No *reservist* has authority over a permanent member except if a *commander* in the absence of a permanent commissioned officer, appoint a *reservist* commissioned officer in command of a specific operation involving permanent members and *reservists*.
- (2) A permanent member must show the necessary respect to a *reservist* who holds a higher rank than he or she does. A *reservist* officer must be saluted by a permanent member or a *reservist* holding a lower rank.
- (3) The precedence of *reservists* holding the same rank shall depend on the respective dates of their appointment in that rank: Provided that a *reservist* appointed as *head reservist* of a division, province, area, *station* or *unit*, shall have command over all other *reservists* in that particular division, province, area, or at that *station* or *unit*, irrespective of his or her date of appointment.
- (4) If two or more *reservists* of the same rank are appointed on the same date in such rank, their precedence shall, with due regard to the proviso to subparagraph (3), be determined according to the date of their appointment in the lower ranks or ranks that they held before their appointment in their existing ranks.

CHAPTER 4 ENROLMENT

7. Recruitment campaigns

Targeted recruitment campaigns must constantly be launched to enlist new *reservists* based on operational needs and priorities of the Service and to acquire specialised skills and competencies where these are needed.

8. Requirements applicable to persons from specific groups

- (1) The following persons may not be appointed as *reservists*:
 - (a) a person who has been discharged as medically unfit from a previous employer: Provided that such a person may be appointed as a Category B *reservist*;
 - (b) a former member of the Service whose application for re-enlistment was rejected due to negative considerations;
 - (c) a member of the Regular Force of the South African National Defence Force referred to in section 52 of the Defence Act, 2002 (Act No. 42 of 2002);
 - (d) a person in a key position as determined by the Department of Labour;
 - (e) a person who holds any post or office in a political party, organisation, movement or body;
 - (f) a person who is actively involved in politics or who is an outspoken supporter of a political party and who may violate the non-partisan nature of the Service;
 - (g) a full-time journalist;
 - (h) a person who does not have a fixed residential address;
 - (i) a scholar;
 - (j) a security officer or guard or a person attached to a private security organisation (whether as director, partner or employee);
 - (k) a member of a municipal police service (including a local law enforcement officer); and
 - (l) a sheriff or deputy sheriff.
- (2) The following persons may, subject to the condition or conditions stated in each case be appointed as *reservists*:
 - (a) an official or employee of Transnet, with the written approval of his or her head of department;
 - (b) a member of the Department of Correctional Services —
 - (i) if his or her duties as *reservist* will not interfere with his or her normal work activities;
 - (ii) if the interests of the Department of Correctional Services will at all times be served first; and
 - (iii) may not be called-up in terms of regulation 5 of *the Regulations* without the permission of the Department of Correctional Services;

- (c) Public Service Act personnel employed by the Service, if they perform their duties as *reservists* outside their normal working hours;
 - (d) an employee of a municipality including a member of the emergency services —
 - (i) if his or her duties as *reservist* will not interfere with his or her normal work activities;
 - (ii) if the interests of the municipality will at all times be served first; and
 - (iii) may not be called up in terms of regulation 5 of *the Regulations* without the permission of the said municipality; and
 - (e) a reserve member of the South African National Defence Force —
 - (i) if his or her duties as *reservist* will not interfere with his or her normal work activities;
 - (ii) if the interests of the South African National Defence Force will at all times be served first; and
 - (iii) may not be called-up in terms of regulation 5 of *the Regulations* without the permission of the South African National Defence Force.
- (3) The provisions of National Instruction No. 7/2000 must be taken into consideration and a person performing work as outlined therein, may not be appointed as a *reservist*.
- (4) Additional requirements for specific *units* or functions are set out in Chapter 8.
- (5) It must be brought to the attention of *reservists* and prospective *reservists* that their voluntary services as *reservists* do not ensure that they will be appointed if they should apply for a permanent position in the Service nor will they receive any remuneration for such voluntary services unless they are called up in accordance with regulation 5 of *the Regulations*.

9. Selection process

- (1) The selection of *reservists* must be dealt with in the same manner as the selection of applicants for permanent appointment: Provided that an applicant need not be in possession of a driving licence.
- (2) A security clearance must only be obtained where the duties of a *reservist* will be of such a nature that a security clearance will be necessary.
- (3) Where an applicant is not a South African citizen, form Z204 (security questionnaire), must be completed in triplicate, in typing or in block letters and in black ink. The relevant divisional or provincial commissioner must submit this form to the Divisional Commissioner: Crime Intelligence (For attention: Vetting *Unit*), to request a security clearance. Such an

applicant must be in possession of a South African identity number. If the appointment of the applicant is recommended, the recommendation must be properly motivated.

- (4) If an applicant does not comply with all the requirements for appointment but his or her appointment is still recommended, or if there are circumstances which make it inadvisable to recommend the appointment of an applicant who complies with all the requirements, a motivated report must be included in the recommendations by the *commander*. Such applications, which cannot be approved in accordance with the provisions of regulation 3 of *the Regulations*, must be sent via the Divisional Commissioner : Crime Prevention to the Divisional Commissioner: Personnel Services with a recommendation by the divisional or provincial commissioner concerned.

10. Re-enlistment of former SAPS members or reservists

- (1) A person who previously served in the South African Police Service or Reserve Police Service, may be re-enlisted as a reservist: Provided that he or she meets the requirements. Such an applicant must undergo a refresher course if he or she has been inactive for a period longer than two (2) years. During the selection process enquiries must be made about the previous service record of the applicant to determine his or her acceptability and suitability to join the Reserve Police Service. A report from the previous *commander* of the applicant must be included in the application.
- (2) A former *SAPS member or reservist* whose application for re-enlistment has been approved, may be appointed in the rank he or she held at the time he or she left the South African Police Service or Reserve Police Service. The final decision about the rank to which he or she will be re-enlisted, is the responsibility of the relevant provincial or divisional commissioner.
- (3) The fact that the re-enlistment has been approved as well as the previous PERSAL number of the applicant and the rank to which he or she is being re-enlisted, must be mentioned in the remarks column in SAPS 93(d).

11. Applications and related documents

- (1) The *co-ordinator* must ensure that the following forms are completed when a person applies to be appointed as a *reservist*:
 - (a) Application for appointment as member of the Reserve Police Service (Selection report), SAPS 93;
 - (b) Health questionnaire, (SAPS 93(a));
 - (c) Personal and Confidential enquiries, (SAPS 93(b));
 - (d) Personal Particulars of member of the Reserve Police Service, (SAPS 93(c));

- (e) Appointment as member of the South African Reserve Police Service (SAPS 93(d));
 - (f) Undertaking at appointment in the South African Reserve Police Service, (SAPS 93(e));
 - (g) Indemnity (*reservists* attached to the Air Wing) (SAPS 93(f));
 - (h) Indemnity (*reservists/* attached to Mounted *Unit*) (SAPS 93(g));
 - (i) Application for voluntary resignation/ Notice of discharge: South African Reserve Police Service (SAPS 93(h))
 - (j) Temporary Appointment Certificate: Reserve Police Service (SAPS 93(i));
 - (k) Security questionnaire, Z204 - where applicable;
 - (l) Fingerprint enquiry form, SAPS 91(a);
 - (m) Oath of Office, SAPS 95; and
 - (n) Letter of consent from the parent or guardian if the applicant is below the age of 21 years.
- (2) The following must be done when an application for appointment as *reservist* is received:
- (a) The applicant must, with the assistance of the *co-ordinator*, complete the SAPS 93 part I, SAPS 93(c), SAPS 93(e), SAPS 93(a) as well as the SAPS 91(a). The necessary arrangements must where applicable be made for the applicant to undergo psychometric testing.
 - (b) The SAPS 91(a) must immediately be forwarded to the Criminal Record Centre to determine whether an applicant has any previous convictions. A computer record enquiry may, in the meanwhile, be made from the Local Criminal Record Centre. An applicant may not be appointed if the results of the psychometric assessment, if applicable, have not been received indicating that the applicant is a suitable candidate.
 - (c) The *co-ordinator* must make telephonic enquiries regarding the suitability of the applicant to be appointed as a *reservist* and complete SAPS 93(b) in this regard.
 - (d) The *co-ordinator* must complete the SAPS 93 (Selection report). A selection committee, consisting of the *commander*, *head reservist*, *co-ordinator* and such other members as the *commander* may deem fit, must determine whether the applicant is suitable.
 - (e) If an applicant is found to be suitable, the application, with a recommendation from the selection committee, must be submitted to the Area Commissioner for approval, after which the applicant must be sworn in and SAPS 95 be completed.
 - (f) After appointment of the applicant, SAPS 93(d) must be sent in quadruple (x4) to Provincial Office : Personnel Services for the allocation of a PERSAL number. SAPS 93(d) must be typed and may not be submitted by facsimile.
 - (g) After the allocation of a PERSAL number, all the copies of SAPS 93(d) must be endorsed by the Provincial Office : Personnel Services and forwarded to the relevant *commander*. These forms

- must be filed on the personal file of the *reservist* concerned where after his or her training may commence. He or she may, however, not be allowed to perform functional duties, before he or she completed the prescribed training and has been certified as competent by the Provincial or Area Training Manager concerned. Functional duties include community service centre duties (excluding certifications), patrol duty, urban and rural policing, guard duty, etc.
- (h) If an applicant has not revealed previous convictions and he or she has already been appointed, the *commander* must, if appropriate, take steps to effect the discharge of the *reservist*.
 - (i) An applicant who applied to become a Category A *reservist* who was not recommended due to the fact that he or she does not fit the profile as indicated by psychometric testing, may be appointed as a Category B or D *reservist*: Provided that he or she is deemed to be a suitable candidate.
 - (j) In the case of an application for the Air Wing, an additional indemnity form SAPS 93(f) must be completed and kept on the file of the applicant. The procedure for the handling of applications for appointment as *reservist* at the Air Wing is dealt with in paragraph 36.
 - (k) If an applicant applies for the Mounted *Unit*, an indemnity form SAPS 93(g) must be completed and kept on the file of the applicant.
- (3) A Daily Advice of Change (SAPS 172) must be completed with regard to changes relating to a *reservist* by the *co-ordinator* at division, provincial, area, *station* or *unit* level where after it must be submitted to Personnel Services at provincial level to capture the information on the PERSAP System.
 - (4) The *commander* must, three months after the appointment of a *reservist*, submit a report to the *commander* at the next level indicating whether the *reservist* has shown the required commitment and whether his or her training is progressing satisfactorily.

12. Appointment certificates

- (1) As soon as a *reservist* has been appointed, a letter of appointment, in the form contained in SAPS 93(i), must be issued to him or her with the designation "Student police *reservist*", as well as the category of appointment on it.
- (2) As soon as a *reservist* has successfully completed training and has been certified as competent by the relevant Training Manager at provincial or area level an appointment certificate, in the form set out in the Annexure A to *the Regulations*, must be issued to him or her, after which the letter of appointment must be withdrawn and filed on his or her personal file.

The category of appointment must be indicated on the appointment certificate.

- (3) The instructions contained in SO(G) 55 regarding appointment certificates, are also applicable to a *reservist*.
- (4) A *reservist* must, while on duty, at all times be in possession of his or her appointment certificate.
- (5) If a *reservist* misuses his or her appointment certificate, the certificate must immediately be withdrawn and the incident investigated with a view to take disciplinary action, if appropriate.
- (6) The contents of subparagraphs (4) and (5) and the provisions of SO(G) 55, as well as the detrimental consequences which could result should an appointment certificate fall into the wrong hands, must pertinently be brought to the attention of *reservists* during their training and also when appointment certificates are issued to them.
- (7) If a *reservist* loses an appointment certificate, the circumstances must be investigated and be reported in detail to the divisional, provincial or area commissioner concerned, who must decide whether the *reservist* must be held responsible for the cost of its replacement.

13. Uniform and equipment

- (1) As soon as a *reservist* has successfully completed his or her training and has been certified as competent by the relevant Training Manager at provincial or area level, the prescribed uniform and equipment must, if applicable, be issued to him or her upon presentation of a SAPS 292.
- (2) Every *reservist* who is issued with a uniform must be dressed in full uniform when reporting for duty, unless it is required for a specific task that he or she wears civilian clothes.
- (3) A *reservist* who has not yet received a uniform or a *reservist* who is not permitted to wear a uniform must, when performing duties *as a reservist* dress in neat civilian clothes according to the instructions contained in the Dress Code, unless the type of duties require alternative dress.
- (4) The same requirements set for tidiness, hair-style and wearing of a beard applicable to a permanent member, are applicable to a *reservist* who wears uniform.
- (5) The exchange of uniform pieces must happen on a one to one basis annually. A uniform piece that was issued to a *reservist* according to the prescribed scale and which is damaged or untidy due to normal wear and tear, can only be exchanged by another uniform piece of the same type.

- (6) Uniforms must be issued free of charge annually on a VAS 2 against the PERSAL number of a *reservist* after the unserviceable uniform piece(s) was/were handed back to the accounting store for disposal. If a *reservist* collect uniform at the uniform shop, his or her *commander* must specify in writing which uniform pieces must be issued to such a *reservist*.
- (7) All items of uniform and other equipment of a *reservist* who has retired, resigned, been discharged, must be handed in at the nearest police *station* or at the police *station* where the discharge was effected. All applicable clothing items must be recorded in the Property Register (SAPS 13) for disposal according to existing instructions.
- (8) Uniform and equipment may only be worn by a *reservist* while on duty or on his or her way to report on duty or after he or she has reported off duty and while he or she is on his or her way back home. If a *reservist* makes unauthorized use of his or her uniform or equipment, it must, if appropriate, immediately be withdrawn and the incident investigated with a view to take appropriate disciplinary steps.
- (9) The badges, buttons of rank, gorget patches and cap peaks of members of the Reserve Police Service are the same as for permanent members of the Service.
- (10) The National Commissioner may, subject to the conditions which he or she determines, authorise the free issue from standard stock of any article of uniform or equipment to a *reservist* who performs duty or is undergoing training.
- (11) The National Commissioner may, in circumstances where a piece of uniform or equipment became unserviceable or has been lost due to the misuse or negligence of the *reservist*, order that such a *reservist* pay for the replacement of such piece of uniform or equipment.
- (12) The National Commissioner may authorise the payment of full or partial compensation from state funds for the repair or replacement of private property of a *reservist*, which was damaged, destroyed or lost in the execution of his or her duties as a *reservist*, or which was exposed to extraordinary wear and tear during the performance of his or her duties, if such damage, loss or destruction was not due to the own intentional or gross negligent conduct or disregard of instructions by the *reservist*.
- (13) The *commander* under whose command a *reservist* resorts, must annually inspect and for such purpose order a *reservist* to produce for inspection all pieces of uniform and equipment issued to him or her.

14. Promoting sound relationships

Sound relationships between permanent members and *reservists* must at all times be maintained. To this end —

- (a) permanent members must realize that *reservists* are rendering a community service by voluntarily helping to combat crime and to protect the community;
- (b) permanent members must be patient with, advise and give guidance to *reservists* to ensure that they function effectively and supervise their work until such time as they are able to function effectively without supervision. (This may take quite a long period due to the limited number of hours worked by a *reservist* and because the training of a *reservist* is not as comprehensive as that of a permanent member.);
- (c) a *reservist* should not hesitate to ask for advice or to request guidance from permanent members, even though they may hold ranks lower than his or her own; and
- (d) a *commander* can make a particularly meaningful contribution by encouraging his or her subordinates to adopt a positive attitude towards *reservists* and the services they render, and by setting an example in this regard.

15. Membership of a police sport and recreation club

If a *reservist* becomes a member of a police sport and recreation club —

- (a) he or she may only be included in a team representing the Service with the approval of the management of the relevant provincial sports body;
- (b) his or her participation in a team representing the Service takes place at his or her own risk and he or she will not be deemed to be on duty for the duration of his or her participation and, accordingly, an injury sustained by him or her during such participation will not be regarded as an injury on duty; and
- (c) he or she will be responsible to pay for his or her own medical, travelling and subsistence and other expenses relating to his or her participation in the activities of the club: Provided, however, that this paragraph does not prohibit the club concerned to compensate a *reservist* for any such expenses incurred.

CHAPTER 5 TRAINING

16. General

- (1) A *reservist* must undergo such training as the National Commissioner may determine and may not be required or allowed to perform any official function or duty for which he or she is not adequately trained.
- (2) A standard modular outcomes based training curriculum and programme for *reservists* must be compiled and maintained by the Division: Training in cooperation with the Division: Crime Prevention. The basic training

curriculum includes theoretical and practical training and will be presented in phases.

- (3) The training of *reservists* must take place under the direction and management of the relevant Training Manager at provincial or area level. It is the responsibility of the *commander* to communicate all training needs with the relevant Training Manager, who will be responsible to cater for the training of all *reservists* within the province, within the Provincial and/or Area Tactical Training Plans and/ or Work Place Skills Plans.
- (4) The Divisional Commissioner : Training and/or provincial commissioner must budget and make funds available from the training budget of the division or province for the training of *reservists* in his or her division or province.
- (5) Training camps must, as far as possible, be organized in each area or at *station* level for all the *reservists*.
- (6) Record of all relevant courses and modules that were successfully completed by a *reservist*, must be filed in the personal file of the *reservist* at the *station*. Proper training records of all *reservists* must be kept by the Training Manager, responsible for the management of *reservist* training at provincial or area level.
- (7) Certification of *reservists* to determine competence must be dealt with on a on Training Certificate (Successful), (SAPS 292), by the relevant Training Manager at provincial or area level.

17. Firearms and shooting exercises

- (1) A *reservist* must comply with the requirements of the Firearms Control Act, 2000 (Act No. 60 of 2000) regarding the possession and use of official firearms and ammunition during official duties, as applicable to permanent members.
- (2) A *reservist*, who performs functions which require that he or she must be armed, must be properly trained in the handling of firearms, the provisions of section 49 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977) and orders regarding the use of firearms, before he or she may be allowed to go on duty armed.
- (3) A *reservist* must be issued with an official firearm and ammunition while performing official duties that necessitate the carrying of a firearm. Under no circumstances may a *reservist* make use of his or her privately owned firearm during official duties. When a *reservist* is in possession of an official firearm the firearm must be carried with due consideration of the provisions of the Firearms Control Act, 2000. In the event where

authorisation is granted to a *reservist* to be in possession of an official firearm after his or her official duty, or store his or her official firearm at his or her place of residence, the *reservist* must have proper safekeeping facilities. Such safekeeping facilities must be inspected by the *commander* prior to granting the authorisation who must certify that such safekeeping facility was inspected and met with all the requirements of the Firearm Control Act, 2000.

- (4) A firearm may not be issued to a *reservist* who has been declared unfit to possess a firearm.
- (5) A *reservist* must be properly inspected when he or she reports for duty. The serial number of the firearm and the number of rounds issued to him or her, must be entered into the Occurrence Book (SAPS 10) or Report by Section *Commander* (SAPS 15), (if applicable) and in a register which must be kept for this purpose. SO(G) 256 regarding supervision and control of a relief, is also applicable to *reservists*.
- (6) Every *reservist* must, where relevant, participate in the annual shooting exercises. A *reservist* who participates in a shooting exercise is considered to be on duty for the duration of the practise as well as while travelling to and from the shooting range, irrespective of whether the range is within or outside the boundaries of his or her *station*. If a *reservist* chooses to use private transport, the provisions of regulation 23(6)(b)(i) of the South African Police Service Regulations, are applicable.

CHAPTER 6 PERFORMANCE OF FUNCTIONS

18. Duty hours, duty list and duty register

- (1) Although a *reservist* performs voluntary duty, it is expected that a minimum of sixteen (16) hours functional duty per month are rendered voluntary as determined by the relevant *commander*, with the exception of Category B and C reservists who render duties based on the specific needs of the division, province, area, *station* or *unit* concerned. In exceptional cases and with good reason, a *reservist* may, as a temporary measure, be exempted from this obligation. In such a case, written permission must be obtained from the relevant *commander*. If a *reservist* fails to comply with these provisions, steps may be taken against him or her in terms of paragraph 32.
- (2) A duty list for *reservists*, which covers the same period as for permanent members at a *station* and in which the duties of *reservists* are set out, must be compiled at every *station*.
 - (a) It is the responsibility of the *head reservist* at the *station* to compile the duty list in collaboration with the *co-ordinator* and *commander* after he or she had carefully considered the circumstances of

- every *reservist* and after prior consultation with every *reservist* serving under him or her.
- (b) A copy of this duty list together with the duty list of permanent members must be affixed in the community service centre.
 - (c) Duty lists must be filed together with the duty lists of permanent members after completion of the cycle.
- (3) A duty register must be kept at each *station* in order to ensure proper recording of the duties rendered by *reservists*. This register consists of loose SAPS 259 forms on which the time and nature of duties rendered by each *reservist* must be recorded.
- (a) A separate form must be used for each *reservist* per month. At the end of each month the number of hours worked by each *reservist* must be closed off and totalled. The hours of duties performed voluntarily by a *reservist* and the hours of duties for which a *reservist* is called up and paid must be captured separately.
 - (b) In order to keep a summarised record of the duties of a *reservist* over a long period, the total number of hours that a *reservist* worked in every month, must be entered on a list which has been divided into columns for the months and years. Such a list must be kept in the personal file of the *reservist*.
 - (c) The SAPS 259 must be kept in a loose-page system for every *reservist*. As soon as a page is full, and after the hours worked for the previous month has been totalled (as well as in the case of a *reservist* who has been transferred) that page must be attached to the personal file of the *reservist* at *station* level.
 - (d) The duty register must at all times be available for inspection by the inspecting or other visiting officer.
 - (e) The *commander* or a senior member designated by him or her, must regularly compare the duty register with pocket books (SAPS 206) and the SAPS 15 in order to ensure that the particulars are correctly recorded.

19. Reporting on and from duty

- (1) Before a *reservist* may perform any duties in his or her capacity as a *reservist*, he or she must be officially placed on duty. An applicant may under no circumstances be placed on duty before his or her application to be appointed as *reservist* has been approved and a PERSAL number has been issued.
- (2) When a *reservist* reports for duty, he or she must be placed on duty in the SAPS 10 or on a SAPS 15 if there are more than five *reservists* or where an SAPS 10 is not kept in his or her pocket book after he or she has been inspected by the member in command of the relief or by another senior member on duty. The latter must initial the entry in the pocket book of the *reservist*.

- (a) Although practical problems with regard to the above procedure may be experienced where long distances have to be travelled, *commanders* may authorize that *reservists* be inspected at predetermined points and be placed on duty by a senior permanent member or *reservist*.
 - (b) This senior permanent member or *reservist* must first telephonically or via radio report to the community service centre *commander* and be placed on duty by the latter and be furnished with an SAPS 10 entry number.
 - (c) Such a senior permanent member or *reservist* is then considered to be on duty and is authorized to inspect the *reservists* and to place them on duty. A suitable entry of the inspection must then be made in the SAPS 10. The SAPS 10 entry number of the *station* must also be included in his or her entry.
- (3) If a *reservist* is on his or her way to report on duty or on his or her way back home after having reported off duty and, while in uniform, finds himself or herself in a position in which he or she has to act in his or her capacity as a *reservist*, he or she shall during that action, be considered to be on duty.
- (4) A *reservist* who performs duty in a *unit* must be placed on duty by making an entry in his or her pocket book. This entry must be initialled by the commander under whose command he or she resorts and by whom he or she is inspected. Otherwise, he or she must report for duty at a community service centre where he or she must be inspected and a suitable Occurrence Book entry made.
- (5) The procedure outlined in subparagraphs (2) and (4) is also applicable when a *reservist* reports off duty.
- (6) Particulars of the duties referred to in subparagraph (2)(c) and subparagraph (4) must regularly be entered in the duty register (SAPS 259) of the *station* where the *reservist* is stationed.
- (7) *Commanders* must develop standard operational procedures to ensure effective command and control and optimal utilization of *reservists* as determined by the unique circumstances prevailing at provincial or area level.

20. Driving of police vehicles

- (1) Before a *reservist* may drive a police vehicle, he or she must —
 - (a) have successfully completed the basic training for *reservists*;
 - (b) comply with all the requirements as set out in SFO(G) 3A of 1987;
 - (c) be thoroughly conversant with the provisions of paragraphs 8, 12 and 18(2) of the said order;
 - (d) be in possession of a valid driving licence; and

- (e) be authorized, in terms of paragraph 11(3) of the said order to drive the vehicle.
- (2) The authorization to drive a police vehicle must be attached to the appointment form (SAPS 95) of the *reservist* and a copy must be filed in his or her personal file.

21. Assessment of duties performed

- (1) A *commander* must, at the end of each month, assess and keep record of the duties performed during that month by the *reservists* at his or her *station*. The record must contain the —
 - (a) number of *reservists* in each category;
 - (b) number of hours of duty performed by each category; and
 - (c) number of hours of duty performed by each *reservist*, per PERSAL number.
- (2) The *commander* must satisfy himself or herself that optimal use was made of the services of *reservists*.

22. Informer fees to reservists

A *reservist* obtaining information while performing his or her normal police functions does not qualify for any informer fees.

CHAPTER 7 PERSONNEL MATTERS

23. Register of personal particulars

- (1) Every *commander* must, in addition to personal files, keep a complete list of all the *reservists* at his or her *station*.
- (2) A register, with the following particulars of *reservists*, must be kept at every *station, unit* or office:
 - (a) PERSAL number and rank;
 - (b) full name;
 - (c) full home and work addresses;
 - (d) home, cellular telephone number and work telephone numbers;
 - (e) occupation;
 - (f) marital status;
 - (g) name, address and telephone number of next of kin;
 - (h) date of attestation;
 - (i) category of appointment;
 - (j) primary functions responsible to perform;
 - (k) date of latest promotion;
 - (l) race and gender; and
 - (m) medical aid number, if available.

- (3) A *reservist* must inform his or her *commander* of any changes to the above information.

24. Ranks, promotion and appointment

- (1) The ranks and rank insignia as set out in regulation 8 of *the Regulations* for the South African Police Service apply to the Reserve Police Service. A *reservist* may, however, not hold a rank above that of the *commander* under whose command he or she is serving.
- (2) Promotion or appointment to a higher rank is subject to the provisions of this Instruction or any other conditions or exceptions that the National Commissioner may from time to time determine.
- (3) A *commander* must make every possible effort to ensure that the *reservists*, including the *reservists* at the various rank levels, are representative of the community they serve.
- (4) In order to be considered for promotion and taking into account that a *reservist* may not hold a rank above that of his or her *commander* a *reservist* must qualify and be suitable for promotion in all respects and must comply with the requirements set out below and any other training requirements that may be determined by the National Commissioner.
- (a) **Category A, B and D Reservists**
The qualifying periods for promotion of the *reservists* in these categories are, subject to subparagraph (2), as follows:
- (i) Constable to sergeant:
Minimum of 6 years' service in the rank of constable, with a minimum of 1 152 hours of service rendered during the period;
 - (ii) Sergeant to inspector:
Minimum of 3 years' service in the rank of sergeant, with a minimum of 576 hours of service rendered during the period;
 - (iii) Inspector to captain:
Minimum of 3 years' service in the rank of inspector, with a minimum of 576 hours of service rendered during the period plus an NQF 4 (grade 12 certificate) or equivalent qualification;
 - (iv) Captain to superintendent:
Minimum of 3 years' service in the rank of captain, with a minimum of 576 hours of service rendered during the period plus an NQF 4 (grade 12 certificate) or equivalent qualification;
 - (v) Superintendent to senior superintendent:
Minimum of 6 years' service in the rank of superintendent, with a minimum of 1 152 hours of service rendered during

- the period plus an NQF 4 (grade 12 certificate) or equivalent qualification;
- (vi) Senior superintendent to director:
Minimum of 6 years' service in the rank of senior superintendent, with a minimum of 1 152 hours of service rendered during the period plus an NQF 4 (grade 12 certificate) or equivalent qualification; and
 - (vii) Director to assistant commissioner:
Appointment by the National Commissioner on recommendation by the Divisional Commissioners: Personnel Services and Crime Prevention.
- (b) *Category C Reservists*
A *reservist* in this category with specialised skills and who render specific operational duties may be appointed as a captain or higher level upon approval by the Divisional Commissioner: Personnel Services based on a motivation by the relevant *commander*. Further promotions must be dealt with as set out in subparagraph (a). A category C *reservist* appointed at a commissioned officers' rank at enlistment, may not transfer to another category within 3 (three) years from the date of appointment as Category C *reservist*.
- (5) The evaluation of *reservists* for promotion must be conducted on a motivated report by the *commander*, supported by the *head reservist* or another *reservist* designated by him or her with an equal or higher rank than the candidate. The *head reservist* or the *reservist* designated must be coopted on the evaluation committee.
 - (6) The promotion of a *reservist* up to the rank of inspector may be approved by the Provincial Commissioner or Divisional Commissioner concerned.
 - (7) If the promotion of a *reservist* to the rank of captain or a higher rank is considered and/ or recommended, a motivated report together with the recommendation of the relevant Divisional or Provincial Commissioner must be submitted via the Divisional Commissioner : Crime Prevention to the Divisional Commissioner: Personnel Services, Head Office.
 - (8) The promotion of a *reservist* to the rank of captain or a higher rank, must be approved by the National Commissioner.
 - (9) The requirements in subparagraph (4) may be deviated from in cases of previous permanent members of the Service who had held similar or higher ranks or who have sufficient applicable experience in the Service, as well as in the case of a *reservist* who formerly held a similar rank in the Reserve Police Service and who has had to forfeit it as a result of transfers and an absence of a need for *reservists* in that rank at the new *station*.

- (10) Former permanent members of the South African National Defence Force or active reserve or former reserve members of the South African National Defence Reserve Force may be appointed at an equivalent rank level that he or she held in the South African National Defence Force or South African National Defence Reserve Force. The final decision about the rank of appointment, is the responsibility of the relevant provincial or divisional commissioner. Sufficient proof to this regard must be attached to the application.
- (11) The National Commissioner may, if he or she deems it expedient or in the interest of the Service, at any time promote any *reservist* to any rank and has the authority to condone any requirements set in this regard.

25. Medals

- (1) The requirements for a permanent member to qualify for a medal, apply, with the necessary changes and where relevant, to a *reservist*.
- (2) The instructions applicable to a permanent member of the Service for the application and issuing of medals, are also applicable to a *reservist*.
- (3) Certificates for meritorious services may be issued by an Area Commissioner on recommendation of the relevant commander to a *reservist* in recognition of exceptional services rendered.

26. Discipline and labour matters

The provisions relating to discipline and labour relations applicable to a permanent member of the Service apply, if relevant, also apply to a *reservist*.

27. Redress of grievances

- (1) Grievances of *reservists* must be dealt with in accordance with the applicable agreement relating to grievances.
- (2) Any failure by a *reservist* to handle a grievance in accordance with the procedure referred to in subparagraph (1), constitutes misconduct.
- (3) The contents of the agreement referred to in subparagraph (1) must be brought to the attention of every *reservist*.

28. Medical treatment resulting from injury on duty or illness resulting from duty

- (1) Section 34 of the Act is also applicable to a *reservist* for medical, dental or hospital treatment for injuries sustained or illnesses contracted while on duty.

- (2) If a *reservist* is injured or killed while performing duty or as a result of duty in his or her capacity as a *reservist*, an enquiry must be instituted in terms of section 34 of *the Act*.
- (3) The following documents must be submitted at an enquiry referred to in subparagraph (2):
An affidavit by the employer of the *reservist* or the *reservist* himself or herself if self-employed, which indicates —
 - (a) the actual salary of the *reservist*;
 - (b) whether the *reservist* received any salary or other compensation during his or her absence;
 - (c) the exact total of the loss of salary of the *reservist*;
 - (d) the number of days of sick leave the *reservist* is annually entitled to in his or her permanent job; and
 - (e) the number of days and the dates on which the *reservist* was actually off duty as a result of the injury.
- (4) If a married *reservist* dies as a result of an injury sustained while on duty or as a result of an illness contracted while on duty, certified copies of a marriage certificate of the *reservist*, the birth certificates of all his or her dependants, as well as the completed, prescribed WCL forms must accompany the documents referred to in subparagraph (3).
- (5) Medical accounts relating to injuries or illness of a *reservist* must be certified by the *commander* and be submitted via the Divisional Commissioner : Crime Prevention to Head Office (Miscellaneous Medical Section) for payment.

29. Transfers

- (1) A *reservist* may be transferred from one *station* to another.
- (2) The *commander* must send the particulars of the transfer together with the personal file of the *reservist* to the *commander* where the *reservist* will serve.
- (3) If a *reservist*, who has been transferred, does not report to his or her new *station* within two months, the *commander* must take steps to contact the *reservist* in order to ascertain the position.

30. Retirement

A *reservist* retires from the Reserve Police Service on attaining the age of 70 years.

31. Resignation

- (1) A *reservist* may, subject to section 48(5) of *the Act*, resign at any time.

- (2) An officer with the rank of senior superintendent or a higher rank must take note of the resignation of a *reservist* and ensure that paragraph 13(7) has been complied with.
- (3) In the event of the resignation of a *reservist* in the circumstances referred to in section 48(5) of *the Act*, an officer with the rank of senior superintendent or a higher rank must approve the resignation.
- (4) The following steps must be taken when a *reservist* resigns:
 - (a) the *reservist* must complete and sign a SAPS 93(h) form. If he or she refuses to sign the SAPS 93(h), the member dealing with the resignation must make an endorsement to this effect on the form and sign it himself or herself; and
 - (b) the completed SAPS 93(h) must, after note has been taken of the resignation or the resignation has, in the circumstances referred to in section 48(5) of *the Act*, been approved, be sent with a covering letter via the Divisional Commissioner : Crime Prevention to Head Office (Termination of Service). The PERSAL-number of the *reservist* must be mentioned in the covering letter.

32. Discharge

- (1) An officer with the rank of senior superintendent or a higher rank may, subject to subparagraph (2), discharge a *reservist* —
 - (a) if he or she is unable to complete the required training successfully within a reasonable time;
 - (b) on account of ill-health;
 - (c) on account of misconduct;
 - (d) on account of his or her unfitness to carry out his or her duties or his or her incapacity to do so efficiently;
 - (e) if he or she is a Category A or D *reservist* who, without written permission of the *commander*, failed to perform the minimum required voluntary duty of sixteen hours per month for a consecutive period of three months; or
 - (f) if he or she receives remuneration for his or her duties as a *reservist* in circumstances other than those provided for in this Instruction.
- (2) The following steps must be taken when the discharge of a *reservist* is considered:
 - (a) the SAPS 93(h) must be completed by the *commander* or member designated by the *commander* and be served to the *reservist* concerned. The reason why his or her discharge is considered must be indicated in writing. If he or she refuses to sign the SAPS 93(h), the *commander* or member serving the SAPS 93(h) must make an endorsement to this effect on the form and sign it himself or herself;

- (b) the *reservist* concerned must then be allowed the opportunity to make written representations within 21 days and to submit reasons why he or she should not be discharged; and
 - (c) if a decision is reached to discharge the *reservist*, Head Office (Termination of Service) must be informed. The PERSAL-number of the *reservist* must be mentioned in the covering letter.
- (3) The decision to discharge a *reservist* may only be taken after consideration of the written representations, if any, contemplated in subparagraph (2).
- (4) If a *reservist* is discharged for misconduct it must be dealt with strict adherence of paragraph 26
- (5) The following steps must be taken when a *reservist* is discharged:
- (a) a member must complete a SAPS 93(h) and on the form make an endorsement to the effect that the *reservist* was discharged and sign it; and
 - (b) the completed SAPS 93(h) must, after the discharge has been approved, be sent with a covering letter to Head Office (Termination of Service). The PERSAL-number of the *reservist* must be mentioned in the covering letter.

33. Service certificates

The provincial or divisional commissioner concerned may issue a service certificate on form SAPS 238 to a *reservist* on the termination of his or her services, provided that —

- (a) he or she executed his or her tasks faithfully and efficiently during his or her period of service;
- (b) he or she had, throughout his or her period of service, with the exception of periods when his or her absence was due to valid circumstances, worked the required number of hours per month; and
- (c) the termination of his or her service is not as a result of misconduct.

34. Remuneration and allowances

- (1) A *reservist* performs voluntary duty and will only be remunerated when formally called-up for full-time training or duty.
- (2) If a *reservist*, who is not an official or employee of the State, is compelled to attend a court sitting and consequently suffers a loss of income, the divisional commissioner or provincial commissioner may, after the satisfactory submission of documentary proof, authorize that this loss of income be reimbursed to the *reservist* from state funds up to a maximum amount as from time to time determined by the National Commissioner.
- (3) If a *reservist* must attend a court sitting and his or her residence is more than 20 kilometres from the court and there is no state transport available

and he or she has to use private transport, the prescribed tariff must be paid to him or her.

- (4) A *reservist* called up for full-time training or duty, will be remunerated at the tariffs as determined by the National Commissioner from time to time.
- (5) A *reservist* who is formally called-up for duty or performs special duties within a functional *unit*, or is instructed to attend a training course at a centre away from his or her usual place of residence, may be transported at state expense to and from the place where his or her services are required or where he or she has to undergo training and a subsistence allowance, calculated on the same basis and subject to the same conditions as for permanent members, may be paid to him or her for the journey thereto and back, as well as for the periods during which he or she performed duty there.
- (6) A *reservist* who performs duties, may, upon submission of a receipt, be reimbursed at the prescribed rate for a meal taken during normal lunch time, should he or she reside more than fifteen kilometres away from the place where he or she renders his or her duties as a *reservist* : Provided that he or she had performed duties for at least an 8 hour shift.
- (7) In respect of conditions of service for which no provision are made in this Instruction, the National Commissioner must be approached for a determination.

35. Compensation for the loss of income owing to disability resulting from duty

- (1) If a *reservist* is injured on duty or is medically unfit for duty owing to an illness resulting from duty and in consequence this leads to a loss of income, he or she may be compensated for loss of salary, calculated according to the actual loss of income by the *reservist*, to a maximum daily tariff which is determined from time to time by the National Treasury.
- (2) Compensation for total or partial disablement is determined by the Compensation Commissioner and is calculated according to a formula based on the actual income of the *reservist* (up to a maximum amount determined by the National Treasury) and the percentage of disablement as determined by the Compensation Commissioner.
- (3) An additional gratuity may be paid to a *reservist* who becomes unfit for further service in the Reserve Police Service as a result of an injury on duty or an illness resulting from duty. The gratuity is calculated according to a formula laid down in regulations promulgated under the General Pensions Act, 1979 (Act No. 29 of 1979), in *Gazette* 6390 of 5 April 1979. If the degree of such unfitness is more than 30%, an annuity, in

accordance with the prescribed formula, may be paid to the *reservist* or, in case of his or her death, to his or her dependants.

- (4) Reasonable costs for a funeral, including an official funeral, may be paid out of state funds if a *reservist* dies while performing his or her duty or as a result of an injury or illness resulting from duty.
- (5) If a *reservist* is killed on duty or as a result of his or her duty as a *reservist*, his or her spouse qualify for the payment of a death grant payable to permanent members on condition that all the requirements have been met.

CHAPTER 8

RESERVISTS PERFORMING SPECIFIED FUNCTIONS

36. Reservists attached to the Air Wing

(1) Qualifications for appointment at the Air Wing

- (a) An applicant for appointment at the Air Wing as a *reservist* pilot must be in possession of a valid commercial pilot licence and be tested beforehand by a South African Police Service Air Wing instructor before appointment.
- (b) A *reservist* pilot may operate police aircraft. *Reservists* operating police aircraft, must meet the same requirements as set for permanent employed police pilots.
- (c) *Reservists* may operate his or her own aircraft for policing duties. However, he or she must be in possession of a valid commercial pilot licence and have completed the following minimum number of hours of flying time:
 - (i) Aeroplane: 250 hours of solo flight.
 - (ii) Helicopter: A total number of 450 hours with helicopters and at least 100 hours with the specific type of helicopter applied for.
- (d) A *reservist* operating his or her own aircraft or have access to an aircraft must indemnify the Service for the utilisation thereof.
- (e) An applicant must be prepared to render his or her services as a *reservist* in the South African Police Service Air Wing, at his or her own risk. The indemnity (SAPS 93(f)), must be completed and be submitted together with his or her application.
- (f) An applicant must be below the age of 55 years.

- (g) A *reservist* of the Air Wing must be appointed on a very selective and effective basis. Aspects to be considered in this regard are the —
- (i) type of aircraft;
 - (ii) distance to be travelled to the nearest *unit* of the Air Wing;
 - (iii) availability of the *reservist*; and
 - (iv) number of *reservists* that are required in a specific province, area or *station* area.

(2) Application for air support and the use of the Air Wing

- (a) An application for air support must be properly motivated and approved by the relevant provincial commissioner and the Section Head: Air Wing, Head Quarters. In urgent cases approval of the Section Head: Air Wing, Quarters may be obtained telephonically.
- (b) The Provincial Air Wing *Commander* must arrange that a suitable pilot and aircraft be assigned to the task.
- (c) The services of a *reservist* of the Air Wing must only be used for air support. It is not required from such a *reservist* to undergo any functional police training. Before such a *reservist* may be appointed to perform ordinary police duties, he or she must first undergo the required training.

(3) Selection of applicants for the Air Wing

- (a) A *reservist* at the Air Wing must be appointed as a Category C *reservist*.
- (b) Before an applicant's application is approved at provincial level, his or her competency to the Air Wing must be approved by the Section Head: Air Wing, Head Quarters. The following documents must be forwarded to The Section Head: Air Wing, Head Quarters, South African Police Service, Private Bag X 19063, Pretoria West, 0117:
- (i) a copy of the application for appointment - SAPS 93. (The home and work telephone numbers of the applicant must be indicated therein);
 - (ii) a certified photocopy of the applicant's Certificate of Flying Competence;
 - (iii) a certified photocopy of the applicant's flying licence;
 - (iv) a certified photocopy of the last three pages of the applicant's flying logbook;
 - (v) a certificate of the availability of the aircraft, stating the type of aircraft;
 - (vi) fingerprints (SAPS 91(a)) of the applicant after they have been returned by the Criminal Record Centre, together with the Fingerprint Record Sheet (SAPS 69), if applicable; and

- (vii) certified copies of documentary proof must be submitted if the applicant previously held the rank of an officer in the South African National Defence Force or the South African Police Service.
 - (c) The covering letter must state that confidential enquiries about the fitness of the candidate to serve in the Reserve Police Service have been made and must state any negative aspects if present.
 - (d) The Section Head: Air Wing, Head Quarters must inform the relevant provincial commissioner whether or not the applicant is acceptable, and of the date and place where the applicant shall be tested.
 - (e) If an applicant is found to be acceptable, his or her application must be dealt with according to paragraphs 11(1) and (2).
 - (f) A recommendation regarding the rank on appointment must be made on SAPS 93(d).
 - (g) A permanent member of the South African National Defence- or Air Force may not be recruited as an Air Wing *reservist*.
- (4) Remuneration for expenses regarding services rendered by reservists of the reserve air wing**
- (a) All claims must be forwarded to the relevant provincial commissioner on the claim form: Miscellaneous Claims (SAPS 174), which must contain the —
 - (i) number of hours flown, with an indication of the type of aircraft and the relevant tariff. The calculated amount must appear in the applicable column; and
 - (ii) the quantity of fuel used, indicating the price and the calculated cost in the applicable column.
 - (b) The following must be attached to the claim —
 - (i) a photocopy of the approval for the action; and
 - (ii) certified invoice indicating the local price of the specific type of fuel.
 - (c) Tariffs per hour for the various types of aircraft are as prescribed from time to time.
- (5) Re-testing and temporary or permanent cancellation of flying licence**
- (a) A *reservist* pilot must be retested annually by a flying instructor to determine the standard of his or her flying skills. Results of such a test must be sent to the Chief Pilot at Air Wing, Head Quarters.

- (b) If the pilot licence of a *reservist* become temporarily or permanently invalid, he or she must immediately inform the relevant Provincial *Commander: Air Wing*.

37. Reservist police divers

- (1) A *reservist* police diver must comply with the Diving Regulations as prescribed by the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).
- (2) All instructions relating to police divers are also applicable to *reservist* police divers.
- (3) The Service may employ a person as a *reservist* police diver, provided that he or she complies with the required admission standards as set for police divers. A *reservist*, utilized as a police diver, must have successfully completed training according to the standards set by the Department of Labour. The applicant must at least be qualified as a Class IV diver according to the Diving Regulations, issued in terms of the Occupational Health and Safety Act, 1993.
- (4) A person, applying to be employed as a *reservist* police diver, must be registered with the Department of Labour as a diver.
- (5) The application must be dealt with according to the guidelines set for police divers.
- (6) A *reservist* police diver must be appointed as a Category C *reservist*, as a *reservist* diver is utilized by the Service for his or her special skills. It is not required from such a *reservist* to undergo any functional police training. Before such a *reservist* may be appointed to perform ordinary police duties, he or she must first undergo the required training.
- (7) The area commissioner must, subject to his or her authority, designate a senior member as Dive Point *Commander* to exercise control over the activities of all *reservist* police divers.
- (8) A *reservist* police diver report to the relevant dive point *commander* for duty. The dive point *commander* exercises control over the activities of *reservist* police divers. Matters relating to police diving are dealt with according to the line of communication as set out in the instructions for police divers.
- (9) The provincial commissioner must ensure that a *reservist* police diver be equipped according to the Diving Regulations referred to in subparagraph (1).

- (10) A provincial commissioner must provide in his or her budget for the supply of diving equipment and consumables such as compressors, diving cylinders, demand valves, rope, buoys, wet suits, mask, flippers, weight belts etc.

38. Reservists attached to the Mounted Unit

- (1) All instructions relating to permanent members attached to Mounted Units are, where relevant, applicable to *reservists*. This paragraph must be read in conjunction with the National Instruction: Mounted Services.
- (2) A *reservist* attached to the Mounted *Unit* must be appointed as a Category A *reservist* and is compelled to complete the prescribed functional training for *reservists*. He or she must also have a reasonable degree of horsemanship and must be prepared to undergo further training in the skills of mounted police work.
- (3) The *reservist* must be tested in mounted skills by the Subsection Head: Mounted Services or the Provincial *Commander* to determine whether he or she can maintain a high standard.
- (4) The Subsection Head: Mounted Services or the Provincial *Commander* must issue a certificate that the *reservist* has passed the riders test. This certificate must be kept on the personal file of the *reservist*.
- (5) A *reservist* that has been evaluated successfully may make use of a police horse and saddlery , if and when available.
- (6) A *reservist* may utilize his or her own horse. All horses belonging to *reservists* must however pass a test of obedience and comply with requirements for horses of the Service. A file containing the names and descriptions of the horses that have passed the obedience test must be kept at the *unit*.
- (7) Particulars of horses of *reservists* used must also be recorded in the SAPS 15.
- (8) In the event of a *reservist* making use of his or her own horse the Service will not be responsible for any cost incurred for feeding, veterinary bills, transport, stabling or any expenses related to the general upkeep of the horse. Costs incurred for stabling, feeding and transport during active duties may be at the expense of the Service.
- (9) A *reservist* utilizing his or her own horse must indemnify the Service for the utilisation thereof.
- (10) When on duty, *reservists* must be dressed in the prescribed dress as for permanent members of the Service.

- (11) A *reservist* attached to the mounted *unit* must sign an indemnity (SAPS 93(g)) which must be filed on his or her personal file.

39. Reservists attached to the Special Task Force

- (1) An applicant for appointment at the Special Task Force must meet all requirements as set for permanent members and his or her suitability must be assessed by the national Special Task Force Commander prior to appointment.
- (2) An application to be placed at the Special Task Force must be considered on the merits of each case. A detailed motivated application must be forwarded to the relevant divisional commissioner for recommendation, whereafter the application will be submitted to the National Commissioner for consideration. The relevant provincial Special Task Force *Unit* Commander, must give an indication if the applicant is suitable in all regards, whether he or she can be utilized at his or her *unit* and in which capacity.
- (3) A *reservist* of the Special Task Force may be appointed as a Category A or C *reservist* depending on the area of utilization and must be willing to undergo such training as determined by the National Commissioner.

40. Reservists attached to Security and Protection Services

- (1) An applicant for appointment at Security and Protection Services must meet all requirements as set for permanent members.
- (2) An application to be placed at Security and Protection Services must be considered on the merits of each case. A detailed motivated application must be forwarded to the relevant divisional commissioner for recommendation, whereafter the application will be submitted to the National Commissioner for consideration. The relevant Security and Protection Services *Unit* Commander must give an indication if the applicant is suitable in all regards, whether he or she can be utilized at his or her *unit* and in which capacity.
- (3) A *reservist* at Security and Protection Services may be appointed as a Category A or C *reservist* depending on the area of utilization and must be willing to undergo such training as determined by the National Commissioner.

41. General

If any further need for *reservists* for a specific *unit* or duty, that is not addressed in chapter 8, arises, an investigation regarding the necessity and implementation of such a need must be conducted by the division concerned. A recommendation must be forwarded to the divisional commissioner concerned, for a decision by the National Commissioner.