

Public Order Police: Video Administration



Directive xx/2016: POP: VIDEO ADMINISTRATION



Public Order Police: Video Administration

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1. Introduction

- (1) The deployment of a video camera operator in day to day crowd management or public order incidents is not only useful but essential to ensure video footage as material evidence but also as a training tool or debriefing tool for POP members.
- (2) In this regard it is important to maintain the video camera, related accessories and other related technology to ensure serviceability and to optimize the use of video footage in the POP environment.

2. Masculine and feminine genders

- (1) When used in this publication, words such as "he," "him," "his," and "men" are intended to include both the masculine and feminine genders, unless specifically stated otherwise or when obvious in context.

3. Purpose

- (1) The purpose of this document is to establish a guideline for Public Order Police, regarding the maintenance, operational use and general management of video equipment, video material and related technological resources.

4. Reference framework

- (1) The Constitution on the Republic of South Africa 1996
- (2) The Public Finance Management Act 1999 (Act No. 1 of 1999)
- (3) The South African Police Service Act 1995 (Act No. 68 of 1995)
- (4) The Regulation of Gatherings Act 1993 (Act No. 205 of 1993)
- (5) The Firearms Control Act 2000 (Act no. 60 of 2000)

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- (6) The Occupational Health and Safety Act 1993 (Act no 85 of 1993)
- (7) The Safety at Sports and Recreation Act 2010 (Act 2 of 2010)
- (8) The South African Police Service Regulations
- (9) National Instructions, Standing Orders, Policies and Directives of the SAPS
- (10) Legal Services: Use of force guideline (2011)
- (11) National Instruction 1/2009 version 2: Risk Management in the South African Police Service.
- (12) National Instruction 1/2008: Safety, Health and Environmental Management in the Service.
- (13) National Instruction xx/2014: Establishment and Functioning of Public Order Police Units.
- (14) National Instruction 4/2014: Crowd Regulation and Management: Public Gatherings and Demonstrations
- (15) National Head Office circular: 11/1/3/1(3091) dated 2006-09-14: Shooting practices: Functional members of the SA Police Service.
- (16) National Head Office (Training) circular: 11/1/3/1/3440/3181 dated 2010-07-06: Compliance to the Firearm Control Act (60 of 2000): All Police Act members: Before 2010-12-30: SA Police Service.

5. Definitions

- (1) In this Directive, unless the context indicates otherwise:-
 - (a) **competent** means the result indicates that all assessment requirements for the learning outcome have been met.

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- (b) **compulsory** means an action when rules or a law require it to be done
- (c) **crowd** means a large number of people gathered together or a large audience, especially at a sporting event or an informal, often rowdy group of people with a common interest;
- (d) **crowd management** means the policing of assemblies, demonstrations and all gatherings, as defined in the Act, whether recreational, peaceful, or of an unrest nature;
- (e) **dangerous criminal** means any awaiting trial prisoner charged with a schedule 1 offence that has the ability or tendency to escape from lawful custody and/or poses a direct threat to the community at large;
- (f) **defensive measures** refer to pro-active tactical measures such as static barriers which are used to protect and safeguard people or property, by making use of the following tactical options: negotiation, cordon, block, isolate, patrol, escort and canalize
- (g) **divisional directive** means an official instruction issued by the Divisional Commissioner: Operational Response Services giving explicit direction and guidance pertaining to a specific topic.
- (h) **event** means an occurrence that attracts large crowds and has the potential to escalate into public violence and/or medium to potential high risk criminal activities;
- (i) **first responder** means the first member who responds to and arrives at the scene of a spontaneous gathering (such a member may be from Visible Policing, the Metro Police or a POP unit).
- (j) **fitness** means athletic condition or health.
- (k) **force** refers to a process whereby a person or group of persons is compelled to an instruction, by using a combination power, strength and /or violence

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- (l) **high risk threat** means a situation where information dictates the probability that serious bodily harm or death will likely be inflicted and must be resolved with specialized tactical capabilities;
- (m) **In service training** means the training of members in a specific discipline to develop their individual or group skills during normal working hours.
- (n) **low risk threat** means a situation where information indicates that serious bodily harm or death will not likely be inflicted and can be resolved with generic policing skills.
- (o) **major event** means an incident of great significance and importance that attracts large crowds and has the potential to escalate into public violence and disorder;
- (p) **medium risk threat** means a situation where information indicates that serious bodily harm or death could be inflicted and should be resolved with tactical capabilities.
- (q) **offensive measures** refers to reactive tactical measures required to normalize a situation which ranges from making arrests, using of pyrotechnics to responding with firearms and including search and seizure, push back, evacuation, encircling and dispersal;
- (r) **operations** mean activities during operational deployment;
- (s) **operational commander** means an operational officer or member who is responsible for the operational execution and coordination of an operation;
- (t) **operational duties** mean the action or process of operating when executing job specific tasks.
- (u) **operational standard** means a predetermined level of operational proficiency;

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- (v) **overall commander** means the commander of the joint operational centre that is designated by the PCCF. This person is overall in command of the operation and not only in command of the Joint Operational Centre;
- (w) **POP operator** means any operational member based at a Public Order Police Unit who successfully completed all the approved prescribed training courses;
- (x) **POP unit commander** means a senior member of the Service appointed in writing to take operational and administrative command and control of a designated POP unit;
- (y) **Public Order Police unit** means a specialized national competency for day to day operations, trained to manage and control crowds and restores public order within a specific provincial area;
- (z) **public order** means the state of tranquility and security that is needed in a society and that should be pursued by the State in order to ensure the constitutional rights and to benefit thus a harmonic development of society;
- (aa) **refresher training** means revision of an existing skill through regular practice, repetition or instruction.
- (ab) **restore/restoration** means a tactical intervention to return a situation to its earlier state of normality;
- (ac) **risk** means a future incident that may affect the implementation of strategic or operational priorities and may emanate from either within or outside of the Service;
- (ad) **risk level** means the measurement of situations involving exposure to danger.
- (ae) **risk management** means the identification and assessment of

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potential risks and the determining of a process to manage the risk.

- (af) **safe environment** means surroundings or conditions to work in that is free from any hazard.
- (ag) **video accessories** refers to the video camera carry case, additional batteries, tripod, and external lighting.
- (ah) **video operator** refers to a member of POP trained and designated in the use of a video camera for recording and evidentiary purposes.

6. Acronyms

- (1) In this document, unless otherwise indicated, the following acronyms means:-
 - (a) **FSL** refers to Forensic Science Laboratory
 - (b) **GPS** refers to Global Positioning System
 - (c) **HRD** refers to Human Resource Development
 - (d) **IRIS** refers to Information Registration Information System.
 - (e) **MISS** refers to Minimum Information Security Standards.
 - (f) **OB** refers to Occurrence Book.
 - (g) **ORS** refers to the Division: Operational Response Services
 - (h) **POP** refers to Public Order Police.
 - (i) **SAPS** refers to the South African Police Service.
 - (j) **SLS** refers to Subject Literature System

7. Risk analysis and assessment

- (1) The nature of POP duties falls outside the scope of generic policing functions.
- (2) POP members must be trained and equipped to effectively deal with situations

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that police officers, given their basic training and standard equipment, cannot deal with.

- (3) All police members must be trained and skills maintained to conform to the applicable National risk category.
- (4) National Instruction 1/2008 (Safety, Health and Environmental management in the Service) place a responsibility on managers to ensure inter alia that employees are trained to perform duties, hazards are identified and associated risks are assessed.
- (5) National Instruction 1/2009 version 2 (Risk management in the South African Police Service) specifies the responsibilities of Divisional Commissioners, Provincial Commissioners and Station Commanders.
- (6) POP risk classification in terms of Section 8 of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993):
 - (a) The general nature of duties performed in terms of crowd management and subsequent risks involved dictates that:
 - (i) Task specific training be developed, presented and maintained.
 - (ii) Task specific equipment be identified, procured issued and maintained.
 - (b) Duties performed by POP range from low to medium risk threats but circumstances may dictate a rise in threat level in instances of public violence or service delivery
- (7) All video camera operators must be trained, and have successfully completed an operators training course in order to be considered as competent.

8. Scope of application

- (1) This Directive applies to the following functionaries:

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- (a) All members trained as video camera operators.
- (b) All members that function within the POP information management environment.
- (c) All POP commanders that function within the POP operational environment.
- (d) All operational members attached to a POP unit and that performs frontline operational duties.
- (e) All other members of SAPS that may work together with POP.

9. Roles and responsibilities

- (1) The Division: Operational Response Services:
 - (a) The Divisional Commissioner: Operational Response Services will determine the required standards for video camera operators and the needs of the division in terms of video material.
 - (b) The Component Head: Specialized Operations and the Section Head: POP Units will annually review the directive in terms of video administration with specific focus on the deployment and use of video camera operators to ensure convictions.
 - (c) The Section Commander: POP Units will be responsible to ensure;
 - (i) the monitoring of all use of force incidents,
 - (ii) that reports are supplied for aspects that require review and
 - (iii) the gathering of relevant incidents for possible case studies involving the taping of relevant video footage.
 - (d) The Unit Commander of the national units must ensure;
 - (i) the effective deployment and utilization of video camera operators during nationally managed incidents.

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- (ii) the inspection and maintenance of video equipment and resources.
 - (iii) Ensure trained personnel undergo the required refresher video operator training courses to remain current and up to date with relevant court rulings.
- (2) The provinces
- (a) The Provincial Head: ORS will be responsible for the following; the effective deployment of video operators during incidents within the province and the maintenance of video equipment.
 - (b) The Unit Commander of POP units will be responsible for the following:
 - (i) The operational deployment of video camera operators
 - (ii) Inspection of the video equipment before and after use.
 - (iii) Reporting of any damages and repairs that may be required.
 - (iv) Monitoring all operational use of video cameras
 - (v) Ensure that the trained personnel undergo the required refresher video operator training courses to remain current and up to date with relevant court rulings.

10. Management and allocation of video operators

- (1.) Video camera operators standards and camera user requirements will be determined by the Division: ORS, Section POP Units. All POP units must be self-sufficient regarding video camera operators and video camera equipment.
- (2) The maximum number of video camera operators employed at a unit will be determined as follows;
 - (a) POP units consisting of less than 3 platoons, 6 video camera operators

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- (b) POP units consisting of minimum of 5 and a maximum of 10 platoons, 10 to 20 video camera operators and
 - (c) Units consisting of more than 10 platoons, 20 video camera operators or at least two operators or cameras per platoon. **(Review)**
- (3) If a unit has 4 or more video camera operators the unit commander must, appoint a suitable member to co-ordinate the duties of the video camera operators. It is a requirement that the member has completed this training. The member will be referred to as the video operator/coordinator, except if stated otherwise. The duties will be in addition to the member being utilised daily for operational duties.
- (4) The video operator will be responsible for the following:
- (a) Regular inspections of video camera equipment.
 - (b) Dealing with the logistic needs regarding video camera equipment.
 - (c) The general administration of the video-related activities at his unit, including;
 - (i) the storage and copying of video footage while still ensuring the integrity and admissibility of the material.
- (5) The video camera operator will prior to and during an operation will interact with the POP information component at the unit but for command and control fall under the command of the operational commander. The operational commander, in cooperation with the video operator, will be responsible for the compliance of the provisions as set out in this directive. The operational commander will, furthermore, determine when and of which operations recordings should be made.
- (6) For the purposes of administration, organization and control, all aids, at unit level, which relate to videos, including television, video recorders, etc will fall under the control of the video operator.

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- (7) The video operators will be accountable to the unit commander during all activities which relates to video operations to ensure that these guidelines and provisions as set out in this directive are adhered to.
- (8) The unit commander must ensure that there is adequate control over all the audiovisual aids and that the services by the operators are effectively utilized.

Dress of video operators (civilian)?

11. Selection of Video Camera Operators

- (1) The Division: ORS, Section POP Units will nominate suitable members for training as video camera operators.
- (2) Before a member can be nominated for a video camera operator's course, he or she must have worked for a period of probation for at least three months under the direct supervision of a video camera operator. During this time the following has to be determined:
 - (a) Whether the member is seriously interested in becoming a video camera operator?
 - (b) Whether the member has adequate experience in POP activities?
 - (c) Whether the member is capable of doing the work?
 - (d) Whether the member is a responsible employee?
 - (e) Whether the member is suited to perform work of this nature?
 - (f) Whether the member is acquainted with the relevant court procedures and the submission of evidence?
- (3) During the three months period of probation, the video camera operator must train the member in the basic aspects of video camera operations so that the member can determine whether or not he or she is interested in this field and whether or not he or she has the necessary aptitude to become a video

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camera operator.

- (4) A member will not be allowed to undergo a video camera operator's course before he or she has completed an undertaking.
- (5) The undertaking must also be signed by the commander of the member concerned. The unit commander must be guided by the recommendations of the video camera operator under whose supervision the member has worked.

12. Training of video camera operators

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

13. Office accommodation and transport

- (1) The audiovisual aid such as the video camera and LCD projector is very expensive and sophisticated and it is therefore essential that every possible precaution be taken to prevent damage and loss of such equipment.
- (2) All units must be provided with these aids. The following accommodation facilities must also be made available:
 - (a) The office accommodation must consist of adequate locking-up facilities. The doors and windows of these facilities must be burglar-proofed. The locking-up facilities must be of such a nature to ensure adequate room for storing the video equipment and accessories as well as expendable items, such as video memory cards, sticks, DVD's and external hard drives.
- (3) Specific accessories such as LCD projectors is also important for example to debrief members after an incident or even as a training intervention.
- (4) A suitable vehicle must be at the disposal of a video camera operator.

14. Objectives of video operators

- (1) The use of audiovisual aids during crowd management is a concept which, if developed to its full potential, can be of great value in the investigation of related crimes and offences. The development of this potential is, however, an educational process for both the operator and the investigating officer involved. The measure to which it will be utilized and the success that will be achieved will largely depend on the initiative and the enterprise of the persons involved.
- (2) The training received by the operator will not make a professional camera operator of him or her. The training will merely provide him or her with the basic, elementary knowledge regarding the equipment. To ensure that this aid is developed to its full potential it is essential that all trained members are

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fully employed as video camera operators. Only by working with the equipment on a daily basis will he or she learn the necessary skills to render a genuine professional service.

- (3) The effective use of this equipment depends largely on teamwork. The video camera operators must therefore, if circumstances permit it, operate in teams, for example with one members focussing on the participants while the other focuses on the actions of the police.
- (4) The degree to which these aids will be utilized will depend largely on the initiative and skill of the video camera operator, and of the investigating official. This implies that there should be close liaison between the investigating official and the video camera operator. The use of this equipment will be restricted to POP tasks.
- (5) This equipment is very expensive and sophisticated and the use thereof by an untrained member is strictly prohibited. Only members trained in the use and handling of this equipment may use it. If these members are not available, this equipment may not, under any circumstance, be put at the disposal of other members. If any damage is caused to the equipment or loss sustained as a result of the unauthorized use of the equipment, the necessary steps must be taken to recover the loss sustained and/or damage as well as the cost of repair for the damage, from those members/persons involved. It is, furthermore, strictly prohibited to use this equipment for private purposes, regardless of the conditions or the reasons.
- (6) Although the video camera operators provides a specialized service, the members are nonetheless, in the functional line of policing and have to wear uniforms while on duty. The unit commander may however grant permission for members to perform duty in civilian dress for a specific task should the conditions justify it.

15. Working procedure

- (1) The use of audiovisual aids during crowd management is a concept which, if developed to its full potential, can be of great value in the investigation of related crimes and offences. The development of this potential is, however, an educational process for both the operator and the investigating officer involved. The measure to which it will be utilized and the success that will be achieved will largely depend on the initiative and the enterprise of the persons involved.
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- (6) Although the video camera operators provides a specialized service, the members are nonetheless, in the functional line of policing and have to wear field dress uniform while on duty. The unit commander may however grant permission for members to perform duty in civilian dress for a specific task should the conditions justify it.

16. Inspections

- (1) **Progress made by an operator**

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

- (2) **Equipment**

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

17. Issuing of equipment

- (1) The need for additional video equipment and/or the replacement of video

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equipment will be determined by the technical personnel of the Video Unit.

- (2) Should the equipment be unserviceable, whether as a result of a defect, damage or unauthorised use, full details thereof must be reported through the usual channels.

18. Maintenance of equipment

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

19. Editing and disposal

- (1) All material that has been recorded on video, shall be placed in safekeeping.
- (2) With the exception of recordings being made available to an investigation officer, recordings may not, under any circumstance, be given to any news media or other person. Any request for material of this nature to be made available, shall be referred to the local or provincial communications officer.
- (3) Copies of recordings may be made available to the investigating officers for the purposes of the investigation. In these cases, a copy of the recording on DVD shall be given to the investigating unit, while the original is kept in safekeeping. The original recording may not, under any circumstance, leave the control and supervision of the unit commander / video operator concerned.

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It must be kept in mind at all times that its value as evidence can be seriously jeopardised if the tape recording has not, at all times, been under proper supervision. If a copy of a recording is given to an investigating officer, an entry to this effect must be made in the applicable register. This register must be compiled in accordance with the guidelines in this directive.

- (4) **Storage of digital video footage and ensuring of the video data integrity is still being investigated.**
- (5) **The video clip library storage option is also still being investigated.**

20. Record keeping and reporting

- (1) For the purposes of the proper keeping of records, and accurate reporting, a video

register, must be drawn up. The following headings must be set out in columns:

- | | | | | |
|-----|--------|---|-------|---|
| (a) | Column | A | (I) | Serial number, beginning with 1 every year |
| (b) | Column | B | (I) | Date of recording |
| | | | (ii) | Time of recording |
| | | | (iii) | Duration of recording |
| (c) | Column | C | (I) | Title, and place at which recording is made |
| (d) | Column | D | (I) | Video camera operator |
| | | | (ii) | Comments |
| (e) | Column | E | (I) | Annual serial number of tape |
| | | | (ii) | Format of tape |
| (f) | Column | F | (I) | CAS number, if applicable |

- (2) Memory cards must be numbered according to this register number. This number must be affixed on the cassette holder as well as being reflected in the IRIS report. If more than one card per recording is used, the cards must be marked accordingly, for example :
 - (a) 16/97 (1 of 2)

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- (b) 16/97 (2 of 2)
- (3) As the recordings of actions and incidents which are related to POP actions may be used as evidence at a later stage, the following information must be recorded on the sound track before the actual recording begins :
 - (a) Day, date, time and place of the recording
 - (b) The number, rank and name, in full, of the camera's operator and of the commentator
 - (c) The name of the POP unit to which the camera operator is attached
 - (d) What the recording is about, for example a meeting, gathering or funeral
 - (e) How the recording is to be made, for example, from a selected vantage point, from a moving Nyala vehicle, or while moving on foot
 - (f) The length of the tape being used
 - (g) If there is a break in the recording, the reason for the break must be stated clearly, for example, shielding from those throwing stones, or a fault in the camera, or tapes are being changed, or it is the end of the first recording, or it is the beginning of the second recording, etc
 - (h) Comments can also be made regarding the weather conditions, for example that it is raining, overcast, etc
 - (i) Remember that the prime test for the evidence on the digital recording on the memory card to be admissible is that of relevance, i.e. the digital recording must be relevant to the case brought before the court
- (4) The camera operator must, after the incident, draw up a sworn statement in which the following details are submitted :
 - (a) Name and rank, in full
 - (b) That he or she is in the service of the State and that he or she is

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- stationed at, for example, the POP unit, Pretoria
- (c) That he or she has received training as a video camera operator and the number of years of experience he or she has in this field
 - (d) That he or she, in the course of his/her official duties, made a recording at (place) on (date) at (time)
 - (e) What the subject of the recording was, for example, a meeting, gathering or funeral
 - (f) Who requested that he or she be present and the reason why the recording was made
 - (g) How the recording was made, for example, 'stood in a selected vantage point' or 'from a moving Nyala'
 - (h) The length of the tape
 - (i) If there was a break in the recording, the reason for this break
 - (j) Reference number of the video cassette
 - (k) Any other relevant information
- (5) The Subject Literature System (SLS) is a database on the SAPS mainframe for the gathering of information regarding video recordings and other related material. Units which are as yet are not registered on the SLS must lodge applications in this regard to their respective area Information Systems component, which will arrange the relevant training be presented to the unit by Information Systems, Head Office. **Is this still relevant?**

21. Annexure

(1)

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22. Signatures

BRIGADIER

**SECTION HEAD: PUBLIC ORDER POLICE
DIVISION: OPERATIONAL RESPONSE SERVICES
ZM MKHWANAZI**

Date:

RECOMMENDED / NOT RECOMMENDED

MAJOR GENERAL

**COMPONENT HEAD: SPECIALIZED OPERATIONS
DIVISION: OPERATIONAL RESPONSE SERVICES
C ANNANDALE**

Date:

APPROVED / NOT APPROVED

LIEUTENANT GENERAL

**DIVISIONAL COMMISSIONER: OPERATIONAL RESPONSE SERVICES
E MAWELA**

Date:

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Original	Version 2	Lieutenant General E Mawela	